



Tunghai University Student Examinations Rules

Approved by Meeting of Academic Affairs on April 16, 2013

Approved by Meeting of Academic Affairs on April 15, 2014

- Article 1. To maintain order in test rooms of various examinations and examination fairness, the School specially stipulates " Tunghai University Student Examinations Rules" (hereinafter referred to as the Rules). When students taking an exam, unless otherwise stipulated, shall conduct in accordance with the Rules.
- Article 2. Invigilators or personnel of examination administration, in order to implement the provisions of the Rules, may make necessary dispositions on matters that could possibly disrupt the order in the examination room or hinder examination fairness, or may examine a variety of suspicious objects, and students shall provide full cooperation, otherwise shall be submitted for punishment depending on the seriousness of the case.
- Article 3. Students shall be required for admission according to the stipulated examination timetable, exceeding more than twenty minutes behind time, the student shall be denied admission; and may not leave within thirty minutes after the start of the examination.
- Article 4. Students should be seated in the examination room and the line designated according to the examination timetable, and students' seat location may be adjusted by invigilators or personnel of examination administration, if necessary.
- Article 5. Except stationery necessary for the examination, any books, lecture notes, note-taking, communications equipment, and any other items prejudicing the examination fairness shall not be carried in, but reference material specified by course teachers is not included.
- Article 6. After seated, the student shall place his or her student ID card in the upper left corner of the desk of examination use for verification of the invigilators.
- Article 7. During the exam, cheating in examinations such as a conversation, peeks, copy, cribbing, transfer, exchanging answer sheets, chanting or telling others answers in cipher or presenting examination papers, question papers for others to peek or to copy, assuming the identity of another person or surrogate exam or other fraud behavior shall be prohibited.
- Article 8. Students are not allowed to write any text or symbols in the desk of examination use, on stationery, a limb or other places, in the event of any original handwriting existing



in a desk or other places, the student shall wipe it out in advance or inform the invigilators beforehand.

Article 9. After the end of the exam, students shall immediately hand over the papers, the papers having been answered shall not be taken out of the examination room. After finishing the exam and handing over the papers, students may not stay in the examination room.

Article 10. Any violation of these rules herein or other misbehavior, examiners and invigilators should first inform the person involved face to face of the irregularities, after recording the fact in detail, it shall be sent to the Office of Academic Affairs to submit to Student Affairs Office to impose a punishment depending on the seriousness of the case.

Article 11. The Regulations herein shall be implemented after approval of the meeting of Academic Affairs

Remarks: Article 33 of the School Regulations: semester results of subjects of cheating on midterm exams, final exams or graduation exams shall be counted zero.

Article 5 of the Regulations of Students' Rewards and Punishments: students cheating on exams shall be given a sanction of First Level Demerits.