

國立高雄應用科技大學學則
National Kaohsiung University of Applied Sciences
Academic Policies

- 87.7.23 台(87)技(四)字第八七〇七七六二八號函核備
Letter Tai (87)- Chi(IV)-Zhi No. 87077628 filed on July 23, 1998 for record
- 89.6.14 校務會議修正通過、89.7.27 報教育部備查
Amended and passed at University Affairs Committee meeting on June 14, 2000;
filed on July 27, 2000 with Ministry of Education for record
- 89.8.10 來文修正、89.8.22 依來文修正報部備查
Instructed by the Ministry to amend on Aug. 10, 2000;
Amended as requested and filed with the Ministry on Aug 22, 2000 for record
- 89.9.4 台(89)技(四)字第八九一〇七二〇七號准予備查
Letter Tai (89)- Chi(IV)-Zhi No. 8910720 permitted for record on September 4, 2000
- 90.5.16 校務會議通過 90.6.27 台(90)技(四)字第九〇〇九〇九九七號准予備查
Passed at University Affairs Committee meeting on May 16, 2001;
- Letter Tai (90)- Chi(IV)-Zhi No. 90090997 ratified for record on June 27, 2001.
- 91.6.26 務會議通過 91.7.17 台(91)技(四)字第九一一〇二八八一號准予備查
Passed at University Affairs Committee meeting on June, 26, 2002;
- Letter Tai (91)- Chi(IV)-Zhi No. 91102881 permitted for record on July 17, 2002
- 92.4.14 校務會議通過 92.10.03 台技(四)字第〇九二〇一四一七一號准予備查
Passed at University Affairs Committee meeting on April 14, 2003;
- Letter Tai-Chi(IV)-Zhi No. 0920141171 permitted for record on October 3, 2003
- 92.11.12 校務會議通過 92.12.23 台技(四)字第〇九二〇一八三五五九號准予備查
Passed at University Affairs Committee meeting on November 12, 2003;
- Letter Tai-Chi(IV)-Zhi No. 0920183559 permitted for record on Dec 23, 2003
- 93.4.14 校務會議通過 93.8.3 台技(四)字第〇九三〇一〇一九五四號准予備查
Passed at University Affairs Committee meeting on April 14, 2004;
- Letter Tai-Chi(IV)-Zhi No. 09300101954 permitted for record permitted on Aug 3, 2004
- 93.11.17 校務會議通過 93.12.1 台技(四)字第〇九三〇一五九〇七九號准予備查
Passed at University Affairs Committee meeting on November 17, 2004;
- Letter Tai-Chi(IV)-Zhi No. 0930159079 permitted for record on Dec 1, 2004
- 95.6.7 校務會議修正通過；教育部 95.7.31 台技(四)字第 0950112271 號准予備查
Amended and passed at University Affairs Committee meeting on June 7, 2006;
- Letter Tai-Chi(IV)-Zhi No. 0950112271 permitted for record on July 31, 2006
- 95.11.29 校務會議修正通過；教育部 95.12.13 台技(四)字第 0950185782 號准予備查
Amended and passed at University Affairs Committee meeting on Nov 29, 2006;
- Letter Tai-Chi(IV)-Zhi No. 0950185782 permitted for record on Dec 13, 2006
- 96.5.30 校務會議修正通過；教育部 96.06.25 台技(四)字第 0960095536 號函准予備查
Amended and passed at University Affairs Committee meeting on May 30, 2007;
- Letter Tai-Chi(IV)-Zhi No. 0960095536 permitted for record on June 25, 2007
- 96.11.21 校務會議修正通過；教育部 96.12.04 台技(四)字第 0960185626 號函准予備查
Amended and passed at University Affairs Committee meeting on November 21, 2007;
- Letter Tai-Chi(IV)-Zhi No. 0960185626 permitted for record on Dec 4, 2007
- 97.01.09 校務會議修正通過；教育部 97 年 3 月 12 日台技(四)字第 0970031967 號函同意備查
Amended and passed at University Affairs Committee meeting on Jan 9, 2008;
- Letter Tai-Chi(IV)-Zhi No. 0970031967 permitted for record on Mar 12, 2008
- 98.05.04 校務會議修正通過；教育部 98 年 7 月 21 日台技(四)字第 0980126523 號函同意備查
Amended and passed at University Affairs Committee meeting on May 4, 200; July 21, 2009;
- Letter Tai-Chi(IV)-Zhi No. 90090997 ratified for record
- 98.06.15 校務會議修正通過；教育部 98 年 8 月 24 日台技(四)字第 0980141350 號函同意備查
Amended and passed at University Affairs Committee meeting on June 8, 2009;
- Letter Tai-Chi(IV)-Zhi No. 0980126523 approved for record on Aug 24, 2009
- 99.04.26 校務會議修正通過；教育部 99 年 5 月 21 日台技(四)字第 0990087444 號函同意備查
Amended and passed at University Affairs Committee meeting on April 26, 2010;
- Letter Tai-Chi(IV)-Zhi No. 0990087444 approved for record, 2010
- 99.06.14、99.11.15 校務會議修正通過；教育部 99 年 11 月 30 日臺技(四)字第 0990202975 號函備查
Amended and passed at University Affairs Committee meeting on June 14/ November 15, 2010 ;
- Letter Tai-Chi(IV)-Zhi No. 0990202975 approved for record Nov 30, 2010
- 100.06.13 校務會議修正通過；教育部 100 年 7 月 11 日臺技(四)字第 1000115152 號函核定備查
Amended and passed at University Affairs Committee meeting on June 13, 2011;
- Letter Tai-Chi(IV)-Zhi No. 1000115152 ratified for record on July 11, 2011
- 100.11.14 校務會議修正通過；教育部 100 年 12 月 27 日臺技(四)字第 1000233435 號函核定備查

Amended and passed at University Affairs Committee meeting on November 13, 2011;
Letter Tai-Chi(IV)-Zhi No. 1000233435 ratified for record on Dec 27, 2011
102.01.07 校務會議修正通過；教育部 102 年 1 月 25 日臺教技(四)字第 1020011610 號函核定備查
Amended and passed at University Affairs Committee meeting on 1 January 7, 2013;
Letter Tai-Chiao-Chi(IV)-Zhi No. 1020011610 ratified for record on Jan 25, 2013
102.06.17 校務會議修正通過；教育部 102 年 7 月 9 日臺教技(四)字第 1020102086 號函同意備查
Amended and passed at University Affairs Committee meeting on June 17, 2013;
Letter Tai-Chiao-Chi(IV)-Zhi No. 1020102086 approved for record on July 9 2013

第一篇 總 則

Volume I General Principles

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。

Article 1 The Academic Policies are established in accordance with “University Act,” “Enforcement Rules of University Act,” “Degree Conferral Law,” “Enforcement Rules of Degree Conferral Law,” and other applicable legislations to manage students’ academic status and other related matters.

第二條 本校附設專科部學則，另訂之。

Article 2 The academic policies for the junior college affiliated to the University shall be further established.

第二篇 大 學 部

Volume II Undergraduate Programs

第一章 入 學

Chapter 1 Admission

第三條 本校於每學年之始，公開招考四年制各系一年級與二年制各系三年級新生，擬定招生辦法，報教育部核定後，據以訂定招生簡章辦理招生，其招生簡章另訂之。

Article 3 The University admits freshmen of four-year programs and juniors of two-year programs through entrance examinations at the beginning of each academic year. The guidelines on student recruitment are established, filed with Ministry of Education for approval, and followed for creating admission brochure to recruit students. The admission brochure shall be further created.

第四條 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：
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。
二、合於相關同等學力資格者。

Article 4 Those possessing one of the following qualifications and accepted in the recruitment

process may be admitted to the four-year (bachelor's degree) program of the University:

1. Graduating from public or accredited private vocational high school, or five-year vocational school
2. Possessing equivalent academic abilities

第五條 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：

- 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採認規定之國外專科以上學校畢業者。
- 二、合於相關同等學力資格者。

Article 5 Those possessing one of the following qualifications and accepted in the recruitment process may be admitted to the two-year (bachelor's degree) program of the University:

1. Graduating from public or accredited private junior college or foreign junior college recognized by Ministry of Education.
2. Possessing equivalent academic abilities

第六條 本校依有關規定，酌收身心障礙生、海外僑生、境外學生等其他特種身份學生，外國學生招生辦法另訂之並報請教育部核定。

Article 6 The University, abiding by applicable regulations, admit students with mental or physical disabilities, overseas Chinese students, students from abroad, and students with special identity. Guidelines for admission of foreign students shall be further established and filed for approval with Ministry of Education.

第六條之一

本校得以國際學術合作方式與境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；本校與境外大學辦理雙聯學制實施要點另訂之。

Article 6.1 The University may work with foreign universities in the form of international academic collaboration to confer degree of various levels or double degrees. The collaboration will proceed in accordance with applicable regulations; the conferral of joint degrees under such collaboration shall be governed by regulations further formulated.

第七條 凡經錄取之新生，應於規定日期來校辦理入學手續，逾期不辦理者，取消入學資格。

Article 7 Students who are offered admission should enroll on specified dates. Those who fail to enroll by the deadline will be disqualified for admission.

第八條 新生因病、特殊事故或依兵役法規定服役而不能按時入學時，應於註冊截止前，檢具相關證明文件，報請學校核准後，保留入學資格一年，不須繳納任何費用。但應於次學年註冊開始前，攜帶保留入學資格核准書來校申請入學。轉學生不得

申請保留入學資格。依兵役法規定服役而申請保留入學資格者，其保留入學資格年限得延長至退伍時為止。

新生因懷孕、分娩並持有證明者，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子女之需要申請。

Article 8 Newly admitted students who are unable to enroll on time due to illness, special conditions, or military service should, by the deadline of registration, provide verifying documents to request for approval of deferring enrollment for one year without having to pay any fees. Students being granted the deferment should bring the approved form of deferment to apply for admission prior to the registration of the next academic year. Transfer students are not allowed to request enrollment deferment. Those who defer enrollment due to military service may extend the deferment to the time of discharge. Newly admitted students who are pregnant or give birth may request deferring of enrollment with verifying documents. The length of deferment will depend on the student's need for pregnancy, childbirth, and nursing children under the age of three.

第九條 新生、轉學生入學時，須繳交有效之學歷（力）證件，方得入學，且須詳填學籍記載表並附繳身分證雙面影印本及相片。如有正當理由，預先申請延期補繳學歷證件經本校核准者，得先行入學，但須於規定期間內補繳，否則取消入學資格。

Article 9 Newly admitted students and transfer students must submit valid academic (ability) certificates for admission. Students are required to complete the “Student Status Form” and supply a two-side photocopy of National ID Card as well as a photo. Those who have gained prior approval to postpone submission of the certificates for appropriate reasons may enroll first but must provide the certificates within the specified period or become disqualified for admission.

第十條 新生、轉學生入學考試如有矇混、舞弊或其所繳入學證件有假借、冒用、偽造、變造等情事，一經查明，即開除其學籍，且不發給任何修業證明文件。如在本校畢業後始被發覺，除依法撤銷其學位證書外，並公告撤銷其畢業資格。

Article 10 The registration of newly admitted or transfer students will be cancelled immediately in the event of fraudulent behaviors in entrance examinations or use of another person's, fake, or altered academic certificates for registration. No certificate of

attendance shall be issued under such conditions. In the case of students who have graduated, the degree certificate will be revoked and the graduation qualification will also be nullified with public announcement.

第二章 註冊、繳費、選課

Chapter 2 Registration, Fee Payment, Course Selection

第十一條 學生應依規定日期辦理註冊，因重病或特殊事故無法按時註冊者，應檢具證明文件，於事前申請延期註冊，但以一週為限。未經准假或超過准假日期仍未註冊者，新生取消入學資格，舊生如未申請休學者即令退學。

Article 11 Students should register on specified dates. Those who are unable to register due to serious illness or special conditions should provide verifying documents to request deferring registration in advance. The registration can be deferred up to one week. Those who are not granted deferment or fail to register within the grace period will be disqualified for admission. In the case of continuing students, the student will be dismissed from the University unless leave of absence has been applied.

第十二條 學生於每學期註冊時，應依照規定繳納各項費用。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。

Article 12 Students are required to pay the tuition and fees while registering. Those who take leave of absence, withdraw, or are dismissed from the University will receive refund of the fees in accordance with the standards set by Ministry of Education.

第十三條 學生選課須依照規定課程表及本校「學生選課須知」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。學生選課須知另訂之。

Article 13 Students must select courses abiding by the stipulated curriculum and “Course Selecting Guidelines” of the University. Courses which have been completed with satisfactory grades must not be selected again. Courses to be repeated should be selected along with other new courses. Guidelines for course selection shall be further established.

第十四條 學生每學期修習學分數，一、二、三年級每學期不得少於十六學分，不得多於二十八學分；四年級每學期不得少於九學分，不得多於二十八學分。修讀輔系、雙學位等課程者，至多得於規定之修習學分上限外超修非本系之課程四學分。

Article 14 Students of four-year programs are required to take a minimum of 16 and a maximum of 18 credit courses per semester, except the fourth year in which the minimum is 9 and the maximum is 28 credits. Those who pursue a minor or double major are allowed to take extra 4 credits at other departments beyond required credit numbers. .

畢業班學生如有特殊情況，應檢具證明，經系所主任及教務長核准者，得不受此限。

Graduating students may, under special conditions, be exempted from the above restrictions by providing verifying documents to gain approval with Department Head and Dean of Academic Affairs.

第十五條 學生加選、退選科目，應於每學期規定期限內行之。學生未按規定辦理加、退選手續者，其自行加選科目、成績學分概不承認，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數超過或少於每學期規定學分總數。

Article 15 All adding and dropping of courses must be completed within the specified period of each semester. The grades and credits acquired from any courses added in violation of the guidelines will not be recognized. A grade of zero is given for the courses dropped without completing the process. The total credit number after add/drop must not exceed the upper and lower limits of credit number for each semester.

第十六條 學生不得修習上課時間互相衝突之科目，否則衝堂各科目之成績均以零分計算。

Article 16 Students must not elect courses with conflicting class time; otherwise, the grades of all the courses will be zero.

第十七條 為促進學術交流、分享教學資源及因應學制課程更動導致學生重補修課程之需要，本校及他校學生得依本校「校際選課辦法」跨校相互選讀課程，其辦法另訂之。

Article 17 To enhance academic interchange, share teaching resources, and meet student's demand for repeating courses that have been cancelled, students of the University and other universities may do cross-school course selection abiding by "Cross-University Course Selection Guidelines" of the University. The guidelines shall be further established.

第十八條 本校得視需要利用暑期開授課程，其辦法另訂之。

Article 18 The University may offer courses in the summer vacation when necessary. Guidelines on summer courses shall be further established.

第三章 修業年限、學分、成績

Chapter 3 Period of Study, Credits, Grades

第十九條 本校採學年學分制，四年制各系修業年限以四年為原則，所修學分總數至少須修滿一二八學分；二年制各系修業年限不得少於二年，所修學分總數至少須修滿七十二學分。各系得視實際需要，提高應修學分總數，但四年制各系最高不得超過一四八學分；二年制各系不得超過八十二學分。學生在規定修業年限內，未能修足應修學分者，得延長修業年限，至多得延長二年。但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，至多四年。

學生因懷孕、分娩或撫育三歲以下子女，得延長修業年限。

四年制各系學生成績優異，符合第五十九條規定者，得申請提前一學年或一學期畢業，其辦法另訂之，並報教育部備查。

海外中五學制畢(結)業生，以同等學力就讀本校學士班者，應增加其畢業應修學分數或延長其修業年限。

Article 19 The University adopts the system of credit hours of academic years. The period of study for four-year programs of all departments is four years basically. The minimal requirement for graduation is 128 credits. The period of study for two-year programs is two years or longer and the minimal requirement for graduation is 72 credits. If necessary, the department may require students to take more credits. The upper limit is 148 for four-year programs and 82 for two-year programs. Students unable to fulfill the requirements of their department within the stipulated period may apply to extend their period of study for a maximum of two years. Students with mental or physical disabilities who study for a bachelor's degree may apply to extend the period of study to a maximum of four years in accordance with individual conditions and needs. Students who are pregnant, give birth, or nurse children under the age of three may extend the period of study.

Students of four-year programs who achieve academic excellence and meet the requirements in Article 59 may apply to graduate one semester or one academic year earlier. Guidelines on early graduation shall be further established and filed for reference with Ministry of Education.

Students who graduate from five-year high school overseas and are admitted with equivalent academic ability should be required to take more credits or to extend period of study.

第二十條 各科目學分之計算，原則以每週授課一小時滿十八小時者為一學分，實習與實驗以每週授課二至三小時滿一學期者為一學分，其實際上課時數由各系自行決定。

Article 20 In the system of credit hours, class of one hour per week lasting for 18 weeks constitutes one credit. Two to three hours of practicum or laboratory time per week for one academic year constitute one credit. Precise class hours are specified by the department.

第二十一條 四年制各系軍訓一年級，體育一、二及三年級為必修零學分；二年制各系體育三年級為必修零學分，不及格者不得畢業。

四年制各系軍訓一年級自 100 學年度起改為選修。

四年制一年級、二年制三年級新生及轉學生入學第一年，均須接受校園服務教育。服務教育為必修零學分，成績不及格者，不准畢業，其辦法另訂之。

Article 21 Students of four-year program are required to take the first-year Military Education, the first-year, second-year, and third-year Physical Education courses with zero credit. Students of two-year-program are required to take one year of Physical Education for zero credit. Those who fail to complete the courses will not be allowed to graduate. The first-year Military Education has become elective courses since Academic Year 2011. The newly admitted students of both four- and two-year programs and transfer students have to take Service Learning Education with zero credit for one year. Those who fail to complete the course will not be allowed to graduate. Guidelines on Service Learning Education shall be further established.

第二十二條 本校學生學業成績考查分為下列三種：

一、日常考查：由任課教師隨時以筆試、口試、筆記、報告或學生上課表現等綜合評定之。

二、期中考試：於學期中在規定時間舉行之。

三、期末考試：於學期終了在規定時間舉行之。

各科目學期成績由授課教師根據日常考查、期中考試成績及期末考試成績核算，但課程依實際需要，授課教師得以日常考查成績累計之。各種成績所佔比例，授課老師在開學後須向學生宣佈。

Article 22 Student's academic performance is evaluated in the following categories:

1. In-class evaluation: the instructor evaluates students' performance based on written tests, oral tests, notes, reports, or in-class performance.
2. Mid-term examination: must be conducted on specified dates in the middle of the semester.
3. Final examination: must be conducted on specified dates at the end of the semester

Instructors combine the scores students obtain in the above three categories to give a final grade. If necessary, instructors may add up the scores of in-class evaluation to be the final grade. Instructors must announce to students the percentage of each evaluation item as the class starts.

第二十三條 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。

Article 23 Graduating students who take the courses of a lower year have to follow the schedule of final examination for the lower-grade students.

第二十四條 學生成績分為學業【包括體育、軍訓、實習及實驗】、操行二種。學生成績之核計採百分記分法。百分記分法以一百分為滿分，以六十分為及格。百分記分法與等第記分法及點數之對照如下：

一、八十分以上為甲（A）等，點數四點。

二、七十分至七十九分為乙（B）等，點數三點。

三、六十分至六十九分為丙（C）等，點數二點。

四、五十分至五十九分為丁（D）等，點數一點。

五、四十九分以下為戊（E）等，點數零點。

Article 24 Students' grades are divided into academic grades, including Physical Education, Military Education, practicum, and laboratory hours, and conduct grades. The percentile system is adopted for grading. The full score of a subject is 100 and passing score is 60. A comparison table of scores, grades, and grade point average (GPA) is as follows:

	Scores	Grades	GPA
1	80~	A	4
2	70~79	B	3
3	60~69	C	2
4	50~59	D	1
5	0~49	E	0

第二十五條 學生學期學業平均成績與畢業成績採下列方法計算：

一、以每學期科目之學分數乘以該科目成績為該科目積分。

二、以每學期所修各科目學分數之總和為學分總數。

三、以各科目積分之總和為積分總數。

四、以積分總數除以學分總數為學期學業平均成績。

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。

各學期（含暑修）積分總數之和除以各學期學分總數之和為畢業成績。

Article 25 Students' academic grade average of a semester and the graduation grade are computed as follows:

1. The credit number of the course a student completed multiplies the score he/she obtained to be the weighted score of the course.

2. The credit numbers of all the courses a student completed in the semester are added up to be the total credit number.

3. The weighted scores of all the courses taken in the semester are added up to be the total weighted score of courses.

4. The total weighted score of courses is divided by the total credit number to be the student's academic grade average of the semester

5. The courses graded zero or lower than 60 (failed) will all be included in the calculation of academic grade average.

The total weighted scores of all semesters (including summer session) are added up and divided by the sum of credit numbers of all semesters to be students' graduation grade.

第二十六條 學生各種成績有小數點時，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 26 Students' grade of a course coming with a decimal will be rounded up or down. For semester academic grade average and graduation grade, the score will be rounded off to two decimal places.

第二十七條 學生各項成績經教師評定送交教務處（組）後，不得更改。但如發現試卷登記錯誤，成績計算錯誤或遺漏者，經任課教師會同教務處（組）查證屬實，陳請核准後，始得更正。

Article 27 Students' grades that instructors have processed and turned in to Office of Academic Affairs shall not be changed unless the scores are found to have been erroneously entered, miscomputed, or left out. In such cases, the course instructor and Office of Academic Affairs shall investigate together, confirm the errors, and file for approval to change the grades.

第二十八條 學生各種試卷，由學校妥為保管，其保存時間一年。但依規定提起申訴者，應保存至申訴程序結束，或行政救濟程序終結為止。學生各項成績，應妥為登錄，並永久保存。

Article 28 The test sheets of various examinations shall be retained by the University for up to one year. In the case that students are filing a grievance, the test sheets should be kept until the procedure of grievance or administrative relief ends. Students' grades must be properly recorded and retained permanently.

第二十九條 凡學業成績不及格者，均不得補考，亦不給學分；必修科目【含軍訓、體育】不及格須重修。

Article 29 No make-up examination or credit shall be granted to students who fail a course. Those who fail required courses, 【including Military Education and Physical Education,】 must repeat the courses.

第三十條 學生考試未經准假擅自曠考者，曠考科目該次成績以零分計。

Article 30 Students who are absent from an examination without prior approval for a leave will gain a score of zero for the course.

第三十一條 學生於期中考試及期末考試期間，因公假、重病住院、直系親屬之喪假或不可抗力事故未能參加考試，持有有效證明而於該次考試前向教務處（組）請假經核准者准予補考。

Article 31 Students unable to attend the mid-term or final examination due to official business, hospitalization for serious illness, death of parents or grandparent or other force majeure reasons may provide verifying documents to request a leave to Office of

Academic Affairs prior to the examination. Those who are granted the leave may take the make-up exam.

第三十一條之一 學生因懷孕、分娩或撫育三歲以下子女，而核准之事(病)假、產假，其缺席不扣分；致缺課時數逾全學期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。

Article 31.1 Students who are granted personal business leaves, sick leaves, and maternal leaves due to pregnancy, childbirth, or nursing children under the age of three will not suffer loss of scores for the absence. If the absent hours amount to one-third of the class hours of the semester, instructors may handle the case flexibly by giving make-up tests or other remedial tasks depending on the need and nature of the courses. No scores will be deducted from the make-up exams.

第三十二條 學生考試違規，依考試規則處理，本校考試規則另訂之。

Article 32 Students who violate the rules during examinations will be handled in accordance with the regulations governing examinations. The regulations governing examination of the University shall be further formulated.

第三十三條 期中考試補考或期末考試補考，定期舉行。曠考者不論任何原因，不准再行補考。補考期間，不論任何理由，一律不得請假。

Article 33 Make-ups for the mid-term and the final exam are conducted on specified dates. Students who fail to attend the make-up exam for whatever reasons will not be given another chance. No leave will be granted for any reason during the make-up exam.

第三十四條 補考成績之計算方法如左：

- 一、期中考試、期末考試經請假核准者，概按實得分數計算。期末考試補考成績仍應與日常考查成績及期中考試成績合併計算為學期成績。
- 二、應參加補考學生，經規定補考日期而不參加考試者，其補考成績以零分計。

Article 34 The scores of make-up exams are computed as follows:

1. Students who are granted a leave for mid-term or final exam will retain the scores of the make-up exam. The scores of final make-up will be combined with the scores of in-class evaluation and mid-term exam to form the academic grade average of the semester.
2. Students who should but do not attend the make-up exam on specified dates will obtain a score of zero for the courses.

第三十五條 學生如因重病住院不能參加期末考試，亦無法如期補考，得檢具公立或教學醫院證明，向教務處（組）申請，並經教務長（進修推廣部主任）核准，未參加期末考試之學期可追認作休學論。

Article 35 Students who are hospitalized due to serious illness and unable to attend make-up

examinations may provide a medical statement from a public or teaching hospital to apply to Office of Academic Affairs and gain the approval of Dean of Academic Affairs (or Director of Division of Continuing and Extension Education). Upon approval, the student will be deemed to have taken leave of absence for the semester.

第三十六條 本校學生有下列情形之一者，得於入學時依本校科目學分抵免辦法申請採計或抵免科目學分。經抵免學分後，得提高編級，但學生至少應在校修習滿一年，並符合最低畢業學分規定，始得畢業。

一、學生入學前已修習及格之科目學分。

二、學生入學前在業界實習之實務經驗與所學相關者。

三、學生在學期間從事與實習課程相關之實務工作。

本校科目學分抵免辦法另訂之。

Article 36 Students with the following qualifications may apply, upon admission, to transfer or exempt course credits in accordance with applicable regulations. After the exemption, the student may move to a higher grade, but to graduate, the students has to study for at least one year at the University and meet the minimal requirements for graduation.

1. Having completed some courses with satisfactory grades prior to admission

2. Having worked in the industry and possessing practical experience related to the major prior to admission

3. Doing jobs that is connected to the major during the period of study

Regulations governing course credit exemption of the University shall be further formulated.

第四章 請假、休學、復學、退學

Chapter 4 Taking Leaves, Leave of Absence, Readmission, Dismissal/Withdrawal

第三十七條 學生因故不能上課，須依照請假規則向學務處（組）辦理請假，經核准請假者為缺課【公假、喪假及產假除外】。未經請假或請假未准而未上課者為曠課。未經請假或請假未准而缺考者為曠考。

Article 37 Students who are unable to attend classes must request a leave to Office of Student Affairs in accordance with the regulations governing leave-taking. Once approved, it is absence with leave. 【Official business leave, bereavement leave, and maternal leave are excluded.】 Those who do not attend a class or examination without requesting or being granted a leave are deemed as absence without leave.

第三十八條 某一科目缺曠課總時數達全學期該科目授課總時數三分之一者，不得參加該科目期末考試，該科目期末考成績以零分計。

Article 38 Students whose hours of absence with and without leave reach one-third of class

hours of a specific course in the semester will not be allowed to take the final examination of the course. The grade of the course will be zero.

第三十九條 學生因故經家長或監護人同意，得向教務處（組）申請休學一學期、一學年或二學年，申請休學一次以一學年為原則。休學累計以二學年為原則，休學二年期滿，因病或特殊事故無法及時復學者，經專案申請核准後，得再予延長休學年限一至二年。

學生因懷孕、分娩或撫育三歲以下子女申請休學者，其申請休學期間不計入休學年限。

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。

凡於學期開始上課日後申請休學者，須先行完成註冊繳費手續。

Article 39 Students, for certain reasons, may apply to Office of Academic Affairs for leave of absence for one or two academic years with the consent of parents or guardians. Students applying once will be granted one academic year's leave of absence in principle. Students may apply for the second time and no more. Those who are unable to return due to serious illness or special events when the two-year leave expires must apply again as a special case. Once approved, the student may take another leave of absence for one or two years.

The time spent on pregnancy, childbirth, or nursing children under the age of three is excluded from the leave of absence granted to the student.

Newly admitted students and transfer students are not allowed to apply for leave of absence until completing the registration process.

Those who apply for leave of absence after the starting day of classes must complete registration and pay tuition and fees first.

第四十條 學生於休學期間應徵服役，須檢具徵集令影本申請延長休學期限，俟服役期滿後，檢同退伍令申請復學。學生於休學或服役期間，不得回校重【補】修不及格或缺修學分【含不得利用暑期回校重【補】修學分】。

Article 40 Students who are drafted during leave of absence must apply to extend the leave with the Conscription Order. After completing military service, the student may apply to return to study with the Military Service Discharge Order. During the leave of absence or military service, 【including the summer vacation, students must not return to school to repeat failed courses or make up for credits.】

第四十一條 學生有下列情形之一者，應令休學：

一、經本校學生獎懲審議委員會決議必須辦理休學者。

二、已註冊學生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，視為無意願就學者。

教務處於勒令休學處分前應告知各相關學生，限期陳述意見。

Article 41 Students under one of the following conditions must take involuntary leave of absence:

1. Being ruled to take leave of absence by Student Reward and Discipline Committee.
2. Having registered but failing to select courses or take the minimal credits by the deadline of add/drop and being deemed as having no intention to study at the University

Prior to the enforcement of involuntary leave of absence, Office of Academic Affairs should notify the student and specify a period of time for the student to provide explanations.

第四十二條 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，依本校學生獎懲辦法，予以獎勵或處分。

Article 42 Students who have excellent performance or violate University rules during leave of absence may be rewarded or penalized by the University depending on the condition. ◦

第四十三條 休學生復學時，應入原肄業系組相銜接之學年或學期肄業；學期中途休學者，復學時，應入原休學之學年或學期肄業。前項原肄業學系變更或停招時，復學生得輔導轉至適當學系肄業。

Article 43 Students who return from leave of absence should study at the same department or group for the subsequent semester or academic year. Those who take leave of absence in the middle of a semester and return should repeat the study of the semester. In the event of alteration of the department or suspension of recruitment, the student may, under proper guidance, be transferred to another suitable department.

第四十四條 學生有下列情形之一者，應予退學：

- 一、逾期未註冊或休學逾期未復學者，視為無意願就讀者。
- 二、學期學業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或在修業時間未曾中斷下，連續兩學期均達該學期二分之一者。
- 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、符合教育部規定條件之大學運動績優學生、**技優保送(含高職不分系菁英班)學生及離島保送學生**，學期學業成績不及格科目之學分數，在修業時間未曾中斷下，連續兩學期均達該學期修習學分總數三分之二者。
- 四、修業期限屆滿，仍未修足所屬系組規定應修科目與學分者。
- 五、操行成績不及格或犯有重大過失，經學生獎懲審議委員會決議並經校長核定退學者。
- 六、未經本校同意，同時在他校註冊入學者。
- 七、自動申請退學者。
- 八、其他依本學則規定應予退學者。
- 九、學生學期修習科目在九學分（進修推廣部在六學分）【含】以下者，得不受本條第二、三兩款之限制。

十、體育及軍訓選修課程學分數，應併入本條第二、三兩款及前項之學分數內核計。

身心障礙學生修讀學士學位，不適用本條各款因學業成績退學之規定。

教務處於勒令退學處分前應告知各相關學生，限期陳述意見。

Article 44 Students under one of the following conditions will be dismissed from the University.

1. Failure to register by the deadline or to return from absence of leave, which is deemed as having no intention to study at the University.
2. Failure of two-thirds of the total course credit of the semester or half of the total course credit of the semester in two consecutive semesters.
3. Failure of two-thirds of the total course credit of the semester in two consecutive semesters in the case of overseas students, foreign students, overseas Tibet or Mongolian students, offspring of government personnel stationed abroad, students certified by Ministry of Education as outstanding college athletes, **students who are admitted with outstanding skills to waive entrance exam (including students from the elite classes of vocational high school), students from offshore islands of Taiwan who are admitted without entrance exam.**
4. Failure to complete the coursework or obtain the credits required by the department or group when the period of study expires.
5. Failure to obtain a satisfactory conduct record or serious misbehavior; such cases shall be reviewed, ruled by Student Reward and Disciplinary Committee, and approved by the president for the dismissal.
6. Registration with another university without prior approval of the University.
7. Voluntary application to withdraw from the University
8. Students who should be dismissed in accordance with the provisions of the Policies
9. 2 and 3 of this article are not applicable to students who take less than nine credits of courses (six credits or fewer for students of Division of Continuing and Extension Education).
10. The credits of elective Physical Education and Military Education courses should be included in the credits specified in 2 and 3 of this article.

Students with mental or physical disabilities who study for a bachelor's degree are exempted from the provisions of dismissal on account of study results in this article.

Before Office of Academic Affairs reaches the decision of dismissal, the student to be dismissed shall be notified and be given a period of time to provide explanation.

第四十五條 學生因故自動申請退學，須經家長或監護人同意，方得辦理退學手續。

Article 45 Students who voluntarily apply to withdraw from the University for certain reasons are not allowed to take the procedures without the parents' or the guardians' consent.

第四十六條 學生退學，如在校肄業滿一學期，且學籍業經核准者，得向學校申請發給修業【轉學】證明書。

Article 46 Students who complete one year's study prior to dismissal or withdrawal and the registration has been ratified may request a Certificate of Attendance 【Transfer】 from the University.

第四十七條 學生有下列情形之一者，應開除學籍或取消入學資格：

- 一、學生入學所繳各項證件有假借、冒用、偽造或變造等情事者，開除學籍。
 - 二、入學考試舞弊，經查證屬實或判刑確定者，取消入學資格。
- 開除學籍者，不得發給與修業有關之任何證明文件。

Article 47 Students under one of the following conditions will have their registration cancelled or be disqualified for admission :

1. The registration of students who use another person's, forged, or altered certificates for enrollment shall be cancelled.
2. Those who, upon verification, have fraudulent behaviors in entrance examination or have been sentenced in legal process shall be disqualified for admission.

For those whose registration is cancelled, no certificate of attendance shall be issued.

第四十八條 依規定應予退學或開除學籍之學生，依學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。但在校生得以書面向學校提出繼續在校肄業之請求。但申訴結果維持原處分時，自申訴提出至申訴結果確定期間之修習科目及成績不予採認。

前項受處分學生經校內申訴，未獲救濟或不服申訴決定者，應繕具訴願書經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。

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。

Article 48 Students who are dismissed or whose registration is cancelled in accordance with regulations may file a grievance following the student grievance procedure of the University. Before the result is confirmed, enforcement of the sanction shall not be suspended due to the filing of the grievance. But, the student may make a written request to continue to study at the University. If the grievance filed is rejected, the courses and grades taken and received during the period of the grievance will not be recognized.

The aforementioned student whose grievance is rejected or who refuses to accept the decision of the University may appeal to Ministry of Education with written documents through the University; Students who refuse to accept the decision of the Ministry, may further file an administrative litigation to Executive Yuan. If the original decision is determined by the superior competent authority or ruled by the administration court to be in violation of law or inappropriate, the University shall enter into a different decision.

Students who are allowed to return to study under the new decision are unable to return in time due to special reasons should be assisted for readmission. A procedure to take leave of absence may be completed for the period of absence before readmission.

第五章 轉學

Chapter 5 Inter-University Transfer

第四十九條 本校各學系修讀學士學位學生遇有缺額時，得辦理轉學考試招收轉學生，但一年級及應屆畢（結）業年級不得招收轉學生。前項缺額不含保留入學資格及休學造成之缺額。由本校招生委員會，擬定招生辦法、報請教育部核定後，據以訂定招生簡章辦理轉學考試。

Article 49 In the event of vacancy for students in the Bachelor's program of each department, transfer examinations may be held to admit transfer students. However, no transfer student shall be admitted to the freshman and senior classes. The above vacancy does not include that caused by deferred admission and leave of absence. Guidelines for recruiting transfer students are established by Admission Committee of the University and filed for approval with Ministry of Education. Upon approval, the admission brochure will be created based on the guidelines to hold the transfer examination.

第五十條 轉學生轉入年級學期前，已在原校修習及格之本校應修之科目學分，得依本校「科目學分抵免辦法」申請列抵免修。自轉入年級學期起，每學期至少應修學分數，不得減少。

Article 50 Students who, prior to transfer, have completed courses required by the University at the original school may apply to exempt the courses in accordance with “Regulations Governing Course/Credit Exemption” of the University. Starting from the semester of transfer, the student must meet the minimal course credit requirement of each semester.

第六章 轉系、輔系、雙主修

Chapter 6 Inter-department Transfer, Minor Studies, Double Major Studies

第五十一條 本校各系學生，除入學年級之第一學期及畢業年級外，得申請轉系，轉系辦法另訂之。

Article 51 Students of the University may apply to transfer to another department (change majors), except in the first semester after admission and the year of graduation.

第五十二條 學生轉系以一次為限，並須修滿轉入系規定之科目及學分數，方得畢業。

Article 52 Students are allowed to transfer to another department (change majors) one time only during the period of study and must complete all the courses and credits required by the

new major in order to graduate.

第五十三條 本校辦理學生轉系，其轉入年級學生名額，以不超過該系原核定及分發新生名額之二成為度。

Article 53 The number of students transferred from another department for each year shall not exceed 20 percent of the ratified quota of newly admitted students for the department.

第五十四條 本校相同學制各系一般生與進修推廣部進修部學生，得申請互轉至同一系適當年級就讀。

Article 54 All students of day-time programs of the University may apply to transfer to study in evening programs of the same department and equivalent grade (at Division of Continuing and Extension Education) and vice versa.

第五十五條 本校學生修畢第一學年課程後，得自次一學期起，就本校現有之各系選定一學系為輔系，本校各學系學生修讀輔系辦法另訂之，並報教育部備查。

Article 55 Students of the University who complete one year's study may, from the next semester, choose to pursue a minor at one of the existing departments of the University. Guidelines for minor studies at the University shall be further established and reported to Ministry of Education for record.

第五十六條 本校學生修畢第一學年課程，成績優異，得自次一學期起，修讀其他性質不同學系課程為雙主修，本校各學系學生修讀雙主修辦法另訂之，並報教育部備查。

Article 56 Students of the University who complete the first academic year's courses with academic excellence may, from the next semester, study a second major at another department of different nature. Regulations governing double major studies at the University shall be further formulated and reported to Ministry of Education for record.

第七章 畢業、學位

Chapter 7 Graduation, Degrees

第五十七條 學生修業期滿，修滿應修之科目及學分，成績及格，准予畢業，由本校發給學位證書，並依有關規定，授予學士學位。

Article 57 Students who fulfill the requirements of courses and credits with satisfactory grades within the stipulated period of study will be allowed to graduate. The University will grant a Certificate of Graduation and confer a Bachelor's degree in accordance with applicable regulations.

第五十八條 應屆畢業生缺修學分，須於延長修業期限之第二學期重修或補修者，第一學期得辦理休學，免予註冊。若註冊者，至少應選修一個科目。

Article 58 Graduating students who need to repeat or make up for course credits in the second semester of extended period of study may take leave of absence for the first semester without having to register. Those who have registered must take at least one course for the semester.

第五十九條 四年制各系學生修業期間，合於下列標準者，得申請提前一學年或一學期畢業：
一、學生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。
二、操行成績各學期均在八十分以上。
三、各學期名次均在該系該班級學生數前百分之五以內。

Article 59 Students of four-year programs who, during the period of study, meet the following criteria may apply to graduate one academic year or one semester earlier.

1. Completing all the courses and acquiring all the credits required for graduation and attaining an academic grade average of 80 or above in each semester.
2. Attaining a conduct grade of 80 or above in each semester.
3. Ranking within top five percent of the class academically in each semester.

第六十條 學生在規定修業期限屆滿前一學年或一學期，已修足該系規定之科目及學分數，而未提前畢業者，仍應註冊入學，其修習學分數仍應依第十四條、第六十五條規定辦理。

Article 60 Students who have completed all the courses and acquired the credits required for graduation one semester or one academic year before the period of study expires but do not apply for early graduation must still register. The number of credit to be taken is stipulated as in Article 14 and Article 65.

第三篇 進修推廣部

Volume III Division of Continuing and Extension Education

第一章 入學

Chapter 1 Admission

第六十一條 據有本校學則第四、五條所規定報考學歷（力）資格，並符合當年度招生簡章規定資格條件者，得報考本校進修推廣部四年制一年級、二年制三年級各系，錄取後保留入學資格相關事宜，依照該學年度招生簡章規定辦理。二年制工業工程與管理系在職專班其報考資格為專科畢業後滿一年。

Article 61 Students who possess the qualifications specified in Article 4 and Article 5 of the Policies and in the Admission Brochure of the academic year may register to take the entrance examination to be admitted to the first-, second-, and third year of the four-year programs of Division of Continuing and Extension Education. Those who are offered admission but seek to defer enrollment should complete the procedures stipulated in the

Admission Brochure of the academic year. Students who seek to be admitted to the two-year program or part-time program of Department of Industrial Engineering and Management must have graduated from five-year junior college for at least one year.

第二章 繳費、註冊、選課

Chapter 2 Tuition and Fee Payment, Registration, Course Selection

第六十二條 學生每學期註冊繳費，應依一般規定辦理。

Article 62 Students should comply with applicable regulations to register and pay tuition and fees each semester.

第六十三條 進修推廣部學生，四年制各系軍訓課於一年級為必修零學分；另四年制各系體育課分四個學期修習為必修零學分；二年制各系體育課於三年級為必修零學分，不及格者不得畢業。

進修推廣部學生，四年制各系軍訓課一年級自 99 學年度起改為選修。

進修推廣部學生，二年制各系自 100 學年度起免修體育課。

Article 63 Students of four-year programs at Division of Continuing and Extension Education are required to take Military Education with zero credit in the first year and Physical Education with zero credit for four semesters; Students of two-year programs are required to take Physical Education for one year and are not allowed to graduate without completing the course.

Military Education for four-year programs at Division of Continuing and Extension has become elective since 2010.

Students of two-year programs at Division of Continuing and Extension Education no longer have to take Physical Education starting in 2011.

第三章 修業年限、學分、成績

Chapter 3 Period of Study, Credits, Grade

第六十四條 進修推廣部學生，四年制各系修業年限以四年為原則，二年制各系修業年限不得少於二年。畢業時應修學分總數依本學則第十九條規定辦理。以在週一至週五夜間及週六上課為原則。在職專班學生暑期修課，依本校「在職專班暑期開班授課規定要點」之規定辦理，其辦法另訂之。

Article 64 Students of four-year programs at Division of Continuing and Extension Education are required to study for four years in principle. Those of two-year programs of the Division are required to study for at least two years. The number of credit to be acquired for graduation follows Article 19 of the Policies. Class time is Monday night through Friday night and Saturday basically. Students of part-time programs who seek to take courses during summer vacation must comply with “Guidelines on Offering Summer Courses to

Students of Part-time Programs.” The guidelines should be further established.

第六十五條 進修推廣部學生，四年制於一、二、三、四年級，二年制於三、四年級每學期修習學分數至少六學分，至多二十二學分。

Article 65 Students of four-year and two-year programs at Division of Continuing and Extension Education are required to take a minimum of six and a maximum of 22 course credits in each semester.

第六十六條 進修推廣部進修部學生，每學期得申請跨部（日間部或進修學院）一般班級選課，其選課學分數不得超過該學期修習學分數之三分之一，但延修生不受此限。

Article 66 Students of Division of Continuing and Extension Education may select to take courses in other divisions (the daytime division or College of Continuing and Extension Education). The number of credits in other divisions must not exceed one-third of the total course credits taken by the student in the semester. The restriction is not applicable to students who extend period of study.

第六十七條 其他未規定事項，依照本學則之有關規定辦理。

Article 67 Other matters not specified shall be handled in accordance with the provisions of the Policies.

第四篇 學 籍 管 理

Volume IV Student Status Administration

第六十八條 本校學生學籍資料所登記之學生姓名、出生年月日及身分證統一編號，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 68 Students' name, birthday, and National ID Card number stated on the document of student status should be consistent with those indicated by National ID Card. Any inconsistency should be corrected instantly.

第六十九條 學生在校肄業之系班別、肄業年級與學業成績，以及註冊、轉學、轉系、輔系、雙主修、休學、復學、退學、畢業等學籍紀錄，概以教務處（組）各項學籍與成績登記原始表冊為準、建檔永久保存。

Article 69 All records signifying students' status at the university-- including grade, class, and department they study at, academic grades, registration, inter-school transfer, inter-department transfer (changing majors), minor studies, double studies, leave of absence, readmission, dismissal, graduation, etc.—must be based on the original written records maintained by Office of Academic Affairs. The Office shall keep the records on file and retain the records permanently.

第七十條 本校學生學籍資料，應由本校教務處（組）永久保存。

Article 70 All documents of students' status shall be retained permanently by Office of Academic Affairs of the University.

第七十一條 在校生及畢【肄】業校友申請更改姓名、出生年月日或身分證統一編號者，應檢具戶政機關發給之有效證件，經教務處（組）核准後更改。又本校原發之學位證書，應送由本校改註加蓋校印。

Article 71 Current students and alumni who seek to change names, birthday, or National Id Card number should provide verifying documents issued by the household registration office of local government and gain approval with Office of Academic Affairs. The original Certificate of Graduation should be handed in to the University for re-marking and stamping officially.

第七十二條 本校學生出國期間有學業與學籍之處理，依本校訂定之「學生出國期間學業及學籍處理要點」辦理，其要點另訂之。

Article 72 Matters of student status involving those who are studying in a foreign country shall be governed by "Regulations Governing Study and Status of Students Traveling Abroad." The regulations shall be further established.

第五篇 研究所

Volume V Graduate Programs

第一章 入學

Chapter 1 Admission

第七十三條 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。碩士在職專班另需一年以上工作經驗。產業研發碩士專班依照該學年度招生簡章規定辦理。

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、獨立學院研究所畢業，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入學考試錄取者，得入本校研究所博士班就讀。

碩士班研究生修業一年以上，成績優異，由原就讀或相關學系（研究所）教授二人以上推薦，經擬就讀學系（研究所）系（所）務會議通過，校長核定後，得逕行修讀博士學位，其作業規定另訂之。

Article 73 Students who graduate from public or accredited private universities/colleges or foreign universities/colleges recognized by Ministry of Education with a Bachelor's degree, and those who possess equivalent academic abilities may be admitted to the master's programs of the University through the entrance examination or the screening process.

To be admitted to part-time graduate programs requires working experience for at least one year. For the Industrial Technology R&D Master's Program, students need to meet the requirements specified in the Admission Brochure of the academic year.

Students who graduate from public or accredited private universities/colleges or foreign universities/colleges recognized by Ministry of Education with a master's degree, and those who possess equivalent academic abilities may be admitted to the doctoral programs of the University through the entrance examination.

Students of master's programs who complete one year's study and achieve academic excellence may be admitted directly to the doctoral program with the recommendation of two or more professors of the master's program, approval of the department (graduate institute) committee of the doctoral program, and ratification of the president. The enforcement rules shall be further formulated.

第二章 繳費、註冊、選課

Chapter 2 Fee and Tuition Payment, Registration, Course Selection

第七十四條 研究生於每學期註冊時，應依照規定繳納各項費用。

Article 74 Students of graduate programs should pay all the fees and tuition as required during registration in each semester.

第七十五條 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登記。

Article 75 Students of graduate programs should, within a specified period, decide on the topic of thesis or dissertation with the advisor's approval and register with Office of Academic Affairs through the department (graduate institute).

第三章 修業年限、學分、成績

Chapter 3 Period of Study, Credits, Grades

第七十六條 碩士班修業年限以一至四年為限。博士班修業年限以二至七年為限，在職進修碩士、博士班研究生未在規定修業期限修滿應修課程或未完成學位論文者，得酌予延長其修業期限，至多以二年為限。

Article 76 The period of study is from one to four years for a master's degree and from two to seven years for doctoral degree. Part-time students who are unable to complete the courses or the thesis/dissertation within the specified period may extend the period of study to two years at most.

第七十七條 研究生應修學分總數由各研究所訂定之。

Article 77 The total number of credits that graduate students must acquire is decided by the

department or graduate institute.

第七十八條 研究生第一學年每學期所修學分數，不得少於四學分，不得多於十九學分。碩士在職專班第一學年每學期所修學分數，不得少於五學分，不得多於十五學分。產業研發碩士專班研究生第一學年每學期所修學分數，不得少於五學分，不得多於十九學分。

Article 78 Students of graduate programs are required to take a minimum of four course credits and a maximum of 19 credits in each semester of the first year; students of the part-time master's programs are required to take from five to 15 course credits; students of Industrial Technology R&D Master's Program are required to take from five to 19 course credits.

第七十九條 日間部碩士班研究生抵免（充）學分依日間部研究生科目學分抵免（充）辦法之規定辦理，其辦法另訂之。進修推廣部、碩士在職專班學生抵免（充）學分依本校「在職專班學生科目學分抵免辦法」之規定辦理，其辦法另訂之。

Article 79 Students of daytime master's programs who seek to exempt course credits should request in accordance with the guidelines on graduate student's course exemption. The guidelines shall be further established. Students of Division of Continuing and Extension Education and of master's programs for part-time students who seek to exempt courses should follow "Regulations Governing Course/Credit Exemption for Students of Part-time Programs." The regulations shall be further formulated.

第八十條 研究生學業成績以一百分為滿分，七十分為及格。不及格之科目不得補考，必修科目不及格應重修。

Article 80 The highest academic grade for graduate students is 100 and passing grade is 70. No make-up examination shall be given for failed courses. Those who fail in required courses must repeat the courses.

第八十一條 研究生學位考試其考試辦法，悉依本校研究生學位考試辦法辦理。

Article 81 The qualifying examinations for graduate students are conducted in accordance with the University regulations governing graduate students' qualifying examinations.

第四章 請假、休學、復學、退學

Chapter 4 Leave-taking, Leave of Absence, Readmission, Dismissal/withdrawal

第八十二條 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 82 Graduate students' leave-taking, leave of absence, readmission, dismissal/withdrawal, and sanction for violating University rules are all governed by applicable regulations stipulated in the Policies.

第八十三條 研究生學業成績有下列情形之一者，應令退學：

- 一、超過規定修業年限而仍未修完應修科目與學分者。
- 二、學位考試不及格，不合重考規定或經重考一次仍不及格者。
- 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。
- 四、博士班學生未依所屬系所規定之期限內完成博士學位候選人資格考核，或博士學位候選人資格考核不合格者。
- 五、逾期未註冊或休學逾期未復學，視為無意願就讀者。
- 六、操行成績不及格或犯有重大過失，經學生獎懲審議委員會決議並經校長核定退學者。
- 七、未經本校同意，同時在他校註冊入學者。
- 八、入學前已授予之學位，經撤銷者。
- 九、自動申請退學者。
- 十、其他依本學則規定應予退學者。

前項第四款博士學位候選人資格考核實施要點，由各系（所）自訂之。

逕行修讀博士學位之研究生，未通過博士學位考試或未通過博士學位候選人資格考核，但符合授予碩士學位規定或符合回碩士班就讀者，不受第一項第二、四款規定之限制。

教務處於勒令退學處分前應告知各相關學生，限期陳述意見。

Article 83 Graduate students whose academic performance is under one of the following conditions shall be dismissed:

1. Failure to complete the courses or obtain the credits required by the department when the period of study expires.
2. Failure to pass the qualifying examination, unqualified for re-taking the examination, or failure to pass after re-taking the examination.
3. Absence without leave from the final examination of all the courses taken in the semester, except thesis/dissertation, or obtaining the grade of zero for all the courses of the semester.
4. Failure to complete the doctoral candidate qualification review within the period prescribed by the department (institute) or failure to pass the review.
5. Failure to register by the deadline or to return from absence of leave, and deemed as having no intention to study at the University.
6. Failure to obtain a satisfactory conduct record or serious misbehavior; such cases shall be reviewed, ruled by Student Reward and Disciplinary Committee, and approved by the president for the dismissal.
7. Registration with another University without prior approval of the University
8. Being conferred a degree prior to admission but the degree has been revoked.
9. Voluntarily applying to withdraw from the University
10. In conditions other than those provided above and must be dismissed in accordance with the Policies.

The enforcement rules for doctoral candidate qualification review in 4 shall be further established by each department (institute).

Students who have been admitted directly to doctoral programs but fail to pass qualifying examination or doctoral candidate qualification review are not restricted by 2 and 4 provided that the student is qualified for receiving a master's degree or for returning to study in the master's program.

Before Office of Academic Affairs reaches the decision of dismissal, the student to be dismissed shall be notified and be given a period of time to provide explanations.

第五章 轉系、所、組

Chapter 5 Transfer (Department, Institute, Group)

第八十四條 研究生修業一學年以上因特殊情形，須於學校行事曆規定日期申請並經有關系、所、學程審查會議通過，送教務處轉陳校長核准後，得轉系、所、學程。經核准轉系、所、學程之研究生不得再申請更改或轉回原系、所、學程。轉系、所、學程均以一次為原則，並須完成轉入系、所、學程規定之畢業條件方得畢業。

研究生修業一學期以上因特殊情形，得比照前項規定申請同一系、所轉組。

Article 84 Graduate students who have completed one year's study may, for peculiar reasons, apply to transfer to another department or graduate institute within the period specified in the University's academic calendar. The transfer will take effect after being passed in the review meetings of the department and graduate institute involved and sent to Office of Academic Affairs to be submitted for the president's approval. Students who have transferred are not allowed to request to alter or return to the original department. Application for transfer has a one-time restriction in principle. The student must fulfill all the requirements specified by the department transferred to in order to graduate. Under special conditions, graduate students who have studied for one semester may apply to transfer in accordance with the foregoing stipulation.

第六章 畢業、學位

Chapter 6 Graduation, Degrees

第八十五條 研究生合於下列各項規定者，准予畢業：

- 一、在規定年限內修滿規定科目與學分。
- 二、通過本校規定碩士或博士學位考試。
- 三、操行成績各學期均及格。

Article 85 Graduate students who fulfill the following requirements are allowed to graduate:

1. Completing all coursework and fulfilling credit requirements
2. Passing qualifying examination for master's or doctoral degree required by the University

3. Attaining satisfactory grades of conduct for all semesters

第八十六條 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。
研究生之學業平均成績與學位考試成績之平均，為其畢業成績。

Article 86 Students of master's programs who fulfill the requirements stipulated in the previous article will be granted a Certificate of Degree and conferred a master's degree by the University. Students of doctoral programs who fulfill the requirements stipulated in the previous article will be granted a Certificate of Degree and conferred a doctoral degree by the University. Graduate students' coursework grade average and the qualifying examination grade account for 50 percent of the graduation mark respectively.

第八十七條 本篇未規定事項，悉依照本學則相關規定辦理。

Article 87 Matters not fully provided for in this Volume shall be handled in accordance with the applicable provisions of the Policies.

第六篇 附則

Volume VI Supplementary Provisions

第八十八條 本校學生在學之獎懲、操行成績評定、申訴、緩徵及儘後召集等事宜，依本校相關規定辦理，其辦法由學務處（組）另訂之。

Article 88 Students' reward, discipline, conduct evaluation, grievance/appeal, deferred enlistment, and reconvened delay of military service shall comply with applicable regulations of the University. The regulations are further formulated by Office of Student Affairs.

第八十九條 本學則如有未盡事宜，依其他有關法令規定辦理。

Article 89 Matters not fully provided for in the Policies shall be handled in accordance with other applicable regulations.

第九十條 本學則經本校校務會議通過後，陳請校長核定，報請教育部備查後施行，修正時亦同。

Article 90 The Policies shall be enacted after being passed at the meetings of University Affairs Committee, ratified by the president, and filed with Ministry of Education for record. Amendments take the same procedures.