

National Kaohsiung University of Hospitality and Tourism
Departmental Students Matriculating in Ancillary Department Implementation Measures
學生修讀輔系實施辦法

103 年 05 月 29 日教務會議修正通過(修正§2、§5、§9、§11)
Amended and approved by academic affairs meeting on May 29, 2014

第一條 為增廣學生學習領域，並增加學生畢業後就業機會，依據大學法、大學法施行細則暨本校學則，訂定本辦法。

Article 1 To expand the students' learning domains, and also to excel the students' post-graduation employment opportunities, the measures have been expressly promulgated in accordance with the University Act, Enforcement Rules of the University Act and university school constitution.

第二條 各系得為相同年制他系之輔系，或互為輔系。

Article 2 The various departments may act as the same year system's other department secondary major department, or mutually act as the secondary major departments.

各系設置輔系之條件及審查標準【含可接受系別、名額、先修科目、指定（任選）必修科目及應修總學分數等】由各該系訂定，並提**教務會議**通過後公告。各系課程標準有修訂時，輔系審查標準應一併修訂。

The various department-installed secondary major department's conditions and review criteria [including the acceptance departments, quotas, requisite subjects, designated (course selection) requisition subjects and mandated total matriculating credits and the like] are to be defined by various departments, and also declared before **the academic affairs meeting** for approval before it is announced. **If the various departments' curriculum standards have been amended, the secondary major department's review standards shall also be amended.**

第三條 四年制各系學生得自二年級起選修輔系；二年制各系學生得自三年級第二學期起選修輔系，但應屆畢業年級第二學期及延長修業年限則不得選修輔系。

Article 3 Various department students on the four-year system may, starting from the sophomore year, choose to matriculate in a secondary major; various department students on the two-year system may, starting from the junior year second semester, choose to matriculate in a secondary major department; however, graduating students, on the second semester and those postponing the matriculation year cycle, may not choose to matriculate in a secondary major department.

第四條 各系作為他系之輔系時，應就該系課程標準表中指定科目至少二十學分作為輔系課程，但主系與輔系之相同科目學分，不得兼充為輔系之科目學分，若因此而學分數不足者，應由輔系指定替代科目以補足所差學分。

Article 4 The various departments, when acting as other departments' secondary major department, shall set aside at least twenty credits on designated subjects in said department's curricular standard list as the secondary major department curriculums; however, the primary major department and the secondary major departments' identical subject credits may not be applied towards the secondary major department's course credits, and if resulting in a shortage on the credits, the secondary major department is to designate a substitute subject to supplant the differential credits.

第五條 學生申請(或放棄)選修輔系，應於每一學期辦理加退選課期限內，持在校歷年成績單與申請書先向主系系主任提出申請，由主系審查認其確具有(無)選讀輔系能力者，送請所選輔系系主任同意，再送教務處彙送教務長核准。

Article 5 Students applying (or relinquishing) to select and matriculate in a secondary major department shall present whose school history grade reports and the application to first present the application to the department dean within each semester's course addition/withdrawal section cutoff, whereof the department dean is to verify that the student indeed has (or has not had) the capability to select and matriculate in a secondary major department, which is forwarded to the dean of the selected and matriculating department for whose consent, before it is forwarded to **the academic affairs office for the academic affairs dean's** approval.

已核准選修輔系一次者，不得再申請。

Those who have been approved to select and matriculate in a secondary major department once may no longer reapply.

第六條 學生選修輔系課程應於每學期加退選課程期限內與主系課程同時選修。

Article 6 Students selecting and matriculating in a secondary major department course shall select and matriculate alongside whose primary major department module within each semester's course additional/withdrawal section cutoff.

第七條 輔系學分應在主系規定最低畢業學分數以外加修，其輔系課程視為學生之選修科目。

Article 7 The secondary major department credits shall be matriculated outside the department-specified minimum graduating credits, and the secondary major department courses are deemed as the students' elective curriculums.

第八條 凡選定輔系之學生，其每學期學業成績應以其主系及輔系課程與學分合併計算，如有所選修輔系課程不及格，應依照學則有關規定一併處理。但輔系應修科目學分如有缺修或成績不及格時，不得請求抵免。

Article 8 Of all students selecting a secondary major department, whose semester academic grades shall have whose primary major department and secondary major department's courses and credits combined in the calculation, and if the selected and matriculated secondary major

department courses should fail, it shall also be merged in the processing per relevant school constitution regulations. However, missing or failing a secondary major department's requisite course credits may not request the credits be exempted.

第九條 凡修滿輔系規定之科目與學分成績及格者，其學位證書、學位證明書、歷年成績表及畢業名冊均加註輔系名稱；如畢業時尚未修滿輔系規定之科目與學分者，其學位證書不加註輔系名稱，其已修習及格之輔系科目學分是否採計為主系選修科目學分，應由主系認定。如修業年限未屆滿而欲留校補修輔系科目與學分，應於應屆畢業學期加退選期限內提出延長修業年限之申請，並經兩系系主任同意後再送**教務處**審查。凡未申請延長修業者，視同放棄繼續修習。

Article 9 Of those matriculating a secondary major department-specified subjects and credits satisfactorily, whose degree diploma, degree certificate, history grade reports and graduation registry would all be footnoted with the name of the secondary major department; if not yet completing the secondary major department-specified courses and credits at graduation, whose degree diploma would not be footnoted with the name of the secondary major department, and as to whether the matriculated and passed secondary major department credits are admitted as the primary major course credits, it shall be reckoned by the primary department. When desiring to retain in school to retake the secondary major department's courses and credits prior to the expiry of the matriculation year cycle, a request for extending the matriculation year cycle shall be presented with the graduating semester's course addition/withdrawal cutoff, and also subject to both department deans' consent before it is forward to **the academic affairs office** for reviewing. Those not applying for extending their matriculation are deemed as voluntarily forfeiting the continued study.

第十條 選修輔系之學生經延長修業年限二年屆滿，仍未修足輔系規定之科目與學分者，不得再申請延長修業年限。

Article 10 Students selecting to matriculate in a secondary major department who still have not completed the secondary major department-specified courses and credits, at the full term upon extending whose matriculation year cycle, may not reapply to extend whose matriculation year cycle.

第十一條 選修輔系之學生如延長修業年限二年屆滿應畢業時，其主系應修最低畢業學分內如有非必修之選修科目學分不足時，即取消修讀輔系資格，得否以其所選修輔系科目學分補足，以取得主系畢業資格，應由主系認定後送**教務處**複審。

Article 11 Of students selecting to matriculate in a secondary major department at mandated graduation at the full term of whose extended matriculation year cycle, whose primary major department's minimum graduation credits containing non-requisite elective course

credits that should fall short, the qualification for matriculating in a second major department shall be revoked, and the issue of whether allowing supplanting the elective secondary major department's course credits in order to acquire the primary major department's graduation criteria shall be rendered by the department dean before forwarding to **the academic affairs office** for revalidation.

第十二條 學生於規定修業年限屆滿未修足輔系之科目學分，不得申請發給有關輔系之任何證明；但凡選定輔系之學生轉學時，其轉學證明書或修業證明書應加註輔系名稱。學生因選修輔系課程而於規定修業年限內學校需另行開班，應繳學分費。學生因選修輔系而延長修業年限，修習學分數在九學分以下者應繳學分費，在十學分以上者，繳交全額學雜費。

Article 12 Students who have not matriculated the second major's curriculum credits within the specified matriculating year cycle may not apply for the issuance of any pertinent secondary department certificate; however, of students selecting a second major department, at the time of school transfer, whose school transfer certificate or compliance certificate shall have the second major department name footnoted. Students who have yet completed the elective second major department module within whose matriculating year cycle prompting the school needing to open a separate class shall remit the credit fee. Student who matriculating up to nine credits for postponing whose matriculating year cycle due to selecting a second major department shall remit the credit fee, and those matriculating ten credits or more shall remit the full tuition/bursar fee.

第十三條 本辦法如有未盡事宜，悉依大學法及其施行細則及本校學則有關規定辦理。

Article 13 Matters not explicitly stated in the measures shall all be sought in accordance with the University Act, its enforcement rules and per university school constitution.

第十四條 本辦法經教務會議審議通過，陳請校長核定後，並報請教育部核備實施，修正時亦同。

Article 14 The measures are implemented upon surpassing the academic affairs meeting review, declaring with the president for approval, and also voluntarily declaring with the Ministry of Education pending verification, and the same also applies to all subsequent amendments.