

# National Kaohsiung University of Hospitality and Tourism

## Guidelines for Protecting the Learning Rights of Students Affected by Major Disasters

### 維護突遭重大災害學生學習權益處理要點

105 年 5 月 26 日 104 學年度第 2 學期教務會議審議通過  
Amended and approved by academic affairs meeting on May 26, 2016

- 一、本校為協助突遭重大災害學生就學，保障學生學習權益，建立彈性修業機制，特依據教育部「專科以上學校維護突遭重大災害學生學習權益處理原則」訂定本要點（以下簡稱本要點）。
  1. These Guidelines are formulated to assist students who are suddenly affected by major disasters in continuing their studies, to protect their learning rights, and to establish a flexible academic system, in accordance with the Principles for Protecting the Learning Rights of Students Affected by Major Disasters at Postsecondary Institutions issued by the Ministry of Education (hereinafter referred to as “these Guidelines”).
- 二、本要點所稱影響學生正常學習之重大災害，由教育主管機關認定之。
  2. Major disasters that affect students’ normal studies, as referred to in these Guidelines, shall be determined by the competent educational authority.
- 三、對突遭影響學生正常學習之重大災害時，本校得視個案情形，從寬適用以下彈性修業機制，協助學生渡過重大災害。
  3. In cases where students’ normal studies are affected by major disasters, the University may, on a case-by-case basis, apply the following flexible academic mechanisms leniently to assist students in overcoming the impact of such disasters.
    - (一) 入學考試及資格
      - (1) Entrance Examinations and Admission Eligibility
        1. 報名入學考試：學生已報名本校各入學招生管道且須到校應考者，由本校協助提供特殊考場應試服務；如學生未能應試，得申請退費。
          - A. Application for Entrance Examinations: For students who have applied for any admission channels of the University and are required to take examinations on campus, the University shall provide assistance for special examination arrangements. If the student is unable to attend the examination, they may apply for a refund.
          2. 招生報到：經各入學考試錄取本校之學生，得以通訊方式向本校辦理報到及檢具相關證明補辦程序，並得委託他人辦理相關作業。
            - B. Admission Registration: Students who have been admitted through the University’s entrance examinations may complete registration and submit supporting documents via correspondence. They may also authorize another person to handle the relevant procedures on their behalf.

3. 保留入學資格：經錄取報到之學生，於註冊截止前，得以通訊方式向本校申請保留入學資格及檢具相關證明補辦程序，並得委託他人辦理相關作業，毋須註冊及繳納相關學雜費用；保留入學資格期滿仍無法入學者，得視個案需求專案延長保留入學資格期限。

C. Reservation of Admission Eligibility: Students who have been admitted and completed registration may, before the registration deadline, apply via correspondence to reserve their admission eligibility and submit supporting documents, and may authorize another person to handle the procedures on their behalf. During the reservation period, registration and payment of tuition and miscellaneous fees are not required. If the reservation period expires and the student is still unable to enroll, the University may, on a case-by-case basis, grant a special extension of the reservation period.

(二) 註冊、繳費

(2) Registration and Payment

1. 註冊：學生得以通訊方式向本校申請延後註冊及檢具相關證明補辦程序，並得委託他人辦理相關作業。

A. Registration: Students may apply to the University for deferred registration via correspondence and submit the relevant supporting documents. They may also authorize another person to handle the procedures on their behalf.

2. 繳費：專科及學士班學生所修科目學分如未達每學期最低應修科目學分，得依所修學分數繳交學分費，毋須繳交全額學雜費；碩、博士班學生所修科目學分如未達每學期最低應修科目學分，得依所修學分數繳交學分費，免收學雜費基數。

B. Payment of Fees: For junior college and undergraduate students, if the credits of courses taken in a semester do not reach the minimum required credits for that semester, tuition shall be paid based on the number of credits taken, and full tuition and miscellaneous fees shall not be required. For master's and doctoral students, if the credits of courses taken in a semester do not reach the minimum required credits for that semester, tuition shall be paid based on the number of credits taken, and the tuition and miscellaneous fee base shall be waived.

(三) 選課（含跨校選課）、修課方式及請假

(3) Course Enrollment (Including Cross-School Enrollment), Course Attendance, and Leave

1. 每學期最低應修科目及學分：本校選課機制得予放寬，使學生選課不受每學期最低應修科目學分數限制。

A. Minimum Courses and Credits per Semester: The University may relax its course enrollment mechanism, allowing students to register for courses without being subject to the minimum required courses and credits per semester.

2. 學生如有就近修課之特殊需求，本校得予主動聯繫鄰近學校，協調學生就近跨校修讀課程；本校得視個案情形，酌情收取學分費。

B. Special Needs for Nearby Courses: If students have special needs to take courses nearby, the University may proactively contact neighboring institutions to coordinate cross-school enrollment. The University may, on a case-by-case basis, charge tuition based on credits taken.

3. 本校跨校選課條件得予放寬，使學生選課不受重補修課程、原就讀學校未開課程及修讀科目學分數限制。

C. Cross-School Enrollment Conditions: Conditions for cross-school enrollment may be relaxed, allowing students to register for courses without being restricted by repeated courses, courses not offered at the home institution, or the number of credits.

4. 修課方式：本校於確保學生學習品質之前提下，得以彈性措施，開設同步或非同步之遠距教學協助學生修讀課程。

D. Course Delivery: While ensuring the quality of student learning, the University may adopt flexible measures to offer synchronous or asynchronous distance learning to assist students in completing courses.

5. 缺課請假：學生得以通訊方式向本校請假及檢具相關證明補辦程序，並得委託他人辦理相關作業，不受缺課扣考、勒令休學規定限制。

E. Leave for Absences: Students may apply for leave via correspondence and submit supporting documents, and may authorize another person to handle the procedures on their behalf. Such absences shall not be subject to restrictions on class absences, make-up examinations, or enforced suspension.

(四) 資格權利之保留：

(4) Retention of Eligibility and Rights

本校得審酌學生身心狀況及學習需要，協助學生保留赴境外修讀雙聯學位、研修或交換之資格；參與職訓課程、建教或產學合作計畫等之資格。前述各項資格權利保留事宜，由本校各業務權責單位專案處理。

The University may, based on the student's physical and mental condition and learning needs, assist students in retaining eligibility for: Studying dual-degree programs, research programs, or exchanges abroad; Participation in vocational training courses, cooperative education programs, or industry-academia collaboration projects. The retention of the above eligibility and rights shall be handled on a case-by-case basis by the University's respective administrative units responsible for each program.

(五) 成績考核及學分抵免

(5) Academic Assessment and Credit Transfer

1. 成績考核：本校各系所得依科目性質，調整成績評定方式，以補考或其他補救措施處理科目成績，補考成績並按實際成績計算。

A. Academic Assessment: Departments may, according to the nature of the courses, adjust the methods of grade evaluation. Makeup examinations or other remedial measures may be applied to address course performance, and grades from makeup assessments shall be

calculated based on actual performance.

2. 學分抵免：本校得予放寬學生申請抵免之科目學分數。

B. Credit Transfer: The University may relax the regulations regarding the number of course credits that students may apply to transfer or have recognized.

(六) 轉系：本校經審酌學生身心狀況後，得協助學生轉入適當系所修讀。

(6) Department Transfer: The University may, after considering the student's physical and mental condition, assist the student in transferring to an appropriate department for study.

(七) 休退學、復學、退費及修業期限

(7) Leave of Absence, Withdrawal, Reinstatement, Refunds, and Study Period

1. 學生得以通訊方式向本校申請休學及檢具相關證明補辦程序，並得委託他人辦理相關作業，毋須註冊及繳納相關學雜費用，不受期末考試開始後不得申請休學規定之限制；休學期限屆滿仍無法復學者，得予專案延長休學期限。

A. Students may apply to the University for a leave of absence via correspondence and submit supporting documents, and may authorize another person to handle the procedures on their behalf. During the leave period, registration and payment of tuition and miscellaneous fees are not required. Students are not subject to the restriction that leave cannot be applied for after the start of final examinations. If the leave period expires and the student is still unable to resume studies, the University may grant a special extension of the leave period.

2. 學生申請休退學已繳費者，本校得酌情退回學生相關學雜費用，不受學生休退學時間點限制。

B. For students who have applied for leave or withdrawal and have already paid fees, the University may, at its discretion, refund the relevant tuition and miscellaneous fees, regardless of the timing of the leave or withdrawal.

3. 本校得審酌學生身心狀況及學習需要，使學生不受學業成績不及格退學規定限制。

C. The University may, based on the student's physical and mental condition and learning needs, exempt students from the regulations on dismissal due to failing academic performance.

4. 若學生復學時遇有原肄業系所變更或停辦時，本校得輔導學生至適當學系所修業，且系所應對學生進行選課輔導。

D. If, upon reinstatement, the student's original department has changed or been discontinued, the University may guide the student to an appropriate department, and the department shall provide course enrollment counseling.

5. 若學生修業期限屆滿仍無法修畢應修科目學分者，本校得專案延長其修業期限。

E. If a student is unable to complete the required courses and credits within the standard study period, the University may, on a case-by-case basis, grant an extension of the study period.

(八) 畢業資格條件

(8) Graduation Requirements

1. 畢業應修科目學分：本校得依課程之科目性質，酌情調整課程（如實習、體育及服務學習）之學習內涵及學習時數。

A. Required Credits for Graduation: The University may, based on the nature of individual courses, make appropriate adjustments to course content and required learning hours (such as internships, physical education, and service-learning courses).

2. 其他畢業資格條件：本校得放寬學生畢業資格條件（如英文檢定、證照考試），提供學生替代方案。

B. Other Graduation Requirements: The University may relax certain graduation requirements (such as English proficiency tests or professional certification examinations) and provide alternative options for students.

四、本要點如有未盡事宜，悉依教育部「專科以上學校維護突遭重大災害學生學習權益處理原則」及本校相關規定辦理。

4. For matters not specified herein, they shall be handled in accordance with the Ministry of Education's Principles for Safeguarding the Learning Rights of Students in Junior Colleges and Above Affected by Major Sudden Disasters and the relevant regulations of the University.

五、本要點經教務會議審議通過，陳請校長核定後施行，修正時亦同。

5. These guidelines shall be implemented after being reviewed and approved by the Academic Affairs Meeting and ratified by the President. The same procedure shall apply to any amendments.

本規章負責單位：教務處註冊課務組