

Tzu Chi University of Science and Technology

Junior College Academic Regulations

Established by the University Council on April 4, 1989

6th Revision at the semester-closing University Council meeting on July 3, 2013

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14th Revision at the semester-closing University Council meeting on November 18, 2016

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15th Revision at the mid-semester University Council meeting on October 19, 2017

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Chapter I General Regulations

Article 1 These academic regulations (the “Regulations”) have been established in accordance with relevant provisions of the Junior College Act, Enforcement Rules of the Junior College Act, Regulations Governing the Establishment of, Alterations to, and Cessation of Operations of Junior College Continuing Education Divisions, and the Degree Conferral Act.

Article 2 Unless otherwise stipulated by laws and regulations, the Tzu Chi University of Science and Technology shall administer affairs related to its Junior College (the “College”) students in accordance with the Regulations.

Article 3 The College shall have a five-year nursing program and a two-year long-term care program.

The admission requirements for students are as follows:

(1) Five-year program: Graduates of junior high schools (or those with equivalent educational ability) are admitted through open recruitment.

(2) Two-year program: Graduates of vocational high schools,

comprehensive high schools, or general high schools with vocational specializations (or those with equivalent educational ability) are admitted through open recruitment. However, graduates of general high schools may only be admitted to subjects approved by the Ministry of Education.

The length of study for the five-year program is five years and that of the two-year program is two years.

Article 4 The College recruits first-year students through public entrance examinations at the beginning of each year, and the admissions rules shall be separately formulated and submitted to the Ministry of Education for approval.

Article 5 Students expelled or who have had their student status revoked by the College and who have not received relief after filing an appeal with the Student Appeals Review Committee may file a petition with the Ministry of Education. The disciplinary actions will not be suspended merely on the filing of an appeal and before the result of such an appeal is determined. In such a case, enrolled students shall continue attending classes at the College.

Chapter II Admissions

Article 6 All new students admitted in accordance with the admissions rules should complete all admission procedures at the College on the specified date. Students who fail to complete such procedures within the specified period will be disqualified from admission.

Article 7 Students who are unable to enroll in the semester due to serious illness, accidents, pregnancy, or previous pregnancy (induced abortion, spontaneous abortion, or adoption) of themselves or their spouse or partner, childbirth, or parenting of children under the age of three, should submit relevant evidence to apply for the retention of admission before the registration deadline. Subject to approval by the College, the admission qualification can be retained for one year. Students who are still unable to enroll when the retention period expires can apply for

an extension of the retention period on a case-by-case basis free of charge, provided that such an application is submitted before registration starts for the following academic year and that the approval letter for the retention of the admission qualification be brought to the College to support the application. Those who are serving in the military and have obtained approval can retain their admission qualification until the academic year following their discharge from the armed forces.

Article 8 New students must submit valid academic qualification (ability) certificates before admission, complete the student registration form, and attach a photo. If there are legitimate reasons, they are required to apply for an extension. Enrollment can be made in advance, however, the documentation must be submitted within the specified period, failing which the enrollment qualification will be revoked.

Chapter III Enrollment and Registration

Article 9 Students of the College should arrive in person to complete the registration procedures on the specified date each semester; new students shall bring their admission notice and current students their student card. Students who are unable to complete the procedures on time for personal reasons must comply with the leave application rules and request an extension for registration, which is limited to two weeks. The leave application rules are stipulated separately.

Article 10 Students unable to arrive in person before the deadline shall complete deferral procedures (current students) or apply to retain the admission qualification (new students). Failure to register at the College before the deadline without an application for deferral or retention of admission qualification will result in automatic suspension (current students) or revocation of admission qualification (new students).

Article 11 Students are required to settle fees and complete the procedures

stated in the registration notice within the specified period each semester. If registration is delayed for more than three weeks after the semester commences, students will be expelled, unless deferral or suspension has been approved. Under exceptional circumstances, the tuition and miscellaneous fees payable shall be approved by the President on a case-by-case basis.

Chapter IV Intercollegiate or Interdepartmental Transfer

Article 12 Each department of the College may recruit transfer students when the originally approved new-student quota is not met. Regulations for enrolling transfer students shall be established separately and submitted to the Ministry of Education for approval.

Article 13 Students who wish to transfer to another institution for personal reasons must provide a written parent or guardian application. The Registration Office will issue a transfer certificate after obtaining approval and completing the transfer procedures.

Article 14 In accordance with Article 5 of the *Key Points for Admission Approvals for Transfer Students in Vocational Schools, Universities of Science and Technology, and Junior Colleges of Technical Colleges*, the College shall not admit transfer students in the first semester of the first year nor the second semester of the final year.

Article 15 Current students are not allowed to transfer to a program with a different number of academic years than their original program. Transfer rules shall be stipulated separately. Transfers are handled in accordance with the admissions rules for transfer students.

Chapter V Length of Study

Article 16 Students who fail to complete the required credits within the stipulated study period may apply for an extension of up to two years. Students with disabilities studying for a bachelor's degree may extend their study period for up to four years as a

result of their physical and mental conditions as well as their learning needs. Students who become pregnant, give birth, or care for children under the age of three may extend their time of study for a period to be determined on a case-by-case basis.

Chapter VI Course Selection and Credit Waivers

- Article 17 Course selection must be conducted in accordance with the *Guidelines for Student Course Selection* of the College. Credits will not be granted in case of failure to apply for additional subjects in accordance with those guidelines. Unauthorized course withdrawal will be graded as zero. The course scheduled for each selected course must not conflict with any other course. Conflicting courses will be graded as zero. The College's course selection guidelines shall be stipulated separately.
- Article 18 Five-year program students in their first three years may not take fewer than 20 or more than 32 credits per semester, after deducting credits of waived courses. Five-year program students in their last two years and two-year program students may not take fewer than ten or more than 28 credits per semester, after deducting the credits of waived courses. Course additions or withdrawals shall not cause the total number of credits to exceed or be under the prescribed limit per semester. Extended, transfer, and overseas students and those with exceptional circumstances are not subject to these limits, subject to approval on a case-by-case basis.
- In exceptional cases, courses that are approved to be retaken after a pass grade was awarded previously, shall prevail, and the previously completed course with the same name will be removed from the transcript.
- Article 19 Students who have extended their study period should return to the College for registration and course selection before the beginning of each semester. Those who take courses with a total of ten or more credits shall settle the fees in accordance with the general student registration rules.

Article 20 The College allows course selection across different programs within the College or across different institutions. Those who select courses from other institutions should obtain the consent of both the College and the other institution, and the credits taken from the other institution shall not exceed one-third of the credits taken in any semester. The intercollegiate selection rules shall be stipulated separately.

Article 21 Freshmen and transfer students who have completed courses and taken credits prior to admission may apply for credit waivers (screening tests may be necessary in some cases). Approved credit waivers may be applied toward graduation credit requirements after at least one year of study. The requirements stated above shall be applied in accordance with the provisions of the College's credit waiver regulations:

- (1) Credit waivers shall be completed within two weeks after the start of each semester.
- (2) New students enrolled in the five-year program can apply for a waiver to a maximum of 27 credits.
- (3) Students transferred from other programs or institutions can apply for a waiver up to the maximum number of credits that can be taken in the semester preceding the transfer (27 credits for the five-year program).
- (4) Students who have withdrawn from the College are not subject to the restrictions in (2) and (3) above.

Article 21A Credit waivers must not be applied more than once and are subject to the following criteria:

- (1) The course name and content are the same.
- (2) The course name is different, but the content is the same.
- (3) The course name is different, but the content is similar.
- (4) Where the credits for the course taken exceed those of the course being transferred, the lesser number shall prevail. When the applied credit waiver is of fewer credits, the relevant department of the College may designate top-up courses to compensate for the insufficient credits. A credit waiver may be applied upon completion of such top-up courses. If no relevant courses are available at the

College for top-up purposes, credit waivers will not be allowed.

- (5) Students who have obtained a continuing education credit certificate should comply with Article 14 of the Regulations for Continuing Education at Universities. After the credit waiver is approved, the study period at the College shall not be less than one-half of the study period of the program and the transferred credits shall not be less than one-half of the credits required for graduation. In any case, the study period shall not be less than one year.
- (6) The credit waiver regulations shall be stipulated separately.

Article 22 Students' off-campus learning achievements that meet the following requirements may be considered as graduation credits after approval, however, the total shall not exceed one-quarter of the credits required for graduation.

- (1) Students who have engaged in equivalent or similar work experience, educational training, or research and development prior to or during the program, and who meet the curriculum requirements, may apply for credit waivers for their internships and practical experience.
- (2) Students who have been approved by the College and have participated in off-campus educational training or research and development sponsored by the College during their studies, and who meet the curriculum requirements, may apply for credits for professional courses. The regulations for the recognition of off-campus learning achievements shall be stipulated separately.

Article 23 After passing the entrance examination, students who have taken credit-bearing professional courses may apply for credit waivers to fulfill the graduation credit requirements in accordance with the regulations. The regulations for credit waivers shall be stipulated separately.

Chapter VII Deferral/Suspension and Readmission

Article 24 Student deferrals shall comply with the following rules:

- (1) Students who apply for a deferral of one semester, one academic year, or two academic years for personal reasons should submit an application form for deferral. The maximum deferral period is two years. If due to serious illness or other inevitable reasons, a student cannot resume studying, the College may decide to extend the deferral period on a case-by-case basis. If during the deferral period, a student is conscripted to military service, the student should apply for a deferral extension with a copy of the conscription order and apply for resumption with a discharge order after being discharged from the armed forces.
- (2) If a student applies for deferral due to pregnancy or previous pregnancy (induced abortion, spontaneous abortion, or adoption) of themselves or their spouse or partner, childbirth, or parenting of children under the age of three, the deferred time will not be counted toward the normal deferral period, as per the provisions of deferral for military service applicable to male students. This measure aims to safeguard the student's right to education.
- (3) Final-year students who have not taken the necessary credits and must retake a course or make up for the difference in the second semester within the extension period may apply for deferral in the first semester and be exempt from registration. Those who complete registration should take at least one credit.
- (4) Students who meet any of the following criteria shall be suspended:
 - (a) The number of days of absence during the semester is one-third of the total number of teaching days in that semester.
 - (b) The Student Awards and Discipline Committee decides

that suspension is required.

Article 25 Students who apply for deferral to participate in practical work experience may extend the deferral to a period of up to five years. Those who have completed and passed a three-year professional course must apply for a credit waiver before they can be considered for graduation credits. The credit waiver regulations shall be stipulated separately.

Article 26 When students resume studying after a deferral, they shall join the year group following the one they completed before the deferral. If the deferral started during a semester, they should rejoin and continue from the same semester. If the original department or program has been changed or closed, the students may be transferred to another appropriate department or program.

Chapter VIII Leave, Absence, and Truancy

Article 27 Students who are unable to attend classes for personal reasons should apply for leave in accordance with the rules for leave of absence. During mid-term and semester examination periods, leave requests shall be approved by the Office of Academic Affairs.

Article 28 Students who are away from school with approval are considered absent, while those without approval are considered truant.

Article 29 Students who are absent from a certain course, due to leave (excluding official leave) or truancy, for a cumulative total reaching one-third of the teaching hours of that course in a semester, shall not be allowed to take the semester examination for the course, and the course will be graded zero for that semester. If a student misses more than one-third of the teaching hours in a semester due to the needs of pregnancy or previous pregnancy (induced abortion, spontaneous abortion, or adoption) of themselves or their spouse or partner, childbirth, or parenting of children under the age of three, the course grades will be flexibly handled through make-up examinations or other remedial measures according to the needs and nature of the

course. Results from make-up examinations will be calculated as actual grades.

Chapter IX Course Credits, Grades, and Make-up Exams

Article 30 The College adopts the academic year credit system. The length of study of the five-year program is five years and that of the two-year program is two years. The curriculum of the first three years of the five-year program is determined in conjunction with the development of the subsequent intermediate curriculum. The number of credits required shall not be less than 220 credits for the five-year program or 80 credits for the two-year program. The actual number of credits required for graduation or the increase of required credits shall be specified by the regulations of individual programs. Students must complete the required years of study and the specified courses and credits. Only those who achieve a passing grade will be eligible for graduation.

Article 31 The names, credits, and offering year of compulsory courses shall be determined according to the curriculum course tables approved by the management of individual departments and discussed and approved by the Academic Affairs Committee.

Article 32 The credits for the compulsory subjects of each department are calculated as follows:

- (1) One credit is awarded for 18 hours of teaching or 36 hours of laboratory work in a semester.
- (2) One credit is awarded for 36 to 54 hours of practical experience.

Article 33 Student grades are divided into two categories: academic and conduct. Grades are calculated on a percentage system. A score of 100 represents full marks and the passing score is 60. The comparison between the percentage system and the ranking method is as follows:

- (1) A score of 90 to 100 is equivalent to 4.3 points or grade A+.
- (2) A score of 85 to 89 is equivalent to 4.0 points or grade A.
- (3) A score of 80 to 84 is equivalent to 3.7 points or grade A-.

- (4) A score of 77 to 79 is equivalent to 3.3 points or grade B+.
- (5) A score of 73 to 76 is equivalent to 3.0 points or grade B.
- (6) A score of 70 to 72 is equivalent to 2.7 points or grade B-.
- (7) A score of 67 to 69 is equivalent to 2.3 points or grade C+.
- (8) A score of 63 to 66 is equivalent to 2.0 points or grade C.
- (9) A score of 60 to 62 is equivalent to 1.7 points or grade C-.
- (10) A score of 50 to 59 is equivalent to 1.0 points or grade D.
- (11) A score of 49 or below is equivalent to 0 points or grade E.

Article 34 There are three types of academic performance assessments:

- (1) Continuous assessment: Teachers will assign written examinations, oral quizzes, laboratory reports, reading reports, compositions, tests, and other assignments in the classroom.
- (2) Mid-term examinations: During each semester, mid-term examinations are scheduled by the Office of Academic Affairs at specified times.
- (3) Semester examinations: At the end of each semester, examinations are scheduled by the Office of Academic Affairs at specified times.

Article 35 Students' average semester grade and graduation grades are calculated as follows:

- (1) The number of points earned is the result of multiplying the number of credits by the grade attained in the course.
- (2) The sum of all the credits considered in a semester equals the total number of credits (excluding credit waivers).
- (3) The sum of all the points from each course considered equals the total number of points for the semester.
- (4) The final average grade for the semester is obtained by dividing the total number of points earned by the total number of credits, including failed courses.
- (5) The graduation grade is obtained by dividing the total number of credits in each semester (including summer courses) by the total number of credits in each semester (including summer courses).

- Article 36 All grade points with decimal places shall be rounded. The grade points of each semester course are rounded to the nearest integer. The overall grade point average for each semester and the graduation grade are rounded to two decimal places.
- Article 37 When a student is caught cheating in any examination, the result of all examinations in addition to that course shall be graded zero. The penalty shall be in accordance with the student award and discipline rules.
- Article 38 Students who have taken year-long courses but have failed in the earlier semester are allowed to continue to take the courses in the subsequent semester. The regulations for professional courses and practicums are stipulated separately.
- Article 39 The semester grades of each subject will be calculated by the lecturers based on the results of the continuous assessments, mid-term examinations, and final examinations. The grades will be submitted to the Office of Academic Affairs and sent online to the Registration Office to keep as records within one week of the semester examination of the course that is completed.
- Article 40 Students who fail a course will not be allowed to take make-up examinations and will not be given credits. If a student fails a compulsory course, they must retake it. All student grades are to be sent to the Registration Office lecturers for archiving and cannot be changed after submission. In case of omissions, clerical errors, or arithmetic errors, lecturers may explain the situation in writing and submit a request to the Registration Office to adjust the grades, which is subject to the approval of the Office of Academic Affairs.
- Article 41 If a student is unable to attend a mid-term or semester examination due to hospitalization or force majeure, they may apply for a leave of absence and will be allowed to attend a make-up examination. Make-up examinations should be completed within two weeks after the end of examinations.
- Article 42 Make-up examination results are calculated as follows:
Students who request a leave of absence due to official business,

pregnancy, hospitalization, or bereavement of a spouse or immediate family members may receive the actual grade that they score on the make-up examination. All other make-up examination candidates who have had their leave request approved will receive 80% of the actual score, if above 60. Those who fail the examination will receive the actual score.

Article 43 A student will be expelled if any of the following apply.

(1) A student has not registered or resumed studies before the deadline.

(2) A student whose academic performance falls under any of the following criteria, unless nine or fewer credits are taken in the semester.

(a) The number of credits for the failed courses in a semester reaches two-thirds or more of the total number of credits (excluding credit waivers) for the semester.

(b) The number of credits for the failed courses in a semester reaches one-half or more of the total number of credits (excluding credit waivers) for two consecutive semesters.

(c) For overseas students (foreign students, overseas students, students from Hong Kong, Macao, and the Chinese mainland), Mongolian and Tibetan students, indigenous students, and students who are the children of foreign dispatched personnel, the number of credits for the failed courses in a semester reaches two-thirds or more of the total number of credits (excluding credit waivers) for two consecutive semesters.

(d) Students with disabilities are not subject to the rules of expulsion due to academic performance. (The identification of students with disabilities is subject to relevant regulations.)

(3) A student fails to achieve a passing grade in conduct.

- (4) A student has not completed the required courses and credits as stipulated by their department (or program) when the study period expires.
- (5) A student commits a serious violation of College regulations and the Student Awards and Discipline Committee has decided on an order for immediate expulsion.
- (6) A student holds student status in another institution simultaneously.
- (7) Notwithstanding any of the cases stated above, a student requests to be dismissed.

Chapter X Withdrawal and Revocation of Student Status

Article 44 Students found to be disguising, fraudulently using, forging, or altering academic documents for admissions shall have their student status revoked. Students who voluntarily withdraw may apply to the College for issuance of a certificate of study, but those who have been expelled may not apply.

Chapter XI Practicum

Article 45 Students must fulfill practicum requirements in accordance with the regulations of each course. The practicum regulations shall be stipulated separately.

Chapter XII Graduation

Article 46 Students of all programs at the College are eligible for graduation if they fulfill the following requirements:

- (1) Those who have completed the required compulsory and elective subjects and credits with passing grades.
- (2) Those who have a practicum period and have completed the practicum with passing grades.

Students who fulfill the graduation requirements, subject to review, will be awarded an associate degree and an associate degree certificate will be issued by the College in accordance with relevant regulations.

Chapter XIII Student Status Management

Article 47 The students' name, unified identification number, and date of birth shall be the same as stated on their identification cards.

Article 48 Students and graduates who apply to change their name, unified identification number, or date of birth should submit a valid certificate issued by the household registration authorities and request for correction. The degree certificate of graduates will be returned immediately after the College has added remarks and stamped it with a seal.

Chapter XIV Student Awards and Disciplinary Actions

Article 49 Awards and disciplinary actions shall be accorded to students in accordance with the College's student awards and discipline rules.

Chapter XV Supplementary Provisions

Article 50 When students go abroad during their studies, their academic and student statuses will be determined separately.

Article 51 For students who experience major disasters recognized by competent education authorities, flexible measures regarding their entrance exams and eligibility, registration, tuition payment and course registration, leave of absence, grades and application for credit waiver, deferral, expulsion, readmission, refunds, study period, and graduation requirements shall be determined separately after resolutions are decided at an internal meeting.

Article 52 The Regulations have been approved by the University Council and will be announced and implemented after the President's approval. They shall be filed with the Ministry of Education for reference. The same applies to revisions.