

National Kaohsiung University of Hospitality and Tourism Academic Rules and Regulations

大學學則

105 年 12 月 29 日校務會議修正通過(修訂§7、§27、§56、§61、§63、§66、§71)
106 年 6 月 22 日教育部臺教技(四)字第 1060085007 號函備查
Per MOE Tai-Jiao-Ji (4) Tzu No. 1060085007 dated June 22, 2017 for future reference

第一篇 總 則

SECTION I GENERAL PROVISIONS

第一條 本校依據大學法、大學法施行細則、學位授予法、學位授予法施行細則及有關規定訂定本學則，據以處理學生學籍及有關事宜。本學則未規定者，依其他有關法令之規定。

Article 1 This Academic Rules and Regulations is hereby enacted by National Kaohsiung University of Hospitality and Tourism (the “University”) pursuant to the University Act, Enforcement Rules of the University Act, Degree Conferral Law, Enforcement Rules of the Degree Conferral Law and relevant regulations to govern academic affairs of the students. Matters not provided for herein shall be subject to other relevant laws and regulations.

第二條 本校附設專科部學則另訂之。

Article 2 Relevant academic rules and regulations for the junior colleges affiliated with the University shall be enacted separately.

第二篇 大學部

SECTION II UNDERGRADUATE EDUCATION

第一章 入 學

Chapter I Admissions

第三條 本校於每學年之始，公開招考四年制一年級各系及二年制三年級各系新生，並擬定招生辦法報教育部核定後辦理招生。

如有缺額時，得辦理轉學考試，轉學考試招生辦法另訂之，報教育部核定後辦理招生。

Article 3 The University, on the commencement of each school year, shall openly recruit through examinations first-year students of four-year programs and third-year students of two-year programs. Prior to the commencement of the recruitment process, the University shall enact and submit a recruitment policy to the Ministry of Education (“MOE”) for approval. In case of vacancies, the University may conduct a transfer examination to recruit transfer students. The recruitment policy for transfer examinations shall be separately enacted and

submitted to the MOE. Relevant recruitment process shall commence upon the approval of the MOE.

第四條 本校大學部設四年制及二年制各系：

Article 4 The University has established several departments for the four-year and two-year programs.

凡具有下列資格之一，經入學招生錄取者，得入本校四年制一年級肄業：

A student who has passed the recruitment process with one of the following qualifications may be admitted as a current first-year student of a four-year program:

一、公立或已立案之私立高級職業學校職業類科畢業或五年一貫制職業學校畢業者。

1. having graduated with a vocational major from a public or accredited private senior vocational school or a vocational school with five-year consistent system;

二、公立或已立案之私立高級中學附設之職業類科畢業者。

2. having graduating from a vocational department affiliated with a public or accredited private senior high school;

三、教育部核定綜合高中試辦學校接受綜合高中實驗課程畢業，於畢業證書上註明有「綜合高中部」者。

3. having graduated from a comprehensive high school program, which is clearly stated on the diploma, approved by the MOE for experimental courses; or

四、符合教育部入學同等學力認定標準規定者。

4. possessing the equivalent education level pursuant to the standard adopted by the MOE.

凡具有下列資格之一，經入學招生錄取者，得入本校二年制三年級肄業：

A student who has passed the recruitment process with one of the following qualifications may be admitted as a current third-year student of a two-year program:

一、公立或已立案之私立專科以上學校畢業者或符合教育部『大學辦理國外學歷採認辦法』規定之國外專科以上學校畢業者。

1. having graduated from a domestic public or accredited private college or higher institution or a foreign college or higher institution recognized by the MOE pursuant to the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education;

二、公立或已立案之私立專科進修學校畢業或進修補習學校結業，並取得主管教育行政機關所發資格證明書者。

2. having graduated from the supplementary advanced education school affiliated with a public or accredited private college or having completed the supplementary compulsory education with the qualification certificate obtained from a competent education authority; or

三、符合教育部入學同等學力認定標準規定者。

3. possessing the equivalent education level pursuant to the standard adopted by the MOE.

第五條 本校另依教育部有關規定，接受甄試及甄審錄取學生，酌收僑生、外國籍學生及其他特種身份學生。

Article 5 The University also accepts students through ways of special screening test and review processes, overseas Chinese students, international students and students with special identities pursuant to the relevant regulations of the MOE.

本校外國學生入學辦法另訂之，並報部備查。

Relevant rules governing the admissions of international students shall be separately enacted and submitted to the MOE for future reference.

第五條之一 本校得以國際學術合作方式與國外大學合作授予各級學位或雙學位，有關事項依相關法令規定辦理；本校與國外大學辦理雙聯學制實施要點另訂之。

Article 5-1 The University may collaborate with a foreign university by ways of international academic collaboration to jointly confer degrees or dual degrees of all levels subject to the relevant laws and regulations. Relevant guidelines for dual degree programs shall be enacted separately.

第六條 錄取新生入學報到時須繳驗有效之學歷（力）證明文件方得入學，其有正當理由預先申請延期補繳而經核准者，得先行入學，但應於規定期間內補繳，否則取消其入學資格。

Article 6 To complete the admissions process, newly-recruited students shall submit valid proof of education (proficiency). 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.

新生辦理兵役緩徵、儘後召集，應於註冊時依兵役相關法令規定，持有關證件提出申請。

Newly-admitted students who intend to apply for military service deferment or maximum delay shall submit relevant documents at the time of enrollment pursuant to the laws and regulations governing military services.

第七條 新生因重病、應徵召服兵役、懷孕、分娩或撫育三歲以下子女或特殊事故，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 7 Newly-recruited students who are unable to complete the admissions process in the current semester on account of serious illness, military service, pregnancy, childbirth, or childcare of child(ren) under 3 years old or other legit reasons, the students may apply to the Academic Affairs Office with relevant proof documentation to reserve their admission

qualifications prior to the deadline of enrollment. Students whose applications have so been approved do not have 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，應檢具相關證明經學系、所、學程專案簽准辦理。

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 department, institute, and course program 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。

For those who desire to apply for reservation of admission qualifications due to pregnancy or childbirth with the relevant proof documentation, the application may be submitted prior to the commencement of enrollment process. The admission qualifications shall be so reserved for a period based on the condition of such pregnancy, childbirth, or childcare.

保留入學資格辦法另訂之。

Relevant rules governing the reservation of admission qualifications shall be enacted separately.

轉學生因懷孕、生產或撫育三歲以下子女並持有證明者，得於註冊開始前，向學校申請保留入學資格。

Transfer students may apply with the University for reservation of admission qualifications for the purpose of pregnancy, childbirth, or childcare of child(ren) under 3 years old with the relevant proof documentation prior to the commencement of the enrollment process.

第八條 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 8 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.

第二章 繳費、註冊、選課

Chapter II Fees, Enrollment, Course Selection

第九條 學生應依行事曆規定日期到校辦理註冊手續。如因重病或特殊事故而檢具證明文件，於事前請假核准者，得延期註冊，至多以二星期為限。未經准假或超過准假日期而逾期未註冊者，新生取消入學資格，舊生如未申請休學者即令退學。

Article 9 Students shall report to school for enrollment according to the enrollment date stated on the official school calendar. Students whose applications for postponed enrollment due to serious illness or a legit reason with proof documentation have been approved may complete the enrollment process within two weeks after the original enrollment date. Newly-admitted students who fail to complete the enrollment process on time shall be disqualified for admission; while other students, if not having applied for an academic leave of absence, 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。凡已修習及格之科目，不得重選，隨班重（補）修之科目，應於選課時一併辦理。學生選課辦法另訂之。

Article 11 Students shall follow the curriculums and guidelines of the University to select courses. Students shall not take the same course which they have already passed for the second time. During the course selection period, students shall also complete retaking or making-up a course if necessary. Guidelines for student course selection shall be enacted separately.

入學二年制新生，入學前非本科畢業者，應依各系規定補修課程，該補修學分不得列入畢業學分計算，其辦法由各系於課程標準內另訂之。

Newly-admitted students of a two-year program who previously majored in a different subject shall make up the courses required by the relevant department. The credit hours of such make-up courses shall not be counted towards the credit hours required to graduate. Relevant rules shall be separately stipulated in the course requirements by each department.

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 學生加、退選科目，應於每學期規定期限內行之，逾期不予受理。學生未按規定辦理加、退選手續者，其自行加選科目，學分概不承認，其自行退選科目成績以零分計。學生不得因加、退選科目而使其應修學分超過或少於每學期規定學分總數。

Article 13 Students desiring to add or withdraw from selected courses shall do so within the deadline announced in each semester. Requests submitted past such deadline will not be accepted. Credit hours of courses added without proper procedure will not be recognized. Students will receive a grade of zero if the courses are withdrawn without proper procedure. Students shall not cause the credit hours earned to exceed or fall short of the amount of credit hours required for the relevant semester by ways of adding or withdrawing from courses.

第十四條 學生不得修習上課時間互相衝突之科目，否則衝堂各科目概予註銷。

Article 14 Students shall not take courses scheduled at the same time or the conflicting courses shall all be canceled.

第十五條 本校得視需要利用暑假期間開授課程，其辦法另訂之。

Article 15 The University may, depending on the needs, offer courses during summer break. Relevant rules shall be enacted separately.

第三章 請假、休學、復學、退學

Chapter III Leaves, Academic Leave of Absence, Reinstatement, Withdrawal

第十六條 學生因故不能上課，須依照請假規則請假，經核准請假者為缺課（喪假除外），其未請假或請假未准而未上課者為曠課。

Article 16 Students unable to attend a class shall request a leave pursuant to the relevant attendance rules. Unattendance with approved request is considered an approved absence (except in case of bereavement leave). Unattendance without requesting or without approved request is considered an absence without leave.

第十七條 學生因故申請休學，須經家長或監護人之同意，得向教務處（或進修部）申請休學。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。申請休學一次以一學期為原則，實習生得申請一學期，休學累計以二學年為原則，因重病、特殊事故，無法及時復學者，經專案簽請核准後，再予延長休學年限一年。

Article 17 Students may apply to the Academic Affairs Office (or Continuing Education Academic Affairs Section) for an academic leave of absence if such application is agreed by their parent(s) or guardian(s). 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. Each application shall cover only one semester. Students of internship programs may apply to take one semester off. 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.

學生因懷孕、分娩或撫育三歲以下子女，持有健保局特約醫院以上出具之證明文件申請休學，或因服兵役申請休學者，休學期間不計入休學年限計算。休學期滿，應檢附相關證明文件申請復學。

The limitations set forth above shall not apply to those whose applications for an academic leave of absence are resulted from pregnancy, childbirth or childcare of child(ren) under 3 years old with proof documentation issued by a National Health Insurance Administration contracted hospital or from military service. At the end of an academic leave of absence, relevant proof documentation shall be submitted for reinstatement.

新生及轉學生入學第一學期，須完成註冊手續後，始得申請休學。

Newly-admitted and transfer students, if in their first semester at the University, may only apply for an academic leave of absence after the enrollment process is completed.

凡於學期註冊開始後申請休學者，須先行完成註冊繳費手續。

Those who desire to apply for an academic leave of absence after the commencement of the enrollment process shall first complete enrollment and payment of fees.

學生於休學學期內已有之成績概不計算。休學期間亦不得回校重補修不及格或缺修學分。

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

第十八條 學生於休學期間應徵服役，須檢附「徵集令影本」申請延長休學期限，服役期滿再檢附退伍令申請復學。

Article 18 Students who are drafted for military service during an academic leave of absence shall submit a photocopy of the conscription order to apply for extension and the discharge order for reinstatement.

休、退學時應辦理緩徵、儘後召集消滅相關事宜。

Applications for termination of military service deferment or maximum delay shall be submitted when on an academic leave of absence or withdrawn from school.

復學及延長修業學生，應主動辦理兵役延長修業手續。

Students returning to school or applying for extended study shall apply for deferment.

第十九條 休學生復學時，應入原肄業之系相銜接之學年或學期就讀；學期中途休學者，復學時，應入原休學之學年或學期就讀。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。

Article 19 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. 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.

休學期滿未復學者以退學論。

Students who fail to reinstate at the end of an academic leave of absence shall be deemed to have withdrawn from school.

第二十條 學生有下列情形之一者，應令休學：

Article 20 Students shall be suspended from school, if:

一、自上課之日始，其缺課時數達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;

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;
or

三、於加退選截止日仍未依規定辦理選課或所選學分數不足者。

3. the students fail to select courses by the deadline or have selected courses with insufficient credit hours.

第二十一條 學生於休學期間，如有表現優良或違犯校規者，本校得視情節輕重，予以獎勵或處分。

Article 21 During an academic leave of absence, students may be rewarded or sanctioned for their good performance or violation of the rules and regulations of the University.

第二十二條 學生有下列情形之一者，應予退學：

Article 22 Students shall be expelled or withdrawn from school, if:

一、逾期未註冊或休學逾期未復學者。

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、連續二次學期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者，但下列情形者不在此限：

2. the students have failed half of their total credits of the courses attempted in one semester for two consecutive semesters, unless:

- (一) 延修生學期修習科目在九學分以內。
 - (1) the students are in their extended study with no more than nine credit hours taken for that semester; or
- (二) 身心障礙學生。
 - (2) the students are mentally or physically disabled.
- 三、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，連續二次學期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, 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, unless:
 - (一) 延修生學期修習科目在九學分以內。
 - (1) the students are in their extended study with no more than nine credit hours taken for that semester; or
 - (二) 身心障礙學生。
 - (2) the students are mentally or physically disabled.
- 四、修業期限屆滿，經依規定延長二學年（身心障礙學生經延長四學年），仍未修足所屬學系之規定應修之科目、學分與畢業條件者。
 - 4. 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);
- 五、操行成績不及格或違反校規情節嚴重，經學生獎懲相關會議決議並經校長核定退學者。
 - 5. 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 ;
- 六、未經本校同意，同時在他校註冊入學者。
 - 6. the students have concurrently enrolled in another institution without the approval of the University; or
- 七、無前列各款事由而自動申請退學者。
 - 7. the students have submitted an application for voluntary withdrawal for reasons other than those stated above.

第二十三條 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發給修業證明書。撤銷學籍者，不發給有關修業證明文件。經本校開除學籍者，不得再考入本校肄業。

Article 23 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. Such attendance certificate shall not be issued to those whose academic status has been revoked. Students who have been expelled from the University shall not take further entrance examinations to return to the University for education.

第二十四條 因違反本校校規勒令退學或操行不及格退學者，不得報考本校轉學考試。

Article 24 Students who are expelled from school due to violation of the rules and regulations of the University or failing conduct score shall not register to partake the transfer examination of the University.

第二十五條 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但在校生成得繼續在校肄業。

Article 25 Students who appeal to the University against the decision of their expulsion or dismissal through the student appeals procedure of the University may continue their study (in case of students currently enrolled) before the result of the appeal is resolved; however, the execution of the original decision will not be withheld during such process.

前項受處分學生經校內申訴，未獲救濟者或不服申訴決定者，應繕具訴願書由學校向教育部提起訴願；不服者再向行政院提起行政訴訟；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.

第四章 修業年限、學分、成績

Chapter IV Statute of Limitations, Credit Hours, Grades

第二十六條 本校採學年學分制。

Article 26 The University has adopted the credit-based system.

四年制各系修業年限以四年為原則，所修學分總數除軍訓、體育外，至少須修滿一百廿八學分。

Students of four-year programs must complete at least 128 credit hours, exclusive of credit hours for physical education and military training, within four years of study.

二年制各系修業年限不得少於二年，所修學分總數除體育外，至少須修滿七十二學分。

Students of two-year programs must complete at least 72 credit hours, exclusive of credit hours for physical education and military training, within at least two years of study.

轉學生修業期限不得少於一年。

Transfer students must complete at least one year of study.

畢業年級相當於國內高級中等學校二年級之國外或香港、澳門同級同類學校畢業生，以同等學力資格入學大學學士班者，除修足該學系應修畢業學分總數外，應增修至少 12 個畢業學分。

Students who have graduated from a school in Hong Kong, Macau, or other foreign countries with the degree equivalent to the second year of a domestic high school and meet the requirements of equivalent education level for matriculation shall complete at least 12 credit hours in addition to the graduation credits originally required.

第二十七條 學生在規定修業年限內未能修足規定學分者，得延長修業年限，至多得延長二學年。

Article 27 Students unable to complete the required credit hours within the statutory period may extend their study for a maximum of two school years.

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 with mental or physical disabilities may extend their study for a maximum of four school years if necessary.

學生因懷孕、分娩或撫育三歲以下子女之需要持有健保局特約醫院以上出具之**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。

Students with relevant **proof documentation** 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.

第二十八條 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滿一學期者為一學分。

Article 28 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.

第二十九條 學生學業成績考查，分下列三種：

Article 29 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、實務操作、報告等方式行之。

1. Routine examinations: Instructors will give written and oral examinations, actual practices, and assignment reports to evaluate students' academic performance.

二、期中考試：於學期中由教務處（或進修部）排定時間舉行之。

2. Midterm examinations: Midterm examinations will be scheduled by the Academic Affairs Office (or Continuing Education Academic Affairs Section) in the mid of each semester.

三、期末考試：於學期終由教務處（或進修部）排定時間舉行之。應屆畢業生隨低年級修習課程，其期末考試仍依低年級考試時間同時舉行。

3. Final examinations: Final examinations will be scheduled by the Academic Affairs Office (or Continuing Education Academic Affairs Section) by the end of each semester. Students in their graduate year taking courses for students of lower year level will participate in the final examination along with the students of such lower year level.

第三十條 學生實習成績依本校實習成績考查辦法之規定評定之，實習成績考查辦法由相關單位另訂之。

Article 30 Evaluation of internship students shall be conducted pursuant to the internship evaluation rules of the University. Such rules shall be enacted separately by the relevant responsible unit.

第三十一條 學生成績分為學業（包括體育、軍訓、實習）及操行二種。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 31 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

操行成績考查辦法另訂之。

Rules governing the evaluation of conduct score shall be enacted separately.

第三十二條 學生學業成績計算比重分別為

Article 32 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，並至遲於開學後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.

第三十三條 學生學期學業平均成績採下列方法計算：

Article 33 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、以各科目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、總學分積除以學分總數為學期學業平均成績。

4. Divide the Total Number of GPA Points Earned by the Total Number of Credits Attempted to determine the semester GPA.

五、學期學業平均成績之計算，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.

第三十四條 學生各學期學業(含實習)之總平均為畢業成績。

Article 34 Students' final graduation grades are based on their cumulative GPA (including points earned in internship programs).

第三十五條 學生各項成績經教師評定完成登錄後，列印紙本成績登記表送交教務處註冊組（或進修教務組）後，不得擅自更改。

Article 35 Grades assessed and logged in the system by the instructors shall be printed in hard copies and sent to the Registration and Curriculum Section of the Academic Affairs Office (or Continuing Education Academic Affairs Section). No further modifications shall be made to the grades thereafter without authorization.

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.

教師繳交及更正成績，依本校任課教師受理學生複查成績及更正成績處理要點辦理。

Faculty members shall follow the relevant grades review and modification rules of the University when turning in and modifying students' grades.

前項本校任課教師受理學生複查成績及更正成績處理要點另訂，提經教務會議通過後實施。

The above-mentioned grades review and modification rules shall be enacted separately and come into effect after being adopted by the Academic Affairs meeting.

第三十六條 凡成績不及格之科目，均不得補考，亦不給學分；必修科目（含體育）不及格須重修及格。

Article 36 Students are not eligible to take the makeup examination, nor given the credits for failed courses. Those who failed the mandatory courses (including physical education) need to retake such course until passing.

第三十七條 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，不得參加該科日期末考試，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 37 Students whose hours of absence, with or without leave, in a course amount to one-third of the total class hours for the semester shall not participate in the final examination of such course. The students shall be given a zero. However, if the absence is caused by a major disaster as determined by the competent education authority to be sufficient to affect a student's normal learning, the hours of absence will be excluded from the calculation above.

學生因懷孕、分娩或撫育三歲以下子女之照顧，而核准之事（病）假、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。

Hours of absence caused by pregnancy, childbirth or childcare of child(ren) under 3 years old with approved application for leave will also be excluded from the calculation above. In the event that the hours of absence with leave in a course amount to one-third of the total class hours for the semester, a make-up examination or other alternatives may be used to assess students' academic performance. The grades of such make-up examinations shall be the actual points earned.

第三十八條 學生於期中及期末考試時因故請假核准者，得予補考以一次為限。除公假、重病住院、分娩假、直系親屬或配偶之喪假補考按實際成績給分，其他事故請假補考者，其成績以六十分為基數，超過部分以50%計算，不及格者以實得分數計算。

Article 38 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. The grades of such make-up examinations taken by students who were unable to take the examination due to public duties, severe illness, pregnancy leave, death of the spouse or a lineal relative will be the actual points earned. For students taking the make-up examinations for reasons other than those stated above, 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%.

第三十九條 期中、期末考試時，未經准假擅自曠考者，以零分計，不准補考。應參加補考學生，經規定補考日期而無故不參加考試者，其補考成績以零分計。

Article 39 If a student fails to attend a midterm or final examination without taking a leave, the grades of such examination will be zero. Same rule shall apply to those who fail to take a make-up examination without a legit reason.

第四十條 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 40 Students' grades shall be rounded to the nearest whole number. Cumulative GPA and graduation grades are rounded to the nearest two decimal places.

第四十一條 學生所修全學年之課程，其前學期成績不及格得准繼續修習次學期課程；至於未修科目之補修時，是否需按學期先後順序修讀，由系主任認定之。

Article 41 A student who fails a full-year course in the first semester may be allowed to take the subsequent part of the course in the following semester. The responsible department

chair shall determine whether the student needs to retake the failed part of the course in certain sequence.

第四十二條 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 42 Students who are found upon investigation to have cheated in examinations shall be sanctioned pursuant to the relevant examination rules which shall be enacted separately.

第四十三條 學生入學及轉學生轉入年級前已修習及格之科目學分，在學非師資生在校期間修習本校所開師資職前教育課程，得於入學、轉入或經甄試通過為師資生時，依本校科目學分抵免辦法申請採計或抵免科目學分。

Article 43 Transfer of credits or exemption from specific courses may be granted to students (including transfer students) who have earned credits with satisfactory grades prior to the date of matriculation in accordance with the relevant credit exemption and transfer guidelines of the University. Same rule may apply to the credits earned by those non pre-service teachers in any pre-service education program of the University when these students are admitted or transfer to the University or pass the screening test of the University as pre-service teachers.

第四十四條 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 44 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.

第五章 輔系、雙主修、教育學程

Chapter V Minors, Dual Majors, Teacher Education Programs

第四十五條 本校四年制各系學生，除入學年級及四年級第二學期外，得申請轉系，轉系辦法另訂之。

Article 45 Students of four-year programs may apply for department transfers at any time except when in the year of matriculation and second semester of the fourth year of study. Relevant rules governing department transfers shall be enacted separately.

第四十六條 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 46 Students, except for students in graduation year or extended study, of four-year programs starting in their second year of study and students of two-year programs starting in their second semester of their third year of study may select a minor study.

本校各系選讀輔系辦法另訂之，並報部備查。

Relevant rules for minor studies shall be enacted separately and submitted to the MOE for future reference.

第四十七條 四年制學生自二年級起至應屆畢業年級第一學期止(不包括延長修業年限)，其前一學年成績優異，得申請修讀其他學系為雙主修；二年制學生自三年級第二學期起至應屆畢業年級第一學期(不包括延長修業年限)，其前一學期成績優異者，得申請修讀其他學系為雙主修。

Article 47 Students of four-year programs who have maintained an excellent grade in the previous academic year may add a second major to their degree plans during the period from their second year of study to the first semester of their graduation year (exclusive of extended period of study). Students of two-year programs who have maintained an excellent grade in the previous semester may add a second major to their degree plans during the period from the second semester of their third year of study to the first semester of their graduation year (exclusive of extended period of study).

本校各系選讀雙主修辦法另訂之，並報部備查。

Relevant rules governing double majors shall be enacted separately and submitted to the MOE for future reference.

第四十八條 本校各系所選讀教育學程辦法另訂之。

Article 48 Relevant rules governing the selection of teacher education programs by the individual departments/institutes of the University shall be enacted separately.

第六章 畢業、學位

Chapter VI Graduation, Degrees

第四十九條 學生修業期滿，並合於下列規定者，由本校授予學士學位並發給學位證書。

Article 49 Students who have completed their study within the statutory period and satisfy all of the conditions below shall be conferred a bachelor's degree from the University:

一、修滿應修之必修與選修科目及學分數，成績及格。

1. having completed all the required courses and credit hours for graduation;

二、操行、體育各學期成績均及格者。

2. possessing satisfactory conduct score and physical education score for all semesters;

三、有實習年限者，並已實習完成。

3. having completed the internship program, if applicable; and

四、四年制各系學生需通過「英文能力檢定」及各系另訂之相關證照等畢業條件始准予畢業。

4. having passed the English proficiency examination and obtained all required certificates as required by the relevant department in case of students of four-year programs .

各系另訂之畢業條件應經校務會議通過，並簽請校長核定後公告實施。

Additional graduation requirements set forth by individual departments shall be adopted by the University Council and approved by the President prior to announcement and implementation.

英文能力檢定要點及應屆畢業生畢業資格審查辦法另訂之。

Relevant rules governing the English proficiency examinations and review of graduation qualifications shall be enacted separately.

第四十九條之一 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 49-1 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.

第五十條 延長修業之學生須於延長修業年限之第二學期重修或補修者，第一學期得申請休學，免予註冊；未註冊、未選課者視同休學，註冊者至少應選一個科目。

Article 50 Students in their extended study with the need to retake or make up a course only in the second semester of a school year may apply for an academic leave of absence for the first semester without completing the enrollment process. Students without completing the enrollment or course selection process will be deemed as having applied for an academic leave of absence. Students who have completed the enrollment process shall take at least one course.

第五十一條 學生修業期間，合於下列標準者，得申請提前一學期畢業：

Article 51 Students who satisfy the following conditions may request to graduate one semester earlier than scheduled:

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。

having completed all the required courses and credit hours for graduation with an average score of 80 or higher for each semester;

操行成績各學期均在八十分以上。

possessing a conduct score of 80 or higher for each semester;

體育成績各學期均在七十分以上。

having completed physical education with an average score of 70 or higher for each semester; and

各學期名次均在該系（組）該班級學生數前百分之五以內。

having maintained among the top 5% of students within the class and department (section).

提前畢業辦法另訂之。

Relevant rules governing early graduation shall be enacted separately.

第五十二條 學生在規定修業期限屆滿前一學期，已修足該系（組）規定之科目及學分數，而未提前畢業者，仍應註冊入學，並至少修習一門課。

Article 52 Students who have completed and earned all required courses and credit hours one semester earlier than the scheduled graduation date without applying for early graduation shall complete the enrollment process and take at least one course.

第三篇 進修部

SECTION III CONTINUING EDUCATION PROGRAMS

第五十三條 進修部招生入學之學歷資格依第四條規定，報考條件等依照該學年度招生簡章規定辦理。

Article 53 Academic qualifications for admissions to continuing education programs shall be subject to Article 4 herein. Requirements for matriculation examinations shall be subject to the recruitment brochure stipulated for the current school year.

第五十四條 學生每學期註冊所選學分數不得少於九學分。校外實習期間學生所選最低學分數另訂之。

Article 54 The credit hours registered per semester shall not be fewer than nine credit hours. Minimum credit hours for students during off-campus internship will be stipulated separately.

學生每學期註冊繳費，依一般規定辦理之。

Matters in relation to registration and fees will be subject to the general rules herein.

第五十五條 四年制各系所修學分總數除軍訓、體育外，至少須修滿一百廿八學分。二年制各系所修學分總數除體育外，至少須修滿七十二學分。

Article 55 Students of four-year programs must complete at least 128 credit hours, exclusive of credit hours for physical education and military training. Students of two-year programs must complete at least 72 credit hours, exclusive of credit hours for physical education.

第五十六條 二年制修業年限不得少於二年；四年制以四年為原則；轉學生修業年限不得少於一年。

Article 56 Students of two-year programs shall complete all study for a period of at least two years. Students of four-year programs shall complete all study for a period of four years. Transfer students shall complete all study for a period of at least one year.

前項修業年限至多得延長二年。

The statutory period set forth in the preceding paragraph may be extended for a maximum of two years.

學生因懷孕、分娩或撫育三歲以下子女之需要持有相關證明者，得依其需求延長修業年限。

Students with relevant proof documentation may apply to extend the statutory period according to their needs in case of pregnancy, childbirth, or childcare of child(ren) under 3 years old.

第五十七條 本篇未規定者，準用第二篇有關之規定。

Article 57 Matters not provided for herein shall be subject, mutatis mutandis, to provisions of SECTION II herein.

第四篇 研究所

SECTION IV GRADUATE INSTITUTES

第一章 入學

Chapter I Admissions

第五十八條 凡在公立或已立案之私立大學、獨立學院或符合教育部採認規定之國外大學、獨立學院有關學系畢業，得有學士學位或具有同等學力規定之資格，經本校研究所碩士班入學考試或甄試錄取者，得入本校研究所碩士班肄業。

Article 58 Students who have graduated from a domestic public or accredited private university or independent institution or an overseas university or independent institution that meets the criteria set by the MOE with a bachelor's degree or equivalent education level and have passed the entrance examination or screening test for the master's programs, may be admitted to the master's programs of the University.

凡在公立或已立案私立大學或獨立學院或教育部認可之國外大學或獨立學院有關學系畢業得有碩士學位或具有同等學力規定之資格，經本校研究所博士班招生考試錄取者，得入本校研究所博士班就讀。

Students who have graduated from a domestic public or accredited private university or independent institution or an overseas university or independent institution that meets the criteria set by the MOE with a master's degree or equivalent education level and have passed the entrance examination or screening test for the doctoral

programs, may be admitted to the doctoral programs of the University.

第二章 繳費、註冊、選課

Chapter I Fees, Enrollment, Course Selection

第五十九條 研究生於每學期註冊時，應依照規定繳交各項費用。

Article 59 Graduate students shall pay all applicable fees on the enrollment date in each semester.

第六十條 研究生應於規定時間內，經指導教授同意後選定論文題目，並經研究所向教務處（或進修部）登記。

Article 60 Graduate students shall decide on the subject of their theses as approved by the instructing professors and submit such subject to the Academic Affairs Office (or Continuing Education Academic Affairs Section) through the relevant graduate institutes within the deadline

第三章 修業年限、學分、成績

Chapter III Statute of Limitations, Credit Hours, Grades

第六十一條 碩士班修業年限以 1 至 4 年為限。博士班修業年限以 2 至 7 年為限。在職進修研究生未於規定修業期限修滿應修課程或未完成學位論文者，因特殊需要得酌予延長修業期限以 1 年為限。

Article 61 Master's programs shall be completed within one to four years; while doctoral programs, two to seven years. Part-time graduate students who are not able to complete all the required courses or finish the theses within the statutory period may request for an extension of no more than one year.

學生因懷孕、分娩或撫育三歲以下子女之需要持有相關證明者，得依其需求延長修業年限。

Students with relevant proof documentation may apply to extend the statutory period according to their needs in case of pregnancy, childbirth, or childcare of child(ren) under 3 years old.

第六十二條 研究生應修學分總數由各研究所訂定，碩士班研究生至少應修滿 24 學分及論文 6 學分。博士班研究生至少須修滿 36 學分及論文 6 學分。

Article 62 The total number of credit hours required for graduation shall be decided by the individual graduate institutes. Students of master's programs must complete a minimum of 24 credit hours of coursework and 6 credit hours of thesis research. Students of doctoral programs must complete a minimum of 36 credit hours of coursework and 6 credit hours of thesis research.

為研究需要，碩士班經所長核可得修大學部所開課程，並以 6 學分為限，但所修學分數不納入研究所最低應修學分數內。博士班下修碩士班課程不納入畢業學分數內。

For the purpose of research, students of master's programs may, with the permission of the responsible director, take courses for undergraduate programs for no more than 6 credit hours, which shall not be counted toward the minimum credit hours required for graduation. Credit hours earned by students of doctoral programs taking courses for master's programs shall not be counted toward the credit hours required for graduation.

第六十三條 研究生每學期所修科目與學分，由各研究所訂定。但第一學年每學期所修學分數，不得少於 6 學分，不得多於 24 學分。

Article 63 The courses and credit hours to be taken by the graduate students in each semester shall be determined by the individual graduate institutes, provided that graduate students shall take courses of neither fewer than 6 nor more than 24 credit hours in each semester of the first school year.

第六十四條 研究生學業成績以 100 分為滿分，70 分為及格。不及格之科目不得補考，必修科目不及格應重修。

Article 64 Full score for academic performance is 100 points with 70 points as the passing grade. No make-up examinations will be given to students who fail any given course. Should a student fail a mandatory course, the student shall retake the course.

研究生之畢業成績為其學業平均成績與學位考試成績之平均數。

The graduation grade shall be the average of a student's cumulative GPA and the grades earned as a result of the thesis defense.

第六十五條 研究生之學位考試，以口試為原則，其考試辦法另定之，並報教育部備查後實施。

Article 65 The thesis defense is carried out orally. Relevant rules governing thesis defense shall be enacted separately and submitted to the MOE for future reference prior to implementation.

第四章 請假、休學、復學、退學

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

第六十六條 研究生請假、休學、復學、退學及違犯校規之處置比照本學則有關條文之規定辦理。

Article 66 Provisions in relation to undergraduate students' leaves, academic leave of absence, reinstatement, withdrawal and punishment for violation of the rules and regulations of the University set forth herein shall apply, mutatis mutandis, to graduate students.

研究生因懷孕、分娩或撫育三歲以下子女之需要持有相關證明者，其休學期間不計入休學年限計算。亦得依其需求延長修業年限，成績考核比照學則第三十七條規定辦理。

Hours of absence caused by pregnancy, childbirth or childcare of child(ren) under 3 years old supported by relevant proof documentation will be excluded from the calculation of years of academic leave of absence and the statutory period extended accordingly. Evaluation of academic performance shall be subject, mutatis mutandis, to Article 37 herein.

第六十七條 研究生學業成績有下列情形之一者，應令退學：

Article 67 Graduate students shall be expelled from school, if:

一、修業期限屆滿，仍未修完應修科目與學分者。

1. the students fail to complete and earn all the mandatory courses and credit hours when the statutory period expires;

二、學位考試不及格，不合重考規定或經重考 1 次仍不及格者。

2. the students fail the master's/doctoral examinations without being eligible for taking a second examination or fail the second examination given as well;

三、除論文外，當學期所修科目學期考試全部曠考或學期成績全部零分者。

3. the students fail to show up for all examinations in one semester or obtain zero point for semester GPA except for the thesis; or

四、博士班研究生入學後，未能於各研究所規定年限內，通過博士學位候選人資格考核者。

4. the doctoral students fail to pass the candidacy examination within the period of time stipulated by the relevant graduate institutes.

第五章 畢業、學位

Chapter V Graduation, Degrees

第六十八條 研究生合於下列各項規定者，准予畢業：

Article 68 Graduate students satisfying the following conditions are qualified for graduation:

一、在規定年限內修滿規定科目與學分。

1. having completed and earned all the mandatory courses and credit hours within the statutory period;

二、通過本校規定碩、博士學位考試。

2. having passed all the examinations respectively required for Ph.D. Degree and Master's Degree;

三、操行成績各學期均及格。

3. possessing a satisfactory conduct score for all semesters; and

四、符合各所語文能力檢定、相關證照、基礎課程補修等相關規定者。

4. passing the requirements for language proficiency, certificates, and taking of pre-requisite courses as set out by the relevant graduate institutes.

第六十九條 合於前條規定之碩士班研究生，由本校發給學位證書，授予碩士學位。合於前條規定之博士班研究生，由本校發給學位證書，授予博士學位。

Article 69 Students of master's programs who satisfy the conditions listed in the preceding article shall be conferred a master's degree and issued a diploma. Students of Ph.D. programs who satisfy the conditions listed in the preceding article shall be conferred a Ph.D. degree and issued a diploma.

所授予之學位，如發現其論文、創作、書面報告或技術報告等有抄襲或舞弊情事，經調查屬實者，應予撤銷，並公告註銷其已發之學位證書；其有違反其他法令者，並應依相關法令處理。

In the event that a student is found upon investigation to have committed plagiarism or used fraudulent means in preparing a thesis, dissertation, work of art, written report, or technical report, the University shall revoke the degree so conferred and issue a public notice to announce the invalidation of the diploma previously issued. In case of violation of other laws or regulations, the relevant laws or regulations shall apply.

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。

In the event that a student who 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, upon special approval of the Student Affairs Office, may be deferred before the final disciplinary decision is made.

第五篇 學籍管理

SECTION V ADMINISTRATION OF ACADEMIC RECORDS

第七十條 本校學生學籍資料所登記之學生姓名、出生地、出生年月日及身分證字號，應以身分證所載者為準。入學資格證件所載與身分證所載不符者，應即更正。

Article 70 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.

第七十一條 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（含懷孕、分娩或撫育三歲以下子女之需要申請保留入學資格者）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 71 The University shall compile and perpetually preserve a roster of newly-admitted students (including those whose admission qualifications are reserved), transfer students (including those whose admission qualifications are reserved due to pregnancy, childbirth or childcare of child(ren) under 3 years old) 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).

第七十二條 學生在校肄業之系（組）、班別、肄業年級、學業成績，註冊、休學、復學、退學、轉系、輔系、雙主修等學籍記錄，概以教務處（或進修部）各項學籍與成績登記原始表冊為準。

Article 72 A student's academic record such as major field of study (including degree program(s), major(s), minor(s), change of major, double major, year of study, and class information), 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 (or Continuing Education Academic Affairs Section).

本校學生學籍資料，應由本校教務處永久保存。

Such academic record shall be perpetually preserved by the Academic Affairs Office of the University.

第七十三條 在校生及畢（肄）業生申請更改姓名、出生地、出生年月日或身分證字號者，應檢具戶政機關發給之有效證件，向教務處（或進修部）申請核准更改。

Article 73 Current students and graduates shall provide valid identifications issued by a household registration agency to the Academic Affairs Office (or Continuing Education Academic Affairs Section) to request for change of name, place of birth, date of birth or ID number.

第七十四條 前項學生學籍資料由本校永久保存，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 74 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.

第六篇 附則

SECTION VI SUPPLEMENTARY PROVISIONS

第七十五條 學生出國期間，有關學業及學籍處理之規定另訂之。

Article 75 Relevant rules governing the academic affairs and academic records during the period when students are abroad shall be enacted separately.

第七十六條 學生因重大獎懲、重大案件或本校行政措施致嚴重影響其權益者，得向本校學生申訴評議委員會提出申訴，其辦法另訂之。

Article 76 If a student finds a major sanction, event or administrative measure given by, involved with, or taken by the University has severely affected his/her rights and interest, the student may submit a complaint/appeal with the complaint/appeal review commission of the University. Relevant rules shall be enacted separately.

第七十七條 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 77 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.

第七十八條 本學則如有未盡事宜，依其他有關法令辦理。

Article 78 Matters not provided for in this Academic Rules and Regulations shall be governed by the relevant laws and regulations.

第七十九條 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 79 This Academic Rules and Regulations 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.