

China Medical University Rules of Examination

Amendment approved by the joint meeting of Academic Affairs and the Curriculum Committee on November 20, 2002
Amendment approved by the second Academic Affairs meeting of the first semester of the 2003 academic year on November 26, 2003
Amendment approved by the first Academic Affairs meeting of the second semester of the 2004 academic year on June 1, 2005
Amendment approved by the third Academic Affairs meeting of the first semester of the 2012 academic year on January 2, 2013
Announced in the Rong-Jiao-Zi No. 1020000939 Letter dated January 24, 2013

- I. The Rules are stipulated in accordance with Article 35 of the Academic Regulations of the University.
- II. The term "examination" in the rules refer to mid-term exams, semester exams and make-up exams due to leave for personal matters or sick leave.
- III. Students shall attend the exams based on the Rules. Those who fail to attend exams without requesting leave or obtaining approval for leave will be deemed as intentional absentees. They will receive a score of 0% for that specific exam of the subject.
- IV. If students cannot attend a mid-term or final exam for non-personal reasons such as official, maternity, sick (documents of proof from public or private teaching hospitals required) leave, bereavement for a family member or other force majeure, they shall present valid written proof to the Military Education, Guidance and Counseling Division of the Office of Student Affairs and request to be absent from the examination beforehand. The request must be approved by the course instructor for the student to take the make-up exam. Otherwise the student will be deemed as intentionally absentee. If the request for absence from the mid-term or final exam is approved, the make-up exam must be completed within the time appointed by the course instructor, otherwise the score for the exam will be marked 0%.
- V. When the starting bell rings, students taking the exam shall immediately enter the exam room and shall not linger outside. They shall take the appointed seats and not change seats without permission. They shall obey the proctor's instructions. Violators shall be disciplined in accordance with the level of severity.
- VI. If a student is more than 20 minutes late for the exam, the student will be denied entry to the exam and deemed absent. The student will not be granted a make-up exam for any reason whatsoever. However, if the student is late for the exam due to an emergency, a make-up exam for a sick leave or a leave for non-personal reasons may be applied for with proper proof.
- VII. Students taking an exam may not leave the exam room within the first forty minutes of the exam.
- VIII. Students taking an exam shall not bring, other than the necessary stationery, any book, paper, or equipment with calculation, communication, storage functions or any other types of equipment and objects that may obstruct the tranquility of the exam room or the fairness of the exam. The alarm function of a timer shall be turned off. Students who violate these rules will receive a score of 0% for the subject in the exam. In the case of cheating, the student will be disciplined with a major demerit. If the instructor drafting exam questions allows the use of other assisting materials, the instructor shall notify the Office of Academic Affairs beforehand and remark so on the exam sheets.
- IX. Students taking an exam shall place their student ID or other identification documents in the upper-right corner of the desk for authentication. A student without such document will be asked to leave the room and will receive a score of 0% for the subject.
- X. Students taking an exam shall fill in their student number and name on the exam sheet. If a student's exam sheet is found to be void of such information and therefore non-attributable, the student will receive a score of 0% for the subject.
- XI. Students taking an exam who leave the room without turning in their exam sheets shall be deemed as intentionally absentee and will receive a score of 0% for the subject.
- XII. If there is an error in the distribution of the exam sheets or if the questions are not clearly printed, students taking an exam may raise their hands and inquire the proctor after the first ten minutes of the exam. Other questions are strictly forbidden.
- XIII. Students taking an exam are forbidden to talk, peek at other students' exam sheets, facilitate peeking from a neighboring student, smuggle, copy, transfer exam sheets or notes,

or involve in any other conduct deemed as cheating. Any violation will cause the student to receive a score of 0% for the subject and a major demerit.

XIV. If a student impersonates as another student in an exam, both parties involved in the cheating conduct shall be expelled.

XV. The Rules are announced and promulgated upon approval by the Academic Affairs meeting.