

# National Kaohsiung University of Hospitality and Tourism Flexible Study Measures for Undergraduate Students of the During Periods of Military Service

## 學士班學生就學期間服役彈性修業措施

113年5月29日112學年度第2學期教務會議審議通過  
教育部113年7月5日臺教技(四)字第1130065028號函備查  
Per MOE Tai-Jiao-Ji (4) Tzu No. 1130065028 dated July 5, 2024 for future reference

一、為提供四年制學士班學生就學期間服役彈性修業機制，本校依據教育部「大專校院學士班學生就學期間服役彈性修業實施指引」及本校學則第七十八條規定，特訂定本措施。

1. To provide a flexible study mechanism for four-year undergraduate students who perform military service during their period of study, the University hereby establishes these measures in accordance with the Ministry of Education's Implementation Guidelines for Flexible Study Arrangements for Undergraduate Students Performing Military Service During Their Studies and Article 78 of the University's Academic Regulations.

二、本措施適用對象，係指役期恢復一年後之九十四年次以後役男，於進入本校四年制學士班就讀並申請專案入營服役的學生(以下簡稱就學役男)。

2. The applicable subjects of these measures refer to male conscripts born in or after 2005, whose mandatory military service period has been restored to one year, who are enrolled in a four-year undergraduate program at the University and have applied for project-based enlistment during their studies (hereinafter referred to as "student conscripts").

三、申請參與專案服役學生每學期應填具申請書，並於每學期課程加退選截止日前向教務處提出申請，完成申請之當學期始可適用本彈性修業措施。

3. Students applying to participate in project-based military service shall complete an application form each semester and submit it to the Office of Academic Affairs before the course add/drop deadline of each semester. These flexible study measures shall apply only from the semester in which the application is duly completed.

四、本校四年制學士班學生各學期修習學分數至多三十二學分；當年度應屆畢業生，每學期至多三十二學分。就學役男若因申請就學期間服役，擬超修學分高於前開規定，其提出申請並經就讀學系及教務處核可者，不在此限。就學役男不因超修學分數而加收學分費。

4. For four-year undergraduate programs, the maximum number of credits a student may enroll in each semester is thirty-two (32) credits; graduating students in their final year may also enroll in up to thirty-two (32) credits per semester. Student conscripts who, due to applying for military service during their period of study, intend to enroll in a credit load exceeding the aforementioned limits may do so upon submitting an application and obtaining approval from their department and the Office of Academic Affairs. Student conscripts shall not be charged additional credit fees for enrolling in excess credits.

五、本校學生於暑期選課，選修學分數以不超過六學分為限(應屆畢業生得另增加五學分)，

就學役男，提出申請並經就讀學系及教務處核可者，不在此限。

5. During the summer term, students of the University may enroll in no more than six (6) credits (graduating students may enroll in an additional five (5) credits). Student conscripts who submit an application and obtain approval from their department and the Office of Academic Affairs shall not be subject to this limitation.

就學役男修習未達最低開課人數之暑期課程，得由本校協助開課，就學役男所繳費用仍依本校原達暑期修課開課人數規範之學分費標準收取。

If student conscripts enroll in summer courses that do not meet the minimum enrollment requirement, the University may assist in offering such courses. The fees paid by student conscripts shall be charged in accordance with the standard per-credit tuition rates applicable when the minimum enrollment requirement for summer courses is met, as stipulated by the University.

就學役男有暑期修課需求者，依所屬學系規定提出申請，經就讀學系主管同意及教務長核准後，可至他校修習暑期課程。

Student conscripts who have a need to take summer courses may, in accordance with the regulations of their respective departments, submit an application and, upon approval by the department chair and the Dean of Academic Affairs, take summer courses at other institutions

六、就學役男如遇課程衝堂或其他不可抗力因素而無法選課，於本校課程加退選辦理期限內，提出課程申請並檢附相關證明文件，經所屬學系主管及相關單位同意，當學期得不受選讀他校課程學分數以三個科目且不超過十個學分之限制，且選讀科目也不受限於本校未開設之科目。

6. If student conscripts are unable to enroll in courses due to schedule conflicts or other force majeure circumstances, they may, within the University's course add/drop period, submit a course application together with relevant supporting documents. Upon approval by the head of their department and the relevant units, the students may, for that semester, be exempt from the limitation of enrolling in no more than three (3) courses and no more than ten (10) credits at other institutions. The selected courses shall not be limited to those not offered by the University.

七、就學役男休學期間應徵服役者，復學後檢附退伍令則服役期間不計入休學期限，亦不納入修業年限。

7. For student conscripts who are called up for military service during a leave of absence, upon resumption of studies and submission of a discharge certificate, the period of military service shall not be counted toward the leave-of-absence period nor included in the maximum duration of study.

八、就學役男符合下列標準者，得申請提前一學期或一學年畢業：

8. Student conscripts who meet the following criteria may apply for early graduation by one semester or one academic year:

(一)修滿應修之必修與選修科目及學分數，成績及格。

(1) Completion of all required compulsory and elective courses and the required number of credits, with passing grades.

(二) 操行、體育各學期成績均及格者。

(2) Passing grades in conduct and physical education for each semester.

(三) 有實習年限者，已實習完成並成績及格。

(3) For programs with internship requirements, completion of the required internship period with passing evaluations.

(四) 四年制各系學生需通過「外語能力檢定」及各系另訂之相關證照等畢業條件。

(4) Students in four-year undergraduate programs of each department must pass the required **foreign language proficiency test** and any additional graduation requirements, such as professional certifications, as stipulated by their respective departments.

學生申請提前畢業者，應於畢業學期開始上課日前填寫申請書向所屬學系提出申請，經各系審查通過送教務處複審，經審核通過報請校長核定後核發畢業證書。

Students applying for early graduation shall submit an application form to their respective departments before the first day of classes of the intended graduation semester. Upon approval by the department and subsequent review by the Office of Academic Affairs, the application shall be submitted for ratification by the President. After approval, a diploma shall be issued.

#### 九、就學役男復學規定如下：

9. The regulations for the resumption of studies by student conscripts are as follows:

(一) 學生完成服役復學時，應入原肄業教學單位相銜接之學年或學期肄業。

(1) Upon completion of military service, student conscripts shall resume their studies in the same academic year or semester corresponding to their previous enrollment in their original academic unit.

(二) 如因新訓驗退或因病停役者須提前復學，於「開學前」提出復學申請。

(2) Students who are discharged early from basic training or suspended from service due to illness and need to resume studies shall submit their application before the start of the semester.

(三) 就學役男於服役後復學（含中途驗退或因病停役情形）有課程學習銜接或輔導需求，須先與系所主管、導師或授課老師面談並確認學習輔導需求後，得申請教學發展中心課輔資源，接受課業輔導。

(3) Student conscripts who resume studies after military service (including early discharge or suspension due to illness) and require academic transition support or counseling must first meet with the department head, advisor, or course instructor to confirm their academic support needs. They may then apply for tutoring resources from the Teaching Development Center and receive academic guidance.

(四) 因病停役之就學役男，於申請復學後向學務處生活輔導組辦理在學緩徵作業。

(4) Student conscripts who were suspended from service due to illness shall, after applying to resume studies, complete the deferment process with the Student Affairs Office, Division of Student Counseling.

(五) 因病停課之學生可由體育與健康中心提供就醫轉介及疾病追蹤與諮詢。

(5) Students suspended from service due to illness may receive medical referral, disease follow-up, and consultation services from the Physical Education and Health Center.

十、本措施如有未盡事宜，悉依政府相關法規辦理。

10. For matters not specified in these measures, they shall be handled in accordance with relevant government regulations.

十一、本措施經教務會議審議通過，陳請校長核定後施行，並報請教育部備查，修正時亦同。

11. These measures shall be implemented after being reviewed and approved by the Academic Affairs Meeting and ratified by the President, and reported to the Ministry of Education for reference. The same procedure shall apply to any amendments.

本規章負責單位：教務處註冊課務組

## 國立高雄餐旅大學學士班學生就學期間服役彈性修業申請書

姓名 (學生本人親簽)		填表日期	年      月      日
學 號		系、年級	系      年級
雙主修(輔)系		聯絡電話	
預計自 _____ 學年度第 _____ 學期起休學服役 1 年 (申請專案服役者將於學期結束後之暑假或寒假入營)			
彈性修業規劃： <input type="checkbox"/> 本學期將超修學分，總計修習 _____ 學分(本校選課辦法第3條規定學士班學生每學期至多32學分)。 <input type="checkbox"/> 因衝堂或其他不可抗力因素無法於校內修課，本學期預計至校外校際選課 _____ 學分(彈性學分以外之課程，修畢是否得認列畢業學分依各教學單位審核結果而定)。 <input type="checkbox"/> 預計申請本學年度暑期校內開課。(申請學年期為第2學期適用。請自行注意暑期開課相關公告，向開課單位提出申請，開課單位得評估師資、課程性質等因素決定是否開課) <input type="checkbox"/> 因衝堂或其他不可抗力因素無法於校內修課，預計申請本學年度暑期至校外校際選課。(申請學年期為第2學期適用。彈性學分以外之課程，修畢是否得認列畢業學分依各教學單位審核結果而定) <input type="checkbox"/> 其他(請務必先向所屬學系、開課單位或教務處洽詢需協助事項)：			

-----以上由學生填寫-----

<b>導師</b>	<b>教學單位承辦人</b>
(請填寫會談紀錄)          導師簽名： _____	
	<b>教學單位主管</b>

### 學務處生輔組審核欄

承辦人	組長	學務長

### 教務處註冊課務組或進修教務組審核欄

承辦人	組長	教務長
註冊承辦人：		
課務承辦人：		

#### 注意事項：

1. 此申請表須於每學期課程加退選截止日前，提交至本校教務處。
2. 申請就學期間專案服役者，須於入營前1個月，向本校申請開立預定休學證明文件，並繳回戶籍地公所。
3. 有關學生暑修、解除擋修、跨校選課等申請書，另依學校相關申請文件辦理。

# 國立高雄餐旅大學

## 學士班學生就學期間服役彈性修業提前畢業申請書

申請日期： 年 月 日

姓 名		學 號		入學年月	
系 所 班 級	系 班 (限大學部四年制申請)			擬畢業日期	年 月
修滿應修之必修與選修科目 與學分數，成績及格	<input type="checkbox"/> 符合。 <input type="checkbox"/> 不符合。	各學期操行成績及格		<input type="checkbox"/> 符合。 <input type="checkbox"/> 不符合。	
各學期體育成績及格	<input type="checkbox"/> 符合。 <input type="checkbox"/> 不符合。	實習完成並成績及格		<input type="checkbox"/> 符合。 <input type="checkbox"/> 不符合。	
應繳證明文件正本	在校歷年成績單				
系院審查意見					
1. 系訂定之畢業應修學分數及畢業條件審查 <input type="checkbox"/> 審查合格。 <input type="checkbox"/> 審查不合格，_____			2. 學士班學生就學期間服役彈性修業提前畢業資格審查 <input type="checkbox"/> 審查合格。 <input type="checkbox"/> 審查不合格，_____		
承辦人簽章		系主任簽章		院長簽章	
教 務 處 審 查 意 見		教 務 處		校 長	
<input type="checkbox"/> 符合提前畢業規定，報請校長核定後核發畢業證書。 <input type="checkbox"/> 不符合提前畢業規定。					

備註：

1. 學士班學生就學期間服役彈性修業申請提前畢業，悉依本校「學士班學生就學期間服役彈性修業措施」辦理。
2. 學士班學生就學期間服役彈性修業期間，合於下列標準者，得申請提前一學期畢業：
  - (1) 修滿應修之必修與選修科目與學分數，成績及格。
  - (2) 操行、體育各學期成績均及格者。
  - (3) 有實習年限者，已實習完成並成績及格。
  - (4) 四年制各系學生需通過「外語能力檢定」及各系另訂之相關證照等畢業條件。
3. 學士班學生就學期間服役彈性修業符合提前畢業規定者，應在畢業學期開始上課日前填寫申請書向所屬學系提出申請。