

Providence University Academic Regulations

Acknowledged by the Ministry of Education in Letter No. Tai-Jiao-Gao-2-1130003904 dated March 19, 2024

Chapter 1 General Principles

- Article 1 These regulations (hereinafter referred to as the “Regulations”) are formulated in accordance with the *University Act* and its *Enforcement Rules* subject to the needs of this University.
- Article 2 All matters pertaining to student enrollment status are subject to the relevant regulations stated herein and shall be handled with due process.
Unless stipulated otherwise, the Department referred to in these Regulations should include continuing education programs and undergraduate degree programs; the Master Programs should include In-service Program and graduate degree programs; the Graduate Institute should include both the master programs and doctorate programs.
The regulations on Postgraduate Bachelor Degree Program are set out separately.
- Article 3 This University publicly recruits students of freshmen standing at each department and may, at the University’s discretion, recruit transfer students of sophomore and junior standings at each department at the beginning of each academic year. Admission application brochure is set out separately.
- Article 4 This University registers the enrollment records of a student in details and keeps permanent records of his/her student ID number; name; gender; birth date; Personal ID Card number; nationality of a international student; country of residence of an overseas Chinese; identity status of enrollment; pre-admission education; year/month of enrollment; department of major; suspension of studies; resumption of studies; major change; minor program; double major; credits & grades of courses taken; year/month of graduation & degree conferred (or record of withdrawal); names of parents or legal guardians; and correspondence & permanent address. During the studying period of a student at this University, his/her parent(s) or legal guardian(s) may query the University about his/her study, and the University should handle the matter under the *Personal Information Protection Act*. The University may also take initiative, as required, in notifying his/her parent(s) or legal guardian(s) of the information on his/her study.
- Article 5 In addition to the time limit for studying, performance evaluation, and degree examination for graduate students, which are subject to the regulations of the pertinent departments and the *Regulations on Degree Exams for Graduate Students*, the admission application, enrollment, retention of admission qualification, suspension of studies, resumption of studies and any other matters related to student enrollment status should be processed in accordance with these Regulations. *The Regulations on Degree Exams for Graduate Students* is set out separately and submitted to the Ministry of Education for record.

Chapter 2 Students of Initial Admission

- Article 6 An applicant graduated from a Ministry of Education accredited university or independent college in Taiwan and having earned a master degree; or an applicant graduated from a foreign university or independent college accredited by the Ministry of Education and having earned a master degree; or an applicant who is qualified with

academic equivalence and passed the University's admission exam; or the current students pass the review under the regulations on direct advance to doctorate programs may be admitted to the Doctorate program of this University.

An applicant graduated from a Ministry of Education accredited university or independent college in Taiwan and having earned a baccalaureate; or graduated from a foreign university or independent college accredited by the Ministry of Education and having earned a baccalaureate; or qualified with academic equivalence may be admitted to the Master's program of this University when he/she passes the University's admission exam.

An applicant graduated from a public or registered private high school, a vocational high school, or a school of higher level in Taiwan or abroad which is accredited by the Ministry of Education, or qualified with academic equivalence may be admitted to this University for a baccalaureate study when he/she passes public admission exam under such procedure.

An applicant qualified as of a student of special status provided by the Ministry of Education regulations is entitled to apply for studying for Doctorate, Master, or Baccalaureate degrees at this University.

An applicant having approved under this University's *Regulations on Admission for International Students* may study for Doctorate, Master, or Baccalaureate degrees at this University.

Article 7 Newly admitted students may apply in writing for retention of the admission qualification to the Office of Academic Affairs prior to the registration day in any of the following cases:

1. In severe illness which requires long-term convalesce. A certificate of diagnosis issued by a regional hospital or medical center shall be required;
2. Students from mainland China, overseas Chinese students, or international students who are to be late for registration due to force majeure;
3. Students who receive order for military service should submit supporting documentation to apply for an extended retention of their student enrollment status till the military service is completed.
4. Students may apply prior to registration, with evidencing documents, for retention of their admission qualification due to pregnancy, childbirth, or childcare to infant(s) or toddler(s) under three.
5. High school students participating in the Youth Education and Employment Savings Account Program who are admitted to this University after graduating from high school.
6. Students in line with other relevant regulations. In principle, the retention period of admission qualification is for one year, or two years at maximum if the reason relates to severe illness, visa issues, or nurturing infant(s) or toddler(s) under three.

The students participating in the Youth Education and Employment Savings Account Program may apply for admission retention for a maximum of three years; the retention period is not included in the calculation of retention period in the preceding paragraph.

No payment is required in the duration of retention of student enrollment status.

Article 8 In the process of registration, a newly admitted student should first submit the diploma or other required documents for verification. In case of application for a late submission of such certification or documents, he/she may be admitted first if such application is approved, and such certification or documents should be submitted later by the deadline given. Failing to do so, he/she is deemed to be without intention to attend this University, and the admission qualification is thus revoked without any Certificate of Study issued.

The regulations of the preceding paragraph apply to the registration of transfer

students.

Chapter 3 Institution Transfer

- Article 9 When any vacancies arise from the predefined enrollments of the study of baccalaureate at a department (excluding the numbers of retention of admission qualification, suspension of studies, or extra enrollments), transfer students may be recruited, except for the Freshman year and the graduating year.
- Article 10 Exams of institution transfer are held publicly on regular basis. Applicant qualifications, number of recruits, test subjects, application procedures, and other related matters are set out separately by the Admission Committee; the details are to be contained in the Admission Brochure.
- Article 11 The courses and credit hours that a student had successfully acquired prior to his/her admission to this University may, at its discretion, be waived under the *Regulations on Credit Transfer*. [Students who have completed courses and earned credit hours in Mainland China that meet the Regulations Governing the Accreditation of Schools in Mainland China may be eligible for a waiver.](#) Since the academic year of the transfer, he/she should take the credit hours per semester following this University's *Procedures of Course Registration*, which, along with the *Regulations on Credit Transfer*, is set out separately.
- Article 12 A student transferring, at his/her discretion, to another institution before graduation should apply for the transfer with the Div. of Registration and Curriculum by submitting a written consent by his/her parent(s) or legal guardian(s) (not required for graduate students and the one who produces documents evidencing the absence of any parent or legal guardian) to be issued with a Certificate of Transfer. No applications for re-enrollment may be filed once the procedure of transfer is completed.

Chapter 4 Change of Major

- Article 13 The regulations on major change for students seeking baccalaureate are set out separately. The review criteria for major change are set out separately.
- Article 14 The regulations on major change for students seeking master's and doctoral degrees are set out separately. The review criteria for major change are set out separately.
- Article 15 [Handling student transfers, the number of students transferred to each grade should be no more than 20% of the original number of new students admitted by the Ministry of Education for each department. Or institute. Such number also does not include the openings resulting from the retention of admission qualification, suspension of studies, and additional quota. The former number shall be calculated to an integer without including the decimals.](#)

Chapter 5 Suspension of Studies, Resumption of Studies, and Withdrawal

- Article 16 Except for the following circumstances where the tuition and fees are waived, the standards for refunding in cases of suspension of studies and withdrawal are handled in accordance with the Table of Refund Standards provided in the *Regulations on Tuition and Fees Collection for Colleges* issued by the Ministry of Education.
1. Students who are under mandatory withdrawal according to the provisions of Subparagraphs 1 and 4, Paragraph 1, Article 19 of the *Regulations*.
 2. Students who completed the procedures for Suspension or Withdrawal of Studies before the class beginning day of the current semester.
 3. Students who have completed the suspension procedure in the previous semester or academic year and have completed the procedure for extended suspension or withdrawal before the resumption deadline.
- Article 17 Provisions regarding suspension of studies are as follows:

1. A student may apply for suspension of studies for one semester, or one or two academic years; in principle, the accumulated period of suspensions are limited to two academic years. If a student fails to resume the studies due to serious illness or special circumstances and needs to apply for an extended suspension when his two-year suspension period ends, a special application for an additional extension of one academic year may be filed for approval. One who receives draft order (only till the compulsory service is fulfilled), or is under the conditions of pregnancy, childbirth, or childcare to infant(s) or toddler(s) under three (limited to two years) should file an application by submitting relevant evidencing documents for a suspension of studies, which will not be taken into the calculation of the limit to suspensions.
2. High school students participating in the Youth Education and Employment Savings Account Program and were admitted to this University after graduating from high school may apply for an additional suspension of studies for a maximum of three years. This period is not included in the time period stipulated in the preceding paragraph.
3. One failing to resume the studies when the suspension ends is deemed to be without intention to study and should be mandatorily withdrawn from the University.
4. An undergraduate student applying for suspension of studies should submit a written consent by his/her parent(s) or legal guardian(s), unless he/she submits documents evidencing the absence of any parent or legal guardian, or is a graduate student. One who is to serve military service should submit the military service related documents. No Certificate of Suspension of Studies shall be issued until the procedure is completed.
5. A student may apply for early resumption of studies during the term of suspension, provided that the total credit hours he/she takes in the relevant semester reach the minimum requirement and the resumption procedure is properly completed.
6. A student should be suspended from study in any of the following circumstances:
 - (1). A student takes leaves continually and the days of excused absence and unexcused absence total one third of the lecturing days of the pertinent semester.
 - (2). A student fails to complete the procedure of course registration by the deadline.
7. The application for Suspension of Studies should be processed in accordance with the deadline set forth on the University Calendar. In a case of late application due to force majeure, the approval from the Dean of Academic Affairs shall be required.

Article 18 When resuming for studies, a student is assigned in the continuing academic year or semester at the previous department. When the suspension had begun amid a semester (prior to its term exam), the returning student is assigned to the original grade. A student applying for resumption of studies when the suspension period ends should follow the instructions on the Notice of Resumption of Studies and complete the procedure of resumption. One may not request for make-up exams when re-enrolled if the suspension had begun prior to the end of the semester with no semester grades acquired.

Article 19 A student should be placed under mandatory withdrawal from the University in any of the following circumstances:

1. Has exhausted the maximum suspension period without resumption;
2. Fails to make full payment of the tuition and fees before deadline.
3. Failed in the conduct grade;
4. Fails to meet the criteria for graduation by the deadline specified in Articles 35 and 40 hereof; or, in a master degree program, fails to pass the degree exam (including one make-up exam); or, in a doctorate program, fails to pass the candidacy

- evaluation and the degree exam (including one make-up exam each);
5. Severe and verified violation of plagiarism, custom thesis writing, or data forging in a master's thesis or doctoral dissertation;
 6. Other reasons as defined by relevant laws and regulations or the criteria set out by this University for mandatory withdrawal.

One free from any conditions listed above may file for voluntary withdrawal, provided that the procedure is completed prior to the term exam.

Article 20 In the case of withdrawal under the conditions described in Paragraph 1 of the preceding article, the student can initiate the procedure of withdrawal from the University as soon as his/her parent(s) or the legal guardian(s) is/are notified by the University. In the case of withdrawal under the conditions described in Paragraph 2 of the preceding article, the student should complete the procedure of withdrawal by submitting a written consent of his/her parent(s) or legal guardian(s) (not required for graduate students and the one who submits documents evidencing the absence of any parent or legal guardian) for approval. No Certificate of Study will be issued to students who fail to complete the withdrawal procedure.

Article 21 No enrollment related certificates shall be issued to a student whose admission qualification is revoked in any of the following circumstances:

1. fails to receive approval for admission or transfer to this University due to disqualification;
2. is found and verified to have cheated in the entrance exam;
3. was admitted using borrowed, fraudulent, forged or doctored academic credential(s) or certificate of employment.

Article 22 A student violating the rules and regulations of this University or committing other misconduct during his/her attendance on campus or the term of suspension is, at the University's discretion, subject to warning, demerit, withdrawal, or expulsion based on the severity of such violation or commitment.

No certificate of enrollment is issued to expelled students.

Article 23 If a student is asked to withdraw from, revoked of his/her admission qualification, or expelled from the University under regulations and has filed for an appeal under the University's *Regulations on Student Grievance and Appeal*, the execution of the disposition is not disrupted because of such appeal filed; however, he/she may, as the regulations provide, apply for continuing studying on campus till the review is finalized.

If the said student receives no remedy after filing an appeal, he/she may file a petition and administrative litigation according to the pertinent laws. If such disposition is found illegal or undue by a superior competent authority or an Administrative Court, the University should dispose otherwise.

If the said student found eligible for re-enrollment fails to re-enroll in due time due to special circumstances, this University should assist in his/her re-enrollment; the said student may apply for a retrospective suspension of studies for the period prior to the resumption of studies.

Chapter 6 Handling of Curriculum and Enrollment Status while a Student is Abroad

Article 24 Any matters related to the curriculum and enrollment status of a student at any department (graduate institute) of this University who travels overseas during his/her study should be handled under the provisions of this article. These provisions apply to a student in any of the following cases:

1. being recommended by his/her department (graduate institute) and approved by the University to conduct research or take on a program at an overseas university or institution;

2. being selected by this University as an exchange student to study at an overseas partner university or institution;
3. being recommended by his/her department (graduate institute) and approved by the University to conduct research abroad in relation to the degree thesis;
4. being selected by a government agency to conduct research or take on subjects and credits at an overseas university or institution;
5. needs to visit overseas for the purpose of observation or job shadowing for the program or research of his/her department (graduate institute);
6. participates in international events, meetings, contests, or training overseas as a representative for the nation or the University;
7. Needs to visit a direct relative or spouse abroad due to critical illness or bereavement;

The overseas institutions which the students are to conduct research or study in are limited to those complying with the provisions of the *Regulations governing the Assessment and Recognition of Foreign Academic Records by institutions of higher education*, *Regulations governing the Accreditation of Schools in Mainland China*, and other related laws and regulations set out by the Ministry of Education.

Provisions for students traveling overseas are:

1. The maximum duration for overseas travel on leave for any personal reasons or for official purposes is six weeks.
2. Overseas travel during suspension of studies should abide by the term of suspension provided under the *University's Academic Regulations*.

Unless the study overseas complies with the provisions of Subparagraphs 1-4, Paragraph 1 of this article, a student who is to be abroad for six weeks should complete the procedure for suspension of studies beforehand.

Students whose registration or term exam is affected by their overseas travel may take a late registration or exam when they return on campus.

The recognition of the course credits taken during his/her overseas travel by the student who traveled under the provisions of Subparagraphs 1-4, Paragraph 1 of this article without applying for the suspension of studies is at the discretion of this University to have his/her grades recorded in the transcripts; such studying time abroad should be taken in the calculation of his/her period of study.

If a student violates the University's disciplinary rules and regulations, commits other misconduct while overseas, or fails to return on campus in due time, he/she will be subject to disposition under the University's *Regulations on Student Rewards and Disciplinary* and the provisions of these *Academic Regulations*.

Matters of military service and permission to expatriate are handled according to the *Regulations for Exit of Draftees* and relevant state laws and regulations.

Chapter 7 Exams, Grades, and Make-up Exams

Article 25 A student's grades consist of academic (including practicum/internship) grade and conduct grade, each are basically assessed by percentile method with 100 being the top grades and 60, or 70 for graduate students, being the passing grade.

Calculation of average academic grade: the total of the products of the score of a subject and the number of its credits, divided by the total number of credits taken, rounded to two decimal places.

Calculation of undergraduate semester average grade and academic year average grade: includes the scores in all subjects taken in the relevant semester or academic year, excluding those of summer courses.

Calculation of undergraduate average academic grade at graduation: includes the scores in all subjects taken in all semesters and those of summer courses of all years.

Calculation of semester average grade and academic year average grade for master-

degree and doctorate programs: includes the scores in all courses taken in the relevant semester or academic year, excluding those of summer courses and of undergraduate programs.

Calculation of average academic grade at graduation for mater-degree and doctorate programs: the total average of academic grades of all semesters (including grades of summer courses, excluding grades of courses taken in undergraduate programs), which accounts for 50%, and the score in degree exam, which also accounts for 50%.

If student's performance should be assessed by grades, conversions between the ratings and percentiles are as follows:

Percentile interval	Grade	G.P.A.
90~100	A+	4.3
85~89	A	4.0
80~84	A-	3.7
77~79	B+	3.3
73~76	B	3.0
70~72	B-	2.7
67~69	C+	2.3
63~66	C	2.0
60~62	C-	1.7
57~59	D+	1.3
53~56	D	1
50~52	D-	0.7
49(含)以下	F	0

Article 26 Students taking exams within this University should follow the University's *Regulations on Examination*.

If one has been approved for leaves and takes the exam on a course without canceling the leave, the grade of such an exam should be recorded as "zero".

Students violating rules outlined in the *Regulations of Examinations* should be subject to disciplinary action.

Students' grades may not be changed at will once they were submitted by the course instructors to the Office of Academic Affairs. To change any student's grade, the course instructors should file an application along with evidencing materials within the timeframe as specified. The said application will be checked by the Office of Academic Affairs before being sent to the pertinent department (graduate institute), center, or office who will make a proposal to be first resolved by the pertinent College Affairs Council and then finally approved by the Dean of Academic Affairs. However, a proposal should be resolved by the Academic Affairs Meeting if the reason of grade changing is ambiguous or controversial, or such a change matters a mandatory withdrawal or graduation status.

An appeal for student's grades should be filed in writing to the Counseling and Health Center in accordance with the provisions of *Regulations on Student Grievance and Appeal*.

One failing to file such an appeal before deadline for any reason may request for permission to do so with reasons stated; a relevant meeting will decide whether to hear such request.

Student's grades should be based on the listing in the database of course registration system. Any course not listed in the database is not recognized; any listed course that is without a grade is recorded as zero (0) in grade and taken into the calculation of

semester average academic grade.

The semester grades in the semester under suspension of studies are not listed.

Degree exams for graduate students are administered under the provisions of this University's *Regulations on Degree Exams for Graduate Students*.

Grade assessment criteria are solely at the discretion of the course instructor who should inform the students of such criteria in advance. The course instructor may, at his/her discretion, take points off from the grades based on the absence by the student. No make-up exams are given to students who failed to pass the course; a failed required course must be re-taken.

Matters on leaves on exam and make-up exams should be handled under this University's *Regulations on Leave of Absence for Exams and Taking Make-up Exams*

Article 27 The credit of a course with failed grade is not awarded.

Article 28 Student's grades shall all be perpetually cataloged and documented in his/her student enrollment status. Traditional paper-and-pencil tests, and alternative assessments, including presentations and fieldwork as well as roll-call/grade recordings are kept by the course instructors for one year.

The University should safeguard the students' entrance exam papers for at least one year for future reference or retrieval by the competent educational authorities.

Chapter 8 Registration, Course Enrollment, Minors, Double Major, and Teacher Education Program

Article 29 The regulations on registration, course enrollment, and course drop and add by students are as follows:

1. Registration:

- (1). Students shall make payment of tuition and fees following the deadline specified on the payment slip and complete the course registration procedures to fulfill enrollment criteria. Newly admitted students and transfer students shall additionally provide for verification certificates of academic qualifications and other academic documents.
- (2). Except for those who are granted delayed entry, newly admitted students who failed to complete the enrollment procedures by the registration deadline is considered a demonstration of non-intention of study and the admission qualification shall be revoked. Newly admitted students should take the health examination on campus within the timeframe given or provide the report of a health examination taken at a hospital of regional level or above within the past six months; failing to do so is deemed as incompleteness of registration. A continuing student whose payment is two weeks overdue is considered a demonstration of non-intention of study and shall be suspended from school; a failure to complete the suspension procedure shall lead to a mandatory withdrawal.
- (3). Matters regarding the registration, course enrollment, minors, and double major of exchange students and those to study at a foreign partner institution of this University are administered by the relevant regulations of this University.
- (4). Regulations regarding graduate students going abroad to conduct degree thesis-related research or for any other reasons are set out separately.

2. Course enrollment:

- (1). Students should select courses from the master Schedule of Classes for the individual departments (centers, offices) published by the Office of Academic Affairs and complete course registration within the given timeframe. Related notices on course registration are announced separately on the timetable of course registration and information platform for the relevant semester.
- (2). Students in undergraduate studies should take not less than 15 credits and not

more than 25 credits per semester in the 1st, 2nd, and 3rd academic years, and not less than 9 and not more than 25 credits per semester in the 4th academic year. An undergraduate student may take a maximum of 15 graduate credits per semester. Students with deferred graduation, students with extended study period, or exchange students should take at least one course per semester. The students with deferred graduation who have completed all required credits yet still have other element(s) to fulfill the graduation criteria are not subject to this limit. A student who achieves an average academic grade above 80 in the preceding semester or declares a minor, double major, or teacher education program may enroll for up to 30 credits a semester. International students should take not less than 9 credits per semester.

- (3). Graduate students should take at least one course (including Thesis) and not more than 15 credits per semester. The maximum number of credits for graduate students simultaneously taking undergraduate courses and Teacher Education Program is 24 credit hours in total per semester. Students achieving excellent grades may take one additional course with the approval of his/her department (graduate institute) head.
- (4). The credits earned in Distance Learning Program should not exceed one half of the total credits to be taken into account of graduation criteria.
- (5). Other matters related to course enrollments should be subject to this University's regulations on course enrollments and the Regulations on Undergraduate Students Taking Master's Courses, which will be established separately.

Article 30 The instruction days per semester are 18 weeks; the calculation of credits is basically one credit for a weekly one-hour-instruction for 18 hours, or, in internship or experiments, a weekly 2-3 hours of work for a full semester.

Article 31 With prior approval, a student at any department may declare a minor(s), double major, or Teacher Education Program.

Students who take Teacher Education Program and meet the criteria below should apply, by submitting the "Application for Continued Study in Teacher Education Program" form, for approval of the Division of Registration and Curriculum to continue to study within the study periods specified in these *Academic Regulations* and to graduate in the semester when the study of Teacher Education Program is completed or withdrawn.

1. An undergraduate student who has been qualified for graduation as prescribed by his/her own department;
2. A graduate student who has passed his/her degree exam and is in the process of submitting his/her thesis.

Unless otherwise stipulated, credits earned in minor(s), double major, or Teacher Education Program may not be counted toward the credits required for graduation at the department of major; however, these credits may be counted toward the credits required for graduation at the department of major without exceeding the upper limit of non-major elective credits hours if the minor(s), double major, or Teacher Education Program are not completed.

[Regulations on the study in minors and double major are set out separately.](#)

Regulations on the study in Teacher Education Programs are set out separately and submitted to the Ministry of Education for record.

Chapter 9 Summer Session

Article 32 Summer session courses are provided under the following provisions:

1. Students attending Summer Session courses (referred to as "the Session") are subject to the provisions of this Article.

2. Any student in this University may apply for summer session courses; however, the grades on these courses are not recorded for students who have passed graduation qualification review prior to taking the course(s).
3. In Summer Session, there are two terms per academic year; as a principle each session lasts for six weeks. A student may take not more than 9 credits per session.
4. [The instruction hours of a course provided in either session are 18-54 hours per credit as a principle, or, in the case of laboratory and experiments \(internship\), 36 hours per credit.](#)
5. Grades on summer session courses are administered as follows:
 - (1). All grades are taken as part of the transcript of all academic years; credits and grades earned are taken into the calculation of graduation grades.
 - (2). Any other details not provided herein are subject to the relevant regulations of the University.
6. Credit fees are payable on summer courses.
7. Roll call is made by the course instructors, who also keep record of excused and unexcused absences. The total of hours of unexcused absence and leaves (including leaves for official and personal purposes, and sick leaves) in a course that exceeds the limit expressly announced by the instructor for point deduction should be reflected in the grade report of such course.
8. [Any other matters related to instructions and course enrollment are handled by the University's Regulations on *Summer Session Courses* which are set out separately.](#)

Chapter 10 Cross-university Course Enrollment

Article 33 The cross-university course enrollments are handled in accordance with the following provisions:

1. Cross-university course enrollments include course enrollments at other institutions by the students of this University and vice versa.
2. Enrollments of courses at other institutions by the students of this University should be handled by the following regulations:
 - (1). Except for the students with extended study period, the courses to be selected at another institution should be those not provided at this University in the same semester.
 - (2). The student who intends to enroll courses at another institution should make online applications within the announced timeframe and obtain approval from both his/her own department/graduate institute and the relevant units at the Office of Academic Affairs. The said student then submits the application forms to the visiting institution to process course enrollments and make necessary payments and then submits the application form that have been approved by such institution to the Division of Registration and Curriculum of this University for record by the deadline of course enrollment.
 - (3). In taking courses at other institutions, a student may take courses that account to not more than 9 credits per semester; a graduate student may take only one graduate course or undergraduate courses that account to not more than 9 credits. Students of Master's and Doctoral are limited to taking one Master's or Doctoral subject respectively. Credits taken at other institutions should be taken as part of the credits taken at this University of the same semester with the total number meeting the specified upper and lower credit limits.
 - (4). The assessments of grades on cross-university courses are subject to the provision of these *Academic Regulations*.
 - (5). The students who are approved to take courses at another institution should observe the relevant regulations of such institution.
3. The students from another institution should comply with the following regulations

in course enrollment:

- (1). Submit certificate of approval from the Office of Academic Affairs of the institution he/she is studying at.
- (2). Make online application at the website of this University.
- (3). The application will be rejected if the seats for the intended courses have all been taken.
- (4). Make payment for the credit fees and the lab fees if the course include lab works.
- (5). The assessments of grades are subject to the relevant regulations of this University. The Division of Registration and Curriculum shall forward the grades of said students to their registered institutions for record at the end of each semester.

Chapter 11 Absenteeism and Truancy

Article 34 An absenteeism is defined as an approved leave for reason. Unapproved absence and truancy shall be subject to the following regulations:

1. One hour of unexcused absence is taken as three hours of excused absence.
2. The total hours of excused absence and unexcused absence in a course by a student that exceeds the threshold expressly announced by the course instructor for point deduction should be reflected in the grade report of such course.
3. Approved personal (sick) leaves and maternity leave of students due to pregnancy, childbirth, or childcare to infant(s) or toddler(s) shall not be subject to the regulations in the preceding Paragraphs 1 and 2.
4. Severe sick leaves: every three hours of absence (from a surgery or hospitalization, for example) are considered as one hour, provided that a withdrawal from the University should be enforced when the total hours of absence before the conversion exceed one third of the total instruction hours of the semester.
5. Sick leaves and personal leaves: Absences are counted based on the actual number of hours of absence.

Chapter 12 Maximum Years of Study

Article 35 The study period for baccalaureates is four years; one who fails to complete in such period the credits, courses, or other criteria for graduation is a student of deferred graduation, who may apply to extend their study period for a maximum of two years. The students under the conditions such as pregnancy, childbirth, or childcare for infant(s) or toddler(s) under age of three, and the students with disabilities who can submit the appropriate evidences (e.g., Disability ID; Special Education Students Diagnosis and Placement Certificate) issued by the competent authorities may apply for a further extension of study for up to two years. The maximum accumulated extended years of study is four years.

One with a baccalaureate degree or having studied in any undergraduate program and admitted in an undergraduate program at this University should study for at least one academic year (the suspension periods excluded). One graduated from a junior college and is admitted in an undergraduate program at this University should study for a minimum of two years (the suspension periods excluded).

The minimum number of credits required to graduate with a baccalaureate is 128 and is subject to increase as required.

The period of study for a master degree is one to four (1-4) years; the period of study for a doctorate is two to seven (2-7) years. For those failing to complete the credits, courses, and degree thesis for a master degree or a dissertation for a doctorate or meet other criteria for graduation, the regulations on the extension of study period are as

follows:

1. The study period may be extended for up to two years for those admitted as in-service students;
2. The students under the conditions such as pregnancy, childbirth, or childcare for infant(s) or toddler(s) under age of three, and the students with disabilities submitting the appropriate evidences (e.g., Disability ID; Special Education Students Diagnosis and Placement Certificate) issued by the competent authorities may apply for an extension of study for up to four years.
3. The maximum accumulated extended years of study is four years for the students with multiple conditions described in the preceding two Subparagraphs.

The calculations of maximum years of study in this Article are as follows:

1. the semesters under suspension of studies should not be included;
2. In the case of an undergraduate (or graduate) major change, the overlapping semesters between the two departments (graduate programs) should not be included;
3. For transfer students, the preceding semesters to the academic year which he/she started at this University should be included for a maximum of six (6) semesters, or four (4) semesters for junior college graduates admitted to the University.
4. For the students who advanced their year of study in accordance with the *Regulations on Credit Transfer* of the University, the semesters prior to their advancement shall be included.

Chapter 13 Graduation

Article 36 Baccalaureate seeking students with excellent grades and performance and meeting all four criteria below may apply for an early graduation for one semester or one academic year:

1. Have completed all courses specified by their individual departments with all required credits acquired, met all other criteria for graduation (e.g., foreign language proficiency, information technology competency, etc.), and completed all internship in time, if applicable.
2. Average academic grade over the entire period of study is above 80.
3. The conduct grade of every semester is above 80.
4. Rank within the top five percent of all students of the same year at the same department every semester.

Transfer students and the newly admitted students who advanced their year of study due to credit transfer are not eligible for early graduation.

Graduate students seeking master degree with outstanding grades during their study period may apply for direct pursuit of doctorate; the regulations in such respect are set out separately.

Article 37 Students who completed, within the stipulated period of study, all courses specified by the pertinent departments with all required credits acquired, met all other criteria for graduation (e.g., foreign language proficiency, information technology skills competency, etc.), and completed all internship in time if applicable, shall graduate in the semester when the prescribe conditions are fulfilled and the school leaving procedures are complete. The School Leaving Procedures and Notice shall be announced separately. The students shall be conferred with a baccalaureate with a formal diploma issued by this University.

One semester or one academic year prior to the end of the stipulated study period, baccalaureate seeking students who have completed all courses specified by the pertinent departments with all required credits acquired, met other criteria for graduation (e.g., foreign language proficiency and information technology competency), completed all internship if applicable, and satisfied the provision of

Article 36 are eligible for diploma issued by this University; if the provision of Article 36 is not satisfied, the student should still register to complete the study, taking credits stipulated in the Subparagraph 2, Paragraph 1 of Article 29.

Students who have graduated from an overseas (including Hong Kong and Macau) high school that has an educational qualification equivalent to Grade 11 in Taiwan and are admitted to the baccalaureate programs of the University should take an additional twelve course credits in order to graduate.

Article 38 Master degree or doctorate seeking students should complete within the stipulated study period all courses specified with all required credits acquired, pass conduct grade in every semester (doctorate seeking students should first acquire doctorate candidacy), and pass their respective degree exams in order to graduate. After completing the School Leaving Procedures, they shall be conferred with their respective degrees with diploma issued by this University. The School Leaving Procedures and Notice shall be announced separately. If a student having been conferred a degree is found and verified with his/her thesis involved in fraudulence, e.g., plagiarism and custom thesis writing, the conferred degree shall be revoked and the cancellation of his/her diploma shall be announced.

Article 39 If a baccalaureate seeking student falls short of credits to meet graduation criteria, the said student should retake course(s) or make up credits in the second semester of the extended study period. In this case, the student may apply for the suspension of studies in the first semester and be exempt from registration; for those who choose to register, a minimum of one course per semester is required.

Registration is still required for the master degree or doctorate seeking graduate students who have completed the courses and credits yet are not qualified for graduation.

Chapter 14 Continuing Education Program

Article 40 Maximum years of study: The study period for continuing education is four years; one who fails to complete in such period the credits, courses, or other criteria for graduation is a student of deferred graduation, who may apply to extend their study period for a maximum of two years. The students under the conditions such as pregnancy, childbirth, or childcare for infant(s) or toddler(s) under age of three, and the students with disabilities submitting the appropriate evidences (e.g., Disability ID; Special Education Students Diagnosis and Placement Certificate) issued by the competent authorities may apply for a further extension of study for up to two years. The maximum accumulated extended years of study is four years per student.

Article 41 Course enrollment: The course enrollment for students in continuing education is subject to the following provisions: A student should take not less than 9 credits hours per semester. Other matters regarding course enrollment follows the University's *Regulations on Course Enrollments*.

Article 42 Graduation:

1. The number of credits required to graduate in continuing education programs is 128, subject to increase as required.
2. Students of continuing education programs should complete within the study period all courses with all required credits acquired, pass conduct grade in every semester, and complete all internship if applicable in order to graduate. The said students are conferred with baccalaureate with a formal diploma issued by this University.

Article 43 Other matters regarding admission, registration, course enrollment, suspension of studies, and withdrawal are all subject to the provisions of other sections hereof.

Chapter 15 Joint Dual-Degree Program

- Article 44 The Joint Dual-Degree Program refers to a system under agreement executed between this University and an institution overseas to assist undergraduate students of either party in studying at the other campus after they have studied at the original institution for a minimum of two semesters (one semester for graduate students) and to confer upon them, by both institutions jointly or respectively, pertinent degrees when the regulations regarding required credit hours for graduation stipulated in the joint dual-degree agreement and the regulations on graduation criteria of this University are met.
- Article 45 Students admitted in a joint dual-degree program are entitled to assistance in matters such as student enrollment status, grade assessment, scholarship, and living assistance from the pertinent home departments; other matters are subject to either the “Cooperation Agreement on Joint Dual-Degree Programs” between the signing institutions or the relevant provisions of these *Academic Regulations*.
- Article 46 Regulations on the implementation of joint dual-degree programs between the University and overseas institutions are set out separately and submitted to the Ministry of Education for record.

Chapter 16 Change of Name and Age

- Article 47 The names and birth dates of students should be consistent with those recorded in their household registration documents. Any discrepancy found between the students’ admission documents and their identification cards shall be corrected.
- Article 48 Current students and alumni applying for change of names and birth dates should submit one copy each of the Household Registration Transcript and the Identification Card to file a written application with the Division of Registration and Curriculum of the Office of Academic Affairs at this University; the amendment and official seal shall be affixed on alumni’s diplomas (or Certificates of Study for those with incomplete studies).
- Article 49 The list of major change and that of change of student name and birth date at this University are managed by the University; changes are denoted in the degree conferral log.

Chapter 17 Supplementary Provisions

- Article 50 The learning rights of students in the event of force majeure shall be handled in accordance with the *Guidelines for Ensuring the Learning Rights for College Students subject to Force Majeure Event* issued by the Ministry of Education. The definition of a force majeure shall be determined by the competent educational authority.
- Article 51 To cooperate with the Policy of Conscription, students who apply for enlistment during their studies at the University, including summer courses, cross-school course selection, years of study, early graduation, and pathway learning and advising, are subject to Providence University Flexible Military Service for Current Undergraduate Students Guidelines. The related rules will be stipulated by the University and ratified by the Ministry of Education.
- Article 52 Any matters not addressed in these Regulations shall be handled in accordance with the relevant laws and regulations of the Ministry of Education and those of this University.
- Article 53 The Regulations shall be enforced on the date of promulgation after the approval of the University Assembly and submitted to the Ministry of Education for record. The same procedure applies to the amendments.

***The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**