Chapter 1 General Regulations

1. Soochow University School Regulations are formulated in accordance with University Act, Enforcement Rules of the University Act, Degree Conferral Law, Enforcement Rules of Degree Conferral Law. Departments mentioned in these regulations include degree programs.

2. These regulations are applicable to affairs of enrollment, leave of absence, school returning, department transfer, minors, programs, double-majors, graduation, degrees, cross-campus course selection, summer courses and study status during abroad. These regulations shall be followed unless are laws are regulated. Additional regulations formulated with School Regulations and Evening Program Regulations shall be reported to Ministry of Education for reference.

2-1. The enrollment of freshmen and new students of doctoral and master's programs shall be launched in the beginning of the school year. The enrollment of transfer bachelor students to second and third grades can be launched if the enrollment number is still available and is regulated in another enrollment brochure. Soochow University accepts enrollment of overseas compatriot, foreign or students with other identification.

Chapter 2 Enrollment

3. Admitted freshmen and transfer students shall complete registration at announced date. Students who cannot complete the registration in time shall provide related proofs for admission and processing of the registration within three days, otherwise, the enrollment will be canceled.

4. Freshman who cannot enrollment in current year due to severe illness, military duty or other reasons shall provide related proofs before registration to sustain the enrollment qualification. Students will be able to enroll in the next year if the delay is admitted and no payment is need for current year. The limit of sustaining enrollment qualification mentioned above is one year. Student who still cannot enter the school in time shall submit a leave of absence application after registration except student who is on active military duty can extend the limit by providing copies of the call-up order and the on-duty proof from the belonging military unit and apply for returning school with military service discharge order after fulfilling military duty. Student who has proofs of being pregnant or gave birth can apply for sustaining enrollment qualification before registration. The duration of sustaining depends on the requirement for pregnancy, birth giving or raising children under three years old.

5. Students shall submit study status records and required materials while processing enrollment. The study status record shall have details of student ID, name, gender, birth date, residential address, identification number (fill in tax number for students who has no Taiwan ID), nationality (for foreign students), living place (for overseas compatriot
students), student identity, degree of enrollment, date of enrollment, belonged group or class of the department, leave of absence, school returning, original department (group), minors, double-majors, program name, scores of courses, graduation date and acquired degree (or withdrawal record), status of study status verification, name of parents or custodian and contact address.

Study status records must be archived for good.

6. Students shall submit related identities while processing enrollment, otherwise registration will not be allowed. If the identity is verified to be fake, manipulated or borrowed, the student will be withdrew and the parents or custodian will be informed.

Chapter 3 Fees, Registration and Course Selection

7. Students shall pay required fees and complete course selection before announced due date at the beginning of each semester then allowed to study in the semester.

7-1. Standards of fees are formulated based on items and amount announced by Ministry of Education before enrollment of every school year. Standards of fees for exchange students from universities contracted with Soochow University are regulated otherwise.

8. The refund measures for student who is admitted to withdraw or suspend school are regulated as below:
   A. Fees will be fully refunded if the student (exclude freshmen) completes procedure of withdrawal or suspension before the beginning day of the school.
   B. Freshman (transfer student) who completes procedure of withdrawal will be refunded 2/3 of tuition charge and all other fees.
   C. Student who completes the procedure before 1/3 of the semester will be refunded 2/3 of all fees; over 1/3 but not reaching 2/3 of the semester will be refunded 1/3 of all fees; over 2/3 of the semester then no refund is available.

8-1. Students with extended study period complete the procedure of withdrawal or suspension before (including) the due date of adding/cancelling courses will be charged for 1/3 of all credits; after the due date of adding/cancelling courses will be charged for selected courses. Students with extended study period who completed required credits for graduation and leaves only ability certification to pass will be charged for only student accident insurance.

Students with extended study period select less or equal to 9 credits will be charged for credit fees only; more or equals to 10 credits (excluding education program courses) will be charged for full tuition fees.

Graduated students will be charged according to standards mentioned above after paying full tuition fees.

9. Present student who cannot complete registration due to personal reasons shall authorize a representative to register at latest three days since the beginning of school day. Student who cannot complete registration due to accidents shall provide related proofs within one week for approval of re-registration. Student who does not pay fees in time, paid fees but does not finish course selection before due day of add/cancel courses have to apply for leave of absence within one month since the beginning of school day otherwise will be withdrew. Student who reaches the limit of study period will be withdrew as well.
The handling of students applying leaves of absence or being withdrew shall follow Article 8 and Article 8-1 of School Regulations. Academic Affairs Division must allow the student to express opinions within limited time before making admission for leave of absence or withdrawal.

10. Course selection shall follow “Soochow University Regulations of Course Selection” and “Soochow University Measures of Cross-Campus Course Selection for Outside School Students”. Additional regulations are regulated in other documents and “Soochow University Measures of Cross-Campus Course Selection for Outside School Students” shall be reported to Ministry of Education.

Chapter 4 Limitation of Credit and Study Period

11. Required credits for student in bachelor degree programs are regulated as below: At least 10 credits and at most 25 credits every semester in the first, second and third grade; At least 9 credits and at most 25 credits every semester in the forth grade. The required credits for Laws Department students are the same as the first to third grade of other departments, and the requirement for fifth grade is the same as the fourth grade in other departments.

Bachelor students who achieve ranks at top 10% of the class in the last semester or who is in the fourth (or above) grade being allowed to study double-majors, minors, cross-domain programs or educational programs can increase the maximum credits to 30 without limits mentioned above.

Bachelor student who fulfill required scores and credits at one semester or school year before graduation but not meeting the standard for early graduation shall still register in the next semester.

The maximum credits for master’s and doctoral students is 20 (including all programs) and the minimum is one course (including thesis/dissertation) except additional regulations from the belonging department.

12. Students who enrolled to Soochow University are allowed to waive courses completed in previous school if credits are the same and scores are passed (including courses of physical education or military training [nursing]), but the minimum required credits shall not be changed.

Dedicated regulations are described in “Soochow University Measures for Credit Waiving”.

13. One credit is counted if one hour of courses studied every week over one semester and the score is passed. Credits for internship, language exercises or experiments maybe two to three hours of courses every week for one credit depends on necessity of the course.

14. Soochow University applies the credit-based system.

Study period limitation of bachelor students is four years for each department except Department of Laws which is five years. Students shall be granted for graduation after fulfilling the study period, total required and optional credits and required physical education, military training (nursing). Students who do not complete credits due to not being selected or failed courses are allowed to extend the study period to at most two years. Disabled students are allowed to extend the study period at most four years depends on the physical, mental conditions and needs for learning. Student will be
withdrew due to not being granted for graduation before expiration of study period extension.

The study period for master's degree programs is four years, one to five years for master's degree programs in Department of Laws and two to seven years for doctoral degree program student. Students will be withdrew due to not being granted for graduation before expiration of study period extension. The five-year extension limit of study period for master's degree program students is only applicable for student enrolled since school year 103.

Students are allowed to extend the study period due to pregnancy, birth giving or raising children under three year old.

Military Training (nursing) courses for freshmen has changed to be optional since school year 98 and whether counted for graduation is decided by each department.

15. Bachelor student who has outstanding performance and fulfills total credits for graduation at one semester or one school year before expiration of regulated study period is allowed to early graduate with approval from President. The outstanding performance mentioned above means scores and ranks are at top 10% of the class in every semester; required courses of physical education and military training (nursing) and the score for conduct reach 70 or above. Since school year 98, military training (nursing) courses for freshmen became optional and are not required for early graduation.

16. Special courses unable to hire instructors easily in the semester or make-up courses for incomplete credits of basic course for graduating student can be held during summer vacation. Measures for the situation are regulated in other documents and shall be reported to Ministry of Education for reference.

16-1. Measures for student who departures during study period are regulated in other documents and shall be reported to Ministry of Education for reference.

16-2. Measures for joint dual-degree with foreign universities are regulated in other documents and shall be reported to Ministry of Education for reference.

Chapter 5 Examination, Score and Leaves for Students

17. Study examinations of Soochow University are list as below:
   A. Regular Examination: Held by teachers in the class.
   B. Midterm Examination: Held by teachers within regulated period of midterm examinations, but specific examinations needing unified questions shall be arranged by Office of Academic Affairs.
   C. Semester Examination: Held by teacher within regulated period of semester examinations, but specific examinations needing unified questions shall arranged by Office of Academic Affairs.

Additional regulations are regulated in “Soochow University Examination Regulations”.

18. Student who cannot attend the examination due to unexpected situations such as official affairs, marriage, funeral, illness, menstruation, birth giving, pregnancy, raising children under three year old or other severe accidents shall provides related proofs within five working days since the next day of the examination for admission from Chair of the department and Office of Academic Affairs to take an make-up examination on regulated
dates. Student who cannot attend the make-up examination due to birth giving shall finish the make-up examination before the beginning of the next semester. Student is absent from the examination without an approval will be considered as abandoning the examination.

Student cannot attend the course due to normal leaves shall provides proofs within one week since the next day of the course for approval from the instructor. Handling of taking leaves and make-up examinations of a sudden test or midterm examination is decided by the courses instructor.

Menstruation leaves are allowed one day a month without proofs.

19. Verified cheating during examinations leads to zero score of the examination and may be punished according to “Soochow University Examination Regulations” depends on severity.

20. Examinations shall apply percentage grading scale normally and considering 100 as full score. Bachelor students shall obtain at least 60 scores to pass, and graduated students shall obtain 70 scores.

Special courses applying absolute standards for judging passing or not shall be reviewed by school curriculum committee. If it is a required course for the program, the credits shall be counted in total credits for graduation but shall not be counted in the average score.

Graduated student who is considered to take make-up bachelor courses after enrollment, the credits and scores shall not be counted in total credits for graduation and the average score.

Scores of courses shall be calculated by semesters. Each set of scores of 1st and 2nd semesters will be calculated separately and will not be averaged.

21. Rewards, punishment and conduct score affairs shall follow related measures and handled by Office of Student Affairs.

22. Calculation of scores are listed as below:
   A. Proportions of the semester total score where normal examinations are taken will be: 30% for normal examinations, 30% for the midterm examination and 40% for the semester examination.
   B. Proportions of the semester total score where normal examinations are not taken will be: 40% for the midterm examination and 60% for the semester examination.

   Course instructors are allowed to change the proportion mentioned above with necessity after announcement at the beginning of the semester or described in details in the course plan.

23. Abandoned semester examinations can be graded according to above regulations by the instructor.

24. Calculation of average scores and graduation scores are listed as below:
   A. Course credits multiply the course score will be the weighted score.
   B. The sum of course credit will be the total credits.
   C. The sum of weighted scores will be the total weighted score.
   D. The total weighted score divided by the total credits will be the average score of the semester.
   E. Zero scores due to failure or cheating are also counted.
F. The sum of credits of each semester will be the graduation credits.
G. The sum of weighted scores of each semester will be the graduation weighted score.
H. The graduation weighted score divided by the total graduation credits will be the graduation score of the student.
I. Credits and scores obtained during summer courses will not be averaged with credits and scores in the semester, but will be counted in the graduation credits and scores.
J. Calculation for master's and doctoral program students: 50% for graduation score, 50% for the degree examination.

25. Scores should be submitted to Office of Academic Affairs within regulated time by course instructor. Office of Academic Affairs shall announce the score immediately and inform parents of students after summarizing scores of each course.
   The examination papers of semester examinations and enrollment examinations shall be preserved in the school for a year.
   Score of students shall be recorded in details and preserved for good.

25-1. Student who disagrees with course scores shall submit “Application for Student Semester Score Re-examination” to belonging department within 10 working days since the due date of submitting scores. The application will be transferred to the course instructor, reported to Chair of the department then Registration Division. The Student and instructor will receive the result from Office of Academic Affairs through the department after judged by Office of Academic Affairs Chief. The whole procedure might take at most two weeks.
   If the instructor submits scores after the due date, processing time mentioned above shall be 10 working days since the date of submitting scores by the instructor.
   If the student still disagree with the result shall claim demand according to Soochow University Measures of Claims for Students.

26. Score of students will not be allowed to change after submitted by the instructor and recorded by Office of Academic Affairs Division unless following procedure:
   A. Mistakes of score calculation, printing or missing after reviewing by the course instructor shall be submitted as written description by the instructor to Office of Academic Affairs along with Chair of the department for approval from Academic Affairs Chief.
   B. Severe situation of item A shall be judged by the council on academic affairs.
   C. Other than situation mentioned in item A and B, severe defects on grading scales shall be submitted by the Chair and instructor as written description to the council on academic affairs.
   Application of above situations to revise students' scores shall be submitted before deadline of add/cancel courses of the next semester. The course instructor shall provide the course plan, normal examination score notes and original answering papers.
   “Chair of the department” mentioned in item A includes Chair of the department where the course belongs, Chair of the department hiring the instructor and Chair of the department where the student belongs.

27. Failed required courses, physical education and military training are not allowed for make-up examinations and students shall re-take failed course.
28. Except additional regulations mentioned, bachelor students failed 2/3 of total credits in a semester or 1/2 credits in sequential two semesters will be withdrew from the school.

29. Overseas compatriot, foreign, overseas Mongolian, Tibetan, aboriginal, students who are children of dispatched personnel or students with outstanding sport performance admitted by Ministry of Education; students mentioned above fail 2/3 of total required credits shall be withdrew from the school.

Student who has disability identity, enrolled by City Government Committee for special treatment or qualified for Placement of Gifted and Disabled Students are not applicable for withdrawal standard mentioned above while the disability identification must has effectiveness before meeting the withdrawal standard.

30. Above two regulations are not applicable to students who select courses under 9 credits excluding required courses of physical education, military training (nursing).

30-1. Credits of optional physical education, military training (nursing) are counted as above three articles and decided by each department whether shall be counted in graduation scores.

31. Bachelor students are allowed to study the 2nd course of a one-year course only if the score of 1st course is above 50.

32. Qualification examinations of master’s and doctoral degrees follow “Soochow University Graduated Student Master’s and Doctoral Degree Examination Regulations”, “Regulations of Doctoral Degree Qualification Examination” which are regulated in other documents and shall be reported to Ministry of Education for reference.

Chapter 6 Absence and Abandon of Courses

33. Student not attending selected courses with approval will be considered as an absence of the course. Student not attending selected courses without approval will be considered as an abandon of the course. Regulations for absence and abandon of courses are as below:

A. Reaching hours of absence set by the instructor will be handled by rules in the course plan.

B. One hour of abandon of course counted as two hours of absence of course.

C. Being late or early leave twice are counted as one hour of absence.

Student who is absent with approval due to birth giving, pregnancy or raising children under three year old are not applicable to item A. Grading of the course can be taken by make-up examinations or other handling depends on needs or type of the course. Scores of the make-up examinations shall be counted by real scores.

Chapter 7 Program Transfer, Minors, Cross-Domain and Double-Majors

34. Bachelor students are allowed to apply for transferring programs (including transferring the group in the same department) before the beginning of the second grade. Student who applies for program transfer before the beginning of the third grade can be transferred to the third grade of similar programs or the second grade of different programs. Student who apply for program transfer due to special reasons before the beginning of the fourth grade can be transferred to the third grade of similar programs or recorded finishing programs as minors. Applicant for transferring on higher grades can
be transferred to similar programs or recorded finishing programs as minors based on studied courses and credits. Program transfer is limited to once and must fulfill graduation standards of the new program for graduation.

The repeated studied years for students who transfer to lower grades will not counted twice in the maximum study period. Student shall follow regulations of required and optional courses of the new program.

Regulations of qualification and open audition for program transfer are formulated and announced by each department with approval from Office of Academic Affairs.

34. Application of program transfer for Chinese mainland students shall follow regulations from Ministry of Education for enrollment of Chinese mainland students. Chinese mainland students are not allowed to be transferred to lower grades.

35. Program transfer shall be applied in written application within given time with approval from advisor teachers, related Chair of the department, institution director and Office of Academic Affairs. Departments can enroll students by open audition where students who are accepted shall apply for leave of absence for the next semester after semester examinations, and apply for returning to school to the new program at the beginning of the next semester. Students who apply for leave of absence before semester examinations shall enter the original program and apply for incomplete program after returning to school in the next semester.

36. Make-up courses for transferred student are decided and approved by Chair of the new department and Office of Academic Affairs.

37. Bachelor students are allowed to apply for minor programs during the study period. Credits for minor programs shall be counted additionally to the minimum graduation credits of the major program. Minor programs shall be noted when applying for school transfer or graduation.

Students who fulfill required credits of the major program in extended study period are not allowed to be extended again for incomplete credits of minor programs.

Additional measures are regulated for minor programs and cross-campus minor programs and shall be reported to Ministry of Education for future reference.

37-1. Students are allowed to apply for cross-domain programs during the study period. Credits for cross-domain programs shall be counted additionally to the minimum graduation credits of the major program. Certificate of cross-domain program credits shall be delivered when applying for school leaving process.

Additional measures are regulated for cross-domain programs and shall be reported to Ministry of Education for future reference.

38. Bachelor students are allowed to apply for double-major programs during the study period. If minimum credits for major and required professional credits of double-major program are fulfilled, the certificate of double-major shall be noted on the degree certificate when granted graduation.

Students who fulfill required credits of the major program in extended two year study period but still not complete credits of double-major programs are allowed to extend one semester or one school year.

Additional measures are regulated for double-major programs and shall be reported to Ministry of Education for future reference.
Chapter 8 Leave of Absence, School Returning, Withdrawal, Transfer

39. Student who applies for leave of absence or withdrawal shall obtain approval from a parent or custodian and shall process leave of absence or withdrawal to obtain the proof of leave of absence or proof of studied credits.

40. Period of leave of absence is counted in semesters and limited to at most two school years. If student who reaches two years of absence and needs to extend further more due to severe illness or special personal reasons, an approval shall be submitted to the President as a special case for one more school year extension. Student who does not return to school when leave of absence is due will be withdrew from the school. Students are not allowed to apply for program transfer during leave of absence. Students who are called for military duty during leave of absence shall attach military service summoning order to extend leave of absence and attach military discharge order to apply school returning after fulfilling military service. Students who apply for leave of absence due to pregnancy, birth giving or raising children under three year old will not be limited to two years of absence, but shall attach hospital proofs to apply for school returning after giving birth.

41. Students who applied for leave of absence shall submit proofs for leave of absence to Office of Academic Affairs for returning to the school within limited time. Students shall continue the semester or school year of the program in the original department after returning to the school or re-take the last semester or school year if it is not complete before the leave of absence.

If the original program is not opened anymore, the school shall direct the student to another proper program. Students who leave at the first semester of enrollment shall follow rules of selecting required and optional courses at the school year when returning to the school.

42. Application of leave of absence of the semester is only applicable before the semester examinations. Scores of the semester applied for leave of absence will not be counted except admitted master’s and doctoral qualification and degree scores.

43. Students meet following criteria will be withdrew from the school:
   A. Disqualified from enrollment or school transfer.
   B. No registering before due date of school returning or expiry the leave of absence.
   C. Volunteer withdrawal.
   D. Severe violation leading judgment of being withdrew by the student incentive and punishment committee.
   E. Violation of Soochow University School Regulations and other regulations.

44. Withdrew students who completed at least one semester with scores shall receive the proof of credits whereas students who is disqualified from enrollment or school transfer shall not receive the proof. Student who is verified or charged of been cheating at the enrollment examination or borrowing, faking and manipulating the identity shall be disqualified from enrollment and cancel degrees if the student is graduated. Additional regulations of disqualification are regulated in student incentive and punishment regulations.

45. Withdrew students who meet following criteria are not allowed to apply for examinations for school transfer of Soochow University:
A. Recorded demerit points of cheating at examinations.
B. Violated school regulations with three minor demerit points or one major demerit point.
C. Misbehave harming school reputation after leaving the school.
D. Severely misbehave after leaving the school.
E. Disqualification of the student.

46. If the student violates school regulations or misbehaves during study period or leave of absence, the school shall correct, warn, record demerit points, withdraw or disqualified the student depends on severity.

46-1. If the student disagrees treatment of violation by Soochow University School Regulations which infringing his/her right of education or other rights shall propose the disagreement through claiming measures whereas the treatment will not be discontinued before the result of the claim is clear. Active students shall still continue their education. Claims shall follow “Organization Articles and Measures of Soochow University Complain Council Committee”.

Students who are not satisfied with internal result of the claim shall propose an administrative appeal and administrative litigation according to related laws. If any original treatment is cancelled by supervising authorities or judgment from the administrative court due to illegal or inappropriate reasons, Soochow University shall change the treatment.

Soochow University shall assist the student if the student is allowed to return to the school by changed treatment but cannot enroll in time due to special reasons and the student is allowed to apply for leave of absence before returning to the school.

Chapter 9 Changing Name and Age

47. Student’s name, birth date on enrollment materials shall be identical to his/her ID card or must be revised immediately.

48. Active students or alumni shall attach proofs given by household registration authorities for changing names or birth dates. The degree certificates of graduated students shall be amended by school with stamps.

Chapter 10 Graduation and Degrees

49. Bachelor students fulfill required graduation credits and pass following ability examinations within study period (except who early graduate) will be granted graduation.

Students who are admitted to study minor, double-major or other programs (including educational and cross-domain program) before the end of study period are allowed to extend study periods.

Standards of ability examinations for bachelor students are as below:

A. Bachelor students who are enrolled since school year 97 have to pass English examinations equivalent to CEF B1 level or English qualification examinations of Soochow University. Students who do not pass the examination shall complete related make-up English courses.

B. Bachelor students who are enrolled since school year 103 have to pass the graduation standard of “Information Ability” and “Art Education Activity” within
study period. Related examination standards shall follow examination and measures of “Information Ability” and “Art Education Activity”. Student shall follow higher standards or additional regulations by belonging departments. Bachelor students who fulfill required graduation credits within study period but not passing ability examinations are allowed to select only ability examination courses during the extend study period and apply for midway graduation after passing ability examinations and obtain the degree certificate depends on the month of passing.

49-1. Master’s and doctoral degree students fulfill required graduation credits and pass ability examinations regulated in “Master’s and Doctoral Degree Examination Regulations” will be granted graduation. Departments are entitled to formulate additional measures for ability examinations. Students have to pass the additional examinations and mentioned qualification above for graduation.

49-2. Overseas students who graduated from similar schools equivalent to second grade of senior high schools in Taiwan shall complete additional 12 credits within regulated study period.

50. Bachelor graduating students whose lacking credits to re-take or make-up in the second semester of extended study period and have finished or non military duty are allowed to apply for suspension of the first semester. Students who are going to register the first semester shall select at least one course (including physical education, military training [nursing]). Graduating students who have military duty to fulfill making unable to graduate on schedule shall apply for continuing deferral of military duty before the end of June.

50-1. Master’s and doctoral degree examinations shall be held before July 31st (January 31st for first semester). Each department shall submit examination paper records with signature of examination committee members within three days to Office of Academic Affairs since the day of degree examinations. Students shall complete procedure for school leaving and submit thesis/dissertation before registration of the next semester to obtain degree certificates. Students who do not complete school leaving in time shall still register and select courses in the next semester if the study periods are not reached, otherwise the student shall be withdrew if the limit of study periods are reached.

51. Graduated students will receive degree certificates and granted bachelor, master’s or doctoral degrees by Soochow University.

52. Graduating bachelor or master's degree students who are outstanding in education and potential in researching are entitled to enter doctoral programs directly with recommendation from two vice (or higher) professors in belonging department, institution and degree programs; approval from related council of belonging department, institution, degree programs and admission from the President. Additional measures are regulated in other documents.

Chapter 11 Supplementary

53. These measures are approved and revised by the council on Academic Affairs and put into effect after approval by the President and reporting to Ministry of Education.
54. Incomplete details of Soochow University School Regulations shall follow University Act, Enforcement Rules of the University Act, Degree Conferral Law, Enforcement Rules of Degree Conferral Law.