

Ming Chuan University **2025-26 AY 2nd 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 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, 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 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 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. Students of Special PE 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 February 24 to 26. Registered students should gather in front of PE Office at 16:50, March 3 (Tuesday) to begin the class. The class meets during periods 09 and 40 every Tuesday. The principal in charge of Special PE classes is teacher Ho, Sung-Yen.
9. 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 – 12 reps

3) **Standing Long Jump:** Male – 200 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.

10. For second-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.

11. Elective Physical Education courses taken for credit may be used to waive Physical Education (VI). This policy applies to students admitted in Academic Year 2022-23 or earlier. According to regulations, students may enroll in only one credit-bearing Physical Education course per semester.

12. 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 Taipei Campus, please contact Mr. Liao, Chih-Hsiung at the Office of Physical Education on Wednesday, March 4, from 13:00 to 15:00. Late applications will not be accepted.

13. To apply for the make-up exemption test for 2nd year physical fitness during the winter break, the test is scheduled to be held from 12:10 to 13:00 on March 4, 2026 (Wednesday). Location: Indoor Sports Ground, Taipei campus; 3rd Floor Indoor Basketball Court, Taoyuan campus. Students who fail to attend and take the test must take the 2nd-year PE course. Responsible instructors: Taipei campus – Mr. Chih-Hsiung Liao; Taoyuan campus – Mr. Chun-Chieh Kao. Students eligible for the make-up test: (1) Transfer students of the current semester; (2) Overseas students who join a class during the current semester; (3) Students who participated in overseas exchange programs in the previous semester; (4) Returning students from the Overseas Youth Vocational Training School; (5) First-year students who applied for postponed testing.

14. Physical Fitness Test Items for Winter Break Transfer Students Applying for Exemption from 2nd Year PE Courses:

Structure for Academic Year 2023-2024AY:

One-minute Sit-up, Standing Long Jump, Forward Flexion and 800/1600-meter run/walk, Participants who achieve an average passing score across all four items will be considered as having passed.

Structure for Academic Year 2024-2025AY: Crunch, Standing Long Jump, Forward Flexion. Participants who achieve an average passing score across all three items will be considered as having passed. (For details, please refer to the Physical Education Office website.)

(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.

(2) Forward Flexion: 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.

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: Mr. Liao, Chih-Hsiung, ext. 2325.

16. The revised hours of operation and standard charge for the Fitness Center (2025-26 Academic Year 2nd Semester) have already been posted on the bulletin board. Please note the schedule adjustment.

17. 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.