

# National Taipei University of Technology Guidelines for Teachers to Submit and Correct Students' Semester Grades

Resolved by the Academic Affairs Meeting on Dec 20<sup>th</sup>, 2005

Amended and reinstated by the Academic Affairs Meeting in the 2<sup>nd</sup> semester of the 2018 academic year on May 13<sup>th</sup>, 2019

Amended and reinstated by the Academic Affairs Meeting in the 1<sup>st</sup> semester of the 2020 academic year on Nov 27<sup>th</sup>, 2020

- Article 1 The Guidelines are developed by the National Taipei University of Technology (NTNU) for teachers' submission and correction of students' semester grades.
- Article 2 The submission of grades herein refers to the entering of semester grades of all students taking the teacher of the course (teacher) into the Grading System; or for jointly taught courses, the delivering of the semester grade forms by the teachers to the designated unit (Unit) in the Office of Academic Affairs for the program in which the course is offered for data entry.
- Article 3 Unless otherwise specified, for each semester, teachers should submit grades within one week after the final exam; for graduating cohorts or summer courses, grades should be submitted within three days after the course ends.
- Article 4 Teachers are obligated to submit grades on time. Those who fail to abide by the Guidelines and submit grades on time will be notified by the Unit. The chairs/deans of their departments/colleges will be notified as well to assist in monitoring timely submission. After one week overdue, the names of the teachers who have not yet submitted grades, the affected courses, and their departments/colleges will be publicly announced.
- Article 5 If after receiving grades, a student deems that there is an obvious mistake in a grade, the student may apply within seven days to the Unit for the grade to be reinspected. Once the application is approved, the teacher of the course will be notified by the Unit to reinspect the grade and should reply within three days. The result will then be forwarded to the student by the Unit.
- Upon receiving the teacher's reply, if the student deems that the grade or grading method in the result is substantially inappropriate, the student may apply to the department/college offering this course for another inspection within 10 days following the day of receipt. The department/college should reply within 10 days after accepting the application and deliver the reinspection result to the Unit to be forwarded to the student.
- Upon receiving the result of the department/college reinspection, if the student still does not agree with it, the student may file a complaint with the Student Grievance Committee within 30 days following the day of receipt.

Article 6 Teachers should grade students carefully and check the grades before submission. Changes to the grades are not allowed after submission. However, if a mistake attributed to the teacher occurs, correction can be made after providing proof, filling the “Semester Grade Correction Form”, and obtaining verification and approval from the teacher’s department/college and the Unit. The correction should be made no later than two weeks after the start of the next semester according to NTNU academic calendar and should be submitted to the Academic Affairs Meeting.

Article 7 If a student’s rights are negatively affected due to late grade submission or if after a student files a complaint, the Student Grievance Committee resolves that the teacher should re-evaluate the grade and the teacher fails to do so, the student may apply for an evaluation or re-evaluation for the grade. The department/college offering the course and the Unit will request the Principal to make a special approval. Following the day of approval, the department/college will form a task team to determine the grade within 10 days. If a teacher is involved in litigation due to controversy over grades, the teacher shall bear relevant legal responsibilities.

Article 8 If a teacher fails to submit grades or correct grades pursuant to the Guidelines, the violation will be considered in all teacher evaluations; teachers who violate any obligation stipulated by the Teacher’s Act are subject to reviews by a teacher evaluation committee.

Article 9 The Guidelines and their amendment shall become effective upon the resolution of the Academic Affairs Meeting.