

Wenzao Ursuline University of Languages

Academic Policies for the Junior College Division

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Chapter 1 – General Regulations

Article I. The Academic Policies for the Junior College Division of the Wenzao Ursuline University of Languages (hereinafter “University”) have been established in accordance to the Regulations for Junior Colleges, Detailed Operation Procedures for Junior Colleges, Degree Conferral Law, Regulations for Establishment of Evening Divisions in Junior Colleges and other related laws and regulations. These Regulations are also instituted based on the College’s actual circumstances. All academic matters are conducted according to these Policies. Matters not stated in this document are handled according to other related regulations.

Article II. The University has an affiliated Five-year Junior College which admits junior high school graduates or students with equivalent academic credentials.

Chapter 2 - Admissions

Article III. Admission guidelines for new students must be instituted before entrance

exams are held and ratified by the Ministry of Education. Admission information is stated in a separate document.

Article IV. The University admits international students. Admission guidelines for international students are stated in a separate document and submitted to the Ministry of Education for ratification.

Article V. Newly admitted students must complete enrollment procedures in person or through a delegate by the prescribed date. If the procedures are not completed on time, the admission offer will be withdrawn.

Article VI. Newly admitted students who cannot attend classes due to serious illness, call to military duty, pregnancy, childbirth or other special circumstances must file a deferment application including relevant documentation before the registration period ends. Upon approval from the University, students can register in the following year. Students do not need to pay any fees. The conditions and time limits of deferment are stipulated by the University in a separate document.

Chapter 3 – Transfers between Institutions and Departments

Article VII. When a department has openings, it may admit transfer students from other institutions. Procedures for admitting transfer students must be ratified by the Ministry of Education. Admission guidelines are stated in a separate document.

Article VIII. When a department has openings, it may admit transfer students from other departments. Guidelines for inter-departmental transfers are stated in a separate document.

Article IX. Students who were expelled by the University due to a failing grade in conduct may not return to the University through transferring.

Chapter 4 – Completion of Credits & Length of Study

Article X. The time limitation for completion of any of the University's five-year junior college programs is five years. Students must complete at least 220 credits. Individual departments may specify required courses for graduation and raise the number of graduation credits. Students who cannot complete the required and elective courses and the required number of credits within the time limitation may extend their enrollment time for a maximum of two years. Students who still cannot complete their studies after the extended period are subject to item F of Article XXI.

This rule applies to students who have not reached the language proficiency benchmark. Item F of Article XXI applies to students who at the end of the extension period still have not completed all credits.

Students with disabilities may extend their time of study for a maximum of four years. Students, who become pregnant, give birth or care for children under the age of three may also extend their time of study.

Article XI. Students in the five-year junior college programs who perform exceptionally well academically may apply for early graduation one year prior to the regulation time if they have completed the courses and credits required by their departments and meet the stipulations in Article XL. Students in the two-year junior college programs who perform exceptionally well academically may apply for early graduation one semester prior to the regulation time if they have completed the

courses and credits required by their departments and meet the stipulations in Article XL. Procedures for early graduation are stated in a separate document, which must be submitted to the Ministry of Education for future reference. Students not eligible to graduate early must still register according to established guidelines and pay tuition and fees as regular students.

Chapter 5 – Registration, Payment, Course Selection, and Transfer of Credits

Article XII. New students must submit academic records and pay applicable fees in person or through a delegate within the period of time stipulated by the University to complete registration procedures.

Returning students must submit their student IDs and complete payment procedures within the stipulated time at the beginning of the semester.

Students who wish to withdraw after classes have started must register and pay fees before completing withdrawal procedures.

Readmitted students must complete readmission procedures within the time limit stated in the readmission notice before proceeding with registration procedures.

Article XIII. Students who cannot complete registration procedures must apply for leave according to established procedures and request an extension for a maximum of two weeks. Procedures for requesting leave are stated in a separate document. New students who do not have approved leave, have not withdrawn, have not applied for maintenance of student status and have not registered within the stipulated time limit will have their admission qualifications withdrawn. Returning students in these circumstances will be deemed to have voluntarily withdrawn.

Article XIV. The amount of tuition reimbursement for students who withdraw or are expelled is calculated according to Ministry of Education guidelines.

Article XV. Students in their first three years of junior college may not take fewer than 20 or more than 32 credits per semester. Students in their fourth and fifth years of junior college may not take fewer than 12 or more than 28 credits per semester. Graduating students and other students who are unable to take the minimum required number of credits may request to be exempt from this requirement; however, they may not take fewer than four credits. If the request is granted, students may not ask for a reimbursement of fees paid or receive scholarships or grants based on academic performance for the current semester. Students who take fewer than the required number of credits and do not submit the appropriate request will be deemed to have voluntarily withdrawn. Students must select courses following the Guidelines for Selecting Courses, which are stated in a separate document.

Article XVI. Registration for students extending their studies:

- A. Students who extend their studies beyond regulation time must complete registration procedures according to established deadlines of each semester. Students who register for fewer than 10 credits pay tuition per credit. (Internship classes are charged according to the actual number of class hours.) Students who register for 10 or more credits pay the same tuition and fees as regular students.
- B. If one half or the majority of credits registered for are for taking

courses within the first three years of the five-year program, students pay the tuition applicable to the first three years. If the majority of credits registered for are for taking courses within the last two years, students pay the tuition applicable to the last two years of the five-year program.

- C. Items C, D, and E of Article XXI of these Policies apply to students' grades.
- D. Students who have completed the courses and number of credits required by each department but have not reached language proficiency benchmarks must complete registration procedures according to established deadlines of each semester. Students who do not comply are disciplined according to item A of Article XXI.
- E. Tuition and fee charges stated in items A and B apply to students in the situation described in item D. These students are not subject to the one-course requirement stated in Article XXXIX.

Article XVII. Newly admitted students who have completed courses and earned credits before enrollment can request to have the credits transferred and applied towards graduation requirements. Students must be enrolled for at least a year before graduating. Procedures for transferring credits are stated in a separate document.

Article XVIII. The University offers courses at its discretion during summer and winter terms. Guidelines are stated in a separate document.

Chapter 6 – Withdrawal, Readmission, Expulsion, Revocation of Student Status

Article XIX. Student withdrawal and re-admission are subject to procedures established by the University. If a student withdraws due to pregnancy, childbirth, caring of children below the age of three or for military service, this time period is not counted towards the maximum time for which students can withdraw. Regulations regarding withdrawal and readmission are stated in a separate document.

Article XX. Students wishing to withdraw or being expelled must obtain a signed agreement from their parents or guardians. (Students over the age of 20 in the Division of Continuing Education are exempt from the signed agreement.) Students in person or their relatives must complete exit procedures at the University before completing withdrawal and expulsion procedures.

Article XXI. A student will be expelled if any of the following apply. (All relevant units must notify the student suffering this disciplinary action.)

- A. A student who has not registered during the prescribed time period or one who has previously withdrawn but has not re-registered within the prescribed time period is deemed to be unwilling to register.
- B. A student has committed a serious violation of University rules and the Student Awards and Discipline Committee has decided on an order for immediate expulsion.
- C. For two consecutive semesters, a student has failed half of the credits he or she has registered for.
- D. A student has failed two thirds of the credits he or she has registered for during a particular semester.

- E. Items C and D do not apply to students with disabilities.
- F. A student's extended period of study has ended but he or she has not fulfilled the requirements for graduation stated in Article XL.
- G. A student holds student status in two institutions simultaneously without the University's consent.
- G. Notwithstanding any of the cases stated above, a student requests to be dismissed.

Article XXII. Students who take nine or fewer credits, excluding military training and physical education classes, are not bound by items C and D of Article XXI.

Article XXIII. Students who are expelled after completing one semester of coursework and have earned grades may request a certificate of attendance from the University. However, students who are expelled and have their student status revoked for submitting falsified documents will not be issued a certificate.

Article XXIV. Students who are discovered borrowing, falsely using, forging or changing academic documents will have their student status revoked. Parents or guardians will be notified. Should the incidents be discovered after graduation, students graduation eligibilities will be immediately nullified as well as their associate degree diplomas after public announcements.

Article XXV. Students who violate the University's Rules of Conduct or behave inappropriately before graduation or while on leave are subject to disciplinary measures determined by the University in the form of warnings, demerits, probation, suspensions, expulsions and revocations of student status. Students who feel that disciplinary actions imparted by the University are inappropriate may appeal following Regulations for Student Appeals. Such regulations are stated in a separate document.

Article XXVI. Students who have suffered disciplinary actions, expulsions or revocations of student status can appeal by following established procedures if they feel that the disciplinary actions were unjustified. Before the results of the appeals are determined, disciplinary actions are not suspended but students are allowed to continue attending classes. If disciplinary actions are not changed as result of the appeals, then the date of termination of studies will be the date when disciplinary action was imparted. Grades earned between the date of disciplinary action and confirmations of appeal results are not valid. Fees are reimbursed according to regulations. If students are unsatisfied with the result of the appeals to the University, they may raise an executive appeal. If a higher authority or court determines that the disciplinary actions taken by the University are illegal or inappropriate, the University must modify such actions. The University will help students who as result of disciplinary actions that were later changed but cannot return to classes due to special circumstances get readmitted. For the time period before readmission, students should retroactively apply for withdrawal.

Chapter 7 – Tests, Grades, Make-up Exams, Retaking Courses

Article XXVII. Instructional time for each semester at the University cannot be less than 18 weeks. Classes that meet for one hour every week receive one credit. Internship or laboratory classes receive one credit for every two to three hours of actual class time per week.

Article XXVIII. Students receive four kinds of grades--for academic courses (including internships and laboratory courses), for conduct, for physical education, and for military training. Grades are given with 100 as the maximum grade and 60 as the passing grade. Grades for conduct, physical education, and military training are stated as levels of performance. Number grades and their corresponding performance levels are stated below. Average performance is the equivalent of a passing grade.

- A. Grades between 90 to 100 points represent exceptional performance.
- B. Grades above 80 and below 90 points represent very good performance.
- C. Grades above 70 and below 80 points represent good performance.
- D. Grades above 60 and below 70 points represent average performance.
- E. Grades above 50 and below 60 points represent below average performance.
- F. Grades below 50 points represent poor performance.
- G. In a transcript in English, the above levels of performance are stated as A, B, C, D, E and F.

Article XXIX. Student grades will be assigned following the Guidelines for Student Assessment which are stated in a separate document

Article XXX. Students' average semester grades are determined by dividing the actual number of points earned by the number of credits registered for. A student's graduation grade is determined by the actual number of points earned each semester (including summer terms) divided by the total number of credits registered for. The calculation method is stated below:

- A. The number of points earned is the result of multiplying the number of credits by the points received.
- B. The sum of all the credits taken is the total number of credits.
- C. The sum of all the points earned is the total number of points earned.
- D. The final average grade is obtained by dividing the total number of points earned by the total number of credits.
- E. The final average grade is obtained by dividing the total number of points earned by the total number of credits. The final average grade includes all the courses a student has failed but does not include the courses and credits that a student has transferred.

Article XXXI. Students who are absent for one third of the actual number of class hours held (excluding mid-term and final exam weeks) receive a grade of zero for the course.

Article XXXII. Grades submitted by instructors to the Office of Academic Affairs cannot be changed. If an error or omission is discovered in grade assignment or calculation, the instructor or student in question may submit an application for grade change. The oversight can be corrected upon approval by the Academic Affairs Committee (or by the Division of Continuing Education Affairs Committee). Requests for change of semester grades must be submitted between the day after the grade reports are sent and the second week of the following semester.

Article XXXIII. A student will be allowed to take a make-up exam if one of the following apply:

- A. A student cannot sit for the exam during mid-term or final exam period due to hospitalization or other irremediable circumstances and has requested and been granted leave. (Make-up mid-term and final exams must be newly created by instructors within two weeks of the end of the exam period. The Curriculum Section of the Office of Academic Affairs or the Academic Affairs Section of the Division of Continuing Education will schedule and administer the exams.)
- B. A student in the first and second year has not failed more than half of the total number credits for the semester and has received a grade of at least 50 in the course. (Students who receive failing marks of above 50 in military training and physical education class may take make-up exams. The rule regarding failing more than half of the semester credits does not apply.)
- C. A student in the third or fourth year has received a failing grade above 50 in military training class or physical education class.
- D. A student taking make-up exams due to failing grades may only do it once. The Curriculum Section of the Office of Academic Affairs will schedule make-up exams prior to the registration period of the following semester.

Article XXXIV. A student will not be allowed to sit for make-up exams and must retake the class if any of the following apply:

- A. A student in the first or second year receives a semester grade below 50 for a particular class.
- B. A student in the third, fourth or fifth year receives a failing grade for a particular class. (Military training and physical education classes are excluded.)
- C. A student does not sit for a mid-term or final exam and does not request leave from the Office of Academic Affairs. The score given for a missed exam is zero.
- D. A student retakes a course with a class behind his or her own or takes a class in a different division and receives a failing grade.

Article XXXV. Make-up exam grades are calculated by the method stated below:

Students who request leave during mid-term or final exam week due to official business, hospitalization, death in the immediate family, pregnancy or care for children under three years old receive the grade that they score on the make-up test. All others receive a grade equal to 80% of the score that they receive on the make-up test.

Students who have received a semester grade above 50 and pass the make-up exam receive the grade of 60.

Students who fail or miss the make-up exam keep the grade they received before the make-up exam.

Article XXXVI. Students who should sit for a make-up exam but miss it for no reason receive a grade of zero for the make-up exam.

Article XXXVII. Student grades are rounded up to the next digit. The average grade for the semester and for graduation is calculated with one digit after the decimal point.

Article XXXVIII. While a student is attending the University, all mid-term and final exams are archived by the University or the instructor for a year. After a year, they are destroyed according to University regulations. In the case of appeals, the exams are kept until the matters are finalized. Students' grades must be duly recorded by the University and maintained permanently.

Chapter 8 - Graduation

Article XXXIX. Graduating students who have not completed the necessary credits must extend their studies. Students who must take courses offered during the second semester can apply for withdrawal during the first semester and be exempted from registering. Students who register must take at least one course.

Article XL. Students who attend the full length of the study program and meet all the requirements below are eligible to graduate and are awarded associate degrees and diplomas.

- A. The student has completed the courses and number of credits required by the department with passing marks and has received passing marks in conduct.
- B. The student has reached benchmarks established by the University or each department on language proficiency exams. The guidelines for language proficiency benchmarks are established by the Office of Academic Affairs and stated in a separate document.
- C. The student has fulfilled the University's requirements for volunteer service and labor service. The guidelines for these are established by the Office of Student Affairs and stated in a separate document.
- D. The student has met all other graduation requirements established by the University and each department.

Graduation requirements established by each department must be approved by the Departmental Affairs Committee and the University Affairs Committee before they become effective.

Chapter 9 – Administration of Student Records

Article XLI. As required by regulations, the University creates permanent records of a student's student ID, name, gender, date of birth, home address, national ID number, nationality of foreign students, country of residence for overseas students, status upon admission, program of study, date of admission, department, withdrawals, readmissions, courses taken, credits earned, grades, graduation date, names of parents or guardians, contact information, and photographs of the time the student was admitted and graduated.

Article XLII. The recorded names, national ID numbers and dates of birth of students will be the ones shown on students' national ID cards. Information on admission eligibility documents that differ from what is stated on national ID cards must be rectified.

Article XLIII. If a current student or a graduate applies for a change of name, national ID number, or date of birth, he or she must notify the University and present valid documentation issued by Household Registration Office. The Associate degree diploma of a graduate will reflect the change and be stamped with the seal of the University.

Article XLIV. The University keeps records of changes in students' names, national ID numbers, and dates of birth and notes any changes in the list of graduates.

Article XLV. Students' admission qualifications, academic documentation and graduation qualifications are evaluated by the University according to regulations. The University shall keep permanent records and related statistics of new students, transfer students, student withdrawals, and graduates.

Chapter 10 - Appendix

Article XLVI. Procedures for student awards and disciplinary actions, procedures for issuing grades for conduct and other matters are stated in a separate document, which is submitted to the Ministry of Education for future reference.

Article XLVII. Guidelines regarding the student status and academic performance of students who are serving mandatory military service or become exchange students are stated in a separate document.

Article XLVIII. These University Regulations become effective after approval by the Academic Affairs Committee and the University Affairs Committee, and submission to the Ministry of Education. Amendments must follow the same procedure.