

Regulations of the Central Police University on Student Affairs

Approved by Letter (69)-Kao-Tzu No.38924 of the Ministry of Education on Nov.29, 1980

Reviewed and registered by Letter *Tai* (69)-*Nei-Ching-Tzu* No.71994 of the Ministry of the Interior on June 15, 1980.

Reviewed and registered by Letter *Tai* (83)-*Kao-Tzu* No.056643 of the Ministry of Education on Oct.20, 1994

Reviewed and registered by Letter *Tai* (83)-*Kao-Tzu* No.064834 of the Ministry of Education on Nov.29, 1994

Reviewed and registered by Letter *Tai* (85)-*Nei-Ching-Tzu* No.8502618 of the Ministry of the Interior on July 16, 1996

Chapter 1 General Principles

Article 1 These Regulations are enacted pursuant to the University Act and its Enforcement Rules to handle the student and graduate student affairs of the University.

Article 2 The student affairs referred to in these Regulations mean the enrollment, transfer to another school or department, treatment, suspension, return, exit, exam, performance examination, selection courses in other schools, and graduation of the students and graduate students.

Article 3 The University will recruit new students into the research institutes, four-year bachelor classes, and two-year technical classes in a public way at the beginning of each academic year. The general regulations on recruitment will be prescribed elsewhere.

Chapter 2 Entrance and Enrollment

Article 4 Anyone who has graduated from a public or registered private senior high school or an equivalent school, or has the qualifications for attending college and university entrance examinations as prescribed in educational laws and decrees, and has been matriculated by the University through the University's entrance examination for four-year bachelor classes, may study in a Grade 1 four-year class in the University. Any in-service policeman who has graduated from a junior class of the University or Taiwan Police College or has the education level equivalent to college graduates, and has served in the police for certain years, and has been matriculated by the University through transfer examination for two-year technical classes, may study in a Grade 1 two-year technical class.

Article 5 Anyone who has any of the following qualifications, and has been matriculated by the University through the entrance examination for graduate students, may study in a graduate student class in a research institute of the University.

- 1.He/she has graduated with a bachelor's degree from a domestic public or registered private university or a foreign college or university recognized by the Ministry of Education.

- 2.He/she has the qualifications for attending the entrance examination for graduate student class as an attendee of the equivalent educational level as prescribed in the laws and regulations on education.

Anyone who has any of the following qualifications and has been matriculated through the University's entrance examination for doctoral students may study doctoral courses in a research institute of the University:

- 1.He/she has graduated with a master's degree from a public or registered

private college or university, or a foreign college or university recognized by the Ministry of Education.

2.He/she has the qualifications for attending the entrance examination for doctoral study as an attendee of the equivalent educational level as prescribed in the laws and regulations on education.

The related rules for recruiting master and doctoral students will be prescribed in the General Regulations on Recruitment.

Article 6 The foreign students who meet the qualifications for attending universities or research institutes may apply for studying in the University in accordance with the Regulations of the Central College University on Foreign Students.

Article 7 Any student newly matriculated into the University shall personally come to the University to handle the enrollment procedure within a specified time limit. Where he/she cannot enroll in within the time limit due to illness or serious accident, the student shall submit the certificates in advance to apply for postponement of up to two weeks. Anyone who doesn't enroll in within the time limit without due reasons will be rejected.

Article 8 Upon enrollment, the new students shall, according to the relevant provisions, fill in and submit the letter of intent, the letter of guarantee and the student registration form, and shall carry the specified objects.

Article 9 Where it is found and confirmed that a certificate submitted by a student is fake or of someone else, the student will be dismissed without granting any educational certificate, and notice will be given to the guardian or guarantor. If the case is found after the student has graduated, the graduation certificate will be abolished, and the qualification as a student having graduated from the University will be cancelled through public announcement.

Chapter 3 Treatment

Article 10 During study in the University, the students in the bachelor classes may study and live at government scholarships and allowances, but the students in two-year technical classes shall provide their clothes by themselves and will be granted no allowances. On-job full-time graduate students may enjoy government scholarships in the former 2 years during stay at the University, whereas common full-time graduate students and part-time on-job graduate students may not enjoy government scholarships during study in the University, but common full-time students claim student grants according to the relevant provisions.

Chapter 4 Registration and the Elective System

Article 11 Any student or graduate student shall personally come to the University to finish the registration procedure according to the time as prescribed in the University's calendar. Anyone who doesn't register on time will be dismissed unless he/she has asked for leave or suspension of study due to illness or serious accident.

The above-mentioned leave may not exceed 2 weeks.

Article 12 Except the military subjects, physical educations and practical training, a student in a four-year bachelor class must study enough courses of not less than 16 credit hours every term in the first to the third academic year, and not less than 8 credit hours every term in the fourth academic year. A student in a two-year technical class must study enough courses of not less than 16 credit

hours each term.

The upper and lower limits of the credit hours that should be obtained by a graduate student each term shall be prescribed by each research institute itself.

Article 13 The director of an institute or department shall, within 2 weeks after class is opened each term, submit a list of the courses additionally selected or cancelled by the students and graduate students as well as the exempted credit hours to the Academic Affairs Division for registration after the list has been examined by the director, and the lists submitted after expiration of the period of 2 weeks will be rejected. Anyone who doesn't handle the procedure for additionally selecting a course according to the relevant provisions can not get the credit hour recognized; where the procedure for canceling selection of a course is not handled according to the relevant provisions, zero will be scored as the student's grade in this course.

The exempted credit hours referred to in the preceding paragraph will be prescribed elsewhere.

Article 14 The students and graduate students may select courses in the departments, institutes, and schools other than their own, and the related provisions will be prescribed elsewhere.

Chapter 5 Study Years and Credit Hours

Article 15 A student in a four-year bachelor class shall study in the University for 4 years, which may be prolonged to 6 years, and shall complete at least 128 credit hours of courses. A student in a two-year technical class shall study for 2 years, which may be prolonged to 4 years, and shall complete at least 72 credit hours of courses. A graduate student in a master class shall study for 2~4 years, and shall complete 24 credit hours of courses. Where a graduate student needs to study some courses of a bachelor class, he/she may not attend the exam for master's degree before successfully completing the foresaid courses, and the remediation courses may not be counted in the credit hours for graduation. A doctoral student shall study for 3~7 years, and shall at least complete 20 credit hours if his/her major is science or engineering, or 28 credit hours if his/her major is art or law. The theme research reports of the students in bachelor classes will not be counted in the credit hours, and the dissertations of the graduate students for the master or doctor's degree shall be counted additionally.

No government scholarships will be offered to a student or graduate student during the prolonged term of his/her study.

Article 16 As for calculation of credit hours, if a student takes a course that has a class of one hour every week, he will get a credit hour after finishing the course. Generally, experiment or practical training is not counted in credit hours. Where it is counted, a credit hour means 2~3 hours of experiment or practice every week through out a term.

Article 17 Examination of the students and graduate students' performance is divided into the following:

1. Routine review: held by the teachers at any time.
2. Midterm: held in the mid of each term according to the time specified in the University's calendar.
3. Terminal exam: held at the termination of each term according to the time specified in the University's calendar.
4. Test for Master or Doctor's Degree: handled in accordance with The Act for Awarding Degrees and its Enforcement Rules issued by the Ministry of

Education.

The scores in the above-mentioned routine review and midterm will be combined together as the performance at other times. The performance at other times and the score in the terminal exam make up of the score of a course, and each of the two accounts for fifty percentages in principle. The score of each course shall be rounded to two decimals.

Theme research report or paper may be adopted to evaluate the performance of the graduate students in study.

- Article 18 The centesimal system shall be used to score the students and graduate students' performance in study (and practical training). The standards of exam scores are as follows:
1. For a student, 60 or above means pass, less than 60 means failure, and 100 is the full mark.
 2. For a graduate student, 70 or above means pass, and 100 is the full mark.
- Article 19 The terminal mean score and the graduation score of a student or a graduate student shall be calculated according to the following provisions:
1. The credit hour of a course multiplied by the score is the cumulative score of the course.
 2. The sum of the credit hours of all the courses finished in a term is the total credit hour of the term.
 3. The sum of the cumulative scores of all the courses finished in a term is the total cumulative score of the term.
 4. The total cumulative score divided by the total credit hour is the terminal mean score.
 5. The failed courses shall also be counted in calculation of the terminal mean score.
 6. The graduation score of a student shall comprise the mean score in study, conduct, discipline, military training, and sport skills of each term, and the calculation method will be prescribed elsewhere.
 7. The graduation score of a graduate student shall comprise the mean score in study, the score in the exam for master or doctor's degree, and the mean score in conduct of each term, and the calculation method will be prescribed elsewhere.
- Article 20 The test papers of each course shall be graded by the teacher, and the scores may not be changed after they are reported to the Academic Affairs Division. If the error is obviously caused by the negligence or mistake of the teacher, a written explanation shall be submitted for correction.
- Article 21 For any student or graduate student who doesn't attend the exam of a course, he/she will get a zero in the course.
- Article 22 Where a student or graduate student can't attend an exam due to illness or serious accident, he/she shall apply for leave, and may take a supplementary exam if the application is approved.
- Article 23 The students and graduate students may not take supplementary exam for any failed courses; where the failed course is a compulsory one, they must study it once again; where it is an elective course, the corresponding credit hour will not be counted. Where a student still doesn't pass the exam of a course after having restudied it, he/she shall study it once again.
- Article 24 Where the sum of credit hours of the failed courses reaches $\frac{1}{2}$ of the total credit hours of the courses a student studies in a term, the student will be compelled

to quit, unless the total is not more than 9 credit hours.

Article 25 For a course that spans two or more terms, where a student get a score less than 40 in the first term, he/she may not acquire the credit hours of the same course in the next term.

Article 26 The test papers of the entrance exams of new students as well as the midterm and terminal exams of in-school students and graduate students shall be stored for one year.

Article 27 Disciplinary training, military training, and physical educations are the University's compulsory courses, and may be counted in the credit hours. Anyone who doesn't reach the specified standards of the aforementioned courses may not graduate from the University.

The students shall go to the designated offices to practical training in summer holidays, and the practical training will not be counted in the credit hours. Anyone who doesn't get an acceptable score in practical training may not graduate from the University. Where a student get a score less than 50 in practical training, he/she will be compelled to quit; not less than 50 but less than 60, may practise once again; in case he/she still doesn't pass the practical training, he/she will be compelled to quit. Those who have already got the score of practice may be exempted from practical training.

Regulations on calculation of the credit hours and scores referred to in the above two paragraphs will be prescribed elsewhere.

Chapter 6 Leave, Absenteeism and Deduction of Scores

Article 28 Where a student or graduate student cannot attend a class due to certain reasons, he/she shall ask for leave according to the provisions on leave. It will be regarded as absenteeism if a student or graduate student doesn't attend a class without approval of leave and without any due reasons. Anyone who has been absent from the lessons for 1/6 of the total time of a course in a term may not attend the terminal exam of the course, and will get a zero in scoring of the course.

Article 29 Where a student or graduate student has the time of leave and absenteeism from the lessons of a course reached 1/5 of the total time of the term, 5% will be deducted from the score of the course; where the time reaches 1/4, 10% of the score will be deducted; where the time reaches 1/3, he/she may not attend the terminal exam of the course, and will get a zero in scoring of the course, unless the absence from the lessons is caused because of duty and with the approval of leave.

Chapter 7 Transfer to Another Department

Article 30 The students in the four-year bachelor classes who apply for transfer to another department due to special reasons shall acquire the consent of the deans of the original department and the department they expect. Where a department has vacancy before the beginning of the next academic year, it may accept students transferred from another department. If a graduate student wants to transfer to another institute (section), he/she must acquire the consent of the two directors of the original institute and the institute he/she wants to enter. The regulations on transfer to another department will be prescribed elsewhere.

Chapter 8 Suspension, Return, Dropout and Dismissal

Article 31 In case of serious illness or accident, a student may submit an application enclosed with a certificate produced by a chief physician of the University or a

physician of a public hospital, or with the consent of his guardian or guarantor, to apply for suspension of schooling. The graduate students may apply for suspension at their own will. After the foresaid application is approved by the president, the applicant shall finish the procedure of suspension of schooling at the Registration Section, Academic Affairs Division.

One or two academic years of suspension may be approved for an application submitted by a student, but one term may be approved for an application submitted by a graduate student for suspension. The cumulative period of suspension shall be not longer than two academic years; however, where it is necessary to apply for suspension again upon expiration of the term due to serious illness or special accident, the term of suspension may be appropriately prolonged.

Article 32 Any student or graduate student who meet any of the following occasions will be compelled to quit:

- 1.The cumulative time of his/her leave has exceeded 1/3 of the term, except the absentee attends a contest on behalf of the country and with the approval of leave for public business.
- 2.He/she is afflicted with a disease, and it is proved by a chief physician of the University or a physician of a public hospital that the disease is difficult to cure in a short time.
- 3.He/she is afflicted with a venereal disease or another infectious disease listed in law, and it is confirmed by a chief physician of the University that he/she is likely to harm the public health.

Article 33 Upon expiration of the suspension of schooling, the student or graduate student shall return to the University; otherwise, it will be deemed that he/she gives up his/her schooling on his/her initiative. In case he/she is recruited in armed forces, a photostat copy of the recruitment order shall be submitted to the Registration Section, Academic Affairs Division to apply for prolonging the term of suspension; and upon expiration of the military service, shall submit the dismissal order to apply for recovery of schooling.

Upon recovery of schooling, the student shall begin study from the academic year or term next to the original one in the original department (institute); if the student has suspended schooling in the duration of a term, he/she shall recover study from the original academic year or term when he suspended schooling.

Article 34 Where a student or graduate student suspends schooling in the duration of a term, the scores of this term will not be counted.

Article 35 Where a student or graduate student infringes the University's regulations or commits other misconducts in the duration of schooling or suspension of schooling, he/she will be punished according to the University's regulations on rewarding and punishment of students or other decrees.

Article 36 On occurrence of any of the following, the student or graduate student shall be ordered to quit from the University:

- 1.The qualifications for entrance or transfer are not satisfied, and registration is not approved.
- 2.He/she doesn't register in the University without any due reasons or get the approval of suspension of schooling according to relevant provisions.
- 3.He/she doesn't pass the scoring of study, and meets the occasion prescribed in Article 24.
- 4.He/she doesn't get a qualified score in conduct.
- 5.He/she doesn't get a qualified score in practical training.

- 6.He/she infringes the provision of Article 33, and doesn't recover schooling within the specified time limit.
- 7.After the period of study is prolonged by two more years, he/she still has not finished enough subjects and credit hours.
- 8.As a graduate student, he/she has not finished enough subjects and credit hours after the period of study expires.
- 9.He/she fails the degree exam, and doesn't meet the qualifications for re-exam, or meets the qualifications for re-exam but fails the re-exam.
- 10.As a graduate student of a doctoral class, he/she has not passed the qualification examination for doctor candidates with the limited years of doctoral study.
- 11.He/she shall be compelled to quit according to the University's regulations on rewarding and punishment of students.
- 12.He/she gets epilepsy, mental disease, or other serious infectious disease listed in law, and is proved incompetent for accepting education in the University or for assuming police work, and shall quit from the University according to the decision of a theme meeting.
- 13.Without any of the above causes, he/she applies for quit at his/her own will and with the consent of his guardian or guarantor.
- 14.He/she is not fit for accepting education in the University or assuming police work due to serious illness or other reasons, and it is decided in a theme meeting that he/she should quit from the University.

Article 37 Where a student or graduate student who quits from the University has studied in the University for at least one full term and got the corresponding scores, and his/her student register is confirmed as qualified, a certificate proving he/she has studied in the University may be granted. However, no certificate will be granted to those who are dismissed according to the University's regulations on rewarding and punishment of students.

Article 38 The students and graduate students dismissed according to the University's regulations on rewarding and punishment of students may not attend the entrance exam of the University again. Anyone who quits at his/her own will may not apply for recovery of schooling in the University.

Article 39 Those who use a certificate of educational background or experience that is false or of someone else to enrolls in the University will be dismissed.

Where a student cheats in the entrance examination and the case is confirmed by the University or the student is condemned by the court, his/her qualification of enrollment will be cancelled.

For a student or graduate student compelled to quit or dismissed, the University may, depending on the cause of quit or dismissal, require his/her guardian or guarantor to compensate for the government scholarships enjoyed by him/her during stay at the University and the loss caused to the public properties. For a student or a graduate student who quits at his/her own will, the guardian or the guarantor shall compensate for the government scholarships enjoyed by him/her during stay at the University and the loss caused to the public properties.

Chapter 9 Graduation and Degree

Article 40 The students and graduate students shall write theme research reports and master/doctor dissertations according to the relevant provisions, and the regulations on the reports and dissertations will be prescribed elsewhere.

Article 41 Before to graduate from the University, a student shall complete the years of

study and meet the following requirements:

1. Acquire enough credit hours of the specified courses.
2. Pass the evaluation of conduct.
3. Pass the evaluation of practical training.
4. Meet the specified scoring standards of discipline, military theory, and physical educations.

Article 42 Before to graduate from the University, a graduate student shall complete the specified years of study and meet the following requirements:

1. Acquire enough credit hours of the specified courses.
2. A graduate student for the doctor's degree shall pass the qualification examination for doctor candidates.
3. Finish a master or doctor's dissertation and pass the exam for the master or doctor's degree.

The fundamentals for implementing the qualification examination for doctor candidates as well as the rules of the exam for the master or doctor's degree will be prescribed elsewhere.

Article 43 The graduation qualifications of a student or graduate student shall be reported to the Ministry of the Interior for forwarding to the Ministry of Education for approval. After the qualifications are approved, the University will grant a graduation certificate to the student or graduate student. A student graduated from a four-year bachelor class or two-year technical class will be awarded the bachelor's degree, and a student graduated from a master or doctoral class with the master or doctor's degree.

Chapter 10 Supplementary Provisions

Article 44 For a training class opened under the Police Education Act or another decree, the qualifications for entrance, treatment, and time of education shall be in accordance with the Act or the decree. Disposal of foreign students shall be performed pursuant to these Regulations, and where the sum of credit hours of the courses that a foreign student studies but fails the exams in a term reaches $\frac{2}{3}$ of the total credit hours of the courses he studied in the term, he/she will be compelled to quit.

For any affairs other than prescribed hereinto, other related educational laws shall apply.

Article 45 Where a student who are studying in the University or a schoolfellow who has once studied in the University applies for modification of his/her name, ID number, and (or) date of birth, he/she shall submit a household certificate transcription to the Academic Affairs Division for examination prior to correction.

Article 46 Where a student or graduate student think the disposal of his right and interest of accepting education infringes the law or is improper and damages his/her individual rights and interests, he/she may appeal to the committee for reviewing the students' appeals of the University, and the related regulations will be prescribed elsewhere.

Article 47 Prior to promulgation and enforcement, these Regulations shall be reported to the Ministry of the Interior for approval and transferred to the Ministry of Education for reference; the same for amendment.