

Academic Rules of I-Shou University

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

Amendments to the Rules considered and reviewed on November 15, 1991 under the Ministry of Education's Letter No. Tai-80-Kao-Tzu 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's Letter No. Tai-89-Kao-2-Tzu 89037838

Adopted on April 24, 2000 by 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's Letter No. Tai-89-Kao-2-Tzu 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's No. Tai-90-Kao-2-Tzu 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's Letter No. Tai-91-Kao-2-Tzu 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's Letter No. Tai-91-Kao-2-Tzu 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's Letter No. Tai-91-Kao-2-Tzu 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's Letter No. Tai-Kao-2-Tzu 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's Letter No. Tai-Kao-2-Tzu 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's Letter No. Tai-Kao-2-Tzu 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's Letter No. Tai-Kao-2-Tzu 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's Letter No. Tai-Kao-2-Tzu 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's Letter No. Tai-Kao-2-Tzu 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's Letter No. Tai-Kao-2-Tzu 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's Letter No. Tai-Kao-2-Tzu 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 promulgated with the consent from the President dated on January 13, 2010

Approved for reference on January 27, 2010 under the Ministry of Education's Letter No. Tai-Kao-2-Tzu 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 promulgated with the consent from the President dated on July 11, 2010

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

Amendments to Articles 4, 21, 34 and 64 promulgated with the consent from the President dated on April 3, 2011

Amendments to Articles 5, 21, 25, 29 and 38 promulgated with the consent from the President dated 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's Letter No. Tai-Kao-2-Tzu 1000083681

Amendments to Articles 10, 12 and 36 promulgated with the consent from the President dated on January 4, 2013

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

Amendments to Articles 8, 10, 12, 19, 21, 36, 49 and 55 promulgated with the consent from the President dated 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 No. Tai-Jiao-Kao-2-Tzu 1020116210

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

Amendments to Articles 10, 19, 21, 24, 34, 48, and 54 promulgated with the consent from the President dated 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's Letter No. Tai-Jiao-Kao-2-Tzu 1030107375

Amendments to Articles 8, 18 and 20 promulgated with the consent from the President dated on June 2, 2015

Articles 8, 18 and 20 approved for reference on July 22, 2015 under the Ministry of Education's Letter No. Tai-Jiao-Kao-2-Tzu 1040091724

Amendments to Articles 62~65 promulgated with the consent from the President dated on January 11, 2016

Articles 62~65 approved for reference on February 19, 2016 under the Ministry of Education's Letter No. Tai-Jiao-Kao-

2-Tzu 1050007368

Amendments to the Rules (amendments to Articles 8, 18 and 63; addition of Article 41; and renumbering of Article 41 and subsequent articles) adopted by the University Council on May 23, 2018 and promulgated with the consent from the President dated on June 14, 2018

Amendments to Articles 8, 18 and 63; addition of Article 41; and renumbering of Article 41 and subsequent articles approved for reference on July 18, 2018 under the Ministry of Education's Letter No. Tai-Jiao-Kao-2-Tzu 1070108385

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 other applicable laws and regulations.
- Article 2 People 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 about student admission, deferral of admission, registration, suspension of schooling, withdrawal from the University, resumption of schooling, transfers (including transferring to other schools, departments, programs or institutes), minor study, double majors, programs of study, summer courses, inter-university course registration, leave of absence, excused/unexcused absence from classes, academic assessment, graduation, double registration, and the handling of enrollment status for students going abroad shall be subject to the Academic Rules, unless stipulated otherwise 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 foreign public (or private) general (or vocational) senior high school, or have achieved an equivalent educational level, and at the same time pass the University's entrance exam. Notwithstanding the foregoing, to be qualified for admission to the School of Chinese Medicine for Post Baccalaureate or a post-

baccalaureate second-specialty program, candidates shall have graduated at least from college and hold at least a bachelor's degree (male candidates shall have fulfilled the compulsory military service, which 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 for pursuing studies at an equivalent grade level in accordance with the applicable regulations and rules of the University.

International candidates may apply for admission to the University in accordance with the Regulations for International Student Admissions at I-Shou University. The aforesaid regulations shall come into effect 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 Double-Degree Programs between Foreign Universities and Colleges and I-Shou 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 in undergraduate programs, but it is strictly prohibited to recruit transfer students to enroll in the first or final year of undergraduate studies.

The vacancies mentioned above shall not include those created as a result of a deferral of admission and suspension of schooling, and upon completion of transfer student admission, the number of students in a given academic year shall not exceed that previously ratified by the Ministry of Education.

The University's Admissions Committee shall be responsible for all affairs relating to the qualifications for admission through transfer and transfer exams by following the admission guidelines set out in accordance with the University's regulations and rules concerning student admission as well as other applicable laws.

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

Article 8 If a newly admitted student is unable to enroll at the beginning of a new semester due to severe illness, pregnancy, childbirth, care for a child(ren) under the age of three, or due to any other compelling circumstances, he/she shall apply in writing to the Office of Academic Affairs for a deferral of admission before the registration day by submitting supporting certificates or documents. He/she shall also submit the certificates and/or documents required for admission for examination. Qualified applicants are entitled to a deferral of admission for a period of one year after the application has been ratified by

the University, and no tuition or other required fees shall be paid. The aforesaid deferral of admission is not applicable to transfer students, unless due to pregnancy, childbirth, or care for a child(ren) under the age of three. Newly admitted students who are required to fulfill the compulsory military service shall apply for a deferral of admission until the completion of compulsory military service, and then submit the military service discharge order to reapply for admission after being released from military service. Those who have participated in the MOE Youth Education and Employment Savings Accounts Program are entitled to a deferral of admission for a period of three years, and the approved period of three years is excluded from the maximum period of deferral of admission.

Affairs related to severe illness and other compelling reasons as stated in the preceding paragraph shall be handled in accordance with Article 18 of the Academic Rules.

Article 9 Upon enrollment at the University, newly admitted students and transfer students shall submit valid academic credentials (or credentials of an equivalent educational level) or work experience certificates. When encountering circumstances that reasonably require a deferral of submission, newly admitted students and transfer students may enroll at the University after an application for deferral of submission has been granted by the University, and they shall submit required documents by a given deadline; or they will be disqualified from enrollment and expelled from the University.

If any of the aforesaid documents is found to be counterfeited, tampered with, borrowed from another person, falsely used, or altered, the student(s) involved shall be dismissed from the University and no academic certificate issued. If such a situation is found after graduation from the University, the University shall request the student(s) involved to return the diploma(s) to the University for nullification, and at the same time announce the cancellation of his/her (their) status as a graduate of the University.

Chapter Two Registration, Course Selection, and Payment

Article 10 Students shall, at the beginning of each semester, register, select courses, and make payments to the University in accordance with the following rules:

1. Registration
 - a. Freshmen and transfer students shall register, choose courses, and pay in accordance with the enrollment notification, and submit necessary documents to the University as well. Continuing students and super seniors shall register, choose courses, and pay in accordance with the Student Registration Notice.

- b. Students enrolled at the University shall make payments and complete the registration process by a given deadline, but those who shall be expelled from the University or have satisfied the requirements for graduation shall not register at the University.
- c. Students who fail to complete the registration process within two weeks of the prescribed registration day shall be expelled from the University. Notwithstanding the foregoing, the aforesaid rule is not applicable to those who have been granted prior consent from the University for a 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 process in accordance with the applicable regulations and rules, and take at least one course. If a graduating student has to retake or make up courses only in the second semester of the extended year of study, he/she may apply for suspension of schooling to the University in the first semester.
- e. Students are not required to register provided that their application for suspension of schooling has been approved by the University and the check-out process completed before the prescribed registration day of the semester.

2. Course Selection

- a. Students shall select courses in accordance with the Regulations for Course Registration at I-Shou University. Students are not subject to the restrictions as stipulated in Subparagraph 6 of Article 21 of the Academic Rules provided that the number of credits they take in a given semester is nine or fewer.
- b. Students enrolled in the School of Chinese Medicine for Post Baccalaureate can take up to 28 course credits every semester, and students in the other departments can take a maximum of 25 course credits. Students in all departments shall take at least one course every semester. Students who are ranked among the top 15% in their classes in terms of the average semester grade or who are allowed to take a minor or a second major may take 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 take courses in accordance with the regulations and rules stipulated by host universities overseas.

- d. Students shall not take courses that meet at the same time or with overlapping meeting times. Courses that are found to meet at the same time or have overlapping meeting times shall be canceled. Students shall not select courses that have been taken and passed or transferred.
 - e. Students may take courses offered by other universities in accordance with 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 take courses offered in summer vacations in accordance with the Regulations for the Offering of 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 selection in accordance with 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 in accordance with 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 exact amount will be announced before the registration day of each semester.
 - b. Students shall pay the tuition and other required fees to the University to complete the registration process. Students will not be considered having completed the registration process until 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 some reason shall apply for leave of absence in accordance with the Rules of Application for Leave by Students at I-Shou University.
- Article 12 Sick leave or personal leave taken by students for some 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 establish point deduction criteria for students who are absent from class with/without prior approval from the University.

Chapter Four Intra- and Inter-Departmental Transfers, Inter-University

Transfers, Minors, Double Majors, and Programs of Study

- Article 13 Students shall apply for an intra- or inter-departmental transfer in accordance with the Regulations for Intra- and Inter-Departmental Transfers 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 in accordance with the Regulations for Credit Transfer by Students 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 in accordance with the Regulations for Minor Studies 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 a second major in accordance with the Regulations 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 entering various programs of study in accordance with the Principles for Inter-College and Inter-Departmental Credit Programs at I-Shou University.

Chapter Five Suspension of Schooling, Resumption of Schooling,

Withdrawal from the University, Dismissal, and Refund Application

- Article 18 Students may apply for suspension of schooling in accordance with the following rules:
1. Students may apply for suspension of schooling due to severe illness or compelling reasons. If on health grounds, a certificate of diagnosis issued by a doctor is required; if due to compelling reasons, the student's parent (or guardian) shall provide an explanation in writing.
 2. Unit-in-charge:
Office of Academic Affairs

3. Students are entitled to suspension of schooling for a period of one semester or one academic year for each application. The maximum allowable period for students to suspend schooling is two academic years. Students who require an extension at the expiration of current suspension due to severe illness or compelling reasons may extend the suspension after a special application has been ratified by the President, and the maximum period of such an extension is two academic years. Students who are required to fulfill the compulsory military service during a suspension period shall submit the proof of military service to apply for an extension until the completion of compulsory military service. The approved period of absence from the University due to compulsory military service, pregnancy, childbirth, or care for a child(ren) under the age of three (supporting documents required) shall not be included in the aforesaid period of suspension. Students who have participated in the MOE Youth Education and Employment Savings Accounts Program may apply for suspension of schooling for a period of up to three years, and the approved period of absence is excluded from the maximum period of suspension.
4. If an application for suspension of schooling has been approved, any course score received during the semester of suspension will not be included in the overall academic grades, and such a student is not allowed to apply for credit transfer.
5. Application Deadlines:
 - a. Before the registration day: apply for suspension in accordance with Article 10 of the Academic Rules;
 - b. After the registration day and before the final exam: apply for suspension in accordance with the applicable regulations and rules; or
 - c. NO application for suspension of schooling will be considered from the first day of the final exam to the last day of the semester.
6. A certificate of study suspension will not be issued until an application has been approved by the University and the applicant has completed the check-out process. Applicants for suspension of schooling shall continue attending the University or take leave before receiving the approval for suspension from the University.

Article 19 Students shall be asked to suspend schooling in one of the following circumstances:

1. The total hours of sick leave and personal leave taken after the completion of the registration process are equal to one-third of the total class hours during a semester. The number of approved days for leave due to pregnancy, childbirth,

or care for a child(ren) under the age of three shall not be included.

2. A student has completed the registration process but failed to conduct course selection by a given deadline.
3. A student has committed gross negligence and is approved to suspend his/her studies.

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

1. Upon the expiration of the suspension period, students shall apply for resumption of schooling prior to the beginning of the next semester. If a student has suspended schooling due to severe illness or compulsory military service, he/she shall submit the proof of recovery issued by a doctor or a military service discharge order to apply for resumption of schooling. Students may conduct the resumption of schooling after receiving the approval from the Dean of Academic Affairs.
2. Upon the resumption of schooling, students shall continue their studies in the semester or grade level they have not completed yet. If the department (track) they previously studied at has been suspended/terminated, the University will provide counseling and arrangements for such students, and they shall be placed in an appropriate department (track) that is suited to previous studies.

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

1. having been granted an extension of the prescribed duration of study but failing to complete courses or earn credits required by his/her department (track);
2. being found to be ineligible for admission or transfer after a qualifications review;
3. failing to apply for either resumption of schooling or an extension of suspension upon the expiration of the current suspension period;
4. simultaneously enrolling at another academic institution without prior consent from the University;
5. having received a conduct score of below 60;
6. being a freshman or sophomore who has failed two-thirds or more of the credits taken for two consecutive semesters due to course scores of below 60, failing courses, or failing to acquire certificates;
7. being an enrolled student who has failed to complete the registration process by a given deadline after a new semester begins without applying for either leave of absence or an extension of leave of absence from the University;

8. having committed gross negligence and being approved to be expelled from the University subject to a resolution adopted by the Student Reward and Disciplinary Committee and ratified by the President; or
9. being approved to be expelled pursuant to the Academic Rules.

The two consecutive semesters as referred to in Subparagraph 6 of the preceding paragraph shall still be considered consecutive even if there is a period of suspension in between.

Physically/mentally challenged students and students enrolled in post-baccalaureate second-specialty programs are not subject to the restriction stipulated in Subparagraph 6 of Paragraph 1.

Article 22 Students applying for withdrawal from the University for some reason shall submit a letter of consent with the signature of the parent (or the legal guardian) to the University. Students shall complete the check-out process after the application has been approved by the University.

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

Article 23 Students withdrawing from the University shall apply for student clearance at the Office of Academic Affairs. The University will issue a certificate of attendance to such students who have studied at the University for a full semester and received course scores.

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

Article 24 When an application for suspension of schooling or withdrawal from the University has been approved, the applicant may receive a refund of the tuition and other required fees in accordance with the refund standards stipulated by the Ministry of Education:

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 next day of the registration day and before the first day of school are entitled to a refund equal to 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 has passed are entitled to a refund equal to two-thirds of the tuition and other required fees.
4. Students who apply for suspension or withdrawal after one-third of the semester has passed, but before two-thirds of the semester has elapsed, are entitled to a

refund equal to one-third of the tuition and other required fees.

5. Students who apply for suspension or withdrawal after two-thirds of the semester has passed are not allowed to apply for any refund.
6. The exact refund amount will depend on the date when a student files an application for suspension or withdrawal to the Office of Academic Affairs.
7. Students who have registered for 9 credits or fewer and paid credit fees in accordance with the University's regulations and rules 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 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. Those who apply for suspension, or who apply for suspension/withdrawal after the replacement deadline, shall apply for a refund in accordance with the preceding paragraph.

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

1. Any of certificates or documents required for admission submitted by students is found to be counterfeited, tampered with, borrowed from another person, falsely used, or altered.
2. The student ID card, academic transcripts, or other academic certificates issued to a student by the University are found to be counterfeited, tampered with or altered in some manner.
3. A student is found to have engaged in a fraudulent practice or irregularities during the entrance exam process.
4. A student has committed gross negligence that was deliberated by the Student Reward and Disciplinary Committee and ratified by the President.

Students who have been dismissed by the University shall complete the check-out process, but the University will not issue any study-related certificate to such students.

Article 26 Students may put forward an appeal in accordance with the Regulations for Handling Students' Grievances by I-Shou University with supporting documents if they consider the disciplinary action of expulsion or dismissal illegal or improper, thereby affecting their rights and benefits.

Before the appeal result is announced, 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 the Student Appeal Committee and take into consideration the daily-life and learning conditions of such students, and the University

shall reply to the students in writing within one week, specifying their rights and obligations related to the enrollment status. For students who are allowed to continue their studies at the University with prior consent of the University, the rules about course selection, academic assessment, rewards and disciplinary action for such students shall be the same as those applicable to enrolled students, but the University will not confer any diploma to such students. If the disciplinary action of expulsion remains upheld, the date of termination of studies on a certificate of attendance shall be the date in which the disciplinary action is issued. The proof of credits may be issued to such students for course credits earned during the appeal period.

If the appeal against a disciplinary action put forward by a student has not achieved a satisfactory result, the student may file a new appeal to higher administrative authorities or propose an administrative litigation. If the higher authorities or the Administrative Court announces that the disciplinary action is illegal or improper, the University shall convene a meeting to discuss the disciplinary action based on the judgment made by the aforesaid authorities.

If a student has filed an appeal for resuming his/her studies at the University in accordance with the applicable rules and the appeal has succeeded, but he/she is not able to resume studies in a timely fashion due to the consequences of major incidents, he/she shall apply for suspension of schooling for the period of absence before resuming studies at the University. The aforesaid period of absence shall not be included in the maximum allowable period of suspension.

Chapter Six Exams, Grades, and Make-up Exams

Article 27 The scores given to undergraduate students 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 possible score and 60 being the lowest passing score. Only after being approved by the Curriculum Committees at three levels (department-level, college-level, and university-level) and the University Academic Council will the grading method for special subjects 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 below 60, have failed the course, or have not acquired a certificate.

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

1. Quizzes: Course instructors may give quizzes during regular class hours.
2. Mid-term exams: Course instructors shall administer exams in the middle of each

semester.

3. Final exams: Final exams shall be administered in accordance with the academic calendar of the University.

The rules about academic assessment otherwise stipulated by course instructors shall apply.

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 adopted by the Committee shall be submitted to the President for ratification.

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

1. The product of the number of credits of one course and the course score 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 by a student in a semester is the total course credits. The credits of courses evaluated as “Passed,” “Failed,” “Certified” and “Uncertified” shall be excluded.
3. The quotient of 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 score of “Zero.”

The quotient of the total credit points divided by the total course credits taken by a student during the duration of study is the average graduation grade.

The course score of each course shall be an integer, and the average semester grade and the 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 score of 80 or higher equals 4 points;
2. B: A score of 70-79 equals 3 points;
3. C: A score of 60-69 equals 2 points;
4. D: A score of 50-59 equals 1 point; and
5. E: A score of 49 or below equals zero points.

To calculate a student’s GPA, the total sum of products of course credits and grade points of each course shall be divided by the total course credits taken by a student during the duration of study.

Article 31 In case of any doubt about semester grades, students may apply for grade review in accordance with the Regulations for Applying for Grade Review by Students and Grade Corrections by Faculty Members at I-Shou University.

Article 32 Make-up exams shall be administered in accordance with the following rules:

1. Students whose application for absence from the final exam has been granted in accordance with the Rules of Application for Leave by Students at I-Shou University are entitled to a make-up exam.
2. Make-up exams shall be arranged and administered by the Curriculum Section of the Office of Academic Affairs, and those who have not taken the make-up exams are not allowed to take on a later date.

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

Article 33 Students' final exam papers shall be kept by course instructors or the Curriculum Section of the Office of Academic Affairs for a period of one year for the purpose of future reference or review.

Chapter Seven Prescribed Duration of Study and Course Credits

Article 34 The University adopts a credit-based system. General undergraduate students are expected to complete the prescribed course of study within four years, while students enrolled in the School of Chinese Medicine for Post Baccalaureate shall study for five years (including one year of clerkship), and students enrolled in post-baccalaureate second-specialty programs study for 1-2 years. Students are eligible for graduation only when they have earned at least 128 course credits. For departments requiring five years of study or longer, the number of course credits required for graduation shall increase depending on the actual prescribed duration of study. Students enrolled in post-baccalaureate second-specialty programs shall earn at least 48 course credits before graduation, and they may apply for credit transfer if they have earned credits for similar subjects offered at the undergraduate level or above before being admitted to the program; notwithstanding the foregoing, such students shall earn at least 40 course credits before graduation.

For newly admitted students who hold a high school diploma from foreign countries, including Hong Kong and 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 longer, or those who were admitted with their final score from preparatory programs for overseas-compatriot students), they shall take an additional 12 course credits 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 in accordance with the Regulations for Early Graduation of Undergraduate Students with Excellent Academic Performance at the Daytime Division at I-Shou University. The aforesaid regulations shall be submitted to the Ministry of Education for future reference. Graduating students with academic excellence and the potential for conducting research may file an application to directly pursue a doctoral degree in accordance with the Regulations for Students Applying for Direct Admission to PhD Program at I-Shou University.

Students who fail to earn the required number of course credits or to complete the internship or clerkship within the prescribed duration of study may apply for an extension of up to two years. Students may apply for an extension of up to four years due to pregnancy, childbirth, or care for a child(ren) under the age of three. Physically/mentally challenged students may apply for an extension of up to four years. The period of suspension of schooling and of 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 respective departments.

Chapter Eight Studying Abroad

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

Chapter Nine Graduation and Academic Degrees

Article 37 Undergraduate students who have successfully completed the prescribed course of study and have satisfied the following requirements shall be conferred a bachelor's degree:

1. having met all course requirements and earned the course credits required for graduation;
2. having received a passing conduct score for all the semesters enrolled;
3. having completed the required practicum courses within the prescribed period

- and passed the required exams (if any); and
4. having completed additional courses or earned additional course credits as required by law or by the University and passed the required exams.

Part Three Postgraduate Programs

Chapter One Admission

- 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 a foreign 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 a foreign 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 PhD programs in accordance with the Regulations for Students Applying for Direct Admission to PhD Program at I-Shou University.
- Article 41 Master's students who are admitted via recommendation and satisfy the requirements for admission may apply for the one-semester early enrollment.

Chapter Two Registration, Course Selection, and Payment

- Article 42 Postgraduate students shall complete the registration process in accordance with the University's regulations and rules. They shall pay full tuition and other required fees in the first two academic years, and pay only credit fees for course credits they take in the third academic year and thereafter. Notwithstanding the foregoing, postgraduate students shall pay full tuition and other required fees if they take ten course credits or more.
- Article 43 The required number of course credits postgraduate students shall take every semester shall be decided by their departments/institutes, but they shall take at least one course

every semester.

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

- Article 44 The prescribed duration of study for postgraduate students is as follows:
1. Master's students are expected to complete the prescribed course of study in one to four years. Doctoral students are expected to complete the prescribed course of study in two to seven years.
 2. Part-time postgraduate students who fail to complete the required courses or 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 doctoral students through direct admission shall comply with Subparagraph 1 governing the prescribed duration of study for doctoral students after being admitted to a PhD program.
- Article 45 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; students registered as doctoral students through direct admission shall earn at least 30 course credits. The aforementioned course credits shall not include thesis (dissertation) credits. The number of course credits required for graduation shall be decided by respective departments/institutes.
- Article 46 To calculate semester grades for each course and the score of the degree qualifying examination, the grading method is based on a 100-point scale, with 100 being the highest possible score and 70 being the lowest passing score. No course credit will be granted to students who receive a course score of below 70.
- Article 47 Postgraduate students may apply for an intra- or inter-departmental transfer in accordance with the Regulations for Intra- and Inter-Departmental Transfers at I-Shou University.
- Article 48 Postgraduate students may apply for credit transfer in accordance with the Regulations for Credit Transfer by Students at I-Shou University.

Chapter Four Expulsion

- Article 49 In any of the following circumstances, postgraduate students shall be expelled from the University:
1. failing 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. failing to pass the doctoral candidacy examination within the prescribed duration stipulated by his/her department (for doctoral students only); students registered as doctoral students through direct admission shall comply with the Regulations for Students Applying for Direct Admission to PhD Program at I-Shou University;
 3. having failed the degree qualifying examination, and a) being disqualified from retaking the examination or b) being qualified for retaking the examination but failing again;
 4. having received a failing conduct score;
 5. having filed an application for withdrawal from the University;
 6. failing to complete the registration process by a given deadline, or failing to apply for resumption of schooling upon the expiration of the suspension period;
 7. being found to be ineligible for admission upon review; or
 8. simultaneously enrolling in another academic institution without prior consent of the University.

Chapter Five Graduation and Academic Degrees

Article 50 Postgraduate students who satisfy the following requirements shall be conferred a master's degree or doctoral degree:

1. having met all courses requirements and earned the required course credits within the prescribed duration of study;
2. having received a satisfactory conduct score for all semesters enrolled; and
3. having passed the degree qualifying examination in accordance with the Regulations for Doctoral Degree Qualifying Examinations at I-Shou University or the Regulations for Master's Degree Qualifying Examinations at I-Shou University. The aforesaid two regulations shall be made separately and submitted to the Ministry of Education for future reference.

Part Four Division of Continuing Education

Chapter One Admission

Article 51 To be qualified for admission to evening bachelor's degree programs, candidates shall satisfy the qualifications specified by the University and pass the entrance exam.

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

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

To be qualified for transferring to evening bachelor's degree programs, candidates shall satisfy the qualifications specified by the University and pass the transfer exam. Successful candidates will be placed in an appropriate grade level.

All matters relating to admissions as referred to in this article shall be subject to the University's regulations and rules about admissions as well as the applicable government laws, which shall be clearly stated in the admission guidelines.

Chapter Two Registration, Course Selection, and Payment

Article 52 Students shall, at the beginning of each semester, register, select courses, and make payments to the University in accordance with the University's regulations and rules. Course selection shall be conducted in accordance with the Instructions on Course Registration for Students of Division of Continuing Education at I-Shou University. Undergraduate students enrolled in evening bachelor's degree programs and two-year in-service bachelor's degree 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 of in-service master's programs shall take at least one course credit each semester, but the maximum allowable number of course credits per semester shall be decided by respective departments.

Chapter Three Prescribed Duration of Study

Article 53 The Division of Continuing Education adopts a credit-based system, and the prescribed duration of study is as follows:

1. Undergraduate students enrolled in evening bachelor's degree programs are expected to complete the prescribed course of study within four years, and they may apply for an extension of up to two years. Students may apply for an extension of up to four years due to pregnancy, childbirth, or care for a child(ren) under the age of three. Physically/mentally challenged students may apply for an extension of up to four years.
2. Undergraduate students of two-year in-service bachelor's degree programs are

expected to complete the prescribed course of study within two years and may apply for an extension of up to three years. Students may apply for an extension of up to four years due to pregnancy, childbirth, or care for a child(ren) under the age of three. Physically/mentally challenged students may apply for an extension of up to four years.

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

Undergraduate students of evening bachelor's degree programs who have achieved academic excellence may file an application in accordance with 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 Schooling, Resumption of Schooling,

Withdrawal from the University, and Refund Application

Article 54 Students shall file an application for suspension, withdrawal, resumption, or refund to the Academic Affairs Section of the Division of Continuing Education.

Article 55 Undergraduate students enrolled in evening bachelor's degree programs and two-year in-service bachelor's degree programs shall be subject to the provisions for withdrawal stipulated in Part Two of the Academic Rules, but they are exempt from Subparagraph 6 of Article 21 of the Academic Rules.

Students of in-service master's programs who intend to apply for withdrawal from the University shall abide by the provisions made in Part Three of the Academic Rules.

Article 56 After obtaining the consent for suspension or withdrawal from the University, students enrolled in the Division of Continuing Education may apply for a refund of the tuition and/or other required fees in accordance with the standards 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 next day of the registration day and before the first day of school are entitled to a refund equal to 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 has passed are entitled to a refund equal to two-thirds of the tuition and other required fees.
4. Students who apply for suspension or withdrawal after one-third of the semester has passed but before two-thirds of the semester has elapsed are entitled to a refund equal to one-third of the tuition and other required fees.
5. Students who apply for suspension or withdrawal after two-thirds of the semester has passed are not allowed to apply for a refund of the tuition and other required fees.
6. The exact refund amount depends on the date when a student files an application for suspension or withdrawal to the Academic Affairs Section of the Division of Continuing Education.

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

Chapter Five Make-up Exams

Article 57 Students of the Division of Continuing Education shall apply for a make-up exam in accordance with the following rules:

1. Students whose application for leave of absence from the final exam has been approved by the University in accordance with the Rules of Application for Leave by Students at I-Shou University 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 a child(ren) under the age of three are entitled to make-up exams or alternative remedies.
2. Undergraduate students enrolled in evening bachelor's degree programs and two-year in-service bachelor's degree programs who have failed a course and received a course score of above 50 may apply for a make-up exam in accordance with the Guidelines of Conducting Make-up Exam of Division of Continuing Education of I-Shou University.
3. Make-up exams shall be arranged and administered by the Academic Affairs Section of the Division of Continuing Education, and those who have not taken

the make-up exams are not allowed to take on a later date.

Part Five Student Enrollment Status Management

- Article 58 The name, date of birth, national ID number, and registered address of each and every student stated on the academic records shall be identical to the information stated on his/her national ID card. In case of any difference in the information between a student's academic records and the national ID card, he/she shall submit supporting 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 59 The academic records of each and every student enrolled at the University (including: the college/department/institute/track/year enrolled in, academic performance, registration, suspension of schooling, resumption of schooling, intra-/inter-departmental transfers, withdrawal from the University, transfer from/to other academic institutions, 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 60 The provisions for enrollment status management in the Academic Rules are applicable mutatis mutandis to overseas Chinese 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 or mentally challenged students, unless stipulated otherwise by laws.

Part Six Supplementary Provisions

- Article 61 Any matter not mentioned in Part Three or Part Four shall be subject to the provisions stated in Part Two.
- Article 62 The provisions of the Academic Rules are applicable mutatis mutandis to students enrolled in degree programs in terms of enrollment status management, inter-departmental transfers, minors/double majors, and the like.
- Article 63 The Regulations for Protecting the Right to Education of Students Suffering from Sudden Major Disasters by I-Shou University shall apply to students who have suffered from sudden major disasters recognized by the Ministry of Education while studying at the University.

- Article 64 Students who are hired as part-time assistants by the University while studying at the University are subject to the Guidelines on the Handling and Protection of the Learning and Labor Rights of Student Part-time Assistants at I-Shou University.
- Article 65 Any matter not mentioned herein shall be subject to the laws promulgated by the Ministry of Education as well as the applicable regulations and rules of the University.
- Article 66 The Academic Rules become effective on the third day of promulgation after being adopted by the University Academic Council, the University Administration Council and the University Council, ratified by the President, and 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.