

# JINWEN UNIVERSITY OF SCIENCE AND TECHNOLOGY

## GENERAL ACADEMIC REGULATIONS (ENGLISH TRANSLATION)

Ref: MOE Tech. (4) Letter No. 1150059299 for Reference & Record

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## PART I: GENERAL PROVISIONS

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### Article 1

Student academic status matters at Jinwen University of Science and Technology (hereinafter referred to as 'the University') shall be handled in accordance with these General Regulations. These Regulations are enacted pursuant to the University Act, the Enforcement Rules of the University Act, the Degree Conferral Act, and the Gender Equity Education Act, taking into account the University's actual operational conditions, to govern admissions, leave of absence, reinstatement, expulsion/withdrawal, department transfers, retention of admission eligibility, transfer admissions, academic performance evaluations, summer courses, inter-collegiate course selection, study abroad academic status processing, graduation, and other related academic affairs. Unless otherwise provided by law, all student status matters shall follow these Regulations.

### Article 2

The University shall establish a permanent Student Academic Record Table to record in detail each student's student ID number, full name, National ID card/passport number, gender, date of birth, nationality (for international students), home region (for Overseas Chinese students), admission category, educational background at entry, enrollment date, affiliated department/program, leave of absence, reinstatement, department transfer, enrolled subjects/credits/grades, graduation date and degree conferred (or expulsion record), parent or guardian name/contact address, and student photos taken upon admission and graduation. All student academic records shall be archived and permanently preserved by the University.

## PART II: UNDERGRADUATE PROGRAM

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### Chapter 1: Admission

#### Article 3

At the beginning of each academic year, the University shall conduct open admissions for first-year students in four-year programs, third-year students in two-year programs, and post-baccalaureate multi-disciplinary program freshmen, and may also recruit transfer students for various departments. The admission regulations shall be separately formulated and submitted to the Ministry of Education (MOE) for approval prior to implementation. The admission prospectus shall also be separately issued.

**Article 4**

Applicants who meet one of the following qualifications and pass the entrance examination may be admitted to the first year of four-year undergraduate programs: 1. Graduates from public or registered private senior secondary schools or equivalent schools. 2. Individuals possessing equivalent academic qualifications.

**Article 5**

Applicants who meet one of the following qualifications and pass the entrance examination may be admitted to the third year of two-year undergraduate programs: 1. Graduates from public or registered private junior colleges or higher institutions. 2. Individuals possessing equivalent academic qualifications.

**Article 6**

When vacancies occur in various departments of the undergraduate division, the University may hold transfer examinations to recruit transfer students. However, transfer students shall not be recruited for the first semester of the first year in four-year programs, the first semester of the third year in two-year programs, or the graduating year. Applicants accepted through the transfer examination may transfer into the corresponding system and year level. Admission guidelines shall be separately prescribed and submitted to the MOE for approval.

**Article 7**

The University accepts international students, Overseas Chinese students, and Mainland Chinese students who possess required qualifications in accordance with relevant regulations. Regulations governing international student admissions shall be separately prescribed and submitted to the MOE for approval. Admission of Overseas Chinese and Mainland Chinese students shall comply with applicable laws. Dual-degree arrangements with foreign universities shall be governed by separate regulations. Recognition of foreign academic credentials shall follow relevant evaluation rules.

**Article 8**

Newly admitted students and transfer students must complete registration and enrollment procedures at the University on the specified dates. Failure to do so without permission shall be deemed a waiver of enrollment, and admission eligibility shall be cancelled. Furthermore, students shall not register or enroll simultaneously in the same academic system at the University or other institutions without university consent; violators shall be expelled.

**Article 9**

Newly admitted students (including transfer students) who cannot enroll in the given semester due to severe illness, special incidents, or military service under the Military Service Act may apply for retention of admission eligibility for one year by submitting relevant proof before the registration deadline. Upon approval, they may enroll in the following academic year without paying any fees. Students who are pregnant, giving birth, or raising children under the age of three may apply for retention of admission eligibility prior to registration. The retention period shall correspond to their needs, up to a maximum of three years for child care. Students participating in the 'Youth Education and Employment Savings Account Program' may apply for retention of admission eligibility for up to three years, which shall not count toward the standard retention limit. Senior secondary school graduates participating in the 'Youth Career Pilot Scheme' may apply for retention of admission eligibility or leave of absence after admission for up to two years, which shall not count toward standard retention or leave limits. Relevant operational guidelines shall be separately prescribed.

**Article 10**

If any credentials or documents submitted by new students or transfer students are found to be forged, borrowed, or altered, their student status shall be revoked immediately (expelled). In addition to notifying parents or guardians, no academic certificates shall be issued. If discovered after graduation, the conferred degree certificate shall be revoked according to law and graduation status cancelled publicly.

**Chapter 2: Tuition, Registration, & Course Selection**

**Article 11**

Tuition and fees payable for each semester shall be announced before the start of classes. Refund standards for students applying for leave of absence or withdrawal after registration shall follow MOE regulations.

**Article 12**

Students shall complete registration and fee payment on the designated dates—new students presenting admission notices and returning students presenting student IDs. Students unable to pay on time must apply for deferred payment, generally up to the end of the manual course add/drop period. Students who fail to pay in full within the extended period shall not register for the subsequent semester. Unapproved failure to register/pay on time without applying for leave or retention of status shall be deemed a waiver of study—new students shall have admission cancelled, and returning students shall be ordered to withdraw/expelled. To protect student rights, the Office of Academic Affairs shall notify students in advance and provide a deadline for submitting explanations prior to issuing an expulsion order.

**Article 13**

Students must select courses according to department curriculum charts, subject to department chair approval and registration with the Academic Affairs Office. Course selection for international students follows general student rules. Detailed course selection guidelines shall be separately prescribed.

**Article 14**

Course addition or dropping must be completed within the announced deadline, approved by the department chair, and registered with Academic Affairs. Late applications will not be processed. Courses taken without official add/drop procedures shall receive a score of zero and zero credits. Course adjustments shall not cause a student's enrolled credits to exceed or fall below the required semester credit range.

**Article 15**

Students extending their study period must complete registration, leave application, and course selection simultaneously with enrolled students before each semester starts. Day division students taking 10 or more credits during an extended study period must pay full tuition and tuition fees according to standard registration rates.

**Article 16**

Students are strictly prohibited from taking courses with overlapping class times; if detected, all conflicting courses shall receive a score of zero. Students shall not repeat courses already passed with identical titles and credit values or courses previously waived/transferred; credits and grades for duplicate courses shall not be counted.

**Article 17**

The University may offer summer courses as necessary. Guidelines for summer coursework shall be separately prescribed.

**Chapter 3: Study Period, Credits, & Academic Performance Evaluation****Article 18**

The University operates on an academic year credit system. Students must complete the required study period, satisfy all department credit requirements and proficiency assessments, and achieve passing grades to graduate. The standard study period for four-year undergraduate programs is four years, requiring at least 128 graduation credits. Two-year programs require a study period of no less than two years and at least 72 credits. Post-baccalaureate multi-disciplinary programs require a study period of 1 to 4 years and at least 48 professional course credits. Equivalent credits earned prior to admission may be transferred pursuant to credit transfer rules, provided that the actual credits earned at JUST after transfer are no less than 12 credits. Graduates from foreign/Hong Kong/Macao high schools equivalent to senior high 2nd year who enter undergraduate programs under equivalent academic status must complete an additional 12 graduation credits beyond standard requirements, unless prerequisite courses completed prior to admission are approved for credit waiver.

**Article 19**

Students who fail to complete required credits within the standard study period may extend their study period by up to two years. Students with physical or mental disabilities may extend their study period by up to four years. Extensions are also granted for pregnancy, childbirth, or child care under age three. Post-baccalaureate program extensions allow up to 4 years, and the 30+ University Trial Plan allows study up to 10 years.

**Article 20**

Students who have successfully passed subjects prior to entry may apply for credit transfer and advanced placement, provided they complete at least one full year of study at JUST and fulfill department graduation criteria. Extension education credits used for entry eligibility cannot be transferred again; after credit transfer, study at JUST shall not be less than half the prescribed study period and credit total, and no less than one year. Credit transfer applications must be submitted within the period from two weeks before to one week after the start of the student's first or second semester. The maximum total transferable credits for new students is one-half of total graduation credits, and three-fifths for transfer students; former JUST undergraduate students re-enrolling are exempt from this cap.

**Article 21**

Credit transfer shall follow the principle of non-duplication: 1) Course titles or substantive content must correspond; 2) Courses with identical/similar titles or nature may be mutually transferred; 3) When higher-credit courses transfer to lower-credit courses, the lower credit value is recorded; when lower-credit courses transfer to higher-credit courses, supplementary credits must be designated.

**Article 22**

Course credits are generally calculated as one credit per 18 lecture hours in a semester (1 hour/week per semester = 1 credit). Laboratory or practical work requires 2 to 3 hours per week for one semester per credit.

**Article 23**

Semester credit load limits: 1. Day/Evening 4-year and 2-year programs: 9 to 25 credits per semester. Full-semester off-campus internship: 9 to 16 credits. Special classes follow special guidelines. 2. Credit reduction and overload: Students failing 1/2 or more of enrolled credits in a semester may have 2 to 5 credits deducted from their course selection by the department chair in the following semester. Students with superior academic performance in the preceding semester may apply for overload (up to 1 additional course, max total 28 credits) upon department chair approval.

**Article 24**

Academic grades are calculated on a 100-point scale, with 60 as the passing mark. Grade conversions: • 80–100: Grade A (■■■), 4.0 Points • 70–79: Grade B (■■■), 3.0 Points • 60–69: Grade C (■■■), 2.0 Points • 50–59: Grade D (■■■), 1.0 Point • 0–49: Grade E (■■■), 0 Points

**Article 25**

Students unable to attend midterm or final exams due to approved leave may take a make-up exam once. No leave shall be granted during make-up exams. Make-up exams for official leave, bereavement (spouse/direct relatives), pregnancy, childbirth, or child care under 3 shall be recorded at actual scores. Make-up exams for other personal reasons shall have scores above 60 calculated at 80%; failing scores below 60 are recorded as actual marks.

**Article 26**

Students hospitalized due to severe illness during final exams who cannot take make-up exams prior to registration for the next semester may apply with medical certificates from public or regional hospitals for retroactive approval of study suspension for that semester.

**Article 27**

Students caught cheating during examinations shall receive zero for the exam and be disciplined according to Student Reward and Disciplinary Regulations based on severity.

**Article 28**

Grades submitted to Academic Affairs are final. Any legitimate grade correction must be submitted in writing within the deadline after the start of the next semester, reviewed by the Academic Affairs Meeting, and approved by the President.

**Article 29**

Assessment weighting: 1. Continuous Assessment (quizzes, oral tests, notebooks, reports, attitude): 30% 2. Midterm Examination: 30% 3. Final Examination: 40% 4. Alternative grading schemes must be specified in the course syllabus. 5. Graduating seniors taking lower-grade courses take final exams concurrently with lower grades.

**Article 30**

Semester grades are calculated by instructors based on continuous, midterm, and final assessments, recorded in grade rosters, and submitted to Academic Affairs within designated deadlines.

**Article 31**

Failing semester grades cannot be retaken via make-up exams, and no credit is awarded. Failed required courses must be repeated.

**Article 32**

GPA and Graduation Grade calculation: Course credits multiplied by score equals grade points. Semester GPA = total grade points divided by total credits enrolled (including failed subjects). Overall graduation average = total points earned divided by total credits across all semesters. Rounded to two decimal places.

**Article 33**

Unexcused absence (cutting) from midterm or final examinations results in a score of zero for the exam.

**Article 34**

Prerequisite courses must be passed before taking advanced courses unless approved by the instructor and department chair; otherwise, unapproved course grades shall not be calculated.

**Chapter 4: Leave, Suspension, Reinstatement, & Expulsion****Article 35**

Students unable to attend classes or exams must complete official leave procedures pursuant to Leave Regulations.

**Article 36**

Absences (personal, sick, or unexcused) exceeding one-third of total class hours for a course disqualifies the student from the final exam, yielding a score of zero. Students with disabilities are exempt. Approved leave for medical reasons, major incidents, menstruation, pregnancy, childbirth, or childcare under 3 shall not result in grade point deductions, and alternative assessments/make-up exams shall be arranged if absences exceed one-third.

**Article 37**

Mandatory Suspension of Study shall be ordered if: 1) Class absences exceed one-third of total semester class hours; 2) Ordered by the Student Affairs Committee. Academic Affairs must provide prior notice and allow students to state their case.

**Article 38**

Voluntary suspension may be requested for severe illness (with hospital proof) or major incidents, subject to parent/guardian consent and completion of withdrawal clearance procedures.

**Article 39**

Suspensions are granted for one semester, one year, or up to two cumulative years. Extensions up to one additional year may be granted by the President for severe illness or practical employment. Suspensions for pregnancy, childbirth, child care under 3, military service, or government youth programs do not count toward the two-year cumulative suspension limit.

**Article 40**

Commendations or disciplinary actions may apply during suspension for outstanding performance or code of conduct violations.

**Article 41**

Students must apply for reinstatement prior to suspension expiration, returning to their original department, year, and semester level.

**Article 42**

Grounds for Expulsion/Mandatory Withdrawal: 1. Failure to register or return from suspension upon deadline expiration. 2. Failing 2/3 or more of enrolled credits in two consecutive semesters (exemptions apply to full-semester internships, government-dispatched personnel children, elite athletes, military veterans, overseas/indigenous students failing all subjects, students with disabilities, or 30+ trial plan students). 3. Failure to complete required graduation credits upon expiration of extended study period. 4. Severe disciplinary violations resolved by the Disciplinary Committee. 5. Dual enrollment in same system without university consent. 6. Mainland Chinese students changing residency status purpose in Taiwan. 7. Voluntary student withdrawal.

**Article 43**

Conferred degrees and student status shall be revoked/expelled if admission qualifications or academic records involve fraud, impersonation, or forgery.

**Article 44**

Withdrawn students with completed academic records may request a Certificate of Attendance; expelled students shall not receive attendance certificates.

**Chapter 5: Department Transfer, Double Major, & Minor****Article 45**

Students may apply for department transfer each semester, excluding four-year 1st year, two-year 3rd year 1st semester, graduating years, or transfers between different academic systems.

**Article 46**

Transferred students must satisfy all required credits and proficiency tests of the new department to graduate.

**Article 47**

Supplementary required courses for transfer students shall be determined by the chair of the receiving department.

**Article 48**

Minor Programs: Eligible from 2nd year (4-year) or 3rd year 2nd sem (2-year) to graduating year 1st sem. Requires completing at least 20 professional/technical credits in the minor department (at least 50% required courses).

**Article 49**

Double Majors: Eligible for students with prior semester average score  $\geq 75$  or class ranking in top 20%.

**Chapter 6: Graduation**

#### **Article 50**

Graduation and Bachelor's degree conferral upon completing required credits and proficiency benchmarks. Degree conferral dates are January for 1st semester and June for 2nd semester. Industry-academic special class students completing 2 years and 80 credits may be awarded an Associate Degree upon employment approval.

#### **Article 51**

Early Graduation: Students with outstanding performance may apply to graduate one semester or one year early if: 1) All credits completed with average score  $\geq 80$  every semester; 2) Class rank in top 3 or top 10%; 3) Full semester credit loads maintained.

#### **Article 52**

Graduating seniors needing retake credits only in the second semester of an extended study period may apply for leave of absence in the first semester.

## **PART III: UNDERGRADUATE CONTINUING EDUCATION**

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### **Chapter 1: Admission**

#### **Article 53**

Applicants with junior college graduation or equivalent, completed military service, and 1+ year of related work experience may apply for two-year continuing education programs. Childcare retention rules apply.

#### **Article 54**

Admitted continuing education students must present official employment certificates upon registration.

#### **Article 55**

Payment of tuition and credit fees according to rules; summer courses require separate credit fee payment.

#### **Article 56**

Physical Education is required for third-year students in two-year continuing education programs.

### **Chapter 2: Study Period, Credits, & Grades**

#### **Article 57**

Study period: minimum 2 years, extension up to 2 years (up to 4 years for students with disabilities).

#### **Article 58**

Classes conducted primarily during evenings, weekends, or summer evenings. Credit load: 9 to 25 credits per semester.

#### **Article 59**

Graduation credit requirements follow daytime program rules for the same system, excluding Physical Education.

#### **Article 60**

Unspecified matters in this Part follow general regulations.

## **PART IV: GRADUATE SCHOOL**

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## Chapter 1: Admission

### Article 61

Holders of Bachelor's degrees or equivalent academic qualifications may apply for Master's or Executive Master's programs. Childcare retention rules apply.

### Article 62

Graduate students must pay tuition and fees upon registration; deferred registration follows general rules.

### Article 63

Course addition or dropping by graduate students requires advisor consent.

### Article 64

Thesis topic selection requires advisor approval and registration with Academic Affairs.

### Article 65

Graduate students shall not transfer departments/institutes. Student category (regular vs. executive) is fixed by admission rosters.

### Article 66

Semester credit load: 3 to 13 credits. Undergraduate courses taken do not count toward graduate GPA or graduation credits.

## Chapter 2: Study Period, Credits, Grades, & Expulsion

### Article 67

Master's study period: 1 to 4 years (executive master extension up to 1 year for unfinished thesis).

### Article 68

Graduation credits: minimum 24 course credits plus 6 thesis credits.

### Article 69

Credit transfer cap: up to 1/2 of required graduation credits (excluding thesis); up to 2/3 for JUST graduates taking master courses with grade  $\geq 70$ .

### Article 70

Passing grade for graduate courses is 70. No make-up exams for failed courses. Graduation grade = 50% course GPA + 50% degree exam score.

### Article 71

Degree examinations follow Master's Degree Examination Regulations.

## Chapter 3: Leave, Suspension, Reinstatement, & Expulsion

### Article 72

Leave, suspension, reinstatement, and student conduct rules follow general undergraduate provisions.

### Article 73

Grounds for Graduate Expulsion: 1) Exceeding maximum study period without completing coursework/thesis; 2) Failing degree examination retake; 3) Voluntary withdrawal; 4) Failure to register or return from suspension.

## Chapter 4: Graduation & Degree Conferral

**Article 74**

Graduation requirements: Completing required coursework/credits within time limit and passing Master's degree examination.

**Article 75**

Master's degree conferral and certificate issuance. Revocation of degree for impersonation, fraud, plagiarism, or ghostwriting.

**Article 76**

Unspecified graduate matters follow general university regulations.

## **PART V: STUDENT STATUS MANAGEMENT**

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**Article 77**

Official student status records shall be based on primary registries maintained by Academic Affairs.

**Article 78**

Student name and date of birth must match National ID card/passport records.

**Article 79**

Procedures for changing official name, DOB, or ID number require submitting household registration proof.

**Article 80**

Student appeal system during suspension, withdrawal, or expulsion proceedings.

## **PART VI: SUPPLEMENTARY PROVISIONS**

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**Article 81**

Scholarships and financial aid application guidelines issued by Student Affairs.

**Article 82**

Student reward and disciplinary regulations prescribed separately.

**Article 83**

Flexible academic mechanisms for students affected by major disaster emergencies.

**Article 83-1**

Flexible academic mechanisms for four-year undergraduate male students fulfilling military service requirements.

**Article 84**

Unspecified matters shall be handled in accordance with relevant national laws and education statutes.

**Article 85**

These Regulations shall take effect upon passage by the University Affairs Meeting, approval by the President, and filing with the Ministry of Education for reference. The same applies to future amendments.