

18. National Taiwan University's Guidelines for Faculty Member's Handing in and Correction of Grades

Approved by the 2nd Academic Affairs Meeting in the 2nd semester of 2002 academic year on

June 9, 2003

- Article I These guidelines are established by this university for the purpose of administrating faculty members handing in and correction of grades.
- Article II The term "grades" referred to in these guidelines are course grades, which include individual course semester grades, make-up exam grades and summer course grades; Master's theses and Doctoral Theses grades are not included however.
- The "make-up exams" refers to exams taken by students who have obtained approval from the Student Affairs Division for leave of absence during final exams in accordance with this university's "Student's Leave of Absence Request Guidelines".
- Article III Semester grades and summer course grades are based on the daily tests, regular exams, mid-term exams and final exams or based on other forms of evaluation. Computation of semester grades after the make-up exams is the same, except for the grade of the final exam, which is replaced by the grade of the make-up exam instead.
- The weight of each item mentioned above in the final semester grade is decided by the course instructor and must be stated clearly in the course outline for clarification and for avoiding misunderstandings.
- Grades for missed exams, incomplete homework or reports are considered zero.
- Article IV The full score for undergraduate students' grades is 100 points; 60 points is the passing grade. The full score for Masters' and Ph.D. students is 100 points and the passing grade is 70 points.
- Except for special subjects, which have a pass/fail grading system approved by the Academic Affairs Meeting, grades of all remaining subjects must be rendered in integer numbers.
- Grades for make-up exams taken due to public service leave, sick leave or funeral leave are based on the actual grade given by the course instructor.
- If the score of the make-up exam taken for the reason of approved leave of absence is over sixty points, it shall be considered as sixty points for undergraduate students; for Masters' and Ph.D. make-up exams taken for the same reason, if the student scores over 70 points, it shall be considered as 70 points.
- Article V All grades must be printed in black, blue or red ink on the transcript; pencils may not be used.
- After completing the transcript, course instructors must sign or stamp with personal seal on the signature column and complete the date and contact phone number as well as keep a copy of the grades for personal reference. As a matter of authority and responsibility, all corrections must be accompanied by a signature or seal.

- Article VI Instructors who at the time of turning in the transcript still have a few grades which are uncertain may handle the situation in the following manner:
- I. On the space for students whose grades are still undetermined, it can be filled in with “to be determined” or left blank.
 - II. The transcript must be completed with the remaining confirmed grades and sent to the Academic Affairs Division in accordance with article 7 of these guidelines and within the stipulated time period.
 - III. If the previously mentioned undetermined grades become confirmed, they must be filled into a copy of the original transcript and sent to the Academic Affairs Division after signature or seal.
- Article VII Semester grades must be sent to the Academic Affairs Division within ten days of the “End of Final Exam’s” subsequent day according to the university’s calendar. Semester grades after the make-up exams must be sent to the Academic Affairs Division within three days of the “End of Make-up Exam’s” subsequent day according to the university’s calendar. Summer term grades must be sent to the Academic Affairs Division within three days of the “Summer Term’s Final Exam’s” subsequent day according to the university’s calendar. If the deadline falls on a holiday, the date is automatically extended to the next day.
- Article VIII In order to avoid delays or to avoid any hindrance to students' rights concerning their employment, further studies, scholarship application, change of majors, minor studies or double majors, faculty members who have not turned in students’ grades within the deadline as instructed by these guidelines shall be notified by the Academic Affairs Division to expedite the process. The director of the department (graduate institute, program) offering the course shall also be notified to assist with expediting the process. If the circumstance is serious, it must be reported to the Administrative Affairs Meeting.
- Article IX If a course or internship has to be extended into the winter or summer term for completion, thus causing the grades to be unavailable at the time of deadline, then with the approval of the department/graduate institute / program’s director, the course instructor or the department (graduate institute/program) offering the course must notify the Academic Affairs Division prior to the end of the semester in writing regarding the course’s actual completion date and the date in which the grades will be turned in.
- Article X The deadline for turning in undergraduate students’ make-up grades is two weeks within the “Beginning of classes” according to the university’s calendar. For Masters' and Ph.D. students, the deadline is four weeks within the “Beginning of classes” according to the university’s calendar. Once past the deadline, the grade for that particular subject will be considered zero and the graduation ranking, undergraduate student’s excellent academic record ranking, ranking for graduating students applying for Master’s program and the list of undergraduate students to be dismissed from the university shall be based on the grades of the final computation.
- Article XI Grades which have already been handed into the Academic Affairs Division cannot be modified. However, if the error was due to a personal mistake from the instructor, depending on the type of error, it can be treated in the following way:

1. If the grade was mistakenly entered as zero or absence at final exam or if the grade was a typo mistake, the instructor may present the original copy of the student's exam or any relevant information on which the original grade was based upon and complete the "Application for Grade Correction". Once the application is approved by the instructor's department (graduate institute/ program) chairperson, Dean of College and the Academic Affairs Division, the correction can be made.
2. For all other circumstances, the instructor must attach the relevant exam copy or original documentation on which the original grade was based and complete the "Application for Grade Correction". The application must be presented to the Chairperson of the instructor's department (graduate institute/program) who will then call for a departmental affairs meeting or other academic affairs related meetings for discussion and decision. The results of the meeting must be signed off by the Dean of the college as well as the Dean of Academic Affairs prior to making the correction.

If the subject course to be corrected is a physical education course, military education course or a social service course, then request must be presented via the director of the Physical Education Office, Military Education Office and the Extracurricular Activities Section of Student Affairs Division to the chairperson of the Commission for General Education and the Dean of Academic Affairs for approval.

- Article XII The deadline for making undergraduate student grade corrections is two weeks within the "Beginning of classes" according to the university's calendar. For Masters' and Ph.D. students, the deadline for correcting grades is four weeks within the "Beginning of classes" according to the university's calendar. If the time for processing rankings has already past when all the grade correction procedures were finished, the rankings cannot be altered in any case; this is to protect the rights of other students.
- Article XIII Course instructors must leave their contact information prior to the end of the semester in order to avoid students being unable to reach them prior to the deadline for making grade corrections in the case where students have doubts about their grades.
- Article XIV Instructors must remind students to properly keep the returned exam copies, homework or reports for future references. If the exam copies, homework, reports or other relevant information on which the original grade was based cannot be provided at the time of requesting grade correction, such grade correction cannot be done.
- Article XV These guidelines shall be implemented after being approved by the Academic Affairs Meeting; the same procedure applies to the amendments.