

# National Taipei University of Nursing and Health Sciences

## Academic Regulations

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### Chapter I General Provisions

Article 1 The National Taipei University of Nursing and Health Sciences has formulated academic regulations in accordance with the University Act, Enforcement Rules of the University Act, and the Degree Conferral Act.

### Chapter II Admission Requirements and Student Record Management

#### Section 1 Admission Requirements

Article 2 Those who have graduated from a public or accredited private high school or an equivalent school or have attained equivalent qualifications will be granted admission to the first year of the four-year college program after they have passed the entrance examination.

Article 3 Those who have graduated from a public or accredited private junior college, a foreign junior college recognized by the Ministry of Education, or a subsidiary education program of a public or private junior college (and have the certificate of qualification or the certificate of completion), or who have equivalent academic qualifications and are admitted via the relevant admission procedures, will be granted admission to the first year of the two-year college program.

Article 4 Those who have graduated from an accredited domestic university, an independent college, a foreign university, or an independent college that meets the requirements set by the Ministry of Education, and obtained a bachelor's or higher degree, and who have completed any required military service or have no military service obligations, are eligible to apply for the post-baccalaureate program in any department.

- Article 5 Those who have graduated from a public university, an accredited private university, an independent college, a higher education institution in China approved by Taiwan's Ministry of Education, or an accredited foreign university or independent college that meets the standards set by the Ministry of Education with a bachelor's degree or equivalent academic qualification will be granted admission to the master's program after they have passed the master's program entrance examination.
- Article 6 Those who have graduated from a public or accredited private university or independent college, a higher education institution in China recognized by Taiwan's Ministry of Education, or a foreign university or independent college recognized by the Ministry of Education with a master's degree will be granted admission to the doctoral program after they have passed the doctoral program entrance examination. In addition, students in the master's degree program who meet the direct entry requirements of the doctoral degree program can enter the doctoral program. The direct entry requirements for the doctoral degree program are stipulated separately.
- Article 7 When there are vacancies in the University's departments, transfer examinations may be held to recruit transfer students; however, no transfer students will be admitted into the first year or graduation year of a program. Those who are admitted via transfer examinations can enroll in the equivalent grade/class of the program to which they are transferring. These admission procedures are separately stipulated and submitted to the Ministry of Education for reference.
- Article 8 International students may apply for admission in accordance with the admissions procedures for international students, which are separately formulated and submitted to the Ministry of Education for reference. Before enrolling, international students should apply for verification of their foreign academic qualifications in accordance with the University's policy. Students from China may only be considered for admission if they attended those higher education institutions in China that are recognized by Taiwan's Ministry of Education. Registration-related matters such as the time limit for degree completion or course-requirement waivers for courses taken at collaborating Chinese institutions will be considered. Upon approval, students enrolled at this University can register for a dual degree in conjunction with another domestic or foreign university. The approval procedures for dual degrees are stipulated separately and will be announced, implemented, and reported to the Ministry of Education for reference after they have been approved by the Academic Affairs Council.
- Article 9 Students must submit a copy of their diploma or certificate as proof of their previous academic qualification before they can enroll. Students who provide valid justifications may apply for a late submission. Those who are approved for late submission may enroll first, but they should submit the proof within a period specified by the University. If they do not, their enrollment may be canceled retroactively. If there is fraud in the entrance examination or the academic certificate has been forged, altered, borrowed, fraudulently

used, or otherwise falsified, the enrollment will be canceled retrospectively or the student's status will be revoked. Any who provide documentation that is identified as fraudulent after graduation shall be required to return their diploma according to the law, and their graduation status may be canceled by public announcement.

Article 10 New and transferred students who have obtained transfer qualifications but are unable to enroll at the appointed time due to major illness, conscription for compulsory service, pregnancy, childbirth, the raising of children aged three or younger, or any other incidents may apply for admission postponement in accordance with the provisions specified in the Student Application for Admission Postponement document.

## **Section 2 Student Record Management**

Article 11 The admitted student must register their name and date of birth as specified on their national identity card to complete their registration. Any admission qualification documents that are inconsistent with the information on the student's national identity card should be corrected immediately.

Article 12 Admitted high school graduates who participated in the Youth Education and Employment Savings Account Program may apply for a deferral of entry or apply for leave of absence after enrollment up to three years. This duration will not be counted towards admission postponement or leave of absence limits.

Article 13 Students' enrollment records, including their program of study, academic level, and grades, as well as information regarding their registration, leave of absence, readmission, voluntary withdrawal, and any other such details will be based on the student lists and all other student enrollment and performance records kept by the Academic Affairs Office. Student records will be permanently kept by a designated official after the files are established. Record management policies during periods when students travel abroad are stipulated separately.

Article 14 If current students or alumni ask for their name or date of birth details to be changed, supporting documents issued by the Household Registration Authorities must be submitted along with their application to the Academic Affairs Office for the purposes of record management.

## **Chapter III Registration, Course Selection, and Credits**

### **Section 1 Registration**

Article 15 Students should pay tuition and fees and complete the registration procedures within a specified period each semester. Previously enrolled students who fail to complete the

registration or apply for a leave of absence within the time limit will be withdrawn from their course, and new students will be disqualified from enrollment. Regulations for refunds for leave of absence and withdrawal will be specified separately. For students who request a leave of absence or withdrawal after enrollment, the refund will be processed in accordance with the standards set by the Ministry of Education.

## **Section 2 Course Selection and Credits**

- Article 16 Each academic year is divided into two semesters; if necessary, classes may also be offered in the summer, according to the summer course guidelines, which are specified separately.
- Article 17 The maximum credit hours for students in the Day Division of the two-year and four-year programs is 25 credits per semester, and the lower limit is 9 credits. The upper and lower limits for credits per semester for students in the two-year Continuing Education Program are 22 and 6, respectively. Students who demonstrate academic excellence and ranked in the top 20% of the class in the previous semester, transfer to another department or institute, take the cross-disciplinary module curriculum, or declare a minor or double major can accrue up to 28 credits per semester, subject to approval from the department chair. Taking upper-grade courses or courses outside the department requires approval from the department chair. Under exceptional circumstances, students who are unable to reach the minimum number of credits required for the semester may reduce their minimum requirement, subject to the approval of the department chair. After this reduction, these students should take at least one subject. The time limit for completing the degree is subject to the provisions of Article 26 of the Academic Rules. Limits on the number of credits per semester that can be accrued by students in the post-baccalaureate program are determined by each department separately.
- Article 18 Graduating students who lack some of the credits required for graduation and have to repeat certain courses in the second semester of an extended period may be exempt from registration for the first semester. All registered students must take at least one course.
- Article 19 The number of credit hours accrued by master's and doctoral students each semester is determined by each department separately. Master's and doctoral students should consult with their advisors to select a thesis topic within the timeframe set by their department.
- Article 20 Courses requiring one to two hours of lectures per week for a total of at least 18 hours are granted one credit per semester. For internships and experiments, one credit per semester will be granted for two to three hours of classes per week with a minimum total of eight hours. The actual number of lecture hours is at the discretion of the individual department.
- Article 21 Students must select courses in accordance with the University guidelines for course selection that are stipulated by each department. Inter-department and intercollegiate course enrollment are administered in accordance with regulations formulated separately.

- Article 22 Students in the Day Division and the Continuing Education Division can take courses in the other division, but the total number of credits taken in the other division cannot exceed one-third of the total credits taken in the current semester.
- Article 23 Students must go through the procedures for adding and dropping courses in accordance with the University regulations; otherwise, grades and credits earned will not be honored.
- Article 24 Students are not allowed to enroll in courses with conflicting schedules; if they do, their enrollment in all conflicting courses will be canceled. No credits for a course with the same title as one that has already been successfully completed will be honored; likewise, grades earned for repeated courses will not be counted.
- Article 25 After enrolling, students may apply for a waiver of required credits within the prescribed time limit. Whether credit requirements can be waived, the upper limit of required credits that can be waived, approval standards, and application periods are decided in accordance with the University's Student Credit-Waiver Processing Measures and the related regulations.

## **Chapter IV Time Limits for Degree Completion, Required Credits for Graduation, and Grade Calculation**

### **Section 1 Time Limits for Degree Completion, Required Credits for Graduation**

- Article 26 The undergraduate program is based on an academic-year credit-based system, and the requirements of each academic system are as follows:
1. The time limit for degree completion in all departments in the two-year college program is two years. The total number of credits and the courses required are set in accordance with the regulations of each department. In addition to the required physical education course, a minimum of 72 credits must be accrued over the two years. Students who cannot complete all courses within the time limit for a degree may extend the length of their study by up to two years.
  2. The four-year college program has a four-year time limit for degree completion for all departments. The total number of credits that must be accrued is set in accordance with the regulations of each department. In addition to the required physical education course, a minimum of 128 credits must be accrued over the four years. Students who fail to complete courses within the time limit may extend the length of their study by up to two years.
  3. For the continuing education college program, the minimum duration of study is two years, and the duration may be extended by up to two additional years. As for the two-year college program, the minimum number of credits required for the degree is 72.

4. For the post-baccalaureate program, the minimum duration of study for all departments is two years. The actual length of study required for each degree is set by the department, and this may be extended by up to two years. In all departments, a total of at least 72 credits must be accrued. Students who have taken similar courses at the bachelor's level or above prior to enrollment may be eligible for a waiver of some credit requirements. Regardless of any waiver, the actual total number of credits accrued during the program shall not be less than 60; however, each individual department may increase the total number of required credits as needed, and they can adjust the number of required credits that can be waived accordingly, after they have received approval from the University Curriculum Committee and the Academic Affairs Council.

Elective physical education and military training courses shall be counted towards the credit totals mentioned in paragraphs 1 to 4 above.

Students who graduated from high school overseas, including in Hong Kong and Macau, are considered to have achieved an academic level equivalent to that of an eleventh-grade student in Taiwan. Students with such qualifications may enroll in the bachelor's program, but the total number of credits required for graduation is increased by 12 for the prescribed duration of the study. The courses to be taken are determined by each department.

Students with disabilities who are studying towards a bachelor's degree may extend their length of study by up to four years, in consideration of their physical and mental condition or learning needs. Rules concerning dismissal on account of poor academic performance do not apply to students with disabilities. Students may also extend their length of study due to pregnancy, childbirth, or the raising of children aged three years or younger.

Article 27 The master's program is based on the academic-year credit-based system, and the time limit for degree completion is one to four years. The number of credits required for the master's degree program is determined by each department. In addition to the thesis requirement, a minimum of 24 credits must be accrued.

Article 28 The doctoral program is based on the academic-year credit-based system, and the time limit for degree completion is three to seven years. The number of credits required for the doctoral program is determined by each department. In addition to the thesis requirement, a minimum of 18 credits must be accrued.

Article 29 Extension of the time limit for degree completion for students who have a minor or a second major shall be conducted in accordance with the regulations for degrees with minors and double majors.

Article 30 Students who demonstrate outstanding academic performance and have accrued the credits required by the department one semester or academic year earlier than the time limit set for degree completion may be allowed to graduate early. Outstanding academic performance is defined as an average academic score of 80 points or higher, a conduct score of 80 points

or higher, and a physical education score of 70 points or higher. In addition, the student should rank in the top 10% of the class.

Students who have accrued the credits required by the department one semester or academic year before the time limit for completion but do not meet the requirements for early graduation should still register. The credit requirement for these students shall be determined by the department chair in accordance with the provisions of Article 17.

Article 31 The time limit for degree completion does not include periods of admission postponement, retention of student status, or leave of absence.

## **Section 2 Performance Evaluation**

Article 32 The academic performance evaluation can be categorized into the following four types:

1. Daily examination: May be held by the teacher at any time.
2. Midterm exams: Held within a specified period during the semester.
3. Semester exams: Held within a specified period at the end of the semester.
4. Campus-wide examination: Held within a specified period.

For fourth-year students who take courses with first-, second-, or third-year students, their semester exams follow the same schedule as for the first- to third-year students.

Article 33 The undergraduate student performance evaluation comprises two types of grade: academic (including internship, required or elective physical education, and military training) and conduct. Both types of grade are on a scale of 100 points, with 60 points as the passing grade. Scores are divided into the following four categories:

1. Grade A:  $\geq 80$  points.
2. Grade B:  $\geq 70$  points and  $< 80$  points.
3. Grade C:  $\geq 60$  points and  $< 70$  points.
4. Grade D:  $< 60$  points. No credits will be given for Grade D. If the course failed is a required course, it must be repeated.

Article 34 The semester average academic and graduation grades are calculated as follows:

1. Multiply the course credit hours by the grade to obtain an integrated total for the course.
2. The sum of the credit hours for each course is the total number of credits accrued during the semester.
3. The sum of the integrated totals for all courses is the overall integrated total for the semester.
4. Divide the overall integrated total by the total number of credits to obtain the semester average academic grade.
5. Courses with a failing grade are included in the calculation of the semester average academic grade. Grades received for summer sessions are also included.

6. The graduation grade average is calculated by dividing the sum of integrated totals for all semesters and summer sessions by the total number of credits accrued during the years of study.

Article 35 The semester grade for each subject will be calculated by the instructor and input into the online scoring system based on the daily examination, midterm examination, and semester examination results.

Article 36 Grades cannot be changed after they have been submitted to the Academic Affairs Office by the faculty. However, in the case of recording or computation errors, the instructor in charge must submit a written statement to have the grade corrected, and the correction can only be made with the Dean's approval. If this change affects the student's passing status, the instructor's proposed revision will be assessed by the Academic Affairs Council.

Article 37 Any student failing to attend the midterm or final examinations shall receive a score of zero for the course.

Article 38 Students who request leave and receive approval during midterm or semester exam periods may take one make-up exam. Students taking leave due to official duties or bereavement for immediate family members can take a make-up exam, and the grading will be based on actual scores received. For make-up exams taken due to other types of incidental leave, undergraduate students will receive a base score of 60 points, while master's and doctoral students will receive a base score of 70 points. If they receive more than this for their make-up exam, eighty percent of the difference will be added to the base points.

Article 39 Degree examinations for master's and doctoral students are administered in accordance with the applicable University regulations. Regulations for master's and doctoral degree examinations will be stipulated separately and reported to the Ministry of Education for reference.

Article 40 Any students confirmed to have cheated in examinations shall receive a score of zero for that course. Depending on the severity of the circumstances, penalties in the form of a reprimand, expulsion, or revocation of enrollment in the University will be imposed according to the Regulations for Student Reward and Punishment. Students should be rewarded for outstanding performance, according to guidelines stipulated separately.

## **Chapter V Leave, Leave of Absence, Returning, and Expulsion**

Article 41 Students who are unable to attend classes shall follow the prescribed procedure to request leave in advance. Those who request leave of more than three days due to illness must provide certification by the University doctor or a doctor at a public hospital. If students were unable to request leave in advance because the leave is required due to an accident, they must still follow the leave-taking procedure within one week of the first day of absence.



- Article 42 When a student is absent without having submitted a leave request in advance or if they do not return to the University when holidays are over, their absence will be regarded as unexcused. If a student misses an exam without an approved leave request they are considered to have been absent for the exam.
- Article 43 When a student's absences from class exceed one-third of total class hours in a semester, the student will not be allowed to take the exam and their semester grade for that course will be zero.
- Article 44 Students who go abroad to perform official duties shall be limited to a duration of no more than one-third of the lecture period. Those who study abroad while performing official duties may do this for up to one year, and whether the credits they accrue for courses completed while studying abroad will be honored will be determined the department(s) concerned.
- Article 45 Students may apply for a leave of absence in response to major incidents. First-year and transfer students may apply for a leave of absence after they have completed their registration for the first semester. If a student violates the University rules and the circumstances are serious, they may be expelled, according to the decision of the Student Affairs Council.
- Article 46 Students can apply for a leave of absence, treating one semester as a unit, for up to four semesters, pending approval from the Dean. The application may be extended by one or two semesters. Students who take a leave of absence in the middle of a semester should submit an application, which must be approved no later than the prescribed time before the final exam. Students who are enlisted for military service shall submit relevant supporting documents to apply for an extension of a leave period. In the school year or semester at the end of the military service, these students may apply to resume their studies with the relevant supporting documents, such as a demobilization order. The service time shall be deducted from the maximum allowed for leaves of absence.
- Article 47 When a student applies for a leave of absence due to pregnancy, childbirth, or the raising of children aged three or younger, this leave period is not counted against their leave limit. Approved sick leave or parental leave does not affect scores. If the number of missed hours exceeds one-third of the lecture hours for the whole semester, the course grade may be subject to make-up examinations or other remedial measures according to the requirements and nature of the course subject. The score from the make-up examinations will be used to calculate the final grade.
- Article 48 Upon expiration of an approved leave of absence, students should re-enroll in an equivalent class with the original department. Students who deferred their studies halfway through a semester or before final semester examinations should re-enroll at their previous class level in the original degree program. Grades received during the leave period are invalid (including remedial courses and early summer and winter break courses). If there has been a change in the degree program, or the program has been terminated, the relevant

department should guide the student regarding enrolling in an appropriate program. Students who wish to continue their leave of absence should apply before the registration period. If approved, they do not need to register; if not, they should register, but they may apply again after registering.

- Article 49 Students shall be expelled from the University in the following situations:
1. Their admission or transfer qualifications are found upon review to be inconsistent and inadequate.
  2. They fail to complete their registration before the deadline or fail to return to the University upon completion of a leave of absence period.
  3. They have a failing grade in conduct.
  4. They committed a major violation and the Student Affairs Committee has determined that they should be expelled.
  5. They have simultaneously registered at the University and another institution without the consent of the University.
  6. They apply for voluntary expulsion.

- Article 50 Students shall be expelled from degree programs under the following specific circumstances:
1. Bachelor's degree program:
    - (1) Failure in two semesters to complete at least half of the total course credits registered for in a semester (including elective physical education and military training courses). However, this limit is not applicable to students who register for fewer than nine course credits in a semester.
    - (2) Failure to complete the required courses and credits upon completion of the study period (including any extensions granted).
  2. Master's degree program:
    - (1) Failure to complete the required courses and credits at the end of the time limit for degree completion.
    - (2) Failure to pass both the degree examination and a one-time supplementary examination.
  3. Doctoral degree program:
    - (1) Failure to pass the qualifying examination for doctoral candidates within the stipulated time limit and the number of supplementary examinations determined according to the department rules.
    - (2) Failure to complete the required courses and credits within the time limit for degree completion.
    - (3) Failure to pass both the degree examination and a one-time supplementary examination.

- Article 51 Students who apply for voluntary expulsion from the University for any reason must obtain the consent of their parents or guardians before going through this procedure.
- Article 52 Students in one of the following categories will have their enrollment status revoked:
1. Students who borrowed, fraudulently used, forged, or altered academic qualification documents for admission to the University.
  2. Students guilty of serious misconduct or a major violation of national laws and regulations. Those whose enrollment status has been revoked shall not be issued with any certification related to their studies.
- Article 53 Students who are expelled after studying for more than one semester may apply for Certificate of Study. However, those whose admission qualifications have not been approved shall not be issued with a certificate. Those whose enrollment status has been revoked shall not be issued with any supporting documents and will not be allowed to take the University's entrance examination again.
- Article 54 Students who have objections to the penalties of expulsion or enrollment revocation may file an appeal within a specific time limit in accordance with the guidelines and procedures established by the University Student Appeal Review Committee. Before the determination of the appeal is made, the student may continue their studies in the University; however, if the appeal outcome is the same as the original penalty, the credits accrued and courses taken during the appeal period will not be included in the Certificate of Study. However, the student may apply for a Certificate of Credits for those courses.

## **Chapter VI Transfers, Minors, and Double Majors**

- Article 55 After enrollment, students may pursue a minor, a double major, or a transfer in accordance with the relevant regulations. The Regulations for Minors and Regulations for Double Majors are stipulated separately and submitted to the Ministry of Education for reference.
- Article 56 Students in the post-baccalaureate program are not allowed to apply for transfers, minors, double majors, or transfer into a general class.

## **Chapter VII Graduation and Degrees**

- Article 57 Undergraduate students who have completed their studies and meet all the requirements listed below will be permitted to graduate with a bachelor's degree:
1. Completed and passed the required courses and credits (including physical education).
  2. Received a passing grade for personal conduct for all semesters.
  3. Completed service-learning courses.

4. Passed the University's English proficiency assessment.
5. Met any other graduation requirements stipulated by the college and department.

The provisions of points 1 and 5 of the preceding paragraph shall be stipulated in the departmental guidelines for academic studies. They should also be approved by the Department Academic Affairs Council, the College Academic Affairs Council, and the Academic Affairs Council and included in the admission announcement.

Students in post-baccalaureate programs are not subject to point 3 of the preceding paragraph. Their graduation diploma should be marked with the words "Post-Baccalaureate Department ○○○."

Article 58 Graduate students in the master's degree program who meet the following requirements shall be permitted to graduate with a master's degree:

1. Completed the required courses and credits within the specified time limit for degree completion.
2. Passed the examinations stipulated in the Master's Program Guidelines.
3. Received a passing grade for personal conduct for all semesters.
4. Met any other graduation requirements stipulated by the college and department.

The provisions of points 1 and 4 of the preceding paragraph shall be stipulated in the departmental guidelines for academic studies. They shall be approved by the Department Academic Affairs Council, the College Academic Affairs Council, and the Academic Affairs Council and included in the admission announcement.

Article 59 Doctoral students who meet the following requirements shall be permitted to graduate and be awarded a doctoral degree diploma:

1. Complete the required courses and credits within the specified time limit for degree completion.
2. Pass the doctoral qualification review and the examinations stipulated in the Doctoral Program Examination Guidelines.
3. Receive a passing grade for personal conduct for all semesters.
4. Meet other graduation requirements stipulated by the college or department.

The provisions of the first and fourth items of the preceding paragraph shall be incorporated into the department guidelines for academic studies. They shall be approved by the Department Academic Affairs Council, the College Academic Affairs Council, as well as the Academic Affairs Council, and included in the admission announcement.

Article 60 Students of the Teacher Training Center may apply to continue studying at the Center if they meet the department's requirements for graduation but have not yet accrued the required credits for the Center program and have not reached the time limit for completion. Alternatively, they may apply to leave the Center program and apply to the Academic Affairs Office for graduation from the department.

Students who are in the Direct Entry Doctoral Program but fail to pass the doctoral degree examinations within the time limit for degree completion shall be processed in accordance with the University's Regulations for Direct Entry into Doctoral Programs for Students in the Master's Degree Program or Regulations for Direct Entry into Doctoral Programs.

### **Chapter VIII Supplementary Provisions**

Article 61 For students recognized as victims of major disasters by the Ministry of Education, their entrance examinations, qualifications, registrations, payments, course selections, leave requests, performance evaluations, credit requirement waivers, leaves of absence, expulsion, re-enrollment, refunds, time limits for degree completion, graduation qualifications, and other academic affairs administration matters are managed in accordance with the University's Principles for Safeguarding Students' Learning Rights in the Event of Sudden and Major Disasters.

Article 62 Degrees awarded by the University will be revoked if any dissertations, creative works, certificates of achievement, written reports, technical reports, or professional practice reports are investigated and found to be falsified, altered, plagiarized, written by others, or involved in a major violation of academic ethics. Diplomas issued will also be canceled, and the revocation will be announced publicly. The party concerned shall be notified that they must return the degree certificate. Other colleges, universities, and relevant institutions will also be notified.

The key points regarding the management of cases of violation of academic ethics by students are separately formulated.

Article 63 The Academic Regulations are applicable to all students at the University unless otherwise stipulated by the national education laws or the ordinance of the University. Matters that are not covered shall be managed in accordance with the relevant regulations.

The implementation plan for the post-baccalaureate multi-specialty training program will be stipulated separately and submitted to the Ministry of Education for reference.

Article 64 These Academic Regulations shall be implemented upon approval by the Academic Affairs Council and the University Affairs Council and submitted to the Ministry of Education for reference. The same procedure applies to any amendments.