

Academic Rules of I-Shou University

Considered and reviewed on April 1, 1991 under the Ministry of Education Letter Tai-80-Kao-Tzu No. 14885

Amendments to the Rules considered and reviewed on November 15, 1991 under the Ministry of Education Letter Tai-80-Kao-Tzu No. 61125

Adopted on January 12, 2000 at the first meeting of the University Council in the second semester of the academic year 1999

Amendments to the Rules considered and reviewed on March 31, 2000 under the Ministry of Education Letter Tai-89-Kao-2-Tzu No. 89037838

Adopted on April 24, 2000 at the meeting of the University Council in the second semester of the academic year 1999

Amendments to the Rules considered and reviewed on May 19, 2000 under the Ministry of Education Letter Tai-89-Kao-2-Tzu No. 89060075

Adopted on December 13, 2000 at the third meeting of the University Academic Council in the first semester of the academic year 2000

Adopted on June 13, 2001 at the first meeting of the University Council in the second semester of the academic year 2000

Filed for reference on August 21, 2001 under the Ministry of Education Letter Tai-90-Kao-2-Tzu No. 90118856

Adopted on November 21, 2001 at the second meeting of the University Academic Council in the first semester of the academic year 2001

Amendments to the Rules considered and reviewed on March 1, 2002 under the Ministry of Education Letter Tai-91-Kao-2-Tzu No. 91026151

Adopted on March 6, 2002 at the first meeting of the University Academic Council in the second semester of the academic year 2001

Adopted on June 5, 2002 at the first meeting of the University Council in the second semester of the academic year 2001

Amendments to the Rules considered and reviewed on July 8, 2002 under the Ministry of Education Letter Tai-91-Kao-2-Tzu No. 91097493

Adopted on July 24, 2002 at the third meeting of the University Academic Council in the second semester of the academic year 2001

Adopted on August 21, 2002 at the first meeting of the University Council in the first semester of the academic year 2002

Considered and reviewed on October 2, 2002 under the Ministry of Education Letter Tai-91-Kao-2-Tzu No. 91149173

Adopted on December 18, 2002 at the second meeting of the University Academic Council in the first semester of the academic year 2002

Adopted on January 8, 2003 at the second meeting of the University Council in the first semester of the academic year 2002

Amendments to the Rules considered and reviewed on June 10, 2003 under the Ministry of Education Letter Tai-Kao-2-Tzu No. 0920080637

Adopted on July 9, 2003 at the second meeting of the University Academic Council in the second semester of the academic year 2002

Adopted on October 8, 2003 at the second meeting of the University Academic Council in the first semester of the academic year 2003

Adopted on December 24, 2003 at the first meeting of the University Council in the first semester of the academic year 2003

Amendments to the Rules considered and reviewed on March 12, 2004 under the Ministry of Education Letter Tai-Kao-2-Tzu No. 0930025984

Adopted on December 10, 2003 at the third meeting of the University Academic Council in the first semester of the academic year 2003

Adopted on May 26, 2004 at the first meeting of the University Council in the second semester of the academic year 2003

Amendments to the Rules considered and reviewed on July 8, 2004 under the Ministry of Education Letter Tai-Kao-2-Tzu No. 0930085081

Adopted on December 7, 2005 at the second meeting of the University Academic Council in the first semester of the academic year 2005

Adopted on December 21, 2005 at the first meeting of the University Council in the first semester of the academic year 2005

Approved for reference on March 31, 2006 under the Ministry of Education Letter Tai-Kao-2-Tzu No. 0950036266

Adopted on December 13, 2006 at the fourth meeting of the University Academic Council in the first semester of the academic year 2006

Adopted on December 20, 2006 at the first meeting of the University Council in the first semester of the academic year 2006

Approved for reference on March 12, 2007 under the Ministry of Education Letter Tai-Kao-2-Tzu No. 0960017310

Adopted on May 30, 2007 at the second meeting of the University Academic Council in the second semester of the academic year 2006

Adopted on June 13, 2007 at the first meeting of the University Council in the second semester of the academic year 2006

Approved for reference on August 6, 2007 under the Ministry of Education Letter Tai-Kao-2-Tzu No. 0960114086

Adopted on May 28, 2008 at the second meeting of the University Council in the second semester of the academic year 2007

Approved for reference on August 22, 2008 under the Ministry of Education Letter Tai-Kao-2-Tzu No. 0970161227

Adopted on December 17, 2008 at the second meeting of the University Council in the first semester of the academic year 2008

Approved for reference on February 23, 2009 under the Ministry of Education Letter Tai-Kao-2-Tzu No. 0980013826

Adopted on October 9, 2009 at the first meeting of the University Academic Council in the first semester of the academic year 2009

Adopted on November 18, 2009 at the first meeting of the University Council in the first semester of the academic year 2009

Amendments to Articles 3, 4, 10, 12, 21, 34, 38, 49, 52, 53, 56 and 64 ratified and promulgated by the President on January 13, 2010

Approved for reference on January 27, 2010 under the Ministry of Education Letter Tai-Kao-2-Tzu No. 0990009978

Adopted on May 28, 2010 at the second meeting of the University Academic Council in the second semester of the academic year 2009

Adopted on June 9, 2010 at the second meeting of the University Council in the second semester of the academic year 2009

Amendments to Articles 10, 17, 19, 21, 24 and 53 ratified and promulgated by the President on July 11, 2010

Articles 19, 21, 24 and 53 approved for reference on July 30, 2010 under the Ministry of Education Letter Tai-Kao-2-Tzu No. 0990124873

Amendments to Articles 4, 21, 34 and 64 ratified and

promulgated by the President on April 3, 2011

Amendments to Articles 5, 21, 25, 29 and 38 ratified and promulgated by the President on May 11, 2011

Articles 4, 5, 17, 21, 25, 29, 34, 38 and 64 approved for reference on June 9, 2011 under the Ministry of Education Letter Tai-Kao-2-Tzu No. 1000083681

Articles 10, 12 and 36 ratified and promulgated by the President on January 4, 2013

Article 12 approved for reference on April 15, 2013 under the Ministry of Education Letter Tai-Kao-2-Tzu No. 1020015238

Amendments to Articles 8, 10, 12, 19, 21, 36, 49 and 55 promulgated by the President on June 3, 2013

Articles 8, 10, 12, 19, 36, 49 and 55 approved for reference on August 8, 2013 under the Ministry of Education's Letter Tai-Jiao-Kao-2-Tzu No. 1020116210

Subparagraph 7 of Article 21 approved for reference on October 24, 2013 under the Ministry of Education Letter Tai-Jiao-Kao-2-Tzu No. 1020155162

Amendments to Articles 10, 19, 21, 24, 34, 48, and 54 promulgated by the President on June 24, 2014

Articles 10, 19, 21, 24, 34, 48 and 54 approved for reference on July 28, 2014 under the Ministry of Education Letter Tai-Jiao-Kao-2-Tzu No. 1030107375

Part One General Principles

- Article 1 The Academic Rules of I-Shou University (hereinafter referred to as the "Academic Rules") are established pursuant to the University Act, the Degree Conferral Law, and relevant laws and decrees.
- Article 2 Those who are admitted to I-Shou University (hereinafter referred to as the "University") through an open and legal procedure are entitled to pursue academic studies at the University.
- Article 3 Issues related to admission, deferral of admission, registration, suspension of studies, withdrawal from the University, resumption of studies, transfers (including transfer to other schools, departments within the University, programs or institutes), pursuing

minors, pursuing double majors, pursuing various programs of study, summer courses, inter-university course registration, asking for leave of absence, absence from the University with/without a plausible excuse, academic assessment, graduation, double registration, and handling of enrollment status for students going abroad shall be subject to the Academic Rules unless otherwise stipulated in educational decrees. The enforcement rules shall be stipulated separately.

Part Two Undergraduate Programs

Chapter One Admission

- Article 4 To be qualified for admission to the University for a bachelor's degree, candidates shall have graduated from a domestic or overseas public senior high school, accredited private senior high school or vocational high school, or have achieved an equivalent educational level, and at the same time passed the University's entrance exam. However, to be qualified for admission to the School of Chinese Medicine for Post Baccalaureate or post-baccalaureate second-specialty programs, candidates shall have graduated at least from university and possess at least a bachelor's degree (male candidates shall have completed the military service. This does not apply to those who are exempt from regular military service).
- Article 5 Candidates with a special status as prescribed by the Ministry of Education may apply to the University to pursue studies at an equivalent grade in accordance with relevant regulations stipulated by the University.
- International candidates may apply for admission to the University in accordance with the Regulations for International Student Admission to I-Shou University. The aforesaid Regulations shall become effective after being ratified by the Ministry of Education.
- Students from both the University and overseas universities/colleges may apply for pursuing double degrees pursuant to the Regulations for Conducting Double Degree Program in Collaboration with Overseas Universities and Colleges established by the University. The aforesaid Regulations shall be submitted to the Ministry of Education for future reference.
- Article 6 The University may administer transfer exams to recruit transfer students if there are vacancies for undergraduate programs, but it is not allowed to recruit transfer students to enroll in the first or final year of undergraduate studies.
- The vacancies mentioned above shall not include vacancies that ensue deferral of

admission and suspension of studies, and the number of students in a given academic years shall not exceed that previously ratified by the Ministry of Education upon completion of transfer student admission.

The University's Admissions Committee shall handle affairs related to the qualifications for transfer students and transfer exams according to the admission guidelines stipulated pursuant to the University's regulations for student admission and relevant laws.

Article 7 Newly-admitted students and transfer students shall complete the enrollment procedure by a given deadline. No late enrollment is allowed, and such students will be disqualified for being admitted to the University.

Article 8 If any newly-admitted student is unable to enroll at the beginning of a new semester due to severe illness, pregnancy, childbirth, care for children under the age of three, or due to any other compelling factors, he/she shall apply in writing to the Office of Academic Affairs for deferral of admission before the registration day by submitting necessary certificates or relevant documents. He/she shall submit necessary documents along with an admission certificate for examination. Qualified applicants are entitled to deferral of admission for a period of one year after the application is ratified by the University, and no tuition or other required fees. The aforesaid deferral of admission is not applicable to transfer students. However, those who apply for deferral due to pregnancy, childbirth or care for children under the age of three are not subject to the restriction. Newly-admitted students who are required to fulfill the compulsory military service shall apply for deferral of admission until the completion of compulsory military service, and then submit the military discharge certificate to reapply for admission after being released from military service.

The severe illness and other compelling reasons shall be recognized pursuant to Article 18 of the Academic Rules.

Article 9 Upon enrollment at the University, newly-admitted students and transfer students shall submit valid academic certificates (certificates at the equivalent educational level) or work experience certificates. When encountering circumstances with legitimate reasons that require a deferral of submission, newly-admitted students and transfer students may enroll at the University after an application for deferral of submission is ratified by the University, and they shall submit relevant certificates by a given deadline; or he/she will be disqualified for enrollment at the University and expelled from the University.

If the aforesaid certificates are found to be counterfeited, tampered with, borrowed from others, falsely used or altered, the student(s) involved shall be dismissed from the

University, and no academic certificate shall be conferred. If such situations are discovered after graduation from the University, the University shall request the student(s) involved to return his/her diploma to the University for nullification, and the University shall announce the cancellation of his/her status as a graduate of the University.

Chapter Two Registration, Course Registration and Payment

Article 10 Students shall register, conduct course registration and make payments to the University in accordance with the following regulations at the beginning of each semester:

1. Registration

- a. Freshmen and transfer students shall register, take courses and pay in accordance with the Admission Letter, and submit necessary documents to the University. Continuing students and repeaters shall register, take courses and pay in accordance with the Notice of Student Registration.
- b. Students enrolled at the University shall make payments and complete the registration procedure by a given deadline, but students who shall be expelled from the University or have satisfied the qualifications for graduation shall not register at the University.
- c. Students who fail to complete the registration procedure within two weeks after the prescribed registration day shall be expelled from the University. However, the aforesaid rule is not applicable to students who have been granted prior consent from the University concerning deferral of registration due to force majeure.
- d. Graduating students (at the undergraduate level) who do not earn enough course credits required for graduation and require an extension of the prescribed duration of study shall complete the registration procedure pursuant to relevant regulations, and register at least one course. The aforementioned graduating students who have to re-register or make up courses only in the second semester of the extended year of study may apply for suspension of studies to the University in the first semester.
- e. Students are not required to register if their application for suspension of studies has been approved by the University and the clearance procedure has been completed.

2. Course Registration

- a. Students shall register courses in accordance with the Regulations on Course Registration at I-Shou University. Students are not subject to restrictions stipulated in Subparagraphs 6 of Article 21 of the Academic Rules if the number of credits they register for a certain semester is fewer than or equal to nine.
- b. Students enrolled in the School of Chinese Medicine for Post Baccalaureate shall take a maximum of 28 course credits every semester, and students in other departments shall take a maximum of 25 course credits. Students in all departments shall register for at least one course every semester. Students who are ranked among the top 15% in the class for the average semester grade for certain semesters, or if they are allowed to take minor or double majors, they may register for an additional three credits from the following semester with the approval of the Department Chair.
- c. Students who pursue further studies, conduct research or take part in an exchange program overseas may register for a course pursuant to the regulations stipulated by the university overseas.
- d. Students shall not register for courses that have overlapped schedules. Courses that are found to have overlapped schedules shall be cancelled. Students shall not register for courses that have been passed or transferred.
- e. Students may conduct inter-university course registration pursuant to the Regulations for Inter-University Course Registration at I-Shou University. The aforesaid regulations shall be submitted to the Ministry of Education for future reference.
- f. Students may register courses offered during summer vacations pursuant to the Regulations for Summer Courses at I-Shou University. The aforesaid regulations shall be submitted to the Ministry of Education for future reference.
- g. Students may conduct inter-division course registration pursuant to the Regulations for Inter-Division Course Registration between Daytime Undergraduate Programs and Division of Continuing Education at I-Shou University.
- h. Students may apply for course withdrawal by a given deadline as per the Regulations for Application for Courses Withdrawal by Students at I-Shou University if they are under special conditions to withdraw from a course during the semester.

3. Payment

- a. Students shall pay the tuition and other required fees to the University before the registration day of each semester, and the amount will be announced before the registration day of each semester.
- b. Students shall pay up the tuition and other required fees to the University to complete the registration procedure. Students shall not be considered having completed the registration procedure unless they pay up the tuition and other required fees.

Chapter Three Leave of Absence, Excused Absence and Unexcused Absence

- Article 11 Students who cannot attend a class for any reason shall apply for a leave of absence in accordance with the Rules of Application for Leave by Students at I-Shou University.
- Article 12 A sick leave or personal leave taken by students for any reason will not be considered excused absence unless approved by the University in advance. Absence without prior approval from the University will be considered unexcused absence.
- Course instructors shall determine point deduction criteria for students who are absent from class with/without prior approval from the University.

Chapter Four Transfers (Intra- & Inter-departmental), Minors, Double Majors and Programs

- Article 13 Students shall apply for intra- or inter-departmental transfers pursuant to the Regulations for Application for Intra- and Inter-departmental Transfer by Students at I-Shou University. The aforesaid Regulations shall be submitted to the Ministry of Education for future reference.
- Article 14 Students shall apply for credit transfer pursuant to the Regulations for Application for Credit Transfer at I-Shou University. The aforesaid Regulations shall be submitted to the Ministry of Education for future reference.
- Article 15 Students shall apply for taking a minor pursuant to the Regulations for Application for a Minor at I-Shou University. The aforesaid Regulations shall be submitted to the Ministry of Education for future reference.
- Article 16 Students shall apply for taking double majors pursuant to the Regulations for Application for Double Majors at I-Shou University. The aforesaid Regulations shall

be submitted to the Ministry of Education for future reference.

Article 17 Students shall apply for registering various programs pursuant to the Principles for Inter-College and Inter-departmental Programs at I-Shou University.

Chapter Five Suspension of Studies, Resumption of Studies, Withdrawal from the University, Dismissal and Refund Application

Article 18 Students may apply for suspension of studies in accordance with the following rules:

1. Reasons and conditions for applying for suspension of studies:
 - a. Students suffering from severe illnesses who do not manage to attend the University and require long-term convalescence as certified by a hospital at, or above, the level of a Regional Hospital.
 - b. Pregnancy, childbirth, or care for children under the age of three.
 - c. Major accidents arising from force majeure.
 - d. Students shall submit any relevant certificates and/or documents (e.g. the certificate issued by a township/district office) and a letter of consent with the signature of parents (or legal guardians) affixed, to the University.
2. Unit in Charge:
Office of Academic Affairs
3. Students are entitled to a period of suspension of studies for one semester or one academic year stemming from each application. The maximum period for students to suspend his/her studies is two academic years. However, students who require an extension for the suspension due to severe illness or major incidents at the expiration of current suspension may extend the suspension after a special application is submitted to the President for approval. The maximum period of the extension is two academic years. Students who are required to fulfill their compulsory military service during a suspension period shall submit a military service certificate to apply for an extension until the completion of compulsory military service is made, and then submit a military discharge certificate to apply for resumption of studies after release from military service. The approved period of absence from the University due to compulsory military service, pregnancy, childbirth or care for children under the age of three shall not be included in the aforesaid period of suspension.
4. If the suspension of studies is approved, any course grade received during the semester of suspension will not be included in the overall academic grades, and

such student shall not apply for credit transfer.

5. Application Deadlines:
 - a. Before the registration date: Apply for the suspension pursuant to Article 10 of the Academic Rules.
 - b. After the registration date and before the final exam: Apply for the suspension pursuant to relevant regulations.
 - c. The application for the suspension of studies will not be accepted from the initial day of the final exam to the completion day of the semester.
6. A Certificate of Suspension will not be issued unless an application is approved by the University and the applicant has completed the student clearance procedure. Students applying for suspension of studies shall attend the University or choose to take a leave before receiving the approval of suspension from the University.

Article 19 Students shall apply for suspension of studies in any of the following circumstances:

1. The total hours of sick and personal leave taken after completion of the registration procedure are equal to one-third of the total class hours during a semester. The number of approved days for leave due to pregnancy, childbirth and care for children under the age of three shall not be included.
2. Any students who have completed the registration procedure but failed to conduct course registration by a given deadline.
3. Any students who have committed gross negligence and are required to suspend their studies.

Article 20 Students shall apply for resumption of studies before the expiration of the suspension period in accordance with following rules:

1. To apply for resumption of studies upon expiration of the suspension period, parents or legal guardians of such students shall submit a written application to the University. For students who require an extension of suspension due to a severe illness or military service, they shall submit a Health Certificate issued by a hospital at, or above, the level of Regional Hospital or a military discharge certificate to apply for resumption of studies. Students may conduct the resumption of studies after receiving an approval from the Dean of Academic Affairs.
2. Upon the resumption of studies, students shall continue their studies in the semester or grade they have not completed. If the department, track or graduate program they previously studied has been suspended / terminated, the University will provide counseling and arrangements for such student, and the

students shall be placed in an appropriate department, track or graduate program proximate to prior studies.

Article 21 Students shall be expelled from the University when any of the following circumstances occurs:

1. Any student who has applied for an extension of the prescribed duration of study but fails to complete courses or earn credits required by the department, track or graduate program he/she belongs to.
2. Any student who is found to be not eligible for admission or transfer after qualification review has taken place.
3. Any student who fails to apply for either resumption of studies, or an extension of suspension, upon the expiration of the suspension period.
4. Any student who simultaneously enrolls in another academic institution without prior consent from the University.
5. Any student with a conduct score below 60.
6. Any student in the freshman or sophomore year who has received an academic grade below 60 and failed the courses or failed to acquire the certificate, and the accumulated credits failed in one semester reaches two-thirds or more of the credits registered in the semester for two consecutive semesters.
7. Any enrolled students who fail to complete the registration procedure by a given deadline when the new semester begins without applying for either a leave or an extension of absence from the University.
8. Any students who have committed gross negligence and are required to be expelled from the University upon a resolution reached at the Student Reward and Disciplinary Committee and ratified by the President.
9. Any students who shall be expelled pursuant to the Academic Rules.

The two consecutive semesters referred to in Subparagraph 6 shall be considered two consecutive semesters regardless of a possible one-semester suspension in between.

Physically and mentally challenged students and students enrolling at post-baccalaureate second-specialty programs are not subject to the restriction stipulated in Subparagraph 6.

Article 22 Students applying for withdrawal from the University for any reason shall submit the letter of consent with the signature of parents (or legal guardians) to the University. Students shall complete the student clearance procedure after the application is approved by the University.

Students who have withdrawn with the consent of the University are not allowed to apply for resumption of studies.

Article 23 Students withdrawing from the University shall apply for student clearance at the Office of Academic Affairs. The University shall issue a Certificate of Study to withdrawing students who have studied at the University for a full semester and received final grades.

Students who are expelled from the University due to a failing conduct score or a violation of the University's regulations are not allowed to resume their studies at the University.

Article 24 When an application for suspension or withdrawal from the University is approved, students shall receive refunds as per the tuition and other required fees refund standard stipulated by the Ministry of Education as shown below:

1. Students who apply for suspension or withdrawal on or before the registration day are exempted from paying the tuition and other required fees.
2. Students who apply for suspension or withdrawal after the following day of the registration day and before the first day of class are entitled to a refund of two-thirds of the tuition and a 100% refund of other required fees.
3. Students who apply for suspension or withdrawal before one-third of the semester are entitled to a refund of two-thirds of the tuition and other required fees.
4. Students who apply for suspension or withdrawal after one-third of the semester, but before two-thirds of the semester, are entitled to a refund of one-third of the tuition and other required fees.
5. Students who apply for suspension or withdrawal after two-thirds of the semester are not allowed to apply for a refund of the tuition and other required fees.
6. The calculation of the aforesaid refund will start from the date students file the application for suspension or withdrawal to the Office of Academic Affairs.
7. Students who have registered fewer than, or equal to, 9 credits and paid credit fees in accordance with the University's regulations shall apply for a refund pursuant to Article 55 of the Academic Rules.

When newly-admitted students and transfer students who are admitted to the University through an entrance exam with a vacancy replacement mechanism apply for the withdrawal on or before the replacement deadline, they are entitled to a refund after deducting an administrative fee equal to 5% of the tuition and other required fees paid. For students who apply for suspension, or for those who apply for suspension/withdrawal after the replacement deadline, shall apply for a refund in accordance with the aforesaid regulations.

Article 25 Students shall be dismissed from the University when any of the following circumstances occurs, unless otherwise stipulated by other regulations:

1. Certificates required for admission submitted by students are found to be counterfeited, tampered with, borrowed from others, falsely-used or altered.
2. The student identification card, academic transcripts and other academic certificates issued to a student by the University are found to be counterfeited, tampered with or altered in some manner.
3. Any students who are found to have engaged in a fraudulent practice or irregularities during the entrance exam process.
4. Any students who have committed gross negligence so that their enrollment status shall be revoked by the University upon the resolution reached at the Student Reward and Disciplinary Committee and ratification by the President.

Students who have been dismissed by the University shall complete the student clearance procedure, but the University shall not issue any study-related certificate to such students.

Article 26 Students shall file an appeal pursuant to the Regulations for Student Appeal at I-Shou University with relevant evidence submitted if they consider the disciplinary action of expulsion or dismissal to be illegal or improper, and thus the decision made violates their rights and benefits.

Before the appeal resolution is finalized, students subject to the disciplinary action may submit a written petition to the University to request continuation of their studies at the University. The University shall consult with the Student Appellate Committee and consider the daily-life and learning conditions of such students, and the University shall reply to the students concerned in written form within one week and specify students' rights and obligations relevant to the given enrollment status. For students who are allowed to continue their studies at the University with prior consent of the University, the course registration, academic assessment, reward and disciplinary action for such students shall be conducted in accordance with enrolled students, but the University will not confer any diploma to such students. However, if the disciplinary action of expulsion remains upheld, the date of termination of studies on the Certificate of Study shall be the date in which the disciplinary action is issued. A Proof of Credits may be issued to the student for course credits earned during the appeal period.

Any students subject to disciplinary action whose appeal to the University has not achieved a satisfactory result may file a new appeal to a higher administrative authority or propose an administrative litigation. If the higher authority or

administrative court determines the disciplinary action to be illegal or improper, the University shall convene a meeting to discuss the disciplinary action according to the judgment made by aforesaid authorities. If any students file an appeal to resume their studies at the University pursuant to relevant regulations and the appeal is approved by the University, but the students are not able to resume their studies in a timely fashion due to the consequences of major accidents, such students shall apply for suspension of studies for the period of absence before resuming studies at the University. The aforesaid period of absence shall not be included during the period of suspension.

Chapter Six Exams, Grades and Make-up Exams

Article 27 The scores given to undergraduates can be divided into academic performance (including internship courses) and personal conduct. The grading method is based on a 100-point scale, with 100 being the highest grade and 60 being the lowest passing grade. Upon the adoption by the Curriculum Committee at three levels (department/institute-level, college-level and university-level) and the University Council, the grading method for some special subjects may be based on the following criteria: “Passed,” “Failed,” “Certified” or “Uncertified.” No credit will be granted to students who have received a course score of less than 60, have failed the course or have not acquired a certificate.

Article 28 Academic assessment at the University is classified into the following categories:

1. Quizzes: Instructors may give quizzes during regular class hours.
2. Mid-term exams: Instructors shall hold examinations in the middle of each semester.
3. Final exams: Final examinations shall be organized pursuant to the academic calendar of the University.

Students shall follow the rules if the rules of the academic assessment are otherwise stipulated by the instructor.

Article 29 Students who are found to have cheated in exams shall receive a final course score of “Zero”, and the Student Reward and Disciplinary Committee shall discuss the disciplinary action against such students, and the resolution reached at the Committee shall be submitted to the President for approval.

Article 30 The calculation methods for students’ average semester grades are as follows:

1. The number of credits for each course multiplied by the course grade received is the credit points of the course. The sum of all credit points is the total credit points.

2. The sum of the course credits of all courses taken in a semester is the total course credits. The credits for courses evaluated as “Passed,” “Failed,” “Certified” and “Uncertified” shall be excluded.
3. The total credit points divided by the total course credits is the average semester grade.
4. The calculation of average semester grades shall include failed courses and courses in which a student has been prohibited from taking the final exam or found to have cheated and received a course grade of “Zero”.

The total credit points divided by the total course credits taken are the average graduation grade. The course grade of each course shall be an integer, and the average semester grade and average graduation grade shall be rounded off to the nearest two decimal places.

The GPA (grade point average) scale is as follows:

1. A: A grade of 80, and above, equals 4 points
2. B: A grade of 70-79 equals 3 points
3. C: A grade of 60-69 equals 2 points
4. D: A grade of 50-59 equals 1 point
5. E: A grade of 49, and less, equals zero point.

To calculate GPA, the total product of course credits for each course and the number of grade points for certain semester grades shall be divided by the total course credits taken.

Article 31 When there is any doubt about the outcome of the semester grades, students shall apply for semester grade review pursuant to the Regulations for Applying for Grade Review by Students and Grade Amendments by Teachers at I-Shou University.

Article 32 Application for a make-up exam shall be made in accordance with the following rules:

1. Students who have applied for a leave in accordance with the Rules of Application for Leave by Students at I-Shou University and who have obtained the consent for an absence from the final exam from the University are entitled to a make-up exam.
2. Make-up exams shall be arranged and organized by the Curriculum Section of the Office of Academic Affairs, and those who have not sat for these make-up exams are not allowed to take the make-up exam at a later date.

Students who take an approved personal leave, sick leave or maternity leave due to pregnancy, childbirth or care for children under the age of three are entitled to make-up exams or alternative remedies.

Article 33 Final exam papers shall be kept by the instructors or the Curriculum Section of the

Office of Academic Affairs for a one year duration in order to insure future reference.

Chapter Seven Prescribed Duration of Study and Course Credits

Article 34 The University adopts an academic year credit system. Undergraduates are expected to complete the prescribed course of study within four years, while students enrolling at the School of Chinese Medicine for Post Baccalaureate shall study for five years (including one year of practicum); and students enrolling at post-baccalaureate second-specialty programs shall study for 1-2 years. Students are eligible for graduation only when they have taken at least 128 course credit hours. For departments requiring five years of study or more, the course credits required for graduation eligibility shall increase depending on the actual prescribed duration of study. Students enrolling at post-baccalaureate second-specialty programs shall take at least 48 course credit hours before graduation, and they may apply for credit transfer if they have taken credits for similar subjects offered to students at the undergraduate level or above before admittance to the program. Yet, such students shall take at least 40 course credit hours before graduation.

For newly-admitted students who hold a high school diploma from foreign countries, including Hong Kong or Macao, and whose graduation year is equivalent to the second grade of domestic senior high schools, and whose schools of graduation are comparable in level and nature to domestic senior high schools (excluding those who have left their schools for two years or more, or those who were admitted with their final score from preparatory programs for overseas-compatriot students), they shall take an additional 12 course credit hours besides the number of credits for respective programs during the prescribed duration of study in order to be eligible for graduation. Students who have achieved academic excellence may file an application pursuant to the Regulations of Early Graduation by Excellent Academic Performance for Undergraduate Students of Daytime Division at I-Shou University. The aforesaid Regulations shall be submitted to the Ministry of Education for future reference. Recent graduates with academic excellence and the demonstrated potential to conduct research may file an application to pursue the doctoral degree pursuant to the Regulations for Students Applying for Direct Admission to Ph.D. Program at I-Shou University.

Students who fail to earn the required number of course credits, or to complete the practicum training within the prescribed duration of study, may apply for an extension of up to two years. Students may apply for an extension for up to four years due to

pregnancy, childbirth or care for children under the age of three. Physically and mentally challenged students may apply for an extension for up to four years.

The period of suspension of studies and deferral of admission shall not be included in the prescribed duration of study.

Article 35 In principle, one course credit is awarded on the basis of eighteen teaching hours for a regular course. The calculation of course credits for practicum or laboratory courses shall be determined by the respective departments.

Chapter Eight Students Studying Abroad

Article 36 In the event that a student goes abroad (including mainland China) during the prescribed duration of study, all matters relevant to the student's academic studies and enrollment status shall be subject to the Regulations on Handling of Studies and Enrollment Status for Students Studying Abroad/in Mainland China at I-Shou University. The aforesaid Regulations shall be submitted to the Ministry of Education for future reference.

Chapter Nine Graduation and Academic Degrees

Article 37 Undergraduates who have successfully completed the prescribed course of study, and who have satisfied the following requirements, shall be conferred with a Bachelor's Degree:

1. Students who have completed all course requirements and who have earned the course credits required for graduation eligibility;
2. Students who have received a satisfactory conduct score for all the semesters enrolled;
3. Students who have completed the required practicum courses within the prescribed period and passed the required examinations; and,
4. Students who have completed additional courses or course credits as required by relevant regulations and the University and who have passed the required examinations.

Part Three Postgraduate Programs

Chapter One Admissions

Article 38 To be qualified for admission to the University for a master's degree, candidates shall

have graduated from a domestic university or independent college accredited by the Ministry of Education and hold a bachelor's degree; or, they have graduated from an overseas university or independent college recognized by the Ministry of Education and hold a bachelor's degree; or, they have achieved an equivalent educational level, and at the same time have passed the entrance exam of the University.

Article 39 To be qualified for admission to the University for a doctoral degree, candidates shall have graduated from the graduate program of a domestic university or independent college accredited by the Ministry of Education and hold a master's degree; or, they have graduated from the graduate program of an overseas university or independent college recognized by the Ministry of Education and hold a master's degree; or, they have achieved an equivalent educational level, and at the same time have passed the entrance exam of the University.

Article 40 Master's students of the University may file an application for direct admission to Ph.D. program pursuant to the Regulations for Students Applying for Direct Admission to Ph.D. Program at I-Shou University.

Chapter Two Registration, Course Registration and Payment

Article 41 Postgraduates shall complete the registration procedure in accordance with the University's regulations. Postgraduates shall pay full tuition and other required fees of the first two academic years, and pay only credit fees for course credits taken by them from the third academic year. Postgraduates shall pay full tuition and other required fees if they take ten course credits or more.

Article 42 The required number of course credits for postgraduates every semester shall be stipulated by the respective departments/institutes. However, postgraduates shall register at least one course every semester.

Chapter Three Prescribed Duration of Study, Course Credits, Grades and Transfers (Intra- & Inter-departmental)

Article 43 The prescribed duration of study for postgraduates is as follows:

1. Master's students are expected to complete the prescribed course of study in one to four academic years. Doctoral students are expected to complete the prescribed course of study in two to seven academic years.
2. Postgraduates enrolling in in-service master's programs who fail to complete the required courses, or to finish the thesis (dissertation) within the prescribed

duration of study, may apply for an extension of up to two years.

3. Students who are registered as Ph.D. students through direct admission shall comply with Subparagraph 1 governing the prescribed duration of study for doctoral students after being admitted to the Ph.D. programs.

Article 44 In order to be qualified for graduation, master's students shall earn at least 24 course credits, while doctoral students shall earn at least 18 course credits, and students registered as Ph.D. students through direct admission shall earn at least 30 course credits.

The aforementioned course credits shall not include thesis credits.

The required number of course credits for graduation eligibility shall be stipulated by the respective departments/ institutes.

Article 45 To calculate semester grades for each course and the score of degree qualifying examination, the grading method is based on a 100-point scale, with 100 being the highest possible grade and 70 being the lowest passing grade. No course credit will be granted to students who receive a course grade less than 70.

Article 46 Postgraduates shall apply for intra- or inter-departmental transfers pursuant to the Regulations for Students Applying for Intra- and Inter-departmental Transfer at I-Shou University.

Article 47 Postgraduates shall apply for credit transfer pursuant to the Regulations for Credit Transfer at I-Shou University.

Chapter Four Withdrawal from the University

Article 48 In any of the following circumstances, postgraduates shall be expelled from the University:

1. Any postgraduates who fail to complete the required courses and to earn the required course credits within the prescribed duration of study as specified in Article 43 of the Academic Rules.
2. Any Ph.D. students who fail to pass the doctoral candidate qualifying examinations within the prescribed duration stipulated by the department he/she enrolls in. However, students registered as Ph.D. students through direct admission shall comply with the Regulations for Students Applying for Direct Admission to Ph.D. Program at I-Shou University.
3. Any postgraduates who fail to pass the doctoral degree qualifying examination and are disqualified from retaking the examinations, or those qualified for retaking the examinations but still fail to pass the doctoral degree qualifying

examinations.

4. Any postgraduates who receive an unsatisfactory conduct score.
5. Any postgraduates who file an application for withdrawal from the University.
6. Any postgraduates who fail to complete the registration procedure by a given deadline, or who fail to apply for resumption of study upon the expiration of the suspension period.
7. Any postgraduates who are found to be ineligible for admission upon review.
8. Any postgraduates who simultaneously enroll in another academic institution without the prior consent of the University.

Chapter Five Graduation and Academic Degrees

Article 49 Postgraduates who satisfy the following requirements shall be conferred a master's degree or doctoral degree:

1. Postgraduates who have completed all courses requirements and earned the required course credits within the prescribed years of study
2. Postgraduates who have received a satisfactory conduct grade for all semesters enrolled
3. Postgraduates who have passed the degree qualifying examinations pursuant to the Regulations for Doctoral Degree Qualifying Examination at I-Shou University or the Regulations for Master's Degree Qualifying Examination at I-Shou University. The aforesaid Regulations shall be stipulated respectively and submitted to the Ministry of Education for future reference.

Part Four Continuing Education Programs

Chapter One Admissions

Article 50 To be qualified for admission to the Division of Continuing Education for continuing education programs for a bachelor's degree, candidates shall satisfy the qualifications specified by the University and pass the entrance exam of the University.

To be qualified for admission to the University for a two-year in-service program to obtain a bachelor's degree, candidates shall satisfy the qualifications specified by the University and pass the entrance exam of the University.

To be qualified for admission to the University for an in-service master's program, candidates shall satisfy the qualifications specified by the University and pass the entrance exam of the University.

To be qualified for transfer to the Division of Continuing Education for continuing education programs for a bachelor's degree, candidates shall satisfy the qualifications specified by the University and pass the transfer exam of the University.

Transfer students will be placed in an equivalent year at the Division of Continuing Education.

All matters relevant to admissions referred to in this Article shall be subject to regulations on admission as well as relevant government laws and regulations, which shall be specified in the admissions guidelines.

Chapter Two Registration, Course Registration and Payment

Article 51 Students shall register, conduct course registration and make payments to the University in accordance with the University's regulations at the beginning of each semester. Course registration shall be conducted pursuant to the Instructions on Course Registration for the Students of Division of Continuing Education at I-Shou University. Undergraduates enrolled in continuing education programs and two-year in-service programs shall take 9-25 course credits every semester for the first three academic years and 1-25 course credits from the fourth academic year. Students enrolled in the in-service master's programs shall take at least one course credit each semester, but the maximum of course credits registered each semester shall be stipulated by respective departments/institutes.

Chapter Three Prescribed Duration of Study

Article 52 The Division of Continuing Education adopts an academic year credit system, and the prescribed duration of study is as follows:

1. Undergraduates enrolling in continuing education programs are expected to complete the prescribed course of study within four years, and students may apply for an extension for up to two years. Students may apply for an extension for up to four years due to pregnancy, childbirth or care for children under the age of three. Physically and mentally challenged students may apply for an extension for up to four years.
2. Undergraduates enrolling in a two-year in-service program are expected to complete the prescribed course of study within two years, and may apply for an extension for up to three years. Students may apply for an extension for up to four years due to pregnancy, childbirth or care for children under the age of

three. Physically and mentally challenged students may apply for an extension for up to four years.

3. Students enrolling in an in-service master's program are expected to complete the prescribed course of study in one to four academic years. Those students who fail to complete their required courses, or to finish their thesis within the prescribed duration of study, may apply for an extension for up to two years.

Undergraduates enrolling in continuing education programs having achieved academic excellence may file an application pursuant to the Regulations of Early Graduation by Excellent Academic Performance for Students of the Division of Continuing Education at I-Shou University. The aforesaid Regulations shall be submitted to the Ministry of Education for future reference.

Chapter Four Suspension of Studies, Resumption of Studies, Withdrawal from the University and Refund Application

Article 53 Students shall file an application for suspension, withdrawal, resumption or refund to the Academic Affairs Section of the Division of Continuing Education.

Article 54 Undergraduates enrolling in continuing education programs and two-year in-service programs shall be subject to regulations stipulated in Part Two of the Academic Rules. Yet these students are not subject to Subparagraphs 6 of Article 21 of the Academic Rules.

Students enrolling in in-service master's programs who apply for withdrawal from the University shall abide by the regulations stipulated in Part Three of the Academic Rules.

Article 55 After obtaining the consent to suspension or withdrawal from the University, students enrolling at the Division of Continuing Education may apply for a refund in accordance with the following standards for refund of the tuition or other required fees promulgated by the Ministry of Education:

1. Students who apply for suspension or withdrawal on or before the registration day shall be exempt from paying the tuition and other required fees.
2. Students who apply for suspension or withdrawal after the following day of the registration day and before the first day of class are entitled to a refund of two-thirds of the tuition and a 100% refund of other required fees.
3. Students who apply for suspension or withdrawal prior to completing one-third of the semester are entitled to a refund of two-thirds of the tuition and other

required fees.

4. Students who apply for suspension or withdrawal after completing one-third of the semester but prior to completing two-thirds of the semester are entitled to a refund of one-third of the tuition and other required fees.
5. Students who apply for suspension or withdrawal after completing two-thirds of the semester are not allowed to apply for a refund of the tuition and other required fees.
6. The calculation of the aforesaid refund will depend on the date when students file the refund application at the Academic Affairs Section of the Division of Continuing Education after the suspension or withdrawal application is approved by the University.

When newly-admitted students and transfer students recruited by the University through an entrance exam with a vacancy replacement measure apply for withdrawal on or before the registration deadline for the replacement, they are entitled to a refund after a deduction of 5% of the credit fees and other required fees to be paid as an administrative services fee. However, such students who apply for the suspension or withdrawal after the registration deadline for the replacement shall apply for a refund pursuant to the aforesaid regulations.

Chapter Five Make-up Exams

Article 56 Students enrolling at the Division of Continuing Education shall apply for a make-up exam in accordance with the following rules:

1. Students who have applied for a leave in accordance with the Rules of Application for Leave by Students at I-Shou University and have obtained the consent to absence from the final exam are entitled to a make-up exam. Students who take approved personal leave, sick leave or maternity leave due to pregnancy, childbirth or care for children under the age of three are entitled to make-up exams or alternative remedies.
2. Undergraduates enrolling in continuing education programs and two-year in-service programs who have failed a course and received a course score of above 50 may apply for a make-up exam pursuant to the Guidelines of Conducting Make-up Exam of Division of Continuing Education of I-Shou University.
3. Make-up exams shall be organized and arranged by the Academic Affairs Section of the Division of Continuing Education, and those who have not sat

these make-up exams are not allowed to take the make-up exam at a later date.

Part Five Student Enrollment Status Management

- Article 57 The name, date of birth, national ID number and registered address of each student stated on the academic records shall match the information stated on his/her National ID card. In the event of any difference in the information between a student's academic records and National ID card, he/she shall submit relevant certificates and documents to the Office of Academic Affairs (or the Academic Affairs Section of the Division of Continuing Education for students enrolled in the Division) to apply for correction.
- Article 58 The academic records of each student enrolling at the University (including: college/department/institute/track/year enrolled in, academic assessment, registration, suspension, resumption, intra- & inter-departmental transfer, withdrawal, transfer from/to other academic institutions, taking minors/double majors, and programs of study) shall be based on the academic data and score sheets kept by the Office of Academic Affairs (or the Academic Affairs Section of the Division of Continuing Education).
- Article 59 The regulations for enrollment status management in the Academic Rules are applicable to overseas compatriot students, international students, Mongolian & Tibetan students pursuing further studies in Taiwan, indigenous students, students whose parents have been appointed to work overseas by the government, students with outstanding sports performance placed by the Ministry of Education, students with outstanding sports performance admitted through independent recruitment, and physically- and / or mentally-challenged students, unless otherwise stipulated by government laws and regulations.

Part Six Supplementary Provisions

- Article 60 Any matters not mentioned in Part Three and Part Four shall be subject to the provisions stipulated in Part Two.
- Article 61 The provisions of the Academic Rules are applicable to students enrolling in degree programs in terms of enrollment status management, inter-departmental transfer, taking minors/double majors and the like.
- Article 62 Any matters not mentioned in the Academic Rules shall be subject to regulations promulgated by the Ministry of Education as well as other regulations and rules of the

University.

Article 63 The Academic Rules becomes effective on the third day of promulgation after being adopted by the University Academic Council, the University Administration Council and the University Council as well as ratified by the President. The Academic Rules shall be submitted to the Ministry of Education for future reference. The same procedure applies to any amendment to the Academic Rules.

Note: In the event of any dispute or misunderstanding as to the interpretation of the language or terms of the Academic Rules, the Chinese language version shall prevail.