

## Ming Chuan University 2024-25 AY 1<sup>st</sup> Semester Physical Education Class Rules (Taipei Campus)

1. Students are required to gather at the designated place and change into sports attire and footwear within 5 minutes after the bell rings. Put bags and clothing in order at the designated area and start the class.
2. Student must wear sports attire and footwear for PE classes. Wearing jeans or flip-flops is strictly prohibited.
3. Students may only enter sports fields when wearing proper sports footwear. No foods or beverages are allowed on the fields or courts. Students are required to clean up the sports field/court where the class is taken prior to class being dismissed. Violators will be punished in accordance with relevant regulations.
4. Students who fail to show up within 5 minutes after the bell rings will be deemed as late, and those who show up after 15 minutes will be deemed as absent.
5. Grading:
  - (1) Skill Assessment, 60%: Mid-term and Final skill tests, 30% each.
  - (2) Class performance, 40%: 1. Attendance 30% (based on the attendance record of regular classes). 2. Final written test 10% (Test will focus on sports rules; test questions will be set by the instructor of the class.)
  - (3) Attendance: Will be evaluated based on learning attitude and absence records. 2 points will be deducted for each absence. No points will be deducted for official leave, marriage leave or compassionate leave, but students are required to bring relevant proof to the instructor. 1 point will be deducted if students are late or do not wear proper clothing or footwear during a class period. 1 point will be deducted for each sick leave or menstruation leave or mental health leave, but students are to show leave application proof to the instructor. Student observers are also required to dress in sports attire. (Example of deduction: If a student is absent from class for 4 periods, is late for 2 times, the score is  $30-10=20$ .) 6. It is prohibited to ask someone else to attend class or take tests in one's place. Violators will be punished in accordance with relevant regulations.
7. Before class period begins, the class Physical Education Officer must check with the instructor regarding which equipment to borrow, and then inform the responsible student-of-the-day. Responsible student should use his or her student ID to borrow the required equipment from the Physical Education Equipment Room. After class, responsible student is required to check the quantity of the borrowed equipment and return it. The class cohort must pay for any lost equipment.
8. After classes, the class Physical Education Officer should go to the Physical Education Office, make an entry in the log, and have the responsible instructor sign it and return the log to its original place.
9. Students of Special Physical Education classes are to please bring doctor's diagnosis certificate and register with teacher **Ho, Sung-Yen** of Physical Education Office **at 12:00-13:00, from Sep. 9 to Sep. 13**. Registered students should gather in front of PE Office at 17:10, **Sep. 24 (Tuesday)** to begin the class. The class meets during **periods 09 and 40 every Tuesday**. ※Special Physical Education classes are to be applied for online. Students are required to fill out the application form via the following link within the designated time period. The link for Taipei campus Special Physical Education class is <https://eform.mcu.edu.tw/node/2682>
10. Students enrolled in 2024-25 AY must take Student Sports Capability Assessment Test. The test items are

Sit and reach (score recorded in terms of centimeters), Crunch (score recorded as number of repetitions), Standing long jump (score recorded in terms of centimeters) and 1600m run for male students and 800m run for female students (score recorded in terms of seconds but not included in the calculation of the Sports Competence Indicator score). Please complete the test before 11/29 and submit the test results before 17:00 on 12/6. The purpose of the physical fitness test is to let students understand their own physical fitness. To avoid accidents when taking the test, please do not compete with classmates and do not force performance beyond one's ability.

11. Sports Competence Indicator is the required standard for graduation and the tests for 1st-year students are to be administered from 10/21 (Week 7) to 11/29 (Week 12). Tests 2nd and 3rd-year students are to be administered from 9/16 (Week 2) to 10/11 (Week 5). Please refer to the website of PE Office for detailed information. The test items and passing (60 points) standards are as follows: 1st-year students: 1. Flexibility: Sit and Reach (26cm for men, 28cm for women) 2. Muscular Endurance: Crunch (21 for men, 15 for women) 3. Power: Standing Long Jump (212cm for men, 148cm for women). Students are required to complete the above-mentioned items (average 60 points) to meet the basic requirement. 2nd and 3rd-year students: 1. Flexibility: Sit and Reach (26cm for men, 28cm for women) 2. Muscular Endurance: One-minute sit-ups (33 for men, 24 for women) 3. Power: Standing Long Jump (212cm for men, 148cm for women) 4. Cardio Respiratory Endurance: 1600m (558 seconds) for men; 800m (311 seconds) for women. Students are required to complete the above-mentioned items (average 60 points) to meet the basic requirement.

12. 2<sup>nd</sup> and 3<sup>rd</sup> year students are asked to please select PE classes in accordance with the scheduled class period of your class. Please note that to repeatedly select the same sports for the 1<sup>st</sup> and 2<sup>nd</sup> semester in the same year is not allowed. For instance, when a student selects badminton in the 1<sup>st</sup> semester, he/she is not allowed to select badminton again in the 2<sup>nd</sup> semester (Students who are retaking the course are not limited by this rule.). Please be reminded that failing to select a course in the designated time, trying to select courses in different course selection time periods or trying to repeatedly select the same sports may result in an error in the computer system and students not being able to complete course selection.

13. Student who have not completed course selection within the course add and drop time period, please apply for manual course add at the Physical Education Office to select from courses that still have vacancies. Please ask Dr. Liao, Chih-Hsiung at Physical Education Office on Taipei campus for assistance from **10:00-12:30 on September 19 (Thursday)**. Do not to receiver over the time. Late applications are not accept registration.

14. To apply for an exemption of the make-up test of the 2<sup>nd</sup> and 3<sup>rd</sup> year physical fitness, please bring your certificate to the Physical Education office **at 12:00-13:00 on Sep. 9-13**. Taipei campus: Dr. Huang, Yuh-Chuan; Taoyuan campus: Dr. Luo, Yu-Jy. The test is scheduled to be carried out from **12:10-13:00 on Sep. 20 (Friday)**. Location: Indoor Badminton court, Taipei campus and 3<sup>rd</sup> floor Indoor Basketball Court, Taoyuan campus. Students who fail to attend and take the test must take a 3<sup>rd</sup>-year PE course.

The make-up test of Physical fitness for **2024-25AY** (3<sup>rd</sup> year students) will comprise the following items: (1) Sit and Reach (2) One-minute sit-ups (3) Standing Long Jump (4) 800m and 1600m Walk and Run. Students with an average score of 60 or over for the above 4 tests can waive the **Physical Education Course (6)**

(Please refer to the website of Physical Education Office for detailed information.). Location: Indoor Badminton court, Taipei campus and 3<sup>rd</sup> floor Indoor Basketball Court, Taoyuan campus.

15. Notices for the test are as follows:

(1) Students must bring their Student ID Cards for the tests; please submit your test sheet to your teacher or the teacher in charge once you complete the tests. Those who take their test sheets away from the test venue will be declared invalid. Students who fail to attend and take the test must [take PE course \(6\)](#).

(2) Sit and Reach: Test twice and count the best score of the formal tests.

(3) One minute sit-ups: No score will be counted if the action is not correct.

(4) Standing Long Jump: If a student fails twice, the score of this item is 0.

(5) 800m and 1600m Walk and Run: While taking the test, if not feeling well, please inform the examiners to stop the test.

16. To apply for distinctive performance in Health (Sports) Ability, a student must meet one of the following criteria: (1) Pass Sports capacity basic standards and the golden medal standards of power, flexibility, muscular endurance and cardio-respiratory endurance announced by the Ministry of Education. (2) Participate in a nationwide sports competition as a representative of the university and place among the top 6. (3) Participate in a nationwide sports competition held by Ministry of Education as a representative of the university and place among the top 6. (4) Participate in an international sports competition as a country representative and place among the top 6. Students who have won such awards are encouraged to file an application with the responsible staff: Taoyuan campus: Dr. Kao, Chun-Chieh, ext. 3313; Taipei campus: Dr. Liao, Chih-Hsiung, ext. 2325.

17. The revised opening time and standard charge for the Fitness Center (2024-25 Academic Year 1<sup>st</sup> Semester) has already been put on the notice board. Please notice the schedule adjustment.

## Ming Chuan University 2023-24 AY 1<sup>st</sup> Semester Physical Education Class Rules (Taoyuan Campus)

1. Students are required to gather at the designated place and change into sports attire and footwear within 5 minutes after the bell rings. Put bags and clothing in order at the designated area and start the class.
2. Student must wear sports attire and footwear for PE classes. Wearing jeans or flip-flops is strictly prohibited.
3. Students may only enter sports fields when wearing proper sports footwear. No foods or beverages are allowed on the fields or courts. Students are required to clean up the sports field/court where the class is taken prior to class being dismissed. Violators will be punished in accordance with relevant regulations.
4. Students who fail to show up within 5 minutes after the bell rings will be deemed as late, and those who show up after 15 minutes will be deemed as absent.
5. Grading:
  - (1) Skill Assessment, 60%: Mid-term and Final skill tests, 30% each.
  - (2) Class performance, 40%: 1. Attendance 30% (based on the attendance record of regular classes). 2. Final written test 10% (Test will focus on sports rules; test questions will be set by the instructor of the class.)
  - (3) Attendance: Will be evaluated based on learning attitude and absence records. 2 points will be deducted for each absence. No points will be deducted for official leave, marriage leave or compassionate leave, but students are required to bring relevant proof to the instructor. 1 point will be deducted if students are late or do not wear proper clothing or footwear during a class period. 1 point will be deducted for each sick leave or menstruation leave, but students are to show leave application proof to the instructor. Student observers are also required to dress in sports attire. (Example of deduction: If a student is absent from class for 4 periods, is late for 2 times, the score is  $30-10=20$ .)
6. It is prohibited to ask someone else to attend class or take tests in one's place. Violators will be punished in accordance with relevant regulations.
7. Before class period begins, the class Physical Education Officer must check with the instructor regarding which equipment to borrow, and then inform the responsible student-of-the-day. Responsible student should use his or her student ID to borrow the required equipment from the Physical Education Equipment Room. After class, responsible student is required to check the quantity of the borrowed equipment and return it. The class cohort must pay for any lost equipment.
8. After classes, the class Physical Education Officer should go to the Physical Education Office, make an entry in the log, and have the responsible instructor sign it and return the log to its original place.
9. Students of Special Physical Education classes are to please bring doctor's diagnosis certificate and fill in the application form with the eForm online link <https://eform.mcu.edu.tw/node/2681> from Sep. 9 to 16. Registered students should gather in front of PE Office at 16:50, Sep. 24 (Tuesday) to begin the class. The class meets during periods 09 and 40 every Tuesday. The principal in charge of Special Physical Education classes is Ms. Chen, Chiao-Chuan.
10. Students enrolled in 2024-25 AY must take Student Sports Capability Assessment Test. The test items are Sit and reach (score recorded in terms of centimeters), One-minute sit-ups (score recorded as number

of repetitions), Standing long jump (score recorded in terms of centimeters) and 1600m run for male students and 800m run for female students (score recorded in terms of seconds). Please complete the test before **11/29** and submit the test results **before 17:00 on 12/6**. The purpose of the physical fitness test is to let students understand their own physical fitness. To avoid accidents when taking the test, please do not compete with classmates and do not force performance beyond one's ability.

11. Sports Competence Indicator is the required standard for graduation **and the tests for 1<sup>st</sup>-year students are to be administered from 10/21 (Week 7) to 11/29 (Week 12). Tests for 2<sup>nd</sup> and 3<sup>rd</sup>-year students are to be administered from 9/16 (Week 2) to 10/11 (Week 5).** Please refer to the website of PE Office for detailed information. The test items and passing (60 points) standards are as follows: 1. Flexibility: Sit and Reach (26cm for men, 28cm for women) 2. Muscular Endurance: One-minute sit-ups (33 for men, 24 for women) 3. Power: Standing Long Jump (212cm for men, 148cm for women) 4. Cardio Respiratory Endurance: 1600m (558 seconds) for men; 800m (311 seconds) for women. Students are required to complete the following items (average 60 points) to meet the basic requirement.

12. 2<sup>nd</sup> and 3<sup>rd</sup> year students are asked to please select PE classes in accordance with the scheduled class period of your class. Please note that to repeatedly select the same sports for the 1<sup>st</sup> and 2<sup>nd</sup> semester in the same year is not allowed. For instance, when a student selects badminton in the 1<sup>st</sup> semester, he/she is not allowed to select badminton again in the 2<sup>nd</sup> semester (Students who are retaking the course are not limited by this rule.). Please be reminded that failing to select a course in the designated time, trying to select courses in different course selection time periods or trying to repeatedly select the same sports may result in an error in the computer system and students not being able to complete course selection.

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15. The make-up test of Physical fitness for **2024-25AY** (3<sup>rd</sup> year students) will comprise the following items: (1) Sit and Reach (2) One-minute sit-ups (3) Standing Long Jump (4) 800m and 1600m Walk and Run. Students with an average score of 60 or over for the above 4 tests can waive the **Physical Education (6) Course** (Please refer to the website of Physical Education Office for detailed information.). Location: Indoor Badminton court, Taipei campus and 3<sup>rd</sup> floor Indoor Basketball Court, Taoyuan campus.

Notices for the test are as follows:

(1) Students must bring their Student ID Cards for the tests; please submit your test sheet to your teacher or

the teacher in charge once you complete the tests. Those who take their test sheets away from the test venue will be declared invalid. Students who fail to attend and take the test must [take Phys Ed \(6\) course](#).

(2) Sit and Reach: Test twice and count the best score of the formal tests.

(3) One minute sit-ups: No score will be counted if the action is not correct.

(4) Standing Long Jump: If a student fails twice, the score of this item is 0.

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## Ming Chuan University 2023-24 AY 1<sup>st</sup> Semester Physical Education Class Rules (Kinmen Location)

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