

Ming Chuan University 2025-26 AY 1st 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 Physical Education (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/physical 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 the class period begins, the class PE 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 PE Equipment Room. After class, the 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 PE Officer should go to the PE 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 September 8 to 15. Registered students should gather in front of PE Office at 16:50, September 16 (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. Luo, Yu-Jy.
10. First-year students enrolled in the 2025 academic year (School Year 114) are required to participate in the Physical Fitness and Graduation Threshold Assessment. The assessment items include: Sit and Reach (recorded in centimeters), Sit-Ups (recorded by number of repetitions), Standing Long Jump (recorded in centimeters), and 1600-meter run/walk for males / 800-meter run/walk for females (recorded in seconds). Please complete the assessment between Week 5

(starting October 6) and Week 14 (ending December 12) and submit the assessment data by 5:00 PM on December 12. The purpose of the physical fitness assessment is to help students understand their physical fitness condition. Do not compete with or compare oneself to others during the assessment. Students who are feeling unwell should refrain from participating to avoid accidents or injury.

11. Physical fitness standards are part of the university's graduation requirements. First-year students must complete the assessment as outlined. For details, please refer to the relevant regulations published on the website of the Office of Physical Education. The assessment items and the passing criteria (60 points) are as follows:

- 1) **Sit and Reach:** Male – 26 cm, Female – 28 cm
- 2) **Sit-Ups:** Male – 21 reps, Female – 15 reps
- 3) **Standing Long Jump:** Male – 212 cm, Female – 148 cm
- 4) **1600m/800m Run-Walk:** Male – 558 seconds, Female – 311 seconds

Students pass the graduation threshold if the average score of items 1 to 3 reaches at least 60 points.

12. For second- and third-year students selecting physical education courses, please choose according to original class schedule. Also note that the same sports activity may not be repeated for both semesters of the same academic year. For example, if badminton is selected in the first semester, it cannot be selected again in the second semester (not applicable to students retaking the course). If a student selects a class outside of the designated time slot or repeats a sports activity in the same year, the system may automatically reject the selection making it impossible to complete course selection. Students are reminded to pay special attention to this.

13. Students who fail to complete course selection during the official add/drop period must go to the Office of Physical Education to manually register for a class, choosing one that is still available in the system.

For the students on Taoyuan Campus, please contact Dr. Luo, Yu-Jy at the Office of Physical Education on Wednesday, September 17, from 12:00 to 14:00. Late applications will not be accepted.

14. Transfer students who wish to apply for exemption from the second-year Physical Education course by taking the supplementary Physical Fitness Assessment must report in person with a valid ID at **12:00 PM on Friday, September 19.**

- **Taipei Campus:** Mr. Liao, Chih-Hsiung
- **Taoyuan Campus:** Dr. Kao, Chun-Chieh

The assessment will be held on **Friday, September 19.**

- **Taipei Campus location:** Indoor Badminton Court
- **Taoyuan Campus location:** 3rd Floor Indoor Basketball Court

Students who fail to attend the assessment by the scheduled date will be required to enroll in the second-year Physical Education course.

15. 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.
16. Written tests or online rule-based exams for physical education courses must be conducted on campus under the supervision of PE teachers. If a student takes the test at home on their own, it will be considered a violation and cheating. The incident will be reported to the university and handled in accordance with the Student Merit and Demerit Procedures, and the student will receive a score of zero for the exam.

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