

國立高雄師範大學學則

Principles of National Kaohsiung Normal University

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教育部 88.09.15 台(八八)師(二)字第 88112430 號修正備查
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92.04.14 台中(二)字第 0920052125 號同意備查
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95.11.16 台中(二)字第 0950169516 號函同意備查
96.01.25 台中(二)字第 0960007798 號函同意備查
96.05.09 台中(二)字第 0960061185 號函同意備查
97.01.16 台中(二)字第 0970006464 號函同意備查
97.09.09 台高(二)字第 0970176696 號函同意備查
98.02.20 台高(二)字第 0980022469 號函同意備查
98.08.21 台高(二)字第 0980140908 號函同意備查
98.12.25 九十八學年度第一學期校務會議通過
99.02.09 台高(二)字第 0990020858 號函同意備查
99.06.18 九十八學年度第二學期校務會議通過
99.08.13 台高(二)字第 0990131810 號函同意備查
100.01.07 九十九學年度第一學期校務會議通過
教育部 100.03.09 臺高(二)字第 1000031537 號函同意備查
100.06.17 九十九學年度第二學期校務會議通過
教育部 100.08.01 臺高(二)字第 1000126469 號函同意備查
101.01.06 100 學年度第一學期校務會議通過
教育部 101.02.08 臺高(二)字第 1010017073 號函同意備查
101.06.15 100 學年度第二學期校務會議通過
教育部 101.07.25 臺高(二)字第 1010139066 號函同意備查
102.01.11 101 學年度第一學期校務會議通過
教育部 102.03.13 臺教高(二)字第 1020033762 號函同意備查
103.01.10 102 學年度第一學期校務會議通過
教育部 103.04.15 臺教高(二)字第 1030049161 號函同意備查
103.10.29 103 學年度第一學期第一次教務會議通過
103.11.14 103 學年度第一學期第一次臨時校務會議通過
104.01.07 103 學年度第一學期第二次教務會議通過
104.01.09 103 學年度第一學期第一次校務會議通過
教育部 104.02.17 臺教高(二)字第 1040016651 號函同意備查
104.10.28 104 學年度第一學期第一次教務會議通過
105.01.06 104 學年度第一學期第二次教務會議通過
105.01.08 104 學年度第一學期校務會議通過
教育部 105.02.04 臺教高(二)字第 1050008420 號函同意備查
105.04.20 104 學年度第二學期第一次教務會議通過
105.06.08 104 學年度第二學期第二次教務會議通過
105.06.17 104 學年度第二學期校務會議通過
教育部 105.09.12 臺教高(二)字第 1050101587 號函同意備查
105.10.26 105 學年度第一學期第一次教務會議通過
105.12.14 105 學年度第一學期第二次教務會議通過
105.12.23 105 學年度第一學期校務會議通過
教育部 106.04.27 臺教高(二)字第 1060019645 號函同意備查
106.04.19 105 學年度第二學期第一次教務會議通過
106.06.14 105 學年度第二學期第二次教務會議通過
106.06.16 105 學年度第二學期校務會議通過
教育部 106.09.14 臺教高(二)字第 1060107317 號函同意備查
108.04.19 107 學年度第二學期第一次教務會議通過
108.06.12 107 學年度第二學期第二次教務會議通過
108.06.14 107 學年度第二學期校務會議通過
教育部 108.08.05 臺教高(二)字第 1080109859 號函同意備查
109.10.28 109 學年度第一學期第一次教務會議通過
109.12.25 109 學年度第一學期校務會議通過
教育部 110.05.12 臺教高(二)字第 1100063971 號函備查

第一章 總則

- 第一條 本學則依據「大學法」及其施行細則、「學位授予法」、「師資培育法」及其施行細則，並依本校實際需要訂定之。
- 第二條 本校處理學生之入學、保留入學資格、休學、復學、退學、轉學、轉系（所）、輔系、雙主修、成績、暑期修課、日夜互選、校際選課、出國期間有關學籍及畢業等事宜，除法令另有規定外，悉依本學則辦理。
經教育主管機關認定屬學生無法正常學習之重大災害，為協助學生彈性修業及其他措施相關事宜，視個案需求悉依本校「國立高雄師範大學維護突遭重大災害學生學習權益處理原則」辦理。

第二章 入學

- 第三條 本校於每學年之始，招收各學系一年級新生，並得酌收二、三年級轉學生，經各管道入學考試或轉學考試及格錄取者為正式生，招生簡章另訂之。
各系經教育部核准得招收進修學院（以下簡稱進修學院）回流教育學士班，招生簡章另訂之。
- 第三條之一 本校學生經申請核准具雙重學籍者，方得同時於國內及境外大學校院或本校其他系所修讀學位。
本校與境外大學跨校雙聯學制實施辦法及學生申請雙重學籍要點另訂之，並報教育部備查。
- 第四條 本校得酌收外國籍學生為特別生，其辦法另訂之。
- 第五條 凡在公立或已立案之私立高級中學或同等學校畢業，或合於教育部規定或具有同等學力之資格，經入學考試錄取者，得入本校一年級修讀學士學位。
- 第五條之一 學士後第二專長學士學位學程係招收經教育部立案之國內大學、獨立學院畢業，或於符合教育部大學辦理國外學歷採認辦法規定之國外大學或獨立學院畢業，取得學士以上學位，且已服畢兵役或無兵役義務者。
- 第六條 凡在公立或已立案之私立大學或獨立學院肄業或公立或已立案之私立專科學校畢業，並參加本校轉學生考試錄取者，得轉入性質相同學系相銜接之年級肄業，或酌量降低年級，一年級及應屆畢業年級不收轉學生。
- 第七條 凡在公立或已立案之私立大學或獨立學院，或符合教育部採認規定之國外大學畢業，得有學士學位，或具有同等學力，符合各系所碩士班報考資格之規定，經本校碩士班入學考試或甄試錄取者，得入本校各系所碩士班肄業。
各系所經教育部核准得招收進修學院碩士學位班，其入學資格悉依簡章規定辦理。

甄試錄取新生如已具入學資格者，可提前一學期註冊入學，其報到後之保留入學資格及入學後之修業規定，悉依據本校學則及各所、系、學位學程修業規定辦理。

第八條 凡在公立或已立案之私立大學或獨立學院，或符合教育部採認規定之國外大學畢業，得有碩士學位或具有同等學力者，符合各系所博士班報考資格之規定，經本校各系所博士班入學考試或甄試錄取者，得入本校各系所博士班肄業。本校碩士班研究生修讀期間成績優異者，得申請逕行修讀博士學位，申請辦法另訂之。

甄試錄取新生如已具入學資格者，可提前一學期註冊入學，其報到後之保留入學資格及入學後之修業規定悉依據本校學則及各所、系、學位學程修業規定辦理。

第九條 凡經錄取之新生或轉學生應於規定日期內親自來校辦理入學手續，其因病或特殊事故不能來校辦理手續，經檢同證明文件（疾病證明以公立醫院或財政部認定其會計紀錄完備正確之醫院所出具者為限）事前請准延期辦理者，得准予補辦。但最多以一週為限，逾期不辦入學手續者，即撤銷其入學資格。

第十條 新生因故不能按時入學時，應於八月底前申請保留入學資格，經核准後得展緩入學一年。其申請保留入學資格要點另訂之，並報教育部備查。進修學院碩士學位班新生不得辦理保留學籍。

第十一條 新生及轉學生入學報到須繳驗學歷證明文件（師範學校公費畢業生，並須繳驗服務期滿證明書或符合師資培育公費助學金及分發服務辦法及相關規定）或轉學（修業）證明書。

第三章 公費生

第十二條 公費生係指就讀師資類科不足之學系或畢業後自願分發到偏遠或特殊地區學校服務享有師資培育公費待遇之學生。

公費生權利與義務依教育部頒「師資培育公費助學金及分發服務辦法」及相關規定辦理。

第十三條 公費生名額有缺額時，得予遞補。

公費生之缺額，由同一學系之自費生遞補，受領公費自遞補日起至修畢師資職前教育課程為止，其有關規定另定之。

第四章 註冊及選課

第十四條 未享有師資培育公費待遇之學生，應於每學期上課開始日(含當日)前完成應繳之各項費用，視同完成註冊。

一、繳費：

(一)符合註冊資格但未依規定繳納學雜費(基數)或學分費者，視同未註冊，除於正式上課日前申請休學者外，新生取消入學資格，舊生應予強制休學或退學。

(二)學生應於規定期限內繳納各項費用，逾期未繳清，除因特殊原因已書面請准延緩繳費者外，均依下列規定辦理：

- 1.逾註冊日兩週未繳清學雜費(基數)者，應令辦理休學，並須依規定繳交各項應繳費用；未依規定繳費者，經通知後仍未辦妥手續者，由本校逕予退學。
- 2.逾規定期限兩週未繳清學分費但已選課者，除該學期修習之科目全數註銷外，應於接到通知一週內辦理休學，逾期未辦理者，由本校逕予休學。
- 3.延畢生修習 9 學分(含)以內者，除收取學分費外，並依所屬學系之標準按修習學分數比例收取雜費，【即學分費 + (雜費×學分數/9)】；超過 9 學分者，仍繳交全額學雜費。
- 4.經本校核准出國之大學部交換學生，若係依兩校合作交流協議免繳對方學校學雜費者，出國期間仍須繳交本校全額學雜費；需繳對方學校學雜費者，出國期間仍須繳交本校雜費；延畢生須繳交本校全額雜費；研究所學生須繳交本校學雜費基數。
- 5.另依其他相關規定應繳之費用，依其規定辦理。
- 6.上課開始日(含當日)前向教務處提出休學申請者，得免繳學雜費(基數)，學期中申請休學並獲核准者，須依相關規定辦理退費。
- 7.經請准延緩繳費後仍未依限完成繳費者，應令辦理休學，並須依規定繳交各項應繳費用。
 - (1)經通知後仍未辦妥休學手續或已逾休學年限者，由本校逕予退學。
 - (2)未繳清應繳費用者，次學期不得註冊。
 - (3)若為應屆畢業生，則暫不發予學位證書。

二、註冊：

- (一)一年級新生及轉學生，依照本校新(轉學)生入學通知及註冊須知規定辦理，各年級舊生依照本校註冊規定辦理。
- (二)註冊手續，須於規定時間完成，若因故不克如期辦理，應依照規定請假，請假以兩週為限。未經請假，逾期未註冊者，新生撤銷入學資格；舊生除申請休學者外，應由本校逕予退學。

第十五條 學士班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，第一學期得申請休學免予註冊。註冊者至少應選修一個科目。

第十六條 學生選課須依照選課注意事項及各系、所、中心規定辦理。每學期加退選結束後，教務處所列印之學生正式選課單，須由學生本人於規定期限內簽名並經該系所主管簽章後轉送教務處，方為完成手續。

第十七條 學生選定課程後，如須加退選，應於規定時間內辦理。

第十八條 兵役年齡在十九歲(含)以上，除由直轄市、縣(市)政府徵兵檢查委員判定免役體位者，均應申請緩徵，並應於註冊入學時詳填並繳交本校緩徵申請表格。免役體位學生需另附戶籍所在地之免役體位證明書影本。具後備軍人身分之學生應於註冊入學時詳填並繳交本校儘後

召集申請表格及退伍證明影本，以便統一辦理學生兵役事宜。逾期不辦理者，入學後遇兵役問題需自行解決。

第十九條 本校暑期開班授課之規定另訂之，並報教育部備查。

第二十條 本校各系所學生依需要得申請日夜互選或校際選課，辦法另訂之，校際選課辦法並報請教育部備查。

第二十一條 本校各系所學生申請出國有關學業及學籍處理要點另訂之，並報教育部備查。

第五章 學分成績

Chapter V Credits and Scores

第二十二條 各學系學士班學生每學期所修學分，最低第一、二、三學年十六學分，第四學年九學分，最高各學期不得超過二十七學分。惟經系主任同意者可加修或減修一至二科目，減修後科目不得少於九學分。

Article 22 For bachelor's degree students of each department, the number of credits taken per semester shall be no less than 16 credits (included) in the first, second and third academic year and no less than 9 credits(included)in the fourth academic year, and the maximum number of credits taken shall not exceed 27 credits in each semester. Subject to the approval of the Chair of the department, the student may request to take one to two additional course(s) or reduce one to two course(s) for the semester. However, the minimum number of credits after the reduction approval shall not be less than 9 credits.

第二十三條 碩、博士班研究生第一學年每學期修習學分以六學分為原則，不得超過十二學分，惟經系所主管同意後可減修，減修後不得少於三學分。

第二學年每學期不得少於二學分，不得超過十二學分(論文另計)，超修學分上限者，需經系所主管核可。

但若已修畢規定之應修學科及修滿畢業學分者，可僅修習論文。

若有修習非研究所課程者，每學期以十二學分為上限，但已修滿系所規定畢業學分者，不在此限；其學期總學分之上限為二十四學分。

進修學院碩士學位班研究生每學期修習學分不得少於二學分。每學年修習學分不得超過二十二學分。

通過本校教育學程甄試之研究生，每學期得修習師資職前教育課程之學分數依據經教育部核定之本校學生修習教育學程辦法之規定辦理。

Article 23 For master's and doctoral degree students, the credits number for each semester of the first school year shall be six credits in principle, and shall not exceed 12 credits. Subject to the approval of the Department Chair, the student may request for course reduction; however, the minimum number of credits shall not be less than three credits after the reduction.

In the second academic year, students may not take less than two credits per semester or more than twelve credits per semester (thesis counted separately). Those who exceed the credit limit must be first approved by the Department Chair.

However, if one has completed the required courses and fulfilled credits for graduation, he/she may register for thesis course only.

Taking of non-graduate-level courses is limited to no more than 12 credits (included) per semester, but those who have completed the graduation credits required by the department are not subject to this limit; the maximum total number of credits per semester is 24 credits.

The semester credits for graduate students of the master's degree program of the College of Continuing Education shall not be less than two credits. The credits for each academic year shall not exceed 22 credits.

Graduate students who pass the school's educational course screening can take the pre-service education courses for teachers and the number of credits per semester is in accordance with the regulations of the school's education course of study for the students approved by the Ministry of Education.

第二十四條 碩、博士班研究生補修所屬系所規定之學士班基礎科目，在補修及格且提出成績證明之前，不得參加學位考試。研究生補修學士班基礎科目以六十分為及格。研究生凡修讀學士班之課程，其成績及學分均不計為碩、博士班之成績及學分。

第二十五條 本校採學年學分制，各學系及進修學院學士學位班學生修業年限為四年。所修學分總數不得少於一百廿八學分，九十五學年度(含)後入學者，其中必修之體育、軍訓不列入畢業總學分計算。九十七學年度(含)後入學者，必修之體育不列入畢業總學分計算。惟各系得視實際需要增設必修科目及提高最低畢業學分數，學生於修業期限內未修滿規定之科目與學分者，得延長修業期限，以二年為限。

畢業年級相當於國內高級中等學校二年級之國外或香港、澳門同級同類學校畢業生，以同等學力就讀本校學士班者，除前項規定之畢業應修學分數外，應外加其畢業應修學分至少十二個學分，其學分數及科目由各學系自訂。學生如因外加畢業應修學分數而無法於規定修業年限畢業者，得於延長修業年限二年後再延長一年。

學士後第二專長學士學位學程修業年限為一至二年，得延長二年，至少須修滿四十八學分，學生入學前已修讀學士學位層級以上相關領域同性質科目學分得辦理學分抵免，至多以八學分為限，其畢業應修學分數不得少於四十學分。

領有身心障礙手冊或各直轄市、縣(市)政府特殊教育學生鑑定及就學輔導委員會鑑定為身心障礙安置就學之身心障礙學生修讀學士學位，因身心狀況及學習需要，得延長修業期限，至多四年。

碩士班研究生修業期限以一至四年為限。至少須修滿廿四學分，其論文學分另計。

學生申請逕修博士學位要點另訂之。

進修學院碩士學位班研究生修業期限以二至六年為限。一一〇學年度(含)後入學者，至少須修滿二十八學分，其論文學分另計。

博士班研究生修業期限以二至七年為限。至少須修滿十八學分，其論文學分另計。

日間研究生因工作、修習教育學程或特殊原因，未在規定修業期限修滿應修課程或未完成學位論文者，得酌予延長修業期限一年。

因懷孕、分娩或撫育三歲以下子女，得酌予延長其修業期限。

Article 25

The school adopts the academic year credit system, and the length of study for the students of the bachelor's degree classes of various departments and the College of Continuing Education is four years. The total number of credits taken shall not be less than one hundred and twenty-eight credits; for students admitted after the 95th academic year (included), compulsory physical education and military training are not included in the total credits for graduation. For students admitted after the 97th academic year (included), compulsory physical education is not included in the total credits for graduation. However, each department may increase the required subjects and increase the minimum graduation credits according to actual needs. Students who fail to complete the prescribed courses and credits within the study period may extend the study period for up to two years.

The duration of graduate studies in the master's program is limited to one to four years. At least 24 credits must be completed, and the thesis credits will be counted separately.

For students applying to doctoral studies, the regulation is concluded separately.

The duration of the master's program for students in the College of Continuing Education is limited to two to six years. Students enrolled 110th academic year and later must take at least 28 credits (thesis counted separately).

The duration of the doctoral program for graduate students is limited to two to seven years. Doctoral students must complete at least 18 credits, and the thesis credits will be counted separately.

The daytime graduate students who have not completed the required courses or completed the dissertation due to work, education courses, or special reasons may extend the period of study for one year at their discretion.

Due to pregnancy, childbirth, or childcare of children under three years of age, students may extend their schooling period at their discretion.

第二十六條 本校招收之轉學生，其應修科目及學分，由本校各系主任、所長、教務長或進修學院院長按照各系所科目表及該生原校已修科目與學分核定之，其未修之課程均須補修及格，學分抵免依抵免學分要點辦理，辦法另訂之，並報教育部備查。自轉入年級起每學期至少應修學分數不得減少。

本校大學部學生經甄試錄取修習教育學程者，其已在本校所修之教育學分，依本校抵免學分要點辦理。師資職前教育專門課程之採認及抵免，依本校培育中等學校各學科（領域/主修專長、群科）師資職前教育專門課程科目及學分一覽表實施要點辦理。

第二十七條 本校學士班課程按學分計算，凡需課外自習之課程，以每週授課一小時，滿一學期者為一學分。實驗及無需課外自習之課程以二至三小時為一學分。自九十五學年度入學新生起體育為一至二年級學生

必修科目，為三至四年級學生選修科目。自八十四學年度入學新生起軍訓為一年級學生必修科目，為二、三年級學生選修科目，自九十七學年度入學新生起軍訓為學生選修科目。體育、軍訓每週授課二小時滿一學期者為一學分，不列入學期學業學分總數計算，必修之體育不及格者不得畢業。選修科目之體育、軍訓學分不計為畢業學分數。

第二十八條 本校學生學業成績考查，分下列三種：

- 一、平時評量：由任課教師決定之。
- 二、期中評量：每學期每科目得舉行一次，為配合本校之「學習預警及輔導實施要點」，任課教師需將學習狀況不佳之學生名單經系所提送教務處轉請教學發展中心辦理輔導。
- 三、期末評量：於每學期終了在規定時間內舉行之。

第二十九條 本校各學系學士班學生成績分為學業、操行二種。操行成績以 85 分為基本分，以 100 分為滿分，超過 100 分者以 100 分計；學業成績採百分記分法核計為原則，以 100 分為滿分，60 分為及格，學業成績分為下列三種：

- 一、平時成績：即為平時評量及期中評量成績。
- 二、學期成績：期末評量成績與平時成績合併核計。
- 三、畢業總成績：以各學期（含暑修）修習學分數總和除成績積分總和為畢業成績。

其中平時成績及期末成績佔學期成績 20%至 80%間，比例由任課教師決定，並明訂於教學大綱中。

第三十條 學生各科成績經送交教務處或進修學院教務組後，不得更改。如有計算錯誤或遺漏補登，應依本校「任課教師更正或補登成績作業要點」之規定辦理。

第三十一條 學生成績之登錄，以依規定完成註冊選課者為限。任課教師自行補填計分簿上未選課之學生姓名，縱有成績亦不予採認，已選課之學生姓名，任課教師自行刪除或未填入成績，則該學生成績以零分計算。

第三十二條 本校學生成績採百分記分法。

其學業成績百分記分轉換為等第成績及等第績分對照表如下列：

分數	80 分以上	70 分以上 未達 80 分	60 分以上 未達 70 分	50 分以上 未達 60 分	未達 50 分
等第 成績	甲 (A)	乙 (B)	丙 (C)	丁 (D)	戊 (E)
等第 績分	4	3	2	1	0

其操行成績之等第記分法與百分記分法對照表如下列：

分數	90 分以上	80 分以上 未達 90 分	70 分以上 未達 80 分	60 分以上 未達 70 分	未達 60 分
等第	優	甲	乙	丙	丁

Article 32 The students' scores adopt the percentage method. The percentage scores of academic achievements are converted into ranking scores and the comparison table of ranking scores is as follows:

Score	80 points or higher	70 points or higher, but less than 80	60 points or higher, but less than 70	50 points or higher, but less than 60	Lower than 50 points
Grade	A (A)	B (B)	C (C)	D (D)	E (E)
Ranking score	4	3	2	1	0

The comparison table of the ranking score and percentile score method of their performance is as follows:

Score	90 points or higher	80 points or higher, but less than 90	70 points or higher, but less than 80	60 points or higher, but less than 70	Lower than 60 points
Ranking	Excellent	A	B	C	D

第三十三條 碩、博士班學生成績分為學業、操行二種。操行成績比照學士班操行成績辦理，學業成績以七十分為及格，以一百分為滿分，學生所修科目成績，不及格者不給學分。

Article 33 The achievements of master's and doctoral students are divided into academic scores and conduct scores. Conduct scores abide by the regulations of the performance scores of the bachelor's class. Academic scores require a passing with a grade of 70 and a full score is one hundred points. If the students fail to pass their course, they will not be awarded credits for any course.

第三十四條 學生缺考之科目以零分計算。研究生以學期報告代替學期考試之科目其報告應於任課教師指定期限內繳交。但至遲不得超逾該當學期終了。其未按期限繳交者以零分計算。

第三十五條 學生學期學業平均成績之計算方法如下列：

- 一、以科目之學分數，乘該科目成績為成績積分。
- 二、學生所選各科目（含體育、軍訓（護理）選修課程）學分之總和為學分數總和。
- 三、各科目成績積分之總和為成績積分總和。
- 四、以學分數總和除成績積分總和為學期學業平均成績。

Article 35 The calculation method of the student's academic average score for each semester is as follows:

1. Multiply the course's number of credits with the grade of the subject to form an accumulation score.
2. The sum of the credits of the subjects selected by the students (including Physical Education and Military Training (nursing) elective courses) is the total number of credits of the semester.

3. The sum of the accumulation scores of each subject is the total of the score points.

4. To calculate the average academic score for the semester, divide the total number of credits of the semester by the total of score points.

第三十六條 體育、軍訓（護理）選修課程，修習不及格者，其學分數應併入學期學業不及格學分計算。

Article 36 For those who fail Physical Education and Military Training (nursing) courses, the number of credits will be counted as non-passing credits of semester credits.

第三十七條 凡學生因病或特殊事故，不能參加各種考試，經請准給假者得准予補考，擅自不到考者或請假未准者不准補考。補考成績各學系學士班學生超過六十分部份，碩、博士班研究生超過七十分部份，折半計算。

Article 37 Students who are unable to take various examinations due to illness or special circumstances are allowed to make up for examinations if they are granted permission of absence. When the make-up test results exceed 60 points for the bachelor-level courses and 70 points for the graduate-level courses, the points will be calculated by half.

第三十八條 學生所修科目學期成績不及格者不得補考，必修科目應予重修。

Article 38 Students who fail in the semester course will not be able to make up for the examination, and the required courses shall be retaken.

第三十九條 凡屬規定全學年修習之科目，只修習一學期或僅有一學期之成績及格者，均不計學分。

Article 39 For any academic-year courses, if the courses are only taken one semester or have only one-semester passing grade, they will not be counted as credits.

第四十條 刪除

第四十一條 刪除

第六章 請假、缺課、曠課

Chapter 6 Leave, Lacking of attendances, and absence

第四十二條 學生因故不能上課者，須事前請假；因病請假者須有本校健康中心、公立醫院或全民健保、學生平安保險等指定醫院開具之有效證明。如確因特別事故無法事先請假者，應依照請假手續補辦。學生請假規定另訂之。

Article 42 Students who are unable to attend classes for any reason must ask for leave in advance; those who take leave due to illness must have a valid certificate issued by a designated hospital such as the school's health center, public hospital or hospitals designated by national health insurance, and student safety insurance. If it is indeed impossible to request leave in advance due to a special accident, it should be re-applied in accordance with the leave procedures. The leave requirements for students shall be set separately.

第四十三條 學生請假經核准後而缺席者，為缺課；未經請假或請假未准而缺席者，為曠課。曠課一小時者作缺課二小時計；一學期曠課達四十五小時者應予退學。惟代表學校因公請假經核准者，不作缺課計。

Article 43 Students who are absent from school after being approved for leave are considered as lacking from school; those who are absent or without permission are considered as absent from school. Those who are absent from school for one hour are counted as two hours of absence; those who are absent from school for 45 hours in one semester shall be dropped out. However, those who have been approved for school leave on behalf of the school will not be considered as absentee.

第四十四條 學生一學期中（或暑期修課）缺課累計達某一科目全學期（或暑期）授課總時數五分之一者，扣該科學期（或暑期）成績百分之五；缺課累計達某一科目全學期（或全暑期）授課總時數超過四分之一者，扣該科學期（或暑期）成績百分之十；缺課累計達某一科目全學期（或全暑期）授課總時數超過三分之一者，扣該科學期（或暑期）成績百分之三十；缺課累計達某一科目全學期（或全暑期）授課總時數超過二分之一者，不得參加該科期末評量，其成績以零分計算。學生成績因缺課之扣分由教務處執行。

因懷孕、分娩或撫育三歲以下子女，而核准之事（病）假、產假，其缺席不扣分；致缺課時數逾全學期授課時數三分之一者，該科目成績得視需要與科目性質以補考或其他彈性成績考核措施處理，補考成績並按實際成績計算。

Article 44 The scores of students who have missed 1/5 of total teaching hours of a subject in a semester (or summer study) hours in a semester (or summer period), 5% of semester scores (or summer period) of that subject will be deducted; the scores of students who have missed over 1/4 of the total teaching hours of a subject (or whole summer period), 10% of a semester (or summer period) scores will be deducted; the scores of students who have missed over 1/3 of the total teaching hours of a subject in a whole semester (or all summer period), 30% of a semester (or all summer period) scores will be deducted; the scores of students who have missed over 1/2 of the total teaching hours of a subject in a whole semester (or all summer period), the students cannot join that subject's evaluation at the end of that semester, and their scores are calculated as zero points. The deduction of students' scores due to lack of class will be executed by the Academic Affairs Office.

No points will be deducted for absence(sickness) leave or maternity leave due to pregnancy, childbirth or childcare for children under three years of age; if the number of missing hours exceeds one-third of the full semester teaching hours, the scores of this subject may be deemed necessary to be judged with the nature of that subject and treated with a make-up test or other flexible performance assessment measures. The make-up test results are calculated based on actual results.

第四十五條 因公請假經核准者，其補考分數，免予折扣。

Article 45 Those who have been approved for leave on business shall be exempted from discounts for their make-up examination scores.

第七章 轉所、轉系、輔系及雙主修

第四十六條 學生轉系須經家長或監護人同意並於規定時間內向教務處或進修學院申請，經原肄業學系暨擬轉入學系主任及教務長或進修學院院長之同意，提轉系審查會議審查決定。

第四十七條 學士班學生於第二學年開始以前得申請轉系，其於第三學年開始以前申請者，可轉入性質相近學系三年級或性質不同學系二年級肄業，其因特殊原因於第四學年開始以前申請者，可轉入性質相近學系三年級肄業。除進修學院研究生外，碩士班及博士班研究生亦可申請轉系（所）。
有關轉系（所）規定另訂之，並報教育部備查。

第四十八條 學生轉系（所）以一次為限。其經核准轉系（所）者不得請求再轉他系（所）或回復原系（所）。

第四十九條 轉系（所）學生須完成轉入學系（所）規定之畢業條件方得畢業。

第五十條 凡因故請准休學或勒令休學，尚在休學期間內之學生，不准轉系（所）。

第五十一條 降級轉系（所）者，其在二系（所）重複修習之年限，不列入轉入系（所）之最高修業年限併計。

第五十二條 學士班學生轉系，其轉入年級學生名額按以不超過該學系原核定及分發新生名額之二成為額度。碩士班及博士班研究生轉系（所）之名額另訂之。

第五十三條 同系（所）轉組者比照轉系辦理。

第五十四條 學士班學生得於第一學年第二學期申請修讀輔系，選修輔系者應修畢該輔系指定必修科目，有關輔系規定另訂之，並報請教育部備查。

第五十五條 學士班學生選定雙主修者，至少應修畢另一主修學系全部專業（門）必修科目學分，但學生於延長修業年限二年後，已修畢本系應修科目學分而未修畢另一主修學系應修科目學分者，得申請再延長修業期限一年。有關雙主修規定另訂之，並報請教育部備查。

第八章 休學及復學

Chapter 8 Suspension and Resumption

第五十六條 學生申請休學至遲於學期考試開始一星期前向教務處或進修學院提出申請。但應屆畢業生補修低年級必修科目者，參加畢業班期末考試後，不得申請休學。
休學依下列規定辦理：

- 一、學生因重病（須經公立醫院或財政部認定其會計紀錄完備正確之醫院醫師證明）或重要事故（須有書面證明）得申請休學。
- 二、學生因故申請休學，得由本校核准一學期或一學年；均自休學之學期起算，必要時並得請求延長一學年。休學不論連續或間斷，總計以不超過兩學年為原則。
- 三、休學二年期滿，因重病或特殊事故需要再申請休學者，得經校長核准酌予延長休學期限。
- 四、休學期間應徵服義務兵役者，須檢具徵集令影印本申請延長期限，服役期間不計入休學年限；服役期滿後檢具退伍令申請復學。
- 五、學生因懷孕、分娩或撫育三歲以下子女申請休學者，得檢具證明文件申請休學，其休學期間不計入休學年限。
- 六、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於入學後申請休學，期間以3年為限且不計入休學年限。

Article 56

Students apply for suspension of study to the academic affairs office or the college of advanced studies no later than one week before the beginning of the semester examination. However, fresh graduates who have taken compulsory courses in lower grades may not apply for suspension of study after taking the final exam of the graduation class.

The suspension of study is handled in accordance with the following provisions:

1. Students may apply for suspension of study due to serious illness (required by a public hospital or a hospital physician certified by the Ministry of Finance that their accounting records are complete and correct) or an important accident (required proof in writing).
2. Students who apply for suspension of study for any reason must be approved by this school for one semester or one school year; they are counted from the semester of suspension, and may request an extension of one school year if necessary. Regardless of whether the suspension of study is continuous or intermittent, the total is based on the principle of not exceeding two academic years.
3. When the two-year suspension period ends, students need to apply for the suspension of study due to serious illness or special accidents. The suspension period may be extended upon approval of the president.
4. Those who are required to do compulsory military service during the suspension of study shall apply for an extension with the photocopy of the conscription order. The period of service will not be counted as the number of years of suspension;
5. Students who apply for suspension due to pregnancy, childbirth or child-raising under the age of three may apply for school leave with a certificate, and the period of suspension of study will not be counted as the suspension period.
6. Graduates of senior high schools participating in the "Youth Education and Employment Savings Account Scheme" apply for suspension after enrollment. The period is limited to 3 years and is not counted as the suspension period.

第五十七條 學生有下列情形之一者，勒令休學：

- 一、一學期中缺、曠課累計達全學期授課總時數三分之一者。
- 二、患有傳染病，經主管機關基於傳染病防治需要限制者。
- 三、本校學生事務會議決議應予休學者。
- 四、除因參與國外進修、研習、交換、修讀雙聯學位或經專案簽准等特殊因素外，已註冊學生於加退選截止日仍未依學則第二十二、二十三條規定選課者。

勒令休學之學生，應於接到通知一星期內，辦理離校手續，逾期未辦理者，由本校逕予休學。

Article 57 Students who have any of the following circumstances shall be ordered to suspend school:

1. Those who are absent during one semester or absent from school for one third of the total semester hours.
2. Those suffering from infectious diseases who have been restricted by the authorities concerned based on the prevention and control of infectious diseases.
3. The school's student affairs meeting has decided to suspend the students.
4. Except for special factors such as participation in overseas study, study, exchange, double degree or project approval, the registered students have not followed the deadline for addition and withdrawal, in accordance with articles 22 and 23 of concerning course selection.

Students who are ordered to be suspended from school should go through the formalities of leaving school within one week of receiving the notice. Those who don't do it beyond the deadline shall be ordered by the school to be suspended.

第五十八條 休學學生應於休學期滿前向教務處或進修學院申請於次學期復學(學期中不得復學)。逾期未復學者，應予退學。若因本學則第五十七條第二款勒令休學者，申請復學時應加附衛生主管機關開立之解除隔離治療通知書。

Article 58 Suspended students shall apply to the Academic Affairs Office or College of Continuing Education for resumption of study in the next semester before the end of the suspension period (resumption of study is not allowed in the midst of the semester). Students failing to resume study by the deadline shall be withdrawn from the university. If the students are suspended due to this school Principle's Article 57 (2), they should apply for the resumption of study with a note of removing quarantine treatment opened by the health authorities concerned.

第五十九條 休學學生復學時，應入原肄業學系(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。前項原肄業學系(所)變更或停辦時，應輔導學生至適當學系(所)肄業。

Article 59 Students returning to school shall enter the original department (graduate school) in the connected school year or semester; the students who suspend midway through the semester shall enter the school year or semester of the original department. When the original academic department (graduate school) in the preceding paragraph is changed or closed, the student should be counseled to the appropriate academic department (graduate school) to study.

第九章 轉學、退學及開除學籍

Chapter 9 Transfer, Withdrawal and Expulsion

第六十條 凡因故請求轉學之本校學生，須經學生家長或監護人之書面證明，具函申請退學，經核准且辦妥離校手續，發給修業證明書及成績單，不得再要求申請重回本校。

Article 60 All students of this school who request to transfer for some reason must apply for withdrawal with writing from the student's parent or guardian. After approval and completing the procedures for leaving school, a certificate of completion and transcript shall be issued. No request to return to this school will be allowed.

第六十一條 除本學則另有其他退學規定外，學生有下列情形之一者，應由本校逕予退學：

- 一、入學或轉學資格經審核不合者。
- 二、操行成績不及格者。
- 三、學期中曠課累計達四十五小時者。
- 四、考試舞弊（第一次記大過一次、第二次記大過二次）累計至三大過（功過不得相抵）或情節嚴重者。
- 五、修業年限屆滿經依規定延長年限，仍未能畢業者。
- 六、未經核准同時於國內、外大學校院或本校其他系所修讀學位者。
- 七、本校學生事務會議決議應予退學者。
- 八、自動申請退學者。
- 九、其他依本學則規定由本校逕予休學，但休學累計已達休學年限者。

Article 61 In addition to the other withdrawal provisions of this school, students who have any of the following circumstances shall be withdrawn from this school:

1. Those who do not meet the qualifications for admission or transfer.
2. Those who fail in their academic performance.
3. A total of 45 hours of absence during the semester.
4. Examination fraud (For first offence, a big demerit; for second offence, two big demerits). The cumulative number is three big demerits (the merits and demerits cannot be offset) or the circumstances are serious.
5. Those who have failed to graduate after completing the extension of the years of study according to regulations.

6. Those who are studying at the same time in domestic and foreign universities or other departments of the university without approval.
7. The school's student affairs meeting decided that the students should be withdrawn.
8. Automatically apply for withdrawal.
9. Others who are suspended by this school according to the provisions of this school, but the cumulative suspension has reached the suspension period.

第六十二條 經本校逕予退學者，辦妥離校手續後，得發給修業證明書。

Article 62 When suspended by the school and, after completing the procedures for leaving the school, a certificate of study may be issued.

第六十三條 學生有下列情形之一者，應予開除學籍：

- 一、新生或轉學生所繳入學證明文件，經查明有假借、冒用、偽造或變造等情事，事後一經查明，即應開除學籍。如發覺時已在本校畢業者，勒令其繳還本校所發給之學位（畢業）證書、證明書及其所受領之全部公費，並撤銷其畢業資格。
- 二、入學考試舞弊，經學校查證屬實或判刑確定者，取消入學資格。
- 三、本校學生事務會議決議應予開除學籍者。

Article 63 Students who have any of the following circumstances shall be expelled from school:

1. The admission certificate of the freshman or transfer student is found to be fraudulent, a substitute, forged or altered, and the student shall be expelled as soon as it is found afterwards. If it is found that the student has graduated from this school at the time of discovery, he/she will be required to return the degree (graduation) certificate and any certificate issued by this school and all public expenses received, and revoke his/her graduation qualifications.
2. Fraud in the entrance examination, which is verified by the school or confirmed by the court sentence, will be disqualified from admission.
3. The student affairs meeting of this school has decided that the student shall be expelled.

第六十四條 開除學籍者，不發給與修業有關之任何證明文件，並通知其家長或監護人。

Article 64 Those who are expelled from school shall not be issued any certification documents related to their studies, and shall notify their parents or guardians.

第六十五條 因違犯校規、操行成績不及格退學，或經開除學籍之學生不得報考本校轉學考試。

Article 65 Students who drop out of school due to violations of school rules, failing in conduct scores, or who have been expelled from school shall not apply for the school transfer test.

第 六十六 條 應予退學或開除學籍之學生，依本校有關學生申訴規定提出申訴者，在申訴結果未確定前，不因申訴之提起，而停止原處分之執行，但在校生得繼續在校肄業。

前項受處分學生經校內申訴未獲救濟者，得依法提起訴願、行政訴訟；原處分經上級主管機關決定或行政法院判決顯係違法或不當時，本校應另為處分；經本校另為處分得復學之學生，因特殊事故無法及時復學時，本校應輔導復學，其復學前之離校期間，並得補辦休學。

有關申訴規定另訂之。

Article 66 Students who should be withdrawn or expelled from school shall file their complaints in accordance with the relevant student complaint regulations of the school. Before the result of the complaint is determined, they shall not stop the execution of the original punishment due to the filing of the complaint. School leave. But the school students can continue to study at school.

Students who have been punished in the preceding paragraph and have not received relief from the school's complaint may file their complaints or administrative litigation according to law; the original punishment is determined to be illegal or improper by the decision of the higher authorities concerned or the administrative court, the school shall deal with it separately; when the school should deal with the students separately and the students who may resume school are unable to resume school in time due to special accidents, this school shall provide guidance for the resumption of study and before resumption of study in the period of leaving school, the students can make up for suspension of study.

The regulations for filing complaints shall be set up separately.

第十章 畢業 Chapter 10 Graduation

第 六十七 條 學士班成績優異學生，已修滿規定之科目與學分，且其每學期學業成績平均八十分以上、操行成績八十五分以上、體育成績七十分以上，且每學期名次均在該班前百分之十以內者，得提前一學期或一學年畢業。

Article 67 Students with excellent grades in the bachelor's class have completed the prescribed subjects and credits, and their academic scores per semester are above 80 points, conduct scores are above 85 points, and sports scores are above 70 points, and in each semester those students whose rankings are within 10% of the top of the class can graduate one semester or one academic year in advance.

第 六十八 條 學士班學生在修業期限內修滿應修之科目及學分，合於畢業資格者，本校授予學士學位，並發給學位證書。學士後第二專長學士學位學程應加註「學士後○○○學程」字樣。碩士班或博士班研究生在修業期限內修滿應修之科目及學分，並經本校研究生學位考試實施要點考核通過者，本校分別授予碩士學位或博士學位，並發給學位

證書。

碩博士班學生通過碩博士學位考試，可以畢業，但尚未修畢教育學程或論文未修改完成者，得於修業年限內申請留校。

學生學位證書授予日期，第一學期為一月，第二學期為六月，並依行事曆規定期限辦理離校。但研究生若已修畢規定科目與學分，於參加學位考試之學期未修習論文以外之科目學分者，得以其通過學位考試論文最後定稿繳交之月份授予學位證書，惟當學期已繳納之各項費用不予退費。

進修學院學位班學生修習教育學程得依本校修習教育學程辦法及相關規定辦理之。

Article 68 Bachelor's degree students shall complete the required subjects and credits within the time limit for completion of the course. If they are eligible for graduation, the school will grant a bachelor's degree and issue a degree certificate. The postgraduate course of the second specialty should be marked with the words "postgraduate course of ○○○". Graduate students of master's or doctoral courses who have completed the required subjects and credits within the course of their studies and passed the examination of the graduate students degree implementation main points will be awarded master's degrees or doctoral degrees, respectively, and will be issued a degree certificate. Students who have passed the master's and doctoral degree exams can graduate, but have not yet completed the education course or the thesis has not been revised and completed, they can apply for staying within school years. The date of awarding of the student's degree certificate, the first semester is January, the second semester is June, and leave the school according to the time limit specified in the calendar. However, graduate students have completed the required subjects and credits, and those who have not completed credits in subjects other than the thesis in the semester of joining the degree examination, can be awarded the degree certificate in the month when they pass the degree examination and the thesis is finally settled and handed in, but the fees of all the items paid in the semester are non-refundable. Students of degree courses of the College of Advanced Studies may follow the school's procedures and relevant regulations for the study of education programs.

第六十九條 加修雙主修學士班學生，修滿原屬學系及雙主修學系應修科目學分後，其授予學士學位證書加註雙主修學位名稱。

第十一章 研究生學位考試

Chapter 11 Graduate Student's Degree Examination

第七十條 研究生學位候選人學位考試由校長遴聘校內外教授或專家，組織學位考試委員會，辦理學位考試。學位考試以口試行之，必要時亦得舉行筆試。

Article 70 Graduate students degree candidates' degree examinations shall be handled by a degree examination committee organized by professors or experts inside and

outside appointed by the president. The degree examination is conducted by oral examination, and a written examination may be held when necessary.

第七十一條 碩士班研究生所修碩士班之科目，其學科總平均成績未達八十分者，應通過學位考試之筆試，不通過者，可申請重考，以一次為限。筆試時間依行事曆之規定辦理。

前項自九十九學年度入學生停止適用。

第七十二條 碩士學位考試之筆試，由考試委員會就候選人所修與其研究相關之學科中，指定兩科以上，以閉卷方式考試為原則，每科時間至少為一百分鐘，必要時並得在實驗室考試。

第七十三條 博士班研究生通過博士學位候選人之資格考核者，始得參加學位考試。本校博士學位候選人資格考核實施要點另訂之，並報教育部備查。

Article 73 Only doctoral postgraduates who pass the qualification examination of doctoral candidates can only take the degree examination. The main points for the implementation of the qualification assessment for doctorate candidates of this school shall be separately formulated and reported to the Ministry of Education for reference.

第七十四條 研究生學業成績有下列情形之一者，應令退學：

- 一、碩、博士班研究生修業期限已滿而仍未修足應修科目與學分或仍未通過學位考試者。
- 二、博士學位候選人之資格考核不合格，經重考一次仍不合格者。
- 三、學位考試不及格，經重考一次仍不及格者。

Article 74 Graduate students whose academic scores have one of the following circumstances shall be ordered to drop out:

1. Those whose study periods of master's and doctor's degree courses have expired and have not yet completed the required subjects and credits or have not yet passed the degree examination.
2. The qualification assessment of a candidate for a Ph.D. degree fails, and those who still fail after the re-examination.
3. Those who fail the degree examination and who fail again in re-examination.

第七十五條 研究生申請碩士學位考試之筆試，或博士學位候選人資格考核，應填具申請表一份，送請所屬系所主管並經教務長或進修學院院長核定後實施。

Article 75 Graduate students applying for a master's degree written examination or a doctoral candidate qualification assessment shall fill in an application form and send it to the head of their department to be approved by the academic dean or the dean of the College of Advanced Studies.

第七十六條 研究生申請學位考試，應填具申請表格一份，並於考試前兩週提出，繳交所屬系所，經指導教授、系所主管及教務長或進修學院院長之核可後實施。

Article 76 Graduate students applying for a degree examination shall fill in an application form and submit it two weeks before the examination to their department, to be implemented after approval by the advisory professor, department head and the academic dean or dean of the College of Advanced Studies Implementation.

第七十七條 碩、博士論文（含提要），除外國語文研究所外，以中文撰寫為原則。學位考試之成績，以七十分為及格，一百分為滿分，評定以一次為限並以出席委員評定分數平均決定之。但碩士學位考試有二分之一以上委員，博士學位考試有三分之一以上委員評定不及格者，以不及格論。

Article 77 The master's and doctoral thesis (including summary), except for the graduate school of Foreign Languages, shall be written in Chinese. The score of the degree examination shall be 70 points as past and 100 points as full. The assessment shall be limited to one time and shall be determined on the basis of the average score of the committee members present. However, more than one-half of the members of the master's degree examination and more than one-third of the members of the doctoral degree examination will fail the candidates to pass the assessment.

第七十八條 碩士學位考試委員三人至五人，博士學位考試委員五人至九人，校外委員須三分之一以上。考試委員由校長遴聘，並由委員互推一人為召集人，但指導教授不得擔任召集人。

Article 78 There are three to five members of the master's degree examination, five to nine members of the doctoral degree examination, and more than one third of the off-campus members. Examination committee members are selected by the president, and the committee members select one as the convener, but the advisory professor may not serve as the convener.

第七十九條 研究生學位考試不及格而修業年限未屆滿者，得於次學期或次學年重考，重考以一次為限，重考成績七十分以上者，概以七十分計算。

Article 79 Those who fail the postgraduate degree examination and the years of studies have not yet expired, can re-take the examination in the next semester or the next school year. Re-take the examination once only. The scores of re-examination when more than 70 shall be calculated as 70.

第十二章 更改姓名、出生年月日

第八十條 學生姓名及出生年月日應以身分證所載者為準。

第八十一條 在校生及畢（肄）業校友申請更改姓名或出生年月日者，規定如下列：

- 一、如係入學資格證件所載與身分證所載不符合者，應由原發證單位予以更正，再檢同更正後之證件，向本校教務處或進修學院教務組申請更改。
- 二、如係戶籍登記錯誤者，應先向戶政機關申請更正，再檢具戶政機關發給之證件向教務處或進修學院教務組申請更正。

第十三章 附 則

第 八十二 條 本校學生獎懲辦法另訂之，並報教育部備查。

第 八十三 條 學士班學生實習及服務辦法另訂之。

第 八十四 條 學生入學、轉學考試試卷，應保管一年。學生期末筆試試卷資料，保管一年。

第 八十五 條 本學則未盡事宜，依有關法令規定辦理。

第 八十六 條 本學則經本校校務會議通過後公告施行，並報教育部備查，修正時亦同。