General Provisions for Study

Reported as Tai (86) Gao (2) 87073154 on July 21, 1998
Reported as Tai (88) Gao (2) 88133917 on October 29, 1999
Reported as Tai (90) Gao (2) 90032753 on March 15, 2001
Reported as Tai (91) Gao (2) 91084349 on June 13, 2002
Reported as Tai (092) Gao (2) 0118622 on August 13, 2003
Reported as Tai Gao (2) 0930091151 on July 22, 2004
Reported as Tai Gao (2) 0105766 on August 15, 2005
Reported as Tai Gao (2) 0950111278 on August 30, 2006
Reported as Tai Gao (2) 0960098910 on July 19, 2007
Reported as Tai Gao (2) 0970127218 on July 1, 2008
Reported as Tai Gao (2) 0980116528 on July 8, 2009
Reported as Tai Gao (2) 0990010045 on February 18, 2010
Reported as Tai Gao (2) 0990113361 on July 5, 2010
Reported as Tai Gao (2) 1000117605 on July 11, 2011
Reported as Tai Gao (2) 1000134807 on August 2, 2011
Reported as Tai Gao (2) 1010107280 on June 25, 2012
Reported as Tai Gao (2) 1020008149 on January 14, 2013
Reported as Tai Gao (2) 1030004912 on January 20, 2014
Reported as Tai Gao (2) 1030093431 on June 26, 2014
Reported as Tai Gao (2) 1040083489 on June 23, 2015
Reported as Tai Gao (2) 1040168154 on February 25, 2016
Reported as Tai Gao (2) 1060088919 on June 30, 2017
Reported as Tai Gao (2) 1060191537 on February 5, 2018
Reported as Tai Gao (2) 1070091280 on June 26, 2018
Reported as Tai Gao (2) 1090064708 on May 7, 2020
Reported as Tai Gao (2) 1120058889 on July 4, 2023
Reported as Tai Gao (2) 1120124201 on January 16, 2024
Report as Tai Gao (2) 1140061172 on June 30, 2025
Report as Tai Gao (2) 1150055837 on June 9, 2026

Part 1 General Provisions

Article 1 These provisions were established in accordance with the University Act and other relevant regulations.

Article 2 Except for matters covered by other established laws, matters related to admissions, deferred enrollment, study leave, resumption of studies, withdrawal, changes of major, transfers, score reviews, and graduation, will be handled in accordance with these provisions.

Provisions for the studies and status of students who go abroad for study will be handled separately.

Article 3 Students with double registration should be approved by both this university and the other concerned institution.

Admission procedures for foreign students are in accordance with Procedures for Foreign Student Admissions, which will be handled separately.

Dual Degree Programs set by Ming Chuan University and overseas universities and colleges are in accordance with the relevant Ming Chuan University and the overseas university or college Procedures for Dual Degree Program, which are dealt with separately and reported to the Ministry of

Education.

Article 4 Credits are mutually recognized between each department, section, and program at Ming Chuan University or other universities during students' schooling period (not including extended study). Students can choose a minor or double major at this university or other universities. These procedures will be handled separately.

Students applying for Focused Course Programs are to do so according to the Procedures for Establishing Inter-school and Inter-department Focused Course Programs.

Article 5 (Deleted)

Article 6 Once students have been accepted for studies, students' academic files will contain individual students' ID number, name, gender, date of birth, national ID number, nationality (for international students), place of residence (for overseas Chinese students), admission status, educational background, admission date, the school, department, section or specialized degree program to which admission has been granted, study leave information, resumption of study information, information regarding change of major (department, section or specialized degree program), Focused Course Programs, Teacher Education, information regarding minor, double major information, complete transcript, graduation date and degree received, withdrawal information, approval date for academic status, document serial number, names of parents or guardians, contact address, and telephone number.

Part 2 Undergraduate Division

Chapter 1 Admission

Article 7 Students who have graduated from public or recognized private high schools or those with equivalent status, and who have achieved qualifying scores on the joint college entrance examination can be admitted to Ming Chuan University as freshmen.

Article 8 Students who have completed two semesters or more at any university, have graduated from university and finished military service (or do not have military obligations), have graduated from a vocational school or program and have achieved qualifying scores on a Ming Chuan University's transfer examination may be admitted for study in the relevant year.

Students who have graduated from a domestic or overseas vocational school

recognized by the Ministry of Education or have earned an equivalent degree and students who have finished military service (or have no military obligations) and achieve qualifying scores on a Ming Chuan University's entrance examination for a Three-year Work Experience Degree Completion Program may enter the respective program.

Article 9 Newly admitted students and transfer students are required to register and submit a copy of their national ID card, verified graduation certificate and related documents, and a head and shoulder photo that is taken within recent six months on the assigned date, except for those who have approval from Ming Chuan University to make other arrangements due to acceptable reasons. Students who did not complete the registration procedures or did not submit the required and related documents will have their admission status revoked.

If any cheating on the Entrance Examination is found and proven by evidence, the student's admission status will be revoked.

Article 10 New students who meet the following conditions and provide proper proof before the registration deadline may apply for deferred enrollment.

1. Students with critical illnesses requiring long recuperation periods, who cannot register on the assigned date, may apply for deferred enrollment; upon approval, the student's admission will be retained for one year.
2. Students who have been ordered to report for military service before registration can apply for deferred enrollment; upon approval, the student's admission will be retained. The deferment remains in effect three months after all the paperwork at the end of military service is completed. By the deadline of the deferred enrollment period, such students must submit the certificate of completion of military service to register for study.
3. Students who are pregnant or have recently given birth to a child and thus need to delay registration can defer enrollment; upon approval, depending on their circumstances and needs during pregnancy, childbirth, or rearing children under the age of three.
4. Students who cannot resume their studies due to encountering major catastrophes recognized by the Ministry of Education can defer enrollment for one year upon approval with relevant proof. When the granted deferment period is over, if the student still cannot enroll, he/she may apply for extended deferred enrollment as a special case based on need.
5. Students who participated in the Youth Education and Employment Savings Program can defer enrollment for up to three years upon approval with relevant proof. The deferred enrollment period will not count toward those

approved deferred enrollment period for the above 4 conditions.

Transfer students, except those who meet the above condition (Section 3 and 4), may not apply for deferred enrollment.

Once deferred enrollment is approved, no fees need be paid.

Article 11 New students or transfer students should bring proper documents when registering at Ming Chuan University. Students who submit forged, counterfeit, or inappropriately altered documents will be faced with a First Level Expulsion upon discovery. In addition to notifying the offender's parents or guardians, the university will issue no documentation or academic achievement certificates to the student. If the student has already graduated, besides revoking the diploma, Ming Chuan University will publicly announce that this degree has been revoked.

Chapter 2 Payment, Registration, and Class Selection

Article 12 Students should register and pay all fees on the assigned date stated on the Registration Notice at the beginning of each semester.

Article 13 Students, due to matters stated in above regulations are unable to register on the assigned date should provide proper proof to the Academic Affairs Division in advance to apply for delay registration. The maximum length for extension is two weeks. Students who fail to ask for extension or fail to make the registration deadline (including paying fees) will be compelled to withdraw from Ming Chuan University.

Article 14 The courses enrolled should be in accordance with the course selection regulations. Students should select courses in accordance with the Procedures for Course Selection and the Course Selection Handbook announced for that current semester. Students who miss the deadline to complete the registration procedures (including paying fees), may not select courses.

Procedures for Course Selection are dealt with separately.

Article 15 Students taking summer courses must follow the Guidelines for Offering and Teaching Summer Courses.

Students taking courses from other universities are to follow the Ming Chuan University Procedures for Inter-collegiate Course Selection.

The above regulations will be handled separately.

Article 16 (Deleted)

Article 17 Students who take a one-year course but finish only one of the semesters with a passing score will not have this course credit counted toward

graduation. In the case of courses for which credits have been earned, have been waived or exempted, have identical course names, or have been repeated, the repeated course credits are not counted toward graduation.

Article 18 Students who extend their schooling (extended graduation) beyond the normal study period are required to complete registration procedures (including paying fees) on the assigned date listed on the Registration Notice for that current semester and take at least one course; otherwise, they will be forced to withdraw in accordance with relevant procedures. (Extended graduation students who have no courses or any make up credits for the current semester need to apply to take study leave.)

Chapter 3 Missing and Dropping Classes

Article 19 Students who have approved leave are still categorized as being absent. Those who are absent without requesting leave are marked as skipping classes. Procedures for requesting leave have been dealt with separately.

Article 20 (Deleted)

Article 21 Students who are absent from any course (except for Official Leave) for more than one-third of the class meeting hours during a semester, will receive a grade of zero for that course's academic grade for that semester.

Chapter 4 Change of Major (Department, Section, or Specialized Degree Program) and University Transfers

Article 22 Students studying for a bachelor’s degree can apply to transfer departments before the beginning of their second academic year (aside from those transferring into Specialized Degree Programs in the International College). Those who apply before the beginning of their third academic year to change their majors qualify to continue their third year of study if they transfer to departments in a related field, or qualify to proceed with the second year of study if they transfer to departments in an unrelated field. In addition, applicants may combine credits in related fields toward graduation in similar majors or minors.

An exception is made for first-year students of undergraduate programs, who, due to mismatched interests or lack of fundamental proficiencies, are unable to continue studying. After being counseled, such students can apply for special case consideration within the required deadline for changing to appropriate departments in their second semester. The number of students

transferring into a given department cannot result in the class size exceeding the number approved by the Ministry of Education for each campus, not inclusive of those with approved deferred enrollment, leave from study, or vacancies in the extra quota.

Switching sections within the same department (section or specialized degree program) will be conducted in accordance with the above provisions. Procedures for transfer between departments, sections and specialized degree programs are dealt with separately.

Article 23 Students may transfer departments, sections or specialized degree programs only once. But this does not apply to those who are covered by other regulations. Students must complete the required credits as listed by the departments, sections or specialized degree programs in order to graduate. Transfer departments, sections or specialized degree programs in the lower grade-level, the repeated year taken within the two departments, sections or specialized degree programs are not included the highest year required of the transfer departments, section specialized degree programs.

Article 24 Departments with vacancies for students can hold examinations for students who wish to change majors, except for first-year students or for students who are to graduate that year. These examinations and related affairs are governed by the Ming Chuan University Transfer Student Admissions Committee.

Article 25 (Deleted)

Chapter 5 Study Leave, Withdrawal, Resumption of Studies, and First Level Expulsion

Article 26 Students who apply for leave from studies and resumption of studies must note the following:

1. Students applying for study leave, upon receiving approval and finishing leave procedures, students can receive a Proof of Study Leave; those who are under the age of 18 must obtain agreement from their parents or guardians.
2. Study Leave is processed in units of one semester and one academic year. When the study leave period reaches two academic years, students who are seriously ill or who have special circumstances may apply for a maximum of two academic years' extension upon submission of proper documents.
3. Students should complete the study leave for the current semester prior the end of the semester. Late applications are not accepted.

4. Students who apply for study leave on account of serving in the military, being pregnant, giving birth, nurturing children under 3 years old, or major catastrophes as defined by the Ministry of Education should provide the related documents and will not have this period counted into their restricted study leave years.
5. Students who participated in the Youth Education and Employment Saving Program can apply for student leave for no more than three years upon approval with relevant proof. The approved study leave period will not count toward the required student leave period.
6. Students who wish to resume study should return the Proof of Study Leave. Upon receiving approval, students can resume study in their original department and at the appropriate year-level or semester. Resumption of studies is always made at the beginning of the academic year or semester the student was in at the time the Study Leave was requested. If departments change or close in the interim, students will be advised of the appropriate department in which to resume their studies. When departments of students' original majors have been changed or suspended, the University should advise students to transfer to another appropriate department.

Article 27 Students who meet any of the following conditions are required to apply for study leave.

1. Are seriously ill, or have legally contagious disease or diseases that jeopardize the public health (as diagnosed by public hospitals) and this period will not counted into their restricted study leave years.
2. Have violated university regulations, and the Awards and Punishment Committee has ordered a suspension for a specified period.
3. Have met the requirements in other regulations stated in the Provisions for Study which result in study leave from this university.

Article 28 Students who meet any of the following conditions must withdraw from the university or have their admission status revoked.

1. Upon review, have been found unqualified to enter or transfer.
2. Have failed to register or request an official registration extension before the deadline (including paying fees).
3. Have failed to resume schooling on the assigned date.
4. Have failed to achieve the required conduct grade.
5. Have reached the deadline for graduation and, after a two-year extension, are still unable to finish the required courses and credits.
6. Are compelled to withdraw by the Awards and Punishment Committee.

7. Have exceeded the allowed period for Student Leave, yet the credits completed are lower than the requirements stated in these General Provisions for Study.
8. Are required under other regulations stated in these General Provisions for Study to withdraw from this university.
9. Undergraduate students in “Third-Age University Learning” and “Thirty-Plus University Learning” programs who have reached the required study period of 10 years, yet did not complete the required courses and credits, except those with special cases approved by the university.

Students who are under the age of 18 must obtain their parents’ or guardians’ agreement prior applying for voluntary withdrawal.

Article 29 Students who withdraw from university for reasons covered in Section 1, 4, and 6 in the preceding article cannot apply to enter the University again through transfer examinations.

Article 30 Students who withdraw from university can apply for a Certificate of Completion, with the exception of the following:

1. Students who are unqualified to enter or transfer.
2. Students who have forged diplomas or other documents.
3. Students who have received a First Level Expulsion.
4. Students who completed less than one semester of study.

Article 31 Students who appeal their compelled withdrawal or expulsion in accordance with the student appeal system may resume their studies in this university prior to the decision being made; however, the original disciplinary action continues. If the appeal is rejected, students may file a legal appeal and take administrative legal action. If the authorities, supervising division, or administrative court decides to uphold the appeal, the case will be processed according to the judgment.

Students who are permitted to resume studies in the abovementioned situation but cannot return on time due to special reasons should be given guidance regarding resumption of studies. Prior to resuming, such students should apply for study leave.

Chapter 6 Examinations, Grades, Makeup Examinations, Retaken Courses

Article 32 The grades for Ming Chuan University undergraduate students consist of two kinds: academic (score of each course) and conduct. All grades are calculated and reported as a percentage, with the highest total grade being 100 and the passing grade being 60. The procedures for calculating students’ final grades are dealt with separately.

Students who fail a course will not earn those course credits.

Article 33 Students' academic grade for each course will be assessed by the following three means.

1. Regular evaluation by their instructors.
2. Midterm learning assessment during the semester.
3. Final learning assessment at the end of semester.

The grades from the above are calculated and reported as a percentage. Instructors may alter the assessment means to accommodate teaching requirements. If the learning assessment is conducted in examination format, the exam should be administered in accordance with the Ming Chuan University Examination Regulations, that are dealt with separately.

Article 34 Students' final grade averages each for semester and for graduation are calculated as follows, with rounding up to the second decimal point.

1. The cumulative score comes from credits multiplied by the score for each course.
2. The sum of cumulative scores divided by each semester's total credits is the semester final grade average.
3. The final grade average for each semester includes data for any courses failed, but does not include summer session.
4. The sum of cumulative scores (including summer sessions) divided by total credits for all courses taken is the final grade average for graduation.

Article 35 Once students' scores are sent to the Academic Affairs Division by faculty members, any corrections are processed in accordance with regulations. Procedures for student grade corrections are dealt with separately.

Article 36 (Deleted)

Article 37 Students who fail a course cannot take a makeup examination to receive credit. For required courses, students should retake the course.

Article 38 (Deleted)

Article 39 (Deleted)

Chapter 7 Credits and Years Required for Graduation

Article 40 Students can take no fewer than 12 and no more than 25 credits per semester during their first to third academic years. Students can take no fewer than nine (9) and no more than 25 credits per semester during their fourth year (and those in their fifth year).

The maximum number of credits that Work Experience (Degree Completion

Program) and Bachelor's Program students can take is decided in accordance with Undergraduate Division regulations; however, no fewer than nine (9) credits may be taken.

Undergraduate students from the “Third-Age University Learning” and “Thirty-Plus” programs must take at least 1 course each semester.

Students are required to apply for study leave if their course credits fall below the minimum course load requirements after they add/ drop courses.

Students applying for course-reduction during week 14 of the current semester must do so in accordance with the Ming Chuan University Procedures for Course-reduction Application, which is dealt with separately.

Article 41 Students whose final grade average reaches at least 80 for the previous semester and who have approval from Chair of their department, section, or specialized degree program, may take one or two extra courses exceeding the maximum credits set in the preceding article. Only those taking courses for their Focused Course Programs, minor, double major, and/or Teacher Education Program can take additional courses upon approval of special case application.

Students who encounter major catastrophes as designated by the Ministry of Education or have special situations need to provide related documentation to obtain approval to reduce credits; they are not restricted to nine credits, yet they must take at least one course.

Article 42 After entering Ming Chuan University, transfer students must complete the courses and credits that their department requires.

The credits earned in their original universities can be applied to waive Ming Chuan University courses, and they can continue studying with the appropriate year-level. Those who transfer into Ming Chuan University as university graduates should take at least one year of courses; those who enter as graduates of junior colleges should study at least two years. However, once such students start studying at Ming Chuan University, the credits for each semester should meet the regulations stated in Article 40 of the Provisions for Study.

Students applying for credit waiver must do so in accordance with the Procedures for Course Credit Waiver Application, regulations for which will be handled separately.

Article 43 Ming Chuan University follows the system of academic years and semesters. In principle, students in undergraduate programs are expected to graduate in four years. Some departments, sections, or specialized degree programs have longer periods of study, by one or two years. For students who complete

the required courses, meet the requirements of the university core courses, the individual department's requirements stated in the department curriculum framework (including all required courses and credits), and receive passing conduct and academic grades for each semester, pass the university-wide basic competencies of English, Information Technology, Chinese and Physical Fitness, and pass the core competencies of their department, are eligible for graduation.

An extension of two years maximum may be granted if there are untaken or failed courses that need to be completed.

Students who cannot meet requirements at the end of the extension are compelled to withdraw from the university.

Students' graduation requirements are dealt with separately and reported to the Ministry of Education for reference.

Students who finish credits required by the department, section, or specialized degree program, but do not meet the requirements to apply for early graduation should register and take at least one course during the interim semester(s), and are not restricted as detailed in Article 40.

The Work-Experience Class also adopts the system of academic years and semesters. The required study period is two years for the Department of International Business and three years for the Department of Applied Japanese. Students who cannot complete all the credits on time may apply for an extension of up to two years.

Students identified as having physical or mental disabilities through evaluations conducted by various levels of authorities responsible for special education, those holding certification of such disabilities, or those who are unable to return to class for regular learning due to a major catastrophic incident as recognized by the Ministry of Education, may, based on their physical and mental conditions and learning needs, submit relevant documentation to apply for an extension of their study period for up to four years on a special case basis.

If needed, due to pregnancy or child-rearing, students can apply for a special case study extension for a maximum of 4 years.

The "Third-Age University Learning" and "Thirty-Plus" Programs follow the system of academic years and semesters, with a maximum study period of 10 years. If there is special cause, students need to apply and receive approval for extending the study period.

Students must complete all courses, meet the graduation requirements and complete the University-leaving procedures prior to obtaining the diploma.

Article 43-1 Students who graduated from secondary education at a year level equivalent to the second year of local high schools from overseas, Hong Kong or Macau

regions, and applied for university admission with that graduation certificate, need to complete 12 credit hours in addition to the required total credit hours for graduation.

Article 43-2 The required study period for Post-bachelor Program for Second Specialization is one to two years. Students can extend study period up to two years due to incomplete or retaken courses.
Ming Chuan University Guidelines for Post-bachelor Program for Second Specialization are established separately.

Chapter 8 Graduation, Degrees

Article 44 Students who meet the above-listed requirements and graduate will be presented a diploma issued by this institution. They will be issued bachelor's degrees in accordance with their requirements of departments, or specialized degree programs of their majors.

Article 45 (Deleted)

Article 46 Students whose bachelor's programs require an internship will be issued their bachelor's degrees when they finish the internship with acceptable average grades.

Article 47 Students with outstanding grades in a bachelor's program can apply to graduate one semester or one academic year early with approval from the Academic Affairs Committee. They must meet the conditions below.

1 Have completed all the required credits and having final average grade of 85 or higher, conduct score of 80 or higher, and physical education scores of 70 or higher for each semester.

2. Remain among the top five percent of students for the same year-level within the department, section or specialized degree program every semester.

Chapter 9 Name and Age Changes

Article 48 Student's name, national ID number, and birth date should be based on the national ID documentation. Inconsistencies between the university records and the national ID should be corrected immediately.

Article 49 Current students and graduates of Ming Chuan University or students who have studied at Ming Chuan University may apply for changes of name, national ID number, or age. Applicants must provide valid documents issued by relevant authorities in order for the university to process documents

appropriately.

Part 3 Graduate Programs

Chapter 1 Admission

Article 50 Applicants for master's or doctoral programs are required to hold a bachelor's degree from a public university, an accredited private university or independent college in Taiwan, or a bachelor's, master's, or equivalent degree verified by the Ministry of Education-appointed authority from an overseas college or university stated in the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education, Regulations Regarding the Recognition of Educational Qualifications for Mainland China, and Regulations Governing the Examination and Recognition of Educational Qualifications for Hong Kong and Macao, to be admitted through the admission channels to the masters' or doctoral programs of Ming Chuan University.

Students from Mainland China, Hong Kong or Macau cannot participate in the Entrance Examination held by the university.

Students who met the requirements in the General Recruitment Admission Regulation/ Procedures and were admitted as the referral examination for masters' or doctoral programs can apply for early admission by one semester.

Article 51 Standards to admit students in the master's and doctoral programs are in accordance with Articles 9, 10, and 11 of the Provisions for Study.

Article 51-1 Current year bachelor's degree earners and masters' degree students who are qualified for direct admission to the doctoral program can apply for this according to separately established regulations.

Chapter 2 Payments, Registration, Course Selection

Article 52 Graduate students' registration is processed in accordance with Article 12 of Provisions for Study.

Article 53 Graduate students who delay registration are processed in accordance with Article 13 of Provisions for Study.

Article 54 Graduate students' course selection will be handled in accordance with Article 14 of General Provisions of Study.

Article 55 Graduate students are required to take a minimum of one course per semester. Those who have already completed two years of study face no such restriction.

Those who violated this regulation are required to apply for study leave.

Article 56 (Deleted)

Article 57 Graduate students who take a one-year course but finish only one of the semesters with a passing score will not have this course credit counted toward graduation. If an undergraduate course is taken, it will be listed separately on the transcript and the corresponding credits will not be calculated into the total credits for graduation. In the case of courses for which credits have been earned, have been waived or exempted, have identical course names - except for Independent Research- or have been repeated, the repeated course credits are not counted toward graduation.

Chapter 3 Credit, Grades

Article 58 A minimum of 24 credit hours is required for graduating with a master's degree. A minimum of 18 credit hours prior to graduation is required for graduating with a doctoral degree. (In both cases, the credits for thesis/dissertation are counted separately.)

Graduate students who were directly admitted to a doctoral program need to meet the above graduation requirements for the doctoral degree prior to graduation and complete all the required courses in the master's program (excluding thesis), with total minimum of 30 credit hours.

Students are to follow the standards set by their master's or doctoral programs if requirements are higher than those listed above in these regulations.

Article 59 Graduate students who apply for credit waiver must do so in accordance with the Procedures for Course Credit Waiver Application.

Graduate students' academic grades of each course and conduct grades are calculated and reported as a percentage with the total grade being 100 and the passing grade being 70. For graduate students taking undergraduate level courses, 70 is considered the passing grade. For a course in which the grade received is below 70, students may not merely retake the examination for credit. If a required course is failed, it must be retaken.

Aside from the passing grade of the preceding item, the standards set for graduate students are in accordance with Article 32 of the Provisions for Study.

Article 60 Graduate students' final average grades are a combination (50 and 50) of the final average course grades and the qualifying examination grades.

Article 61 Procedures for the calculation of conduct grades are dealt with separately. Those whose conduct grades fail to meet the standard will be forced to

withdraw from university.

Chapter 4 Period of Study Required for Graduation; Qualifying Examinations

Article 62 The time limitation for completing a master's program is one to four years, while for a doctoral program it is two to seven years of study. Work-experience graduate students who cannot complete all required courses within the study period may apply to extend the period of study for up to two years.

Once students who were enrolled through direct admission to a doctoral program, are in the program, their study period limitation is the same as mentioned above.

In the case of pregnancy, childbirth, nurturing children under age three, or students identified as having physical or mental disabilities through evaluations conducted by various levels of authorities responsible for special education with official certification of such disabilities and being approved for a university Individual Support Plan (ISP), such students can apply for a special exemption to extend study for a maximum of 4 years.

Article 63 (Deleted)

Article 64 The qualifying examination is handled in accordance with Ming Chuan University qualifying examination regulations. Regulations for graduate qualifying examinations are dealt with separately.

Article 65 The standards for graduate students applying for Study Leave and Resumption of Studies are in accordance with Article 26 of these General Provisions for Study.

Graduate students will be forced to withdraw from the university under any of the following conditions:

1. Have studied in excess of four years in a Master's program and have failed to complete the required subjects and credits, or have studied in excess of six years in an Executive Master's program and have failed to complete the required subjects and credits.
2. Have studied for seven years and have failed to complete the required subjects and credits in a doctoral program.
3. Have taken a qualifying examination in accordance with relevant department regulations for master's or doctoral graduate students, but have not passed the examination.
4. Have failed the degree (thesis/dissertation) examination, and do not qualify for a retake, or have failed the examination upon retake.
5. Have failed to meet the registration deadline (including paying fees) or

have exceeded the allowed period for Student Leave and did not resume study.

6. Have been punished with 2nd Level expulsion from the Student Awards and Punishment Committee.
7. Have exceeded the required year period for Student Leave, yet the earned credits are lower than the requirements stated in these Provisions for Study.
8. Fall into the criteria of other regulations stated in these Provisions for Study resulting in withdrawal from this university.

Graduate students who were directly admitted to doctoral programs and are qualified to enroll in a master's program or to have a master's degree conferred are exempted from the restrictions in Section (3) and (4) above.

Chapter 5 Transfer to another Graduate Program

Article 66 Graduate students cannot transfer to other departments, sections, or specialized degree programs, or graduate programs from their original departments (graduate programs unless they receive approval from the department chair of both departments (director of both graduate programs) and the Dean of Academic Affairs Division. Transferring to other departments, sections, or specialized degree programs, or graduate programs is only permitted once, and students must apply before the beginning of the students' second academic year of study.

Chapter 6 Graduation, Degree Conferral

Article 67 Graduate students who meet the following requirements are qualified for graduation.

1. Have completed all required courses, and have fulfilled the credit requirements.
2. Have passed the examinations of their respective departments (graduate degree programs) in accordance with the Master's Degree Conferral Regulations or the Doctoral Degree Conferral Regulations.
3. Have passing conduct grades for each semester.

Article 68 Students in masters' and doctoral programs who conform to all the preceding requirements will be issued a master's or doctoral degree certificate, and Ming Chuan University will confer a master's or doctoral degree upon them. Graduate students who graduated in the first semester, the date on the

Degree certificate will be January and those graduated in the second semester, the date will be June. Excepts for those students' study period exceed two years, already meet the graduation requirements, and fulfilled the credit requirements, will receive their degree certificate in that semester they have pass the degree conferral examinations administrative by their respective departments (graduate degree programs) and the month on the degree certificate will be the one they have pass the degree conferral examinations.

Part 4 Supplementary Provisions

Article 69 In accordance with the government military policy, for students who apply for military service as a special case during their study period, the registration procedures, the number of course credits selected, the student leave procedures, and the years required for the study period will be dealt with under the Ming Chuan University Guidelines on Flexible Study for Undergraduate Students Participating in Military Service During Their Study Period, which is established separately.

Article 70 Merit and demerit procedures, conduct grade evaluation, and other relevant regulations are dealt with separately. Students who apply for deferred military service are dealt with in relevant regulations.

Article 71 Situations that are not regulated in Part 3 will be dealt with in accordance with the relevant articles in Part 2.

Matters not covered in these provisions will be dealt with in accordance with University Act, Enforcement Rules of the University Act, Degree Conferral Law, or other relevant regulations set by the Ministry of Education and the university.

Article 72 Upon being passed at the University Affairs Committee Meeting, these procedures were announced, implemented, and reported to the Ministry of Education for reference. Any revision must follow the same procedures.

In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.