

TKU Study Regulations

University Regulation No. 1130061880 (06/24/2024)

(英文譯本僅供參考，法規之實施概以中文版為準。)

The English version is provided for reference only. The practice of the regulations shall be based on the Chinese version.)

Chapter 1 – General Regulations

Article 1

These regulations were formulated in accordance with the University Act (ROC), and the Enforcement Rules of the University Act, as well as the Degree Conferral Act. Matters that are not covered in these Study Regulations will be handled in accordance with related laws.

Article 2

All issues to do with student status, including Student admissions, retainment of student qualifications, course selection, deferment of studies, suspension or discontinuation of studies, resumption of studies, transfer of study, inter-departmental transfers, review of student grades, and graduation, will be handled in accordance with these regulations.

Article 3

To undertake an academic minor, double major, or study program at either TKU or another university, or to hold dual enrollment status, students must first gain the permission of both TKU and the other university. Regulations related to academic minors, double majors, study programs, and dual enrollment status applications are formulated separately.

Article 4 (Deleted)

Chapter 2 – Student Admission

Article 5

Students who complete the open admissions process and meet one of the following criteria may undertake a TKU Bachelor Program:

1. Those who have graduated from a public or registered private senior high school or from an equivalent school, or possess equivalent educational qualifications.

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2. Those who have graduated from a public or registered private vocational college (or higher), or possess equivalent educational qualifications.

Those who have obtained a bachelor's degree may be admitted to the university after open recruitment for a post-baccalaureate degree in the multi-specialty training program.

Article 6

Students who previously undertook studies at a public or registered private university, or at an overseas university that meets the Ministry of Education's recognition criteria; who possess proof of studies certificate; who pass the TKU study transfer examination, and who meet one of the following criteria will be allowed to transfer into a corresponding TKU department and undertake a bachelor's degree:

1. Students who have completed one or more years of university studies.
2. Those who have graduated from university, completed compulsory military service, or are exempt from military duties.
3. Those who have graduated from or completed courses at a vocational college.

Regulations related to the transfer of study for foreign or overseas Chinese students have been formulated separately and submitted to the Ministry of Education (MOE) for approval.

Article 7

Those who graduated from a public or registered private university – or from an overseas university that meets the MOE's criteria for recognition – and obtained a bachelor's degree, master's degree, or the equivalent, may be admitted into a TKU master's or Ph.D. course after completing the TKU admissions process. Applicants whose study is sponsored by the company at which they work must submit a related certificate of proof after being admitted to a TKU master's or Ph.D. program.

Students who enroll by participating in the master and doctoral selection test and the in-service-training master test and who fulfill the qualification conditions of the general regulations must apply one semester in advance to register for enrollment.

Article 8

To be allowed to study, new students registering for study must submit graduation certificates and all documentary proof of graduation for review. Only applicants who have a legitimate reason and have gained the school's approval may hand in documents of proof at a later date.

Article 9

Newly admitted students who are unable to start their studies as scheduled due to a serious illness, accident, pregnancy, childbirth, or to look after a child under 3 years of age, must apply to defer studies by submitting related documents of proof to the Office of Academic Affairs before the deadline for new student registration. After gaining approval, they may defer the date of commencement of studies. The maximum duration of deferment is one year, at which time they will not be required to pay tuition or any other related costs. If the delay in starting studies is due to compulsory military service, the applicant's admission qualifications will be held until they return from the service. For military reservists, eligibility for admission will be retained for a maximum of three months after the completion of military service and subsequent deregistration.

Article 10

The student's name and date of birth should correspond to that printed on their ID cards. Applicants who hand in admissions documents with personal details that do not match those on their ID cards must immediately rectify the discrepancy.

Article 11

TKU bachelor students in their graduating year and master's students who have completed their first or second year of graduate studies may directly apply to undertake a doctoral program if students have outstanding grades and show potential in the area of research during their enrollment. To do so, they must gain recommendations from at least two faculty members (assistant professor or higher) from their own department/graduate institute or a related department, graduate institute, college, or degree program and submit these recommendations for review by a committee in the department, graduate institute, college or degree program of the Ph.D. they intend to take. After being passed in a committee meeting, the application is sent to the TKU President for approval. Once approved, the applicant may progress directly into the Ph.D. degree for which they applied.

Other matters related to early admission into doctoral degree programs should be handled in accordance with the *TKU Regulations on Direct Admission to Ph.D. Programs*.

Chapter 3 – Registration and Course Selection

Article 12

TKU students should select their desired courses and pay the required tuition fee in the designated time frame. After doing so, they may go on to complete the student registration process.

For those who gain approval to go overseas for further study, course selection and registration will be carried out by their department of study.

There are no minimum credits required for the post-baccalaureate multi-specialty training students within each semester, but the registration fees should be paid within the specified time frame of each semester to complete the registration.

Article 13

New students should complete the student registration process within the designated time frame. Apart from those who gain permission to keep student status for an agreed period (“retainment of student status”), freshmen who are late in registering for the study will have their admission status canceled. Continuing students who do not register according to regulations – with the exception of those who apply for and gain approval for leave – will be forced to defer studies. Those who have already reached the maximum duration for deferment of studies will be expelled from the study.

In the case of the above punishment – of forced deferment or expulsion – the student’s parents or legal guardians must be notified in writing, informed of related courses of remedy, and provided with possible solutions and corresponding time limits.

Article 14

Students must select courses in accordance with TKU regulations related to course selection. The *TKU Regulations on Student Course Selection*, the *TKU Regulations Regarding Inter-University Course Selection*, and the *TKU Guidelines Related to the Provision of Summer Courses* have been formulated separately.

Article 15

New students or transfer students entering TKU may apply to transfer credits (for courses previously passed) during the designated application period for credit transfer. The *TKU Regulations Governing the Transfer of Credits* have been outlined separately.

Transfer students who transfer to a new TKU department and who wish to transfer credits gained from their original department must do so in the first week of the

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commencement of classes in a new semester.

After transferring to a new academic department, students who wish to apply for an academic minor with their original department must do so in accordance with the *TKU Regulations on Students Undertaking an Academic Minor*, which has been formulated separately.

Chapter 4 – Transfer of Study and Transfer of Department

Article 16

Before the start of their second academic year, bachelor students who wish to transfer to a new department may apply to do so in accordance with the *TKU Regulations Related to Inter-Departmental Transfer*, which was formulated separately.

Article 17 (Deleted)

Article 18

Students who apply to transfer to another school must first gain permission from their parents and then submit the application for approval. After having their application approved, the student is not permitted to request to return to TKU.

Article 19

Before the start of their second academic year, Master's or Ph.D. students may apply to transfer to a new department or graduate institute. The regulations governing such transfers are formulated separately.

Chapter 5 – Deferment, Resumption of Studies, Discontinuation, and Expulsion, and the Removal of Student Status

Article 20

Students who suffer a serious illness and gain documents of proof from a doctor, or have to deal with important personal matters and gain written proof from a parent or legal guardian may apply to defer their studies (no later than the week before the final exam). The deferment will take effect after the applicant gains approval from the Dean of General Affairs.

Article 21

Approval for deferment of study may be granted for one semester, one academic year, or two academic years. The maximum duration of granted deferment is two years. However, students with a serious illness or other legitimate reasons may make special-case applications to extend deferment for an extra year. Those who undertake compulsory military service while deferring studies must provide a Proof of Current Military Status document and may apply for another year of deferment. As soon as they finish military service, such students must submit a Military Service Discharge Certificate and apply to resume studies.

Students who apply for deferment of study due to pregnancy, childbirth, or provision of care for a child under three years old must submit related documents of proof.

Time taken to tend to any of the above factors – compulsory military service, pregnancy, childbirth, or child-rearing (for a child under the age of three) – will not count toward time restrictions on the maximum duration of deferment.

Article 22

Students who extend the number of years taken to complete their degree and who hope to undertake compulsory military service before finishing their degree must first apply for deferment of studies. If they fail to do so, their case will be treated as a failure to register for study on time.

Article 23

Deferred students who wish to apply to resume studies must do so during the student registration period at the beginning of each semester by submitting their application to the Office of Academic Affairs. After gaining approval to continue their studies, applicants will return to the same department and continue from where they left off. Upon resuming studies, those who deferred studies in the middle of a semester will start from the beginning of the academic year in which they left.

If, while they are away, the deferred student's original department is altered or closed, they may select an appropriate department in which to resume studies.

Article 24 (Deleted)

Article 25

Students who, for personal reasons, wish to discontinue their studies must transact such

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within the given semester and do so with written permission from their parents or legal guardians. Then, after also gaining approval from the Dean of Academic Affairs, they must complete the process of deregistration at the Office of Academic Affairs.

Article 26

Students in any of the following circumstances shall be expelled from the study:

1. Those whose qualifications do not meet the review requirements when applying for study at or for transfer of study into TKU.
2. Those who exceed the duration of time allocated for deferment of study without applying to resume study.
3. Those who receive a failing grade on their conduct record.
4. Those who have not completed all the courses and credit points required by their department of study to graduate within the stipulated time limit for graduation.
5. Those whose conduct or actions warrant expulsion based on related laws or regulations or in accordance with the criteria for expulsion proposed by TKU.
6. Those who, for none of the above-stated reasons, voluntarily apply to discontinue studies.

In each of the aforementioned circumstances, written notification should be provided to the student's parents or legal guardians, informing them of the recourse process, and offering possible solutions and respective time constraints.

Article 27

Students who have already completed at least one semester before being expelled may apply for a Certificate of Completed Credits or Transfer of Study Certificate after completing all relevant withdrawal procedures. Those who have their study expelled because they do not meet the review requirements for entrance or transfer into TKU will not be allowed to apply for such certificates.

Article 28 (Deleted)

Article 29

Master's students or Ph.D. candidates in any of the following categories shall be expelled:

1. Those who do not finish or obtain all required courses or credit points in the allotted time frame: four years for master's students; seven years for Ph.D. candidates.
2. Ph.D. candidates (that entered the Ph.D. program with bachelor qualifications) who do not complete all required courses or obtain all required credits within seven years

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of commencing the degree program.

3. Ph.D. candidates who fail to pass the qualification assessment twice.
4. Those who fail in their thesis and oral examination (defense) and do not qualify to retake the oral examination or, having retaken the examination, fail a second time.
5. Those who have submitted falsified application materials or cheated on exams.
6. Those who used fake, fraudulent, forged, plagiarized, or altered materials in the submission of a dissertation, innovative work, proof of achievement, a written report, a technical report, or a professional report.

Article 30

Students in any of the following categories will have their student status removed:

1. Those who use fake, fraudulent, forged, or altered documentary evidence of educational qualifications and professional experience.
2. Those who cheat on their entrance examination and – after having been verified to in fact have cheated – have their admissions status revoked.

Those who have their student status removed will not be eligible to receive any documentary proof of having studied at TKU.

Article 31

Students who have their studies deferred, who are expelled, or who have their student status removed, may lodge an appeal with the Student Appeal Review Committee. While the result of the appeal is pending, the initial punishment issued will remain in place.

If, after lodging an appeal with TKU, the appeal is rejected, the student may – according to ROC law – file an official appeal or administrative lawsuit. If the originally prescribed punishment is deemed inappropriate by the Ministry of Education or an administrative court, TKU will revise the punishment accordingly.

After having their punishment revised, those who are allowed to continue their studies at TKU may carry out the re-enrollment procedure straight away. If for some reason they are unable to resume studies straight away, they must apply for deferment of study for the time they were away from school during the appeal process.

Chapter 6 – Examination and Grades

Article 32 (Deleted)

Article 33

Student grades are divided into two categories: academic grades and grades for personal conduct; academic grades have three methods of recording: percentile grades, letter grades, and pass or fail. Bachelor students' passing grade in the dual areas of academic and personal conduct is 60; for master's students or EMBA students, the passing academic grade is 70; a passing grade equals successful passing and a fail grade equals unsuccessful failing; a conduct grade is in a percentile form and a passing grade is 60.

A table showing equivalent grades with different methods of scoring (alphabetical grade system, percentage point scale, and Grade Point Average) is provided below:

Alphabetical Grade System	Percentage Point Scale	GPA
A	80 – 100	4
B	70 – 79	3
C	65 – 69	2
D	60 – 64	1
F	59 or below	0

The *semester average grade* is calculated by dividing the total number of credits taken in a semester by the “accumulated grades” (grades received multiplied by credits taken) received in that semester. Thus, the *overall average grade* is attained by dividing the overall number of credits earned (including credited summer courses) by the overall accumulated grade.

For undergraduate students pursuing a bachelor's degree, the overall academic GPA will constitute their graduation grade.

The grades obtained by Master's students and Ph.D. candidates when taking bachelor-level courses count toward their semester grades and graduation grades. The graduation grade is the mean total of graduate students' GPA and the grades they received for their graduation thesis and oral examination (defense).

The GPA in students' graduation grades is attained by calculating the product of the student's academic credits and GPA from each course, and dividing this total by the overall number of academic credits obtained.

Article 34

After being submitted to the Office of Academic Affairs by the course instructor, students' grades may no longer be changed. If students have doubts surrounding their semester grades, they must submit a written letter to the Office of Academic Affairs within three weeks after the grades have been posted on the internet for viewing. If a correction to the submitted grades is required, the course instructor must provide a written explanation accounting for the error, along with relevant supporting documents, such as the course grade sheet, to the Office of Academic Affairs, which will review the request in accordance with related regulations.

The student must also submit a report in the time stipulated by the course instructor; if this step is omitted, the grades will not be amended.

Article 35

If students cheat in their exams, after the act of cheating has been verified, and based on the seriousness of the situation, the student will receive the appropriate punishment, such as a recorded demerit or suspension of study, etc. An exception to this rule applies if the exam was not a scored exam.

Article 36

Those who do not attend scheduled examinations will receive an exam score of zero.

Article 37

Students who cannot attend class or examinations due to illness or for another legitimate personal reason must apply for leave in accordance with the *TKU Regulations Regarding Leave for Students*.

Article 38 (Deleted)

Article 39

Those who gain approval to go on leave during their final examinations or during the pre-graduation final exams (for graduating students) will need to take a make-up test. This test will be based on a standard grade of 60 points. Each mark above 60 will be deducted by 20%. The student's semester grade is obtained by combining the make-up test grade along with the rest of the course grade as calculated according to the announced grade formula in the instructor's course plan.

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The make-up exams for those who were on approved leave during the mid-term and final exams shall be organized by the course instructor; a make-up exam is limited to one time only for all such students.

For mid-term make-up exams, the student must submit a request to the course instructor within three days following the original mid-term exam date. Upon the instructor's approval, the make-up exam must be completed within two weeks after the mid-term exam.

For final make-up exams, the student must submit a request to the course instructor within three days following the original final exam date. Upon the instructor's approval, the make-up exam must be completed before the end of the semester.

Article 41

The examination papers from entrance tests or transfer student examinations must be stored securely for one year to provide the convenience of future reference for educational authorities.

Students' final examinations are kept for one year by the individual class instructor.

All students' grades should be recorded and kept indefinitely. TKU keeps academic grades recorded by teachers for six years.

Article 42

The submission of an academic thesis and oral examination (defense) by TKU master's students and Ph.D. candidates should be carried out according to *TKU Regulations on the Examination Process for Graduate Degrees*, which is formulated separately and has been submitted to the MOE for future reference.

Chapter 7 – Restrictions on Duration of Study and Academic Credits

Article 43

Apart from students from the Department of Architecture whose degree duration is five years respectively, students from all other bachelor-level programs should finish their degree within four years. However, the time limit for degree completion may be extended for an extra two years. Students who have double majors and have completed the required subjects and credits of the major department, but have not completed the required courses and credits of the additional department, may apply for an additional

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year of the study period; disabled students may extend the time limit for graduation by a maximum of four years. Students who need extra time to complete their degree due to pregnancy, childbirth, or to look after a child three years of age or younger, and who provide relevant documents of proof, may gain approval to extend the time limit for graduation by a maximum of four years.

The number of academic credits required for graduation for students from each department is 128 credits— except for students from the Department of Architecture, who require 143 credits.

Students from Hong Kong, Macau, or overseas countries who graduated from high school in a year equivalent to the second year of senior high school in Taiwan, and from a school identical in level and form, or others who enter TKU with equivalent educational qualifications must complete an additional 16 credits within the time limit for graduation. However, those who are admitted starting from the 2018 academic year should complete 12 credits.

National defense education military training (nurses training) and physical education credits are disallowed in the credits of the preceding two items.

New students who enter TKU who have previously already graduated from a bachelor's degree program must study at TKU for at least a year before graduating. New students at TKU who previously graduated from a vocational college must study at TKU for at least two years before graduating.

Students who are permitted to enroll in a bachelor's degree program by an equivalent credited Education Promotion Program must not take less than half of the required credits of the program and should not register for less than a year.

The length of study for the post-baccalaureate multi-specialty training course is at least one year to four years maximum, and it is not allowed to apply for an extension of the length of study, transfer, minor department, or double major. The credits required for graduation shall be the same as the credits of professional courses required for graduation from each department, or at least 48 credits of professional courses. After graduating from university, students who obtain professional course credit certificates in accordance with the "*Implementation Measures for the Promotion of Education in Vocational Schools, Colleges or Above*," the "*Measures for Continuing Education in Vocational Schools, Colleges or Above*," and the "*Measures for Vocational Continuing Education and Evaluation by Vocational Training Institutions*." Those who have obtained professional course credit certificates may apply for credit deduction. After the

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deduction, the credit points of each professional course obtained by the actual study department shall not be less than twelve credits.

The time limit for graduation only accounts for the length of time in which students are studying at TKU. Deferment of study is not included in such calculations (except for the post-baccalaureate multi-specialty training students).

Article 44

The time limit for graduation for master's students is one to four years, with at least 24 academic credits; for EMBA students, it is two to four years, with a minimum requirement of 24 credits. The time limit for Ph.D. candidates is two to seven years, with a minimum total requirement of 18 credits. Ph.D. candidates who entered their Ph.D. program directly from a bachelor's or master's degree must obtain a minimum of 30 credits to graduate (including up to 12 credits that may be transferred from courses taken during their master's degree). The time limit for graduation and required academic credits for such students are equal to those for regular Ph.D. candidates entering the Ph.D. program in the same academic year.

On graduating, the number of academic credits obtained by master's and EMBA students may be no more than 48; for Ph.D. candidates, the upper limit is 45 credits.

Academic credits obtained for degree dissertations by master's, EMBA, and Ph.D. students, or for taking bachelor-level courses, will not be counted toward students' graduation credits.

On-the-job graduate students who register for the oral examination (defense) but who have not completed all required courses or finished their degree thesis within the time limit for graduation may extend the time limit by two years.

Students who are pregnant, giving birth, or caring for children under the age of three may submit relevant supporting documents to apply for an extension of the study period. Upon approval, the study period may be extended for up to four years.

For students pursuing a double major, if they have completed all required courses, credits, and graduation requirements for their primary major but have not yet completed the required courses, credits, and graduation requirements for the additional major, they may apply for an extension of the study period for an additional year.

Article 45

To receive a bachelor's degree, students from each department and program must complete all compulsory and elective credits and meet the minimum number of credits required to graduate as prescribed by their departments or programs.

Master's and doctoral students must complete all required courses, credits, and other graduation requirements as specified by their respective departments, institutes, or degree programs within the prescribed study period. Additionally, students must pass all examinations stipulated by the TKU Regulations for Graduate Degree Examination and meet all relevant requirements in order to be eligible for graduation.

Tamkang University, along with each TKU college, department, and graduate institute, must set its own criteria for graduation in the areas of language proficiency, information literacy, athletic ability, and overseas study and formulate related regulations, which will be implemented after being approved in a TKU academic affairs meeting.

Article 46

Undergraduate students in all departments and degree programs must enroll in a minimum of 12 credits per semester for the first, second, and third academic years, and for the fourth academic year in the Department of Architecture. For bachelor's degree evening students, the minimum is 10 credits per semester. In all cases, students may not enroll in more than 25 credits per semester. For students in their fourth academic year and those in the fifth academic year of the Department of Architecture, the minimum credit requirement per semester is 9 credits, with a maximum of 25 credits. Students who have received approval for overseas study may not enroll in any courses at TKU during the period of their overseas studies.

If a student enrolls in fewer credits than the minimum specified in the preceding paragraph, their academic performance for that semester will not be included in the calculation of academic ranking.

Undergraduate students who achieved an average grade of 80 (Grade A) or above in the previous semester may take up to 6 additional credits in the following semester.

Undergraduate students who have been approved to take a minor, double major, or degree program or are graduating students needing additional credits for graduation may take up to 6 additional credits per semester.

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Unless gaining permission to do so, bachelor's degree evening students are not permitted to transfer to any other degree programs (daytime programs or master's, Ph.D. programs, etc.).

Master's students and Ph.D. candidates may take a maximum of 15 credits per semester or a minimum of one course. EMBA students may take as many as 20 credits or as little as one course per semester.

Master's students or Ph.D. candidates who gain approval to take extra credits or bachelor-level courses may take a maximum of six extra credits per semester.

All matters related to course selection must be handled in accordance with the *TKU Regulations on Student Course Selection*.

Article 47

Students with outstanding grades who meet the criteria of each of the following sections may graduate one semester or one academic year in advance:

1. Those who have obtained the total number of required credits (compulsory and elective).
2. Those whose average grades are above 80 each semester.
3. Those whose average personal conduct grade is above 80.
4. Those who place in the top 10% of students in their year, their department, and in their class; transfer students' fulfillment of these criteria will be measured starting from when they arrive at TKU.
5. Those who fulfill all graduation requirements set forth by TKU or its colleges, departments, graduate institutes or degree programs.

When applying based on the preceding sections, those wishing to graduate in advance must submit an application to the Registration Section, either in February – for those who wish to graduate one semester in advance – or in August, for those wishing to graduate one year early.

Article 48

Bachelor students from each department who reach the required number of credits for graduation one semester or one academic year before graduating, but who do not meet the above-listed criteria for early graduation, must continue to register for the study. After registering, they must take at least the minimum number of credits required for students in their particular year of study.

Article 49

The credits not yet completed by graduating students must be made up or retaken in the second semester of the following academic year. Thus, in the first semester of the following academic year students are not required to register for the study, but they must apply for deferment of study. Those who *do* register must take at least one course.

Article 50

After reviewing and verifying that students' grades do meet the graduation criteria, and after students complete the process of deregistration, TKU will award students their graduation certificates and confer students from each department with the corresponding bachelor's, master's, and Ph.D. degrees.

Post-Baccalaureate's Diversified Expertise Program degree certificate should be marked with the words " Post-Baccalaureate's Diversified Expertise."

Chapter 8 – Supplementary Provisions

Article 51

Regulations to do with students' study or status while studying overseas have been formulated separately.

Article 52

The handling of student status for students of Chinese ethnicity will – except in the case where there are separately formulated laws governing the matter – be carried out in accordance with this set of regulations.

Article 53

Current TKU students, alumni, and students who are not currently enrolled but have not yet completed studies who wish to apply to change their name or date of birth must submit documents of identity issued by an official household registration office to the Office of Academic Affairs.

Article 54

Matters to do with circumstances where student accommodation needs to be integrated to assist in “discipline and guidance education” are outlined separately in the Student Handbook.

Article 55

Implementation guidelines for working with overseas universities to hold joint degree programs are outlined separately.

Article 56

Students who fulfill the Ministry of Education’s definition of being a victim of a major natural disaster are regarded as a special case and after receiving special approval shall be treated with leniency regarding the related regulations for retaining enrollment, registration, course selection, cross-school course selection, leave of absence, an extension of the study, performance evaluation, or manner of study at school in order to safeguard the students’ right to study and to assist them to tide over the major natural disaster.

Article 57

If high school graduates participate in the “Youth Education and Employment Savings Account Scheme”, and they apply to retain their admission qualifications or after enrolling apply for a leave of absence, the time limit is three years and does not enter into the estimate of what the school originally reserved for admission qualification or the leave of absence.

Article 58

With respect to male undergraduate students born after 2005, who, starting from January 1, 2024, are subject to conscription for active duty service, TKU has established separate flexible study measures for these individuals and submitted them to the Ministry of Education for record and review.

Article 59

Each department may plan an interdisciplinary specialty curriculum and clearly specify the required course subjects and credits for the module courses, and the implementation guidelines are formulated separately.

Article 60

This set of regulations will take effect on the date of its publication after being passed in a TKU administrative affairs meeting; it will then be submitted to the MOE for future reference. The same applies to any later amendments made.