

National Kaohsiung University of Hospitality and tourism Impending Graduating Students Qualification Review Guideline

應屆畢業生畢業資格審查要點

105 年 9 月 22 日臨時教務會議修正通過(修正§2；§3；§4；§7；§8)
Amended and approved by extraordinary academic affairs meeting on September 22, 2016 (amendment §2; §3; §4; §7; §8)

- 一、為建立畢業資格審查制度，依據本校學則之規定，訂定「國立高雄餐旅大學應屆畢業生畢業資格審查要點」（以下簡稱本要點）。
 1. To instill a graduation qualification review system, the “National Kaohsiung University of Hospitality and Tourism graduating students graduation qualification review guideline” has been expressly promulgated in accordance with regulations set forth under the university school constitution.
- 二、每學期結束時，**教務處**應定期製作各班級學期成績總表，永久保存並副知各系（科）。
 2. When each semester concludes, **the academic affairs office** shall routinely produce various class level’s semester grade master list, placed in permanent retention and also notify various department (sections).
- 三、學生應屆畢業學期開學三個月內，**教務處**與通識教育中心及各系（科）應依本要點及有關規定，完成審核每位學生應屆畢業資格。
 3. Within three months following the school commences for students on the graduating semester, **the academic affairs office**, the general education center and various departments (sections) shall follow the guideline and relevant regulations to complete reviewing every graduating student’s graduation qualifications.
- 四、應屆畢業資格審查應由通識教育中心、各系（科）完成初審後，**教務處**進行第一次複審。
 4. Following graduating students’ graduation qualification review undergoing the general education center and various departments’ (sections) initial review, **the academic affairs office** is to conduct the initial revalidation.

應屆畢業學期成績公佈後，**教務處**應進行第二次複審，複審後尚有疑義之處，應再與通識教育中心、各系（科）共同複審。

Following the graduating students’ semester grades are announced, **the academic affairs office** shall conduct the second validation, and when there are still queries following the revalidation, it shall conduct a joint revalidation with general education center and various departments (sections).
- 五、依本校學則規定，研究生應修學分總數由各研究所訂定，博士班修業年限以 2 至 7 年為限，博士班研究生至少須修滿 36 學分及論文 6 學分。碩士班修業年限以 1 至 4 年為限，碩士班研究生至少應修滿 24 學分及論文 6 學分。本校四年制各系修業年限為四年，所

修學分數除軍訓、體育外，至少須修滿一百二十八學分。二年制各系修業年限為二年，所修總學分數除體育外，至少須修滿七十二學分。

5. Per university school constitution stipulations, graduate students shall complete of the total credits are to be defined by various graduate institutes, with doctoral program's matriculation year cycle capped to 2 to 7 years, and doctoral program graduate students need to complete at least 36 credits and dissertation 6 credits. The master program's matriculation year cycle capped to 1 to 4 years, and master program graduate students need to at last complete 24 credits and dissertation 6 credits. The school four-year system various departments' matriculation year cycle is capped to four years, and the matriculated credits, except the military training, physical education, need to at least reach one hundred twenty-eight credits. The two-year system's various departments' matriculation year cycle is set to two years, and the total matriculating credits, except the physical education, needs to reach at least seventy-two credits.

本校附設專科部依專科學校法規定，二年制畢業應修學分數不得少於八十學分，五年制畢業應修學分數不得少於二百二十學分。

School college department, per College School Act stipulations, calls for the two-year system's mandated graduation credits not to fall below eighty credits, and the five-year system's graduation mandated credits may not fall below two hundred twenty credits.

學生修業期滿，修畢應修之必修與選修科目及學分數，成績及格，且操行、體育各學期成績均及格，准予畢業。四年制各系另訂有英文能力檢定及相關證照等畢業條件者，各系學生須通過之後始准予畢業。

Students who have completed, at the full term of whose matriculation period, the mandated requisite and elective courses and credits, with passing grades, and whose disciplinary, physical education's various semester grades have all passed would be allowed to graduate. Of those on the four-year system's various departments separately defined with English proficiency assessment, relevant certifications and related graduation criteria, the various department students need to surpass such before they are allowed to graduate.

應修之必修與選修科目及學分數，以各系（科）奉核之課程標準為依據。

The mandated requisite and elective courses and credits shall heed to various departments' (section's) approved curriculum standards as the basis.

六、應屆畢業資格審查原則如下：

6. The impending graduating students' qualification review principles are as follows:
- (一) 依各系（科）課程標準，校訂必修科目（含通識課程分類）+系訂必修科目+選修科目之學分數是否達到畢業學分。
 - (1) To determine whether various departments' (sections') curriculum standards, school-specified requisite courses (including the general education curriculum categories) + the

department-specified requisite courses + elective courses' credits have reached the graduation credits.

(二) 修習課程是否有重複選讀？如有重複，學分數僅計算一次。

(2) To determine whether the matriculated curriculums have been repeated in study? If repeated, the credits will only be calculated once.

(三) 是否均依照各系（科）課程標準修習課程？修習外系或外校課程學分是否承認採計為畢業學分？

(3) Whether the curriculums have been matriculated per various departments' (sections') curriculum standards? And whether extra-departmental or off-campus course credits would be admitted and calculated as part of the graduation credits?

(四) 不及格科目是否完成重補修？重補修科目名稱、必選修、開課學制、學分數是否均相同？如不相同，是否承認採計為畢業學分？

(4) Whether failed curriculums have been retroactively retaken in completion? Whether the restudied course name, requisite/elective, school opening system, credits are all identical? If dissimilar, whether to recognize and calculate such as part of the graduation credits?

(五) 日間部：專科部每學期之體育、軍訓、勞作教育均為 0 學分必修科目，是否均及格？

進修推廣學院：專科部每學期之體育、軍訓均為 0 學分必修科目，是否均及格？

(5) The daytime department: with the college department each semester's physical education, military training, labor education all being the requisite subjects with 0 credit, whether these courses have all passed?

The continued education promotion school: with the college department each semester's physical education, military training all being the requisite subjects with 0 credit whether the subjects have all passed?

(六) 日間部：大學部四技 1、2 年級體育及 1 年級軍訓為 0 學分必修科目，是否均及格？勞作教育共 5 學期，均為 0 學分必修科目，是否均及格？

進修推廣學院：大學部四技 1 年級軍訓為 0 學分必修科目，是否均及格？

(6) The daytime department: with the college department each semester's physical education, military training all being the requisite courses with 0 credit, whether the courses have all passed? Whether the labor education totaling to 5 semesters, and of a 0-credit requisite subject has all been passed?

The continued education promotional school: with the university department four-year vocation school's freshman year military training being a requisite course with 0 credit, whether the subject has passed?

(七) 大學部二技 1 年級體育為 1 學分必修科目，該學分不得計入畢業學分。二技無軍訓課程。每學期勞作教育均為 0 學分必修科目，是否均及格？（進修推廣學院無此項目）

- (7) With university department two-year vocation school's freshman year physical education being the requisite subject with 1 credit, said credit may not be calculated into the graduation credits. The two-year vocation school does not have the military training course. With each semester's labor education being a requisite subject with 0 credit, whether the courses have all passed? (the continued education promotion school does not have this item).
- (八) 大學部二技入學時非本科系畢業學生，是否均依各系規定完成課程補修及校外實習時數？補修課程學分數是否計入畢業學分，依照各系課程標準規定。
- (8) When not as the department's graduating student when admitting to the university department two-year skill program, has the student followed the department regulations to complete the program matriculation retroactively and external internship hours? It is to heed to the various departments' curricular standard regulations in terms of whether the retroactively matriculated program credits can be calculated into the graduation credits.
- (九) 各學期操行成績是否均及格。
- (9) Whether each semester's disciplinary grades have all passed.
- (十) 選讀輔系之學生，由加修之輔系審查是否具該系輔系資格，審查依據為該系輔系審查標準。
- (10) Of students selecting to matriculate in a secondary major department, the extra matriculating secondary major department is to review whether they hold said department secondary major qualification, with the review basis being said department's secondary major department review standard.
- (十一) 選讀雙主修之學生，由加修之雙主修系審查是否具雙主修資格。
- (11) Of students selecting to matriculate in dual major, the extra matriculating double major department is to review whether they hold the dual major qualification.
- (十二) 放棄輔系、雙主修之學生，於加修系修讀課程是否採計為主系畢業學分，由主系審查。
- (12) Whether students forfeiting a secondary major department, dual major department, whose extra matriculating courses can be recognized and calculated into the primary major graduation credits are to be reviewed by the primary major department.
- (十三) 師資培育中心選讀生，另由師資培育中心審查是否完成該中心課程。
- (13) Students selecting to matriculate in the teacher education center are reviewed by the teacher education center separately in determining whether they have completed said center's curriculums.
- (十四) 各系如尚有規定應完成之事項，例如英文能力或專業證照等畢業門檻，由各系審查之。

- (14) Of other mandated completion matters by various departments, such as the English proficiency assessment or professional certifications and related graduation thresholds, the various departments are to review the matter.

七、應屆畢業資格審查流程如下：

7. The impending graduating students' qualification process flow is as follows:

- (一) 應屆畢業學期加退選課結束後，**教務處**應製作應屆畢業生名冊（含完成選課之延修生）並個別印出所有應屆畢業生之歷年成績單交給通識教育中心及各系（科）初審。
- (1) Following the graduating semester's course addition/withdrawal selection is concluded, **the academic affairs office** shall product the graduating student registry (including deferred matriculating students having completed the course selection) and also printout individually all graduating students' history grade reports to be forwarded to the general education center and various departments (sections) for initial reviewing.
- (二) **教務處**製作「審查記錄表」格式，通識教育中心應於收到審查資料後，於三星期內完成審查並繳回審查記錄表、歷年成績單至**教務處**，由**教務處**轉交各系（科）進行審查，各系（科）應於收到審查資料後於二星期內完成審查並繳回審查記錄表及歷年成績單至**教務處**進行第一次複審。
- (2) **The Academic Affairs office** produces the “review record sheet” format, and the general education center shall, upon receiving the review data, complete the review within three weeks and also return the review record sheet, and history grade reports to **the academic affairs office**, whereupon the **academic affairs office** is to forward it to various departments (sections) for reviewing, whereupon various departments (sections) shall, upon receiving the review data, complete the review within two weeks and also return the review record sheet and history grade reports to **the academic affairs office** to conduct the initial revalidation.
- (三) **教務處**應於三星期內完成第一次複審並製作第一次審查後延期畢業名單、應重補修科目清單及不能畢業名單，並副知各系（科）。
- (3) **The academic affairs office** shall complete the initial revalidation within three weeks and also produces the initial post-review postponed graduate list, mandated examination retaking/restudy course checklist and non-graduating list, and also notify various departments (sections).
- (四) 應屆畢業學期期末考結束後，**教務處**針對該學期成績進行第二次複審，並依審查結果分為可如期畢業、補修低年級課程預計畢業（延期畢業）及不能畢業名冊，並副知各系（科）。
- (4) Following the graduating students' semester final examination is concluded, **the academic affairs office** is to conduct a secondary review on said semester's grades, and

also follow the review findings by dividing into the eligible for graduation as scheduled, anticipated graduation after retaking lower grade courses (postponed graduation) and not eligible to graduate lists, and also notify various departments (sections).

八、**教務處**應建立完整審查處理檔案，永久保存以備查考，檔案內容應包含下列項目：

8. **The Academic Affairs Office** shall instill a set of comprehensive review processing files, placed on permanent retention pending further verification, where the file contents shall include the following items:

- (一) 審查記錄
- (二) 歷年成績單
- (三) 應屆畢業名冊 (含可如期畢業、延期畢業)
- (四) 延修生名冊。

(1)Review records; (2) history grade reports; (3) impending graduating students list (including eligible for graduation as scheduled, deferred graduation); (4) deferred matriculation students list.

九、審核應屆畢業生相關資料後，如學生須重補修、延修、休退學時，應依規定處理並加強輔導。

9. Upon reviewing and approving the graduating students' relevant data, students who need to retroactive retake/restudy, defer study, apply for a leave of absence or withdrawal shall be processed per school regulations and also with stepped-up counseling.

十、本要點經教務會議審議通過，陳請 校長核定後實施，修正時亦同。

10. The guideline is implemented upon reviewed and motioned through the academic affairs meeting, and declaring with the president for approval, and the same also applies to all subsequent amendments.