

Tamkang University **Fall 2018**
The Undergraduate Examination Schedule and Information

I. Examination Schedule:

Items	Date & Time	Notes
Midterm Exam and Make-up Exam	Midterm Exam: Nov 12 ~ 18, 2018(Monday ~ Sunday)	I. Exam timetable inquiry is accessible at School Administration System since Nov 2, 2018(Friday), 2:00 PM. II. For midterm exam makeup, teachers are entitled to arrange the makeup with students, who take the makeup recipient stub at Joint Services Center (B418). The application should be taken 3 days after the exam common week.
Final Exam and Make-up Exam	Final Exam: Jan 7 ~ 13, 2019(Monday ~ Sunday)	I. Exam timetable inquiry is accessible at School Administration System since Dec 26, 2018(Wednesday), 2:00 PM. II. The final exam makeup is arranged by Office of Academic Affairs. Make-up Exam: Feb 23 ~ 24, 2019(Saturday ~ Sunday)

II. Notices:

- 1 ∙ School Administration System website: <http://www.emis.tku.edu.tw/>. The exam timetable will be mailed to the school E-mail address, which is 9 digits of Student ID Number @s□□.tku.edu.tw (□□, the 2nd and 3rd digits of Student ID Number, means the academic year a student is enrolled.). For instance, the student enrolled in 107th academic year has the school E-mail address as 407000123@s07.tku.edu.tw.
- 2 ∙ Take student ID (ID card, medicare card or driver's license)to the exam. If the student ID is lost, please apply a new one with 2 certificate photos at Office of Academic Affairs (A212).
- 3 ∙ If no ID at all, temporary student ID Card will also do the work, which can be applied at Registration Division.
- 4 ∙ Read and follow the Examination Guidelines. No cheating. No violating the regulations. Or due punishment will be executed.
- 5 ∙ When the preparatory bell sets off, wandering around is not allowed. Perfect quietness is demanded in and off the examination in order not to disturb the examinees.
- 6 ∙ The asterisk means exam timetable conflicts that should be done in Student Activity Center (midterm and final exams) or H101 (Graduation exam).
 - (1) The exams are given in the order of the examination timetable.
 - (2) Ninety (or it depends on the situation) minutes are given in an exam, after which 30 minutes are given to the students for break or proceed the following exams. In the break, review, food and toilet are allowed.
 - (3) Students who have exam timetable conflicts are not allowed to leave the examination hall between exams until all the exams are done (at least 60 minutes for each). Talk, cell phone or any internet-accessible device are not allowed. Any offender will be punished in accordance to the examination regulations.
 - (4) If exam timetable conflicts engage students, involving oral exam, computer and slide show, making the exam at the original classroom inevitable, please apply for delayed entrance in Curriculum Section. Back in the original examination hall, examinees should sit in the last row of the hall and register at the name list. After the exam, examinees should go back with the escort of examiners.

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- 7、The classrooms for students to go over one's lessons are open to public one week before the midterm and final exams. Opening hours and locations will be announced prior to exams.
 - 8、Starting from the 2017 academic year, a paper copy of the exam timetable slip will not be provided. Those students who want a paper copy please print out one on your own.
- III. Starting from the 2017 academic year, the Office of Academic Affairs unified examination method for the Night School midterm and final exam weeks has been cancelled and changed to the course teacher giving an exam during the exam week at the original time of the class and in the original classroom. During the exam week the chairs and desks are arranged in order and have seat numbers attached; please do not carelessly move the chairs and desks nor remove the seat numbers. During the examination period (including deduction tests) please refer to the School's Administrative System online for related information. Requesting a leave of absence for an exam according to regulations still requires a student to go to the Office of Student Affairs and to complete the request for leave procedures using the Students' Request for Leave of Absence System online and follow the procedure for processing a request.

IV. Regulations on Examination Leave

- 1、The leaves should be applied in accordance with the regulations of Office of Student Affairs. If the exam leave recipient stub is required, please contact Joint Services Center (B418) for midterm leave and Guidance Section (B402) for final exam leave.
- 2、Teachers are entitled to arrange the makeup exam if the students are approved. For midterm exam makeup, teachers are entitled to arrange the makeup with students. The final exam makeup is arranged by Office of Academic Affairs and makeup dates are designated in accordance with the calendar of the upcoming semester. The timetable of makeup exam will be sent to students' school e-mail boxes. No hard copy will be made available. The subject students need to check their mail boxes or go online to the webpage of [Administrative Information Directory at Academic Affairs Division] for the timetable.