Ming Chuan University Enforcement Rules for Information Technology Proficiency Requirements

1. With the purpose to improve students' employment competitiveness, these regulations were established in accordance with Ming Chuan University Procedures for Proficiency-based Graduation Requirements.

2. Undergraduate students (not including foreign students in International College) who are admitted in the 2010-11 academic year and beyond, and those foreign students in International College who are admitted in the 2013-14 academic year and beyond, must meet the Information Technology Proficiency (ITP) requirement to be eligible to graduate.

3. Undergraduate students should pass the following ITP Tests within the study period. The minimum requirements and categories for ITP Tests are as follows:

Category of ITP Tests	Authorized Testing and Certification Organization	Minimum Requirements
English Typing	The certificates granted by the competent authority (Computer Skills Foundation)	English typing over 15 words per minute
Office Software Application: Word/ PowerPoint/ Excel	Computer Skills Foundation	Primary or higher
	Microsoft Certified Application Specialist (MOS)	Pass
	SUN Open Office	Pass

4. Implementation Measures
   (1) Examination Schedule:
       The 10th, 13th and 15th Saturdays of each semester.
   (2) Place: The classrooms will be arranged on Taipei and Taoyuan campuses in accordance with the number of students registered.
   (3) Implementation
       (a) To manage matters regarding examination affairs, the Examination Center for ITP Test was established in accordance with the Administrative Procedures for TQC Test Centers as regulated by the Computer Skills Foundation.
       (b) The ITP Test is developed by the Computer Skills Foundation. Students are able to check scores through the automated scoring system.

   (c) The proficiency tests will be held in accordance with the Regulations for TQC Administration of Skills Certification and Examination Site.

  (4) Evaluation

   (a) Examinees receive either a pass or fail grade.

   (b) A certificate will be issued by the Computer Skills Foundation to those who pass the exam.

   (c) Those who fail the exam are required to register for next exam until he or she passes the exam.

5. The version of software tested will be the same one the University is currently using. The version of software will be announced in the beginning of the semester.

6. If any students have achieved the minimum requirements for ITP Tests before admission, the scores are valid for three years from the certificate's date of issue. The version of software tested must be the same one the University is currently using.

7. Undergraduate student who are unable to meet any of the above requirements before graduation, and who do not pass any one of the ITP Tests after being admitted to the university, must enroll in a 2-credit course of *Applied Information Technology* during the Summer Session of their 3rd year academic year and pass the course to meet graduation eligibility.

8. Students who meet the minimum requirements for ITP Tests should submit the original certificate or score report to the School of Information Technology for review. After completion of these procedures, the students will be verified as meeting the graduation requirements.

9. Blind students or students with physical disabilities who have difficulty in using a mouse or keyboard are excluded from the ITP requirements.

10. Upon being passed at the Academic Affairs Committee Meeting and approved by the president, these enforcement rules were announced and implemented. Any revision must follow the same procedures.

In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.