

TKU Regulations for Course Instructors Grades Submissions

Secretariat Regulation No. 1050000019(06/28/2016)

Article 1

The TKU Regulations for Course Instructors Grades Submissions (Herein referred to as “these regulations”) were formulated to handle matters in relation to the submission of students’ grades among the course instructors.

Article 2

The grades referred to in these regulations include mid-term grades, term grades, summer course grades and term grades after make-up exams, but not include the grades of master’s theses and PhD dissertations.

The aforementioned make-exam refers to examinations held for students who are absent from their final or graduation examinations due to valid reasons and have thus applied for leaves to the Office of Students’ Affairs in accordance with the TKU Regulations Regarding Leave for Students. The make-up examinations are held after the applications for leaves have been approved.

Article 3

1. All grades should be uploaded to the system via the internet, with the exception of the term grades after make-up exams, which should be submitted to the Office of Academic Affairs in paper.
2. The deadlines for grades submissions are as follows:
 - (1) Mid-term grades: within two weeks of the end of the mid-term week
 - (2) Term grades: within 5 days, starting the day after the end of the final exam week
 - (3) Summer course grades: within 5 days, starting the day after the end of the summer course
 - (4) Term grades after the make-up exams: within 5 days, starting the day after the end of make-up exams.

Article 4

In order not to affect students’ rights to employment, further education, scholarships, switching department, taking up minors and double majors, etc., the Office of Academic Affairs will notify the course instructors in the case of late submissions and copy in the department chairs.

【5-45】

Article 5

For future reference, the course instructors should keep the final exam papers and graduation exam papers for one year.

Article 6

This set of regulations will take effect on the date of its publication after being passed in an Academic Affairs Meeting and approved by the TKU President. The same applies to any later amendments made.