

National Kaohsiung University of Science and Technology

Academic Regulations for the Junior College Division

Passed by the 2nd University Affairs Meeting on May 3, 2018.
Ratified by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1070149087 on September 7, 2018.
Amended and Passed at the 2nd University Affairs Meeting on December 26, 2018.
Ratified by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1080009409 on January 21, 2019.
Amended and Passed at the 3rd University Affairs Meeting on April 24, 2019.
Ratified by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1080075670 on May 30, 2019.
Amended and Passed at the 2nd University Affairs Meeting on December 25, 2019.
Ratified by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1090003227 on February 4, 2020.
Amended and Passed at the 3rd University Affairs Meeting on April 22, 2020.
Ratified by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1090084633 on July 2, 2020.
Amended and Passed at the 2nd University Affairs Meeting on December 23, 2020.
Ratified by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1100002856 on March 3, 2021.
Amended and Passed at the 3rd University Affairs Meeting on April 28, 2021.
Amended and Passed at the 4th University Affairs Meeting on June 16, 2021.
Ratified by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1100090417 on August 6, 2021.
Amended and Passed at the 1st University Affairs Meeting on October 27, 2021.
Ratified by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1100161936 on December 28, 2021.
Amended and Passed at the 2nd University Affairs Meeting on December 27, 2023.
Ratified by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1130005423 on February 16, 2024.
Amended and Passed at the 4th University Affairs Meeting on June 12, 2024.
Ratified by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1130068764 on July 29, 2024.
Amended and Passed at the 1st University Affairs Meeting on October 23, 2024.
Ratified by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1132303558 on December 10, 2024.

Chapter 1 General Provisions

Article 1 These Academic Regulations for the Junior College Division (hereinafter referred to as “these Regulations”) are adopted by the National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to handle students’ status and matters following the Regulations for Junior Colleges, Detailed Operation Procedures for Junior Colleges, Degree Conferral Law, Regulations for Establishment of Evening Divisions in Junior Colleges, the University Academic Regulations article 2 and other relevant laws and regulations.

Article 2 The University has an affiliated Five-year Junior College that admits junior high school graduates or students with equivalent academic credentials. The duration of study should be five academic years.

Chapter 2 Admissions

- Article 3 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 4 Admitted students (including transfer students) must complete enrollment procedures by the prescribed date. If the procedures are not completed on time or fail to pass the review, the admission offer will be withdrawn.
- Article 5 New entrants (including transfer students) shall submit their graduation diplomas on the day of orientation and fill out admission status forms by themselves before enrolling at the University. Students who apply for a delay in the submission with justification reasons may be allowed to enroll in the University first if their applications are approved; however, if the graduation diplomas are not submitted before the deadline, their admission status will be suspended.
- Article 6 Freshmen who are unable to register on time due to disease, unforeseen circumstances, or military services shall submit supporting documents to the University to retain their admission status for one year without paying any fees. However, freshmen shall submit the issued admission document to complete the registration process in person before the next registration begins. These regulations are not applicable to transfer students. Students who have received a military service call or are currently serving in the military may apply to retain their admission status with supporting documents. The retention will remain in effect until the students are discharged from their military duties.
- New entrants (including transfer students) who are pregnant, have recently given birth, or are providing care to children under three years of age may apply to retain their admission status with the required supporting documentation. The duration of the retention is subject to the student's circumstances.
- Article 7 A newly admitted student or a transfer student at the University who has cheated on admission examinations inside or outside the University, or whose submitted certificates involve borrowing, impersonation, counterfeiting, and alteration, and who has been proven guilty, shall have

his/her admission qualification and graduation diplomas revoked. If the violation was uncovered after the student graduated from the University, his/her graduation diploma and graduate qualification will be revoked by relevant regulations.

Chapter 3

Registration, Payment, and Course Selection

Article 8 Students must complete all payment and registration procedures before the first day of classes. If payment and registration must be delayed for serious illness or other unforeseen incidents, the student shall apply for a leave of absence with supporting documents before the first day of classes. The length of the leave of absence shall not exceed two weeks. Students must register before the leave of absence expires. Otherwise, the admission status of new students shall be rescinded, and returning students shall be asked to withdraw from school.

This regulation does not apply to students who have their registration deferred upon special approval.

Article 9 Students must pay tuition miscellaneous fees and credit fees, and finish the registration process during the registration period every semester.

Students who apply for leave or dismissal after registration may apply for a refund following the regulations established by the Ministry of Education.

Article 10 Students shall select courses following regulations stipulated by each department and Regulations Governing Course Selection.

Article 11 Adding, dropping, or withdrawing from classes must be completed through the designated process and within the stated deadlines for each semester, any requests received after the deadline will not be accepted. After the add and drop period, students who are unable to take the selected course must apply for a course dismissal in accordance with the Regulations Governing Course Selection. Students are not permitted to exceed or fall below the maximum credit amount for a semester due to changes in adding, dropping, or withdrawing.

Article 12 The maximum credit amount a student can take in one semester must adhere to the following rules:

1. For the first to third year, the minimum number of credits to be taken per semester is 20, with a ceiling of 36 credits; for the fourth to fifth year, the minimum is 9 credits and the maximum is 28 credits. This regulation does not apply to students who extend their studies beyond regulation time.
2. Students whose average academic score in the previous semester is above 80 or due to special circumstances may add up to six additional credits with the approval of the department's Chair.
3. With the approval of the department's Chair, students can take undergraduate courses. However, whether they can be counted as graduation credits shall be handled in accordance with the regulations of each department.
4. Students who have been selected as national players are unable to meet the minimum credit requirement for the semester due to their participation in regular training or competitions can apply to ease the requirement to at least 1 course per semester. The application must be approved by the department's Chair and submitted to the Office of Academic Affairs and the General Administration Division for record keeping.

Article 13 The class schedule outlines the time slots for each course, and therefore students are not allowed to enroll in classes that overlap in terms of time. If any such conflicts are discovered, the courses in question shall be canceled without exception, and no students shall be allowed to contest such cancellations.

Article 14 Students at the University who have received approvals from the University and other universities are permitted to enroll in courses at other universities and shall adhere to relevant regulations in the Enforcement Rules Governing Cross-registration for Courses at Other Universities which are established separately.

Article 15 Students who take a course they have passed or waived may add the course to their academic record, but the credits earned will not count towards the

graduation credits.

Article 16 The University may offer summer courses during summer breaks as needed. The relevant units shall adhere to relevant regulations in the Regulations Governing Summer Courses which are established separately.

Chapter 4

Study Period, Credits, and Grades

Article 17 The University for the junior college division follows the academic year credit system. The duration of study for five-year junior college students should be five academic years. Students must earn at least 220 credits to graduate. Students who have yet to finish their studies may extend their study period by two years. Students with disabilities are eligible to extend their study period for a maximum of four years, depending on their physical or mental condition.

Students who are pregnant, have recently given birth, or are providing care to children under three years of age may apply to extend their study period.

Article 18 Students may study abroad or in Mainland China for credits and degrees and shall adhere to relevant regulations in the Regulations Governing Students Studying Abroad or in Mainland China for Acquiring Credits and Degrees which are established separately.

Article 19 The standard calculation for credit and teaching hours is one credit per 18 teaching hours. In internships or laboratory courses, one credit is equal to one to three teaching hours per week. The actual number of hours taught will be determined by each department.

Article 20 The academic performance of students may be evaluated by the course instructor through a range of dynamic methods, including in-class performances, presentations, exhibitions, assignments, midterms, and finals.

Midterm and final exams must adhere to the academic calendar, but the instructor of a course may change the date of midterm exams at his/her discretion.

The syllabus for a course must include the grading standards and methods.

Article 21 A student's grade at the University falls into two categories: academic performance and conduct grade, both of which are scored on a scale of 1 to 100. The maximum grade is 100, and undergraduate students must score a minimum of 60 to pass.

The conversion table of the letter grading system and GPA may be provided in the English transcript. The conversions of the letter grading system and percentage grade shall be handled in accordance with the University's Regulations Governing Grading and Assessment of Academic Performance.

Article 22 The calculation for a student's average grade and graduation grade is as follows:

1. The integral of a course is calculated by multiplying its credit with the course grade.
2. The total credit for a semester is the sum of credits for all courses taken during that semester.
3. The total integral of a semester is the sum of integrals of all courses taken during that semester.
4. The total credit of a semester divided by the total integral of a semester equals the GPA of a semester.
5. The total credit of each semester (including summer courses) divided by the total integral of each semester (including summer courses) equals the graduation grade.

Article 23 Instructors must submit, amend, or correct students' academic grades following the Regulations for Students Grade Submission and the Regulations for Instructors to Change Students Academic Grades.

Article 24 Student academic grades given with decimal points must be rounded to the nearest digit. The average grade for each semester, the total average grade, and the graduation grade must be rounded off to two decimal places.

Article 25 Instructors must keep a record of students' academic grades for at least one year. If a student or an instructor files a complaint or seeks an administrative remedy, the instructor must keep the record until the case is settled. The student's academic grades from each semester should be

kept on file.

Article 26 If a student is absent during regular tests, midterms, and final examinations without a leave of absence, the grade of the exams will be recorded as zero.

Article 27 A student who fails a course may not take a make-up test and may not receive any credits for the course. If the course failed was a required course, the student must retake it.

Article 28 Students who are found to have cheated on any exams will be subject to disciplinary measures following the Examination Rules which are established separately.

Article 29 If students are unable to take the midterm or final exam due to other compelling reasons, they shall be allowed to take only one make-up test. During the make-up exam period, no further absences for any reason will be permitted.

Students who request a make-up exam for excuses such as official leave, pregnancy complications, maternity leave, providing care to children under three years of age, or bereavement leave (limited to spouses and immediate family members) shall have their make-up test grades recorded as their actual grades. For students with other types of excuses, their grades shall be recorded as 80 if their original grade is above 60.

Article 30 If a student is unable to take the final exam or the make-up exam due to a serious illness, they may be considered as taking an ad hoc leave of absence for the unfinished semester. All measures shall be handled following the Regulations Governing Make-up Tests Due to Excused Absences.

Article 31 Students admitted into the University's bachelor's or associate's degree programs may be placed at a higher grade level based on the number of credits transferred or courses exempted. However, they are still required to complete a minimum of one year of study at the University and meet the graduation credit requirements of their respective departments or institutes (divisions) to be eligible for graduation. The maximum duration of the study shall not be extended thereby.

Students who want to apply for credit transfer or course waiver shall apply

within a period starting two weeks before the commencement of the first or second semester of their initial academic year and ending one week after the commencement of the respective semester. Only one application shall be processed.

For new students, the maximum permitted credits for credit transfer and course waiver shall be half of the total required graduation credits. For transfer students, the maximum permitted credits for credit transfer and course waiver shall be three-fifths of the total required graduation credits. However, these limitations do not apply to students who have not previously completed the University's Junior College Division and have currently been admitted to pursue an associate's degree.

Matters related to credit transfers and course waivers are established separately in Regulations Governing Credit Transfers and Course Waivers for Students.

Article 31-1 The principle of credit waivers and transfers is not to waive or transfer credits repeatedly. The related regulations are as follows:

1. The titles and content of the courses for credit transfer and course waiver must correspond.
2. Courses with identical names and content, courses with different names but identical content, or courses with different names and content but similar nature, may be eligible for credit transfer and course waiver.
3. Students who have participated in training or competitions that are similar or related to the curriculum prior to admission and have obtained corresponding certifications or proofs, may apply for credit transfer or course waiver with supporting documents.
4. The respective departments may, if deemed necessary, conduct assessments before granting credit transfer or course waiver.
5. If the credits intended for credit transfer or course waiver exceed the credits of the applied courses, the lower credit count shall be recorded. Conversely, when the credits intended for credit transfer or course waiver are fewer than the credits of the applied courses, the respective teaching unit shall designate supplementary courses to compensate

for the credit deficiency. If there are no courses available with the same name, similar content, or similar nature suitable for supplementation, credit transfer shall not be processed.

Chapter 5

Excused Absence, Leave of Absence, Re-enrollment, Dismissals

Article 32 Students who are unable to attend a course or an examination for any reason must apply for a leave of absence and shall follow the procedure in the Regulations Governing Leave of Absence, Re-enrollment, Dismissal, and Refunds which are established separately.

Article 33 An absence without approval of absence shall be regarded as truancy. Course instructors may deduct points in line with student attendance records.

Article 34 A student may apply for a leave of absence for one semester, one academic year, or two academic years. The maximum duration allowed is a total of two academic years of leave.

In case of serious illness or unforeseen circumstances, a student unable to re-enroll may request an extension of their leave for additional years. However, approval from the Dean of the Office of Academic Affairs is required after submitting a special report.

A student who chooses to enlist in the military during their leave and intends to extend their leave must submit a photocopy of their military service certificate, a draft notice, or a military ID. After completing military service, a student must submit the original copy of the Military Discharge Order (return after inspection) and its photocopy or proof of completion of military service along with their application for re-enrollment. Military service duration does not count towards the maximum limit of two cumulative academic years of leave.

A student who is pregnant, has recently given birth, or is providing care to children under three years of age may apply for leave with supporting documents. The period of leave of absence is not included when calculating the total duration of the leave.

During a semester in which a student takes a leave of absence, any courses they have completed will not be counted towards their academic record.

A student may not apply for a transfer to a different program (or department or institute, division, degree program) during their leave.

Article 35 Students shall be requested to take a leave of absence if they meet one of the following conditions:

1. Students are requested to take a leave of absence based on the decision from the University's Award and Disciplinary Sanction Review Committee;
2. Students do not complete course selection by the add-and-drop deadline or do not meet the required number of credits for their affiliated departments or programs.

The Office of Academic Affairs is responsible for notifying a target student to provide a statement within a specific timeline before issuing a leave of absence notice.

Article 36 During students' leave period, if they exhibit outstanding performances or violate the University's regulations, the University shall decide to award or impose disciplinary sanctions following Regulations Governing the Awards of Merit to Students and Disciplinary Sanctions for Misconduct.

Article 37 A student on leave must complete the re-enrollment process between one week before their leave expires and the end of the course selection period for the semester. The University shall dismiss a student who does not re-enroll by the deadline following Article 38, Paragraph 1, Subparagraph 1. Students who apply for a leave of absence after the start of the semester have to complete the registration and payment procedures.

Upon re-enrollment, students who have taken a leave of absence after completing a full semester or year are to move on to the subsequent academic semester or year in their affiliated department or institute, continuing from the point where they had left off their studies. Students who have taken leave in the middle of a semester shall resume their studies from the beginning of their uncompleted semester or year.

If the student's original department or undergraduate program was changed or closed, he or she may continue in other appropriate programs. If a student's affiliated department in the preceding paragraph is restructured or closed, the student may be transferred to an appropriate

department through a special report.

Article 38 Students who meet the following conditions shall be dismissed from the school:

1. Students who fail to register or re-enroll before the leaves expire;
2. Students who receive failing grades in over half of the courses they take for two consecutive semesters;
3. Students who with the following identity and receive failing grades in two-thirds of the courses they take for two consecutive semesters: Students from Hong Kong and Macau, international students, students from Mongolia and Tibet, students with Indigenous status, offspring of diplomats, students from outlying islands;
4. Students whose study period has expired and who are still unable to complete the required courses and credits or fulfill graduation requirements regulated by the department;
5. Students who receive failing conduct grades or commit extremely serious offenses and who have been imposed disciplinary sanctions by the Award and Disciplinary Sanction Review Committee and approved by the President to be dismissed from the University;
6. Students who have already registered at a different university or a different department of the University without approval from the University;
7. Students who voluntarily apply for a dismissal;
8. Students whose leave period has reached the maximum year and who have completed registration but meet the circumstances mentioned in Article 35, Paragraph 1;
9. Students who are dismissed by the University for a variety of conditions in accordance with relevant regulations.

Students whose credits taken in a semester are nine or below, or students who are interns on seagoing vessels, with disabilities, or currently attending exchange programs abroad, will not be subject to Paragraph 1, Subparagraphs 2 and 3.

Students mentioned in Paragraph 1, Subparagraph 7 who apply for dismissal for any reason must obtain the approval of their legal guardian before proceeding with the dismissal procedure. However, this shall not apply to special circumstances which have received approval from the Dean of Academic Affairs on a case-by-case basis.

The University is responsible for notifying a target student to provide a statement within a specific timeline before issuing a dismissal notice.

Article 39 A student who withdraws from or is dismissed by the University must complete a leave procedure. If a student has studied for over one semester and has an academic record, the University shall issue a Certificate of Attendance to the student.

An expelled or disqualified student may not receive any certificate regarding attendance.

Article 40 A dismissed or expelled student may file a complaint. Before the result of the appeal is confirmed, a student may submit a written application to continue his or her studies at the University. If the sanction remains the same as the original, any course completed or any academic record acquired by the student during the appeal period may not be recognized.

If a student does not receive any remedy or disagrees with the outcome of the appeal, the student may appeal to the Ministry of Education through the University; and appeal to the Administrative Court for Administrative proceedings if the student still disagrees with the outcome of the second appeal.

Chapter 6

School Transfer, Department Transfer, a Minor Department, and a Double Major

Article 41 The departments of the University may hold transfer examinations to admit transfer students if a vacancy occurs. Regulations regarding transfer students shall be established separately and submitted to the Ministry of

Education for approval.

Article 42 Students may apply for a department (division, institute, division, or degree program) transfer following the Regulations Governing Students Transferring Department, Institute, Division, or Degree Program.

Article 43 Students pursuing a minor department (institute or degree program) shall adhere to relevant regulations following the Regulations Governing Students Pursuing Minor Division, Department, Institute, or Degree Program, which shall be established separately and submitted to the Ministry of Education for reference.

Article 44 Students pursuing a double major shall adhere to relevant regulations following the Regulations Governing Students Pursuing Double Majors, which shall be established separately and submitted to the Ministry of Education for reference.

Chapter 7

Graduation Requirements

Article 45 Students who complete their study period and meet the following graduation requirements will be granted an Associate's degree:

1. Students who have completed all required courses earned required credit count, and have passed all courses;
2. Students who achieved passing grades in conduct for each semester;
3. Students who fulfilled the graduation requirements of the respective department.

The subjects to be taken by students should include common courses, compulsory subjects for each major, and elective subjects. Those who fail in any of the required subjects or fail to complete the required courses and credits will not be allowed to graduate.

Any false or fraudulent actions made by students regarding academic performance during their study period will result in the revocation of their degrees, which will be publicly announced.

Article 45-1 The procedures and standards for the titles of academic degrees, diploma issuance, and annotations shall be handled following the Regulations Governing Degree Conferral.

Article 45-2 During the study period, students who meet the following outstanding prerequisites are eligible for early graduation: those from undergraduate programs can apply for one semester or one year, while those from two-year technical programs can apply for one semester:

1. Finishing all courses and obtaining all required credits of the department;
2. Achieving a conduct grade of at least 80 in each semester;
3. Maintaining a GPA of at least 80 points over academic years and ranking within the top 10 in the department (or class) based on total grade (excluding the final semester);
4. Fulfilling all requirements set by the University and the department.

Regulations related to early graduation shall be established separately and submitted to the Ministry of Education for reference.

Article 46 If students have extended their study period and must retake courses in their second semester, they can opt for a leave of absence during the first semester without registering. However, if they have already registered, they are still required to enroll in at least one course.

Exchange students who have been approved by the University for the extension of the study period shall continue to pay student insurance premiums and miscellaneous fees.

If students who have deferred graduation have completed the required course for graduation but did not meet the requirements, such as English proficiency threshold and licensure certification, or students who have extended their study period due to internship on seagoing vessels, they shall still pay student insurance premiums. The said students who have paid insurance premiums are exempt from the requirement to take one elective course in a semester.

Chapter 8

Student Status Management

- Article 47 A student's name, address, date of birth, and national ID number registered in the admission file shall be consistent with the information printed on his or her national ID card. Students whose admission qualification papers do not match their identification documents must apply for correction immediately.
- Article 48 Student admission information, including the class of the affiliated department (division), year of study, academic records, and registration, school transfer, department transfer, double majors, minor department, leave of absence, re-enrollment, and dismissal, shall be based on the original copies of admission records and transcripts kept by the Office of Academic Affairs in cases of discrepancies.
- Article 49 Current students, alumni, and students on leave who apply for corrections to their names, their date of birth, or their national ID cards on the University's record must provide valid documents issued by the Household Registration Administration. The information on the University's record may be changed with the approval of the Office of General Administration.

Chapter 9 Appendix

- Article 50 Regulations regarding a student's awards and disciplinary sanctions, conduct grading standards, military draft deferment, and post-school mobilization notice shall be established by the Office of Student Affairs separately.
- Students on leave may apply for scholarships following relevant regulations. The Office of Student Affairs shall establish and announce relevant scholarship regulations.
- Article 51 For students who are affected by major incidents that have been recognized by competent authorities, each department may apply to provide students with more flexible support following the Regulations Governing the Protection of Students' Learning Rights After Major

Incidents in Higher Education Institutions. The application shall take force upon approval by the Academic Affairs Meeting.

Article 52 Matters not mentioned herein shall be handled following relevant laws and regulations of the University.

Article 53 The Regulations should be approved by the University Affairs Council and ratified by the Ministry of Education before taking effect. Amendments shall be processed accordingly.