

Student Handbook

1. Academic Affairs

[General Provisions for Study](#)

I. Registration

- i. [Ming Chuan University Department Section or Specialized Degree Program Transfer Procedures](#)
- ii. [Ming Chuan University Procedures for Course Credit Waiver Applications](#)
- iii. [Procedures for Calculation Standards of Students' Final Grades](#)
- iv. [Ming Chuan University Rules for Foreign Student Admissions](#)
- v. [Ming Chuan University Procedures for Dealing with the Academic Work and Matriculation of Students Who Have Traveled Abroad During Study Period](#)
- vi. [Ming Chuan University Procedures for Student Taking Double Majors](#)
- vii. [Ming Chuan University Doctoral and Master's Degree Conferral Regulations](#)
- viii. [Ming Chuan University Procedures for Establishing Cross-school, Cross-department, and Cross-disciplinary Degree and Course Programs](#)
- ix. [Ming Chuan University Procedures for Undergraduate Student Course Enrollment in the Five-year Combined Program](#)
- x. [Ming Chuan University Notices Regarding Digital Student ID Card](#)
- xi. [Ming Chuan University Procedures for Proficiency-based Graduation Requirements](#)
- xii. [Ming Chuan University Enforcement Rules for English Proficiency Requirements](#)
- xiii. [Ming Chuan University Enforcement Rules for Information Technology Proficiency Requirements](#)
- xiv. [Ming Chuan University Enforcement Rules for Chinese Proficiency Requirements](#)
- xv. [Ming Chuan University Enforcement Rules for Sports Capability Requirements](#)
- xvi. [Ming Chuan University Procedures for Implementing Service-Learning](#)

Student Handbook

- xvii. [Procedures for Payment and Refund of Tuition Fees](#)
- xviii. [Ming Chuan University Procedures for Students' Grade Correction](#)
- xix. [Ming Chuan University Procedures for Post-midterm Course-reduction Application](#)
- xx. [Ming Chuan University Procedures for Students Direct Admission to the Doctoral Programs](#)
- xxi. [Ming Chuan University Guidelines for Taking Academic Ethics Education Course](#)

II. Curriculum

- i. [Ming Chuan University Procedures for Students Taking Minors](#)
 - ii. [Ming Chuan University Procedures for Course Selection](#)
 - iii. [Ming Chuan University Procedures for Students Enrolled in General Education](#)
 - iv. [Ming Chuan University Guidelines for Offering and Teaching Summer Courses](#)
 - v. [Ming Chuan University Procedures for Inter-collegiate Course Selection](#)
 - vi. [Ming Chuan University Examination Regulations](#)
 - vii. [Notices for Using Computer Cards During Examinations](#)
 - viii. [Classroom Behavior Regulations for Students](#)
 - ix. [Regulations for Use of Department Professional Classrooms](#)
 - x. [Course Auditing Procedures for Students](#)
 - xi. [Student Attendance Procedures](#)
 - xii. [Ming Chuan University Student Roll Call Regulations](#)
 - xiii. [Ming Chuan University Procedures for the End-of-Semester Make-up Examinations](#)
 - xiv. [Ming Chuan University Procedures for Taking Microcredit Course](#)
-

Student Handbook

2. Student Affairs

I. Life Counseling

- i. [Regulations for Student Dress, Appearance, Manners, and Behavior](#)
- ii. [Guidelines for Weekly Meetings](#)
- iii. [Regulations for Student-organized Class Meetings](#)
- iv. [Procedures for Holding Class Meetings](#)
- v. [Regulations for Requesting Leave for Students](#)
- vi. [Regulations for Granting Students Official Leave](#)
- vii. [Procedures for Assigning Student Conduct Grades](#)
- viii. [Student Merit and Demerit Procedures](#)
- ix. [Guidelines for Noting Disciplinary Action on Student Records](#)
- x. [Procedures for Scholarships and Assistantships](#)
- xi. [Guidelines for Graduate Students in Public Universities, Private Universities and Independent Colleges Who Work Outside the University](#)
- xii. [Procedures for Student Loan Applications](#)
- xiii. [Student Tuition and Fees Installment Payment Procedures](#)
- xiv. [Important Matters Concerning Applying for and Paying into Student Group Accident and Hospitalization Insurance](#)
- xv. [Procedures for Tuition Waivers and Cases Requiring Special Treatment](#)
- xvi. [Procedures Concerning Fee Refunds for Withdrawal and Study-leave](#)
- xvii. [Military Service and Retraining Deferral Procedures for Ming Chuan University Students](#)
- xviii. [Matters Concerning Military Service for Graduate Students](#)
- xix. [Procedures for Scholarship Dispersal to Graduate Students](#)
- xx. [Procedures for Management of Work-study Program](#)

Student Handbook

- xxi. [Procedures for Administering the Work-study Program for Graduate Students](#)
- xxii. [Organizational Charter for the Moral Education Promotion Group](#)
- xxiii. [Lost and Found Property Guidelines](#)
- xxiv. [Guidelines for Checking Monitor Tapes for Lost Articles](#)
- xxv. [Organizational Charter for the Three-Fold Quality Character Education Promotion Group](#)
- xxvi. [Student Transportation-related Ticket Purchasing Regulation](#)
- xxvii. [Integrated Student Counseling Committee Organizational Charter](#)

II. Extracurricular Activities

- i. [General Provisions for Student Governmen](#)
- ii. [Student Association Charter](#)
- iii. [Student Council Organizational Charter](#)
- iv. [Student Appeal and Review Committee Organizational Charter](#)
- v. [Organizational Charter of the Graduating Class Activities Association](#)
- vi. [Student Activities Counseling and Guidance Committee Organizational Charter](#)
- vii. [Application Procedures for Student Club Fees and Subsidies](#)
- viii. [Procedures for Overseeing and Examining Student Club Publications](#)
- ix. [Procedures for the Administration of Student Activity Center Venues](#)
- x. [Procedures for Encouraging Volunteer Work](#)
- xi. [Procedures for Nominating Student Club Advisor](#)

III. Healthcare

- i. [Ming Chuan University Sanitation Committee Organizational Charter](#)
- ii. [Ming Chuan University Procedures for Providing Healthcare Services](#)
- iii. [MCU Procedures for Medical Emergency Management](#)
- iv. [Ming Chuan University Procedures for Use of Medical Equipment](#)
- v. [Ming Chuan University Campus Food Service Inspection Committee Organizational](#)

Student Handbook

Charter

- vi. [Ming Chuan University Campus Food Service Inspection Procedures](#)
- vii. [Ming Chuan University Food and Beverage Sanitization Management Procedures](#)
- viii. [Ming Chuan University Procedures for Pulmonary Tuberculosis Disease Infection Prevention, Treatment and Management Measures](#)
- ix. [Ming Chuan University Procedures for Communicable Disease Prevention and Management](#)

IV. Housing Service

- i. [Procedures for Managing Student Dormitories](#)
- ii. [Student Dormitory Student Self-Government Association Charter](#)
- iii. [Procedures for Service to Students who Live Off-Campus](#)
- iv. [Procedures for Student Use of Dormitory on Summer and Winter Vacations](#)

V. Military Training

- i. [Ming Chuan University Procedures for Tobacco Hazards Prevention](#)
- ii. [Ming Chuan University Counseling Procedures for Students in Violation of Smoke-Free Campus Policy](#)

VI. Overseas and Mainland Chinese Students Service

- i. [Procedures for Reviewing Assistantships for Overseas Chinese Students in Financial Difficulty](#)
- ii. [Ming Chuan University Guidance Guidelines for Overseas Chinese Students](#)

3. Career Planning and Counseling Devison

I. Counseling and Guidance Center

Student Handbook

- i. [Guidelines for Ming Chuan University Career Planning and Counseling Division Part-time Counselor Internship Program](#)
 - ii. [Guidelines for Ming Chuan University Career Planning and Counseling Division On-site Counselor Internship Program](#)
 - iii. [Ming Chuan University Guidelines for Transition Counseling and Linkage Services for Students](#)
 - iv. [Ming Chuan University Special Education Promotion Committee Procedures](#)
- II. Career Development Center**
- i. [Ming Chuan University Procedures for Domestic and Overseas Internships](#)
 - ii. [Ming Chuan University Internship and Placement Committee Organizational Charter](#)
 - iii. [Ming Chuan University Procedures for Implementing Service-Learning](#)
 - iv. [Ming Chuan University Guidelines for Implementing Recognition-based Service-Learning](#)
 - v. [Guidelines for Recognizing Service-Learning in On-campus Administrative Units](#)
 - vi. [Ming Chuan University Guidelines for Recognizing Service-Learning in Student Clubs](#)
 - vii. [Ming Chuan University Guidelines for Approving Community Service Organizations for Service-Learning](#)
 - viii. [Ming Chuan University Guidelines for Service-Learning Waiver](#)
 - ix. [Ming Chuan University Procedures for Encouraging Service-Learning Volunteers](#)
- 4. General Affairs**
- i. [Procedures for Managing Faculty, Staff and Student Vehicles on Campus](#)
 - ii. [Ming Chuan University Management Procedures for Borrowing of Activity Venues](#)
 - iii. [Procedures for Concerning Application for Maintenance Work](#)
 - iv. [Procedures for Cleaning and Maintaining Classrooms](#)

Student Handbook

- v. [Ming Chuan University Campus Cleaning Competition Procedures](#)

5. Library

- i. [Application Procedure for Friends of Ming Chuan University Library](#)
- ii. [Book-loan Procedures for Internship Advisors in Teacher Education Center](#)
- iii. [Fine and Compensation Procedures for Library Materials](#)
- iv. [Inter-library Cooperation Association Reciprocal Borrowing Procedures](#)
- v. [Library Book-loan Procedures](#)
- vi. [Ming Chuan University Library Materials Disposal Guidelines](#)
- vii. [Ming Chuan University Library Procedures for Borrowing e-Reader](#)
- viii. [Ming Chuan University Procedures for Guishan Township Residents to Use Library](#)
[Resources](#)
- ix. [Ming Chuan University Procedures for Managing Library Materials in Collections](#)
[Outside Library](#)
- x. [Ming Chuan University Procedures for Purchasing Library Books](#)
- xi. [Ming Chuan University Provisions for the Establishment of the Library Committee](#)
- xii. [Procedures for A/V Media Classroom](#)
- xiii. [Procedures for Library Access](#)
- xiv. [Procedures for Multimedia Resources Center](#)
- xv. [Procedures for Use of Inter-library Loan Card](#)
- xvi. [Procedures for Using Northern Alliance of Technical Colleges and Universities \(NATCU\)](#)
[Library Card](#)
- xvii. [Procedures for Using Temporary Library Card](#)
- xviii. [Procedures for Using the Book-drop](#)
- xix. [Taoyuan Campus Procedures for Discussion Rooms](#)

Student Handbook

6. Information and Network

- i. [Regulations for Use of Computer Classrooms](#)
 - ii. [Regulations for Use of Internet in Student Dormitories](#)
 - iii. [Regulations for Campus Network Management](#)
 - iv. [Ming Chuan University Procedures for Academic Network Suspected Violation of Protection of Intellectual Property Rights](#)
-

7. Physical Education Office

- i. [Ming Chuan University Enforcement Rules for Sports Capability Requirements.\(Only for those students who are enrolled before September,2016\)](#)
- ii. [Ming Chuan University Enforcement Rules for Sports Capability Requirements\(Only for those students who are newly enrolled after September,2017\)](#)
- iii. [Ming Chuan University Student Sports Capability Requirements](#)
- iv. [Ming Chuan University Enforcement Rules for Physical Education Credit Waiver Applications \(Only for those students who are enrolled before September,2016\)](#)
- v. [Physical Fitness Testing Methods and Notices \(Only for those students who are enrolled before September,2016\)](#)
- vi. [Ming Chuan University Enforcement Rules for 3rd-year Physical Education Credit Waiver Applications\(Only for those students who are newly enrolled after September,2017\)](#)
- vii. [Ming Chuan University Guidelines for Encouraging Excellent Students in Health-related Physical Fitness](#)
- viii. [Ming Chuan University Taoyuan Campus Weight-training Room Management](#)

Student Handbook

Procedures

- ix. [Procedures for Managing Sports Grounds](#)
- x. [Ming Chuan University Enforcement Rules for Managing Taipei Campus Fitness Center](#)
- xi. [Ming Chuan University Procedures for Borrowing Sports Equipment](#)
- xii. [Executive Plan for Physical Education](#)