

National Chung Cheng University Operating Guidelines for Evaluation of Students' Academic Performance

Amended and approved at the 29th Meeting of Academic Affairs on October 9th, 1995
Amended and approved at the 40th Meeting of Academic Affairs on May 12th, 1997
Amended and approved at the 71st Meeting of Academic Affairs on April 24th, 2002
Amended and approved at the 75th Meeting of Academic Affairs on November 17th, 2003
Amended and approved at the 83rd Meeting of Academic Affairs on May 8th, 2006
Amended and approved at the 114th meeting of Academic Affairs on December 15th, 2014

- I. Course instructors shall submit the course grades to the Division of Curriculum and Instruction of the Office of Academic Affairs before the deadline for submission of grades of each semester stated in the University's calendar (namely, within 10 days after the end of the final examination).
- II. A final course grade for each subject consists of scores for the final exam and a student's overall performance (including general grade and midterm examination). The final course grade, not including the decimal numbers, for each subject shall be rounded off by the course instructors.
- III. More than two teachers for the same subjects will be given a record book respectively by the Division of Curriculum and Instruction as records of students' general performance, and they shall evaluate students' final course grades together at the end of the semester and submit to the Division of Curriculum and Instruction of the Office of Academic Affairs.
- IV. Students' grade entry is always based on the list of students after the deadline for adding/dropping courses. Course instructors shall grade all students on the list and ascertain the list for confirmation if having doubts.
- V. Course instructors are required to submit the actual grade of students' final course grade to the Office of Academic Affairs and mark "I" (Incomplete) in semester grade column if students do not complete the achievement.
The grade entry date for undergraduates for the first semester is January 31st, and for the second semester is within two weeks after the deadline for grade entry. The grade reporting date for postgraduate students for the first semester is January 31st, and for the second semester is August 31st.
- VI. Course instructors who fail to submit the grades before the deadline due to special reasons shall report in writing in advance and submit the grades within the week before registration upon approval of the Dean of Academic Affairs.
- VII. The grades not submitted before the deadline or not entered by the deadline for grade entry shall be provided to and discussed in the Meeting of Academic Affairs for closure within one week after the opening day of the following semester. Course instructors are required to present the meeting to give explanation instead of providing written explanation; only when course instructors resigned or cannot process it for other reasons, the head of each department/institute shall be responsible for resolving the situation before mid-term exams and report to the Meeting of Academic Affairs.
- VIII. No changes to grades can be made after grade entry at the Division of Curriculum and

Instruction of the Office of Academic Affairs. But in the case of omission or entry or calculation in error, course instructors shall submit a formal written explanation report with supporting information to the department (institute) affairs meeting for approval within one month after the opening day of the following semester. The report will subsequently be signed by unit heads and submitted to the Dean of Academic Affairs for approval before any grade changes.

IX. Students who suspend their study for studying abroad shall handle the foreign credits transfer after returning back. Students who remain the status as undergraduates when studying abroad shall handle both their foreign credits and grades in accordance with inter-collegiate course selection rules after returning back. All foreign credits and grades shall be entered, but whether these foreign credits and grades are calculated in graduation credits shall be decided by respective departments.

X. Students who finish their studies abroad are required to submit their original transcripts or transcript certificate of all the attended courses and credits at foreign universities and to fill out the application form for credit transfer for exchange students of the University after returning, and then send the same to the Division of Curriculum and Instruction after reviewed by their departments.

Graduates of the present academic year who need to apply for credit transfer to meet the graduate qualification shall file the application within one week after the opening day of the following semester at the latest and complete the review of the approval of credits. Cases raised after the deadline or after the applicants' graduation shall not be accepted.

XI. The entry of foreign credits and grades into the University's grade data shall be processed in accordance with the following principles:

1. Credits of schools adopting the Semester system may be recognized directly. Credit hours of schools adopting the Quarter system shall be converted to the credits of the University in the principle of 18 teaching hours to 1 credit. Teaching hours from 36 hours to 54 hours will be converted to 1 credit of the University in principle for internships and laboratory works. If the foreign school adopts the European Credit Transfer and Accumulation System (ECTS), 2 ECTS will be converted to 1 credit of the University in principle.

2. The grades shall be reported either with the percentage grading system or by stating "Pass" or "Fail"; grades conversion principles are as follows:

- (1) Non-percentage evaluation grades shall be converted to percentage evaluation grades and entered based on the Percentage Evaluation Conversion Table provided by the original school. If the Table is shown in numerical range, the grade shall be calculated by calculating the mean of the upper and lower limits of the range where the grade falls in, and round off the mean. Conversion of the grades for exchange students who studied in Germany are as follows:

<u>1.0</u>	<u>1.3</u>	<u>1.7</u>	<u>2.0</u>	<u>2.3</u>	<u>2.7</u>	<u>3.0</u>	<u>3.3</u>	<u>3.7</u>	<u>4.0</u>	<u>5.0</u>
<u>95</u>	<u>89</u>	<u>85</u>	<u>81</u>	<u>78</u>	<u>75</u>	<u>71</u>	<u>68</u>	<u>65</u>	<u>61</u>	<u>50</u>

Those whose original school fails to provide the explanation for percentage evaluation conversion may refer to the following table for conversion:

	A+	A	A-	AB	B+	B	B-	C+	C	C-	D
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Undergraduates	96	90	84	81	78	75	72	68	65	62	50
Master's programs and Doctoral programs	98	92	87	85	82	77	72	68	65	62	50

- (2) If the original school shows Low Pass (pass by 50 scores), the University grades = $60 + (\text{the grades of original school} - 50) \times 40/50$; the grades shall be rounded up.
- (3) If the grade of the subject studied in the original school shows "Pass" or "Fail", and the original school fails to provide explanation for percentage evaluation conversion, the grade will then be entered as "Pass" or "Fail".
- (4) If the subject studied in the original school merely shows "Attendant" or "Absent" without a grade, the credit and grade will not be entered. In special cases that require the recognition of the subject, they will be handled in the manner of credit waiver.

3. If there are grades not presented in the above-mentioned forms, each department, institute and academic degree program may refer to the syllabus, teaching hours and other relevant information, and confirm the mode of credit recognition or waiver, and then send the case to the Division of Curriculum and Instruction for implementation.

XII. These Guidelines shall be approved at the Meeting of Academic Affairs, and promulgated and enforced upon approval of the President. The same shall apply where these Guidelines are amended.