

## Ming Chuan University 2019-20 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 20% (based on the attendance record of regular classes). 2. Assessment of attitude and sporting spirit 10% (based on the learning attitude, performance, behavior, spirit and discipline during class and in-class sports competitions). 3. 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.
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 Mr. Wu, Ming-An of Physical Education Office at 12:00-13:00, from Sep. 9 to Sep. 18. Registered students should gather in front of PE Office at 17:10, Sep.19 (Thursday) to begin the class. The class meets during periods 09 and 40 every Thursday.
10. Students enrolled in 2019-20 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 tests and submit the test results before December 13. 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 (As this is one required standard for graduation, students are required to complete 4 items (average 60 points) to meet the basic requirement. Please refer to the website of PE Office for detailed information.)
  - Cardio Respiratory Endurance: 1600m (558 seconds) for men; 800m (311 seconds) for women.
  - Muscular Endurance: One minute sit-ups (33 for men, 24 for women)
  - Power: Standing Long Jump (212cm for men, 148cm for women)
  - Flexibility: Sit and Reach (26cm for men, 28cm for women)
12. The make-up test for those who failed the Sports Competence Indicator test in 2012-13 AY, 2013-14AY, 2014-15AY, 2015-16AY, 2016-17AY and 2017-18AY will be carried out from 12:30 to

13:30 on November 29 (Friday) in the Indoor Badminton court, Taipei campus.

13. 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.
14. 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 Liao, Chih-Hsiung at Physical Education Office on Taipei campus for assistance from 16:30-18:30 on September 18 (Wednesday). Do not to receiver over the time. Late applications are not accept registration.
15. The make-up test of Physical fitness for 2019-20AY (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 3<sup>rd</sup> year Physical Education Course (Please refer to the website of Physical Education Office for detailed information.). The test will be administered during physical education classes during the week of September 24 to October 3. 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.
  - (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. Undergraduate students who participate in overseas exchange programs during their 2<sup>nd</sup>-year 2<sup>nd</sup> Semester are required to provide relevant proof to register for the test to waive 3<sup>rd</sup>-year PE course during 12:00-13:00, September 9-12 at Physical Education Office. Taipei campus: Dr. Huang, Yuh-Chuan; Taoyuan campus: Dr. Luo, Yu-Jy. The test is scheduled to be carried out from 12:20-13:00 on September 27 (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.

## Ming Chuan University 2019-20 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 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 20% (based on the attendance record of regular classes).
    2. Assessment of attitude and sporting spirit 10% (based on the learning attitude, performance, behavior, spirit and discipline during class and in-class sports competitions).
    3. 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.
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 Mr. Tseng, Tai-Ling of Physical Education Office at 12:00-13:00, from Sep. 9 to Sep. 12. Registered students should gather in front of PE Office at 16:50, Sep.17 (Tuesday) to begin the class. The class meets during periods 09 and 40 every Tuesday.
10. Students enrolled in 2019-20 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 tests and submit the test results before December 13. 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 (As this is one required standard for graduation, students are required to complete 4 items (average 60 points) to meet the basic requirement. Please refer to the website of PE Office for detailed information.)

Cardio Respiratory Endurance: 1600m (558 seconds) for men; 800m (311 seconds) for women.  
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Power: Standing Long Jump (212cm for men, 148cm for women)  
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14. 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 Huang, Han-Nien at Physical Education Office on Taoyuan campus for assistance from 16:30-18:30 on September 18 (Wednesday). Do not to receiver over the time. Late applications are not accept registration.
15. The make-up test of Physical fitness for 2019-20AY (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 3<sup>rd</sup> year Physical Education Course (Please refer to the website of Physical Education Office for detailed information.). The test will be administered during physical education classes during the week of September 24 to October 3. Notices for the test are as follows:
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  - (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.
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## Ming Chuan University 2019-20AY 1st Semester Physical Education Class Rules (Kinmen Location)

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.
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5. Grading:
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    1. Attendance 20% (based on the attendance record of regular classes).
    2. Assessment of attitude and sporting spirit 10% (based on the learning attitude, performance, behavior, spirit and discipline during class and in-class sports competitions).
    3. 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.
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