

Dharma Drum Institute of Liberal Arts

Academic Regulations

Approved at the 5th Institute Affairs Meeting of the Academic Year 112 on June 9, 2024

Chapter 1 General Provisions

Article 1 To handle student matters related to admission, deferral, enrollment, course selection, summer courses, inter-university course selection, study terms, credits, credit transfers, performance assessment, leave applications, minors, double majors, leave of absence (suspension), dismissal (withdrawal), expulsion, resumption, transfer, graduation, and status management, these Academic Regulations are adopted in accordance with the Institute Act and its enforcement provisions, the Degree Conferral Act, and relevant laws and regulations, while taking into account practical needs.

Chapter 2 Admission

Article 2 Graduates from public, registered private senior high schools or equivalent institutions, or deemed to have equivalent academic qualifications, shall be admitted to the bachelor programs or continuing-education bachelor's programs of the Institute through an open recruitment procedure.

Article 3 Graduates from public, registered private universities or independent colleges with a bachelor degree, or deemed to have equivalent academic qualifications in accordance with the regulations of the Ministry of Education (hereinafter "MOE"), may enroll in the first year of the master's program or in-service degree course of the Institute through an open recruitment procedure.

Article 4 Graduates from domestic public, registered private universities or independent colleges or overseas private universities or independent colleges accredited by the MOE with a master's degree, or deemed to have equivalent academic qualifications, may enroll in the first year of the doctoral program.

Article 5 Master's and doctoral program applicants who have graduated or meet the qualifications for early graduation may, with the consent of the department or degree course that admitted them, apply for enrollment one semester earlier. Students approved for early admission to the master's or doctoral programs shall adhere to the academic regulations applicable to students admitted in the academic year corresponding to their assigned student number.

Article 6 In accordance with legal provisions, the Institute may admit foreign students, overseas compatriots (hereinafter "compatriots"), students from Mainland China (hereinafter "Mainland students"), students from Hong Kong and Macao (hereinafter "HK/Macao students"), and students of other statuses. Foreign students may apply for admission to the Institute in accordance with the Institute's "Regulations Governing Admission of Foreign Students" approved by the MOE, which

are separately established and implemented after approval by the MOE

Article 7 Students from foreign universities or higher education institutions in Mainland China may pursue dual-degree courses in accordance with the Institute's "Regulations governing the Implementation for Dual-Degree courses with Overseas Institutions", which are separately established.

Article 8 Fresh graduates pursuing a bachelor's degree and graduate students pursuing a master's degree at the Institute who have completed at least one year of study with outstanding performance may apply to directly pursue a doctoral degree in accordance with the MOE's regulations for direct doctoral studies and the Institute's separately established operational rules.

Article 9 Students admitted through the Institute's transferring examinations may transfer into the corresponding year of the bachelor's program.

Article 10 All admission examinations conducted by the Institute (including transferring examinations) shall adopt regulations for open recruitment procedures, which shall be implemented after approval by the MOE.

Article 11 New students and transfer students who have been admitted must complete enrollment or admission procedures at the Institute on the specified dates. Failure to complete these procedures on time will result in the cancellation of their admission.

New students and transfer students must present proof of academic qualifications during admission and enrollment, unless they have a legitimate reason to apply for an extension for submitting these documents, which must be approved.

Article 12 New students with any of the following circumstances may apply for deferral of admission through the Academic Affairs Section before the start of enrollment:

1. Suffering from a severe illness requiring long-term treatment, with certification from a regional hospital contracted with the National Health Insurance Administration (hereinafter "NHIA").
2. Possessing a low-income household certificate issued by a township or district office or higher authority.
3. Mandatory military service, with proof of enlistment notice or service record.
4. Overseas compatriots, Mainland students, or foreign students unable to report for admission on time for valid reasons.
5. Unable to be enrolled in the said semester due to other force majeure factors.
6. Pregnancy, childbirth, or parenting of a child under three years of age.
7. Experiencing a major disaster affecting normal learning (hereinafter "major disaster"), as recognized by the education authority. Such students may apply for deferral remotely by submitting relevant documents through correspondence with

the Institute (Academic Affairs Section) and may delegate someone to handle procedures without requiring enrollment or payment of tuition and miscellaneous fees; if the deferral period ends and the student is still unable to enroll, they may apply for an extension based on needs and on a by-case basis.

8. For senior high school graduates participating in the “Youth Education and Employment Savings Accounts Program”, they may apply for deferral or post-admission leave of absence, whose period is up to three years, and such period does not count toward the original deferral or leave of absence period.

Approved deferrals exempt students from any payments.

Deferrals for pregnancy or childbirth, with proof, are limited to one year; deferrals for parenting a child under three are limited to three years.

For Subparagraphs 1 to 5 of the preceding paragraph, such deferral is limited to one year; however, students enlisted for mandatory service may extend their deferral period by providing certificate of admission or service at a military base and later submit discharge proof (order) to apply for admission.

Chapter 3 Enrollment & Course Selection

Article 13 Students must complete course selection and payment within the specified dates each semester to complete their enrollment.

Students in the continuing-education bachelor's and in-service degree courses pay an estimated fee during enrollment and adjust payments based on the actual number of credits after adding/ dropping courses.

Tuition and miscellaneous fees are charged according to the Institute's “Fee Standards for Students”.

Students affected by major disasters who do not meet the minimum credit requirements for the semester may pay per credit, with miscellaneous fees halved.

Students applying for leave of absence or withdrawal after enrollment will have refund standards determined by the MOE's “Regulations for Tuition Collection at Institutions of Higher Education” and “Regulations for Charges Collection from Students at Institutions of Higher Education”.

Article 14 Students unable to pay fees on time due to special circumstances may apply for an extension by submitting supporting documents to the Academic Affairs Section in advance. Approved extensions allow delayed enrollment.

Article 15 Course selection must follow the Institute's Regulations governing Course Selections. The Institute's “Regulations governing Students' Course Selections”, “Regulations for Implementation of Inter-University Course Selection” and “Summer Course Offering Guidelines” are separately established.

Students affected by major disasters are exempt from restrictions on remedial courses, courses not offered at the Institute, or credit limits for inter-university

course selection.

For proximity-related needs, the Institute may proactively arrange for students to take courses at nearby institutes, with credit fees determined by the host school.

Article 16 The credit requirements per semester for each academic program are as follows:

1. Bachelor's program: A minimum of 12 credits and a maximum of 25 credits per semester. Exceptionally outstanding students may exceed this limit. Students in their senior year must take at least one course per semester.
2. Continuing-education bachelor's program: A minimum of 6 credits and a maximum of 25 credits for the first three years. Students in their senior year must take at least one course per semester.
3. Master's and in-service degree course: A minimum of 2 credits and a maximum of 15 credits per semester (courses with zero credits are excluded).
4. Doctoral program: A minimum of 2 credits and a maximum of 12 credits per semester.
5. Students in master's and doctoral programs who complete all required credits (incl. credits from make-up courses) before the standard term of studies may apply for exemption from courses.

Students affected by major disasters may apply for exemptions from minimum credit requirements per semester.

Students with a Disability Identification may apply to reduce credit loads, with exemption from reductions as provided for in the preceding paragraph, but must take at least one course.

Article 17 Students are prohibited from selecting courses with overlapping schedules. Violations result in invalid course selections. Repeated courses that have already been passed or granted credit transfer will not count toward required credits.

Chapter 4 Term of Studies, Credit, Credit Transfer, and Performance Assessment

Article 18 The standard term of studies for degree courses are as follows:

1. Bachelor's degree: Four years in principle.
2. Master's degree: One to four years.
3. Doctoral degree: Two to seven years.

Outstanding bachelor's students meeting the following criteria may graduate early (by one semester or one year) by applying to the Academic Affairs Section in February (for one semester early) or August (for one year early); however, transfer students and those who, after admission, have been granted credit transfers resulting in a higher placement level are not eligible for early graduation under this provision:

- (1) Completion of all required courses and credits (including core and elective

courses) for the program.

(2) An average grade of 90 or above for all semesters, ranking within the top three of the class, with approval from the department.

(3) Fulfillment of other graduation requirements set by the department.

Article 19

1. Students may extend their term of studies under the following circumstances:

(1) Unable to complete required courses and credits within the standard period, allowing for up to two years of extension.

(2) Double majors may extend for one additional year after completing the standard extended period if they still lack credits for the second major.

(3) Students studying abroad as exchange students with prior approval by the Institute may extend for up to two years.

2. In-service degree course students may extend their term of studies by one year if unable to complete required courses or their thesis or dissertation within the standard period.

3. Students affected by major disasters may apply for extensions if unable to complete required courses and credits within the standard period.

4. Students pregnant, giving birth, or parenting a child under three years of age may extend their term of studies by up to four years with proof.

5. Students with a Disability Identification or identified as having disabilities and placed for schooling through the Special Education Student Diagnosis and Educational Guidance Committee of municipal, county, or city governments may extend their term of studies by up to four years.

Article 20 The Institute adopts a credit-based system, with graduation credit requirements as follows:

1. Bachelor's degree: A minimum of 128 credits.

Foreign students and HK/Macao students admitted with qualifications equivalent to British fifth-year secondary school must complete an additional 12 graduation credits as determined by each department.

2. Master's degree: A minimum of 24 credits. Doctoral degree: A minimum of 18 credits.

Theses/dissertations are not included in the above credit requirements.

Article 21 The credit value of courses at the Institute is calculated based on weekly class hours. As a general rule, one weekly hour of instruction over a full semester (typically 18 weeks) is equivalent to one credit.

Article 22 The required courses (including core and elective courses) and credit requirements for students in various programs are determined by each department or academic program.

The regulations for study requirements must be reviewed and approved by the Department and Program Curriculum Committees and the Institute Curriculum Committee. Changes will be effective starting with new students admitted in the following academic year.

Article 23 Students who have passed courses and earned credits may apply for credit transfer in accordance with the Institute's "Regulations Governing Credit Transfer", which are separately established.

Article 24 Academic and student status, as well as credit-related matters for students during their overseas period, shall be handled according to the Institute's "Guidelines for Handling Student Academic Affairs and Status During Overseas Periods", which are separately established and submitted to the MOE for reference.

Article 25 The assessment methods for student coursework include:

1. Regular Tests: Held as needed, determined by the course instructor.
2. Midterm Exams: Typically scheduled per the academic calendar.
3. Final Exams: Typically scheduled at the end of the semester as per the academic calendar.
4. Master's and Doctoral Degree Examinations: Conducted after the completion of required graduation credits, in accordance with the Institute's "Regulations governing Graduate Degree Examinations", which are separately established and submitted to the MOE for reference.

For graduating students enrolled in non-graduation courses, final exams will be conducted concurrently with underclass students.

Semester academic grades are calculated based on grades acquired in regular tests and midterm and final exams, using a ratio determined by the instructor.

Student grades shall be recorded and permanently preserved. Exam papers shall be retained by instructors for one year for reference.

Article 26 The calculation of students' average academic grades is as follows:

1. The credit values of each course are multiplied by the course grade to obtain the course grade points.
2. The total course grade points are divided by the total credit hours for the semester to determine the semester GPA.
3. The total course grade points across all semesters (including summer sessions) are divided by the total credit hours to determine the cumulative GPA.

For bachelor's program graduates, the cumulative GPA serves as the graduation grade.

For master's and doctoral graduates, the graduation grade is the average of the cumulative GPA and the degree examination grade.

All grades as provided for in the preceding paragraph are rounded to one decimal

place.

Article 27 The academic performance of students of the Institute shall be scored on a 100-point scale, with a full score of 100 points, and the students' academic performance (including internship) and conduct, and the semester grade and conduct score of the courses taken by the students who are pursuing a bachelor's degree shall be 60 points for passing; postgraduate students who are pursuing master's and doctoral degrees will be given a passing score of 70 points for semester grades and conduct grades. The essay score is 70 points for passing. Subjects with special nature or specific considerations, such as courses such as the morning and evening meditation courses of Xingmen ("Entrance to the Practices"), may be evaluated by "passing" or "failing" after being approved by the Teaching and Research Meeting.

Students who fail the overall average academic semester will not be allowed to take the make-up examination, and those who fail the required courses shall be ordered to retake.

However, for students who are subject to major disasters, the Institute may adjust the assessment method according to the nature of the subject, and handle the course results by make-up examinations or other remedial measures, and the make-up examination results will be calculated according to the actual grades

Article 28 Make-up examinations are handled as follows:

1. Students who are unable to take the examination due to Institute-designated affairs, serious illness or bereavement must complete the leave application procedure in accordance with the Institute's "Student Leave Application Rules" before they can take the make-up examination. For sickness leave and maternity leave caused by pregnancy, students may apply for leave application with a doctor's certificate; or due to the emergency situation of raising children, students may also apply for leave application. Students unable to attend exams due to official duties, serious illness, or bereavement must follow the Institute's Student Leave Application Regulations to apply for make-up exams
2. The make-up examination of the leave application for the mid-term or final examination shall be determined by the instructor; the make-up examination is limited to one time, and no re-examination can be applied for after the deadline. Midterm or final exam make-up exams must be conducted within a single attempt, as determined by the course instructor.
3. For those who leave their application for the make-up examination due to Institute-designated affairs, illness, childbirth, death of their spouse or kin within 2nd-degree kinship or other relatives in the final examination, the results of the make-up examination will be calculated based on the actual results assessed by the instructor;

no points will be deducted for the absence of approved (sick) leave or maternity leave due to pregnancy or childcare care.

If the number of class hours is absent as a result of one-third of the teaching hours of the whole semester, the grade of the course may be flexibly dealt with by make-up examination or other remedial measures according to the needs and nature of the course, and the make-up examination result will be calculated according to the actual grade; for other reasons, if the make-up examination score of bachelor students exceeds 60 points, it will be calculated as 60 points, and if the make-up examination score of master's and doctoral students exceeds 70 points, it will be calculated as 70 points.

Article 29 If a student commits plagiarism or fraud during the examination, and has been verified, the score of the subject will be calculated as zero, and depending on the severity of the offense, the student will be given a demerit, dismissal or expulsion.

Article 30 Instructors shall complete the online registration of grades before the deadline for submitting grades specified by the Institute in each semester, and their grades shall not be changed. If there is any omission, accounting or registration error, it shall be handled in accordance with the Institute's "Regulations governing Grade Submission and Corrections Thereof", which are separately established.

Chapter 5 Leave Application

Article 31 Students who are unable to attend classes due to illness or other reasons shall apply for leaves in accordance with the Institute's "Student Leave Application Rules".

Article 32 A student who is allowed to leave will be deemed absent, and a student who has not applied for leave or his/her application was not approved shall be deemed truant. Absence/truancy shall be handled in accordance with the provisions of the syllabus of the instructor.

Chapter 6 Minors and Double Major

Article 33 Students of the Institute who take the double major shall follow the Institute's "Regulations governing Double Major of Students", which are separately established.

Article 34 Students of the Institute who take double majors and minors from other schools shall be handled in accordance with the Institute's "Cross-school Double Major and Minors Rules", which shall be determined separately and submitted to the MOE for reference.

Chapter 7 Suspension, Resumption, Dismissal, Expulsion

Article 35 A student who falls under any of the following circumstances shall be ordered to suspension:

1. Overdue enrollment without permission, or have not completed the enrollment within the time limit for leaving the application.
2. Suffering from notifiable infectious diseases or diseases that endanger the public health and safety of the Institute shall be given a suspension if it is certified by a hospital at or above the regional level and is necessary for public prevention and control.
3. Other persons who shall be subject to suspension according to the relevant regulations of the Institute.

Article 36 The Institute deals with student leaves of absence or suspensions as follows:

1. If a minor needs to be absent due to illness or for any reason, the minor must submit an application for suspension with the consent of his or her parents or guardians at the latest before the final examination of the semester (before the graduation examination for fresh graduates).
2. New students must complete the enrollment procedures before applying for leave of absence.
3. Students who apply for leave of absence shall apply for one semester or one academic year each time, and shall not be resumed in the middle of the semester, and may extend it for one year if necessary. However, regardless of continuity, the period for bachelor's and master's program shall not exceed two academic years, and that for the doctoral program shall not exceed four academic years. Students who fail to apply for resumption after expiration of such absence will be subject to expulsion. However, if the leave expires due to serious illness and is unable to be resumed in time, the applicant may apply to the Institute for an extension of another year if it is confirmed that the suspension is necessary after being diagnosed by a hospital at or above the regional level.
4. Those who shall be consigned to compulsory service during the period of suspension shall apply to the Institute for an extension of the period of suspension with a photocopy of the commission of array, and the period of service shall not be counted in the general period of leave, and shall apply for resumption upon the expiration of the service period.
5. If a student apply for leave of absence due to pregnancy or childbirth, the student shall submit a certificate issued by an NHIA special regional hospital or above. The period of application for leave of absence is limited to a maximum of two semesters, and those who are raising children under the age of three will be given the period according to their actual needs, and the above will not be counted in the general leave period.
6. Students who are affected by major disasters can apply to the Academic Affairs

Section by means of correspondence and present relevant certificates for make-up applications, and may assign a proxy for handling such matters without the need to enroll and pay the tuition and other miscellaneous fees, and are not subject to the restriction that the applicant shall not apply for the leave after the start of the final examination; if the leave period expires and resumption is impossible, such leave may be extended on a by-case basis.

7. Graduates of senior high schools engaged in the "Youth Education and Employment Savings Accounts Program" shall apply for Referral or Suspension after admission for a period of up to 3 years and shall not be included in the calculation of the original referral or leave period.

8. For students whose leave of absence have been accepted, the scores obtained in the leave semester will not be counted. The leave period will not be counted into their years of study.

Article 37 Resumptions shall be handled in accordance with the following provisions:

1. Students who have applied for leave of absence shall complete the application procedures for resumption before the expiration of the leave period from the beginning of the next semester (February 1st or August 1st) to one week before the start of the semester. Those who fail to complete the application will be subject to dismissal.

2. If the applicant needs to apply for renewal due to other reasons, he or she shall complete the application for renewal within the time specified in the preceding paragraph; those who fail to complete the application will be subject to dismissal. The deadline for the matters in Paragraph 1 is postponed by one day if it falls on a regular holiday or national holiday.

3. Those who are still in the course of the original course of study and the corresponding academic year or semester at the time of resumption, and those who apply for leave of absence in the middle of the semester shall continue from the same year of study.

4. Where a student is subject to major disasters, if there is a change to his/her originally admitted department, or such department has been closed, the Institute may offer the student studies at an appropriate department, who shall conduct course selection counseling for the student.

Article 38 A student will be subject to dismissal in any of the following circumstances:

1. Those who do not meet the admission qualifications after review.

2. Those who fail to complete enrollment on time.

3. Those who have not applied for resumption upon the expiration of the leave period and have not applied for the extended leave.

4. If the student has plagiarism or fraudulence during the examination, which has

been verified as a major offense.

5. Those who are subject to dismissal in accordance with the provisions of the Institute's "Regulations for Student Rewards and Disciplines".
6. Those who have not completed the required courses and obtained credit values after the completion of the study period.
7. Those who have dual student status without the consent of the Institute.
8. Those who fail to pass the conduct grades.
9. Graduate students who have completed the required courses for the degree and submitted their dissertations, yet failed the degree examination or did not meet the requirements of the re-examination or met the requirements of the re-examination but still failed after re-examination.
10. Doctoral students who have completed the required courses for the degree, have not passed the doctoral candidacy qualification examination within the prescribed time limit, or have submitted a dissertation, yet failed the degree examination or did not meet the requirements of the re-examination or met the requirements of the re-examination but still failed after re-examination.
11. For students who are affected by major disasters, the Institute may consider the student's physical and mental condition and academic needs, and exempt the student from the dismissal of academic failures.

If a student believes that the dismissal or expulsion is illegal or improper, causing damage to his or her rights and interests, he or she may submit a grievance in accordance with the Institute's "Measures for Handling Student Grievances and Evaluations". Before the outcome of grievance is determined, the sanctioned student may continue to study at the Institute; However, if the original disposition is upheld in the grievance, the study results of the period from the submission of the appeal to the determination of the appeal result will not be accepted.

If the student who has been punished in the preceding paragraph has not received relief after appealing within the Institute, he or she may file a lawsuit and administrative lawsuit in accordance with the law; if the original disposition is manifestly illegal or improper by the decision of a higher competent authority or by a decision of an administrative court, the Institute shall impose another disposition.

If a student who has received resumption by the Institute in accordance with the provisions of the preceding paragraph is unable to resume in time due to special incidents, he/she may apply for a supplementary suspension, which will not be included in the calculation of the leave period.

Article 39 The dismissal and expulsion of students shall be handled in accordance with the following provisions:

1. If a student applies for automatic dismissal, the minor must go through the

procedures for leaving the Institute with the consent of his/her parent or guardian.

2. If the student's admission or transfer is not in accordance with the requirements after qualification review, or there are borrowed, fraudulently used, forged or altered academic documents, admission or transfer examination fraud, the admission shall be revoked if it is found to be true, and the admission shall be revoked, and the one who has been enrolled will be subject to expulsion.

3. If there is plagiarism or fraudulence found in theses/dissertation, and has been verified after investigation, they will be ordered to return the graduation certificate, with the revocation of their graduation qualifications announced.

4. Those who are subject to expulsion will not be issued with any supporting documents related to their studies.

5. Students who have completed more than one semester of study at the Institute and who have self-requested withdrawal or been dismissed may be issued with a certificate of completion.

Chapter 8 Graduation

Article 40 Graduate students shall complete the procedures for hiring a dissertation supervisor within the prescribed time limit of the department and degree course and in accordance with the provisions of the "Regulations for the Study of the Department and Degree course", and guide the writing of the dissertation throughout the process.

The qualifications of the thesis supervisor of graduate students will be handled with the same qualifications of the degree examination committee members of the "Degree Conferral Act". Relatives within the third degree of kinship of the graduate student shall not serve as the thesis supervisor of the student.

The change of supervisor shall be approved by the original supervisor and shall be re-applied after approval by the department and program director.

If the dissertation advisor retires, resigns, or transfers to another university, but still continues to serve as a part-time faculty member at the Institute, he/she may continue to supervise the dissertation. If the student is not in an adjunct faculty position at the Institute, the Head of Department or Dean of the Department shall assist the student to apply for a supervisor to co-supervise the full-time faculty of the Institute.

Article 41 Only those who have completed the internship and passed the various assessments prescribed by the Institute will be awarded a degree and issued a degree certificate only after completing the internship and completing the required courses and credits have completed the internship and passed the various assessments prescribed by the Institute.

For students who are subject to major disasters, the Institute will adjust the learning

content and learning hours of the course at its discretion according to the nature of the course, and may relax the qualification conditions for students to graduate, provide students with alternatives, and handle it after approval by the relevant meeting.

Article 42 The name of the degree to which the department or degree course belongs shall be handled in accordance with the relevant provisions of the Degree Conferral Act, and other matters related to the award of degrees shall be handled in accordance with the Institute's "Directions governing the Requirements for the Conferment of Procedures for the Establishment of Various Degree Titles and the Recognition of Substituted Master's Dissertations", which shall be separately established and submitted to the MOE for reference.

Chapter 9 Student Status Management

Article 43 The student status information shall be kept by the Institute permanently, and the student number, name, gender, date of birth, household registration address, National ID number, nationality of the foreign student, place of residence of compatriots, admission status, past education, year/month of admission, suspension, dismissal, resumption, change of major or transfer to other department (institution), transfer to other program, minors, double major, credit score of the course studied, graduation date, name and mailing address of parent or guardian, etc. For the name, place of origin and date of birth of the new student, contents born on the National ID card shall prevail. For overseas students, contents born on the passport shall prevail.

Article 44 Where students and alumni of the Institute apply for change of name and personal information concerning the student status, he/she shall attach the relevant documents issued by the household administration authority and report to the Academic Affairs Section for processing.

Article 45 Students may apply for double registration in accordance with the provisions of the Institute's "Directions for the Implementation of Students' Application for Double Registration", which are separately established.

Chapter 10 Supplementary Provisions

Article 46 Students may apply for flexible study during their studies in accordance with the provisions of the Institute's "Flexible Study Measures for Bachelor's Students", which are established separately and submitted to the MOE for reference.

Article 47 Departments and degree courses may set up credit courses in accordance with the "Regulations for the Establishment of Credit Courses", which are separately established.

Students who have earned the required credit and passing grades according to the curriculum plan stipulated by each credit course will be issued with a credit certificate.

Article 48 Any matter unspecified in these Academic Regulations shall be handled in accordance with the relevant laws and regulations of education and the relevant regulations of the Institute.

Article 49 These Academic Regulations shall be announced and implemented after being approved by the Institute Affairs Meeting, and submitted to the MOE for reference; the same shall apply to any amendment thereto.