

NATIONAL TAIWAN OCEAN UNIVERSITY

STUDENT EXAMINATION REGULATIONS

Approved for amendment in the Academic Affairs Committee Meeting in the First Semester of
Academic Year 1999/2000 on Dec 24, 1999
Promulgated on Jan 3, 2000

Approved for amendment in the First Academic Affairs Committee Meeting in the Second Semester of
Academic Year 2007/08 on Mar 27, 2008 (amendment of Articles 1 and 24)
Promulgated pursuant to the NTOU Order No. 0970005981E on June 5, 2008

Article 1

The Regulations are enacted in accordance with Article 26 of the Study Regulations of National Taiwan Ocean University (NTOU).

Article 2

An NTOU student has an obligation to attend the required examinations at the venue and on the date prescribed by NTOU.

Article 3

Any NTOU student, who is unable to attend a required examination due to some unforeseen reasons, should apply for leave of absence in accordance with the NTOU Regulations Governing Applications for Leave of Absence from Examinations and provide the documentary proof (a diagnosis certificate issued by a public hospital is required for a sick leave) prior to the examinations. Applications filed for leave of absence after the examination shall not be processed. A student, who fails to attend an examination without applying for leave of absence or whose application for leave of absence is not approved, shall be regarded as an unexcused absence and will be given a grade of zero for the examination.

Article 4

An examinee is not permitted to enter the examination venue if he/she is late for the examination for more than 20 minutes.

Article 5

Examinees should follow the proctor's direction to take their allocated seats during an examination and should not change their seats arbitrarily without permission. Violators shall be suspended from the examination.

Article 6

Examinees should bring their own stationery and calculators (calculators may only be used upon approval) for the examination, and are prohibited from

borrowing or lending their stationery or calculators or to others.

Article 7

All books, notes and satchels should be placed in the area set aside for personal possessions, such as the area under the blackboard or along the passage outside the classroom unless otherwise stipulated.

Article 8

The student ID card of an examinee should be placed on the right side of the desk during examination for check and inspection from the proctor.

Article 9

Examinees should observe the exam regulations and follow the instruction of the proctor during examination. Examinees with arrogant attitude shall be suspended from the examination of the subject.

Article 10

Should any words on the examination paper be illegible, an examinee should raise his/her hand to ask for assistance from the proctor. Thrumming on the desk or leaving the seat is strictly prohibited.

Article 11

Examinees should remain silent during an examination and are not allowed to talk to other examinees or intentionally let examinees sit in adjacent seats to peep at the answers. Those who violate this rule shall be suspended from the examination of the subject.

Article 12

When an examinee is found to bring or peep at unauthorized materials (such as books or notes) during an examination, the examinee shall be suspended from the examination of the subject.

Article 13

Examinees who show their answers to other examinees, swap examination papers or crib answers from each other shall be suspended from the examination of the subject.

Article 14

Students who take an examination as a substitute or ask a substitute to take an examination shall be suspended from the examination of the subject.

Article 15

An examinee who signs the attendance sheet for another examinee during an examination is regarded as a substitute examination taker.

Article 16

Examinees are prohibited from tearing up the examination paper. Also, they should write down their names, student ID number, respective departments, and the title of subject on the examination paper.

Article 17

Examinees should turn in the examination papers along with their answer sheets after finishing the examination, and immediately leave the examination venue. Examinees, who finish the examination, are prohibited from staying at or near the passage outside the examination venue.

Article 18

An examinee, who arbitrarily takes the examination paper out of the examination venue without turning it in, shall be suspended from the examination upon discovery of violation by the proctor.

Article 19

An examinee, who fails to attend the examination or is suspended from examination shall be given a grade of zero for the subject.

Article 20

Violation of the Regulations will be reported by the course instructor or the proctor to the director of the academic unit which offers the course and to the Office of Academic Affairs. The examination paper of the violator shall be invalidated, and the violator shall be given a grade of zero for the subject.

Article 21

In addition to the punishments set forth in the preceding article when a violator holds an arrogant attitude, engages in inappropriate behavior or commits serious violation, the matter will be reported by the academic unit offering the course to the department or graduate institute where the violator

is enrolled. Moreover, the matter will also be reported to the Student Affairs Committee which shall thereafter decide punishments to the violator according to the seriousness of violation.

Article 22

When a student of another university taking an NTOU examination is found to cheat or take an examination as a substitute in the examination, in addition to the punishments set forth in the Regulations, the matter will be reported in writing to the college or university where the student is enrolled.

Article 23

Other examination-related matters shall be subject to the announcement made by the Office of Academic Affairs prior to the examination.

Article 24

The Regulations shall be enacted for implementation upon approval of the Academic Affairs Committee meeting and the ratification of the President of the National Taiwan Ocean University

Note : The Regulations are enacted in Chinese. In case of any discrepancy between the English version and the Chinese text, the Chinese text shall prevail.