

TKU Regulations for Course Instructors Grades Submissions

Secretariat Regulation No. 1140000037 (05/12/2025)

(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.)

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 examinations, but do not include the grades of master’s theses and PhD dissertations.

The aforementioned make-up examination refers to examinations held for students who are absent from their final or graduation examinations due to valid reasons and have thus applied for leave 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, except the term grades after make-up examinations, which shall be submitted to the Office of Academic Affairs on paper.
2. The deadlines for grade submissions are as follows:
 - (1) Mid-term grades: within the period specified in the academic calendar
 - (2) Term grades: within the period specified in the academic calendar
 - (3) Summer course grades: within 5 days, starting the day after the end of the summer course
 - (4) Term grades after the make-up examinations: within 5 days, starting the day after the end of make-up examinations.

Article 4

To avoid adversely affecting students’ rights and interests with respect to employment, further education, scholarship applications, transfers between academic departments, taking up minors and double majors, etc., where a course instructor fails to submit grades within the

deadline prescribed by these Regulations, the Office of Academic Affairs shall notify the course instructor and send a copy of the notice to the head of the course-offering unit for assistance in following up on the submission.

Article 5

For future reference, the course instructors shall 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. The same applies to any later amendments made.

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