

China Medical University Academic Regulations

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Article 1 CMU has formulated the China Medical University Academic Regulations (hereinafter referred to as the Regulations) based on the University Act and its Enforcement Rules, the Degree Conferral Law and its Enforcement Rules, Supplemental Rules for Technical Colleges Student Status Processing, as well as the actual requirements of CMU.

Article 2 The admission, registration, credits waiver and transfer, course selection (including cross-campus course selection), academic performance, leave, absence, point deduction, departmental transfer, leave of absence, reinstatement, school transfer, withdrawal, name change, internship, overseas study, graduation, double registration, etc. of CMU students shall be processed in accordance with the provisions of the Regulations. Major disasters deemed by the Ministry of Education to negatively impact students' normal academic activities shall be responded to in accordance with the CMU Processing Principles for the Protection of Student Learning Rights in the Event of Major Disaster.

Section 2 Undergraduate Programs (including Continuing Education)

Chapter 1 Admission

Article 3 Students who are graduating or have graduated from domestic and international public or accredited private high schools or higher institutions, or students who qualify under Article 2 of the Standards for Recognition of Equivalent Educational Levels for University Admission may begin their studies in the first year of any department at the University. Students who wish to take the entrance exam to the School of Post-baccalaureate Chinese Medicine at CMU shall have graduated from universities or higher institutions and have a bachelor's degree or above. Students who wish to take the entrance exam to the two-year Continuing Studies Program at CMU shall have graduated from a domestic public or accredited private vocational school or have graduated from an overseas vocational school accredited by the Ministry of Education or qualify under Article 3 of the Standards for Recognition of Equivalent Educational Levels for University Admission as stipulated by the Ministry of Education. Admission of foreign students shall be processed based on the CMU Regulations Governing Admission of International Students. The Regulations Governing Admission of International Students shall be formulated separately and be submitted to Ministry of Education for approval.

Article 3-1 Students may study for a degree in CMU and in another international or domestic

university concurrently with prior approval. CMU students who wish to apply for double registration shall file their applications to their department or graduate institute of study and obtain approval from the director of department or graduate institute, Dean of the College, and the Dean of Academic Affairs.

Article 4

Qualifications of students transferring into CMU:

1. Students studying in a domestic public or accredited private university or an overseas university accredited by the Ministry of Education who have completed two semesters of study or more may apply for the entrance exam into the second year of any department of CMU. Those who have completed four semesters or more may apply for the entrance exam into the third year of departments with a similar nature of study.
2. Students who have graduated from a domestic public or accredited private vocational school or vocational departments or an overseas vocational school accredited by the Ministry of Education may apply for the entrance exam into the second year of any department or the third year of departments with a similar nature of study.
3. Students who satisfy any of the following are deemed equivalent to that of a vocational school graduate and may participate in the entrance exam:
 - (1) Vocational school undergraduates who have completed the minimum years of study.
 - (2) Holders of competency exam certificates equivalent to a vocational school diploma.
4. Students over 22 years old who have a high school certificate of graduation or diploma or have completed the minimum years of study and have taken the following courses with a total of 80 credits or more and have certificates for the credits:
 - (1) Bachelor degree credits from a university or open university.
 - (2) Continuing education credits from vocational colleges or above.
 - (3) Informal education credits recognized by the Ministry of Education.
5. Students who have obtained 36 credits from an open university may enroll in the second year of a similar department; students with 72 credits may enroll in the third year of a similar department.
6. Undergraduates from a continuous education system defined in Article 7 of the Art Education Act may apply for transfer into an undergraduate course using criteria No. 1 and 3 described above, provided that the highest degree obtained was equivalent to that of a tertiary or a vocational institution. Students who have obtained credits in accordance with Paragraph 1 Subparagraph 4 after the Implementation Guidelines for Continuing Education in Vocational Schools or Higher Institutions were revised and implemented on July 13, 2011 and before the University Recruitment Policy Review Guidelines were revised and implemented on June 13, 2013 are exempt from the age limit of 22 years old. Students who hold degrees conferred by overseas institutions shall qualify under the provisions of relevant education recognition laws and regulations.

Article 5

CMU shall form a recruitment committee and hold entrance exams (including admission screening and admission application) and transfer exams prior to the start of each academic year. The admission brochure shall be formulated separately in

accordance with relevant laws and regulations.

Article 6 Once accepted, freshmen students and transfer students shall complete the registration process within the designated period. Those who fail to complete the process in a timely fashion shall have their acceptances revoked. Freshmen who are hospitalized in the CMU Hospital or a public hospital for serious illnesses with a treatment period exceeding two months, or those who are unable to enroll due to military service or other major incidents may have their parents submit a formal letter along with relevant valid documents of proof to apply on their behalf the retainment of enrollment qualification with the Office of Academic Affairs. Once approved, the student may delay enrollment by one year or enroll at the end of the military service without any fees. However, transfer students may not apply for the retainment of enrollment qualification. Freshmen who are pregnant or have given birth and have documents of proof may apply for the retainment of enrollment qualification prior to the registration period. The retainment may be applied for based on needs such as pregnancy, giving birth or caring for children aged three years or under. Once approved, enrollment may be delayed by one year.

Article 7 Freshmen and transfer students shall submit their graduation certificates or valid documents of proof as designated by educational laws for inspection prior to enrollment and fill in a student status survey form.

Article 8 Freshmen and transfer students shall be expelled without any certification upon the discovery that their documents of proof are falsified, borrowed, impersonalized, or altered. Their parents or guardians will also be notified. If such cases are discovered after the students' graduation, not only will their graduation certificates be revoked, their graduation qualification shall also be revoked in a public announcement.

Article 9 Students who have obtained credits with a passing grade and hold valid proof of such prior to enrollment may at the discretion of CMU have their credits waived and advance their year of study. The Guidelines for Credit Waiver and Transfer shall be formulated separately and submitted to Ministry of Education for approval.

Article 10 CMU students who are expelled due to violation of university policies or failing grade in moral conduct may not take the CMU transfer exam.

Chapter 2 Payment, Registration, Course Selection, Study

Abroad or in Mainland China

Article 11 The registration period and payments for each semester shall be announced prior to the start of the semester.

Article 12 Students shall make their payments at banks or institutions designated by CMU at the start of the semester. The payment standards shall be listed and announced prior to the registration period of each semester. Refunds for students who withdraw or take a leave of absence shall be processed based on the regulations of the Ministry of Education.

Article 13 Freshmen shall register in person within the designated period. Returning students shall make their payments within the designated period of each semester. Students who are unable to make the payments and complete the registration process within the designated period due to special circumstances shall submit reports or documents of proof to the Registration and Curriculum Section of the Office of Academic Affairs to apply beforehand for delayed payment and registration. Those who did not make payments and complete the registration process without prior

approval or those who obtained approval but did not meet the delayed deadline for payment and registration shall be deemed as not willing to enroll. In such cases, freshmen shall have their admissions revoked and returning students shall be ordered to take a leave of absence; however, if returning students have already reached the maximum allowed time for leave of absence, the students shall be expelled. The Office of Academic Affairs shall notify such students beforehand of the disciplinary action of leave of absence or expulsion.

Application for a leave of absence shall be processed based on the CMU Leave of Absence Application Guidelines.

Article 14 Students shall select their courses based on CMU regulations. Credits for courses not approved will not be acknowledged. Students may not repeat the same course that they have already passed. If the student obtains a passing grade in such repeated course, the credits and score will not be registered. Operational Rules for Course Selection shall be formulated separately.

Article 15 Number of credits to be taken by students each semester:

1. Undergraduate students shall take the following credits each semester: The first, second and third year of a four-year program require a maximum of 28 credits and a minimum of 16 credits each semester. The fourth year requires a maximum of 28 credits and a minimum of 9 credits. For programs of five years or more, a maximum of 28 credits and a minimum of 16 credits are required for each semester in each academic year. In the graduating year, the minimum is 9 credits each semester. Students who do not meet the minimum required credits shall select additional courses. If the violation is severe, the student shall be required to take a mandatory leave of absence.

2. Integrated courses shall be allocated credits for the semester based on actual course hours and shall count towards the credits students take for the semester. The preceding regulations shall apply.

3. Students may exceed the maximum credits allowed, up to six credits per semester, if they score an average of 80% (A-) or higher or ranked top 10% of the class (department) in the previous semester, in which case they shall obtain prior approval from the director of the department and the Dean of Academic Affairs.

Article 16 Students shall add or drop courses within the designated period after the start of the semester. The online course selection process is complete once the instructor and the student confirms it online. The Operational Rules for Course Selection shall be formulated separately.

Article 17 If the students' added and dropped courses are not approved, the credits and the score for the added courses will not be recognized and the score for the dropped course shall be marked 0% (X) and included in the calculation for the mean score for the credits taken that semester. CMU students who wish to take courses from other universities shall follow the CMU Regulations for Cross-Campus Course Selection. The Regulations for Cross-Campus Course Selection shall be formulated separately and submitted to the Ministry of Education for approval.

Article 17-1 Students who apply for overseas study shall be reviewed by the college, department and graduate institute based on the regulations of the Ministry of Education and of CMU. Students who did not apply for leave of absence for the duration of studying abroad shall still complete the registration process at CMU. The courses and credits

to be taken overseas shall be approved beforehand. CMU may recognize courses and credits based on the regulations of the Ministry of Education.

Starting from the second semester of the 2010 academic year, CMU students who academically exchange to mainland China institutions recognized by the Ministry of Education for short-term credits programs non-related to the "medical personnel" departments defined in the Medical Care Act who also qualify under Article 23 of the Enforcement Rules of the University Act may apply for credit waiver and transfer according to the CMU Guidelines for Credit Waiver and transfer.

Article 18 Students of the School of Medicine, School of Chinese Medicine, the School of Dentistry and School of Post-baccalaureate Chinese Medicine shall not take additional courses during their internship. Internship Guidelines shall be formulated separately.

Article 19 Students may not take courses whose meeting times are in conflict. Otherwise, the scores for both courses shall be marked 0% (X).

Chapter 3 Minimum Periods of Study, Credits and Grades

Article 20 CMU adopts an academic year credit system. The School of Chinese Medicine offers two programs: Program A and Program B. Students of Program A who enrolled in the 2012 academic year (or earlier) shall apply for double major based on the Regulations for Double Majors and shall complete their studies within eight years (including one year of internship for western medicine and another for Chinese medicine). (The Regulations for Double Majors shall be formulated separately and submitted to the Ministry of Education for approval.) Students of Program B shall complete their studies within seven years (including one year of internship for Chinese medicine). Students of Program A who enrolled in the 2013 academic year or later shall apply for double major based on the regulations and shall complete their studies within seven years. (The Regulations for Double Majors shall be formulated separately and submitted to the Ministry of Education for approval.) Students of Program B shall complete their studies within seven years. Students of the School of Medicine who enrolled in the 2012 academic year (or earlier) shall complete their studies within seven years (including one year of internship). Those who enrolled in the 2013 academic year or later shall complete their studies within six years. Students of the School of Dentistry shall complete their studies within six years, and students of the School of Post-baccalaureate Chinese Medicine shall complete their studies within five years, including a one-year internship. Students of the School of Pharmacy shall complete their studies within five years (including internship). Students of the Two-year Continuing Studies Program shall complete their studies within three years. Students of all other departments shall complete their studies within four years. In addition to physical education, which is a required course, students of all departments shall take all CMU required courses. Students who fail their internships shall not graduate.

Students who fail to complete their studies or internships within the designated time limits may be given a maximum of two more years.

Double-major students who have completed the courses and credits required for their first major but not the courses and credits required for the second major after extending their period of study by two years may apply for extensions of one more

year.

Physically or mentally impaired undergraduate students may extend their period of study by a maximum of four more years based on their personal conditions and learning requirements.

The scores obtained during the current semester at the time of the application of the leave will not count towards the degree and the duration of the leave will not count towards the time limit for obtaining the degree.

For students transferring to a lower year of another department, the duration spent in their previous department study shall be excluded when determining whether they have exceeded the maximum period of study permitted by the department to which they have transferred.

Students who have written proof that they are pregnant, have given birth, or are caring for children aged three years or under may extend their period of study by a maximum of four more years.

Article 20-1 For students in four-year programs, the minimum credits required for graduation is 128 credits. For students in programs of five years or more, the minimum shall be adjusted according to their years of study. For students in two-year Continuing Studies programs, the minimum credits required for graduation is 72 credits.

Article 20-2 Students of Hong Kong, Macao, or foreign origins who have enrolled in undergraduate studies and have education backgrounds equivalent to the second year of a domestic high school shall have their minimum credits required for graduation increased by 20 credits.

Article 21 Students who have completed the required credits of the department one semester or one academic year ahead of the maximum period of study and fulfilled the requirements listed below may apply for early graduation.

1. Foreign students (who enrolled based on the Regulations Governing Admission of International Students)

(1) Mean academic performance attains 75% (B) or above and the overall mean performance throughout the period of study ranks within top 50% of their respective year in the department.

(2) Moral conduct attains 80% (A-) or above in every semester. 2. Non-foreign students top 10% of their respective year in the department.

(2) Moral conduct attains 80% (A-) or above in every semester. Those who do not meet the above-mentioned standards shall still enroll and their required credits shall be decided by the director of the department with reference to Article 15.

Article 22 After transferring to CMU, transfer students must successfully complete the remaining required courses and earn the relevant credits. Except those who advance their year of study, students who transfer into the second year of study of each department shall at least complete three years of study at CMU. Students transferring to CMU may apply to waive the courses they successfully completed in the previous school, so long as the numbers of credits they earned from these courses are the same or higher than those assigned by CMU to the same courses. The guidelines shall be formulated separately. However, transfer students shall take

courses and earn the least number of credits required for each semester starting from the year they transfer to CMU.

Article 23 The courses offered in each department are divided into required courses and elective courses, both with credits. One credit equals to one hour of lecture weekly for one semester (18 weeks) or two to three hours of discussion, internship or laboratory on a weekly basis. If a course includes lecture and laboratory or internship, the credits and scores shall be calculated separately.

Article 24 CMU students' academic performance shall be determined by the following means:

1. Routine checks: Teachers shall regularly check students' studying attitudes, attentiveness, how well they take notes, participate in classroom discussions, prepare reports, and conduct experiments.
2. Tests: To be held by instructors during class time.
3. Mid-term exams: These are held in the middle of the semester within the designated periods.
4. Final exams: These are held at the end of the semester within the designated periods.

Article 25 Categories of academic performance:

1. General grades: These grades are obtained after reviewing the combined results of routine checks, tests, and mid-term examinations, or reviewing the notes, experiments, homework and papers the students have completed.
2. Semester grades: These grades are obtained by combining final examination results with general grades.
3. Graduation grades: Students' graduation grades are calculated by their average grades earned in each semester throughout the duration of the program.

Article 26 CMU students' grades are divided into two types: academic (including internship), and moral conduct. Both grades have a full mark of 100 (A+) and a passing mark of 60 (C-). Internship grades given to students of the School of Medicine, the School of Chinese Medicine, the School of Dentistry, the School of Post-baccalaureate Chinese Medicine, and the School of Pharmacy are calculated at the end of each academic year.

Article 27 **Student performance evaluation:**

- 1. Students who enroll in the 2016 academic year or later shall be evaluated by the letter grading system. The grade (G), grade point (GP), the Cross-Reference Table for the Conversion of GPAs to Raw Scores, and the gradepoint average (GPA) shall be calculated based on the CMU Student Performance Guidelines. In the letter grading system, course performance is evaluated as grade (G), and the average performance throughout the program is evaluated as gradepoint average. GPA is calculated as follows:**
- (1) The credits of the course multiplied by the grade point of the course.**
- (2) The sum of the credits multiplied by the grade point for all the courses is the gradepoint sum.**
- (3) The sum of credits is the sum of the credits for all the courses that the student takes.**
- (4) The semester GPA is calculated by dividing the gradepoint sum by the sum of credits.**

(5) The semester GPA calculation includes courses evaluated as failed (D) and 0% (X).

(6) Credits of elective courses such as Physical Education and National Defense Education (Nursing) are included in the calculation. 2. Students who enrolled in the 2015 academic year or earlier shall be evaluated by the raw score system.

(1) Points are calculated by multiplying the credits of the course by the score of the course.

(2) The point sum is the total of the points for all the courses.

(3) The sum of credits is the sum of the credits for all the courses that the student takes.

(4) The semester average score is calculated by dividing the point sum by the sum of credits.

(5) The calculation of the semester average score includes courses that are evaluated as failed and 0%.

(6) Credits of elective courses such as Physical Education and National Defense Education (Nursing) are included in the calculation. Article 28 (deleted)

Article 29 Students who are intentionally absent from an exam will receive a 0% (X) for the course.

Article 30 The general grades, mid-term exam grades, and final exam grades of each course shall be reviewed and entered online by instructors pursuant to the Guidelines on the Calculation of Students' Semester Grades before the deadline for grade registration designated by the Office of Academic Affairs. No changes may be applied for after the registration. If indeed the grade calculation was wrong or if the grade was not registered by mistake, the correction may be made after the instructor provides explanation of the fact that the calculation was wrong or provides the test sheets that were not registered and obtains approval from the director of department, the dean of college and the Dean of Academic Affairs. The appeal shall be conducted within two weeks after the start of each semester at the latest. Late appeals will not be accepted.

Article 31 Students who fail a required course shall retake the course.

Article 32 Students who take a course that spans over an entire academic year (as regulated by the Office of Academic Affairs) and score a non-passing grade of 40% or higher in the first semester are allowed to take the same course in the second semester. If students pass the course in the second semester, they shall be given credits for the second semester. However, the score for the second semester cannot be used to make up for the first semester by calculating the average of the two semesters. The course in the first semester shall still be retaken.

Article 33 If students are unable to attend a mid-term or final exam due to non-personal reasons, maternity leave, sickness (documents of proof from public or private teaching hospitals required), 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 shall be deemed as intentionally absentee.

Article 34 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 shall be marked 0% (X). Students who take make-up exams due to non-personal reasons, maternity leave, severe sickness and hospitalization, and bereavement for a direct relative or spouse shall be evaluated by the actual grades given by the instructor.

Students who take make-up exams due to other reasons will receive a 60% (C-) at maximum. Failed make-up exams will have the actual grades registered.

Article 35 Students found to have cheated in an exam shall be given a 0% (X) for the course and shall be either given a demerit, expelled, or have their student status rescinded, depending on the gravity of their offense. The Rules of Examination shall be formulated separately.

Chapter 4 Leave, Absence, Point Deduction

Article 36 If students are unable to attend a class due to certain reasons, they shall request a leave from the Office of Student Affairs beforehand. A sick leave of more than two days requires proof in the form of a diagnosis from the CMU hospital, public or private teaching hospitals. Students who are minor in age shall obtain approval from their guardians for leaves for personal matters.

Article 37 Students who do not attend class with approval of leave are deemed "absent". Students who do not attend class without requesting for leave, without being granted leave or after using up their leave allowances shall be deemed "intentionally absent". Each hour of intentional absence shall count as leave of three hours.

Article 38 Students who have been absent for over one fifth of all class hours for a course in a semester will have their score deducted by 5% for that course and by 10% for an absence of over one fourth of all class hours. If total hours of absence exceeds one third of all class hours, students shall be prohibited from taking the final exam and will receive a 0% (X) for that course. However, students who have been absent due to pregnancy or care of children aged three years or under and have obtained approval for personal (sick) leave or maternity leave will not have their score deducted.

If such students have been absent for over one third of all class hours, the course performance may be flexibly adjusted through make-up exams or other remedial measures based on the needs and the nature of the course. Make-up exams shall be evaluated by the actual score.

Chapter 5 Departmental Transfer, Minor, Double Major, Program, Joint Dual-Degree

Article 39 CMU allows students to transfer among departments. Departmental transfer guidelines shall be formulated separately and submitted to the Ministry of Education for approval.

Article 40 In order to expand the scope of students' learning and to enable them to develop secondary expertise, CMU has formulated the Regulations for Minor Programs in accordance with relevant regulations in the University Act. The CMU Regulations for Undergraduate Minor Programs shall be formulated separately and submitted to the Ministry of Education for approval.

Article 41 In order to expand the scope of students' learning and to allow them to develop a second expertise, CMU has formulated the Regulations for Double Majors in

accordance with relevant regulations in the University Act. The CMU Regulations for Undergraduate Double Majors shall be formulated separately and submitted to the Ministry of Education for approval. CMU students in the School of Chinese Medicine (who are eligible for double major) may apply for double major in the School of Medicine based on the Regulations for Double Majors. CMU Regulations for Double Major Students of the School of Chinese Medicine shall be formulated separately and submitted to the Ministry of Education for approval.

Article 42 In order to allow students to systematically learn courses in a specific field and to increase their competitiveness in the job market, CMU establishes programs based on the Program Establishment Guidelines. CMU Program Establishment Guidelines shall be formulated separately and **submitted to the Ministry of Education for approval.**

Article 42-1 Students may apply for dual degree based on the CMU Dual Degree Implementation Guidelines. The guidelines shall be formulated separately and submitted to the Ministry of Education for approval.

Chapter 6 Leave of Absence, Reinstatement, Transfer, Withdrawal

Article 43 If a student is severely ill (a proof of hospitalization from a public or private teaching hospital required) or suffers from special circumstances with valid proof, the student may apply for a leave of absence for one semester, or one or two academic years under the consent of the parents or guardians. When the two-year leave of absence expires and the student needs to extend their leave of absence due to special circumstances (such as force majeure), the leave may be extended for one more academic year after being approved as an individual case by the Academic Affairs meeting. However, after a three-year leave, the student may not apply for further leave of absence. If a student takes the leave of absence due to military service, pregnancy, childbirth or care of children aged three years or under, the duration of the leave will not count towards the limit for the duration of absence. The CMU Leave of Absence Application Guidelines shall be formulated separately and submitted to the Ministry of Education for approval.

Article 43-1 Students who are abroad for over one-third of all class hours shall apply for leave of absence based on the previous Article. However, the regulation is not applicable to the following situations:

1. Students who are recommended by their department (graduate institute) and approved by CMU to study, conduct research or take credits at overseas universities or universities in Mainland China recognized by the Ministry of Education
2. Students who are selected by CMU as exchange students to study abroad at overseas universities or universities in Mainland China recognized by the Ministry of Education.
3. Students who are selected by CMU to study at overseas universities or universities in Mainland China which are recognized by the Ministry of Education and which have a cooperative relationship with CMU.
4. Students who are selected by the government to conduct research or take credits at overseas universities or universities in Mainland China recognized by the Ministry of Education

Article 43-2 CMU students in the School of Post-baccalaureate Chinese Medicine, the School of

Medicine, the School of Chinese Medicine or the School of Dentistry who have obtained 128 credits or more in the required courses in the School and have been accepted into the Master's degree program based on the regulations in the Standards for Recognition of Equivalent Educational Levels for University Admission by the Ministry of Education may apply for a leave of absence of one to four academic years from their original School while they study in the Master's Degree Program. They may also study in the undergraduate program concurrently. If they decide to continue on to the doctorate program, they may apply for an extension for the leave of absence of two to seven academic years or they may study in the undergraduate program concurrently. The duration of leave of absence listed in the previous paragraph will not count towards the limit of leave of absence in the original School of study.

Article 44 Students who take a leave of absence, other than those required to take mandatory leave, shall apply to the Registration and Curriculum Section in accordance with relevant regulations and obtain approval from the Dean of Academic Affairs for their leave to be granted.

Article 45 Students who have taken leave for over one-third of all class hours in a semester shall be deemed to have not completed their studies and forced to take a leave of absence. In addition, students who have exceeded their allowed duration of leave of absence shall be expelled based on Article 48 of the CMU Academic Regulations. The Office of Academic Affairs shall notify the student in question prior to the disciplinary action of mandatory leave of absence or expulsion.

Article 46 Students may not apply for a transfer to another department during their leave of absence. The non-final examination grades obtained during the semester in which they applied for leave of absence will not be registered.

Article 47 Students who take a leave of absence shall apply for reinstatement before the leave expires. (Those who extend the leave due to severe illness or military service shall submit a written proof of recuperation or a discharge order along with the application.) After the approval by the Dean of Academic Affairs, students shall return to the original department to continue with uncompleted programs. A student who applied for a leave of absence during the semester should return to the original school year or semester.

Article 48 Students shall be expelled under any of the following conditions:

1. Students did not apply in time for reinstatement when the leave of absence expired or did not apply for another leave of absence.
2. Students receive a failing score in moral conduct.
3. If the credits of the courses failed encompass 1/2 of the total credits taken that semester for two consecutive semesters, the student shall be required to withdraw from CMU. In the case of overseas Chinese students, foreign students, overseas Mongolian and Tibetan students returning to Taiwan, aboriginal students, children of government officials residing in foreign countries or students with "outstanding athletic performance" as stipulated by the Ministry of Education, if the combined credits of failed classes are equal to 2/3 of the total credits taken in one semester for two consecutive semesters, said undergraduate student shall be required to withdraw from the University. Mentally or physically impaired students or students who take eight credits or less (including elective courses such as Physical Education and National

Defense Education) in a semester are exempt from the regulations in the previous two paragraphs.

4. Students who fail to complete the required courses and credits after extending the maximum allowed years of study based on Article 20.

5. Students who have double registration without prior consent from CMU. 6. Current students who have someone else impersonate them in exams.

Students will have their enrollment qualifications revoked under any of the following conditions:

Article 48-1 1. Students whose admission or transfer qualifications have been deemed as invalid after review.

2. Students who have someone else impersonate them in the entrance exam or transfer exam.

Article 49 Students who wish to withdraw for personal reasons shall obtain consent from the parents or guardians and approval from the Dean of Academic Affairs and the President of CMU.

Article 50 Students who wish to withdraw or are forced to withdraw who have completed at least one semester at CMU and obtained grades and have their enrollment qualifications approved by the Ministry of Education

shall be given a transfer certificate or certificate of study upon completion of their school departure procedures.

Article 51 Students who violate University regulations or behave dishonorably while enrolled at CMU shall be reprimanded, given a demerit, expelled, or have their student status revoked, depending on the gravity of their offense.

Article 52 Students who object to CMU's decision to force them to withdraw, expel them or cancel their student status, or deem the above disciplinary actions in violation of their personal rights and interests, may file a complaint with the Student Complaint Review Committee pursuant to the Regulations Governing Student Complaints by stating the concrete facts. Before investigations into valid complaints conclude, however, the disciplinary actions shall still be implemented. However, current students may continue with their studies meanwhile. The Regulations Governing Student Complaints shall be formulated separately and submitted to the Ministry of Education for approval. Students dissatisfied with the result of the investigation by the Committee may file a petition and initiate administrative proceedings according to the law. If the original decision is overturned by the supervisory authority (the Ministry of Education) or an administrative court, CMU shall change its decision. A student may resume study once the expulsion/withdrawal decision has been repealed. If the student's reinstatement can not be effected immediately due to special circumstances, CMU shall assist the student to resume studies. The student may also apply for leave of absence for the entire duration of their absence from CMU.

Article 53 Students who are expelled will not receive a certificate of study.

Chapter 7 Graduation and Degree

Article 54 Students of all departments who are graduating but still lack the minimum number of

credits required for graduation and must retake a course in the second semester of their extension year have the option to not register for the first semester and apply for a leave of absence instead. Those who opt to register shall at least elect one course. Those who are not approved for a leave of absence and did not register shall be expelled.

- Article 55 Students shall qualify all of the following regulations in order to be awarded a diploma and conferred a bachelor's degree in their respective departments of study.
1. Students who have completed and passed their required courses and credits may graduate upon completion of the program. Those who qualify under Article 21 may also graduate ahead of time.
 2. Students who have attained the standard in the CMU English proficiency evaluation as stipulated in the CMU Regulations Governing the Student English Competency Evaluation.
 3. Students who have fulfilled the requirement as stipulated in the CMU Service Learning Implementation Guidelines.
 4. Students who have filled the required hours as stipulated in the CMU General Education Activities Implementation Guidelines.
 5. Students who have fulfilled the requirement as stipulated in the CMU Students Basic CPR Training Implementation Guidelines.

Chapter 8 Registration Management

- Article 56 The enrolled name and birth date of students should be identical to that on their ID cards. Names and birth dates on the enrollment documents that are different from those on the ID cards shall be corrected immediately.

- Article 57 Students who have questions about their registration status and wish to make a request or appeal to the Ministry of Education shall do so with referral from CMU.

- Article 58 In the event of a dispute, records of registration status and grades of CMU graduates and students currently studying at CMU retained by the Registration and Curriculum Section of the Office of Academic Affairs shall prevail.

- Article 59 CMU graduates (dropouts) and students currently studying at CMU who need to change their names or birth dates shall submit a valid document issued by the Household Registration authority to the Registration and Curriculum Section for approval. Once approved, their registration status information shall be updated.

Section 3 Continuing Studies

Chapter 1 Enrollment Qualifications

- Article 60 Two-year In-service Bachelor's Program: Persons who have graduated from a domestic public or accredited private vocational school or have graduated from an overseas vocational school accredited by the Ministry of Education or qualify under Article 3 of the Standards for Recognition of Equivalent Educational Levels for University Admission as stipulated by the Ministry of Education. In-service Master's Program: Persons who have graduated from an accredited domestic university or independent college and obtained a bachelor's degree or those who have graduated from an overseas university or independent college recognized by the Ministry of Education and obtained a bachelor's degree, or those who qualify under Standards for Recognition of Equivalent Educational Levels for University Admission and have certain years of work experience. **Chapter 2 Payment, Enrollment and Course**

Selection

Article 61 The registration period and payment standards for each semester for Continuing Studies shall be announced prior to the start of the semester. Freshmen shall register in person within the designated period. Returning students shall make their payments in the designated period of each semester. Late registration shall be processed pursuant to Article 13.

Article 62 Students enrolled in Continuing Studies shall take a minimum of nine credits each semester. The maximum credits allowed is the same as that stipulated in the regulations for undergraduates.

Article 63 Course add/drop for students enrolled in Continuing Studies shall be conducted within the designated period after the start of each semester and upon obtaining approval by the director of the department, and submitted to the Registration and Curriculum Section for registration.

Chapter 3 Minimum Periods of Study, Credits and Grades

Article 64 The maximum allowed years of study in Continuing Studies is three years in principle.

Article 65 If students enrolled in Continuing Studies are unable to attend a mid-term or final exam due to non-personal reasons, maternity, sickness (documents of proof from public or private teaching hospitals required), bereavement for a family member or other force majeure, they shall present valid written proof to the Registration and Curriculum Section and request to be absent from the examination beforehand. The request must be approved for the student to take the make-up exam. Otherwise the student shall be deemed as intentionally absentee.

Chapter 4 Registration Management

Article 66 Graduates (dropouts) and students currently enrolled in Continuing Studies at CMU who need to change their names or birth dates shall submit a valid document issued by the Household Registration authority to the Registration and Curriculum Section for approval. Once approved, their registration status information shall be updated.

Article 67 In the event of a dispute, records of registration status and grades of graduates and students currently enrolled in Continuing Studies at CMU retained by the Registration and Curriculum Section of the Office of Academic Affairs shall prevail.

Chapter 5 Other Matters

Article 68 For regulations common to Continuing Studies and undergraduate programs, regulations in Section 2 apply. **Section 4 Summer Courses**

Article 69 Students who qualify under any of the following situations may apply for participation in summer courses:

1. Students who must retake a required course due to a failing grade.
2. Students who must make up for the courses required to begin the year they transfer into due to school transfer or departmental transfer.

3. Students who must take the required courses for a double major, minor, or program.

4. Students who fail a course in the current semester and must attend second session summer courses.

Article 70 Course Selection and Payment

1. Students taking summer courses shall pay course credit fees. The fees shall be announced two weeks before the registration for summer courses begins. (Students currently taking a leave of absence may not register)
2. Summer courses are divided into two sessions. The maximum allowed is 15 credits and courses with conflicting meeting times may not be selected.
 - (1) The first session begins at the end of June and ends at the end of July.
(first semester courses)
 - (2) The second session begins at the end of July and ends at the end of August. (second semester courses)
3. A minimum of 15 students applying for the same course is required for the course to be offered. Students who are graduating or completing their program shall be processed as individual cases.
4. A minimum of 18 hours of class (including tests) is required for one credit. Laboratory and internship counts as one credit and a minimum of 36 hours of class (including tests) is required.
5. Students may not be absent from summer courses unless there is a special circumstance and leave is approved by the instructor. Otherwise the student will not be allowed to take exams.

Article 70-1

A summer course is offered, in principle, by student application and with consent of the instructor. The application and registration periods for each period shall be announced by the Registration and Curriculum Section of the Office of Academic Affairs.

1. In principle, the application period for the first session is the tenth week of the second semester, and the registration period is the sixteenth week.
2. In principle, the application period for the second session is the second week after the final exam of the second semester, and the registration period is mid-July.

Article 71

1. Grades shall be registered in the grade sheet regardless of whether the grade is passing or not.
2. The credits for summer courses will not be calculated together with the credits taken during normal semesters, and the grades for summer courses will also not be calculated together with the grades for the normal semesters. However, the credits and grades for summer courses shall be calculated towards the graduation grades.

Article 72

Hourly compensation for instructors teaching summer courses shall be processed in accordance with the CMU Regulations for the Calculation of Teacher's Credit Hours. **Section 5 Graduate Institutes**

Chapter 1 Admission

Article 73

Students who apply for entrance exam into the Master's Program shall submit their bachelor's degree certificate or diploma. Students who apply with Equivalent Educational Levels shall submit the relevant documents. Students who apply for entrance exam into the Doctoral Program shall submit their master's degree certificate or diploma. Students who apply with Equivalent Educational Levels shall

submit the relevant documents. Admission of foreign students shall be processed based on the CMU Regulations Governing Admission of International Students. The CMU Regulations Governing Admission of International Students shall be formulated separately and submitted to the Ministry of Education for approval.

Article 74

Students who exhibit outstanding academic performances and research potential may be permitted to directly enroll in a Doctoral Program when recommended by two or more staff ranked associate professors or higher in the original or relevant department, graduate institute, college or degree program and approved by the council of the concerned department, graduate institute, college or degree program and ratified by the President of the University. The CMU Guidelines Governing Direct Admissions into Doctoral Programs shall be formulated separately.

Article 75

(deleted)

Chapter 2 Payment, Enrollment and Course

Selection

Article 76 The registration period and payments for each semester for graduate students shall be announced prior to the start of the semester. Article 77 Freshmen shall register in person within the designated period. Returning students shall make their payments in the designated period of each semester. Late registration shall be processed pursuant to Article 13.

Article 78

Graduate students shall add or drop courses within the designated period after the start of the semester. The online course selection process is complete once the supervisor (or advisor if the student has not chosen a supervisor) and the student confirms it online.

Chapter 3 Maximum Allowed Years of Study, Credits and Grades

Article 79

Graduate students are categorized into full-time students and part-time students. The recognition standards shall be based on the student's category upon applying for the entrance exam and may not be changed after enrollment. Graduate students in the Master's Program are allowed one to four years of study. Graduate students in the Doctoral Program are allowed two to seven years of study. Part-time graduate students in the Master's Program are allowed two to five years of study. Part-time graduate students in the Doctoral Program are allowed three to nine years of study. Students directly admitted into the Doctoral Program shall be allowed the same number of years as in the previous paragraph starting from the day they transfer into the program.

Article 80

Graduate students in the Master's Program shall at least complete 24 credits, not including the credits for thesis writing. Graduate students in the Doctoral Program shall at least complete 18 credits, not including the credits for dissertation writing. Graduating students in a bachelor's degree program who are directly admitted into the doctorate program shall at least complete 36 credits, not including the credits for dissertation writing; students in the Master's Program shall at least complete 30 credits (including the credits taken in the Master's Program), not including the credits for dissertation writing. The required credits stipulated in the previous paragraph may be changed if the graduate institute (division) regulates otherwise.

Article 81 Grades for courses for graduate students have a full mark of 100 (A+), and grades under the mark of 70 (B-) shall be considered as failing and the credits will not be awarded.

The graduation grades for graduating students in the Master Program and the Doctoral Program is calculated according to the average of the students' average academic performance and the degree exam score.

Article 82

Graduate students shall be expelled under any of the following conditions:

1. Full-time Master's Program students who have completed four years of study, part-time students Master's Program students who have completed five years of study, full-time Doctoral Program students who have completed seven years of study, and part-time Doctoral Program students who have completed nine years of study and have not yet completed the required courses and credits.
2. Ph.D candidates who fail the qualification exam and still do not qualify after retaking the exam once.
3. Students who fail the degree exam and do not qualify for retaking the exam or qualify for retaking the exam but still fail after retaking the exam once.
4. Graduate students who receive a semester grade of 0% (X) for two or more courses in a semester.
5. Graduate students who receive a score of less than 70% (B-) in moral conduct.

Article 83

The graduate student degree exam shall be processed based on the Degree Conferral Law and the CMU Degree Exam Implementation Rules. The Degree Exam Implementation Rules shall be formulated separately and submitted to the Ministry of Education for approval.

Chapter 4 Transfer Among Graduate Institutes

Article 84

Graduate students who have completed at least one semester and wish to transfer to another Graduate Institute due to special circumstances may transfer upon obtaining approval from the directors (chairmen) of the original Graduate Institute and the concerned Graduate Institute and consent from the Dean of Graduate Student Affairs.

Chapter 5 Graduation and Degree

Article 85
graduate:

Graduate students who qualify all of the following shall be allowed to

1. Graduate students who have completed and passed their required courses and credits within the designated periods of study.
2. Graduate students who have passed the exams as stipulated in the CMU Degree Exam Implementation Rules.
3. Students who have attained the standard in the CMU Student English Proficiency Evaluation as stipulated in the Regulations Governing Student English Competency Evaluation.
4. Master's Program thesis must be published. Doctoral Program research topic journal papers shall have an Impact Factor of no less than 4.0 in total, and the topic seminar courses are conducted fully in English. Doctoral Program research topic journal papers in special research areas (as listed in the CMU Minimum Research Standard for Faculty Recruitment and Promotion, excluding areas of study under the Department of Life Sciences of the Ministry of Science and Technology) shall have an Impact Factor of no less than 3.0 in total. However, research areas such as History and Classics of Chinese Medicine and Nursing are exempt from the regulations.

Article 86 Graduate students who qualify under the previous Article shall be awarded a Master's Degree or a Doctoral Degree.

Chapter 6 Other Matters

Article 87 For regulations common to the Master's Programs, Doctoral Programs and Undergraduate Programs, regulations in Section 2 shall apply.

Section 6 Supplemental Rules

Article 88 Students (graduate students) who attain the age of compulsory military service and are judged to have a type A or B physique, and those who have completed their military service and are now reservists, may apply to postpone their service pursuant to the Guidelines for Applying for Postponement of Military Service by Students of High Schools and Above or Guidelines for Applying for Postponement of Military Service by Students of Junior Colleges and Above.

Article 89 Any matters that are not addressed in the Academic Regulations shall be governed by the relevant laws and regulations of the Ministry of Education.

Article 90 The Academic Regulations shall be announced and implemented after approval is obtained in an Academic Affairs meeting and from the President of CMU and submitted to the Ministry of Education for future reference. The same applies to all subsequent amendments.

Deliberations approved by the University Affairs meeting of the second semester of the 1999 academic year on June 26, 2000
Approved for reference by the Ministry of Education in the Tai-(89)-Gao-(II)-Zi No. 8998517 Letter dated August 9, 2000
Approved for reference by the Ministry of Education in the Tai-Gao-(II)-Zi No. 0920060028 Letter dated April 23, 2003
Approved for reference by the Ministry of Education in the Tai-Gao-(II)-Zi No. 0930080720 Letter dated June 24, 2004
Approved for reference by the Ministry of Education in the Tai-Gao-(II)-Zi No. 0940105774 Letter dated August 17, 2005
Approved for reference by the Ministry of Education in the Tai-Gao-(II)-Zi No. 0960027908 Letter dated March 7, 2007
Approved for reference by the Ministry of Education in the Tai-Gao-(II)-Zi No. 0960098965 Letter dated June 28, 2007
Approved for reference by the Ministry of Education in the Tai-Gao-(II)-Zi No. 0960103757 Letter dated July 6, 2007
Approved for reference by the Ministry of Education in the Tai-Gao-(II)-Zi No. 0970162491 Letter dated August 22, 2008
Amendment approved by the second Academic Affairs meeting of the second semester of the 2008 academic year on April 29, 2009
Amendment approved by the first University Affairs meeting of the second semester of the 2008 academic year on June 3, 2009
Approved for reference by the Ministry of Education in the Tai-Gao-(II)-Zi No. 0980135500 Letter dated August 11, 2009
Announced in the Rong-Jiao-Zi No. 0980009240 Letter dated August 26, 2009
Amendment approved by the second Academic Affairs meeting of the first semester of the 2010 academic year on November 8, 2010
Amendment approved by the third Academic Affairs meeting of the first semester of the 2010 academic year on January 5, 2011
Amendment approved by the first Academic Affairs meeting of the second semester of the 2010 academic year on April 13, 2011
Amendment approved by the first University Affairs meeting of the second semester of the 2010 academic year on April 21, 2011
Announced in the Rong-Jiao-Zi No. 1000004830 Letter dated April 28, 2011
Approved for reference by the Ministry of Education in the Tai-Gao-(II)-Zi No. 1000076082 Letter dated May 18, 2011 (Articles 4, 6, 13, 15, 20, 38, 43, 43-1, 45, 52, 53, 55, 74 and 80)
Approved for reference by the Ministry of Education in the Tai-Gao-(II)-Zi No. 1000092859 Letter dated June 13, 2011 (Article 21)
Announced in the Rong-Jiao-Zi No. 1000007031 Letter dated June 15, 2011
Amendment approved by the extraordinary Academic Affairs meeting of the first semester of the 2011 academic year on September 14, 2011
Amendment approved by the first Academic Affairs meeting of the second semester of the 2011 academic year on April 11, 2012
Amendment approved by the second University Affairs meeting of the second semester of the 2011 academic year on May 23, 2012
Announced in the Rong-Jiao-Zi No. 1010006835 Letter dated June 7, 2012
Approved for reference by the Ministry of Education in the Tai-Gao-(II)-Zi No. 1010110555 Letter dated July 6, 2012 (Articles 3, 17-1, 20, 42-1, 48, 84 and 87)
Amendment approved by the first Academic Affairs meeting of the first semester of the 2012 academic year on September 13, 2012
Amendment approved by the first University Affairs meeting of the first semester of the 2012 academic year on October 17, 2012
Amendment approved by the second Academic Affairs meeting of the first semester of the 2012 academic year on October 24, 2012
Amendment approved by the third Academic Affairs meeting of the first semester of the 2012 academic year on January 2, 2013
Amendment approved by the second University Affairs meeting of the second semester of the 2012 academic year on June 11, 2013
Amendment approved by the third University Affairs meeting of the second semester of the 2012 academic year on July 24, 2013
Announced in the Rong-Jiao-Zi No. 1020009351 Letter dated August 15, 2013
Approved for reference by the Ministry of Education in the Tai-Gao-(II)-Zi No. 1020128705 Letter dated August 29, 2013 (Articles 34, 37 and 38)
Amendment approved by the first Academic Affairs meeting of the first semester of the 2013 academic year on September 24, 2013
Amendment approved by the second Academic Affairs meeting of the first semester of the 2013 academic year on October 23, 2013
Amendment approved by the first University Affairs meeting of the first semester of the 2013 academic year on November 13, 2013
Announced in the Rong-Jiao-Zi No. 1030000059 Letter dated January 3, 2014
Approved for reference by the Ministry of Education in the Tai-Gao-(II)-Zi No. 1030009167 Letter dated May 1, 2014 (Articles 6, 8, 9, 20, 39, 40, 41, 43, 52, 69, 70, 70-1 and 83)

Amendment approved by the third Academic Affairs meeting of the first semester of the 2013 academic year on November 13, 2013
Amendment approved by the first University Affairs meeting of the second semester of the 2013 academic year on March 26, 2014
Announced in the Wen-Jiao-Zi No. 1030006245 Letter dated May 22, 2014
Approved for reference by the Ministry of Education in the Tai-Jiao-Gao-(II)-Zi No. 1030086823 Letter dated September 10, 2014 (Articles 4-2, 17, 20-2, 45, 48, 48-1, 60, 73-2 and 75)
Announced in the Wen-Jiao-Zi No. 1030011953 Letter dated October 3, 2014