

I. Rules of Daily and Mentor Meeting Attendance

Amended and approved by the first department faculty meeting of fall semester,
academic year 1997, on October 2, 1997;

Amended and approved by the first department faculty meeting of fall semester,
academic year 2006, on September 28, 2006;

Amended and approved by the third department faculty meeting of spring semester,
academic year 2006, on May 10, 2007;

Amended and approved by the first department faculty meeting of fall semester,
academic year 2024, on September 20, 2024;

1. The Department has stipulated the Rules in order to encourage learning and participation in academic activities.

2. Except for the following reasons, the Department's doctoral students shall sign, sign in, and sign out in accordance with the regulations.
 - (1). Those who have applied for part-time study upon admission due to special reasons.

 - (2). Those who are exempted from sign-in and sign-out upon approval by the head of the Department.

 - (3). Those who have requested leave and obtained approval from their mentor in the doctoral program.

 - (4). Those who have an incident, explain it afterwards, and obtain approval from their mentor in the doctoral program.

3. The time of attendance for the Department's students in the doctoral program is as follows:

(1) Daily Attendance

A. Students shall attend seven and a half days a week (including time spent in classes) and fill in the "Daily Attendance Form" within two weeks in the beginning of each semester. **The sign-in day must include either a morning or afternoon session.**

Morning: 9:00 to 12:00.

Afternoon: 14:00 to 17:00.

Evening: 17:00 to 20:00 **or 19:00 to 22:00.**

B. Who needs to sign in:

a. Doctoral students in their first and second year who applied for "full-time study" upon admission, including those who do or do not receive scholarships from the Ministry of Education.

b. Students in their third year or above who have applied for a research room or **scholarships.**

C. Notes:

- a. If a required check-in day happens to a national holiday, it shall be counted in attendance hours.
- b. If one cannot sign in during a certain period of time due to urgent situations, they may inform the department office in advance and then make up the weekly sign-ins using their free time.
- c. During seminar room hours of daily attendance, if one needs to leave the room to look up information or for other scheduled activities, one shall fill in the "Case Report" (please obtain it from the department office) to justify their situation.
- d. If your time is spent auditing classes, fill in the "auditing certificate" and obtain the instructor's signature certificate, so that the hours can count as attendance. (Obtain the certificate from the department office.)
- e. Mentor meeting attendance counts as one time.
- f. Students attending classes on Saturday or in the evening may count as attendance.

g. Paragraph 2, Article 8 of the Doctoral Students Course Regulations stipulates that doctoral students shall hold a teaching position outside of the program for four hours or more. Such teaching hours shall not count as attendance.

(2) Mentor Meeting Attendance

The mentor meeting shall be held from 13:00 to 15:00 every Friday, unless otherwise specified.

4. The daily and mentor meeting attendance of the Department's doctoral students shall be calculated by the administrative assistant every month, and the results shall be reported to the head of the Department and doctoral mentors. Attendance records of students in their second year or above shall be reported to their thesis advisor.

5. The doctoral students of the Department who fail to sign in or sign out while obligated to shall be recorded as absent, unless they have legitimate reasons which are reported by the administrative assistant and approved by the doctoral mentor.

6. Doctoral students of the Department shall sign in and out in person, so as to record their daily and mentor meeting attendance.

7. Those who have failed to meet the attendance standards without proper reasons (please refer to Article 4 of the Leave Policy for Daily and Mentor Meetings) and do not correct their behaviors after being informed by their instructor shall not be allowed to apply for the Department's "Travel Subsidy", "Research Room Seat" and "Scholarship for Graduate Students".

8. Matters which are not covered in these Measures shall be reported to the head of the Department head for approval and amendment.

9. These Measures shall be submitted to the head of the Department for approval, announcement and implementation.