

Wenzao Ursuline University of Languages
Principles for the Implementation of Midterm Examination Week
and Final Learning Summary for the Faculty of the Day Division

Approved at the Academic Affairs Committee Meeting on December 23, 2025

Ratified by the President on January 14, 2026

- I. To guide the implementation of midterm examinations and semester learning summary activities, *the Principles for the Implementation of Midterm Examination Week and Final Learning Summary for Faculty of the Day Division of Wenzao Ursuline University of Languages* (hereinafter referred to as “the Principles”) are hereby established.
- II. The formats and arrangements of midterm and final examinations shall be determined by the course instructor, who shall also be responsible for proctoring the examinations. If the course instructor is unable to proctor an examination due to special circumstances, the instructor shall make arrangements for another faculty member to serve as a substitute and report such arrangement to the department chair for record.
- III. If a course instructor does not arrange a midterm or final examination, instructional activities shall continue in accordance with the Academic Calendar through the eighteenth week.
- IV. Midterm examinations shall be conducted in accordance with the schedule prescribed in the Academic Calendar. If the course instructor has arranged an alternative examination date, the examination may be conducted in accordance with such arrangement. Final examinations may be arranged starting from the sixteenth week, and the course instructor may determine the examination date based on course progress and instructional planning.
- V. After the final examinations, the course instructor shall arrange course-related activities during the remaining weeks as a form of course summary, including but not limited to practical exercises, project-based research, field visits, industry lectures, case analyses, and presentations of learning outcomes. The relevant instructional content and activity arrangements should be clearly listed in the “Course Content and Schedule” section of the course syllabus.
- VI. These Principles shall take effect from the date of promulgation following approval by the Academic Affairs Committee and ratification by the President. Any amendments shall be promulgated and take effect following the same procedure.

(The English translation is for reference only. In case of any discrepancy between the Chinese version and the English version, the Chinese version shall prevail.)