

National Kaohsiung University of Hospitality and Tourism

Academic Rules and Regulations for Affiliated Junior Colleges

國立高雄餐旅大學附設專科部學則

115 年 6 月 17 日校務會議修正通過(修正§6、§15、§26)
115 年 7 月 29 日教育部臺教技(四)字第 1150073940 號函備查(修正§6、§15、§26)
Per MOE Tai-Jiao-Ji (4) Tzu No.1150073940 dated July 29, 2026 for future reference

第一章 總則

SECTION I GENERAL PROVISIONS

第一條 本校附設專科部學則係依據專科學校法、學位授予法、專科學校法施行細則、專科學校進修部設立變更停辦辦法及相關法令規定訂定之。

Article 1 The regulations for the university's affiliated junior college department are established in accordance with the Vocational School Act, the Degree Conferral Act, the Enforcement Rules of the Vocational School Act, the Regulations on the Establishment, Modification, and Discontinuation of the Continuing Education Division of Vocational Schools, and other relevant laws and regulations.

第二條 本校附設專科部（以下簡稱本校）處理學生有關學籍事宜，依本學則辦理；本學則未規定者，依其他有關法令之規定。

Article 2 Matters in relation to the handling of academic status and records of the junior college students of the University shall be subject to the provisions herein. Matters not provided for herein shall be subject to the relevant laws and regulations.

第三條 本校設二年制日、夜間部、五年制日間部：

Article 3 The University offers two-year programs (day and evening divisions) and five-year programs (day division). Student with the following qualifications may be admitted to the respective programs:

一、二年制日間部：

1. Two-Year Programs (Day Division):

招收技術型高級中等學校、綜合型高級中等學校及普通型高級中等學校附設專業群科畢業生，或具有同等學力，經公開招生並錄取者。但普通型高級中等學校畢業生得入學經教育部核定之科別。修業年限二年，其畢業應修學分數，不得少於八十學分。

The university admits graduates from technical high schools, comprehensive high schools, and general high schools with specialized programs, or individuals with equivalent academic qualifications, through public admission and selection. However, graduates from general high schools may only be admitted to programs approved by the Ministry of Education. The duration of study is two years, and the total number of credits required for graduation shall not be less than 80 credits. Students having graduated from

a senior vocational school, possessing a qualifications certificate issued by a supplementary advanced education school affiliated with a senior vocational, or possessing the equivalent education level pursuant to the standard adopted by the Ministry of Education (“MOE”) may be recruited. Students must complete at least 80 credit hours within two years of study before graduation.

二、二年制夜間部：

2. Two-Year Programs (Evening Division):

除依照招生簡章及前項規定外，其修業年限得比日間部相同科組增加一年，其畢業應修學分數，不得少於八十學分。

In addition to the qualifications set forth in the preceding subparagraph 1 and the relevant recruitment brochure, students shall complete at least 80 within one more year of study as their fellow students in the Day Division.

三、五年制日間部：

3. Five-Year Programs (Day Division):

招收國民中學畢業或符合教育部同等學力報考之規定者。修業年限五年，其畢業應修學分不得少於二百二十學分。

Students having graduated from a junior high school or possessing the equivalent education level pursuant to the standard adopted by the MOE may be recruited. Students must complete at least 220 credit hours within five years of study.

未在修業期限修滿應修學分者，得延長修業年限，以二學年為限。身心障礙學生修讀學士學位，因身心狀況及學習需要，得延長修業年限至多四學年。

Students who fail to complete the required credit hours within the statutory period may apply to extend such period for a maximum of two school years. Students with mental or physical disabilities pursuing a bachelor’s degree may apply to extend the statutory period for a maximum of four school years.

四、學生因自身懷孕、分娩或撫育三歲以下幼兒之需要持有相關證明者，亦得依其需求延長修業年限。經延長修業年限屆滿而仍未修足應修之課程與學分者，即予退學。

4. Students with relevant proof documentation issued by a National Health Insurance Administration contracted hospital may also apply to extend the statutory period according to their needs in case of pregnancy, childbirth, or childcare of child(ren) under 3 years old. Students shall be expelled from school if the students fail to complete and earn all the mandatory courses and credit hours when the extended statutory period expires.

第二章 入學

Chapter II Admissions

第四條 本校招收新生、轉學生，應於招考前由本校或聯合招生委員會擬定招生辦法報請教育部核定，並據以擬定招生簡章辦理招生；未經核准前，不得先行招生。

Article 4 Prior to the recruitment of new and transfer students, the joint recruitment commission of the University shall stipulate a recruitment policy which shall be submitted to the MOE for approval. Relevant recruitment brochures will be produced based on the approved recruitment policy. Recruitment process shall not begin before such approval is granted.

第五條 凡經錄取之新生，應於規定日期來校辦理入學手續，逾期不辦理者，或經審核不合者，取消入學資格。

Article 5 Newly-recruited students shall report to the University to complete the admissions process. A student who fails to report for admissions or is found to be disqualified will not be admitted.

第六條 新生因重病、應徵召服兵役，自身、配偶或伴侶懷孕、分娩、撫育三歲以下幼兒或特殊事故，不能於該學期入學時，應於註冊截止前，檢具相關證明向教務處申請保留入學資格。經核准保留入學資格新生，毋須繳納任何費用。

Article 6 New students who, due to serious illness, military conscription, their own or their spouse/partner's pregnancy, childbirth, childcare for a child under three years old, or other special circumstances, are unable to enroll in the semester, may apply to the Office of Academic Affairs to defer their admission before the registration deadline, with relevant documentation. Students whose deferral is approved are not required to pay any fees
前項所稱特殊事故，係指不可歸責於當事人之事由，其因特殊事故申請保留入學資格者，應檢具相關證明經專科部專案簽准後辦理。

The term "legit reasons" set forth in the preceding paragraph shall refer to any reason not attributable to the student so affected. To apply for reservation of admission qualifications due to a legit reason, the student shall submit the proof documentation to the relevant junior college for special approval.

保留入學資格以一年為限。應徵召服兵役者，應檢同徵集令影本申請延長保留入學資格，俟服役期滿，檢附退伍證明文件辦理入學手續。

Reservation of admission qualifications is valid for a maximum of one year. For those who have been recruited for military service may apply for extension with a photocopy of the conscription order. When discharged, the student may apply for admission with relevant proof documentation.

因學生自身、配偶或伴侶懷孕或生產並持有相關證明者，得於註冊開始前，向學校申請保留入學資格，入學資格保留年限依學生懷孕、分娩或撫育三歲以下幼兒之需要申請。

Students who, due to their own or their spouse/partner's pregnancy or childbirth and who possess the relevant documentation, may apply to the university to defer their admission before the start of registration. The period for which admission may be deferred shall be

based on the student's needs related to pregnancy, childbirth, or caring for a child under three years old.

新生申請保留入學資格依「本校學院申請保留入學資格辦法」辦理。

Reservation of admission qualifications shall be governed by the Rules Governing Reservation of Admission Qualifications of the University.

轉學生不得申請保留入學資格。

Transfer students shall not apply for reservation of admission qualifications.

第七條 新生入學時，須呈繳驗有效之學歷（力）證明文件，方得入學，且須詳填學籍記載表並附繳相片，如有正當理由，須先申請延期補繳，經本校核准者，得先行入學，但須於規定期間內補繳，否則取消其入學資格。

Article 7 To complete the admissions process, newly-recruited students shall submit valid proof of education (proficiency) and provide detailed information in the student's academic record form with their photos attached. Students with a legit reason may apply to postpone the submission of such documents after being admitted. The required documents shall be supplemented within the deadline to avoid revocation of admission.

第三章 報到、繳費、註冊、選課

Chapter III Report to School, Fees, Enrollment, Course Selection

第八條 學生應於每學期規定日期，新生憑錄取通知單，舊生憑學生證，復學生應於註冊前辦妥復學手續，來校辦理報到及註冊手續。因故不能如期辦理者，須依照請假規則辦理，並請求延期註冊，但以二星期為限。請假規則另訂之。

Article 8 Newly-admitted students and current students shall report to school and complete the enrollment process respectively with their admission letters and current student IDs on such date(s) as stipulated by the University. Reinstated students shall complete the reinstatement process prior to the enrollment. Students whose applications for postponed enrollment have been approved may complete the enrollment process within two weeks after the original enrollment date. Relevant rules governing student leaves shall be enacted separately.

第九條 學生於延期註冊截止前，尚未到校註冊，又未申請休學者，概以退學論。

Article 9 Students who fail to complete the enrollment process on time, if not having applied for an academic leave of absence, shall be withdrawn from school.

第十條 學生於每學期註冊時，應依照規定繳納各項費用。

Article 10 Students shall pay all applicable fees on the enrollment date in each semester.

學生註冊入學後申請休學或退學者，其退費標準依照教育部之規定辦理。

Policies of refunds for students who apply for an academic leave of absence or withdrawal after being enrolled shall be subject to the relevant rules and regulations stipulated by the

MOE.

第十一條 學生選課須依照規定課程表及本校「學生選課辦法」辦理，並須經科主任、教務長核准。本校「學生選課辦法」另訂之。

Article 11 Students shall follow the curriculums and relevant course selection guidelines of the University to select courses. The courses to be taken shall be approved by the Department Head and the Head of Academic Affairs. The course selection guidelines shall be enacted separately.

凡已修習及格之科目，重複修習，不計入應修最低畢業學分內；重（補）修之科目，應先行辦理。

Courses that have already been completed and passed, if retaken, shall not be counted toward the minimum credits required for graduation. Courses being retaken or made up must be processed in advance.

第十二條 學生各學期修習學分數上下限，另依本校學生選課辦法規定辦理。

Article 12 Minimum and maximum credit hours to be taken in each semester shall be subject to the relevant course selection guidelines of the University.

第十三條 學生如有特殊原因需要改選、加選或退選科目者，於每學期規定加退選時間內為之。但須依照規定課程表及本校「學生選課辦法」辦理，並須經科主任、教務長核准，逾期不得改選、加選或退選。

Article 13 Students desiring to change, add or withdraw from selected courses shall do so within the deadline announced in each semester in accordance with the curriculums and relevant course selection guidelines of the University. Such change, addition or withdrawal must be approved by the Department Head and the Head of Academic Affairs. Requests submitted past such deadline will not be accepted.

第十四條 延長修業年限學生應於每學期開學前返校辦理註冊、選課。超過十學分者（含十學分）仍應依一般學生註冊繳費。

Article 14 Students in extended study shall complete the enrollment and course selection processes prior to the commencement of each semester. Students taking 10 or more credit hours shall complete the enrollment process and pay fees as regular students.

第四章 休學、復學、退學、開除學籍

Chapter IV Academic Leave of Absence, Reinstatement, Withdrawal, Expulsion

第十五條 本校學生因故不能繼續學業，得向教務處申請休學，未成年學生申請時，須經家長同意。

Article 15 Students of the university who are unable to continue their studies for any reason may apply for a leave of absence through the Office of Academic Affairs; applicants who

are minors must obtain parental consent.

學期中途申請休學，除不可抗力之特殊事故外，最遲應於行事曆之期末考開始日前一週完成休學程序，逾期不得申請休學。

When such application is submitted in the mid of a semester, unless in case of an event of force majeure, the process shall be completed at least one week before the final examination begins as set out in the University's official calendar. Applications submitted past such deadline will not be accepted.

學生休學以二學年為期，休學期滿，因重病等無法及時復學者，並專案申請核准後，再予延長一學年。

Students shall not take more than two school years off. The period of an academic leave of absence may be extended for a maximum of one year if the student is unable to timely apply for reinstatement due to serious illness or other legit reasons upon special approval of the University.

學生因自身、配偶或伴侶懷孕或分娩，並持有相關證明或因撫育三歲以下幼兒申請休學者，年限依學生自身、配偶或伴侶懷孕、分娩或撫育三歲以下幼兒之需要而申請，休學期間不受休學二學年之限制。休學期滿，於註冊開始前，應檢附子女出生證明及相關證明文件申請復學。

Students who apply for a leave of absence due to their own, their spouse's, or their partner's pregnancy or childbirth, and who possess relevant supporting documents, or who apply for a leave of absence for the purpose of raising a child under three years of age, may apply for the duration of the leave based on the needs arising from pregnancy, childbirth, or childcare. The period of leave shall not be subject to the two-academic-year limit on leaves of absence. Upon expiration of the leave of absence, students shall apply for reinstatement prior to the start of the registration period and submit the child's birth certificate and other relevant supporting documents

學生於休學期間，受徵召服役，而欲延長休學期限時，須於入伍之初，檢附徵集令影印本及休學證明書，向學校提出申請，學生因服兵役申請休學者，休學期間不受休學二學年之限制，俟服役期滿再檢同退伍令於註冊開始前申請復學。

In the event that a student is drafted for military service during the academic leave of absence, the student shall submit to school a photocopy of the conscript order and the proof of academic leave of absence to apply for an extension of the academic leave of absence without being subject to the two-year limitation set forth above. When discharged from military service, the student shall submit the discharge order for reinstatement prior to the enrollment date.

第十六條 本校休學生復學時，應入原肄業科組相銜接之年級肄業，學期中途休學者，復學時應入原休學年級肄業。

Article 16 Reinstated students shall continue their study in the same department as they were before

and be enrolled in the corresponding subsequent year or semester. Students who applied for a academic leave of absence in the mid of a semester shall continue their study in the original year level or semester as they left.

原肄業系組變更或停辦時，應輔導學生至適當系組肄業或原系組畢業。

If the original department is changed or no longer exists, the University shall assist the reinstated students to continue their study in an appropriate department or to graduate in the original department.

第十七條 本校學生有下列情形之一者，應令休學：

Article 17 Students shall be suspended from school, if:

- 一、缺曠課時數達該學期授課總時數三分之一者。
 1. the hours of their approved absence have reached one-third of the total class hours of the current semester; or
- 二、經本校學生獎懲相關會議決議必須辦理休學者。
 2. the students are subject to suspension as decided by a student disciplinary meeting.

第十八條 本校學生有下列情形之一者，應予退學：

Article 18 Students shall be expelled or withdrawn from school, if:

- 一、休學逾期未復學者或註冊逾期且未申請休學者。
 1. the students fail to enroll on time or fail to reinstate their status after the period of an academic leave of absence expires;
- 二、學期學業成績不及格科目之學分數，達該學期修習學分總數二分之一，連續兩學期者，但下列情形者不在此限：
 2. the students have failed half of the total credits of the courses attempted in one semester for two consecutive semesters; However, the following situations are exempt from this rule:
 - (一) 延修生學期修習科目在九學分以內。
 - (1) Part-time or extended-study students who take no more than nine credits in a semester.
 - (二) 身心障礙學生。
 - (2) Students with disabilities.
- 三、學期學業成績不及格科目之學分數，達該學期修習學分總數三分之二者，但下列情形者不在此限：
 3. the students have failed two-thirds of the total credits of the courses attempted in one semester; However, the following situations are exempt from this rule:
 - (一) 延修生學期修習科目在九學分以內。
 - (1) Part-time or extended-study students who take no more than nine credits in a semester.
 - (二) 身心障礙學生。

(2) Students with disabilities.

四、僑生、外國學生、海外回國升學之蒙藏生、原住民族籍學生、派外人員子女學生及符合教育部規定條件之大學運動績優學生，學期成績不及格科目之學分數連續兩學期達該學期修習學分總數三分之二者，但下列情形者不在此限：。

4. the students, being Overseas Chinese students, international students, Mongolian and Tibetan students repatriated for higher education, students from indigenous tribes in Taiwan, offspring of government personnel stationed abroad, or students certified by the Ministry of Education to be outstanding college athletes, have failed two-thirds of the total credits of the courses attempted in one semester for two consecutive semesters;

(一) 延修生學期修習科目在九學分以內。

(1) Part-time or extended-study students who take no more than nine credits in a semester.

(二) 身心障礙學生。

(2) Students with disabilities.

五、在規定修業年限屆滿，經依規定延長二學年（身心障礙學生經延長四學年），仍未修足應修之科目、學分與畢業條件者。

5. the students have reached the statutory period and have not completed all the requirements stipulated by the relevant department after the 2-year extension of the statutory period expires (4 years for mentally or physically disabled students);

六、操行成績不及格或違反校規情節嚴重，經本校學生獎懲相關委員會議決並經校長核定退學者。

6. the students have unsatisfactory conduct score or engaged in serious violation of the rules and regulations of the University and have been sanctioned by a student disciplinary meeting, with the approval of the President, to expulsion from school; or

七、無前列各款事由而自動申請退學者。

7. the students submit an application for voluntary withdrawal for reasons other than those stated above.

第十九條 學生休學期間，如有違反校規或其他不端情事者，應由學校按情節輕重，予以適當處分。

Article 19 During an academic leave of absence, students may be sanctioned for their violation of the rules and regulations of the University.

休學期間，學生不得返校重補修學分。

Students may not retake or make up courses during an academic leave of absence or when being suspended from school.

第二十條 新生入學考試如有舞弊或其所繳入學（或學歷（力））證件有偽造、假借、塗改情事，一經查明，即開除學籍，且不發給任何證明文件。如在本校畢業後始被發覺，除依法繳銷其學位證書外，並公告撤銷其畢業資格。

Article 20 Newly-admitted students who are found upon investigation to have engaged in fraudulent exam practices or provided forged, borrowed or altered proof of education (proficiency) for admission shall be disqualified for admission and no certificate of any type will be issued. If the situation is discovered after the student has graduated, the diploma must be returned in accordance with the law and the qualification for graduation shall be revoked in a public announcement.

第二十一條 退學生如在校肄業滿一學期具有成績，其學籍經核准且完成離校手續者，得申請修業證明書。

Article 21 If a student withdrawn from school has already completed one semester of study with grades earned, the student shall be granted an attendance certificate upon verification of the student's academic status and completion of withdrawal process.

第二十二條 依規定應予退學或開除學籍學生，依本校學生申訴制度提出申訴者，申訴結果未確定前，不因申訴之提起，而停止原處分之執行，惟學生得以書面向學校提出繼續在校肄業之請求，但申訴結果維持原處分時，其修業證明書所載修業截止日期，以原處分日為準，學生自申訴提出至申訴結果確定期間之修習科目學分，得發給學分證明書。

Article 22 For students who are subject to dismissal or expulsion in accordance with regulations, if they file an appeal under the university's student appeal system, the original disciplinary action shall not be suspended pending the appeal decision. However, the student may submit a written request to continue their studies at the university. If the appeal upholds the original decision, the end date of study recorded on the student's academic transcript shall be the date of the original disciplinary action. Credits earned in courses taken by the student from the time the appeal was filed until the appeal decision is finalized may be issued as a certificate of earned credits.

前項受處分學生經校內申訴，未獲救濟者，得依法提起訴願及行政訴訟；原處分經上級主管機關決定或行政法院判決顯係違法或不當時，本校應另為處分。

In the event that the students are grieved or remain dissatisfied following completion of the University's procedures, the students shall submit an administrative appeal to the MOE through the University. If the students remain dissatisfied with the result, they may submit administrative litigation to the administrative court. If the original decision is determined or decided by the competent authority or administrative court to be unlawful or inappropriate, the University shall revise the decision accordingly.

依前項規定經本校另為處分得復學之學生，因特殊事故無法及時復學時，本校應輔導復學；其復學前之離校期間，並得補辦休學。

If the student is reinstated pursuant to the revised decision as set forth above but not able to resume schooling immediately due to a legit reason, the University shall provide relevant assistance. In addition, the student may apply for an academic leave

of absence for the period away from school prior to reinstatement.

第五章 考試、實習、成績、補考、重讀

Chapter V Examinations, Internships, Grades, Make-up Examinations, Retaking of Courses

第二十三條 本校採學年學分制，各科學生須修滿規定年限，並依各科課程標準規定修滿規定學分成績及格者，方得畢業。

Article 23 The University has adopted the credit-based system. Students of individual departments must complete their study and earn required credit hours within the statutory period before they can graduate.

本校課程以專業課程為重點，由本校各級課程委員會依發展特色及產業需要規劃、研議及檢討課程，各科課程標準經教務會議通過後實施。

The curriculums will focus on professional subjects and be designed, deliberated and reviewed by the course commissions of all levels based on the industry development and requirements. The curriculum standards shall be implemented upon adoption by the academic affairs meeting.

第二十四條 各科目其學分之計算，原則以滿十八小時為一學分或以每週授課一小時滿一學期者為一學分，實習以每週授課一至三小時為一學分。

Article 24 A credit hour is defined as eighteen hours of coursework or one hour of coursework per week over a full semester. In case of internship programs, a credit hour is defined as one to three hours of coursework per week over a full semester.

第二十五條 本校學生成績分為學業（包括體育、軍訓、實習）操行二種，除操行依操行成績考查辦法辦理外，學業成績均以一百分為滿分，六十分為及格。

Article 25 Students' grades are divided into academic performance (including physical education, military training and internship programs) and conduct score. Evaluation of conduct score shall be subject to the relevant rules. Full score for academic performance is 100 points with 60 points as the passing grade.

學生申請成績單得採等第及 G. P. A 計分法，其換算基準如下：

Grades are calculated in Grade Point Average ("GPA"). The conversion chart is provided below:

一、八十分以上為 A 等，G. P. A 為 4。

二、七十分以上未滿八十分者為 B 等，G. P. A 為 3。

三、六十分以上未滿七十分者為 C 等，G. P. A 為 2。

四、五十分以上未滿六十分者為 D 等，G. P. A 為 1。

五、未滿五十分者為 E 等，G. P. A 為 0。

Letter Grade	Percentile	GPA
A	80 or higher	4
B	70 - 79	3

C	60 - 69	2
D	50 - 59	1
E	Under 50	0

第二十六條 本校學生在校學業成績考查，分下列三種：

Article 26 Evaluation of students' academic performance is based on the following examinations:

- 一、平常考查：由任課教師隨時用筆試、口試、專題講座之報告及校內實務操作等方式行之。
1. Routine examinations: Instructors will give written and oral examinations, seminar presentations, and actual practices on campus to evaluate students' academic performance.
- 二、期中考試：於學期中由教務處排定時間舉行之。
2. Midterm examinations: Midterm examinations will be scheduled by the Academic Affairs Office in the mid of each semester.
- 三、期末考試：於學期終了由教務處排定時間舉行之。
3. Final examinations: Final examinations will be scheduled by the Academic Affairs Office by the end of each semester.

第二十七條 學生校外實習成績，依本校校外實習成績考查辦法之規定評定之，辦法另訂。

Article 27 Evaluation of students' off-campus internship performance shall be subject to the relevant rules of the University which will be enacted separately.

第二十八條 學生學業成績計算比重依下列規定為原則：

Article 28 Evaluation of students' academic performance consists of:

- 一、平常考查成績佔百分之三十、期中考試成績佔百分之三十、期末考試成績佔百分之四十。
1. Routine examinations: 30%; midterm examinations: 30%; and final examinations: 40%.
- 二、任課老師亦得依實際所需異動前項百分比，但應於教學進度表及成績冊詳細載明，並至遲於開學上課一週內事先讓學生知悉。
2. Instructors may modify the percentage set forth above, provided that such modification is clearly stated in the teaching schedule and grade list and disclosed to the students within one week after the semester begins.

第二十九條 本校學生學期學業平均成績採下列方法計算：

Article 29 Students' semester GPA is calculated as follows:

- 一、以每學期科目之學分數乘以該科目成績為該科目學分積。
1. Determine the grade points earned in each course by multiplying course credits by the grades earned ("GPA Points Earned");
- 二、以每學期所修各科目學分數之總和為學分總數。

2. Add up all the credits attempted(“Total Number of Credits Attempted”);
- 三、以各科學分積之總和為總學分積。
3. Add the grade points earned in each course to calculate a semester total (“Total Number of GPA Points Earned”);
- 四、以學分總數除總學分積為總平均成績。
4. Divide the Total Number of GPA Points Earned by the Total Number of Credits Attempted to determine the semester GPA.
- 五、總平均成績之計算，包括零分及不及格之成績在內。
5. The number of attempted credits per failed courses is computed into the semester GPA.

第三十條 學生各學期學業及實習成績之總平均為畢業成績。

Article 30 Students’ final graduation grades are based on their cumulative GPA (including points earned in internship programs).

第三十一條 各項成績經教師評定送交教務處後，不得更改，但如發現試卷評分錯誤，或成績計算錯誤及遺漏者，經任課教師提出成績更正申請，會同教務處查證屬實，陳請核准者，始得更正。

Article 31 No further modifications shall be made to the grades assessed by the relevant instructors and sent to the Academic Affairs Office. However, in case of any error in grading or calculation or omission, the relevant instructor may request for a modification of the grades. The grades will be modified after such error or omission is verified and request for modification approved by the Academic Affairs Office.
學生對成績有疑義，應於網路開放成績查詢日二週內提出成績複查申請，逾期不予受理。

In case of doubt, students shall submit a review request within two weeks after the grades are open for inquiry online. Requests submitted past the deadline will not be accepted.

第三十二條 期中考試及期末考試期間，因病住院或不可抗拒事故，依本校請假規則請假，核准者准予補考。

Article 32 Students who have been approved for leave as being hospitalized or due to an uncontrollable event during the midterm or final examinations may be given a chance to take the makeup examination.

補考辦理要點另訂之。

Relevant rules governing the makeup examinations shall be enacted separately.

第三十三條 學生有下列情形之一者，不准補考：

Article 33 Students shall not be eligible for taking makeup examinations, if:

一、學期學業成績不及格者。

1. the students fail to achieve passing semester grades; or

二、期中考試或期末考試時，未依程序事先請准假而擅自曠考(以零分計)者。

2. the students fail to attend the midterm or final examination without taking a leave (zero point).

第三十四條 補考成績之計算方法如下：

Article 34 Students who have been approved for leave for a legit reason during the midterm or final examinations may be given one chance to take the makeup examination.

期中考試及期末考試經請假核准並補考成績及格者，除公假、重病住院、產前假、產假、陪產假直系親屬或配偶之喪假者，按實際分數給分外，其餘則六十分者以六十分計算，六十分以上者，其超出部份，以百分之五十計算。不及格者以實得分數計算。

Students who have been approved for leave during midterm and final exams and who pass the makeup exams, For official leave, serious illness requiring hospitalization, prenatal leave, maternity leave, paternity leave, or bereavement leave for immediate family members or a spouse, the grade will be based on the actual score earned. if the points earned are less than 60, the grades will be the actual points earned; while the points are 60 or higher, the points exceeding 60 will be discounted at 50%.

應參加補考學生，經規定補考日期而不參加考試者，其補考成績以零分計。

If a student fails to attend a makeup examination without taking a leave, the grades of such examination will be zero.

第三十五條：某一科目缺曠課時數達全學期該科目授課時數三分之一者(喪假、校務行政假及防災防疫假除外)，不得參加該科目期末考試，該科目學期成績以零分計。但因突遭經教育主管機關認定屬影響正常學習之重大災害等缺曠時數，則不列入計算。

Article 35 If a student's total number of absences for a course reaches one-third of the total class hours for that course in the semester (excluding bereavement leave, administrative leave, and disaster or epidemic prevention leave), the student shall not be allowed to participate in the final exam for that course, and the final grade for the course will be recorded as zero. However, in cases where absences are due to major disasters or other situations recognized by the education authorities as significantly affecting normal learning, those absences will not be counted

學生因自身、配偶或伴侶懷孕、分娩或撫育三歲以下幼兒之照顧，而核准之事(病)假、產前假、產假、陪產假，其缺席不扣分；致缺課時數逾全學期該科目授課時數三分之一者，該科目成績得視需要與科目性質以補考或以其他補救措施彈性處理，補考成績並按實際成績計算。

Students who are granted leave due to their own or their spouse/partner's pregnancy, childbirth, or the need to care for a child under three years old, including approved sick leave, prenatal leave, maternity leave, or paternity leave, will not have their

absences penalized. If the total number of absences exceeds one-third of the total class hours for that course in the semester, the course grade may be handled flexibly based on the nature of the course and the student's needs, either through a makeup exam or other remedial measures. The makeup exam grade will be calculated based on the actual score earned.

第三十六條 學生各種成績有小數點者，按四捨五入計算，學期總平均成績及畢業成績，均保留至小數點後二位計算。

Article 36 Students' grades shall be rounded to the nearest whole number. Cumulative GPA and graduation grades are rounded to the nearest two decimal places.

第三十七條 學生修讀之必修科目有下列情形之一者，該科目應予重讀：

Article 37 In case of a mandatory course, students shall retake the course if:

一、學期成績不及格者。

1. the students fail to achieve passing semester grades;

二、某一科目缺曠課時數達該科目授課時數三分之一者。

2. the hours of absence, with or without leave (except in case of bereavement leave), in a course amount to one-third of the total class hours for the semester;

三、期末考試曠考者。

3. the students fail to attend a final examination without taking a leave;

四、學期考試經請假核准，於規定補考日期缺考者。

4. the students attended the semester examinations but fail to attend a makeup examination; or

五、實習成績不及格者。

5. the students fail to achieve passing internship grades.

第三十八條 學生於延長修業年限期間，全學期修習科目在九學分以內者，不受本學則第十八條第二、三、四款之限制。

Article 38 Students in their extended study with under nine credit hours of courses taken shall not be subject to the limitations set forth in Article 18. Subparagraphs 2, 3, and 4 herein.

第三十九條 學生於考試時，有作弊行為者，一經查出，悉依考試規則處置。考試規則另訂之。

Article 39 Students if, upon investigation, found to have cheated in any examination shall be subject to the relevant examination rules which will be enacted separately.

第四十條 學生入學及轉學生轉入年級前已修習同級學制及格之科目學分，得申請抵免學分，但至少應在本校修業一年，始可畢業。

Article 40 Students who have completed and passed courses from the same level of study at another institution before enrolling or transferring to this school may apply for credit

exemption. However, they must complete at least one year of study at this school before they can graduate.

學分抵免之審核標準如下：

The criteria for credit exemption review are as follows:

- 一、實際抵免學分數依各科認定相關標準辦理，惟抵免學分總數不得超過各科規定最低畢業學分數二分之一。
 1. The actual number of credits to be exempted shall be handled according to the relevant standards for each subject. However, the total number of credits exempted shall not exceed half of the minimum required credits for graduation in each subject.
 - 二、若有推廣教育學分作為新生入學考試資格之用者，入學後不得再予抵免學分；未作為新生入學考試資格之用者，得依本校學生抵免學分要點辦理抵免，但抵免後在校修業不得少於該學制修業期限及畢業應修學分數二分之一，且不得少於一年。
 2. If the credits earned through continuing education were used as qualifications for admission to the entrance exam, they shall not be exempted after enrollment. If they were not used as qualifications for the entrance exam, they may be exempted according to the university's credit exemption guidelines. However, after exemption, the student's study period must not be less than half of the required study duration and total graduation credits for the program, and it must be no less than one year.
 - 三、抵免科目名稱或實質內涵應相符，宜有相當程度之關聯性及合理性。
 3. The names or substantive content of the exempted subjects should match. There should be a reasonable degree of relevance and appropriateness.
 - 四、科目學分以多抵少時，以少學分登記。科目學分以少抵多時，應由教學單位指定補修科目以補足所差學分，若無科目名稱相同、內涵或性質相近之科目可補修者，不得辦理抵免。
 4. When exempting credits for subjects, if there is a disparity in the number of credits, the lower number of credits shall be recorded. If fewer credits are exempted than required, the teaching unit shall designate supplementary courses to make up for the missing credits. If there are no courses with the same name, or similar content or nature to the subject being exempted, no exemption will be granted.
 - 五、若部分必修課程已停開或科已停招，教學單位應提出必修課程異動替代課程與配套。
 5. If some compulsory courses have been discontinued or the department has ceased enrollment in certain programs, the teaching unit should propose alternative courses and corresponding arrangements.
 - 六、學生修課成績不及格不得抵免。
 6. Students who have failed a course are not eligible for credit exemption.
- 學生申請抵免學分之條件、學分數、原則及流程等相關規定，依本校學生抵免

學分要點辦理，學生抵免學分要點另訂之。

Conditions, credit amounts, principles, and procedures for students applying for credit exemption shall be handled according to the university's credit exemption guidelines, which are separately stipulated.

學生辦理學分抵免，應於本校規定期間內向所屬科、系、所、學位學程、中心申請。

Students applying for credit exemption must submit their application to the respective department, program, graduate school, or center within the specified period set by the university

第四十一條 學生各項成績應妥為登錄並永久保存。學生各種試卷應妥為保管，以備查考或備主管教育行政機關調閱，其保存時間須滿一年。但學生依規定提起申訴者，該試卷應保存至申訴程序結束或救濟程序終結為止。

Article 41 Students' grades shall be adequately logged in the system and perpetually preserved. Examination papers shall be adequately preserved for at least one year for future reference or review by competent education authority. Examination papers of a student who has submitted an appeal shall be preserved till the procedures of such appeal or request for relief are concluded.

學生各項成績，應妥為登錄並永久保存。

Students' grades shall be adequately logged in the system and perpetually preserved.

第六章 畢業

Chapter VI Graduation

第四十二條 學生修業期滿，並合於下列規定者，由學校發給副學士學位證書，並授予副學士學位。

Article 42 Students who have completed their study within the statutory period and satisfy all of the conditions below shall be conferred an associate degree from the University:

一、修滿畢業應修之必修與選修科目與學分，成績及格及各科另訂之相關證照等畢業條件始准予畢業。各科另訂之畢業條件應經教務會議通過，並簽請校長核定後公告實施。

1. having completed all the required courses and credit hours for graduation and obtained all required certificates as required by the relevant department. Graduation requirements separately stipulated by each program/subject must be approved by the Academic Affairs Council and ratified by the President before being announced and implemented

二、各學期操行成績均及格。

2. possessing satisfactory conduct score for all semesters; and

三、有實習年限者，並已實習完成。

3. having completed the internship program, if applicable.

應屆畢業生畢業資格審查辦法另訂之。

Relevant rules governing the review of graduation qualifications shall be enacted separately.

第四十二條之一 學生修業期滿，合於前條規定者，如因違反本校學生獎懲辦法相關規定，案涉應予退學或開除學籍之重大過失行為，由於尚在調查處理程序中，恐因其後續懲處處分影響其畢業條件之認定，得依本校學務處專案簽准後，暫緩發給學位證書。

Article 42-1 In the event that a student who has met the requirements for graduation set forth in the preceding article but might be subject to expulsion or dismissal due to a material misconduct pursuant to the code of conduct of the University, the issuance of diploma may, upon special approval of the Student Affairs Office, be deferred before the final disciplinary decision is made.

第四十三條 應屆畢業生請假經核准補考者，其補考及格者，應列為該學期畢業。

Article 43 Students in their graduation year who has granted a chance to take a makeup examination and obtained the passing grades will qualify for graduation in the current semester.

第四十四條 應屆畢業生缺修學分，須於延長修業年限之第二學期重讀或補修者，第一學期得申請休學，免於註冊，註冊者至少應選修一個科目。

Article 44 Students in their graduation year with the need to retake or make up a course only in the second semester of their extended year of study may apply for an academic leave of absence for the first semester without completing the enrollment process. Students who have completed the enrollment process shall take at least one course.

第四十五條 學生修業期間，合於下列標準者，得申請提前一學期畢業：

Article 45 Students who meet the following criteria during their period of study may apply for early graduation by one semester:

一、應修科目與學分數全部修畢，各學期學業平均成績均在八十分以上。

7. All required courses and credits are completed, and the academic average score for each semester is above 80.

二、操行成績各學期均在八十分以上。

8. The conduct grade for each semester is above 80.

三、體育成績各學期均在七十分以上。

9. The physical education grade for each semester is above 70.

四、各學期名次均在該科系（組）該班級學生數前百分之五以內。

10. The student's ranking in each semester is within the top 5% of their department/program and class.

提前畢業辦法另訂之。

The regulations for early graduation are set separately

第四十六條 學校授予之學位如有入學資格或修業情形不實或舞弊情事，應予撤銷，並公告註銷其已頒之學位證書。

Article 46 If a degree granted by the university is found to have been based on false or fraudulent admission qualifications or academic records, it shall be revoked, and the issued degree certificate shall be annulled and publicly announced.

第七章 學籍管理

Chapter VII Administration of Academic Records

第四十七條 本校建立學生學籍記載表應詳細登記其學號、姓名、身分證統一編號、性別、出生年月日、出生地、學歷、入學年月、所屬科組、休學、復學、所修科目學分成績、畢業年月、家長或監護人之姓名、通信地址、入學及畢業時學生相片等。

Article 47 The University shall record, in a student's academic record, detailed information of the student, such as the student ID number, name, ID number, gender, date of birth, place of birth, education level, time of matriculation, affiliated department/section, records of academic leave of absence and reinstatement, academic performance, time of graduation, name of parent(s) or guardian(s), mailing address, photos taken at the time of matriculation and graduation.

第四十八條：學生姓名、出生地、出生年月日及身分證字號，應以身分證所載為準。入學資格證件所載與身分證所載不符者，應及更正。

Article 48 The University shall record a student's name, place of birth, date of birth, and ID number in the student's academic record based on the information stated on the student's identification card. Any discrepancy in the documents of admission qualifications with the identification card shall be corrected immediately.

本校在校學生及畢業生申請更改姓名、出生地、出生年月日或身分證字號者，應檢附戶政機關發給之有效證件，報經教務處核辦，其畢業生之畢業證書，並由學校改註加蓋校印。

Current students and graduates shall provide valid identifications issued by a household registration agency to the Academic Affairs Office to request for change of name, place of birth, date of birth or ID number. Diplomas will be rectified and stamped with the University seal.

第四十九條 本校於新生及轉學生入學後，繕造新生（含保留入學資格）、轉學生名冊建檔；學生退學後，繕造退學生名冊建檔；學生畢業後，繕造畢業生名冊（含歷年成績表）建檔，並永久保存。

Article 49 The University shall compile and perpetually preserve a roster of newly-admitted

students (including those whose admission qualifications are reserved), transfer students after the date of matriculation; a roster of withdrawals after students withdraw from school; and a roster of graduates (including full records of their transcripts).

第五十條 學生在校肄業之科組別，肄業年級與學業成績以及註冊、休學、復學、退學等學籍記錄，概以教務處各項學籍與成績登錄原始表冊為準。

Article 50 A student's academic record such as major field of study, year of study, academic records, and current registration status (including enrollment, academic leave of absence, and reinstatement) will be based on the original records kept by the Academic Affairs Office.

第五十一條 前項學生學籍資料由本校建檔並永久保存，除學生本人、家長或監護人，或因本校校務或學籍資料維護所需之調閱，應依個人資料保護法之規定辦理。

Article 51 The academic record set forth in the preceding article shall be perpetually preserved by the University. Any and all request for review of such academic record by the student, parent(s) or guardian(s) or for the purposes of maintenance of University affairs or academic records shall be subject to the relevant provisions of the Personal Information Protection Act.

第八章 附則

Chapter VIII Supplementary Provisions

第五十二條 學生出國期間，有關學業及學籍處理之規定另訂之。

Article 52 Relevant rules governing the academic affairs and academic records during the period when students are abroad shall be enacted separately.

第五十三條 本校學生獎懲辦法，學生操行成績考查辦法及其他條款之實施細則或辦法另訂之。

Article 53 Relevant implementation rules or regulations governing students' reward and disciplinary policies and evaluation of conduct score shall be enacted separately.

第五十四條 學生突遭經教育主管機關認定之重大災害，經校內會議決議後，有關該生入學考試及資格、註冊、繳費及選課、請假、成績考核及學分抵免、休學、退學、復學、退費及修業期限與畢業資格條件等彈性修業機制規定另訂之。

Article 54 Where a student has suffered a major disaster as determined by the competent education authority, matters in relation to his/her admission qualifications, enrollment status, fees (and refunds), course selection, evaluation of academic performance, credit exemption and transfer, statute of limitations and graduation requirements shall be decided and adjusted separately pursuant to a resolution adopted by a school meeting.

第五十五條 本學則經校務會議審議通過，陳請校長核定後，報請教育部備查施行，修正時亦同。

Article 55 This Academic Rules and Regulations for Affiliated Junior Colleges shall be implemented upon adoption by the University Council, approval by the President, and submission to the MOE for future reference. Subsequent amendments shall be subject to the same approval procedure.