

Fooyin University Student Enrollment Regulations

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Part I General Provisions

- Article 1 To handle students' enrollment, the Regulations are formulated by the Fooyin University (FYU) in accordance with the University Act, the Enforcement Rules of the University Act, the Degree Conferral Law, the Enforcement Rules of Degree Conferral Law, and relevant educational regulations.
- Article 2 The regulations governing the junior college section of the FYU are formulated separately in accordance with the Junior College Act and relevant regulations.

Part II Undergraduate Division

Chapter 1 Admission and deferment of admission

- Article 3 The FYU recruits students each year in an open manner. Eligibility requirements are detailed on the admission brochure.
The admission of mainland Chinese students is subject to the Regulations Governing the Recruitment of Mainland Chinese Students for Junior Colleges and above and the Ministry of Education's relevant regulations. The Regulations Governing the Admission of International Students and the Regulations for Joint Dual-Degree Programs by Mainland Chinese Universities and Overseas Universities are formulated separately.
- Article 4 The FYU may recruit transfer students depending on the actual circumstances. The regulation is formulated separately.
- Article 5 In the following circumstances, newly admitted students who have been studying at FYU

shall be expelled from school, and newly admitted students who have not yet studied at the FYU shall be disqualified for admission if the case is confirmed and established. Expelled students will not be granted any proof of study.

1. Those admitted with fraudulent, fake, forged or altered credentials (e.g. employment certificate)
2. Those cheating in the entrance examination, which is investigated and confirmed by the school or have been sentenced.

If the foregoing activities are discovered after they have graduated, their diplomas will be revoked according to regulations concerned and their degrees be rescinded with public notice.

Article 6 Newly admitted students (transfer students) shall go to the FYU and complete the enrollment procedure within a specified period. Under the following circumstances, they may apply for deferment of admission before the registration date. Those who fail to apply before the deadline shall be disqualified for admission.

1. Those who are subject to the Act of Military Service System.
2. Those who are pregnant or expecting childbirth and have a medical certificate: The period of admission deferment depends on the applicant's need and application, e.g. in case of pregnancy, childbirth, or rearing children under three (3) years of age.

Chapter 2 Registration and course selection

Article 7 Students shall complete the registration procedure before the deadline and pay tuition fees in accordance with regulations. Otherwise, they shall apply for deferred registration in accordance with the Fooyin University Registration Guidelines.

Article 8 Students who do not register by a specified date or before the approved deferred registration date shall be expelled from school.

Article 9 For students applying for suspension or withdrawal after registration, their tuition is refunded according to the Ministry of Education's regulations.

Article 10 If the period of study required by the school systems and departments (division) has expired and students still have not completed the courses and credits required, they shall register again next semester

Article 11 Within a period of study required by the school systems and departments (division), students shall not take more than 28 or fewer than 8 credits. After the period of study has expired, they shall take at least one course each semester.

Article 12 Students shall add or drop courses within a specified period each semester. The Course Selection Guidelines are formulated separately. Adding or dropping courses shall not violate the regulation in Article 11 concerning the maximum and minimum number of credits.

Article 13 If students are required to take some courses in specified order, they shall first study prerequisite courses. Otherwise, the credits and grades do not count if the course of latter order is taken.

Article 14 The FYU may offer summer programs if needed. The guidelines are formulated separately.

Article 15 Students may apply for elective courses across departments (divisions). The guidelines are formulated separately.

Article 16 Students may select elective courses from other schools after approval by the FYU and the other schools. The credits earned from other schools may count towards the FYU's graduation credits. The Inter-Campus Course Selection Guidelines are formulated separately.

Chapter 3 The period of study and credits

Article 17 The FYU adopts a credit-based system in specified years of study. The period of study required by departments of the four-year school system is four (4) years (eight (8) semesters). The total credits required are at least 128. The period of study required by departments of the two-year school system shall not be less than two (2) years (four (4) semesters). The total credits required are at least 72. Each department may set a benchmark for graduation and increase the total number of required credits if necessary.

For international students or Hong Kong and Macao students who studied in the same grade and similar schools equivalent to the second-year graduates from Taiwan's senior high school, and those who hold an equivalent education level seeking to enroll in the bachelor's programs as Year 1 students, they shall take at least 12 additional graduation credits in addition to the original courses. The extra courses are specified by each department separately. For those who have graduated for two (2) years or more, they are recognized as being in the equivalent education level of senior high school graduates. No extra graduation credits are required.

Article 18 If students fail to complete the required number of credits within the specified period of study, they may extend the period by the maximum of two (2) years (four (4) semesters). For students with disabilities pursuing a bachelor's program, they may extend the period by the maximum of four years (eight (8) semesters) due to their physical and mental conditions and learning needs. Furthermore, the expulsion regulations concerning academic achievement are not applicable to them. If students are pregnant, expecting childbirth, or rearing children under three (3) years of age, they may apply for extending the period of study. The period of extension is determined according to their condition, e.g. pregnancy, childbirth, or rearing children under three (3) years of age.

Article 19 Student enrollment regulations concerning students going to Mainland China or abroad are formulated separately. Regulations governing the study are subject to the Fooyin University Credit Transfer Guidelines and the Credit Management Guidelines for Students Studying Courses in Mainland China or Abroad.

Article 20 If students have studied courses and earned credits in universities in Mainland China, Taiwan or abroad before admission to or during study in the university, which conforms to the recognition policy by the Ministry of Education, the credits may be transferred upon application. The application and review procedures are subject to the Fooyin University Credit Transfer Guidelines and the Credit Management Guidelines for Students Studying Courses in Mainland China or Abroad.

Article 21 Students shall apply to their departments for credit transfer according to the Credit Transfer Guidelines. The Credit Transfer Guidelines are formulated separately.

Chapter 4 Examinations and performance evaluation

Article 22 Student examinations are subject to examination regulations. The examination regulations are formulated separately.

Article 23 If students fail to take an examination for a reason, they may sit for a make-up examination after approval by the course teacher.

Article 24 Scoring of students' performance include percentile scoring, letter grades, and "pass" or "fail." Regulations governing the "pass" or "fail" method are formulated separately.

Article 25 Assessment standards of students' academic achievements are set by course teachers.

Article 26 When students' performance is scored using percentile scoring, the full grade is 100, passing grade is 60. Credits are received only for courses scored at least 60.

Article 27 When students' performance is assessed and registered as "pass" or "fail", credits are earned for only courses passed. However, they do not count towards the semester grade average and graduation grade.

Article 28 Each grade shall be rounded off to integer. The semester grade average and graduation grade shall be rounded off to two decimal places.

Article 29 The credits of retaken courses shall be counted once only towards graduation credits. However, all examination grades shall be included in the calculation of the graduation grade.

Article 30 Students' semester grade average and graduation grade shall be calculated utilizing the following methods:

The semester grade average is calculated as the weighted average of the course grades based on the credits of each course studied in that semester.

The graduation grade is calculated as the weighted average of the course grades based on the credits of each course studied during the period of study (including summer programs).

Article 31 Each grade registered online by course teachers shall not be altered at discretion. If the grade is found to be erroneous, or calculated incorrectly or omitted, the course teacher shall file for grade correction before the end of the next academic year. It will be corrected after being verified by the Office of Academic Affairs, approved at the Academic Affairs Meeting and authorized by the President. Under special circumstances, it may be authorized and corrected by the Dean of Academic Affairs and the President and submitted to the Academic Affairs Meeting for endorsement subsequently.

Chapter 5 Absences

Article 32 If students cannot attend a course for a reason, they shall apply for leave of absence according to the FYU Student Leave of Absence Guidelines. If the leave is approved, it is regarded as excused absence. If leave request is not submitted or the leave request is not approved, it is regarded as unexcused absence. The Leave of Absence Guidelines are formulated separately.

Article 33 If the hours of unexcused absence reach one third of the semester's total course hours, the absentee is not allowed to take the course's semester examination, and their grade will be zero. If the course teacher has other requirements, they shall be stated on the course plan and the teacher shall inform students in class about the requirements before the end of the add/drop period and students shall be subject to those requirements. Absence from school due to approved personal leave, sick leave, or maternity leave because of pregnancy or nursing an infant will not cause deduction of the absentee's grade. If the hours of excused absence exceed one third of the semester's total course hours, a make-up examination may be given or other flexible measures may be adopted to remedy the situation, considering the actual needs and course type. The actual grade in a make-up examination shall be adopted examination grade.

Chapter 6 Suspension, withdrawal, and expulsion

Article 34 If students apply for suspension of study for a reason, the length of suspension is limited to a cumulative total of two (2) academic years. When the period expires, yet they are unable to return to school for resumption of study due to major special incidents such as serious illness or engaging in practical work, they are required to provide proof for application for further suspension of another academic year, which is subject to approval of the university on case-to-case basis.

Article 35 In case of suspension due to military service, pregnancy, childbirth, or rearing children under three (3) years of age, students shall provide relevant proof. The duration of their suspension is not included within the time limit of suspension.

Article 36 If the FYU Student Affairs Meeting resolves that a student should suspend his/her study, suspension shall be ordered.

Article 37 If students are being involved in one of the following situations, they will be expelled from school:

1. Those who do not register before the deadline or who do not resume study by the specified period of suspension.
2. Those who have not completed the courses and credits required by their departments (divisions) when the extended period of study expires.
3. Those who are asked to withdraw as per the resolution of the Student Affairs Meeting.
4. Two thirds of the credits required in a semester come from courses with failing grades in two (2) consecutive semesters. This does not apply to special cases approved at the Academic Affairs Meeting.
5. Students may apply for voluntary withdrawal of study.
6. When a student is involved in wrongdoings such as sexual assault, sexual harassment, or sexual bullying on campus during his/her study, and the behavior is investigated and confirmed by the Gender Equality Education Committee or judicial authorities after graduation and proven to be serious, he/she shall be expelled from school. Their degree awarded previously will be revoked and their diploma already issued will be rescinded with public notice.

Article 38 If students refuse to accept the administrative disciplinary action of expulsion, they shall

lodge an appeal within a specified period in accordance with the FYU Student Appeal Guidelines. During the appeal period, they may continue to study in school.

Article 39 If the review results of the appeal remain unchanged, i.e. expulsion, the end date of study stated on the study certificate shall be the date of the original disciplinary action. However, if course credits are earned during the appeal period, the credit certificate will be issued.

Chapter 7 Department (division) transfer, minors and double major

Article 40 After completing one (1) semester of study, students may apply for department (division) transfer. The Department Transfer Guidelines are formulated separately.

The number of students transferring in or out of a department shall not exceed 20 percent of the original quota verified by the department. Nonetheless, for the medical care-related colleges, graduate schools, departments, and degree programs, as well as those involving the talent training targets set by governmental agencies, the number of transferred students shall not exceed the original quota verified by the department.

Article 41 From the second academic year onwards, students may choose a minor from other departments (divisions). Students taking on a minor are obliged to complete at least 20 credits of its required courses. The minor credits shall count outside the minimum graduation credits required by the major department (division).

Article 42 Students of the four-year system with outstanding academic performance may apply for studying another major in a different department (division), i.e. a double major in the second academic year. Those of the two-year system may apply from the second semester onwards until the first semester in the graduation year. Those who choose a double major shall complete the required course credits specified by the second major department (division).

Article 43 The Minor Study Guidelines and the Double Major Guidelines are formulated separately.

Chapter 8 Graduation (Conferment of degrees)

Article 44 Students having completed the required courses and credits, with passing academic and conduct grades, and fulfilling the language competence requirements specified by FYU upon the expiry of the period of study will be granted graduation. A degree certificate will be issued by the FYU and a bachelor's degree be awarded in accordance with relevant regulations.

Article 45 Students may apply for early graduation by one academic year or semester in advance, if the courses and credits required are completed before the specified period of study, and the semester grade average of each semester is ranked within top 10 percent in the department (division) for that year of study, and the graduation requirements are met.

Chapter 9 Other

Article 46 For students studying degree programs, regulations concerning departments (divisions) set down in this section shall apply to the management of their enrollment, department transfer, minor study, a double major, and other related matters.

Part III Graduate Schools

Chapter 1 Admission and deferment of admission

Article 47 The FYU recruits students each year in an open manner. Eligibility requirements are detailed on the admission brochure.

Article 48 Newly admitted students shall complete the enrollment procedure by a specified date. Under the following circumstances, they may apply for deferment of admission before the registration date. Those who fail to apply before the deadline shall be disqualified for admission.

1. Those who are subject to the Act of Military Service System
2. Those who are pregnant or expecting childbirth and have a medical certificate: The period of admission deferment depends on the applicant's need and application, e.g. in case of pregnancy, childbirth or rearing children under three (3) years of age.

Chapter 2 Registration and course selection

Article 49 Graduate students shall complete the registration procedure before the deadline and pay

tuition fees in accordance with regulations concerned. Otherwise, they shall apply for deferred registration in accordance with the Fooyin University Registration Guidelines.

Article 50 The total number of credits required for graduate students each semester are formulated by each department (graduate school).

Chapter 3 The period of study and credits

Article 51 The period of master's study is from one to four years. The total number of credits required is at least 24 (exclusive of the six credits for the thesis).

Article 52 If students of on-the-job graduate programs fail to complete the courses required or degree thesis within a specified period of study, they may extend the period by a maximum of one academic year.

Chapter 4 Examination and performance evaluation

Article 53 Graduate students' academic grades and degree examination grades are scored using percentile scoring, with the full grade being 100 and passing grade 70. If a required course is not passed, no make-up examination will be given but students shall retake the course. The passing grade of conduct is 60.

Article 54 Graduate students' degree examinations are subject to the FYU Master's Degree Examination Regulations. The guidelines are formulated separately and submitted to the Ministry of Education for future reference.

Article 55 Graduate students' graduation grade is the average of the academic grade average and the degree examination grade.

Chapter 5 Expulsion

Article 56 If graduate students fail the degree examination, they shall be expelled from school after another fail.

Chapter 6 Graduate school transfer

Article 57 If graduate students intend to transfer to another graduate school, they should apply for graduate school transfer in the second semester of the first academic year. Upon verification and approval, they shall not apply for change of the transfer or return to their original graduate school.

Chapter 7 Graduation (Conferment of degrees)

Article 58 Graduate students having completed the required courses and credits, with passing academic and conduct grades, and having passed the degree examination will be granted graduation. A degree certificate will be issued by the FYU and a master's degree be awarded in accordance with relevant regulations. If their thesis, original works, exhibitions, written reports or technical reports are found and confirmed to be involved in plagiarism or cheating, their awarded degree will be revoked and their diploma already issued will be rescinded with public notice. Other violations shall be subject to relevant regulations.

Article 59 For master's students, regulations concerning the conferment date of the master's degree certificate are as follows: Master's degree certificates are awarded to graduate students in January of the first semester or in June of the second semester. If they have completed the courses and credits required and have not studied courses outside the thesis in the semester of taking the degree examination, they may be awarded the degree certificate in the month when they pass the degree examination.

Article 60 For matters concerning admission, deferment of admission, registration, course selection, the period of study, credits, examinations, performance evaluation, suspension, withdrawal, expulsion, graduate school transfer, and graduation (conferment of degrees) not covered in this section, the provisions in Part II Undergraduate Section of the Fooyin University Student Enrollment Regulations and relevant regulations shall apply.

Part IV Supplementary Provisions

Article 61 If a FYU student suffers serious disaster recognized by education administration authorities, the regulations involving the student's entrance examination, admission, registration, payment, course selection, application for leave, performance evaluation, credit transfer, suspension, expulsion, resumption of study, refund, and the period of

study, graduation requirements, and other flexible study mechanisms are formulated separately.

Article 62 Uncovered matters in the Guidelines are subject to relevant regulations and the resolutions of the Academic Affairs Meeting.

Article 63 The Regulations shall be issued and implemented after being approved at the Academic Affairs Meeting and the University Affairs Meeting, verified by the President and submitted for reference to the Ministry of Education. Amendments shall follow the same procedure.