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OLD AND NEW RULES TO BE ENFORCED

RULE 1. *Time.* No student or candidate shall be graduated with or without degree, no matter how much he or she has studied before, in less than fully 9 months in the case of resident students or fully 12 months in the case of non-resident students from the date of matriculation.

RULE 2. *Number of Courses.* Both, undergraduates and graduates, must take at least 6 courses per year, whether in residence or by correspondence.

RULE 3. *Requirements.* No degree will be granted to anyone who has not satisfactorily passed an examination on at least six of our courses under the supervision of either our Resident Faculty in Washington, our special Boards of Examiners, or of the Faculty of any of our affiliated colleges in the International Academic Union in the centers of population far removed from Washington, either in America or other countries, or of at least 2 of our non-resident professors, wherever they may reside. In addition to this examination, an acceptable dissertation of about 10,000 words, proving original research, discovery or invention, typewritten or printed, with a proper title page, the signature of the candidate at the end, and bound in flexible cover must be presented to the Resident Faculty at Washington. A photograph of the candidate with his signature written over it must be pasted on the title-page of the dissertation. A second, loose, photograph should be sent for the University album. A third small photograph, about 1½ to 2 inches, may be sent for the diploma.

RULE 4. *Languages Used.* All work, including monthly reports, examination, and dissertation, may be in any modern living language.

RULE 5. *Honorary Degrees.* No honorary degrees whatsoever will be granted from this day, except in the following cases:

I. (a) To Professors and Representatives who have been in the service of the University at least 5 years, whose service has been satisfactory and whose accounts with the University are fully balanced. The kind of honorary degree to be granted to them and all others, will be decided by the President with the concurrence of the Regular Professors of the Resident Faculty. The recipients of such honorary degrees shall pay the expenses amounting to \$10.00, where no further certification is required, or \$15-20, where, in the case of foreigners, legalization is desired.

(b) Under this rule, only those Representatives are eligible, who during their time of service have secured at least 100 students, matriculated and graduated at our University; and, of the Professors, only those are eligible for such an honorary degree who have not only regularly attended the Faculty or Boards of Examiners meetings, but who have also shown special initiative in advancing the cause of residence or correspondence instruction.

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II. To those, who are neither members of the Faculty nor Representatives of the University, honorary degrees may be granted under the following conditions:

(a) That those proposed for such honorary degrees be sufficiently educated, have the proper social or professional standing, have been intimately known to their sponsors for at least 5 years, and have already proven sincere interest in the cause of our University to the extent, that they will not only be proud to receive such an honorary degree from our University, but will also be ready to defend our University against slanderous enemies.

(b) This second class of recipients of honorary degrees mentioned (II. a) must prepay a donation of not less than \$250.00, or secure for the Oriental University Endowment Fund from others a donation of not less than \$1,000.00, prepaid.

(c) Heads of States and High Dignitaries are not compelled to make any donation.

RULE 6. Minor Degree Needed.

(a) No doctor degree will be granted to anyone who has not somewhere earned a bachelor, master or licentiate degree.

(b) No more than 3 de rite degrees will be granted to the same candidate during his lifetime and only one honorary degree, which may be in addition to 3 de rite degrees, will be granted to anyone during his lifetime.

RULE 7. Professor Certificate. A Professor Certificate, whether it be for a resident or non-resident professorship, may be granted to Educators only who have studied at least 3 years in a regular university, who have been teaching or lecturing for at least 5 years, who have been connected with the Oriental University either as officers, members of the Faculty or representatives for at least 1 year, and who have received from our University a de rite degree.

RULE 8. Overcharges and Remittance.

(a) Any Representative who charges more than 33 per cent commission, may be dismissed, and the students or candidates who have paid excess commission shall be encouraged by our Board of Trustees to demand repayment of such overcharges from the representatives.

(b) Any Representative, who fails to send promptly, that is on the same or next day, all of any university fee to the University, will be dismissed, and the University, to reimburse itself for any losses, will demand from his students or candidates, not yet graduated, payment of the unpaid commission directly to the University in addition to the University fee. But, after the accounts have been audited, the University will pay of such commission directly received all such part as is justly due the representative for his services rendered, *i. e.* less unpaid part of fee, overcharges, if any, and less necessary expenses incurred by the University through adjustment of accounts.

RULE 9. Payment and Return of Fees.

(a) All students and candidates must pay for 1 year's courses, and that includes all candidates for degrees, at least \$25.00 to the University when application is made, the balance to be paid by monthly installments. All fees must be paid in full to the University before any certificate is granted. If the student

or candidate pays less than \$25.00 at the beginning, and does not make regular monthly installments of not less than \$5.00 per month, an additional fee of 20 per cent. is charged and must be paid, before any certificate is granted. This rule refers as well to resident as to correspondent students.

(b) If an application is not accepted, the fee, except \$5.00 for examination of record, is returned. Once, however accepted, no fee will be returned for any cause whatsoever.

RULE 10. *Method of Business.* While all business receives as prompt attention as possible at the University, business shall be taken up in the order as follows: The first attention shall be given to students and candidates who have paid the whole fee in advance; after that, to those, who have paid \$25.00 down and who are keeping up their regular monthly installments; and, finally, all other business. This rule is to encourage promptness and sound business methods, especially for the representatives in foreign countries. We have found by experience, that the people who are careless and unbusinesslike in their own matters, make unreasonable demands for promptness on the University officers and clerks, causing delay to business of more efficient representatives; and since we wish to be just to everyone and to develop the University as fast as we can, the above mentioned method seems to be the fairest way of procedure, considering the fact that we have to deal with thousands of people to get a little profit from a few of them.

RULE 11. *"Our Friends, the Enemies."* Everyone connected with our University is requested to inform the University at once of any malicious attack or adverse criticism, appearing in print or sent by letter, and in all cases, the original periodical or letter should be sent to the University, to become property of the University, for the purpose of counteracting such opposition, if and when deemed possible and advisable. Individual officers, professors, or representatives are hereby instructed, not to undertake any personal defense, either by letter, in print, or in a law court, and not to waste any money on it, till special advice on such question involved has been received from the President of the University. Like the "poor," we shall always have the "impure" with us. Our enemies are often our best advertisers, wherefore we should love them. "Lies have short legs."

RULE 12. *Qualifications of Representatives.* We have found by experience, that certain representatives are too timid and too inexperienced, to render an effective service in the defense of the University, and it is necessary to enforce the rule, that not only should first the advice of the President be asked, before any defense is undertaken, but also, as far as possible, to ignore any attack or criticism, and to smoothly and courageously proceed with the work of representation as heretofore most carefully; which method will sooner or later be proved to be of the greatest advantage not only to the University in general, but also to the representative personally. And since this matter is so important, it becomes clear that no one should seek to become a responsible Representative, who has no real business knowledge, who has not a good understanding of educational matters, and who is not thoroughly convinced that our University needs no defense, and who has no courage. If lacking in one of these qualifications, a man or woman may very well act as an Agent assisting a Representative, but cannot be advanced to the office of an independent Representative, till such qualifications have been gained.



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RULE 13. *Full Addresses.* No application will be acceptable, if the full present address of the applicant is not stated. A Representative, who omits such address or fails to inform the University office of any succeeding change of address more than thrice, may be dismissed.

RULE 14. *Documents.* Any item on any record of studies of any student or candidate for degree, found incorrect, whether made so by mere error or by intention, may, for vital reasons, cause the voidance of credits of studies at our University and cancellation of our diploma already granted and certified to, but thus obtained by false pretences, if actually proven to be incorrect.

CONCLUDING RULE. These rules cancel all previous rules covering the same points.

FINAL REQUEST

The President and the Board of Trustees request all officers, professors and representatives, in the interest of the common cause and the welfare of the University and its students and graduates, to cooperate in the enforcement of the preceding rules in every detail. During the last years, we have gone through a fire of criticism, malicious slandering, and the hardest kind of opposition from competitors and opponents, who have swayed even representatives of governments and governments themselves, that we have found these rules absolutely necessary, and we especially ask, that no one try to evade these rules, or to weaken them, or to question the justification of them. They are by no means made to lay any hardship upon anyone, but solely to safeguard our growing educational work and to make it more easily possible to disprove and counteract all slanderers' assaults.

Given at the Summer Office of the University,
North Beach, Md., U. S. A., August 15, 1921.

(Signed) H. P. HOLLER, *President.*

Accepted by the Board of Trustees and the Faculty, at the regular meeting, September 12, 1921.

(Signed) M. B. CRABILL, *Secretary.*
THOMAS G. LEWIS, *Treasurer.*