

## 亞洲大學學則

- 90.05.30 第一屆董事會第三次臨時會議通過訂定
- 90.06.08 教育部台(90)高(二)字第 90079788 號函修正
- 90.07.29 第一屆董事會第五次臨時會議通過修正
- 90.08.06 教育部台(90)高(二)字第 900110581 號函修正
- 90.08.15 90 學年度第一次行政會議通過修正
- 90.09.20 第一屆董事會第六次臨時會議通過修正
- 90.10.08 教育部台(90)高(二)字第 90141047 號函核定
- 91.03.07 90 學年度第二次校務會議通過修正
- 91.07.04 教育部台(91)高(二)字第 91094351 號函修定
- 93.06.02 92 學年度第五次校務會議通過修正
- 93.08.18 教育部台高(二)字第 0930101998 號函修正准予備查
- 94.05.04 93 學年度第二學期第二次教務會議通過修正
- 94.06.22 93 學年度第五次校務會議通過修正
- 94.08.17 教育部台高(二)字第 0940105781 號函修正准予備查
- 94.10.15 亞洲秘字第 9401233 號函發布
- 94.12.27 94 學年度第 3 次校務會議通過新增第 4、5、12、13、14、20、21、22、23、30、35、37、40、49、50、52 條條文，刪除原第 13、17、23、35、37、38、39、40、48、51、52、53、54、55 條條文，餘皆修正條文並作條次變更
- 95.04.25 教育部台高(二)字第 0950036274 號函准予備查(第 7、15、16、17、47、54 條除外)
- 95.05.17 亞洲秘字第 9502275 號函發布
- 95.06.14 94 學年度第五次校務會議通過修正
- 95.9.11 教育部台高(二)第 0950111283 號函准予備查(第 7、15、17、45、54 條)
- 95.10.18 95 學年度第一次校務會議通過修正(第 16 條)
- 95.12.13 教育部台高(二)第 0950176901 號函准予備查(第 16 條)
- 96.10.25 亞洲秘字第 0960006782 號函發布
- 96.11.21 96 學年度第一次校務會議通過修正第 16、27、46 條條文
- 97.01.08 教育部台高(二)字第 0970002543 號函准予備查
- 97.01.18 亞洲秘字第 0970000449 號函發布
- 97.10.1 97 學年度第一學期教務會議通過修正
- 97.11.19 97 學年度第 2 次校務會議通過修正第 16、20 條條文
- 97.12..22 教育部台高(二)字第 0970258739 號函准予備查
- 98.1.22 亞洲秘字第 0980000603 號函發布
- 98.4.8 97 學年度第 3 次校務會議通過修正第 17、21 條條文
- 98.6.12 97 學年度第 4 次校務會議通過修正第 18、30、37 條條文
- 98.8.10 教育部台高(二)字第 0980136605 號函修正准予備查
- 98.8.25 98 學年度第 1 次校務會議通過修正第 14、23、40、49、54 條條文
- 98.12.21 教育部台高(二)字第 0980221984 號函修正准予備查
- 98.12.30 亞洲秘字第 0980012564 號函發布
- 99.6.11 98 學年度第 5 次校務會議通過修正第 15、16 條條文
- 99.7.28 教育部台高(二)字第 0990124028 號函准予備查
- 99.7.9 亞洲秘字第 0990006865 號函發布

99.10.27 99 學年度第 1 次校務會議通過修正第 47 條條文  
100.4.15 99 學年度第 3 次校務會議通過修正第 8、15、37 條條文  
100.6.9 亞洲秘字第 1000006085 號函發布  
100.11.4100 學年度第 1 次校務會議通過修正第 11、42、47 條條文  
100.11.18 亞洲秘字第 1000013372 號函發布  
101.06.12100 學年度第 3 次校務會議通過修正第 15、34、47 條條文  
101.7.9 亞洲秘字第 1010007685 號函發布  
101.11.06101 學年度第 1 次校務會議通過修正第 8、11、12、15、17、21、42、46、47 條條文  
101.12.4 亞洲秘字第 1010013112 號函發布  
102.01.25 教育部臺教高(二)字第 1020010424 號函修正第 11、12、15、17、21、42、46 及 47 條  
條文備查  
102.02.27101 學年度第 4 次校務會議通過修正第 13、16、21、47 條條文  
102.03.22 亞洲秘字第 1020002933 號函發布  
102.04.30 教育部臺教高(二)字第 1020058662 號函修正第 13、16、47 條文准予備查  
102.11.20 102 學年度第 2 次校務會議通過修正第 10、14、36、37 條條文  
102.12.17 亞洲秘字第 1020014220 號函發布  
103.03.10 教育部臺教高(二)字第 1030030448 號函修正第 10、21、36 及 37 條條文備查  
104.10.15 104 學年度第 1 校務會議通過修正第 15、28 條條文  
104.11.02 亞洲秘字第 1040014066 號函發布  
105.03.07 臺教高(二)字第 1050021487 號函修正第 15、28 條條文  
105.08.31 105 學年度第 1 校務會議通過修正第 38 條條文  
105.09.23 亞洲秘字第 1050012244 號函發布  
106.8.3 教育部台高(二)字第 1060075917 號函准予備查  
106.05.24 105 學年度第 4 校務會議通過修正第 8、20、35、41、42 條條文  
106.06.27 亞洲秘字第 1060009186 號函發布  
106 年 8 月 28 日臺教高(二)字第 1060120973 號函修正第 8、20、35、41、42 條條文備查  
106 年 10 月 20 日臺教高(二)字第 1060130848 號函修正第 20 條條文備查  
107 年 07 月 11 日 106 學年度第 3 次校務會議通過修正第 15、16、36、37、41、42 條條文  
107 年 07 月 25 日亞洲秘字第 1070011310 號函發布  
107 年 08 月 10 日臺教高(二)字第 1070129133 號函條條文備查  
108.01.23 107 學年度第 2 次校務會議通過新增第 5、6、6-1 條條文，修正第 17、37、39 條條  
文，原第 5-56 條次變更  
108 年 02 月 13 日亞洲秘字第 1080001647 號函發布  
108.02.26 臺教高(二)字第 1080023659 號函修正第 5、6、6-1、17 條條文備查  
108.03.13 臺教高(二)字第 1080036498 號函修正第 37、39 條條文備查  
108.10.30 108 學年度第 1 次校務會議通過修正第 39 條  
108.11.22 亞洲秘字第 1080015997 號函發布  
109.02.26 臺教高(二)1090022551 號函備查  
109.10.28 109 學年度第 1 次校務會議通過修正第 17、18、44 條條文  
109.12.14 亞洲秘字第 1090015409 號函發布  
110.03.03 臺教高(二)字第 1100015331 號  
111.06.13 110 學年度第 4 次校務會議通過修正第 12 條條文  
111.06.21 臺教高(二)字第 1110060262 號函備查

111.07.04 亞洲秘字第 1110009145 號函發布  
112.02.22 111 學年度第 3 次校務會議通過修正第 48 條條文  
112.03.20 亞洲秘字第 1120003745 號函發布  
112.07.10 111 學年度第 6 次校務會議通過修正第 14、17、18、40、43、44、45 條條文  
112.08.08 亞洲秘字第 1120011774 號函發布  
112.10.02 臺教高(二)字第 1120085087 號函備查  
112.10.18 112 學年度第 1 次校務會議通過修正第 6、12、14、16、25、39、42、49 條條文  
112.11.14 亞洲秘字第 1120017074 號函發布  
113.06.12 112 學年度第 4 次校務會議通過新增第 53-1、53-2 條，修正第 15、18、23、24 條條文  
113.06.26 亞洲秘字第 1130010380 號函發布  
114.02.03 臺教高(二)字第 1140003980 號函備查

## 第一章 總則

第一條 本校為處理學生入學、保留入學資格、註冊、選課、暑期修課、跨校選修課程、修業期限、學分、學分抵免、成績考核、請假、轉系(組)所、轉學程、輔系、雙主修、休學、退學、開除學籍、復學、轉學、畢業、學籍管理等事宜，特依據大學法、學位授予法及其相關法令規定，並參照實際需要訂定本學則。

The first article: This institution, in dealing with matters such as student admission, retention of admission eligibility, registration, course selection, summer courses, cross-school elective courses, study period, credits, credit exemptions, grading, leave of absence, department (division) transfer, program transfer, minor program, double major, academic leave, withdrawal, expulsion, reinstatement, transfer, graduation, and student records management, hereby formulates these regulations in accordance with the University Act, Degree Conferral Act, and relevant laws and regulations, while considering actual needs.

## 第二章 入學

第二條 凡在公立或已立案之私立高級中等學校或同等學校畢業，或具同等學力，經本校公開招生錄取者，得入本校學士班及進修學士班一年級就讀。

Those who have graduated from public or duly accredited private senior high schools or equivalent institutions, or possess equivalent qualifications, and have been admitted through the open enrollment process of this institution, are eligible for admission to the first year of the Bachelor's program and the Bachelor's in-service program at this institution.

第三條 凡在國內經教育部立案之大學或獨立學院畢業，取得學士學位，或符合教育部採認規定之國外大學或獨立學院畢業，取得學士學位，或具有同等學力，經本校公開招生錄取者，得入本校碩士班或碩士在職專班一年級就讀。

Those who have graduated from domestic universities or colleges duly accredited by the Ministry of Education and have obtained a bachelor's degree, or those who have graduated from foreign universities or colleges recognized by the Ministry of Education and have obtained a bachelor's degree, or possess equivalent qualifications, and have been admitted through the open enrollment process of this institution, are eligible for admission to the first year of the Master's program or the Master's in-service program at this institution.

第四條 凡在國內經教育部立案之大學碩士班或獨立學院畢業，取得碩士學位，或於符合教育部採認規定之國外大學或獨立學院碩士班畢業，取得碩士學位，或具有同等學力，經本校公開招生錄取者，得入本校博士班一年級就讀。

Those who have graduated from domestic universities with a master's degree program accredited by the Ministry of Education or from independent colleges with a master's degree, or those who have graduated from foreign universities with master's degree programs recognized in accordance with the Ministry of Education's regulations, or possess equivalent qualifications, and have been admitted through the open enrollment process of this institution, are eligible for admission to the first year of the doctoral program at this institution.

第五條 本校博士班、碩士班甄試及碩士在職專班錄取學生，已畢業或應屆符合提前畢業資格生，經錄取系（所）、學位學程、院同意後，得申請提前一學期註冊入學。

Students admitted through the admissions examinations for the doctoral program, master's program, and in-service master's program at this institution, who have already graduated or are eligible to graduate in advance, may apply for early registration for one semester upon approval by the admissions department (division), degree program, and the school.

第六條 外國學生得依據報教育部核定本校「外國學生申請入學要點」之規定申請入學本校，其辦法另訂之，並報教育部核定後實施。

Foreign students may apply for admission to this institution in accordance with the regulations specified in the "Admissions Guidelines for Foreign Students at this Institution" as approved by the Ministry of Education. Detailed procedures for this process will be established separately and implemented upon approval by the Ministry of Education.

第六條之一 本校與國外大學校院及大陸地區高等學校學生得依本校「境外大

學校院辦理雙學位實施要點」之規定修讀境外雙聯學位，其辦法另訂之，並送教育備查。

Students from this institution and students from foreign universities and colleges, as well as mainland China, may pursue a dual degree program abroad in accordance with the provisions set forth in this institution's "Guidelines for Implementing Dual Degree Programs with Overseas Universities and Colleges." Detailed procedures for this process will be established separately and submitted to the Ministry of Education for reference.

第七條 本校修讀學士學位之應屆畢業生或修讀碩士學位研究生在本校修業滿一年，成績優異者，得依教育部逕修讀博士學位辦法及本校另訂之作業規定，申請逕修讀博士學位。

Graduates who have completed their bachelor's degree or master's degree students at this institution, and have excelled in their studies after one year of study, may apply for direct admission to the doctoral program in accordance with the "Regulations for Direct Admission to Doctoral Programs as stipulated by the Ministry of Education" and the operational rules established by this institution.

第八條 經本校轉學生招生考試錄取之學生，得轉入本校之學士班或進修學士班相當年級就讀。

Students who have been admitted through this institution's transfer student admissions examination may transfer into the corresponding year of the Bachelor's program or Bachelor's in-service program at this institution.

第九條 本校各類入學考試於每學年始業前舉行，各項招生規定另訂，並報教育部核定後實施。

This institution conducts various entrance examinations annually before the start of each academic year. Specific admission regulations for each examination are established separately and implemented after approval by the Ministry of Education.

第十條 凡經錄取之新生及轉學生，應於規定日期來校辦理報到或入學手續，逾期未辦理，即取消其入學資格。

新生因重病、懷孕、分娩或撫育三歲以下子女、特殊事故，不能於該學期開學入學者，得檢具有關證明文件，於註冊截止前，書面向本校申請保留入學資格，經核准後得展緩入學，以一年為限，但應徵召服役者，不受此限，保留入學資格期間無須繳納任何學雜費用。

參加「青年教育與就業儲蓄帳戶」方案之高級中等學校畢業生考取學校後，申請保留入學資格，期間以 3 年為限，且不納入前項原保留入學資格期間之計算。

All newly admitted and transfer students must complete the

registration or enrollment procedures on the specified dates. Failure to do so will result in the cancellation of their admission eligibility.

New students who, due to severe illness, pregnancy, childbirth, caring for a child under three years of age, or other special circumstances, cannot enroll in the semester they were admitted for, may submit relevant supporting documents and apply in writing to this institution to retain their admission eligibility before the registration deadline. If approved, they may defer their enrollment for a maximum period of one year. However, those who are required to perform military service are not subject to this limit, and no tuition or miscellaneous fees are required during the period of retaining admission eligibility.

High school graduates who have participated in the "Youth Education and Employment Savings Account" program and have been admitted to the school may apply to retain their admission eligibility for a maximum period of 3 years, and this period will not be counted towards the calculation of the previous retention period mentioned above.

第十一條 新生、轉學生入學報到時，除有正當理由申請緩期補繳學歷證件經核准者外，須繳驗學歷證明文件，方得入學。

Newly admitted students and transfer students are required to present their academic records and relevant documentation during the enrollment registration process, unless they have legitimate reasons approved for requesting a deferred submission of academic documents. Only after verification of the academic record documents can they be allowed to enroll.

### 第三章 註冊、選課

第十二條 學生於每學期始業時，應依規定繳納各項費用，完成繳費及選課手續者，即為註冊完成。

進修學士班及碩士在職專班學生，註冊時先依預估之金額繳費，俟課程加退選後，再以實際修課學分數補繳或退費。

日間部延修生選課不足九學分，應繳學分費，如選課在九學分以上，應繳全額學雜費。

因重補修等因素未分發見習或實習者，其修課學分數及繳費規定與延修生相同。

學生應繳之學雜費用應依本校報奉教育部核准之標準繳交。

At the beginning of each semester, students must pay various fees according to the regulations. Once the payment and

course selection procedures are completed, the registration is considered complete.

For students in the Continuing Education Bachelor's Program and Master's In-Service Program, they must initially pay based on an estimated amount when registering. After the course add/drop period, any necessary adjustments will be made to either pay the difference or issue a refund based on the actual number of credits enrolled.

Daytime division students who have fewer than nine credits in their course selection during an extension semester must pay for the credits taken. If the selected courses exceed nine credits, the full tuition and fees must be paid.

Students who have applied for special service during their study period (referred to as "special service male students") and are in the original study period will not be charged credit fees for any extra credits taken.

Students who do not attend internships or practicums due to reasons such as retaking courses will follow the same credit and payment regulations as extension students.

The tuition and fees that students must pay should be based on the standards approved by the Ministry of Education and submitted by the school.

第十三條 學期始業，學生應如期辦理註冊，逾期未註冊應行辦理之事項，另訂之。延修生之缺修學分，於延長修業期限之第二學期始開設者，第一學期得申請休學，反之應於第二學期申請休學，若未辦理休學，應至少選修一個科目，否則應予退學。

教務處於退學處分前應告知各相關學生，限期陳述意見。

At the beginning of each semester, students are required to complete the registration process as scheduled. Any procedures that need to be conducted for students who fail to register on time will be established separately.

For extension students who have deficient course credits and for whom makeup courses are offered starting from the second semester of the extended study period, they may apply for a leave of absence in the first semester. Conversely, if makeup courses are offered in the second semester, they should apply for a leave of absence in the second semester. Failure to apply for a leave of absence will require them to enroll in at least one course; otherwise, they may be subject to withdrawal.

The Academic Affairs Office must inform relevant students before implementing withdrawal measures and provide them with a deadline to state their opinions.

第十四條 本校學生跨校選修課程，應經本校及他校之同意，他校學生選修本校課程亦同。學生申請跨校選修課程應以本校各系(組)所、學程未開設之課程為

限，但 94 年次以後學生就學期間申請專案服役者(以下簡稱專案就學役男)如遇課程衝堂或其他不可抗力因素而無法選課時，不在此限；修讀學士學位學生每學期跨校選修課程之學分數最高以五學分為限，但經同意以遠距方式選讀他校之學分數以其當學期修習學分數之三分之一為原則。修讀碩士學位研究生跨校選修課程畢業總學分以三學分為原則。

本校大學日間部、碩士班及博士班學生赴「中台灣大學系統」之各校跨校選課者，以本校未開設之課程為限，且不受前項學分數之限制。專案就學役男每學期跨校選課學分高於前述規定者，提出申請並經所屬學系(組)核可者，得不受此限。本校學生跨校選修課程實施要點另訂之。

Students of our school who wish to take courses at other universities must obtain the consent of both our school and the other institution. Similarly, students from other universities who wish to take courses at our school must also obtain approval.

Students applying to take cross-university courses are limited to courses that are not offered by their own department (program) or academic track. However, special service male students who encounter course scheduling conflicts or other uncontrollable factors that prevent them from selecting courses are not subject to this restriction. For undergraduate students, the maximum number of credits they can take in cross-university courses per semester is limited to five credits. However, if approved to take courses at other universities through distance learning, the number of credits is limited to one-third of the total number of credits they are enrolled in that semester.

For graduate students (Master' s degree), the total number of cross-university credits required for graduation is generally limited to three credits.

For undergraduate, Master' s, and doctoral students of our university who wish to take courses at any university within the "Central Taiwan University System," they are only allowed to select courses that are not offered by our university, and are not subject to the credit limits mentioned above. Special service male students, who exceed the aforementioned cross-university credit limit in any semester, may apply for an exemption if their application is approved by their department (program).

The detailed implementation rules for cross-university courses taken by our students will be set separately.

第十五條 修讀學士學位學生，得經系(組)所、學程主管同意，上修本校碩士班學分；修讀碩士學位研究生，得經系(組)所主管同意，



上修本校博士班學分，但上修本校博士班課程總科目數以三科為限。

Bachelor's degree students, with the consent of the department (division) or program director, are allowed to take credits from master's programs at this institution. Master's degree research students, with the consent of the department (division) director, may take credits from the doctoral program at this institution, but they are limited to a total of three courses from the doctoral program.

第十六條 如屬教師聘請困難之特殊科目、重補修性質、輔系、雙主修及其他適於暑期開授等課程，得利用暑期開設課程。

學生除學期成績不及格之學分數已達退學規定或仍在休學期間者外，皆可申請選修暑期課程。

前兩項之相關規範及成績之記載另訂暑期修課實施要點規範之，並報教育部備查。

應屆畢業生須於完成暑修後始能畢業者，其畢業月份應與該屆畢業生同。

For special subjects that are difficult to hire teachers for, remedial courses, minors, double majors, and other courses suitable for offering in the summer, summer courses may be provided.

Students, except for those who are on leave of absence, are eligible to apply for summer courses.

The related regulations and the recording of grades for the above-mentioned courses will be governed by the separately established summer course implementation guidelines.

Graduating students who must complete summer courses before they can graduate will have their graduation month aligned with that of other students in the same graduating cohort.

第十七條 本校各學制每學期之修習學分數，規定如下：

The credit requirements for each academic program at our school for each semester are as follows:

- 一、學士班學生修習學分數，第一、二、三學年每學期不得少於十六學分，不得多於二十五學分；第四學年每學期不得少於九學分，不得多於二十五學分。但「大三下學期至大四下學期學生」如為學習規劃需要，且預選次學期課程時，「已修得相當學分數」者，經與曼陀師研商確認在修業年限內不影響畢業前提下，得按本校「學生選課須知」規定申請減修該學期學分，不受前述最低學分數限制，惟「大三生」至少仍須修習 10 學分、「大四生」至少仍須修習 1

個科目之學分數。

所稱「已修得相當學分數」之認定，另於本校「學生選課須知」中明訂之。

Bachelor's degree program students must complete a certain number of credits each semester as follows:

In the first, second, and third years, students must not take fewer than sixteen credits or more than twenty-five credits per semester.

In the fourth year, students must not take fewer than nine credits or more than twenty-five credits per semester.

However, for students in the second semester of their junior year through the second semester of their senior year, if they have accumulated a sufficient number of credits based on their academic plan and have selected courses for the next semester accordingly, and after consultation with academic advisors, it is confirmed that this adjustment will not affect their graduation within the specified academic timeframe, they may apply to reduce their credit load for that semester in accordance with the school's "Student Course Selection Guidelines," without being bound by the aforementioned minimum credit requirements.

However, junior students must still complete a minimum of 10 credits, and senior students must complete the credits for at least one subject.

The criteria for determining the "sufficient number of credits accumulated" are further detailed in the school's "Student Course Selection Guidelines."

二、進修學士班學生第一、二、三學年每學期修習學分數不得少於六學分，不得多於二十五學分。第四學年下限不受六學分之限

制，但至少應選修一個科目。已具備學士學位學生，再依「多元專長培力方案」申請修讀第二專長學位者，悉依「教育部對大專校院辦理多元專長培力方案注意事項」之規定辦理，每學期應修學分無最低下限。

For students in the extension bachelor's degree program, during the first, second, and third years, the minimum and maximum number of credits to be

taken per semester shall not be less than six credits and not more than twenty-five credits. In the fourth year, there is no lower limit on the number of credits to be taken, but students must select at least one subject.

For students who already hold a bachelor's degree and wish to pursue a second major degree under the "Multiple Competency Development Program," the regulations stipulated by the Ministry of Education regarding the management of multiple competency development programs in universities shall be followed. There is no minimum credit requirement per semester for such students.

三、碩士班及碩士在職專班研究生第一學年每學期修習學分數除大學部學生經學系同意修讀碩士班課程者，其已取得之碩士班課程學分，得於就讀碩士班時依抵免後之學分數，核實修讀外，餘皆不得少於六學分，不得多於十五學分；第二學年每學期不得少於一科目，不得多於十五學分；研究生補修所屬學系(組)所規定之先修科目者，不受此限，但僅視其是否修習合格，不採計修習成績與學分數。

3. In the first year of the master's program and the master's in-service professional program, students must complete a minimum of six credits and a maximum of fifteen credits per semester, except for undergraduate students who are permitted to take master's program courses by departmental consent. For those students who have already earned credits from master's program courses, these credits may be applied for exemption when enrolling in the master's program. After verification, the remaining required credits shall not be less than six and not more than fifteen per semester.

In the second year, students must complete at least one subject and no more than fifteen credits per semester. Students who need to take prerequisite courses as stipulated by their graduate department or group are not subject to these limits. However, their performance in these courses will be evaluated only for qualification purposes and not for credit."

四、博士班研究生前兩學年每學期修習學分不得少於三學分，亦不得多於十二學分。

4. In the first two years of the doctoral program,

students must complete a minimum of three credits and a maximum of twelve credits per semester.

五、選課學分數未達下限之學生，除符合本項第 1 款減修學分規定外，需於每學期加退選截止前選足學分。如有特殊原因得事先經系(組)所、學程主管及教務處同意減修，但最多以減修四學分為限。

5. Students who have not met the minimum credit requirements for course selection must add or drop courses to meet the required credits before the course selection deadline each semester. In cases of special circumstances, with prior approval from the department (group), program director, and the Office of Academic Affairs, students may reduce their credit load, but the maximum reduction is limited to four credits.

六、學生前一學期畢業成績全部及格，且學業平均成績排名在班上前百分之八者，或為大三轉學生及畢業班學生為如期畢業須超修學分數者，得填申請表經所屬系(組)所、學程主管及擬超修之授課教師核准者，得准超修，最高修習學分數大學部學士班學生不得多於三十學分，另如為學士班輔系或雙主修者則不得多於三十一及三十三學分，進修學士班學生不得多於二十五學分，碩士班及碩士在職專班研究生不得多於十八學分，博士班研究生不得多於十五學分，另專案就學役男按前一至四款原學制每學期最高修習學分數之限制外至多可超修五學分為原則。

學生選課除成績優良經同意者外，宜按年循序就各學系(組)所、學程規定課程規劃表修讀。

學生如因情況特殊需於學期中申請停修者，應至少保留修習 1 科目，不受前項最低修習學分數之限制。

學生修習學分及選課權利義務等相關事宜，另訂選課須知規範之。

6. Students who have passed all their courses in the previous semester and have an academic average ranking within the top eight percent of their class, or junior transfer students in their third year, or graduating students who need to exceed the required credit limit for timely graduation, may apply for permission to exceed the credit limit. This requires filling out an application form and obtaining approval from the department, program director, and the instructor of the course(s) to be exceeded. The maximum number of credits that undergraduate students may exceed is thirty credits, except for students in bachelor's

programs with a minor or double major, who may exceed up to thirty-one or thirty-three credits. Extension bachelor's program students may exceed up to twenty-five credits, master's program and master's in-service professional program students may exceed up to eighteen credits, and doctoral program students may exceed up to fifteen credits. Furthermore, male students under conscription service who are studying under special arrangements may exceed up to five credits beyond the limits specified in the first to fourth paragraphs.

In the course selection process, students should follow the curriculum plan specified by their respective departments or programs, except for those with excellent academic performance who have received permission.

If students need to apply for course withdrawal during the semester due to special circumstances, they should retain enrollment in at least one subject, regardless of the minimum credit requirements mentioned above.

Matters related to student credit completion, course selection rights and obligations, and other relevant issues are further specified in the Course Selection Guidelines."

#### **第四章 修業期限、學分、學分抵免、成績考核**

##### **第十八條 學生修讀學位修業期限如下：**

一、本校學生修讀學士學位之修業期限以四年為原則，但欲取得教師資格之幼兒教育學系師資生，應依師資培育法暨其相關規定修業，並另加教育實習半年，教育實習課程實施辦法另訂之。各學系（組）、學位學程招收已取得學士學位之入學者，其修業期限不得少於一年為原則；招收已取得副學士學位之入學者，其修業期限不得少於二年為原則。專案就學役男辦理休學入伍服役者，休學期間不納入修業年限計算。

各學系以「進修學制」依「多元專長培力方案」招收已取得學士學位之入學生，其學分依規定抵免後，在校修業年限至少一年，至多四年。

The duration of degree programs for students is as follows:

1. The standard duration for completing an undergraduate degree at our university is four years. However, students in the Department of Early Childhood Education who wish to obtain teaching qualifications must follow the Teacher Education Act and its related regulations, and complete an additional half-year of educational practice. The implementation guidelines for the educational practice course will be established separately. For each department (program), the minimum study duration for students who have already obtained a bachelor's degree upon admission is one year; for students who have obtained an associate degree upon admission, the minimum study duration is two years. For male students in special service programs who take a leave of absence for military service, the leave period will not be included in the study duration.

Departments that admit students who have already obtained a bachelor's degree under the "Continuing Education System" or the "Multiple Expertise Development Program" will transfer credits as per regulations. The minimum study duration for these students is one year, and the maximum is four years.

2. The duration of graduate studies at our university is one to four years.

3. The duration of doctoral studies at our university is two to seven years.

**For undergraduate students:** If their academic performance ranks within the top 5% of their class in the department (program), with an average grade and conduct grade of above 80 each semester, or if they are male students in special service programs, they may apply for early graduation in the last semester of their third or fourth year. They must have completed the required courses and credits for their department (program) by the previous semester or academic year. The student must submit an application in the 16th week of the second semester of their third year or the first semester of their fourth year, along with their academic transcripts. After review by the department (program) head and the dean of the college, the application will be sent to the Office of Academic Affairs for further review after finalizing the grades for that semester. The application will then be forwarded to the university president for approval to allow early graduation.

**For undergraduate students:** If they fail to complete the required courses and credits within the prescribed study duration, they may apply for an extension of their study period to the department (program) before the summer vacation of the fourth-year second semester. However, the maximum extension is two years.

**For students with physical or mental disabilities:** They may be granted an extension of their study period, with a maximum duration of four years, based on their physical and learning needs.

**For students who are pregnant, giving birth, or raising children under**

**three years of age:** They may apply for an extension of their study period until the semester in which the child turns three years old.

二、本校學生修讀碩士學位之修業期限為一至四年。

The graduation period for students pursuing a master's degree at our university is one to four years.

三、本校學生修讀博士學位之修業期限為二至七年。

The graduation period for students pursuing a doctoral degree at our university is two to seven years.

修讀學士學位學生，每學期學業成績名次在該學系（組）、學位學程該班級學生數前百分之五以內、每學期學業成績平均及操行成績均在八十分以上，或為專案就學役男者，並在修業期限屆滿前一學期或一學年修滿該學系（組）、學位學程應修之科目與學分者，得於三年級下學期或四年級上學期之第十六週，提出申請並檢具歷年成績表，經所屬學系（組）、學位學程主任及學院院長審核，送請教務處於該學期成績確定後完成複審，再送請校長核可後准予提前畢業。

修讀學士學位學生，在規定修業期限內，未修滿該學系（組）、學位學程應修科目與學分者，得於四年級下學期暑假前向所屬學系（組）、學位學程申請延長修業期限，但最高延長修業期限為二年。

Undergraduate students pursuing a bachelor's degree, who rank within the top five percent of their class in terms of academic performance in the respective department or degree program, with both their semester GPA and conduct grades exceeding 80, or who are male students undergoing conscription service and have completed all required courses and credits for their department or degree program one semester or one year prior to the graduation period, may submit an application in the 16th week of the second semester of their third year or the first semester of their fourth year. They should provide their past academic records. After review and approval by the department, director, the degree program director, and the dean of the college, the application will be forwarded to the Office of Academic Affairs for a final review after the completion of that

semester's grades. Once approved by the president, early graduation will be granted.

Undergraduate students pursuing a bachelor's degree who have not completed all required courses and credits for their department or degree program within the specified graduation period may apply for an extension of their graduation period before the summer break of the fourth year. However, the maximum extension allowed is two years.

身心障礙學生因身心狀況及學習需要，得延長修業期限，至多四年。

Students with disabilities may extend their graduation period for up to four years due to their physical or mental conditions and their specific learning needs.

學生因懷孕或分娩或撫育三歲以下子女，得申請延長修業年限，至分娩或幼兒滿 3 足歲之當學期止。

Students who are pregnant, have given birth, or are caring for a child under the age of three may apply to extend their graduation period until the semester when the child turns three years old.

第十九條 本校採用學年學分制，各學制學生畢業應修學分總數，修讀學士學位學生至少須修滿一百二十八學分；如外國生及港澳生以英制中學五年級學歷入學者，須增修十二個畢業學分，該學分之科目由各系另訂之；修讀碩士學位研究生至少須修滿二十四學分；修讀博士班研究生至少須修滿十八學分。

Our university adopts an annual credit system. The total number of credits required for graduation varies for students in different academic programs. For undergraduate students pursuing a bachelor's degree, a minimum of 128 credits must be completed. However, foreign students and students from Hong Kong and Macau who enter with a five-year British-style high school curriculum must complete an additional 12 graduation credits, and the specific courses for these credits will be determined by each department.

For master's degree graduate students, a minimum of 24 credits must be completed.

For doctoral program graduate students, a minimum of 18 credits must be completed.

修讀學士學位應屆畢業生成績優異或修讀碩士學位研究生成績優異，依教育部頒定辦法經學校同意逕修讀博士學位者，除依系(組)所規範之先修科目外，修讀學士學位應屆畢業生逕修讀博士學位



者，畢業應修習博士班課程至少三十四學分；修讀碩士學位研究生逕修讀博士學位者，畢業應修習博士班課程至少二十八學分。

Undergraduate students who graduate with outstanding academic performance or master's degree research students who excel and are granted approval by the university according to the regulations of the Ministry of Education may directly pursue a doctoral degree. In addition to any prerequisite courses specified by the department, undergraduate students who directly pursue a doctoral degree are required to complete a minimum of 34 credits of doctoral program courses, while master's degree research students who directly pursue a doctoral degree must complete a minimum of 28 credits of doctoral program courses.

第二十條 轉學生於暑假轉入二年級者，至少須在本校修業六學期，轉入三年級者，至少須在本校修業四學期；於寒假轉入二年級者，至少須在本校修業五學期，轉入三年級者，至少須在本校修業三學期，其應修學分由各該系(組)、學程主管，按照各該系(組)、學程課程規劃之規定及學生在原校已修習科目之成績及學分核定之。

Transfer students who enter as second-year students during the summer break must study at our university for a minimum of six semesters, while those who enter as third-year students must study for a minimum of four semesters. Transfer students who enter as second-year students during the winter break must study at our university for a minimum of five semesters, while those who enter as third-year students must study for a minimum of three semesters. The required credits for these transfer students will be determined by the respective department or program director, based on the curriculum planning of the department or program and the grades and credits earned by the students in the courses they have completed at their previous school.

第二十一條 本校各科目以每學期十八週、每週上課一小時以一學分為原則；實習或實驗科目以每週上課二或三小時為一學分。

At our university, each subject is typically worth one credit per semester, with each semester lasting for 18 weeks, and one class hour per week. However, for practical or laboratory subjects, each credit corresponds to two or three class hours per week.

第二十二條 本校下列學生得申請學分抵免：

The following students at our university may apply for credit transfer or exemption:

- 一、大學部新生及轉學生。
- 二、轉系(組)所、學程之學生。
- 三、已修讀本校碩士學分之碩士班及碩士在職專班學生。

四、就讀本校學士班及進修學士班或碩士班及碩士在職專班期間，曾選讀本校碩、博士班承認學分之課程成績在七十分以上，且已依規定申請保留者。

五、經核准跨國內外學校修課且成績及格之在校學生。

六、已修讀本校教師師資職前教育專業課程經甄試通過之師資生。

七、依其他法令或參加「青年教育與就業儲蓄帳戶方案」體驗達二年以上者，經審查准予抵免之本校學生。

1. Freshmen and transfer students in the undergraduate program.

2. Students transferring between departments or programs.

3. Students in the master's and in-service master's programs who have completed credits at our university.

4. Students who, during their enrollment in our university's bachelor's or extension bachelor's programs, or master's or in-service master's programs, have taken courses recognized by the doctoral or master's programs at our university, achieved a grade of at least 70, and have applied to retain these credits as per regulations.

5. Students who have been approved for credit transfer after completing courses at domestic or international schools with passing grades.

6. Teacher education students who have passed the qualifying examination for our university's teacher education professional courses.

7. Students who have participated in the "Youth Education and Employment Savings Account Program" for a period of two years or more, and have been approved for credit transfer after a review, as per other laws and regulations.

Please note that this list outlines the categories of students eligible for credit transfer or exemption at the university. The specific criteria and procedures for credit transfer/exemption may vary and should be consulted with the university's policies and regulations.

第二十三條 學分抵免上限規定如下：

The maximum credit transfer limit is as follows:

1、轉系(組)、學程學生，其轉入二年級者，至多得抵免五十學分；轉入三年級者，至多得抵免一百學分，但降轉系(組)、學程之學生得酌予增加抵免學分數；轉學生於暑假

轉入二年級者，至多得抵免五十學分，轉入三年級者，至多得抵免一百學分；於寒假轉入二年級者，至多得抵免七十五學分，轉入三年級者，至多得抵免一百二十五學分。

Students transferring between departments (programs) or degree programs who enter the second year may transfer up to 50 credits、while those entering the third year may transfer up to 100 credits. However、students transferring to a lower year in a different department (program) may be granted additional transfer credits as appropriate.

Transfer students entering the second year during the summer break may transfer up to 50 credits、while those entering the third year may transfer up to 100 credits.

Transfer students entering the second year during the winter break may transfer up to 75 credits、while those entering the third year may transfer up to 125 credits.

Students who have previously studied at this university and earned credits:

Undergraduate students、except those transferring into the third year during the winter break、may transfer up to 110 credits.

- 2、本校畢（肄）業學生重新參加大學入學考試或已修讀本校推廣教育學分班之學生參加大學聯考入學或參加本校入學考試之學生，其抵免學分數由各系(組)所、學程規定之。

Students who have previously graduated (or studied without completing) at this university and have retaken the university entrance exam、or students who have taken courses in the university's continuing education credit programs and later enrolled through the national university entrance exam or this university's entrance exam、shall have their transferable credits determined by the respective department、program、or degree program regulations.

- 3、碩、博士班一年級生及轉系(組)所者，碩士班至多得抵免轉入系(組)所規定畢業總學分數之二分之一；博士班至多得抵免三分之二。

First-year master's and doctoral students, as well

as those transferring between departments (programs) or graduate institutes:

Master's program students may transfer up to one-half of the total graduation credits required by the program they are transferring into.

Doctoral program students may transfer up to two-thirds of the total graduation credits required.

- 4、就讀本校學士班及進修學士班或碩士班及碩士在職專班期間，曾獲同意上修碩士班或博士班課程，成績在七十分以上者，於就讀本校碩士班或博士班，始可提出抵免學分申請，碩士班最多以抵免碩士班畢業學分總數三分之二為限，博士班則以九學分為上限。

Undergraduate, continuing education undergraduate, master's, and executive master's program students who were previously approved to take master's or doctoral courses and obtained a grade of 70 or above may apply for credit transfer upon enrolling in a master's or doctoral program at this university.

Master's program students may transfer up to two-thirds of the total graduation credits required.

Doctoral program students may transfer up to a maximum of 9 credits.

- 5、經核准跨國內外學校修課且成績及格之在校學生，其可抵免之科目與學分數由所屬系(組)所、學程主管認定，但至多得抵免系(組)所、學程規定畢業總學分數之二分之一為上限。

Students who have received approval to take courses at other domestic or international institutions and have passed those courses may have their transferable subjects and credits determined by their respective department (program) or degree program administrators. However, the maximum number of transferable credits shall not exceed one-half of the total graduation credits required by the program.

- 六、已修習本校所開教師師資職前教育課程，經甄試通過為本校之師資生，至多得抵免該轉入師資培育學程專業科目應修學分數四分之一。

Students who have completed the pre-service teacher education courses offered by this university and have passed the selection process to become teacher training students may transfer up to one-fourth of the required professional course credits in the

teacher training program they are entering.

第二十四條 學分抵免之原則如下：

The principles of credit transfer are as follows.

- 1、 學生入學本校前修習專業科目及格，至入學本校時已超過十年者，不得抵免。但特殊情形經以專案簽請教務長核准者，不在此限。

Professional courses completed by students before enrolling in this university that exceed ten years at the time of admission shall not be eligible for credit transfer. However, exceptions may be granted under special circumstances with the approval of the Academic Affairs Dean through a special case review.

- 2、 科目名稱、內容相同者。

Courses with the same name and content.

- 3、 科目名稱不同，但性質或內容相同之抵免，由相關系(組)所、學程或通識教育中心主管認定之。

Courses with different names but similar nature or content may be eligible for credit transfer, subject to approval by the relevant department (program), degree program, or the General Education Center.

- 4、 持有「青年教育與就業儲蓄帳戶方案」實務資歷相關證明（工作年資證、勞工保險證明或體驗學習證明）者，得由相關學系抵免對應學科之課程或實習學分。

Individuals holding proof of practical experience under the "Youth Education and Employment Savings Account Program" (such as proof of work experience, labor insurance certification, or experiential learning certification) may have corresponding academic or internship credits transferred, subject to approval by the relevant department.

第二十五條 學分抵免後編級規定如下：

The classification regulations after credit transfer are as follows:

- 1、 修讀學士學位入學新生抵免學分數在五十學分（含）以上者得編入二年級；在一百學分（含）以上得編入三年級；在一百二十學分（含）以上得編入四年級，轉學生得比照編入三年級、四年級。

Newly admitted undergraduate students who are granted 50 or more transfer credits may be classified as second-year students; those with 100 or more credits may be classified as third-year students; and those with 120 or more credits may be classified as fourth-year students. Transfer students may be classified accordingly as third-year or fourth-year students.

2、轉系(組)、學程之學生依申請轉入年級，不得提高編級。

Students transferring between departments (programs) or degree programs shall be classified according to the year level they applied to transfer into and may not be placed in a higher year level.

3、專科畢業生最高編入三年級；大學部退學學生最高編入退學之年級。

Graduates of junior colleges may be classified at most as third-year students. Undergraduate students who previously withdrew may be classified at most into the year level they were in at the time of withdrawal.

4、依前三款提高編級之學生修業期限仍應依本學則第十六條規定辦理。

Students who are placed in a higher year level according to the preceding three provisions must still comply with the study duration regulations outlined in Article 16 of the university's academic regulations.

有關學分抵免處理及編級作業規定另訂之，並報教育部備查。

Regulations regarding credit transfer processing and classification procedures shall be established separately and submitted to the Ministry of Education for reference.

第二十六條 學生修習科目考試方式如下：

The examination methods for students taking courses are as follows:

1、臨時考試：由任課教師於上課時間內舉行之。

Ad hoc examination: Conducted by the course instructor during class hours.

2、期中考試：於每學期期中在規定時間內舉行。

Mid-term examination: Held during the

specified time in the middle of each semester.

3、 期末考試：於每學期終了在規定時間內舉行之。

Final examination: Held at the end of each semester during the specified time.

四、 碩、博士學位考試：修滿畢業應修學分數後，得依本校另訂之「研究生學位考試辦法」規定參加學位考試。

畢業班學生修習非畢業班所開之科目，其期末考試時間同低年級舉行之。

學生成績應登錄並永久保存，在校各種考試試卷，應由任課教師或所屬系(組)所、學程保存一年，以備查考。

Master's and doctoral degree examinations: After completing the required credits for graduation, students may participate in degree examinations according to the 'Regulations for Graduate Degree Examinations' established by the university.

For graduating class students who take courses offered by non-graduating class programs, their final examinations shall be held simultaneously with lower-grade students.

Student grades shall be recorded and permanently retained. Examination papers from various examinations within the university shall be retained for one year by the course instructors or the respective departments, or programs for reference.

第二十七條 本校學生學業成績之種類如下：

The types of academic performance assessment for students at this university are as follows:

1、 平時成績：以臨時考試、出缺席狀況及學習報告、實驗(習)等成績決定之。

Regular performance assessment: Determined based on ad hoc exams, attendance records, learning reports, experiments (practice), etc.

2、 期中成績：以期中考試成績計算之。

Mid-term grades: Calculated based on mid-term exam results.

3、 學期成績：以平時成績、期中成績與期末考試成績計算決定之。

Semester grades: Determined based on regular performance, mid-term grades, and final exam grades.

4、 畢業成績：修讀學士學位畢業生以各學期修習學分總和除成績積分總和(含暑修)為其畢業成績；修讀碩、博士學位畢業生，以各學期修習之學業成績與學位考試成績之平均，為其畢業成績。

Graduation grades: For bachelor's degree graduates, the graduation grade is calculated as the total sum

of credits earned in each semester divided by the total sum of grade points earned (including summer sessions). For master's and doctoral degree graduates, the graduation grade is determined as the average of academic performance grades obtained in each semester and the degree examination grades.

第二十八條 學期學業平均成績之計算方法如下：

"The calculation method for the semester academic average score is as follows:"

- 1、以「科目之學分」乘「該科目所得成績分數」為積分。

Multiply the 'credit hours of the course' by the 'percentage score obtained in that course' to calculate the grade points.

- 2、所修各科目學分之總和為「學分數總和」。

The total sum of credits for all courses taken is referred to as the 'total credit hours.'

- 3、各科目積分之總和為「成績積分總和」。

The total sum of grade points for all courses is referred to as the 'total grade point sum.'

- 4、「學分數總和」除「成績積分總和」即為學期學業平均成績。

The "total credit hours" minus the "total grade points" is the semester's academic average grade.

- 5、學期學業平均成績之計算包括不及格科目之分數在內。

The calculation of the semester's academic average grade includes the percentage of failed courses.

第二十九條 本校學生學業成績採用百分記分法，以一百分為滿分，修讀學士學位學生所修科目學期成績以六十分為及格；修讀碩、博士學位研究生所修科目學期成績以七十分為及格。論文成績以七十分為及格。百分記分法及 GPA 對照表如下：

The school uses a percentage grading system with a maximum score of 100 points. For undergraduate degree students, a passing grade is 60 points for individual course semester grades, while for graduate (master's and doctoral) degree students, the passing grade is 70 points for individual course semester grades. A minimum passing grade of 70 points is required for thesis evaluations. Below is a conversion table for the percentage grading system and GPA:

百分計分法		G P A
學士學位成績	碩、博士學位成績	
八十分以上	九十分以上	4



七十分以上未達八十分	八十分以上未達九十分	3
六十分以上未達七十分	七十分以上未達八十分	2
五十分以上未達六十分	六十分以上未達七十分	1
未達五十分	未達六十分	0

第三十條 學生在期中考試或期末考試期間，如因特殊原因無法參加考試者，得辦理請假。學生請假期間應考試之科目，依授課教師指定補考之日期及方式完成補考，並以一次為限。  
學生考試請假及補考成績計算等事宜，另訂學生考試請假及補考實施要點規範之。

Students who are unable to participate in midterm or final exams due to special reasons may request leave. During the period of leave, students must make up for the missed exams as per the instructions provided by the course instructor, and there will be only one opportunity for makeup exams.

Specific guidelines and regulations regarding student exam leave and makeup exam grading are outlined in the Student Exam Leave and Makeup Exam Implementation Guidelines.

第三十一條 經教育主管機關認定之重大災害而無法正常學習之學生，得依『教育部專科以上學校為護突遭重大災害學生學習權益處理原則』辦理，其相關彈性修業配套機制之範圍及方式等規範另訂之。

Students who are unable to pursue their studies due to a significant disaster recognized by the educational authorities may apply for the "Principles for Protecting the Learning Rights and Benefits of Students Affected by Major Disasters in Colleges and Universities Above the Junior College Level" as stipulated by the Ministry of Education. Specific regulations regarding the scope and methods of flexible study arrangements and support mechanisms will be separately defined.

第三十二條 學生曠考之科目以零分計算之。以學期報告代替學期考試之科目，其報告應於授課教師指定期限內繳交，未按期繳交而影響授課教師評分者，以零分計算。

Subjects for which students are absent from exams will be recorded as a grade of zero. In cases where semester exams are replaced by semester reports, students must submit their reports within the deadline specified by the course instructor. Failure to submit the report on time, which subsequently affects the instructor's assessment, will

also result in a grade of zero.

授課教師應於每學期學校規定成績繳交期限前完成成績網路登錄，以免影響學生權益。

In order to avoid any impact on students' rights and interests, course instructors are required to complete the online grade submission before the school's designated deadline at the end of each semester.

授課教師遲繳成績過久跨越新學期之註冊日仍未繳交者，其處理方式得由註冊組提請教務會議討論決定之，該授課教師並得移請教師評審委員會酌處。

If a course instructor delays the submission of grades to the extent that it crosses over into the registration period for the new semester without submission, the handling of such cases may be discussed and decided upon by the Academic Affairs Committee upon the request of the Registration Office. Additionally, the course instructor may be subject to review by the Faculty Evaluation Committee.

**第三十三條** 學生各項成績經評定送教務處後，不得更改。如確實須予更改，授課教師需提出書面及口頭報告，經相關院級主管召集所屬系（組）所、學程主管聯席會議審核通過後，報教務處審定。

Once a student's grades have been assessed and submitted to the Office of Academic Affairs, they may not be changed. If it is deemed necessary to make changes, the course instructor must submit a written and verbal report. Afterward, a meeting must be convened with relevant department(s) or program heads present. Once approved at this meeting, the matter is then submitted for review to the Office of Academic Affairs.

**第三十四條** 學生學期成績不及格科目，不得補考，必修科目應令重修。

Students who fail to pass a subject in a semester may not be eligible for a makeup exam, and in the case of compulsory subjects, they will be required to retake the course.

## **第五章 請假**

**第三十五條** 學生因病或因事不能上課者，應依本校學生請假規則辦理請假手續。

Students who are unable to attend classes due to illness or other reasons should follow the leave application procedures outlined in the school's student leave regulations.

**第三十六條** 學生請假獲准者為缺課，未經請假或請假未准者為曠課。缺、曠課情形均按該科目授課教師課程大綱之規定，進行學生學習成效之多元評量。

Students who have been granted leave are considered

absent from class, while those who do not request leave or have their leave requests denied are considered to have skipped class. In both cases, the assessment of students' learning outcomes will be conducted according to the course syllabus provided by the respective course instructor.

## **第六章 轉系(組)所、轉學程、輔系、雙主修**

**第三十七條** 本校學生若認為所就讀學系(組)所、學程與志趣不合時，得依各學系(組)所、學程之所列申請條件辦理轉系(組)所、學程。經核准轉系(組)所、學程者，不得再申請變更或撤銷。

學生因參加「青年教育與就業儲蓄帳戶方案」達二年以上，期滿復學者，本校得依其意願，責請各該學系審酌該生之職場、學習或國際體驗等，予以改分發。

Students at our university who believe that their chosen major, program, or academic interests are not aligned may apply for a transfer to another major, program, or academic department according to the specific application criteria of the department or program they wish to transfer to. Once a transfer has been approved, students may not apply for further changes or reversals.

For students who have participated in the "Youth Education and Employment Savings Account Program" for two years or more and wish to return to school upon completion, our university may, based on their preferences, engage the relevant academic department to consider factors such as their workplace experience, learning, or international exposure when reassigning them.

**第三十八條** 本校學生得於每學期結束前，依教務處公告時程，申請轉系(組)所、學程。

學生申請轉系(組)所、學程應經原肄業系(組)所、學程與擬轉入系(組)所、學程雙方主管同意。

轉系(組)所、學程後，各年級具學籍之學生總數不得超過當學年度教育部核定之招生名額(不含外加名額)；前述轉系(組)所、學程規定另訂之。

Students at our university are allowed to apply for transfers to other majors, programs, or academic departments each semester before the end of the semester. The application process should follow the schedule announced by the Office of Academic Affairs.

To apply for a transfer to another major, program, or academic department, students must obtain the agreement of

both the current department or program they are enrolled in and the department or program they wish to transfer to.

After the transfer to another major, program, or academic department has been approved, the total number of students with enrolled status in each year of study should not exceed the enrollment quota determined by the Ministry of Education for the current academic year (excluding additional quotas). Specific regulations regarding transfers to other majors, programs, or academic departments may be outlined separately.

第三十九條 本校各學系(組)、學程之修讀學士學位學生若有下列情形之一者，不得申請轉系(組)、學位學程：

Students enrolled in a bachelor's degree program in any department (program) or degree program of this university may not apply for a transfer if they meet any of the following conditions:

1、修業未滿一學期者。

Students who have not completed at least one semester of study.

2、四年級肄業生。

Fourth-year students who have not completed their degree.

3、在休學期間者。

Students who are on a leave of absence.

4、延修生。

Extended-study students

研究生若有下列情形之一者，不得申請轉系(所)、學位學程：

Graduate students may not apply for a transfer of department (institute) or degree program if they meet any of the following conditions:

1、修業未滿一學期者。

Students who have not completed at least one semester of study.

2、休學期間學生。

Students who are on a leave of absence.

3、不同學制班別學生不得互轉。

Students enrolled in different academic systems or program categories may not transfer between them.

有關學生轉系(組)所、學程之辦法另訂之，並報教育部備查。

Regulations regarding student transfers between departments (programs), institutes, or degree programs shall be

established separately and submitted to the Ministry of Education for reference.

第四十條 本校修讀學士學位學生，自入學第一學年起，均得申請修讀「輔系」及「雙主修」。

Students pursuing a bachelor's degree at our university are eligible to apply for "minors" and "double majors" starting from their first year of enrollment.

另學生亦得跨校修讀本校與「中國醫藥大學」相互同意開設之「輔系」或「雙主修」課程，修讀完成者，由各校予以學分或學位證明。前項學生「跨校修讀輔系、雙主修課程」規定另訂之。

Additionally, students are allowed to cross-register and pursue "minors" or "double majors" courses offered by both our university and "China Medical University" under mutual agreement. Upon completion of these courses, both universities will provide credit or degree certification. Specific regulations for students cross-registering for "minors" or "double majors" courses between the two universities will be outlined separately.

第四十一條 學生修讀輔系專業（門）必修科目，至少應達二十學分，其中不包括其主系應修習之相同科目在內。學生修習輔系之學分，應在其主系規定最低畢業學分以外加修之。

Students pursuing a minor in a specific discipline (field) are required to complete a minimum of twenty credits in that discipline. This count should exclude any overlapping or identical courses required by their major program. The credits earned through the minor should be in addition to the minimum graduation credits required by their major program.

修讀雙主修學生，除應修滿本學系規定畢業科目學分外，應至少修滿加修學系全部專業（門）必修科目學分始可取得雙主修資格。如扣除本學系學分後，加修學系專業必修科目學分不足四十學分，或加修學系專業必修科目學分原本不足四十學分，應由加修學系指定選修科目學分補足之。

For students pursuing a double major, in addition to completing the required graduation credits for their primary major, they must also earn a minimum number of credits in all required courses of the secondary major to qualify for a double major designation. If, after deducting the credits earned in their primary major, they do not have at least 40 credits in the required courses of the secondary major, or if the secondary major originally requires fewer than 40 credits, they should take additional courses specified by the

secondary major to make up for the shortfall in credits.  
第四十二條 修讀輔系學生，在規定修業期限內，未修滿該系應修學分或輔系科目學分者，得申請延長修業期限，但仍應受最高修業期限之限制。

修讀雙主修學生於延長修業期限二年屆滿後，仍未修畢雙主修應修科目與學分者，得再申請延長修業期限一年。

學生因故無法繼續修讀輔系、雙主修者，應申請放棄修讀。

學生因故放棄或於規定修業期限屆滿，未修足輔系或雙主修規定之科目與學分者，不得申請發給有關輔系或雙主修之任何證明。學生修讀輔系、雙主修實施要點另訂之，並報教育部備查。

Students pursuing a minor who fail to complete the required credits or minor course credits within the designated study period may apply for an extension, but they must still comply with the maximum study period limit.

Students pursuing a double major who have not completed the required courses and credits after a two-year extension may apply for an additional one-year extension.

Students who are unable to continue their minor or double major studies for any reason must apply for withdrawal.

Students who withdraw or fail to complete the required courses and credits for a minor or double major within the designated study period shall not be issued any certification related to the minor or double major.

The implementation guidelines for pursuing a minor or double major shall be established separately.

## 第七章 休學、退學、開除學籍、復學、轉學

第四十三條 學生有下列事故暫難繼續求學時，得申請休學：

Students who encounter the following circumstances and find it temporarily difficult to continue their studies may apply for a leave of absence:

1、罹患重病

Suffering from a serious illness.

2、兵役徵集（含專案就學役男）

Military conscription (including special education for conscripted individuals).

3、學生懷孕

Student pregnancy.

4、 家境清寒

Impoverished family circumstances.

5、 其他重大事故

Other major incidents.

六、獲得參加「青年教育與就業儲蓄帳戶」方案。

Six, participating in the "Youth Education and Employment Savings Account Program."

申請創業經核准者學生於修畢大二課程後，經家長或監護人同意，得提出「工作計畫書」申請休學。

Students who have been approved for entrepreneurship may, with the consent of their parents or guardians, submit a "work plan" to apply for a leave of absence after completing their sophomore year courses.

學生罹患法定傳染病或危及校內公共健康及安全之疾病，經區域以上醫院證明且基於公共防治之必要者，應予休學。

Students who contract a legally notifiable infectious disease or a disease that poses a threat to public health and safety within the campus, as confirmed by a regional or higher-level hospital and deemed necessary for public prevention, should be placed on a leave of absence.

第四十四條 學生休學以一學期、一學年為期，總計不得超過二學年，期滿未復學者，即令退學，但因重大傷病、精神病或依前條第五項規定令其休學已滿兩學年仍未痊癒者，得再申請休學最多兩學年、休學期間因服兵役或懷孕、分娩或撫育三歲以下子女者，得再申請休學最多一學年。

Students may take a leave of absence for a period of one semester or one academic year, with a maximum total duration of two academic years. If they do not resume their studies upon the expiration of the leave period, they will be considered withdrawn from the program. However, in cases of severe illness, mental health issues, or as specified in the fifth clause of the previous provision, if the student has not recovered after two years of leave, they may apply for an extension of up to two more years. During the leave of absence, students who are serving in the military or are pregnant, giving birth, or caring for a child under the age of three may apply for an additional leave of up to one academic year.

參加「青年教育與就業儲蓄帳戶」方案之高級中等學校畢業生考取本校入學後，申請休學者，期間以 3 年為限，學生辦理休學入伍服役者，應於申請時或服役期滿後，檢附徵集令、退伍令或相關證明文件影本，服役期間不計入休學年限，碩博士班學生亦同，且不納入前二項休學期間之計算。

Students who have participated in the "Youth Education and Employment Savings Account Program" and who are graduates of senior high schools may apply for a leave of absence for a maximum period of three years after enrolling in our university. Students who request a leave of absence for military service must provide a copy of the conscription order, discharge order, or relevant proof documents when applying or after completing their service. The period of military service does not count towards the leave of absence period, and this provision applies to both master's and doctoral students. Additionally, it is not included in the calculation of the leave of absence periods mentioned in the first two clauses.

學生依前條第 7 款申請創業經核准休學者，期間以 2 年為限，必要時得專簽延長一次，並以 1 年為限，且不納入前二項休學期間之計算。

Students who apply for a leave of absence for entrepreneurship, as specified in the seventh clause of the previous article, are limited to a maximum period of two years. If necessary, they may apply for a one-time extension, limited to one year, and this extension period is not included in the calculation of the leave of absence periods mentioned in the first two clauses.

教務處於退學處分前應告知各相關學生，限期陳述意見。

The Office of Academic Affairs must inform the relevant students and provide them with a deadline to express their opinions before imposing any withdrawal or dismissal penalties.

第四十五條 學生復學應在每學期註冊前申請，復學時應入原肄業系(組)所相銜接之學年或學期肄業。但學期中途休學者，復學時，應入原休學之學年或學期肄業，不得在學期中復學。若原肄業系(組)所變更或停辦時，經教務長同意得入本校其他相關系(組)所肄業。

專案就學役男休學服役後之復學銜接原則：

Students who wish to return to their studies should apply before each semester's registration period. When resuming their studies, they should enroll in the academic year or semester that corresponds to their



previous academic status. However, students who took a leave of absence in the middle of a semester should resume their studies in the academic year or semester in which they took the leave and are not allowed to resume their studies in the middle of a semester. If the original department or program undergoes changes or is discontinued, with the approval of the Director of Academic Affairs, students may enroll in another relevant department or program at the university.

For conscripted individuals participating in special education, the principles for returning to their studies after military service are as follows:

1. 完成服役：應入原肄業教學單位相銜接之學年或學期肄業。

After completing military service, individuals should enroll in the academic year or semester that corresponds to their previous academic status in the original academic department or program.

2. 新訓練退：依徵兵規則驗退者，驗退後應入原肄業教學單位相銜接之學年或學期肄業。

For those who are discharged after undergoing a new conscript training and evaluation process, they should enroll in the academic year or semester that corresponds to their previous academic status in the original academic department or program.

3. 因病停役：依兵役法第 20 條辦理因病停役者，依其就醫或修養需求，安排後續康復之復學規劃。

For individuals who were placed on sick leave according to Article 20 of the Military Service Act, their return to studies will be arranged based on their medical or rehabilitation needs, with a plan for their recovery and continuation of education

又學生復學後，如原適用課程規劃之課程停開導致修課困難時，所屬學系(組)所應輔導選修他系(組)所或他校相同或相近之課程。本校學生申請休學及復學之作業規定另訂之。

Furthermore, when students return to their studies and encounter difficulties due to course cancellations that were part of their original course plan, their academic department or program should provide guidance and assistance for them to choose elective courses from other departments or programs within the university or

from similar courses at other institutions. The specific procedures for students at our university to apply for leaves of absence and return to studies will be outlined separately.

第四十六條 本校各學系學士班及進修學士班學生修畢一年級科目，擬轉入他校就學者，應由家長或監護人具名簽章後，向教務處提出退學申請，經核准者，發給修業證明書。

Students in the bachelor's and continuing education bachelor's programs of our university who have completed their first-year courses and intend to transfer to another institution should submit a withdrawal application to the Office of Academic Affairs with the signature of their parent or guardian. Upon approval, a certificate of completion will be issued.

第四十七條 新生或轉學生入學考試如有矇混、頂替情事，或其所繳入學證件有假借、冒用、偽造、變造學歷證明文件，經查證屬實者，應開除學籍，並不發給任何與修業有關之證明文件；又如在畢業後發現者，將追繳其畢業證書並公告取消其畢業資格。開除學籍或被追繳畢業證書之學生如不服處分，得提起申訴，學校於通知學生處分時，應告知學生申訴權利。

If there is evidence of cheating, impersonation, or the submission of fraudulent, borrowed, or altered academic documents in the entrance examinations of new students or transfer students, and it is verified to be true, their student status shall be revoked, and no academic documents related to their studies shall be issued. If such irregularities are discovered after graduation, their diploma shall be revoked, and their graduation status shall be publicly revoked.

Students who are expelled or have their diplomas revoked and disagree with the disciplinary action may file an appeal. The university shall inform the student of their right to appeal when notifying them of the disciplinary action.

第四十八條 學生有下列情形之一者，應予退學：

Students who meet any of the following conditions should be subject to expulsion:

1、入學或轉學資格經審核結果不合規定者。

Failure to meet the admission or transfer requirements as determined by the review process.

2、考試時有矇混、頂替情事，經查明屬實者。

Involvement in cheating, impersonation, or fraudulent activities during exams, as verified by an investigation.

3、未按期到校註冊者。

Failure to register on time.

4、在校操行成績不及格者。

Students who fail to meet academic performance standards while enrolled at the university.

5、休學期滿未申請復學，或未繼續申請休學者。

Students who do not apply for re-enrollment after their leave of absence period expires or do not continue to apply for leaves of absence.

6、修業期限屆滿依規定延長修業期限後，仍未修足主系(組)所、學程應修科目與學分者。

Students who have reached the end of their study period and have been granted an extension of their study period according to regulations but still have not completed the required courses and credits for their major, department, program, or curriculum.

7、修讀碩、博士學位研究生修業期限屆滿仍未修足應修科目與學分者。

Graduate students pursuing a master's or doctoral degree who have reached the end of their study period and have still not completed the required courses and credits for their degree.

8、修讀碩士學位研究生完成學位應修課程，提出論文，學位考試成績不及格，經申請重考仍不及格者。

Graduate students pursuing a master's degree who have completed the required coursework, submitted a thesis, but failed the degree examination, and have failed again upon re-examination after applying for a retest.

9、修讀博士學位研究生完成學位應修課程，未依規定期限通過博士候選人資格考核或提出論文學位考試成績不及格，經申請重考仍未通過者。

Graduate students pursuing a doctoral degree who have completed the required coursework, but have not passed the doctoral candidate qualification examination or have submitted a thesis for the degree examination and failed, and have failed again upon re-examination after applying for a retest within the stipulated timeframe.

十、未經核准或推薦，而同時具有境內及境外大學雙重學籍者。教務處於退學處分前應告知學生，限期陳述意見。

Students who hold dual enrollment at both domestic and foreign universities without proper approval or recommendation.

The Office of Academic Affairs must inform students and provide them with a deadline to express their opinions before imposing any expulsion or withdrawal penalty.

第四十九條 學生經核准或推薦得同時在境內大學及與本校簽訂學術合作之境外大學修讀雙學位，其在境外合作學校選修課程之學分數，不受本學則第十二條最高學分數之限制。本校與境外大學校院辦理雙學位實施要點另訂之，並報教育部備查。

Students who have been approved or recommended may pursue a dual degree program simultaneously at a domestic university and an overseas university that has an academic cooperation agreement with this university. The number of credits earned at the partner overseas university is not subject to the maximum credit limit stipulated in Article 12 of the university's academic regulations.

The implementation guidelines for dual degree programs between this university and overseas universities shall be established separately and submitted to the Ministry of Education for reference.

第五十條 申請轉學、退學或應予退學學生，如在本校修滿一學期具有成績，得發給修業證明書。但因本學則第四十五條規定開除學籍者，不予發給。

Students who apply for transferring to another institution, withdrawing, or those who are subject to expulsion but have completed one semester at our university with a record of grades may be issued a certificate of completion. However, those who are expelled in accordance with Article 45 of these regulations shall not be issued such a certificate.

第五十一條 學生申請退、休學之退費標準依『專科以上學校學雜費收取辦法』及『專科以上學校向學生收取費用辦法』等相關規定辦理。

The refund standards for students applying for withdrawal or leave of absence shall be processed in accordance with the relevant regulations, such as the "Regulations for the Collection of Tuition and Fees by Junior Colleges and Higher Educational Institutions" and the "Regulations for Collecting

Fees from Students by Junior Colleges and Higher Educational Institutions."

第五十二條 依規定應予退學或開除學籍學生，依學校學生申訴制度提出申訴者，不因申訴之提起而停止原處分之執行，但申訴結果未確定前，學生得提出繼續在校肄業之請求。

Students who are subject to withdrawal or expulsion according to regulations and who file an appeal under the university's student appeal system shall not have the execution of the original penalty suspended due to the filing of the appeal. However, until the appeal results are confirmed, students may request to continue their studies at the university.

前項受處分學生經校內申訴，未獲救濟者，得依法提起訴願及行政訴訟；經上級主管機關決定或行政法院判決顯係違法或不當時，應另為處分。

Students who have been penalized and have exhausted the internal appeal process may, if they are not satisfied with the outcome, file an administrative appeal or administrative lawsuit in accordance with the law. If a decision from a higher authority or a ruling from an administrative court indicates that the original penalty was illegal or inappropriate, a new penalty should be imposed.

依前項規定經本校另為處分得復學之學生，撤銷其退學處分；因特殊事故無法及時復學時，各系(組)所及教務處應輔導復學；對已入營無法復學之役男，應保留其學籍，俟其退伍後，輔導優先復學；復學前之離校期間並得補辦休學。

Students who have been penalized in accordance with the preceding provisions and who are eligible for reinstatement may have their withdrawal penalties revoked. In cases where students are unable to return to their studies promptly due to special circumstances, the respective departments (or divisions) and the Office of Academic Affairs should provide guidance for their reinstatement. For conscripts who are unable to return to their studies due to military service, their student status should be retained, and they should be prioritized for reinstatement guidance upon completion of their military service. During the period of absence before reinstatement, they may also apply for a leave of absence.

第五十三條 本校學生修業期滿，並修滿該學系(組)所、學程規定科目與學分(有實習者應實習完成)，並通過本校規定各項考核者，始得畢業授予學位，並發給學位證書。

Students at our university are eligible for graduation and the conferment of degrees only upon completing the required courses and credits stipulated by their respective departments (or divisions) and programs (including fulfilling internship requirements) and passing all the necessary assessments prescribed by the university. Upon meeting these requirements, students will be granted their degrees and issued degree certificates.

第五十三條之一 依據學位授予法第5條，學士學位學生修讀相近學術領域課程或跨領域專長課程，符合前項學位要件者，得依其學術領域、修讀課程及要件授予學士學位，不限於學生原入學之院、系、學位學程規定。但涉及政府相關部門所定人力培育總量管制機制之特殊專業領域者，不包括在內。相近學術領域之認定基準，由辦理學位授予之所屬學院院級相關會議定之。

According to Article 5 of the Degree Conferral Act, undergraduate students who complete courses in a related academic field or interdisciplinary specialization and meet the degree requirements may be awarded a bachelor's degree based on their academic field, completed courses, and requirements. This is not limited to the regulations of the college, department, or degree program in which they were originally admitted.

However, this does not apply to specialized professional fields that are subject to government-imposed workforce quota control mechanisms.

The criteria for determining related academic fields shall be established by the relevant college-level meetings responsible for degree conferral.

第五十三條之二 本校授予之學位，有下列情事之一者，應予撤銷，並公告註銷其已頒給之學位證書；有違反其他法令規定者，並依相關法令規定處理。

一、入學資格或修業情形有不實或舞弊情事。

二、論文有違反學術倫理，依亞洲大學碩、博士班學位論文違反學術倫理案件處理要點審定屬實者。

Degrees conferred by the university shall be revoked under any of the following circumstances, and the issued diploma shall be officially annulled. Any violations of other legal regulations shall be handled in accordance with the relevant laws.

1. Falsification or fraud regarding admission qualifications or academic

records.

2. Violation of academic ethics in a thesis, as verified under the university's guidelines for handling academic ethics violations in master's and doctoral dissertations.

## 第九章 學籍管理

第五十四條 學生學籍資料，由本校永久保存，應詳細登記其學號、姓名、性別、出生年月日、戶籍地址、身分證統一編號、外國學生國籍、僑生僑居地、入學身分別、入學學歷、入學年月、休學、退學、復學、轉系(組)所、轉學程、輔系、雙主修、所修科目學分成績、畢業年月、家長或監護人之姓名、通訊地址等。入學新生姓名、籍貫及出生年月日，應以身分證所載為準。

The student enrollment data at our university will be permanently retained and should include detailed information such as the student's:

Student ID

Name

Gender

Date of Birth

Registered Address

National ID (or foreign student's equivalent)

Nationality for international students

Overseas residence for overseas Chinese students

Admission Status

Admission Academic Year and Month

Leave of Absence

Withdrawal

Reinstatement

Department (or Division) Transfer

Program Transfer

Minor

Double Major

Courses Taken and Credits Earned

Graduation Year and Month

Name of Parent or Guardian

Mailing Address

For new students, their name, hometown, and date of birth should match the information on their identification card.

第五十五條 本校學生及畢(肄)業校友申請更改學籍姓名及個人相關資料，應檢附戶政機關發給之有關證件，報經教務處辦理。

Students and alumni of our university who wish to change their student enrollment information, including their name and personal details, should provide relevant documents issued by the household

registration authority. These requests should be submitted to the Office of Academic Affairs for processing.

第五十六條 本校學生出國期間之學籍處理，另訂學生出國期間學業及學籍處理辦法，並報教育部備查。

The handling of students' academic and enrollment matters while they are abroad is governed by a separate set of regulations known as the "Regulations for Handling Academic and Enrollment Matters During Students' Study Abroad Periods at Our University." These regulations are submitted to the Ministry of Education for reference.

## 第十章 附則

第五十七條 本學則未規定事項，依有關法令及本校之教務章則辦理。

For matters not covered by these regulations, the university will follow relevant laws and its own academic rules and regulations.

第五十八條 本學則經校務會議通過後公告施行，並報教育部備查，修正時亦同。

These university regulations shall be implemented upon approval by the University Council and shall be reported to the Ministry of Education for reference. Any amendments to these regulations shall follow the same process.