

# 輔仁大學學則

## Fu Jen Catholic University Academic Policies

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## 第一篇 通則

### Book One: General Principles

第一條： 本學則依據「大學法」暨其施行細則、「學位授予法」暨其施行細則及有關法令訂定之。  
Article 1

Fu Jen Catholic University Academic Policies (hereafter the Policies) are formulated in accordance with the Enforcement Rules of the University Act, the Degree Conferral Law, as well as related laws and regulations.

第二條： 本學則所稱系、所，均包含對外招生之學位學程。  
Article 2 All the undergraduate and graduate programs referred to in the Policies are degree programs for open admission.

## 第一章 入學

### Chapter One: Admission

第三條： 本校各類招生考試，應設置招生委員會辦理，並以招生簡章規定有關招生細節。  
Article 3 招生委員會設置辦法，另訂之。

Admission committees should be set up to monitor all entrance examinations hosted at the University; admission brochures will be available for further details.

第四條： 經招生錄取之新生及轉學生，應於本校規定期限內來校辦理入學報到手續，逾期無  
Article 4 故未報到者，取消其入學資格。

Incoming freshmen and transfer students should arrive on campus to complete the check-in process during the designated period of time indicated in the school calendar. Failure to do so before the deadline will disqualify students from enrolling in the University.

**前項學生入學報到時，應繳驗學歷證明文件，但有正當理由申請緩期補繳學歷證件經核准者不在此限。**

The aforementioned students should submit supporting documents for proof of their academic credentials when they arrive for check-in. Those students who have applied for and approved of a deferral for submitting these documents are not subject to this rule.

第五條： 新生及轉學生因病、懷孕、生產、哺育幼兒(三歲以下子女)、依法服兵役或其他特別事故，不能於該學期開學時入學者，得檢具相關證明文件向本校申請保留資格，  
Article 5 展緩入學，惟以一年為限，如有特殊情形者，得再申請延長一年。展緩期滿，如在營服義務役者，得檢具在營證明申請延長。申請保留入學資格之新生及轉學生，應於規定開學日期前，繳交入學資格證明文件，向教務處提出書面申請，無需繳納任何學雜費用。

Incoming freshmen and transfer students, if unable to enroll in courses when a semester begins due to illness, pregnancy, delivery, parenting (children under three years of age), military service, or other particular incidents, may apply for a deferral of entry for up to one year. Under special conditions, the deferral can be extended for another year. As the deferral ends, students in compulsory military service can apply for a further deferral by submitting

their service records. Application for deferral should be made to the Office of Academic Affairs, along with the original documents for admission before school begins. No extra fees are required.

第六條：學生於招生考試有舞弊或所繳交入學資格證明文件有假借、冒用、偽造或變造等情事者，經查明屬實，即開除學籍，由學校通知其家長。在本校畢業後始被發覺者，除勒令繳銷其學位證書外，並公告撤銷其畢業資格。

前項開除學籍或撤銷其畢業資格者，不發給有關修業之任何證明文件。

A student who cheats at the entrance examinations or submits for admission documents that are borrowed, claimed with false identity, forged, or altered will be expelled from the University, when an inspection is conducted and the fraud proved to be factual. A notice of expulsion will be mailed to the student's parents or legal guardians. If such fraud is uncovered after graduation, the student's diploma will be retrieved and graduation status revoked with public notice.

The student who is expelled from the University or whose graduation status revoked will not be granted any proof of enrollment at the University.

第七條：外國學生得依本校外國學生入學辦法之規定申請進入本校就讀。

Article 7 外國學生入學辦法，另訂之，並報教育部核定後施行。

International students should apply for admission by following the University Regulations for Admission of International Students.

Regulations for Admission of International Students will be decided separately and implemented upon approval by the Ministry of Education.

## 第二章 繳費、註冊

### Chapter Two: Tuition, Fees, and Registration

第八條：學生應於每學期本校規定期限內繳交各項學雜費或其他經本校核准之費用，其數額於每學期開學前公佈之。

因故申請休、退學者，依本校學生休、退學退費辦法辦理退費。

學生休、退學退費辦法，另訂之。

Students should pay tuition and fees and other charges approved by the University during the designated period of time. Amounts of these charges will be announced before each semester begins.

Students who request a leave of absence or withdrawal under special circumstances will be refunded in accordance with the Regulations for Refunds for Leave of Absence and Withdrawal.

Regulations for Refunds for Leave of Absence and Withdrawal will be decided separately.

第九條：學生應於每學期本校規定期限內辦理註冊手續，逾期無故未完成註冊手續者，新生及轉學生除依規定請求保留資格展緩入學者外，即予取消其入學資格；舊生除經核准緩期註冊或休學者外，即令退學。緩期註冊以一星期為限，逾期仍未辦理註冊者，得自開始上課後一個月內申請休學，逾期即令退學。

Students should complete the registration process during the designated period of time. Incoming freshmen and transfer students who fail to do so on time without any specific reasons will be disqualified from enrolling in the University unless they have requested permission to defer their enrollment. Continuing students who do not complete their registration on time will be expelled from the University unless they have been approved to defer their enrollment or to have a leave of absence. The grace period for requesting to defer enrollment is one week. If a student still has not registered at the end of the grace period, he or she can apply for a leave of absence within a month after classes begin. After this extended month, the student will be expelled from the University if he or she has not taken further action regarding registration.

第十條： 已完成註冊手續之學生，若有依規定應向學校繳納之學分費、實習費或其他費用尚未繳清者，次學期不得註冊；若為應屆畢業生，則暫不核發學位證書。  
Article 10 Students who are enrolled but have not paid in full their tuition and fees charged per credit, internship fees, or any other required fees to the University are not allowed to register for the following semester. For graduating students, diplomas will be put on hold.

### 第三章 選課

#### Chapter Three: Course Selection and Registration

第十一條： 學生應於每學期本校規定期限內，依學生選課辦法及各院系（所）相關選課規定辦理選課，並繳交各項選課資料。逾期無故未完成選課手續者，即令退學。  
Article 11 學生選課辦法，另訂之。

Students should proceed with course registration within the periods of time designated on the school calendar by following the University Regulations for Course Selection and Registration and related regulations required by individual academic programs. They should then submit all related materials required during the course registration process. If students fail to complete the whole registration process by the final deadline without any specific reasons, they will be expelled from the University.

Regulations for Course Selection and Registration will be decided separately.

第十二條： 學生應於每學期本校規定期限內，依學生選課辦法之規定辦理加、退選科目手續，逾期不予受理。未依規定加選者，其學分及成績不予承認；未依規定退選者，成績以零分登錄。  
Article 12

Students should follow the University Regulations for Course Selection and Registration to request to add or drop courses within the designated period of time in the school calendar. Requests submitted after the deadline will not be considered. If students do not follow the regulations for adding courses, the credits and grades for these courses will not count. If students do not follow the regulations for dropping courses, they will be given a grade of zero for the courses.

第十三條： 畢業論文無論為必修或選修，應於選課時，與其他科目同時辦理選課手續。加選或退選時亦同。  
Article 13

A thesis or dissertation may be required or optional. In either case, students should register for Thesis or Dissertation Writing as they do for other courses. The Add/Drop requirements will also apply.

第十四條： 日、夜間學制學生得依本校跨學制選課辦法相互選課或校際選課實施辦法至他校選課。  
Article 14

跨學制選課辦法，另訂之；校際選課實施辦法，另訂之，並報教育部備查。

Students of both the Day Division and the School of Continuing Education can take courses that are open in either system by following the University Regulations for Taking Courses between Divisions, or they can take courses at other universities by following the University Regulations for Cross-Registration.

Regulations for Taking Courses between Divisions will be decided separately, while Regulations for Cross-Registration will also be decided separately and submitted to the Ministry of Education for reference.

第十五條： 學生得依本校暑期班開班授課辦法之規定辦理暑期修課。

Article 15 暑期班開班授課辦法，另訂之，並報教育部備查。

Students can take courses during the summer vacation by following the University Regulations for Summer Courses.

Regulations for Summer Courses will be decided separately and submitted to the Ministry of Education for reference.

第十六條： 學生得依本校遠距教學課程實施辦法之規定修讀遠距教學課程。

Article 16 遠距教學課程實施辦法，另訂之。

Students can take courses designed for distance education by following the University Regulations for Distance Education.

Regulations for Distance Education will be decided separately.

第十七條： 學生因轉系、轉學、重考入學，其所應補修之科目與學分，由轉入系(所)院之系(所)

Article 17 主任及院長核定；在他系或他校所修及格之相關科目與學分，於開學後一週內依學生抵免科目規則提出申請，由轉入系(所)院之系(所)主任及院長核定後得酌予抵免。學生抵免科目規則，另訂之。

Transfer students within the University, transfer students from a different university, and students who retake the college entrance examination will all have to make up for certain courses and credits, which are to be decided by the department chair (or program director) and the college dean. For those courses and credits for which students earned passing grades from another department or university, they can apply to have the credits transferred and courses waived by following the University Regulations for Course Waivers within one week after the school begins. Upon the approval of the department chair (or program director) and the college dean, students may have these courses waived.

Regulations for Course Waivers will be decided separately.

#### 第四章 學分、考試、成績

#### Chapter Four: Credits / Examinations / Grades

第十八條：  
Article 18

學生修習之課程，按學分計算，原則以授課滿十八小時為一學分。軍訓、體育為選修者，每學期每週上課二小時，軍訓為二學分，體育為一學分，實習或實驗課程二小時或三小時為一學分，特殊課程另有規定，經教務長核定者，依其規定。課程分為聽講及實驗或實習二種作業，其學分及成績得分別計算。

Courses are defined by credits; eighteen hours of class meeting constitutes one credit. Students who take Military Training or Physical Education as electives should have two hours of class meeting each week for the courses during the whole semester: there are two credits for Military Training, and one credit for Physical Education. For practicums or laboratory courses, two (or three) hours of class meeting constitutes one credit. There are additional regulations for specialized courses, which shall be followed upon the approval of the Dean of Academic Affairs.

Courses divided between lectures and assignments, including laboratory work or practicums, will follow different rules for the calculation of credits and grades.

第十九條：  
Article 19

學生成績採百分記分法計算，以一百分為滿分，學士班學生以六十分為及格；碩、博士班學生以七十分為及格，但修習教育學程課程，以六十分為及格。術科成績或以專科畢業同等學力考取碩、博士班者補修學士班必修課程之成績，得採「通過」或「不通過」之方式考評。醫學系第七學年臨床實習成績得以學年併計。學生成績之考評如有特殊需要，經院務會議及教務會議通過後，得採等第記分法，或採「通過」或「不通過」方式。

百分記分法與等第記分法之對照表如下：

等第記法	百分記分法
甲等(A)	八十分以上
乙等(B)	七十分以上未達八十
丙(C)	六十分以上 達 十分
丁等(D)	五十分以上未達六十
戊等(E)	未達五十分

操行成績得增列優等(九十分以上)，甲等改列為八十分以上未達九十分。

Course grades will be calculated on a percentage basis, with 100 points as the highest score. The passing grade for undergraduates is 60 points, while it is 70 points for graduate students in both master's and Ph. D. programs. For students who take courses in the Teacher Education Program, the passing grade is 60 points.

Students who are admitted into the graduate programs, including both the master's and Ph. D. programs, with equivalent qualifications as junior college graduates will have to take certain required courses from the

undergraduate programs. The grades students earn in these courses or in practical courses may be evaluated on a Pass/Not Pass basis. The grades students receive from their hospital internship in the seventh year of the School of Medicine may be calculated into the course grades of that academic year.

When there is a special need, student performance may be evaluated in letter grades or on a Pass/Not Pass basis after an application for alternative assessment is passed in college meetings and the Academic Affairs Council.

In the following is the comparison chart of student evaluation between percentages and letter grades:

Grade	Percentage
A	80 ~ 100
B	70 ~ 79
C	60 ~ 69
D	50 ~ 59
E	Below 50

Student may receive a grade of A+ (above 90) for conduct, and then grade A will refer to the range of 80 ~ 89.

第二十條：  
Article 20

學生學期學業平均成績與學業平均成績計算方法如下：

一、以百分記分法考評方式之科目，以學生學期修習學分數總和除成績積分總和，為學期學業平均成績。各學期（含暑修）修習學分數總和除成績積分總和，為學業平均成績。

二、以等第記分法，或採「通過」或「不通過」考評方式之科目，其學期學業平均成績與學業平均成績之計算方法，另訂定之。

學士班畢業生之學業平均成績，為其畢業成績。

碩、博士班畢業生之學業平均成績與學位考試成績之平均，為其畢業成績。

Students' semester average grades and cumulative average grades may be computed as follows:

First, for courses evaluated on a percentage basis. Students' semester average grades will result from dividing the total scores by the number of credits they register in the semester. Students' cumulative average grades will result from dividing the cumulative scores (including scores earned from summer courses) by the total number of credits they have registered in all the semesters of their study.

Second, for courses evaluated in letter grades, or on a Pass/Not Pass basis. The methods for calculating students' semester average grades and cumulative average grades will be decided separately.

For undergraduates, their cumulative average grades will be their graduation grades.

For graduate students, both master' s and doctoral students, their graduation grades will constitute both their cumulative average grades and the grades they earn from the degree qualifying examinations.

第二十一條： 學生學業成績之考評依學生成績考評及學分核計辦法辦理。  
Article 21 學生成績考評及學分核計辦法，另訂之。

Evaluation of student performance will follow the Regulations for Assessment of Student Performance and Calculation of Credits.

Regulations for Assessment of Student Performance and Calculation of Credits will be decided separately.

第二十二條： 學生因故不能參加期中、學期及畢業考試者，應依本校學生考試請假規則辦理請假  
Article 22 手續，經核准者，始得參加補考。補考以一次為限，未於規定日期準時參加補考者，  
不得申請另行補考。  
學生考試請假規則，另訂之。

Students who cannot take a midterm, a final or a graduation examination due to any personal reasons should request a leave by following the leave-taking procedure in advance. When approved, students can take a makeup exam, but only for once. If they fail to take the makeup exam punctually on the designated date, they cannot request for another makeup exam.

Regulations for Examination Leave will be decided separately.

第二十三條： 學生各項成績，經教師送交教務處後不得更改；如屬教師之失誤而有遺漏或錯誤者，  
Article 23 應於次學期開始上課後一週內，經授課教師以書面提出成績更正申請，說明造成錯誤之原因，並註明實際算法，經系主任、院長核可後，依本校更正學生學期成績辦法處理。  
更正學生學期成績辦法，另訂之。

All student grades cannot be changed after they are submitted to the Office of Academic Affairs. If any omission or mistake occurs due to the instructor' s lapse of any kind, the instructor should submit a written statement to have the erroneous grades corrected, within a week after classes begin in the following semester. The instructor has to explain the causes of mistakes and how the grades should be calculated. After approved by both the department chair and the college dean, the erroneous grades will be corrected by following the University Regulations for Grade Corrections.

Regulations for Grade Corrections will be decided separately.

第二十四條： 學生學期所修科目成績不及格者，不得補考，必修科目應令重修。  
Article 24 Students cannot take a makeup exam for a failed course in a semester. They will have to repeat the course, if it is a required course.

第二十五條： 學生考試有舞弊情事，經查證屬實者，該科該次成績以零分計算。但學期考試或畢  
Article 25 業考試舞弊者，該科學期成績以零分計算，補考亦同。  
前項舞弊情事應視情節輕重，依本校考試規則予以議處。  
考試規則，另訂之。

When a student cheats on an examination in a course and the cheating proved

to be factual, he or she will receive a zero on the exam. When a student cheats on a final exam or a graduation exam, his or her semester grade of the course will be zero. Cheating on a makeup exam will result in a zero for the semester grade as well.

Penalty for cheating on examinations will vary depending on the scale of the cheating incident as advised by the University Examination Regulations.

Examination Regulations will be decided separately.

## 第五章 請假、缺課、扣考

### Chapter Five: Taking Leaves / Missing Classes / Ban from Taking Exams

第二十六條： 學生因故不能上課者，須於事前向授課教師請假；如因突發事故無法到課者，須補辦請假手續。授課教師另有規定者，依其規定。

Article 26

請假經核准而缺席者為缺課，未經請假或請假未准而缺席者為曠課，曠課一小時以缺課三小時論。

When students cannot go to class due to personal reasons, they have to request a leave from the instructor in advance. If students are absent because of accidents, they still have to go through the leave-taking procedure afterwards. When the instructor has different rules for student attendance, these rules shall be followed.

When a student's request for a leave is approved, the student's absence will be considered excused. When a student is absent without submitting a leave request or without obtaining permission from the instructor for the request, his or her absence will be regarded as unexcused. One class hour of unexcused absence equals three class hours of excused absence.

第二十七條： 學生某一科目缺課時數達該科該學期授課總時數三分之一以上者，該科應予扣考，不得參加該科目之學期考試（或畢業考試），成績以零分計算。

Article 27

前項扣考標準，授課教師另有規定者，依其規定，並應明載於課程大綱或加退選課程序結束前於課堂上以書面方式告知。

學生因懷孕、生產或哺育幼兒(三歲以下子女)，而核准之事(病)假、產假，其缺席不扣分；致缺課時數達該科該學期授課總時數三分之一以上者，或達授課教師其他規定者，經授課教師之同意，該科目成績得視需要與科目性質申請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。

扣考學生名單由授課教師於學期考試前十天送交教務處彙整公告或由任課教師自行公告。

When a student's absences from class exceed 1/3 of the total class hours for a course in a semester, the student will be banned from taking exams. Not only will he or she be banned from taking the final exams (or graduation exams) for the course, his or her semester grade of that course will be zero.

If the instructor has different rules for banning students from taking exams, students should follow these rules. The instructor should state his or her rules clearly in the syllabus or notify students of the rules in class, through writing, before the end of the add/drop period.

When students are granted personal leaves, sick leaves, or maternity leaves due to pregnancy, delivery, or parenting (children under three years of age), there will not be any deduction to their grades. When a student's absences from class exceed 1/3 of total class hours for a course in a semester, or reach the absence limit as the instructor rules otherwise, the student may request a makeup exam or take some other makeup measures based on the need of the course, with the instructor's permission. What the student actually earns for the make up exam will be counted, that is, with no deduction.

The instructor should submit the list of students who are banned from taking exams to the Office of Academic Affairs 10 days before the final exams for further announcement by the Office, or the instructor can make the announcement by himself or herself.

## 第六章 學分學程、教育學程

### Chapter Six: Credit Certificate Programs / Teacher Education Program

第二十八條： 學生得依本校學生修讀教育學程辦法規定，申請修讀教育學程。教育學程之學分不列入本系規定畢業學分數。

學生修讀教育學程辦法，另定之，並報教育部核定後實施。

Students may apply to the Teacher Education Program by following the University Regulations for Enrolling in the Teacher Education Program. Credits earned from the Program will not count toward the degree credits required by the students' academic departments.

Regulations for Enrolling in the Teacher Education Program will be decided separately and implemented upon approval by the Ministry of Education.

第二十九條： 學生得依本校學分學程設置辦法之規定申請修讀學分學程。學生修畢學分學程所規定之學分者，發給學程學分證明。

學分學程設置辦法，另訂之。

Students may apply to the credit certificate programs by following the University Regulations for Enrolling in Credit Certificate Programs. Upon completing the required credits in these programs, students will be awarded their certificates for credits.

Regulations for Enrolling in Credit Certificate Programs will be decided separately.

## 第七章 雙聯學制、雙重學籍、境外進修

### Chapter Seven: Dual Degree Programs / Double Registration / Study Abroad

第三十條： 學生得依本校與境外大學校院合作辦理跨國雙聯學制實施辦法之規定修讀雙學位。本校與境外大學校院合作辦理跨國雙聯學制實施辦法，另訂之。

Students may apply to the dual degree programs by following the University Guidelines for International Dual Degree Programs designed by the University in collaboration with foreign universities and colleges.

University Guidelines for International Dual Degree Programs will be decided separately.

第三十一條： 學生得依本校雙重學籍申請辦法之規定，同時在境內、外大學校院或在本校其他系所註冊入學。

Article 31

雙重學籍申請辦法，另訂之。

Students may cross-register at another university or college in Taiwan or abroad, or they can register for courses at a different department on campus, while staying enrolled in their home program.

Regulations for Double Registration will be decided separately.

第三十二條： 學生於肄業期間至境外進修，依本校學生肄業期間至境外學校進修實施辦法及學生出國期間學業及學籍處理要點辦理。

Article 32

學生肄業期間至境外學校進修實施辦法及學生出境期間學業及學籍處理要點，另訂之，並報教育部備查。

Students may apply to study abroad while staying enrolled in the University by following the University Regulations for Study Abroad and Guidelines for Academic Performance and Enrollment Abroad.

Regulations for Study Abroad and Guidelines for Academic Performance and Enrollment Abroad will be decided separately and submitted to the Ministry of Education for reference.

## 第八章 休學、復學、退學、開除學籍

### Chapter Eight: Leave of Absence / Readmission/ Voluntary Withdrawal or Expulsion / Revocation of Enrollment Status

第三十三條： 學生得經家長或監護人同意後申請休學，但碩、博士生、學士後學系學生、護理學系二年制在職專班學生及有特殊之情形者，得免家長同意。

Article 33

前項申請，須經導師、系（所）主任及院長核可後，向註冊組提出申請，並自申請之日起一週內完成離校手續。休學申請不得遲於學期考試（畢業考試）前一週。

With the consent of their parents or legal guardians, students may apply for a leave of absence. On the other hand, students in the master's programs, the Ph. D. programs, the post-baccalaureate programs, and the two-year in-service program of the Department of Nursing, as well as students in special circumstances do not need approval from their parents when they request a leave of absence.

Such application should be submitted to the Registrar after the approval of the department mentor, the department chair (or program director), and the college dean. Students will have to complete the procedure for leaving school within a week after the date of application, which should be no later than a week before the final exams (or the graduation exams).

第三十四條： 學生申請休學，一次為一學年或一學期。休學一學年者得申請提前復學。期滿無特殊原因不復學者，以退學論。

Article 34

學士班及碩士班學生休學合計不得超過四學期；博士班學生休學合計不得超過六學期。期滿因重病經醫院證明或特殊事故需再申請休學者，經專案簽請教務長核准後，

酌予延長休學年限，但至多以四學期為限。

在營服義務役、懷孕、生產或哺育幼兒(三歲以下子女)休學，出具相關證明文件者，其休學不計入前項休學期限。

休學期間內不得申請轉系。

A leave of absence can be one academic year or one semester. Students who take a one-year leave may apply for readmission before the end of the leave. Students who do not apply for readmission at the end of the leave will be expelled from the University, if they do not present any special reasons.

For undergraduates and master's students, the total leave time is no more than four semesters; for doctoral students, it is six semesters. At the end of the leave, a student may request an extension due to severe illnesses (when provided with medical documents) or special circumstances. If approved by the Dean of Academic Affairs through a special application, the extension will take effect but up to four semesters.

When a student takes a leave due to compulsory military service, pregnancy, delivery, or parenting (children under three years of age), the leave time will not count toward the afore-mentioned leave time limit when provided with related supporting documents.

Students cannot request a transfer to another program when they are on leave.

第三十五條： 休學生復學時，應入原肄業系(所)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，該休學學期內之成績概不予計算。

Article 35

前項原肄業系(所)變更或停辦時，得申請至適當系(所)肄業。

When students are readmitted after a leave of absence, they should return to their home programs and resume their studies from the year or semester they left previously. Students who take leaves of absence during the semester will return to that semester when readmitted, but the grades they earned during the semester before the leave will not be counted.

If students' home programs have been restructured or eliminated when they are on leave, returning students may apply to other relevant programs to continue their studies.

第三十六條： 學生得經家長或監護人同意後申請自動退學，但碩、博士生、學士後學系學生、護理學系二年制在職專班學生及有特殊之情形者，得免家長同意。

Article 36

前項申請，須經導師、系(所)主任及院長核可後，向註冊組提出申請，並自申請之日起一週內完成離校手續。

入學資格經核備，且在校修滿一學期以上者，得發給修業(轉學)證明書，發給後不得請求重返本校肄業。

開除學籍、入學或轉學資格經審核不合之學生，不發給有關修業之任何證明文件。With the consent of their parents or legal guardians, students may apply for a voluntary withdrawal. On the other hand, students in the master's programs, the Ph. D. programs, the post-baccalaureate programs, and the two-year in-service program of the Department of Nursing, as well as students in special circumstances do not need approval from their parents when they apply for a withdrawal.

An application for a voluntary withdrawal should be submitted to the Registrar after the approval of the department mentor, the department chair (or program director), and the college dean. Students will have to complete the procedure for leaving school within a week after the date of application.

Once the Office of Academic Affairs ratifies that the students applying for a voluntary withdrawal are officially enrolled in the University and have proceeded with their studies over a semester, they will be issued a certificate of study (or certificate of transfer) upon request. As such a certificate is issued, students cannot request to return to the University to continue their studies.

For students who have their enrollment status revoked, their admission found unqualified, or their transfer request disapproved, they will not be granted any proof of enrollment in the University.

第三十七條：  
Article 37

學生有下列情形之一者，應令退學：

- 一、學業成績不及格達本學則第四十八條或第六十五條情形者。
- 二、休學期滿未申請復學或未繼續申請休學者。
- 三、依本學則第九條規定，應令退學者。
- 四、入學或轉學資格經審核不合者。
- 五、操行成績不及格或依本校學生獎懲辦法受退學處分者。
- 六、修業期限屆滿仍未達本學則第四十條規定畢業條件者。
- 七、已註冊而逾期無故未完成選課者。但修習教育學程中之教育實習課程者、未達系（所）規定外語基本能力指標及校訂基本素養中文、英文、資訊學科學習能力者，不在此限。
- 八、未經本校同意，同時在國內其他大學校院或在本校二個(含)以上系所同時註冊入學者。

Students will be expelled from the University in the following situations:

1. They have accumulated an amount of failing grades as detailed in Articles 48 and 65 of the Policies.
2. They do not apply for readmission or request an extension of a current leave of absence.
3. They are expelled from the University as Article 9 of the Policies rules.
4. Their admission is found unqualified or transfer request disapproved.
5. They hold a failing grade of conduct, or expulsion from the University has been ruled against them in accordance with the University Regulations for Student Awards and Penalty.
6. When the time limit for degree completion has been reached, they still have not met the requirements for graduation as detailed in Article 40 of the Policies.
7. They are enrolled but fail to complete the whole course registration process without any specific reasons. Among these students, those who take practicums in the Teacher Education Program but fail to meet the department requirements for proficiency in foreign languages or the University requirements for fundamental skills in Chinese Literature,

English and information literacy, however, are not subject to this rule.)

8. They are simultaneously registered at the University and another university, or at two (or more) programs in the University, without the approval of the University in advance.

第三十八條： 學生有下列情形之一者，應予開除學籍：

Article 38

- 一、 新生或轉學生所繳學經歷證明文件有假借、冒用、偽造或變造者。
- 二、 入學後經發現其入學考試舞弊經學校查證屬實或經法院判刑確定者。
- 三、 依本校學生獎懲辦法遭受開除學籍處分者。

When any of the following situations applies, a student will have his or her enrollment status revoked by the University:

1. Documents of educational background and work experiences submitted by the incoming freshmen or transfer students are found as borrowed, claimed with false identity, forged, or altered.
2. Cheating at the entrance exam is proved to be factual by the University after an inspection, or sentenced by the court with a verdict.
3. Revocation of enrollment status has been issued in accordance with the University Regulations for Student Awards and Penalty.

第三十九條： 學生對於遭受退學或開除學籍處分有異議者，得依學生申訴辦法提出申訴。

Article 39

When students have any objection to the University's decision to expel them from school or to revoke their enrollment status, they may file an appeal by following the University Guidelines for Student Appeals.

## 第 九 章 畢 業、學 位

### Chapter Nine: Graduation and Degrees

第 四 十 條： 本校採學年學分制，學生修業期滿，合於下列各款規定者，准予畢業：

Article 40

- 一、 修滿本校規定年限及各學系(所)規定科目與學分，成績及格者。
  - 二、 各學期操行成績均及格。
  - 三、 院(含全人教育課程中心)、系(所)規定之其他畢業條件。
- 前項第一款及第三款之規定應納入系(所)修業規則；須經所屬系(所)、院務會議及教務會議通過，並於系(所、學位學程)網頁中公告。
- 學籍經審核不合者，應撤銷其畢業資格。

The University adopts the credit-based system. When students have reached the time limit for degree completion and met the following requirements, they will be approved for graduation:

1. Students have completed all courses and credits with passing grades required by their programs within the time limit for degree completion.
2. Students have received a passing grade for conduct every semester.
3. Students have met the graduation requirements set by individual colleges (including the Holistic Education Center) and departments (programs).

Requirements in Items 1 and 3 should be included in each program's guidelines for academic studies. They should also be passed by the Department Affairs Council, College Affairs Council, as well as the Academic Affairs Council, and promulgated on the programs' websites afterwards.

When false information is found regarding a student' s enrollment status, the student will be disapproved for graduation.

第四十一條： 合於規定畢業條件之學生，由本校授予學位，並發給學位證書。

Article 41 The University degrees and diplomas will be awarded to students who have fulfilled their program' s degree requirements.

## 第 二 篇 學 士 班

### Book Two: Undergraduate Programs

## 第 一 章 入 學

### Chapter One: Admission

第四十二條： 在公立或已立案之私立高級中等學校或同等學校畢業，或具有同等學力，經公開招生錄取者，得入本校學士班一年級就讀。

Article 42 在公立或已立案之私立專科、專修科或以上學校畢業經公開招生錄取者，得入本校二年制學系三年級就讀。

在公立或已立案之私立大學或獨立學院畢業，取得學士(含)以上學位、或於符合教育部採認規定之國外大學或獨立學院畢業，取得學士(含)以上學位，或具有報考碩士班同等學力，且非招生學系之本科系，經公開招生錄取者，得入本校學士後學系一年級就讀。各學系得依其需要訂定入學資格。

Graduates from public or de jure private senior high schools, or equivalents, and prospective students with equivalent qualifications may enter into the University as freshmen when admitted through open admission.

Graduates from public junior colleges, de jure private junior colleges and vocational schools, or above, may enter into the two-year programs of the University as juniors when admitted through open admission.

Prospective students with the following academic backgrounds may enter into the post-baccalaureate programs of the University as freshmen when admitted through open admission: graduates with a bachelor' s degree (or above) from a public or de jure private university or independent college in Taiwan; graduates with a bachelor' s degree (or above) from a university or an independent college abroad recognized by the Ministry of Education; people with equivalent qualifications for taking an entrance examination into a master' s program of a different discipline.

All programs may establish their own requirements for admission.

第四十三條： 具備下列資格之一，並經參加本校轉學考試錄取者，得轉入本校相當年級肄業：

Article 43 一、大學肄業生修業累計滿二個學期以上，辦妥原校退學手續取得修業（轉學）證明書。

二、專科以上學校畢業或專修科畢業。

三、專科同等學力。

四年制一年級及應屆畢業年級；二年制學系三年級第一學期及應屆畢業年級第二學期均不得收轉學生。

Prospective students who hold one of the following qualifications and are admitted through the transfer exam may begin their studies at the

corresponding academic level at the University. These qualifications include:

1. A minimum of two semesters of study at another university as proved by a certificate of study (or certificate of transfer) provided by the institution.
2. A diploma from a junior college, a vocational school, or above.
3. Equivalent qualifications of a junior college graduate.

No transfer students will be admitted into the freshman class or the graduating class in the four-year programs, nor can they begin study in the first or fourth semester in the two-year programs.

## 第二章 修業年限、學分、退學

### Chapter Two: Time Limits for Degrees / Credits / Expulsion

第四十四條： 學士班學生每學期至少須修習十二學分，惟修業年限最後一年，每學期至少須修習九學分。

Article 44

進修學士班學生一年級每學期至少須修習十學分；二至四年級每學期至少須修習九學分。

延長修業年限之學生或醫學系五年級以上學生因必修科目不及格而需重修者，不受上述最低學分數之限制。

學生於加退選課程截止後，因特殊情況無法繼續修習課程，得依本校學生選課辦法相關規定申請停修課程，其每學期應修之最低學分數依該辦法之規定辦理。

Undergraduates of the Day Division need a minimum of 12 credits each semester, but in the final year of their college career, they need at least 9 credits each semester. Freshmen of the Continuing Education Bachelor of Arts (CEBA) Program need a minimum of 10 credits each semester, but 9 credits when they advance to the sophomore, junior and senior years. Students in the following situations are not subject to the requirements for minimum credits mentioned above:

1. They have requested an extension of the time limit for degree completion.
2. They have studied for over 5 years in the School of Medicine and need to repeat required courses because of failing grades.

After the end of the add/drop period, if a student cannot continue with a course due to special circumstances, the student may apply to withdraw from the course by following the University Regulations for Course Selection and Registration, while abiding by the requirements for minimum credits stated in the Regulations.

第四十五條： 四年制各學系修業年限為四年，所修學分總數除必修之體育及軍訓外，至少須修畢一百二十八學分，經考核成績合格，始可畢業。二年制各學系修業年限為二年，所修學分總數除必修之體育外，至少須修畢七十二學分，經考核成績合格，始可畢業。六年制各學系修業年限為六年，七年制各學系修業年限為七年，所修學分總數除必修之體育及軍訓外，至少須修畢二百六十學分，經考核成績合格，始可畢業。學士後各學系修業年限，由各學系自訂，至少為二年，僅修習系定必修專業科目，至少須修畢七十二學分，經考核成績合格，始可畢業。各學系得依其需要提高畢業學分數。

Article 45

持海外中五學制畢業生，以同等學力資格入學大學學士班者，應至少增加其應修習之畢業學分數 12 學分。

修習師資職前教育課程學生，其本學系之規定修業年限得另加教育實習課程半年。The time limit for degree completion for all four-year programs is four years. The total number of credits students attending these programs have to complete is 128 (at the minimum), not including the credits for the required Physical Education and Military Training courses. Students are approved for graduation when they pass all courses upon assessment of performance. The time limit for degree completion for all two-year programs is two years. The total number of credits students have to complete is 72 (at the minimum), not including the credits for the required Physical Education and Military Training courses. Students are approved for graduation when they pass all courses upon assessment of performance. The time limit for degree completion for all six-year programs is six years, and seven years for all seven-year programs. The total number of credits students attending these programs have to complete is 260 (at the minimum), not including the credits for the required Physical Education and Military Training courses. Students are approved for graduation when they pass all courses upon assessment of performance. All post-baccalaureate programs will make their own decisions for the time limit for degree completion, yet it should be no less than 2 years. In these programs, students only have to take the required courses specified by the programs, with at least 72 credits, and they will be approved for graduation if they pass all courses upon assessment of performance. All programs may raise the minimum credits based on individual needs.

A student who graduated from a high school in the five-year secondary education programs and was admitted to an undergraduate program at the University with equivalent qualifications should take 12 additional credits on top of the total credits required for graduation.

Students who take pre-service teacher education courses should take an additional half year for practicums on top of the time limit for degree completion required by their home programs.

第四十六條：學生於本學則第四十五條所規定修業年限內，未能修畢規定學分者，至多得延長修業年限二年；身心障礙學生至多得延長修業年限四年。

Article 46

在校期間懷孕、生產或哺育幼兒(三歲以下子女)，未曾以前項因素申請保留入學資格及申請休學學生，得視需要，出具相關證明文件，提出申請，至多得延長修業年限四年。

Students who cannot have completed all required degree credits within the time limit for degree completion, as regulated in Article 45 of the Policies, may request an extension of the time limit up to two years. Students who are physically and mentally challenged may extend the time limit up to four years.

While in school, students who experience pregnancy, delivery or parenting for children under 3 years of age but do not yet apply for a deferral of entry or request a leave of absence for any of these reasons may request an extension of time limit, if needed. The extension can be up to four years provided with

related supporting documents.

第四十七條：應屆畢業生缺修學分，須於延長修業年限之第二學期重修或補修者，第一學期得逕行辦理休學。註冊者至少應選修一個科目。

Article 47

Graduating students who lack certain credits for graduation and who have to repeat certain courses in the second semester of the extended time limit may request a leave of absence in the first semester. Registered students should enroll in at least one course.

第四十八條：各學系修讀學士學位學生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二分之一，**累計連續**二次者**(休學之前後學期視同連續)**，應令退學。

Article 48

各學系修讀學士學位僑生(含港澳生)、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及大專校院運動成績優良招生管道入學後再轉學之學生，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，其後**任**一學期**(休學之前後學期視同連續)**之學業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，應令退學。各學系修讀學士學位之身心障礙學生與學期修習科目在九學分(含)以下者，不受前二項規定之限制。

體育、軍訓選修課程學分數，應併入前三項學分數內核計。

Undergraduates of all degree programs who have in sequential semesters (the semesters before and after a leave of absence are considered sequential) accumulated credits for failed courses up to half of the total credits required for a semester will be expelled from the University.

For all undergraduate degree programs, students of any of the following backgrounds who have accumulated credits for failed courses up to 2/3 of the total credits required for a semester will be expelled from the University, if they fail half of the total credits required for the subsequent semester (the semester after a leave of absence is considered subsequent to the semester before the leave): overseas Chinese students (including students from Hong Kong and Macau), international students, repatriated Mongolian and Tibetan students, indigenous students, students whose parents serve as diplomatic personnel for the government, outstanding student-athletes as defined by the Ministry of Education, and students who are first admitted to the University based on excellence in athletics and then seek to transfer to another program.

Students who are physically and mentally challenged, as well as students who enroll in less than 9 credits each semester (including 9 credits), will not be subject to restriction of the afore-mentioned regulations.

Credits taken for Physical Education and Military Training should count toward the number of credits mentioned above.

### 第三章 輔系、雙主修、學分學程、教育學程

#### Chapter Three: Minors / Double Majors / Credit Certificate Programs / Teacher Education Program

第四十九條：學士班學生得依本校學生修讀輔系辦法或學生修讀雙主修辦法規定，申請本校其他

Article 49 學系或學位學程為輔系或雙主修。  
學生修讀輔系辦法、學生修讀雙主修辦法，另訂之，並報教育部備查。  
Undergraduates may take a minor or a second major from another department or degree program by following the University Regulations for Enrollment in Minors or Double Majors.

第五十條：  
Article 50 修讀輔系學生至少應修畢輔系所規定之專業（門）必修科目二十學分；修讀雙主修學生應修畢加修學系全部專業（門）必修科目學分，**加修學系另有規定者，依其規定。**

Regulations for Enrollment in Minors or Double Majors will be decided separately and presented to the Ministry of Education for reference.  
輔系、雙主修之學分不列入本系規定畢業學分數。  
Students who take a minor should complete 20 course credits required for the minor; students who take double majors should complete all course credits required for the second major. When the second majors require otherwise, their requirements shall be followed.

第五十一條：  
Article 51 學生已達本學則第四十五條所規定修業年限，仍未能修畢輔系、雙主修或學程規定學分者，得於該學期期中考試後一週內申請保留輔系、雙主修或學程資格；逾期未辦理者，視同放棄資格。

Credits taken for a minor or a second major will not count toward the degree credits required by the students' home departments.  
Students who have reached the time limit for degree completion, as regulated in Article 45 of the Policies, but have not completed all credits required by a minor, a second major or a credit certificate program may request to retain their enrollment status in the minor, the second major or the credit certificate program within a week after the midterm exams. Students will be regarded as forsaking their status if they do not make the request by the deadline.

第五十二條：  
Article 52 學生修讀輔系、雙主修或學程，每學期所修科目學分及成績與主學系合併計算後，不及格科目學分數達二分之一者，次學期得令其暫停修讀輔系、雙主修或學程課程。各院系（所）另有規定者，依其規定。

Students' course credits and grades earned in a minor, a second major or a credit certificate program per semester will be combined and calculated with those they earn in their first major. If the credits they accumulate for failed courses are up to half of the combined credits required per semester, they will not be allowed to enroll in the minor, the second major or the credit certificate program in the following semester. When individual departments (programs) require otherwise, their requirements shall be followed.

第五十三條：  
Article 53 學生加修學分學程、教育學程、輔系或雙主修，經延長修業年限屆滿，已修畢本系應修科目與學分，而未修畢學分學程、教育學程、輔系或雙主修應修科目與學分者，修讀學分學程、教育學程、輔系學生應放棄學分學程、教育學程、輔系而以本學系畢業，其所修學分學程、教育學程、輔系科目與本系相關者，得由本系認定視同本系之選修科目，其學分並得抵充本學系規定之畢業學分。

修習雙主修及輔系學生得另申請延長修業年限一年。修習雙主修學生若仍未能修畢應修學分，其加修他系必修科目學分已達輔系規定者，經輔系系主任認可，得核給

輔系資格。

Students enrolled in a credit certificate program, the Teacher Education Program, a minor, or a second major may extend the time limit for degree completion. When the extended time limit is met and students have completed all the courses and credits required by their home department but not those in the credit certificate program, the Teacher Education Program, the minor, or the second major, they should give up these additional programs and graduate with their first major. When the courses they have taken in the other programs are closely related to their major, these courses may be accepted as electives by their home department and the credits count toward the total degree credits.

Students who take a second major or a minor may request an additional extension of time limit for degree completion for another year. If students who are enrolled in a second major cannot complete the required credits within the extended time limit, but the credits they have taken have met the credit requirements for a minor, they may be awarded the minor upon the approval of the department chair of the minor field.

#### 第四章 轉系、轉學

#### Chapter Four: Transfer to other Departments or Institutes

第五十四條： 學生得依本校轉系辦法之規定申請轉系，但各院系招生簡章明定錄取後不得轉系者，依其規定。

Article 54

同系之轉組，視同轉系。進修學士班學生以轉入進修學士班各系為限。學生申請轉系，以一次為限，且經核准後，不得請求返回原系就讀。轉系辦法，另訂之。

Students may transfer to another department by following the University Regulations for Student Transfer within the University. If individual programs declare in the admission brochures that they do not allow students to transfer, this regulation shall be followed.

Section transfer within the same department is regarded as transfer between departments. Students enrolled in the Continuing Education Bachelor of Arts (CEBA) Program can only transfer to another department in the CEBA Program.

Students can only transfer once in their college career. When the transfer is approved, students cannot request to return to their home program.

Regulations for Student Transfer within the University will be decided separately.

第五十五條： 學生轉系，其招生名額由各系訂定之，但以不超過該學系年級原核定及分發新生名額之二成為度。

Article 55

The number of transfer students is decided by individual departments but should be limited within 20% of the total number of students (including incoming freshmen) for each academic level.

第五十六條： 降級轉系者，其在二系重複修習之年限，不列入轉入學系之最高修業年限併計。

Article 56 For transfer students to a lower academic level, the overlapped time of study crossing two departments will not count toward the highest time limit for degree completion set by the department into which they transfer.

第五十七條：轉學生報考二年級者，至少須在本校修業兩年，報考三年級者，至少須在本校修業一年，並修畢規定學分，其應行補修之科目與學分及各年級科目與學分之分配，由各系主任依各該系規定之科目與學分以及該生在原校已修科目與學分之成績核定之。

Article 57 學生得依其在原校已修科目與學分之實際情形，經系(所)主任、院長及教務長核可後提高編級，其自入學年級起，每學期至少應修學分數，不得減少。

五專生及推廣教育學分班學生不得申請提高編級；招生簡章中各系另有規定者，依其規定。

Students who transfer into the sophomore class should enroll in the University for at least two years, while those who transfer into the junior class should enroll in the University for no less than one year. All transfer students should complete the credits required by their new departments. The department chair will decide in which year the transfer students should complete certain courses and credits required by the department, judging by the yearly allotment of courses and credits in the department, as well as the transfer students' academic performance at the previous department.

Judged by the courses and credits completed in the previous department, a transfer student may start with an upper academic level upon the approval of the department chair, the college dean and the Dean of Academic Affairs. As the transfer student begins his or her study in the new department at the upper academic level, however, the number of credits required for each semester has to be completed without any deduction.

Graduates from junior colleges and students who have earned credits at the School of Professional and Continuing Education cannot apply to be put into an upper academic level. If individual departments have different regulations stated in the admission brochures, these regulations shall be followed.

第五十八條：醫學系學生修滿四年課程，並修畢該系應修學分一百二十八學分以上，依報考大學同等學力認定標準之規定考取並就讀碩士班者，得於醫學系辦理休學，但以二年為限。其逕修讀博士班者，得再申請延長休學期限，最長以六年為限，該休學不計入第三十四條第二項規定之休學期限。

Article 58 Students of the School of Medicine who have done their coursework for four full years and have completed at least 128 required credits may request a leave of absence from the School, if they have passed the examination for a master's program with equivalent qualifications as officially recognized and are thus admitted to be a master's student. The leave of absence is limited to two years. If students should apply for direct entry into a Ph. D. program, they may extend the leave of absence for up to six years. The leave time will not count toward the leave time limit stated in Article 34.

第五十九條： 學生符合下列標準者，在規定修業年限屆滿前一學期或前一學年得於學期加退選後一週內，向教務處提出申請提前畢業：

Article 59

- 一、修滿該系全部應修科目、學分及畢業學分數。
- 二、每學期成績名次均在該系組班該年級學生數前百分之十內。
- 三、每學期操行成績八十(含)分以上。
- 四、院(含全人教育課程中心)、系(所)規定之其他畢業條件。

未達提前畢業標準者仍應註冊，並依規定學分修習。

學生申請提前畢業而仍未修畢輔系、雙主修或學程應修學分者，其已修之課程得視為選修科目，是否計入其主系之畢業學分，由該主系認定之。

入學後曾獲准抵免學分而提高編級之學生，不得提前畢業。

In a semester or a school year earlier than the time limit set for degree completion, students in the following situations may apply for early graduation to the Office of Academic Affairs within a week after the add/drop period:

1. They have completed all required courses, credits and total credits for graduation.
2. Their academic performance ranks at the top ten percent of class at each academic level.
3. Their grade for conduct is no less than 80 points every semester.
4. They have met the graduation requirements set by individual colleges (including the Holistic Education Center) and departments (programs).

Students who have not met the requirements for early graduation should stay enrolled in the University and continue their studies by following related regulations for course registration and credits.

For students who have filed for early graduation but have not completed all the credits required in a minor, a second major or a credit certificate program, the courses they have taken may be regarded as electives. The students' home departments will decide whether or not the credits for the electives will count toward credits for graduation.

Students who have moved up to an upper academic level due to credit transfer upon admission will not be permitted for early graduation.

### 第 三 篇 碩、博士班

#### Book Three: Master' s and Ph. D. Programs

### 第 一 章 入 學

#### Chapter One: Admission

第六十條： 在教育部立案之大學、獨立學院畢業，或符合教育部採認規定之境外大學、獨立學院畢業，取得學士學位，或具同等學力，經公開招生錄取者，得進入本校碩士班一年級就讀。

Article 60

With a bachelor' s degree or equivalent qualifications, the prospective student who graduated from a de jure university or independent college in Taiwan, or from a foreign university or independent college recognized by

the Ministry of Education, may enter into a master' s program at the University as a first-year student when admitted through open admission.

第六十一條： 在教育部立案之大學、獨立學院碩士班，或符合教育部採認規定之境外大學、獨立學院碩士班畢業，取得碩士學位，或具同等學力，經公開招生錄取者，得進入本校博士班一年級就讀。

Article 61

With a master' s degree or equivalent qualifications, the prospective student who graduated from a master' s program of a de jure university or independent college in Taiwan, or from a master' s program of a foreign university or independent college recognized by the Ministry of Education, may enter into a Ph. D. program at the University as a first-year doctoral student when admitted through open admission.

第六十二條： 學士班應屆畢業生及碩士班學生成績優異者，得依據本校學生逕修讀博士學位辦法之規定，申請逕行修讀博士學位。

Article 62

在職生申請逕行修讀博士學位者，須檢附現職服務機構之同意書。  
學生逕修讀博士學位辦法，另訂之。

Undergraduates of the graduating class or master' s students with academic excellence may apply for direct entry into a Ph. D. program by following the University Regulations for Direct Entry into the Ph. D. Programs.

In-service students who attempt for direct entry into a Ph. D. program should submit an approval letter by their employers.

Regulations for Direct Entry into the Ph. D. Programs will be decided separately.

## 第二章 修業年限、學分、考試、退學

### Chapter Two: Time Limits for Degrees / Credits / Examinations / Expulsion

第六十三條： 碩士班修業年限一至四年；博士班修業年限二至七年。以在職生身分入學者得延長二年。

Article 63

在校期間懷孕、生產或哺育幼兒(三歲以下子女)，未曾以前項因素申請保留入學資格及申請休學學生，得視需要，出具相關證明文件，提出申請，至多得延長修業年限二年(以在職生身分入學者合計得延長四年)。

The time limit for completing a master' s degree is one to four years, while it is two to seven years for a Ph. D. degree. In-service students may extend the time limit for another two years.

While in school, students who experience pregnancy, delivery or parenting for children under 3 years of age but do not yet apply for a deferral of entry or request a leave of absence for any of these reasons may request an extension of time limit, if needed. The extension can be up to two years provided with related supporting documents. (In-service students may request an extension for a total of four years).

第六十四條： 碩士班學生至少須修畢二十四學分，博士班學生至少須修畢十八學分，逕修讀博士學位學生至少須修畢三十學分，經考核成績合格者，始得畢業。上述學分不包括畢業論文。

Article 64

Master' s students should complete at least 24 credits, doctoral students 18, and doctoral students through direct entry 30. Students can graduate when assessment of performance meets their program' s requirements. The aforementioned credit requirement for course work does not include credits for Thesis or Dissertation Writing.

- 第六十五條： 碩、博士班學生學業成績有下列情形之一者，即令退學：  
Article 65 一、修業期限屆滿仍未達本學則第四十條規定畢業條件者。  
二、博士學位候選人資格考核二次不合格者。  
三、學位考試二次不及格者。  
四、第一學年任一學期所修習科目全部曠考，或學業成績全部不及格者。

When a master' s student or a doctoral student presents any of the following situations in terms of his or her academic performance, he or she will be expelled from the University:

1. The student does not meet the graduation requirements stated in Article 40 of the Policies when he or she has reached the time limit for degree completion.
2. A Ph. D. candidate does not pass the qualifying exams for the second time.
3. The student fails to pass the degree exams for the second time.
4. The student is absent from all exams or fails to pass all courses in either semester of his or her first year of study.

- 第六十六條： 碩、博士班學生應於本校或各院系（所）規定期限內，經系（所）同意後，完成學位論文指導老師之聘請手續，全程指導其學位論文之撰寫。  
Article 66

With the consent of their programs, master' s and doctoral students would choose their thesis or dissertation advisors within the designated period of time set by the University or individual programs.

- 第六十七條： 碩、博士班學生學位考試，應依本校碩士班、博士班學生學位考試辦法辦理。  
Article 67 碩士班、博士班學生學位考試辦法，另訂之，並報教育部備查。

Degrees exams for both the master' s and doctoral students should be scheduled and processed by following the University Regulations for Master' s and Ph. D. Degrees Examinations.

Regulations for Master' s and Ph. D. Degrees Examinations will be decided separately and presented to the Ministry of Education for reference.

### 第三章 轉系、所

#### Chapter Three: Transfer to Other Programs

- 第六十八條： 碩、博士班學生不得申請轉系（所）。但有特殊情形，經原肄業系（所）暨擬轉入之系（所）雙方主任、院長及教務長核可者，得於第二學年開始前申請轉系（所），並以一次為限。  
Article 68

Transfer to another program is not permitted to the master' s and doctoral students. When encountering special circumstances, however, students may apply for a transfer before the opening of the second academic year upon the approval of the directors of the previous and the new programs, the college dean and the Dean of Academic Affairs. The transfer is allowed only once.

#### 第 四 章 畢業、撤銷學位

#### Chapter Four: Graduation / Revocation of Degrees

第六十九條： 碩、博士班學生合於本學則第四十條規定畢業條件外，尚須通過本校碩士班、博士班學生學位考試辦法規定之各項考試(核)，始得畢業。

Article 69

Master' s and doctoral students can graduate when they have met the graduation requirements stated in Article 40, and passed all examinations and evaluations decided by the University Regulations for Master' s and Ph. D. Degrees Examinations.

第七十條： 本校已授予之學位，如發現論文、創作、展演、書面報告或技術報告有抄襲或舞弊情事，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。

Article 70

Degrees awarded by the University will be revoked when plagiarism or forgery in a thesis, a dissertation, a creative work, a public performance, or a written and technical report is proved to be factual upon inspection.

Diplomas awarded will also be revoked. If other laws and regulations are being violated, the afore-mentioned cases should be handled in accordance with these laws and regulations.

#### 第 四 篇 學籍管理

#### Book Four: Student Records

第七十一條： 學生學籍資料所登載之學生姓名、性別及出生年月日，概以國民身分證所登載者為準。境外學生以居留證所登載者為準。

Article 71

Student records including students' names, sexes and birthdays will be based on the information recorded in their National ID cards. For foreign students, their resident certificates will be referred to for their personal information.

第七十二條： 學生在校肄業之院、系(所)別、肄業年級與學業成績，以及註冊、休學、轉系(所)、退學、轉學等學籍記錄，概以教務處之各學年度學生名冊及各項學籍與成績登記原始表冊為準。

Article 72

Students' enrollment records, including their program of study, academic level and academic performance, as well as information regarding their registration, leave of absence, transfer history (between departments or universities), and withdrawal, will be based on the yearly student lists and all other student enrollment and performance records kept by the Office of Academic Affairs.

第七十三條： 在校學生及畢(肄)業校友申請更改姓名或出生年月日者，應檢附戶政機關發給之有關證件，向教務處申請更正。畢業生之學位證書，由本校改註加蓋校印。境外學生以居留證所登載之更正資料為準。

Article 73

When current students and alumni apply to have their names or birthdays changed, they should enclose related documents issued by the household registration office along with their application to the Office of Academic Affairs. Students' degrees and diplomas will be rectified and stamped with the University seal. When foreign students request to have their personal information rectified by the University, they should provide the University

with corrected information in their resident certificates.

## 第五篇 附則

### Book Five: Appendices

第七十四條： 學生入學、轉學考試試卷，由教務處保存一年；在校期間各種成績考評資料，由授課教師保存至次學期開學後一個月為止。

Article 74 All records of entrance exams or transfer exams will be kept for one year at the Office of Academic Affairs. Course instructors should keep all other forms of student evaluation until a month later after the following semester begins.

第七十五條： 學生在校學籍資料及成績，教務處應妥為登錄並永久保存；除學生本人及其家長、監護人外，非經核准，不得出示於他人。

Article 75 Student records, including enrollment status and grades, will be well documented and kept permanently by the Office of Academic Affairs. Only the students and their parents or legal guardians can have access to these records. Without approval of the related parties, these records cannot be presented to others.

第七十六條： 學生選課資料於離校後保存一年，保存年限屆滿即行銷毀。

Article 76 Students' course registration data will be kept for one year after they leave school. These data will be destroyed after the one-year deadline.

第七十七條： 教務章則之新訂、增訂、修正、刪除、廢止等與學生在校學習有關者，均須經有學生代表出席之相關會議審議。

Article 77 Student representatives should be present in meetings that examine the creation, supplementation, amendment, cancellation, and abolition of regulations that concern students' learning at the University.

第七十八條： 本學則如有未盡事宜，依有關教育法令及本校相關規定辦理。

Article 78 Issues that are not covered in the Policies will be examined and handled in accordance with related education laws and University regulations.

第七十九條： 本學則經校務會議通過，報請校長核定後公告施行，並報教育部備查。修正時亦同。

Article 79 The Policies have been passed by the University Council and will be promulgated and implemented upon approval by the President. They will also be presented to the Ministry of Education for reference. The same procedure will be followed for each amendment.