

Kaohsiung Medical University (KMU)

General Regulations

May 17, 1996	Approved for review on letter ref. (85) Gao Zi No. 85506660 of the Ministry of Education
Jun. 5, 1996	Promulgated on letter ref. (85) KMU Fa Zi No. 053
Aug. 27, 1997	Approved for review on letter ref. Tai (86) Gao (2) Zi No. 86098017 of the Ministry of Education
Sep. 4, 1997	Revised regulations promulgated on letter ref. (86) KMU Fa Zi No. 059
Feb. 24, 1998	Approved for review on letter ref. Tai (87) Gao (2) Zi No. 87014547 of the Ministry of Education
Mar. 13, 1998	Revised regulations promulgated on letter ref. (87) KMU Fa Zi No. 014
Nov. 19, 1998	Approved for review on letter ref. Tai (87) Gao (2) Zi No. 87129301 of the Ministry of Education
Dec. 16, 1998	Approved for review on letter ref. Tai (87) Gao (2) Zi No. 87141923 of the Ministry of Education
Dec. 29, 1998	Revised regulations promulgated on letter ref. (87) KMU Fa Zi No. 079 Revised in accordance with letter ref. (89) Gao (2) Zi No. 89014343 of the Ministry of Education
Mar. 7, 2000	Approved for review on letter ref. Tai (87) Gao (2) Zi No. 89025900 of the Ministry of Education
Apr. 20, 2000	Revised regulations promulgated on letter ref. (89) KMU Jiao Fa Zi No. 005
Apr. 9, 2002	Approved for review on letter ref. Tai (91) Gao (2) Zi No. 91044585 of the Ministry of Education
May 17, 2002	Revised regulations promulgated on letter ref. (91) KMU Jiao Fa Zi No. 003
Aug. 28, 2006	Approved for review on letter ref. Tai Gao (2) Zi No. 0950111261 of the Ministry of Education, except Articles 68 and 98
Aug. 30, 2006	Announced on letter ref. Xiao Fa Zi No. 0950100034 of KMU
Jun. 23, 2007	Announced on letter ref. Tai Gao (2) Zi No. 0950100034 of the Ministry of Education
Jul. 19, 2007	Announced on letter ref. Jiao Zi No. 0960006029 of KMU
May 9, 2008	Approved at the 6 th academic affairs meeting of academic year 2007
Jun. 26, 2008	Approved at the joint meeting comprising the 6 th University Council meeting and the 11 th administrative meeting of academic year 2007
Aug. 19, 2008	Approved on letter ref. Tai Gao (2) Zi No. 0970162495 of the Ministry of Education
Oct. 14, 2008	Announced on letter ref. Jiao Zi No. 0971104609 of KMU
Feb. 11, 2009	Approved at the 4 th academic affairs meeting of academic year 2008
Mar. 26, 2009	Approved at the joint meeting comprising the 3 rd University Council meeting and the 8 th administrative meeting in academic year 2008
Aug. 6, 2009	Approved on letter ref. Tai Gao (2) Zi No. 0980132476 of the Ministry of Education
Aug. 31, 2009	Announced on letter ref. Jiao Zi No. 0981103823 of KMU
Jan. 8, 2010	Approved at the 3 rd academic affairs meeting of academic year 2009
Mar. 11, 2010	Approved at the joint meeting comprising the 2 nd University Council meeting and the 8 th administrative meeting in academic year 2009
Jul. 28, 2010	Announced on letter ref. Jiao Zi No. 0991103633 of KMU
Aug. 26, 2010	Agreed for review on letter ref. Tai Gao (2) Zi No. 0990143026 of the Ministry of Education
Oct. 1, 2010	Announced on letter ref. Jiao Zi No. 0991104861 of KMU
Oct. 8, 2010	Approved at the 3 rd academic affairs meeting of academic year 2010
Oct. 21, 2010	Approved at the joint meeting comprising the 1 st University Council meeting and the 3 rd administrative meeting in academic year 2010
Nov. 23, 2010	Announced on letter ref. Jiao Zi No. 0991105907 of KMU
Mar. 22, 2011	Articles 16, 21, 25, 30, 37, 43, 47, 78, 79, 86 reviewed on letter ref. Tai Gao (2) Zi No. 1000046906 of the Ministry of Education
May 3, 2011	Approved at the 7 th academic affairs meeting of academic year 2010
Jun. 15, 2011	Approved at the 8 th academic affairs meeting of academic year 2010
Jun. 17, 2011	Approved at the joint meeting comprising the 3 rd University Council meeting and the 11 th administrative meeting in academic year 2010

Jul. 8, 2011	Announced on letter ref. Jiao Zi No. 1001102126 of KMU
Jul. 26, 2011	Articles 35, 45, 47, 57, 66, 67, 78, 97, 98, 99 reviewed on letter ref. Tai Gao (2) Zi No. 1000127799 of the Ministry of Education
Sep. 2, 2011	Announced on letter ref. Jiao Zi No. 1001102729 of KMU
Dec. 14, 2011	Approved at the 2 nd academic affairs meeting of academic year 2011
Dec. 23, 2011	Approved at the 1 st University Council interim meeting of academic year 2011
Jan. 13, 2012	Announced on letter ref. Jiao Zi No. 1001104067 of KMU
Feb. 15, 2012	Articles 3, 4, 5, 8 reviewed on letter ref. Tai Gao (2) Zi No. 1010019996 of the Ministry of Education
Mar. 14, 2012	Announced on letter ref. Jiao Zi No. 1011100616 of KMU
Oct. 5, 2012	Approved at the 1 st academic affairs meeting of academic year 2012
Nov. 8, 2012	Approved at the 1 st University Council meeting of academic year 2012
Nov. 29, 2012	Announced on letter ref. Jiao Zi No. 1011103314 of KMU
Dec. 4, 2012	Approved at the 2 nd academic affairs meeting of academic year 2012
Feb. 7, 2013	Approved at the 2 nd University Council meeting of academic year 2012
Mar. 4, 2013	Announced on letter ref. Jiao Zi No. 1021100588 of KMU
Mar. 29, 2013	Approved at the 5 th academic affairs meeting of academic year 2012
Apr. 11, 2013	Approved at the 3 rd University Council meeting of academic year 2012
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Aug. 12, 2013	Articles 12, 19, 28, 53, 76, 79, 82, 98, 99, 100 reviewed on letter ref. Tai Jiao Gao (2) Zi No. 1020113436 of the Ministry of Education
Sep. 11, 2013	Approved at the 1 st academic affairs meeting of academic year 2013
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Nov. 14, 2013	Announced on letter ref. Jiao Zi No. 1021103555 of KMU
Apr. 9, 2014	Approved at the 5 th academic affairs meeting of academic year 2013
May 1, 2014	Articles 4, 5, 7, 18, 22, 66, 67, 76 reviewed on letter ref. Tai Jiao Gao (2) Zi No. 1030025418 of the Ministry of Education
May 6, 2014	Approved at the 4 th University Council meeting of academic year 2013
Jun. 17, 2014	Announced on letter ref. Jiao Zi No. 1031101960 of KMU
Jul. 21, 2014	Articles 23, 34, 36, 44, 53, 55, 87 reviewed on letter ref. Tai Jiao Gao (2) Zi No. 1030103356 of the Ministry of Education
Feb. 16, 2015	Approved at the 3 rd . academic affair meeting academic year 2014
April 2, 2015	Approved at the 3 rd University Council meeting of academic year 2015
April 23, 2015	Announced on letter ref. KMU Jiao Zi No. 10411001281
Aug. 4, 2015	Reference to MOE Tai Jiao Gao (2) No. 1040102781 in article 12,25, 43, 54, 55, 62

Chapter 1 General Rules

- Article 1 The General Regulations of KMU were formulated in accordance with the University Act and its implementation rules, Degree Conferral Act and its implementation rules, the related laws, as well as the actual needs of KMU.
- Article 2 Unless otherwise specified in the relevant laws, all matters relating to student status shall be dealt with in accordance with the General Regulations of KMU, but the related detailed rules and implementation rules are to be formulated separately.

Chapter 2 Studies at the Bachelor's Degree Program

Section 1 Admission

- Article 3 Applicants seeking admission to the Bachelor's Degree Program of KMU must be graduated from public or accredited private senior high schools or schools of the

equivalent level, or must possess equivalent educational level, and have passed the admission examination to KMU in accordance with the regulations of Multiple University-Entrance Systems.

Article 4 Applicants seeking admission to the School of Post-Baccalaureate Medicine of KMU must be nationals of the Republic of China being graduated from the universities or independent academies accredited by the Ministry of Education and having obtained bachelor's degree or above, or being graduated from the overseas universities or independent academies recognized by the Ministry of Education, having obtained bachelor's degree or above and having passed the admission examination to KMU.

Admission to the Post-Baccalaureate Degree Programs shall be in accordance with the "Guidelines on Recruiting Students for Post-Baccalaureate Second Bachelor's Degree Programs" of KMU.

Article 5 Applicants seeking admission to the Bachelor's Degree Program of Two-Year In-Service Program must be graduated from the junior colleges (or above) accredited by the Ministry of Education, overseas institutions of higher education recognized by the Ministry of Education, or must have met the Standards for Recognition of Equivalent Educational Level as Qualified for Entering University, achieved the related work experience, and passed the admission examination to KMU.

Students being admitted to Bachelor's Degree Program of Two-Year In-Service Program shall be arranged to study at the third year in the first academic year after enrollment.

Article 6 KMU shall accept applications for admission to KMU from overseas applicants with the related admission eligibility. But the guidelines on such admission are to be formulated separately, and submitted to the Ministry of Education for approval.

Article 7 Applicants with one of the following qualifications and having passed the Transfer Examination of KMU shall be arranged to sit for admission examination to the year subsequent to their previous study year for the applied department, for studying at the Master's Degree Program:

1. Dropouts of local public or accredited private universities, or those of overseas universities recognized by the Ministry of Education having taken courses for over two semesters (inclusive) may apply for admission to the second year; and those having taken courses for over four semesters (inclusive) may sit for admission examination to the third year of a department of similar nature.
2. Graduates of local public or accredited private junior colleges or special training courses or those of overseas institutions of higher education recognized by the Ministry of Education may sit for admission examination to the second year of any departments or the third year of a department of similar nature.
3. Applicants with one of the following qualifications may take their equivalent educational level of junior college graduates to sit for admission examination to KMU:
 - (1) Junior college dropouts having completed studies within the specified study period.

- (2) Applicants holding a certifying document stating that the applicants have passed the assessment examination of equivalent educational level of junior college graduates.
4. Applicants being at the age of 22 or above, holding a Diploma (Certificate of Completion) of senior high school or having completed academic studies of the study period, having accumulated over 80 credits from the following courses and holding documentary evidence of the earned credits:
 - (1) University-level credit courses of a university or Open University.
 - (2) Credit class courses of continuing education of an institution of higher education.
 - (3) Courses of non-formal education recognized by the Ministry of Education
 5. Dropouts of full-time students of Open University having earned 36 credits may sit for admission examination to the second year of a department of similar nature, and those having earned 72 credits may sit for admission examination to the third year of a department of similar nature.

Dropouts of the consistent academic system specified on Article 7 of Art Education Act holding Certificate of Enrollment, and having studies of similar nature of the academic studies at universities or junior colleges, shall be dealt with in accordance with the stipulations of Subparagraphs (1) and (3) of the preceding paragraph.

No transfer students shall be recruited for admission to the first year and the graduation (completion) year of any department of KMU.

Restriction of the age of 22 shall not be applicable to those applicants having earned the course credits specified on Subparagraph 4 under Paragraph 1 of this Article after implementation of the revised Implementation Regulations Governing Continuing Education of Institutions of Higher Education on Jul. 13, 2011, and before implementation of the revised Guidelines for University Admission Affairs on Jun. 13, 2013

Article 8 The various kinds of admission examinations to KMU shall be held before commencement of every academic year. The admission regulations are to be formulated separately in accordance with Article 24 of the University Act and Article 19 of its Implementation Rules, and the stipulations of “Guidelines for University Admission Affairs,” and then submitted to the Ministry of Education for approval before implementation.

Article 9 Those applicants successfully enrolled as new students and transfer students should carry out the enrollment procedures on the specified date. Students being sick or having special reason should produce the related documents (sick students should produce a document issued by a public hospital or a teaching hospital only). Those who obtained permission in prior application for deferment may defer their enrollment procedures. Those who made no prior application for deferment or have not carried out enrollment procedures after expiration of the deferred period, except those who are reported and allowed to retain their admission eligibility, shall have their admission eligibility revoked.

Article 10 New students failing to complete the enrollment procedures on the specified date due to certain reasons must apply for retention of admission eligibility in writing from the Office of Academic Affairs before the deadline of registration. After such application is approved, no fee shall be required to pay for the academic year.

The retention of admission eligibility mentioned in the preceding paragraph should be carried out in accordance with the following stipulations:

1. Any sick students who need a long time to rest and cannot recover within a short period of time have to produce a Hospitalization Certificate issued by a public hospital or a teaching hospital.
2. Students who are conscripted for fulfillment of military service may retain their admission eligibility.
3. Students who are on pregnancy leave, maternity leave or childcare leave for raising a child at an age below 3 have to produce the related documentary evidence.
4. Those who fail to come to the university upon commencement of the semester due to special reasons caused by a force majeure event.

Students, if eligible, are allowed to retain admission eligibility for one year maximum. But those students who are conscripted for fulfillment of military service must produce their Enlistment Orders or Military Service Fulfillment Certificate to apply for deferring the retention period of their admission eligibility. Those students who are on pregnancy leave, maternity leave or childcare leave for raising a child at an age below 3 may apply for retaining their admission eligibility for one year maximum.

Article 11 When carrying out enrollment procedures, each new student and transfer student should forward a completed Student Information Sheet, with the name (inclusive of the font) and date of birth of the student shown on the Student Information Sheet be the same as those shown on the ID Card, and should produce certifying documents of effective academic qualifications and identity of the student. Students with government scholarships should submit their volunteer letters and guarantee letters before admission to KMU. Those who have good reasons and achieved permission in prior application for deferred submission of the required certifying documents may be admitted to KMU first, and should resubmit the required documents within a specified period of time. If the required documents are not submitted before deadline, the admission eligibility of the student shall be revoked.

Article 12 If a new student or transfer student cheats in examination, or the certifying documents of his/her academic qualifications and identity provided by the student involves counterfeit, fraudulence, forgery or falsification, altering, or replacement, and after the misconduct aforesaid is checked to be true, the student shall be expelled, and Certificate of Enrollment shall not be issued to the student. Besides, the parents or legal guardian of the student shall be informed of the misconduct of the student. If such misconduct is found and investigated to be true after graduation of the student, the degree of the student shall be revoked; the conferred diploma should be returned; such

revocation of degree shall be announced; and Certificate of Enrollment shall not be issued to the student.

Students having any illegal or inappropriate behaviors involving sexual assault, sexual harassment or sexual bullying in the campus during the study period shall be punished in accordance with “Student Rewards and Punishments Standards” of KMU after the misconduct is checked to be true. If the investigation procedures of the related incident have not been finished yet, but it is close to the graduation date, since this case involves the conduct result of the graduation GPA, KMU shall consider the actual circumstances and suspend the issue of Diploma for the student.

Section 2 Registration, Payment, Selection of Courses

Article 13 Upon registration in each semester, each student should pay the various fees in accordance with the specified standards. The items of fees and payment standards are announced before commencement of each semester.

Those new students and transfer student not observing the regulation of the preceding paragraph and not carrying out the registration procedures as scheduled, except those who obtained prior approval for retention of admission eligibility or extension of registration in accordance with the related regulations, shall have their admission eligibility revoked.

From the second semester after a student is enrolled to KMU, each student, except those who have suspended their studies, were expelled or have met the graduation qualifications, must have paid the various fees before commencement day of academic studies indicated on the Academic Calendar of KMU. Students having paid the various fees are regarded as having completed the registration at KMU. Those students failing to pay the various fees within two weeks after the deadline, except those who obtained prior approval for deferment of registration, shall be regarded as having not registered at KMU, and shall be expelled from KMU.

Article 14 Students failing to complete the registration procedures as scheduled have to apply for leave of absence beforehand to the Office of Academic Affairs, and shall be permitted to defer registration for two weeks maximum after approval is achieved. But those students under special circumstances and having their written application for deferred registration permitted shall not be subject to this restriction.

Any new students and transfer students having obtained permission for deferred registration in the first semester, but still not completed registration procedures within one week after the deferred period, shall have their admission eligibility revoked.

Students having obtained permission for deferred registration in the second semester after admission, but still not paid fees and not selected courses within one week after the deferred period, shall be required to discontinue their studies.

Students having obtained permission for deferred registration in the second semester after admission, selected courses but still not paid fees within one week after the deferred period, should be ordered to suspend their studies in the semester, and have to

clear the payment of different payable fees. Those who have not cleared the payment shall not register in the next semester.

Article 15 Each student should select courses according to the Table of Compulsory (Selected) Course Credits (inclusive of the compulsory and selected courses of General Education as well as the compulsory and selected courses prescribed by the department of the student concerned), Notes for Selection of Courses, and any other guidelines for selection of courses announced by the Office of Academic Affairs in the semester.

Article 16 Any selection of another university's courses by students should be permitted by KMU and the other university. Guidelines on Trans-University Course Selection are to be formulated separately, approved at the academic affairs meeting before implementation, and submitted to the Ministry of Education for reference.

Article 17 Students wishing to apply for change, addition or withdrawal of their selected courses for the semester should complete the related procedures at the Office of Academic Affairs within a specified period of time stated on the Academic Calendar; and any application submitted after the deadline shall not be accepted. As for students failing to complete addition or withdrawal procedures of selected courses in accordance with the specified procedures within a specified period of time, their additionally selected courses, credits and results shall all not be recognized, and the withdrawn courses shall be regarded as not being withdrawn.

Students should not select any courses having time conflict with their original courses; otherwise, the result of the conflicting course shall be recorded as zero. However, if a department is under a special circumstance, the number of class sessions of a course having time conflict with another course should not exceed one-fourth of the total number of class sessions of the course. The department concerned should apply for transfer of course beforehand or obtain the teacher's consent to make up the missed class sessions. Each department is allowed to have one course only under such circumstance, but has to achieve prior approval from the Office of Academic Affairs.

Students shall not repeat taking any course once being taken and passed. All the repeatedly studied courses, credits and results shall all not be recognized.

Section 3 Study Period, Credits, Results

Article 18 Students of Bachelor's Degree Programs of different departments of KMU shall have to complete the expected study periods of different lengths. Students of the School of Medicine being enrolled before the academic year of 2012 should complete a study period of 7 years (including 1 year's clinical practice and 2 years' medical student internship); and those being enrolled from the academic year of 2013 should complete a study period of 6 years (including 2 years' medical student internship). Students of the School of Post-Baccalaureate Medicine being enrolled before the academic year of 2014 should complete a study period of 5 years (including 1 year's clinical practice and 2 years' medical student internship); and those being enrolled from the academic year of 2015 should complete a study period of 4 years (including 2 years' medical student internship). The study period of the School of Dentistry is 6 years (including 1 year's internship). The study period of Two-Year In-Service Program is 3 years. And the study period of all other departments is 4 years.

Students failing to take the required course and earn the required credits or fulfill the required internship within the specified study period may extend their study period for up to 2 years.

Students who are on pregnancy leave, maternity leave or childcare leave for raising a child at an age below 3 may extend their study period for up to 4 years.

Article 19 Students must earn the minimum credits required for graduation. Students with an expected study period of 4 years shall earn at least 128 credits. Students of the School of Medicine being enrolled before the academic year of 2012 shall earn at least 241 credits; and those being enrolled from the academic year of 2013 shall earn at least 233 credits. Students of the School of Post-Baccalaureate Medicine being enrolled before the academic year of 2014 shall earn at least 170 credits; and those being enrolled from the academic year of 2015 shall earn at least 154 credits. Students of the School of Dentistry shall earn at least 208 credits. Students of Two-Year In-Service Program shall earn at least 72 credits

For overseas students as well as the Hong Kong and Macau students with their graduation year of the same grade from the same kind of high school being equivalent to the second year of local senior high school before admission to KMU, they should additionally earn 20 credits on top of the minimum credits required for graduation.

Students of Two-Year In-Service Program should take at least 9 credits per semester, except the semester before graduation. Depending on the circumstances, different departments may allow their students to take courses and credits of other departments, but the number of these credits shall not exceed one-third of the total credits taken in the semester.

The credits of Physical Education course shall not count towards the minimum credits required for graduation indicated in this Article.

Any stipulation or altering of the minimum required credits that each student of the various departments should take before graduation should be submitted to the Office of Academic Affairs for reference.

Article 20 Any course-related practice work done by students of Two-Year In-Service Program during the study period shall be counted as credits by the department concerned or awarded credits of a waived course in accordance with the regulations of the department.

The study period of those students indicated in the preceding paragraph shall not be less than 2 years.

Article 21 Students of Bachelor's Degree Program having taken and passed some courses and earned the related credits at any university before admission to KMU shall be awarded transfer credits in accordance with the Guidelines on Transfer Credits to Students of KMU.

Students of Two-Year In-Service Program, with a professional course originally taken and passed for over a specified length of time, have to apply for awarding of credits for the waived course; otherwise, these credits shall not count towards the total credits required for graduation.

Guidelines on Transfer Credits to Students of KMU is to be formulated separately, approved at the academic affairs meeting before implementation, and submitted to the Ministry of Education for reference.

Article 22 KMU adopts credit system for each academic year. Each department offers different courses for students to attend classes for 18 weeks (including mid-term and final examination weeks) in each semester.

The credits of courses offered by different departments are calculated as follows:

1. A student having attended one-hour class of a course every week all through one semester shall earn one credit.
2. A student having taken 2 to 3 hours' internship or laboratory course every week all through one semester shall earn one credit.
3. A student of the School of Medicine, the School of Post-Baccalaureate Medicine or the School of Dentistry having taken clinical internship course every week all through one semester shall earn one credit. A student of the School of Medicine, the School of Post-Baccalaureate Medicine or the School of Dentistry having taken 3 hours' clinical practice course every week all through one semester shall earn one credit.
4. The number of credits and hours for professional practices of the rest of the departments shall be calculated in accordance with the Internship Regulations, which are to be formulated separately.

Article 23 The results of students of Bachelor's Degree Program are divided into academic results (including practices, internship, Physical Education course, All-Out National Defense Education and Military Training course) and conduct result. Academic results are counted by percentage, with 100% being full mark and 60% being passed.

Article 24 The academic results of students are assessed in the following ways:

1. Quiz: Held in class by the teacher concerned at any time.
2. Mid-term examination: Held within a specified period of time in the middle of each semester.
3. Final examination: Held within a specified period of time at the end of each semester.
4. Internship (including practices) result: The assessment method is to be formulated by each departments.

Mid-term and final examinations shall be held on the days scheduled by the Office of Academic Affairs and stated on the Academic Calendar of KMU.

Article 25 A student being unable to sit for mid-term or final examination for the following circumstances and having applied for approval for leave of absence to the Office of Academic Affairs should submit application for make-up examination to the main teacher-in-charge of the course within one week after the end of examination period For those undergraduates who take make-up test shall be graded no more than 60, and for postgraduates, no more than 70. (nevertheless, students under special circumstances and obtaining special permission shall not be subject to this restriction)

1. Leave for required activity.
2. Sick leave: Serious illness for stay in the hospital or. isolated on special circumstances shall be graded upon actual score. For those who take sick leave but do not stay in hospital, they shall be graded up to 70 as the maximum.
3. Bereavement leave for the death of spouse or a second-degree relative.
4. Pregnancy leave, maternity leave or childcare leave for raising a child at an age below 3.
5. Leave for an unexpected and force majeure event.

The result of make-up examination shall be taken as the actual result.

Article 26 All kinds of examination papers of students should be kept by the teachers concerned for one year.

Different items of results should be recorded well online, and kept by the Office of Academic Affairs permanently.

Article 27 Should a student have an illegal act during an examination, the student shall be punished in accordance with KMU's Examination Rules and Regulations, which are to be formulated separately.

Article 28 The result of each course in each semester shall be calculated by the teacher concerned according to the scoring method stated in the course outline. The teacher of each course should enter the results of the course online, and meanwhile, forward a hard copy of the list of results to the Office of Academic Affairs.

Article 29 The grade point average (GPA) of a student in a semester is obtained by dividing the sum of scores of courses by the sum of credits of courses taken by the student in the semester. The academic GPA of a student is obtained by dividing the sum of scores of courses by the sum of credits of courses (inclusive of summer course) taken in the past semesters.

The academic GPA of a graduate of a department is just the graduation GPA of the student.

Calculation of these GPAs of the two preceding paragraphs shall also include the failed results of the courses taken.

Article 30 All academic results of students submitted to the Office of Academic Affairs by the teacher concerned or the main teacher-in-charge must not be changed.

If there is any discrepancy or missing part with the academic results of students, the teacher concerned, together with the Department Chair may apply for correction of results in writing within two weeks after announcement of the academic results. Correction shall only be made after the discrepancy or missing part is checked to be true at the academic affairs meeting. Nevertheless, any cases of special circumstances must be approved by the Chief of Academic Affairs before making correction, and submitted to the academic affairs meeting for ratification.

Any change of the conduct result of a student has to be firstly examined and approved at the student counseling meeting, and then reviewed and approved at the academic affairs meeting; otherwise, correction shall not be made.

Article 31 No make-up examination shall be held for students achieving failed results in a course in a semester. Students achieving a failed result in a compulsory course should retake the course.

Article 32 If the GPA of a student's courses taken in the first semester of an academic year is failed and has not reached 40 scores, the student has to retake those failed courses and shall not take any courses of the second semester. If the GPA of a student has reached 40 scores or above, the student has to retake those failed courses and may keep on taking the courses of the second semester. The GPAs of the first and second semesters shall be calculated separately, and shall not be averaged.

Article 33 If there are some students requiring to retake the failed courses, KMU shall review the real circumstances and consider to offer summer courses, which have to be firstly approved at the academic affairs meeting before implementation. Related guidelines are to be formulated separately, and submitted to the Ministry of Education for reference.

Students being eligible to take summer courses may apply for taking summer courses of other universities for any courses not offered by KMU during summer vacation. The total number of credits of summer courses taken by a student at KMU and other universities shall not exceed 15 credits.

Summer courses are mainly offered for the students of KMU. Students of other universities wishing to take the summer courses of KMU must obtain permission from their original universities and KMU.

The credits and results of summer courses should be calculated separately from the credits and GPA of the semester. But the number of credits and results of summer courses should count towards the graduation GPA.

No make-up examination shall be held for any student achieving a failed result in a summer course. Meanwhile, the student shall be considered being failed for one time among the courses taken in the semester.

Article 34 If a student taking Bachelor's Degree Program of a department has half of the total course credits of a semester being failed for up to two semesters, the student shall be required to discontinue his/her studies at KMU. If an overseas Chinese student, a foreign student, a return student from Mongolia or Tibet, an aboriginal student, a student with a parent being a Foreign Affairs employee, or a student with excellent university sports performance and having met the specified conditions of the Ministry of Education, taking Bachelor's Degree Program of a department has two-thirds of the total course credits of a semester being failed for up to two semesters, the student shall be required to discontinue his/her studies at KMU.

A physically or mentally impaired student holding Disability Card or a Certificate of Diagnosis issued by a public hospital or teaching hospital, or a student being assessed as a study-placement awarded physically or mentally impaired student by the Special Education Student Assessment Board and Study Counseling Committee of the municipal or county (city) government, may extend, for the reason of unfavorable physical and mental conditions or academic needs, the expected study period for up to four years. But those who are required to discontinue their studies because of unsatisfactory academic performance shall not apply to such extension of study period.

Expulsion of students for the reason of unsatisfactory academic performance has to be approved at the academic affairs meeting.

A student taking no more than 9 credits in his/her extended study period shall not be subject to the restriction indicated in Paragraph 1 of this Article. The scores of the selected courses of Physical Education course and All-Out National Defense Education and Military Training course should count towards the scores of Paragraph 1 of this Article.

After commencement of each semester, a statistical report on the number of students expelled in the previous semester because of unsatisfactory academic performance should be submitted to the Ministry of Education.

Article 35 The credits earned from taking courses at overseas or Mainland Chinese universities or academies by the students who are selected by KMU or government authorities to do research or further studies at overseas or Mainland Chinese universities or academies, shall be recognized by KMU after review.

The period of a student's further studies abroad or in Mainland China shall count towards the study period of the student, but shall not be over one year.

The course credits of students earned abroad or in Mainland China and recognized by KMU should be recorded on the full academic transcripts of the students.

The overseas or Mainland Chinese universities or academies, where students of Paragraph 1 of this Article go to for doing research or further studies, have to meet the recognition standards of the Ministry of Education.

Section 4 Leave of Absence, Unexcused Absence from Class

Article 36 Students being unable to attend classes (including internship and practices) with reasons should apply for leave of absence in accordance with KMU's Guidelines on Students' Application for Absence from Class. A student applying for sick leave for more than 3 days has to produce a Certificate of Diagnosis issued by the affiliated hospital of KMU or a public hospital.

Students wishing to take personal (sick) leave or maternity leave due to pregnancy and childbirth may apply for the related leave by producing a documentary evidence issued by a doctor; or those wishing to take care of a child at the age below 3 may also apply for childcare leave.

Any unapproved leave or missed class after the period of leave shall be regarded as unexcused absence from class.

Guidelines on Students' Application for Absence from Class are to be formulated separately.

Article 37 Students must not apply for leave of absence during mid-term or final examination except for significant reasons, such as a required activity, serious illness, death of a kin, pregnancy, childbirth, or raising a child at an age below 3.

Students applying for excusable absence, as indicated in the preceding paragraph, from mid-term or final examination, should attach a documentary evidence to the application submitted to the Office of Academic Affairs. Such application has to be approved by the Chief of Academic Affairs beforehand; otherwise, make-up examination shall not be arranged for the students concerned. Any unapproved leave and absence from an examination shall be regarded as unexcused absence from the examination.

Students with unexcused absence from an examination shall have zero score for the result of the examination.

Article 38 Students having accumulated unexcused absences from class in excess of one-third of the total instruction hours of the semester should be ordered to suspend their studies. Students having accumulated absences from class of a course in excess of one-third of the total instruction hours of the course in the semester shall not sit for examinations of the course in the semester, and shall get a result of zero score for the course in the semester.

Students with approved personal (sick) leave or maternity leave due to pregnancy, childbirth or raising of a child at an age below 3 shall have their scores not be deducted. If the accumulated excusable absences from class of a course exceed one-third of the total instruction hours of the course in the semester, the result of the course shall be obtained from either a make-up examination, which may be arranged depending on the need and the nature of the course, or other remedial measure or flexible handling way. The result of make-up examination shall be taken as the actual result.

Section 5 Internal Transfer, Double Major, Minor

Article 39 Students may apply for internal transfer (including transfer of division in the same department) before commencement of the second academic year. Students applying for internal transfer before commencement of the third academic year may transfer to the third year of a department of similar nature, or the second year of a department of different nature. Students applying for internal transfer before commencement of the fourth academic year due to special reasons may transfer to the third year of a department or a minor of similar nature.

Internal transfer is limited to one department only.

Guidelines on Student Transfer are to be formulated separately, approved at the academic affairs meeting before implementation, and submitted to the Ministry of Education for reference.

Article 40 A student may apply for additionally taking courses of another department of different nature to declare a Double Major from the second year (for transfer students, from the second year after transfer) to the last year of the expected study period (exclusive of the extended study period), but shall apply for declaring a second Major of one department only.

When a student taking Double Majors is about to transfer to another university or discontinue his/her studies at KMU, his/her Certificate of Transfer or Certificate of Enrollment and academic transcript should be additionally indicated with the name of the second Major. Upon graduation of a student taking Double Majors, his/her Certificate of Degree Conferral, full academic transcript and diploma should be additionally indicated with the names of the Double Majors.

Guidelines on Undergraduate Double Majors are to be formulated, separately, approved at the academic affairs meeting before implementation, and submitted to the Ministry of Education for reference.

Article 41 A student may apply for declaring a Minor from the second year (for transfer students, from the second year after transfer) to the last year of the expected study period (exclusive of the extended study period of the Major).

Students taking a Minor should select compulsory professional (specialized) courses of the Minor for at least 20 credits.

For a student having completed taking the required courses of the Minor and achieved passed results in these credits, the name of his/her Minor should be additionally printed on the roster of graduates, full academic transcript and diploma; but the student shall not be conferred with the degree of the Minor.

Guidelines on Undergraduate Minors are to be formulated separately, approved at the academic affairs meeting before implementation, and submitted to the Ministry of Education for reference.

Article 42 Any selection of a Minor, a Double Major or a program of other universities by students should obtain prior permission from KMU and the universities concerned.

Section 6 Suspension of Studies, Resumption of Studies, Discontinuation of Studies

Article 43 When a student applies for suspension of studies with reason, consent has to be obtained from parent or legal guardian of the student, and then approval has to be achieved from the Department Chair, Dean of College and the Chief of Academic Affairs; otherwise, such suspension of studies shall not be permitted.

Application for suspension of studies should not be submitted later than one week before the final examination of the semester. But the application for suspension of studies for the reason of illness (documentary evidence issued by a hospital should be attached), significant incident (related documentary evidence should be attached) or maternity, childbirth or childcare for raising a child at an age below 3 (related documentary evidence should be attached) should not be submitted later than commencement of final examination of the semester.

Article 44 When a student applies for suspension of studies with reason, KMU should approve for one time a fixed period of suspended studies, such as lasting for one semester, one academic year or two academic years; but the accumulated period of suspended studies shall not exceed two academic years. However, after the period of suspended studies, if the student concerned has to apply for suspension of studies again due to serious illness or special reason, such an application should be submitted to the Chief of Academic Affairs for review and approval. Then the student may be additionally given an extension for the limited period of suspended studies up to two academic years.

Students being conscripted for fulfillment of military service during the period of suspended studies may submit an application for extending the period of suspended studies to the Office of Academic Affairs (a photocopy of Enlistment Order should be attached). The period of military service shall not count towards the limited period of suspended studies. The students concerned may apply for resumption of studies after fulfillment of military service (Military Discharge Order should be attached).

For suspension from studies of a student for the reason of maternity, childbirth or childcare for raising a child at an age below 3, such period shall not count towards the limited period of suspended studies.

Article 45 After a student of any department with an expected study period of 6 years or above has completed academic studies for 4 years, taken more than 128 course credits of the department, passed an admission examination to the Master's Degree Program of KMU in accordance with the regulations of "Standards for Recognition of Equivalent Educational Level As Qualified for Entering University" promulgated by the Ministry of Education, and been studying at the Master's Degree Program, during the study period of the Master's Degree Program the student may apply for suspension of studies up to 2 academic years to the original department of the student. If the student furthermore studies at the Doctoral Degree Program, the student may apply for extending the period of suspended studies up to 4 academic years.

The period of suspended studies mentioned in the preceding paragraph shall not count towards the limited period of suspended studies of the original department of the student concerned.

Article 46 A student of Two-Year In-Service Program in need of engagement in practice work may apply for suspension of studies for up to 2 academic years, which may further be extended after review by the department concerned.

Article 47 Students being required to take leave of absence for the need of control of infectious disease but not forced by the competent authorities shall not be requested to suspend their studies.

The need of control of infectious disease indicated in the preceding paragraph shall be implemented in accordance with related laws of the competent authorities.

Students being dismissed by teaching hospitals during the practice or internship period shall be requested to suspend studies. If a student has been dismissed up to 2 times (by one or more hospitals), and the department concerned has verified that the reason of dismissal involves severe circumstances, the student shall be required to discontinue his/her studies.

Students being under the circumstances of Paragraph 4 of Article 14 of the General Regulations of KMU should be required to suspend their studies.

Article 48 Students with approval achieved in application for suspension of studies have to complete the school-leaving procedures; otherwise, Certificate of Suspension of Studies shall not be issued. All the academic results assessed within the period of suspended studies shall not be recognized.

During the period of suspended studies, the students concerned shall not apply for internal transfer, and also shall not resume studies in the middle of a semester.

Article 49 If a student has any excellent performance or any illegal acts committed during the period of suspended studies, KMU shall examine the circumstances, and make necessary rewards or punishments in accordance with the related regulations of “Student Rewards and Punishments Standards” of KMU.

Article 50 A student suspending his/her studies should apply to the Office of Academic Affairs for resumption of studies by attaching the Certificate of Suspension of Studies. If a student fails to apply for resumption of studies before deadline, and also has not applied for extending the period of suspended studies, the student shall be required to discontinue his/her studies at KMU.

Article 51 Upon resumption of studies of a student having suspended his/her studies, the student should study in the academic year or semester that follows the original academic year or semester of the department of the student. But those students suspending their studies in the middle of a semester should study in the original academic year or semester in which the student suspended his/her studies.

If the original department is changed or cancelled upon resumption of studies by the student of the preceding paragraph, KMU should arrange the student to study at a suitable department.

Article 52 If a student having obtained permission to suspend his/her studies for one or two academic years wishes to resume his/her studies in advance, and if the student with unfulfilled military service has not received Enlistment Order from the military service unit yet, the student shall be allowed to resume his/her studies in advance. But if a student has received Enlistment Order, the student shall not resume his/her studies in advance.

For a student having obtained permission for advanced resumption of studies, the number of credits that the student should take in the semester with studies resumed should still follow the requirements of the department concerned.

Article 53 Students being under one of the following circumstances should be required to discontinue their studies:

1. The eligibility for admission or transfer to KMU has been examined to be unqualified.
2. Failing to resume studies upon expiration of the period of suspended studies, and also obtaining no approval to extend the period of suspended studies.
3. Being under the circumstances of Paragraph 3 of Article 13 or Paragraph 3 of Article 14 of the General Regulations of KMU.
4. Being under the circumstances of Article 34 of the General Regulations of KMU.
5. Being approved to extend the expected study period according to the regulations, but still failing to complete the required courses (including the clinical practices), credits and the minimum requirements for graduation as required by the department concerned upon expiration of the extended study period.
6. Simultaneously taking another degree program at a local or overseas university or academy or another department of KMU without obtaining prior permission from KMU.
7. Applying for discontinuation of studies on her/her own.
8. Being required to discontinue studies because of having met other standards for discontinuation of studies specified in the General Regulations or stipulations of other related laws.

Article 54 When a student applies on his/her own for discontinuation of studies with reason, consent has to be obtained from the parent or legal guardian of the student, and then approval has to be achieved from the Department Chair, Dean of College, the Chief of Academic Affairs and the President; otherwise, the student shall not carry out procedures for discontinuation of studies and school-leaving procedures.

- Article 55 Should a student be required to discontinue his/her studies or expelled, KMU shall notify the student and his/her parent or guardian,. If the student is originally awarded government scholarships, KMU shall also notify the guarantor of the student, requesting the student to repay within a period of time the various government scholarships collected during the study period at KMU, and return the properties borrowed during the study period.
- Article 56 A student being required to discontinue his/her studies may apply to KMU for issue of Certificate of Enrollment. But Certificate of Enrollment shall not be issued to students being required to discontinue their studies for not meeting the admission or transfer requirements.
- Article 57 Should a student thinks any KMU decision illegal or improper and harming his/her rights and benefits, the student may submit an appeal with evidence in accordance with the Guidelines for Student Appeals of KMU. Before the appeal result is clarified, execution of the original disciplinary action shall not be stopped for proposal of the appeal. If a current student being required to suspend his/her studies or expelled wishes to keep on studying at KMU, except for the fact that the student shall not be conferred with a diploma, all other affairs relating to the student status of the student shall be dealt with in the same way to a current student.

If the internal appeal at KMU eventually receives no relief, the student concerned may file an administrative appeal and institute administrative proceedings. When the original disciplinary action is determined by the upper competent authorities or judged by an administration court to be obviously illegal or improper, KMU should take disciplinary action separately.

When the appeal results in maintenance of the original disciplinary action, the courses and credits taken by the student from the time the appeal is proposed to the time the appeal result is confirmed shall be given to the student, and Certificate of Earned Credits shall be issued to the student.

A student permitted to resume studies for being vindicated in an appeal should apply for resumption of studies within one year after confirmation of the appeal result. If the student is required to fulfill military service within the appeal period, related certifying documents should be submitted when applying for extended resumption of studies. Nevertheless, he must apply for resumption of studies within one year after fulfillment of military service. Besides, for the period he left KMU before resuming his studies, he has to reapply for suspension of studies, and this period shall not count towards the limited period of suspended studies.

Section 7 Graduation

- Article 58 For students having completed academic studies of the study period, taken the required courses and earned the required number of credits with passed results, and for those with internship requirement for certain years having completed internship with passed results, and obtained passed result of conduct in each semester, KMU shall confer to these students bachelor's degree of the department concerned.

For students of Double Majors having earned the required number of credits of their original departments and the other departments, KMU shall confer bachelor's degree to these students.

Before completion of academic studies of the study period, all students should fulfill the requirements of pre-graduation English language proficiency standard of KMU. This standard is to be fixed by each department separately, and should be clearly specified in the Admission Brochure of each department.

Article 59 For students having fulfilled the requirements of the preceding article, KMU shall confer diploma of bachelor's degree to these students. The date of diploma conferral is January for graduation at the first semester, and June for graduation at the second semester. As for the students studying at the departments with internship requirement, the actual graduation day shall be the date of diploma conferral.

Article 60 The name and date of birth of a student printed on his/her diploma shall be the same as those shown on his/her ID Card.

Article 61 If a current student or a graduated alumnus applies for change of his/her name or date of birth, the student should produce certifying documents issued by a Household Registration Office before carrying out the related procedures.

Article 62 Any application for absence from graduation examination and any application for make-up examination submitted by a graduating student should be dealt with in accordance with Article 25 and 37 of the General Regulations of KMU. Those who have passed the make-up examination shall be permitted to graduate in the current semester.

Article 63 Students of Bachelor's Degree Program meeting the following criteria shall be eligible to shorten their expected study periods and graduate earlier after reviews are made:

1. If a student has earned the required credits of the department one semester or one academic year before completion of the expected study period and obtained excellent academic results, the student may be permitted to graduate in advance.
2. For a student having acquired a bachelor's degree and studying at another Bachelor's Degree Program, his/her expected study period shall not be less than one year.

The guidelines of the preceding paragraph are to be formulated separately, approved at the academic affairs meeting before implementation, and submitted to the Ministry of Education for reference.

Article 64 Conferral of degrees to students shall be implemented in accordance with the University Act, Degree Conferral Act and the related regulations.

Section 8 Others

Article 65 The continuing education offered by the various departments and graduate institutes of KMU is under a principle that courses are offered for students to take credits.

However, if a student of continuing education has earned the required credits of a department or graduate institute, and passed both the assessment test and admission examination, the student may study at the department or graduate institute.

When a student enrolled according to the preceding paragraph has completed academic studies of the study period and earned the required credits according to the laws, passed the assessment tests, and met the requirements of graduation, a degree shall be conferred to the student.

The expected study period of the student of the preceding paragraph shall not be less than one year.

Chapter 3 Studies at the Master's and Doctoral Degree Programs

Section 1 Admission

Article 66 A student having obtained a bachelor's degree at a public or private university with its establishment approved by the Ministry of Education, or at an overseas or Mainland Chinese university recognized by the Ministry of Education, or met the "Standards for Recognition of Equivalent Educational Level As Qualified for Entering University" promulgated by the Ministry of Education, and passed KMU's open recruitment of students, the student may study at the Master's Degree Program of KMU.

Article 67 A student having obtained a master's degree at a public or private university with its establishment approved by the Ministry of Education, or an overseas or Mainland Chinese university recognized by the Ministry of Education, or met the "Standards for Recognition of Equivalent Educational Level As Qualified for Entering University" promulgated by the Ministry of Education, and passed KMU's open recruitment of students, the student may study at the Doctor Degree Program of KMU.

Article 68 If a graduating student studying at the Bachelor's Degree Program or a student studying at the Master's Degree Program has excellent academic performance during the study period and possesses research potential, the student may apply for direct admission to the Doctoral Degree Program.

A student applying for direct admission to the Doctoral Degree Program has to be nominated by two Associate Professors or above of the original department, graduate institute, college or degree program that the student was studying at, approved in the related meeting of the original department, graduate institute, college or degree program that the student was studying at, and approved by the President of KMU before being permitted direct admission to the Doctoral Degree Program.

A graduating student studying at the Bachelor's Degree Program must obtain a bachelor's degree in the academic year that the student is approved direct admission to the Doctoral Degree Program. If the student fails to obtain a bachelor's degree before commencement of the academic year aforesaid, his/her eligibility for direct admission to the Doctoral Degree Program shall be cancelled.

Guidelines for Direct Admission to the Doctoral Degree Program are to be formulated separately, and approved at the academic affairs meeting before implementation.

Article 69 Other items relating to admission of postgraduates shall be dealt with in accordance with the stipulations of the related articles of Section 1 of Chapter 2 of the General Regulations of KMU.

Section 2 Registration, Payment, Selection of Courses

Article 70 Applicants being successfully admitted to postgraduate programs should come to KMU in person on a specified date to enroll and fill out an affidavit, and produce their diplomas for verification within a specified period of time. Those who failing to complete enrollment or produce their diplomas for verification before the deadline and not having a good reason, and those who still fail to do that within the extended period being approved, shall have their admission eligibility revoked.

Article 71 All affairs relating to registration, payment of fees and selection of courses of postgraduates, unless otherwise prescribed by this Section, should be dealt with in accordance with the stipulations of the related articles of Section 2 of Chapter 2 of the General Regulations of KMU.

Article 72 Postgraduates should ask the Department Chair or the Director of Graduate Institute to assign advisers to them. Their selection of courses, courses required to be taken, and thesis or dissertation have to follow the list of courses prescribed by each department and graduate institute, and have to be approved by their advisers and Department Chairs or Directors of Graduate Institutes.

Article 73 The number of credits to be taken by each postgraduate in each semester shall be determined by his/her department and graduate institute.

Article 74 Selection of courses should be completed by each postgraduate within a specified period of time in each semester.

Section 3 Study Period, Credits, Results

Article 75 Postgraduates are divided into general postgraduates and in-service postgraduates. The identification standard is based on the identity of postgraduates upon admission.

The study period of postgraduates of the Master's Degree Program can be one to four years, whereas the study period of postgraduates of the Doctoral Degree Program can be two to seven years. The study period of postgraduates of the In-Service Master's Degree Program can be one to five years, whereas the study period of postgraduates of the In-Service Doctoral Degree Program can be two to ten years.

Postgraduates permitted direct admission to the Doctoral Degree Program shall have their study period calculated from the year of transfer to the Doctoral Degree Program.

Postgraduates with the reason of maternity, childbirth or the need of childcare for raising a child at an age below 3 may extend their expected study periods up to two years.

Article 76 Postgraduates of the Master's Degree Program should complete taking at least 24 credits, whereas postgraduates of the Doctoral Degree Program should complete taking at least 18 credits. Nevertheless, postgraduates being admitted to the Doctoral Degree Program by equivalent educational level before the academic year of 2012 should complete taking at least 18 credits.

As for those undergraduates and those postgraduates of the Master's Degree Program permitted direct admission to the Doctoral Degree Program, the minimum number of credits required for graduation from Doctoral Degree Program is to be fixed by the various departments and graduate institutes themselves, and approved by the Postgraduate Teaching Committee before implementation.

The number of credits indicated in the two preceding paragraphs shall not include thesis or dissertation.

Article 77 The results of postgraduates are divided into two parts: academic results and conduct result. For academic results, 70 scores are regarded as being passed.

No make-up examination shall be held for any postgraduate achieving failed academic results. Those who achieved a failed result in a compulsory course should retake the course.

Averaging the GPA and degree examination result of a postgraduate shall achieve the graduation result of the postgraduate.

Article 78 Postgraduates may be awarded transfer credits in accordance with KMU's Guidelines on Transfer Credits to Students, which are to be formulated separately, approved at the academic affairs meeting before implementation, and submitted to the Ministry of Education for reference.

Postgraduates selected by KMU or government departments to do research or further studies at overseas or Mainland Chinese universities or academies should follow the stipulations of the related articles of Section 3 of Chapter 2 of the General Regulations of KMU.

Article 79 The degree examination of postgraduates shall be held in accordance with the University Act, Degree Conferral Act and the stipulations of the Guidelines on Degree Examinations of Postgraduates of KMU.

The assessment of qualifications of Ph.D candidates shall be carried out in accordance with the Implementation Guidelines on Ph.D Qualifying Examination.

The Guidelines on Degree Examinations of Postgraduates mentioned in Paragraph 1 of this Article and the Implementation Guidelines on Ph.D Qualifying Examination mentioned in Paragraph 2 of this Article are to be formulated separately, approved at the academic affairs meeting before announcement and implementation, and submitted to the Ministry of Education for reference.

Article 80 If a postgraduate who are permitted direct admission to the Doctoral Degree Program once terminated his/her studies with reason or failed in the Ph.D Qualifying

Examination, but wishes to return to the original department, graduate institute or academic program to continue his/her studies, the postgraduate must obtain prior approval at the related examination meeting of the department, graduate institute or academic program concerned, and also from the President before returning to the original department, graduate institute or academic program to continue his/her studies. The postgraduate may also apply for transfer to the related department, graduate institute or academic program to study at the Master's Degree Program.

The study period of the Doctoral Degree Program of the postgraduates of the preceding paragraph shall not count towards the longest study period of the Master's Degree Program.

Section 4 Leave of Absence, Missed Classes

Article 81 All the affairs relating to missed classes and unexcused absence from class shall be dealt with in accordance with the stipulations of the related articles of Section 4 of Chapter 2 of the General Regulations of KMU.

Section 5 Transfer of Graduate Institute

Article 82 Postgraduates of the Master's Degree Program and Doctoral Degree Program may apply for transfer of graduate institute, provided that such transfer meets the requirements fixed by the related department or graduate institute, and such application is submitted within the specified period of time as announced. The application has to obtain prior consent from the adviser, the original Department Chair and the original Director of Graduate Institute before being submitted to the Division of Graduate Academic Affairs, the Office of Academic Affairs.

Application for transfer to another division (from a division officially selected in times of enrollment) within the same graduate institute or Master's Degree Program shall be dealt with in accordance with this Article.

Article 83 Postgraduates permitted to transfer to another graduate institute shall not later on request for transfer back to the original graduate institute, and have to fulfill the requirements for graduation from the transferred graduate institute; otherwise, the postgraduates shall not be graduated. Those postgraduates whose applications for transfer to another graduate institute are rejected should still return to their original graduate institutes for studying.

Article 84 Postgraduates having successfully transferred to another graduate institute may request after the transfer for awarding of transfer credits in accordance with the related Guidelines.

Article 85 The Guidelines on Transfer of Graduate Institute for Postgraduates are to be formulated separately, approved at the academic affairs meeting before implementation, and submitted to the Ministry of Education for reference.

Section 6 Suspension of Studies, Resumption of Studies, Expulsion

Article 86 When a postgraduate applies for suspension of studies with reason, his/her application has to obtain prior consent from the adviser and the Department Chair or the Director of Graduate Institute before being submitted to the Chief of Academic Affairs for approval.

When a postgraduate applies on his/her own for discontinuation of studies with reason, his/her application has to obtain prior approval from the Department Chair or the Director of Graduate Institute, the Dean of College, the Chief of Academic Affairs and the President; otherwise, the postgraduate shall not carry out the procedures for discontinuation of studies and school-leaving procedures.

Except the stipulation of the preceding paragraph, all other affairs relating to suspension of studies and resumption of studies of postgraduates shall be dealt with in accordance with the stipulations of the related articles of Section 6 of Chapter 2 of the General Regulations of KMU.

Article 87 Postgraduates being under one of the following circumstances should be required to discontinue their studies:

1. Failing to resume studies after the permitted period of suspended studies.
2. Failing to complete the courses (including internship), credits and the minimum requirements for graduation as required by the department, graduate institute and degree program concerned upon expiration of the expected study period.
3. Being failed in Ph.D Qualifying Examination, and still failed in the same Examination taken for the second time.
4. Being failed in Degree Examination, but not eligible for taking re-examination; or being eligible for taking re-examination but still failed in the same Examination taken for the second time.
5. The eligibility for admission to KMU has been examined to be unqualified.
6. Being failed in conduct.
7. Applying for discontinuation of studies on her/her own.
8. Being required to discontinue studies in accordance with the General Regulations and stipulations of other related regulations of KMU.

Section 7 Graduation

Article 88 Postgraduates having met the following requirements are permitted to graduate:

1. Having completed taking the required courses and credits within the specified study period.
2. Having passed the various assessments and examinations specified in the Guidelines on Degree Examinations of Postgraduates.

3. Having passed in conduct and GPA of each semester.

Article 89 Each postgraduate of the Master's Degree Program having met the requirements of the preceding paragraph shall be awarded a diploma and conferred with a master's degree.

Each postgraduate of the Doctoral Degree Program having met the requirements of the preceding paragraph shall be awarded a diploma and conferred with a doctoral degree.

If a student who are permitted direct admission to the Doctoral Degree Program has completed academic studies of the study period, passed the Ph.D Qualifying Examination, but has not passed the Doctoral Degree Examination, and his/her doctoral dissertation is determined by Doctoral Degree Examination Committee to be equivalent to the standard of a master's degree, the student should be conferred a master's degree.

Section 8 Others

Article 90 Any details not specified in this Chapter shall be dealt with in accordance with the related stipulations of the General Regulations of KMU.

Chapter 4 Academic Program, Dual and Joint Degree Program, Dual Enrollment

Section 1 Academic Program

Article 91 Each department, graduate institute and college of KMU shall establish credit programs or degree programs.

The Guidelines on Establishment of Academic Programs are to be formulated separately, and approved at the academic affairs meeting and University Council meeting before implementation.

Article 92 Credit program refers to the design and combination of inter-departmental, inter-institute and inter-college professional courses to be taken by students, who shall be finally awarded certificate of earned credits. Credit programs are to be established by each department, graduate institute and college, and approved at the academic affairs meeting before implementation. Any credit programs involving a special professional area with total trained manpower quantity control mechanism fixed by the related government authorities should be submitted to the Ministry of Education for reference.

The number of required credits of each credit program is at least 20 credits.

Article 93 Degree program refers to the design and combination of inter-departmental, inter-institute and inter-college professional courses to be taken by students, who shall be finally awarded a degree. Establishment of degree program should follow the rules below:

1. Degree programs with students to be recruited from the public: They should be incorporated to the plans on addition and adjustment of colleges, departments,

graduate institutes and academic programs of KMU, and on the number of students to be recruited. They should be submitted to the Ministry of Education for approval before implementation.

2. Degree programs internally offered for students to transfer to or take Double Majors: They should be approved at the academic affairs meeting and University Council meeting before implementation, and submitted to the Ministry of Education for reference. However, any degree programs involving a special professional area with total trained manpower quantity control mechanism fixed by the related government authorities should be submitted to the Ministry of Education for approval before implementation.

Article 94 The number of credits required for graduation from each degree program and all other affairs to comply with should meet the requirements of the degrees of different levels.

Article 95 After a student has completed taking the required credits of a degree program, his/her diploma shall be printed with the name of the degree program, or the inter-departmental, inter-institute or inter-college name.

Article 96 Students of degree program may apply for transfer to the related departments, graduate institutes or academic programs. Such application shall be dealt with in accordance with the stipulations of the related articles about internal transfer specified in Section 5 of Chapter 2, and those about transfer to another graduate institute specified in Section 5 of Chapter 3 of the General Regulations of KMU.

Section 2 Dual and Joint Degree Program

Article 97 Each department, graduate institute and college of KMU should establish Student Exchange Learning and Cooperation Plan with overseas or Mainland Chinese universities in accordance with the “Guidelines on Dual and Joint Degree Program” of KMU. Related Guidelines are to be formulated separately, approved at the academic affairs meeting before implementation, and submitted to the Ministry of Education for reference.

The expected study period, required number of credits and degree conferral of the students who take Dual and Joint Degree Program in accordance with the methods of the preceding paragraph, shall be dealt with in accordance with the General Regulations and other related regulations of KMU.

Section 3 Dual Enrollment

Article 98 Application for dual enrollment from KMU students should be submitted to the department concerned, and approved by the Department Chair, the Dean of College and the Chief of Academic Affairs.

KMU students having successfully applied for dual enrollment may take double degree in accordance with the “Guidelines on Student Application for Dual Enrollment” of KMU. These Guidelines are to be formulated separately, approved at the academic affairs meeting and University Council meeting before implementation, and submitted to the Ministry of Education for reference.

Article 99 Any details not specified in these General Regulations shall be dealt with in accordance with the laws of the Ministry of Education and the General Regulations of KMU.

Article 100 Having been approved at the academic affairs meeting and University Council meeting, the General Regulations of KMU are announced and implemented, and then submitted to the Ministry of Education for reference. Any amendments to the Guidelines shall also be processed in the same way.