

# National Kaohsiung University of Hospitality and Tourism

## Student Traveling Abroad Period's Academic and Student Status Processing Guideline

### 學生出國期間學業及學籍處理辦法

99年9月30日教務會議修正通過  
Approved by academic affairs meeting on September 30, 2010

第一條 為辦理學生於肄業期間出國有關之學業及學籍之處理，依大學法及本校學則規定，訂定本辦法。

Article 1 To process students' relevant academic and student status when going abroad during whose matriculation period, the measures have been expressly formulated in accordance with the University Act and per school constitution.

第二條 本辦法適用之學生如下：

Article 2 Students applicable to the measures are as follows:

- 一、經政府機關遴選至國外大專校院研究或修讀科目學分者。
  1. Those nominated and selected by governmental agencies to study or matriculate courses and credits at a foreign college/university.
- 二、經所屬所、系推薦並經本校核准至國外大專院校研究或修讀科目學分，或從事學位論文有關研究者。
  2. Those referred by whose institute, department and also approved by the school to study or matriculate courses and credits at a foreign college/university, or engage in degree dissertation-related research.
- 三、經本校選派為有合作關係之外國大專院校交換學生或於寒暑假期間訪問國外姊妹校者。
  3. Those nominated and selected by the school as exchange students at a foreign college/university with collaboration relation or on visitation study to a foreign sister school during the winter/summer break.
- 四、依就讀所、系課程或研究需要，經所、系推薦並經學校核准出國觀摩或見習者。
  4. Those in need of their matriculating institution, department's curriculum or research, have been referred by their institute, department and also approved by the school to participate in overseas visitation or internship.
- 五、代表本校或國家出國參加國際性活動、國際性藝能競賽或會議者。
  5. Those representing the school or the country to participate in international events international skill competitions or conferences.
- 六、因直系血親或配偶病危或死亡，必須出國探病或奔喪者。
  6. Those needing to travel abroad for illness visitation or funeral attendance due to critical illness or fatality of direct blood relative or spouse.

7. Those due to other extraordinary incidents that have been consented and approved by the school as retained on file.

第三條 學生出國研究或進修之國外大專校院，以符合教育部採認規定者為限。

Article 3 Students going abroad to study or pursue advanced study at a foreign college or university are limited to those meeting the Ministry of Education's admissions and recognition regulations.

第四條 學生出國期限規定如下：

Article 4 Students traveling abroad periods are specified as follows:

一、以請假出國者，以未達學期授課時間三分之一為限。

1. Those going abroad by applying for time leave are limited to not reaching one-third of the semester's teaching hours.

二、以休學出國者，以學則規定休學之期限為限。

2. Those applying for a leave of absence to travel abroad are limited to the leave of absence periods specified by school constitution.

三、以第二條第一、二、三款之規定出國進修者，以一年為限，餘因實際所需時間核定最長一個月。

3. Those traveling abroad to study per article 2 par I, par II and par III are limited to one year, and the rest, depending on the time required, are approved for a maximum of one month.

第五條 學生依第二條第一、二、三款規定出國者，其出國進修時間列入修業年限計算。其於出國期間所修習之科目成績與學分，得依本校抵免學分要點規定申請抵免，最高不得超過應修畢業學分數三分之一。

學生赴國外進修之科目與學分採計之認定標準由各所系自訂。惟其修讀之學分數，最高仍不得超過本校選課辦法之規定。

Article 5 Of students traveling abroad per article 2 par I, par II and par III regulations, whose overseas matriculation hours are calculated into whose matriculation year cycle. Whose matriculated course and credits during the overseas travel period may apply for offset/exemption per school credit offset/exemption guideline, with the maximum may not exceed one-third of the mandated graduation academic credits.

The recognition standards for students traveling abroad to matriculate of courses and credit are defined by various institutes, departments respectively, provided that the maximum of matriculated credits still may not exceed regulations set forth under the school course selection measures.

第六條 學生依第二條第一、二、三款規定出國者，仍須在本校註冊繳費，但不受最低修習學分之限制。

Article 6 Students traveling abroad per article 2 par I, par II and par III, still need to register at the school and remit the fees; however, are not subject to the minimum matriculating credit requirement.

出國期間影響註冊選課者，須委託他人辦理註冊選課；影響學期考試者，得准返校後補行考試。

Those whose overseas travel period conflicting with the registration and curriculum selection need to authorize others to file for the registration and curriculum selection on whose behalf; when conflicting with semester examinations, may be upon approved to return to school to retake the examinations.

第七條 本校採認學生國外修習之科目及成績，應登錄於學生歷年成績表，註明國外大學名稱，並將原始成績表影本及譯本（所修習原文成績由各所系譯成中文，並經系主任簽章）附存表後。經核准出國者，應註記核准出國文號。

Article 7 The school recognizes students' courses and credits matriculated overseas, and shall catalog such in students' history record reports, noting the foreign school name, and also attach the initial grade report in photocopy and transcript (whose initially matriculation grade in a foreign text is translated into Mandarin by various institutes, departments, and also signed and endorsed by department deans) attached to the back of the list. Those approved to travel overseas shall be footnoted with the approved foreign travel document number.

第八條 本校學生出國期間，如有違犯校規或其他不端情事或逾期未返校者，應依本校學則及學生獎懲辦法之規定處理。

Article 8 School students who should breach school regulations or engage in other inappropriate acts or fail to return to school exceeding the deadline during whose overseas travel period shall be processed per stipulations set forth under university school constitute and the student reward/reprimand measures.

第九條 接近役齡男子或役男出國，另依相關規定辦理。

Article 9 Men close to conscription age or conscripted men traveling abroad shall be processed separately per relevant regulations.

第十條 學生出國期間，有關申請護照及入出境許可，支領、停發或賠償公費及獎學金，或其他未規定事項，另依有關法規之規定辦理。

Article 10 During students' overseas travel period, the particulars concerning whose passport application and arrival/departure permit, dispensing, suspended dispensing or compensating of government funding or scholarships, or other unspecified matters shall be processed separately per relevant legal and regulatory stipulations.

第十一條 本辦法經教務會議通過，陳請校長核准後實施，修正時亦同。

Article 11 The measures are implemented upon surpassing the academic affairs meeting's review, and declaring with the director for approval, and the same also applies to all subsequent amendments.