

國立嘉義大學學則

National Chiayi University Academic Regulations

第一章 總則

Chapter 1 General Regulations

第一條 國立嘉義大學(以下簡稱本校)為處理學生學籍及有關事宜，特依據「大學法」、「大學法施行細則」、「學位授予法」等相關規定，訂定「國立嘉義大學學則」(以下簡稱本學則)。

Article 1 National Chiayi University Academic Regulations (hereinafter referred to as the Academic Regulations) are established in accordance with the “University Act”, “Enforcement Rules of the University Act”, “Degree Conferral Act” and other relevant rules for handling student status and other related affairs for National Chiayi University (hereinafter referred to as NCYU).

第二條 本校學生入學、保留入學資格、註冊、學分、修業年限、學位授予、轉學、轉系所(組)、休學、復學、退學、成績考核、校際選課及其他有關事項等事宜，除教育法令另有規定者外，悉依本學則之規定辦理。

Article 2 Except otherwise stipulated in the Education Act, NCYU students shall comply with the Academic Regulations for admission, reservation of admission qualification, registration, credits, study period, degree conferral, student’s transferring between universities and between departments (institutes or groups), suspension of study, resumption, withdrawal, academic evaluation, inter-university course selection, and other related affairs. The term “department (institutes)” stipulated in the Academic Regulations includes the study program for relevant degree.

本學則所稱之學系含學位學程，修讀學位學程之學生其規範與學系相同。

The regulations for students of degree program are same with those of departments (institutes).

學生出境期間有關學業及學籍處理要點另訂之，並經教務會議通過後公告實施。

本校應建立學生學籍資料，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、入學年月、休學、復學、通信地址、家長或監護人等資料。

Regulations of student status for NCYU Students studying abroad are set forth separately and shall be announced and take effect after being approved by the Academic Affairs Meeting. NCYU will keep records of student academic status information regarding student ID, name, gender, date of birth, permanent address, ROC ID number, date of enrollment, suspension of study, withdrawal, mailing address and parents’ or guardians’ information.

前項學生學籍資料應永久保存。

Student academic status information stipulated in foregoing paragraph shall be kept permanently.

第三條 本校進修學制學生學籍事宜，除依相關法令、規定辦理外，參照本學則辦理。

Article 3 In addition to relevant laws and regulations, all Continuing Education students should comply with the Academic Regulations as well for handling student status.

第二章 入學

Chapter 2 Admission

第四條 本校於每學年之始，招收學士班各學系及碩、博士班一年級新生；各學系並得酌招二、三年級轉學生(不含外國學生、大陸學生)，招生規定及簡章另訂之，招生規定並報教育部核定。

Article 4 NCYU will recruit new students for undergraduate programs (bachelor's programs) and graduate programs (both Master and Doctor included) at the beginning of academic year. Each department will also recruit sophomore and junior transfer students (excluding foreign students and Chinese Mainland students). The general regulations and a supplemental brochure on recruitment will be set forth by NCYU and reported to the MOE for review and approval.

外國學生入學申請事宜，依教育部外國學生來臺就學辦法訂定相關規定辦理，並報教育部核定。

The regulations for foreign students' admission are provided in accordance with the "MOE Regulations Regarding International Students Undertaking Studies in Taiwan" and recorded by the MOE.

本校依據法令規定得酌收僑生、海外回國升學之蒙藏生、原住民族籍學生、領有身心障礙手冊之學生、派外人員子女學生、符合教育部規定條件之大學運動績優學生。NCYU may recruit overseas Chinese students, overseas Mongolian and Tibetan students, aboriginal students, disabled students that have a proof of disabilities, children of government employees who are assigned to work abroad and talented student athletes that meet MOE qualifications.

第四條之一 學生得依本校與境外大學校院簽訂之合約申請於二校修業，符合雙方修業時間及畢業資格規定後，由本校與境外大學校院共同或分別頒授同級或跨級學位。本校各系、所、學位學程及學生應依本校與境外大學校院辦理雙聯學制實施辦法之規定簽訂合約及修讀跨國雙學位，其辦法另訂之，並經教務會議通過後公告實施。

Article 4-1 Students of NCYU can apply to study at the two universities in accordance with the contract signed between NCYU and the overseas university. After meeting the requirements of study time and graduation qualifications of NCYU and the overseas university, NCYU and the overseas university may jointly or separately confer the same-level or cross-level degrees. NCYU departments, institute, degree programs and students shall sign contracts and pursue international double degrees in accordance

with the *Implementation Measures of the Dual Degrees System Between NCYU and Overseas Universities and Colleges*. The Implementation Measures will be provided separately, and announced for implementation after the approval from the Academic Affairs Meeting.

第四條之二 學生申請雙重學籍，應依本校學生申請雙重學籍要點辦理，其要點另訂之，並經教務會議通過後實施。

Article 4-2 Students who apply for double registration shall comply with “Guidelines for Double Registration Application of NCYU”, which are set forth separately and come into force after the approval from Academic Affairs Meeting.

第五條 凡具備下列資格者得為本校之學生：

Article 5 Anyone who meets the following qualifications can be a student of NCYU.

- 一、在公立或已立案之私立高級中等學校或同等學校畢業，或具有同等學力，經公開招生考試錄取者，得入本校學士班一年級就讀。

Persons who have graduated from a public or an accredited private senior high school or equivalent school, or persons with an equivalent education level and have passed the public admission exams can be enrolled in first year class of a bachelor’s program at NCYU.

- 二、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，或於符合教育部所訂大學辦理國外學歷採認辦法、大陸地區學歷採認辦法與香港澳門學歷檢覈及採認辦法規定之境外大學或獨立學院畢業，取得學士學位，或具有同等學力，經公開招生錄取者，得入本校碩士班一年級就讀。碩士班甄試錄取學生，符合上述條件取得本校碩士班一年級就讀資格者得申請提前一學期註冊入學，並於招生簡章中敘明。

Persons who have received a bachelor’s degree from a public or accredited private college recognized by the MOE, or meet the criteria specified in the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education developed by MOE; Regulations Governing the Accreditation of Schools in Chinese Mainland; Academic Credential Verification and Accreditation Methods adopted in Hong Kong and Macao, or individuals with an equivalent education level and have passed the public admission exams may be enrolled in the first year class of a master’s program at NCYU. Candidate students need to pass the screening test for the master’s program of NCYU. Applicants who meet the above requirements and are eligible to study in the first year class of the NCYU master’s program must register for admission one semester in advance, and such requirements shall be clearly specified in the admission brochure.

- 三、在國內經教育部立案之大學或獨立學院碩士班畢業，取得碩士學位，或於符合

教育部所訂大學辦理國外學歷採認辦法、大陸地區學歷採認辦法與香港澳門學歷檢覈及採認辦法規定之境外大學或獨立學院畢業，取得碩士學位，或具同等學力，經公開招生錄取者，得入本校博士班一年級就讀。博士班甄試錄取學生，符合上述條件取得本校博士班一年級就讀資格者得申請提前一學期註冊入學，並於招生簡章中敘明。

Persons who have received a master's degree from the master's program of a public or accredited private college recognized by the MOE, or meet the criteria specified in the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education developed by MOE; Regulations Governing the Accreditation of Schools in Chinese Mainland; Academic Credential Verification and Accreditation Methods adopted in Hong Kong and Macao, or individuals with an equivalent education level and have passed the public admission exams may be enrolled in the first year class of a doctoral degree at NCYU. Candidate students need to pass the screening test for the doctoral program of NCYU. Applicants who meet the above requirements and are eligible to study in the first year of the NCYU doctoral program must register for admission one semester in advance, and such requirements shall be clearly specified in the admission brochure.

修讀學士學位之應屆畢業生成績優異者或修讀碩士學位研究生成績優異者，得申請逕修讀博士學位，其作業規定另訂之。

With excellent academic achievements, graduating seniors of the bachelor's degree program or students of the master's program may apply for a direct admission to a doctoral program. The regulations are set forth by NCYU separately.

第六條 各學系修讀學士學位學生遇有缺額時，得辦理轉學考，招收轉學生。但一年級及應屆畢(結)業班不得招收轉學生。

Article 6 Except for the first year and last year classes, departments may organize transfer examinations to recruit transfer students for vacancies of bachelor's degree program.

前項缺額不含保留入學資格、休學造成之缺額；辦理轉學招生後，學生總數不得超過原核定分發新生總數。

Students of enrollment preservation and suspension of study are excluded from vacancies mentioned in the preceding paragraph. After enrollment of transfer students, the sum of student numbers shall not exceed the numbers originally assigned to NCYU.

在大學修滿一學年以上，或大學畢業已服兵役期滿或無常備兵役義務，或專科學校、專修科畢業，或具專科畢業同等學力，或空中大學全修生修滿規定學分肄業，經公開招生錄取者，得轉入本校相當年級就讀。

Applicants for transfer student vacancies shall have qualifications followed: studied in university for one year above, graduated from university with military service finished or

without obligation of military service, graduated from junior college, vocational school or schools with an equivalent education level, or undergraduate students of National Open University who finished required credits. After public admission procedures, the qualified transfer students shall be enrolled in the equivalent level class of NCYU.

轉學考試相關事宜，由轉學生招生委員會研議訂定轉學考試辦法及簡章，招生辦法報教育部核定後實施。

Any transfer exams related regulations and brochures are studied and formulated by the Transfer Student Admission Committee, and the admissions regulations shall be reported to MOE for approval and implementation.

第七條 凡經錄取之新生、轉學生及境外生，應於規定日期內辦理報到手續，並繳驗畢業證書及規定之有關證明文件，逾期未完成報到並繳驗證件者，撤銷其入學資格。其因重病須長期治療或特殊事故不能如期報到，經檢具有關證明文件，事前請准延期辦理者，得准予補辦，但最多以一週為限。逾期未辦理報到手續者，即撤銷其入學資格。

Article 7 Candidates of new students, transfer students or overseas students shall complete the enrollment procedures by themselves within a time limit, and submit their diploma of graduation as well as relevant documents as required. If the enrollment procedures are not completed within the time limit, nor are the required documents submitted, the candidates' admission qualification will be revoked immediately. Candidates who can't register within the time limit due to serious illness or special circumstances shall submit the proof in advance to apply for up to one week of enrollment time extension. The candidates' admission qualification will be revoked right after the extended week.

學生因入學或轉學資格經審核不合規定，假借、冒用、偽造或變造學歷證明文件，入學或轉學考試舞弊，經查屬實或判刑確定等事由，應撤銷入學資格。如在本校畢業後始被發覺，除依法註銷其畢業證書外，並公告撤銷其畢業資格。

Students who fail to pass the entrance or transfer qualification verification due to non-conformity of admission qualification or transfer qualification, or use under the guise of other's diploma, make fraudulent use of other's diploma, forge or alter the diploma, or are substantiated upon verification or are convicted of cheating on an entrance exam or transfer exam, will be revoked of their student status. If the incident is discovered after the student graduated, the graduation certificate will be nullified, and qualifications for graduation will be revoked and made known to the public.

新生、轉學生及境外生因重病須長期治療、懷孕(含分娩、撫育三歲以下子女)、服兵役、突遭重大災害或其他特殊事故不能依規定時間註冊入學者，應於規定時間內檢具相關證明，申請保留入學資格，經核准後展緩入學一年，如有特殊情形者得再申請延長至多二年。申請辦法依本校申請保留入學資格作業要點辦理。

Any new students, transfer students or overseas students who cannot finish the enrollment process within the time limit due to serious illness requiring long-term treatment, pregnancy (including child-birth and raising children under three years old), military service, major disaster out of blue or special circumstances shall submit supporting documents and apply for reservation of the admission qualification within the time limit. With the approval, the student may obtain the reservation of the admission qualification for one year. If there are special circumstances, an extension of up to two years may be applied for. The application shall follow the Guidelines for Reservation of the Admission Qualification of NCYU.

前項所稱影響學生無法正常學習之重大災害，係由教育主管機關認定之(以下均同)。Major disasters claimed in the above paragraphs that affect students' normal study shall be subject to the identification of the education authority (same as above).

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，考取本校後，申請保留入學資格或於入學後申請休學者，期間以三年為限且不納入原定保留入學資格及休學期間計算。

For graduates of senior high schools who participate in the Youth Education and Employment Savings Account Program and apply for reservation of admission after passing the entrance exam for NCYU, or apply for postponement of study after admission, the time shall be limited to three years at most and such period will not be included in the calculation of the original period for reservation of admission and postponement of study.

新生、轉學生及境外生未完成報到及註冊手續者，不得辦理休學。

Any new student, transfer student or overseas student who does not complete the enrollment and registration process will not be allowed to apply for postponement of study.

第三章 待遇

Chapter 3. Treatment

第八條 公費生之權利與義務依教育部頒布之「師資培育公費助學金及分發服務辦法」及相關規定辦理。

Article 8 The rights and obligations of state-funded students are set according to the “MOE Regulations Governing Government Sponsorship of Teacher Education and Students Dispatch” and relevant regulations.

非公費生須繳學雜費等各項費用，依教育部相關規定徵收之，並得依本校公布之辦法申請減免學雜費或獎助學金，逾期未申請者以棄權論。

Other students need to pay tuition and miscellaneous fees in accordance with relevant regulations of the MOE. Students may apply for fees reduction or scholarships according to NCYU regulations. Failure to apply within the time limit shall be considered a waiver.

第四章 註冊與選課

Chapter 4. Enrollment and Course Selection

第九條 學生每學期註冊，應於規定期限內繳納學雜費，除應退學或已符合畢業資格者外，繳納學雜費即視同完成註冊，其因病或特殊事故不能如期繳費，經檢具證明文件事先申請核准者得延期繳費，最多以二週為限，但學生突遭重大災害或其他特殊情況經檢具相關證明專案請准延緩註冊者不在此限。未經核准或經核准仍逾期未繳費註冊者，新生、轉學生及境外生除核准保留入學資格者外，即撤銷入學資格；舊生除辦理休學者外，應予退學。已完成註冊手續之學生，若尚未繳清依規定應向學校繳納之各項費用者，次學期不得註冊；應屆畢業生未依規定繳清各項費用或向學校借用物品、圖書逾期未還者暫不發予畢業證書。

Article 9 Except for expelled students and those eligible for graduation, all students shall enroll and pay tuition and miscellaneous fees every semester within regulated time period. The enrollment process is complete after all fees are paid. Any student who cannot pay the fees within the specified time due to illness or special circumstances shall submit proof before its due in order to postpone payment for up to two weeks. However, for students who have been affected by major disasters or other special circumstances and have been approved to postpone registration after submitting proof, the above regulation shall not apply. Anyone who does not receive approval or fails to complete the above payment and get registered upon the approved extension period expires, except for new students, transfer students or overseas students who are approved with a reservation of the admission qualification, shall be revoked of their student status. Students with the aforementioned conditions shall apply for suspension of study, or they shall be expelled by the University. Student who completes the registration process without paying all the required fees shall not be allowed to register for the next semester. If graduating seniors don't pay all required fees, or return the borrowed books in regulated period, the graduation certificate will be temporarily withheld.

第十條 學生選課須依照各系所規定課程辦理，並須經教務處登記認可。

Article 10 Course selection shall be carried out in accordance with the regulations set by each department/institute and shall be recorded and approved by the Office of Academic.

學生不得修讀上課時間衝突之科目，如經查覺，凡上課時間衝突科目之成績均以零分計算。

Students are not allowed to select courses that conflict with each other. When this case is encountered, both courses will be graded zero.

已修得學分之科目，重複修習時，除因轉系、修讀輔系、雙主修或其他特殊原因確需重複修習，經系主任認定者外，其學分不得計入最低畢業學分。研究生需撰寫論文者應於規定時間內商承指導教授，選定畢業論文題目，並徵得所長同意後，向教務處登記。

For the courses that have obtained credits, if the courses are taken repeatedly, the credits

shall be excluded from the minimum graduation credits, except for those who really need to take repeated courses due to transfer between departments, minor study, double majors, or other special reasons and have been approved by the Chair. Graduate students shall choose the topics for their theses after discussions with their advisors within the specified time. The chosen topics shall be approved by the Director and then be registered in the Office of Academic Affairs.

第十一條 學生於選定課程後如須加選或退選者，應在每學期規定期限內辦理。

Article 11 Courses addition or drop after course selection process shall be within the specified time period.

學生未按照規定辦理加退選手續者，其自行加退選科目、成績、學分概不予承認。

In case of courses addition/drop without official approval, grades and credits will not be admitted.

第十二條 本校學生申請選修其他大學所開課程，每學期學分數以不超過該學期修習學分總數三分之一為原則(延修生或研究生得以除外)，並應經本校及該大學之同意，其辦法另訂之。

Article 12 NCYU students can apply to select courses offered by other universities. The number of credits per semester shall not exceed one third of the total credits taken in that semester (except for extension students or graduate students), and they shall get the approval from both universities. The regulations on intercollegiate course selection will be provided separately.

學生在校修業滿一學年且歷年學業成績達規定標準，經就讀學系導師及系主任同意後，得申請至與本校簽訂合作協議之國內其他大學校院進行一學期或一學年之交換學習，其要點另訂之。

For students that have completed at least one academic year of study in NCYU and their academic performances have met the required standards, with the consent of their guidance teacher and the Chair of the department, they may apply for a semester or one academic year of exchange study at another university in Taiwan that has signed a cooperation agreement with NCYU. The regulations on the exchange program will be provided separately.

本校得視需要利用暑期開授課程，學生遇有必修科目不及格須重修、轉學或轉系須補修學分、修讀輔系雙主修或學分學程須補修學分、應屆畢業生缺修學分、學期中停修、研究生補修學士班基礎學分及其他特殊情形經系所主管同意者，得申請參加修習暑期課程，其辦法另訂之。

NCYU may offer courses during summer sessions as necessary. Students may apply for summer courses if they have to retake courses due to failure in compulsory courses, or make up credits due to transfer from another university or transfer from another

department, or make up credits for minors, double majors or credit programs, or due to lack of credits for fresh graduates, suspension of courses in the semester, basic credits for graduate students to make up bachelor program, or other special circumstances agreed by the Chair. The regulations on summer courses will be provided separately.

本校運動傑出學生依規定程序經學校核准者，得彈性修讀課程，其要點另訂之。 Talented student athletes who have been approved by NCYU in accordance with the prescribed procedures can take flexible courses, and the corresponding regulations will be provided separately.

前四項另訂之法規，經教務會議通過後公告實施。

The above-mentioned four separate regulations shall be announced and implemented after the approval of the Academic Affairs Meeting.

第十二條之一 本校學士班學生於九十四年次以後出生，自一百一十三年一月一日起回復徵集服常備兵現役，得申請就學期間服役彈性修業，其要點另訂之，並報教育部備查。

Article 12-1 Students in our bachelor's program who were born after the year 2005 and are legally obligated to perform military service starting from January 1, 2024, may apply for flexible academic arrangements during their study at NCYU. Specific regulations for this will be separately established and reported to the MOE for reference.

第十三條 各學系學士班學生，得於一年級至四年級(不含延長修業年限)申請修讀本校或簽約學校他系同級為雙主修或輔系。研究生自一年級至二年級(修習第四學期前)，經導師(認輔老師)或指導教授同意，得申請本校同級或向下一級為輔系，並得申請本校同級為雙主修。

Article 13 From the first year to the fourth year (excluding extended years of study), students in a bachelor's program of each department can apply to study in a major of the same level in another department of NCYU or another university or college that had signed the cooperation contract with NCYU as a double major or a minor. From the first year to the second year (before the fourth semester), with the consent of the guidance teacher (certified counsellor) or the advisor, the graduate student may apply for taking a major of the same level or the next level in NCYU as a minor, and may apply for taking a major of the same level in NCYU as a double major.

學士班學生申請跨校修讀輔系或雙主修，應依本校與他校交流合作相關規定辦理。 Students in a bachelor's program can apply to study in a minor or double major of another university or college in accordance with the relevant regulations of exchange and cooperation between NCYU and other universities or colleges.

本校學生修讀雙主修、輔系、跨校修讀雙主修及輔系辦法另訂之，並經教務會議通過後公告實施。

Regulations on double majors and minors, as well as intercollegiate double majors and minor by NCYU students will be provided separately, and shall be announced and

implemented after the approval of the Academic Affairs Meeting.

第五章 修業年限與學分

Chapter 5. Years of Study and Credit Requirements

第十四條 本校採學年學分制，學士班各學系學生修業年限為四年(獸醫學系修業年限五年)，所修學分總數至少須滿一百二十八學分。

Article 14 NCYU has adopted the academic year and credit system. A student in a bachelor program shall study for four years (veterinarian majors shall complete five years of study) and complete at least 128 credits.

103學年度(含)以後入學，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入學大學學士班後，應在規定之修業期限內增加應修之畢業學分數十二學分。

For students enrolled after the 2014 academic year (inclusive), graduated from a school in a foreign country or Hong Kong or Macao of the same level and the same kind equivalent to the second grade of a Taiwan senior high school and admitted to a bachelor's program with an equivalent education level, the required graduation credits shall be increased by 12 credits within the prescribed period of study.

修讀學士學位學生於修業年限內未修滿規定之科目與學分者，得延長修業年限，以二年為限。但修讀雙主修之學生經延長修業年限二年屆滿，已修畢主學系之應修科目學分，而未修畢加修學系專業必修科目學分者，最多得再延長修業年限一年。

研究所碩士班修業年限一至四年，所修學分總數至少為二十四學分，畢業論文學分另計；但在職進修碩士班研究生未能在規定修業期限修滿應修課程或未完成學位論文者，得酌予延長其修業期限一年；境外碩士專班得酌予延長其修業期限二年。博士班研究生修業年限二至七年，至少應修十八學分，逕行修讀博士學位研究生修業年限三至七年，至少應修三十學分(包括原碩士已修學分至多採計十二學分在內)，論文學分另計；但在職進修博士班研究生未能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二年。

Students in a bachelor's degree program who fail to complete the required courses and credits during the required years of study are allowed to extend years of study for up to two years. At the end of two years of extended study, students pursuing double majors may extend their study by a maximum of one year if they have completed the credits of the required courses of the first major but has not completed the credits of the required courses of the second major. Graduate students in a master's program in the graduate institutes shall study for one to four years and shall complete at least 24 credits. The credits for the thesis will not be included. However, in-service master students who cannot complete the required credits or finish their theses during the specified time are

allowed to postpone their study for up to one year. Graduate students in a special master's program for overseas students are allowed to postpone their study for up to two years. Graduate students in a doctoral program shall study for two to seven years and shall complete at least 18 credits. A graduate student with direct admission into doctoral programs shall study for three to seven years and shall complete at least 30 credits (up to 12 credits will be counted, including the credits taken for the original master's degree). The credits for the dissertation will not be included. In-service graduate students in a doctoral program who fail to complete the required courses or their dissertations during the specified time are allowed to extend their study for up to two years.

前項在職進修研究生身分之界定，以入學時之報考身分為準，入學後欲申請身分變更者，應依本校研究生身分變更作業要點辦理。

In-service graduate students' identities stipulated in foregoing paragraph are recognized according to the identity of admission examination. The identity changing of graduate students shall comply with the regulations of "National Chung Cheng University Guidelines of Identity Changing for Graduate Students".

研究生修讀雙主修者，已完成主學系各項畢業規定而未完成加修學系各項畢業規定者，經學系(學位學程)主任同意後，得延長修業年限一年，或放棄雙主修而以主學系資格畢業。研究生不得因修讀輔系而延長修業年限。

For graduate students studying in double majors, if they have met the graduation requirements of the first major but have not yet met the graduation requirements of the second major, then with the consent of the Chair (degree program), they can extend years of study for up to one year, or give up the double majors and graduate with the qualification of the first major. A graduate student may not extend years of study due to study in a minor.

學生因懷孕、生產或撫育三歲以下幼兒需要，得延長修業年限至多四年。

Students are allowed to extend their years of study for up to four years due to pregnancy, childbirth, or the need to raise a child under three years of age.

第十四條之一 修讀學士學位之身心障礙學生或突遭重大災害學生因身心狀況及學習需要者，可延長修業年限，至多四年，並且不適用本學則第三十七條退學之規定。

Article 14-1 Students with physical or mental disabilities or students having suffered a sudden major disaster who are studying in a bachelor's degree program may request for extending years of study for up to 4 years due to their physical and mental conditions and learning needs, and they shall not be subject to the provision on expulsion in Article 37 of the Academic Regulations.

前項身心障礙學生身分認定以領有身心障礙證明手冊或教育主管機關特殊教育學生鑑定證明書者為準。突遭重大災害學生則依所檢具之證明文件為準。

The identification of students with physical or mental disabilities mentioned in former paragraph shall be subject to the formal government-issued certificate or Special Education Student Identification Certificate issued by Education Authority. The identification of students having suffered a sudden major disaster shall be subject to the supporting documents.

第十五條 本校學士班應屆畢業生缺修、補修科目學分，須於延長修業年限第二學期重修或補修者，第一學期得辦理休學，免予註冊。惟第一學期自願註冊者，該學期至少應選修一門科目。

Article 15 Graduating seniors in a bachelor's program of NCYU who need to retake or make up courses in the second semester in the extended years may apply for a postponement of study for the first semester without completing the enrollment process, i.e. they will not need to register for the first semester. They are allowed to register for the first semester with one course taking at least.

第十六條 本校課程按學分計算，以每週授課一小時，授課滿十八週為一學分。

Article 16 Courses are calculated by credits. One credit refers to one hour weekly and 18 weeks in each semester for one course.

實驗及實習之課程以每週上課二至三小時，授滿十八週為一學分。

For labs, practical training, and operation courses, one credit requires 2-3 hours weekly and last for 18 weeks.

體育、軍訓及校園服務等課程之開授及學分計算，由「課程規劃委員會」另訂之，經教務會議通過後實施。

The regulations on the offerings and calculation of credits of courses such as Physical Education, Military Training, Campus Services, etc., shall be provided by the "Curriculum Committee" and will take effect after the approval from the Academic Affairs Meeting

第十七條 本校所招收具有大學畢業資格之入學生，其修業年限不得少於一年，具有專科學校畢業資格之入學生，其修業年限不得少於二年。

Article 17 In NCYU, in order to receive a bachelor's degree, new students must study for at least one year and fulfill all graduation requirements. To receive an associate's degree, new students must study for at least two years in the vocational college at NCYU.

第十八條 學生入學前已修習及格之科目與學分，得由學校酌予抵免，並得編入較高年級。

Article 18 The courses and credits taken in prior schools can be transferred to NCYU. Students that transfer credits may be promoted to higher grades.

抵免學分之申請應於入學當年第一學期加退選截止前一次辦理完成，如有科目於抵免時尚未開設，致未能於期限內一次辦妥抵免，得准予補申請，以一次為限。

The application for credits waiver and transference shall be completed in one time before

the deadline for the addition or drop of selected courses in the first semester of the year of admission. If a course has not been built at the time of credits waiver and transference, resulting in the failure to complete the credits waiver and transference within the time limit, students can apply for credits waiver and transference for an additional time at most.

學分抵免由各系、所或通識教育中心審核，悉依據本校學生抵免學分辦法辦理，其辦法另訂之，並經教務會議通過後公告實施。

Credits waiver and transference shall be reviewed by individual departments, institutes, or General Education Center and shall be handled in accordance with “Guidelines for Credits Waiver and Transference of National Chiayi University”, which will be provided separately, and announced and take effect after the approval from the Academic Affairs Meeting.

修習教育學程之學分抵免依本校師資培育中心教育專業課程學分抵免要點辦理，其要點另訂之，並報教育部備查。

Credits waiver and transference for the education program shall be handled in accordance with National Chiayi University Guidelines of Credits Waiver and Transference for Education Program provided by NCYU Teacher Education Center. Such guidelines shall be set forth separately and reported to MOE for future reference.

第十九條 學生經本校推薦至境外大學校院從事主修學科之進修或學位論文之研究，最長期限為二年；或於寒暑假期間出境研習或參觀訪問，期限為二個月，期滿均不得申請延長。

Article 19 Students that are recommended by NCYU to go abroad for further study of their major or conducting thesis research are limited to two years of study. The time limit for students recommended to go abroad for research or visit during summer or winter vacations is two months. They are not allowed to postpone their stays.

學生於肄業期間因被推薦、遴選、選派、系所安排或代表學校、國家等出境參加觀摩、見習、實習、交換生、競賽活動等，應依本校學生出境期間有關學業及學籍處理要點辦理。學生出境逾期未返校者，勒令休學，役男並依役男出境處理辦法及其相關規定辦理相關事宜。

If students are recommended, selected, chosen, assigned, arranged by the department/institute, or on behalf of the NCYU, Taiwan, to participate in overseas visit, internship, practice, exchange, and competition, their studies and student status during overseas stay shall be subject to relevant regulations of NCYU. Students who do not come back to NCYU before the specified time shall be enforced officially with postponement of study. If the students are draftees, relevant affairs shall be dealt with in accordance with the “Regulations for Exit of Draftees.”

第二十條 各學系學生每學期修習學分總數，依照本校學生選課要點辦理。

Article 20 The total number of credits per semester for students is set according to “NCYU Course Selection Guidelines”.

日間學制學士班學生每學期所修學分數不得少於十五學分，最高年級每學期不得少於九學分；進修學制學士班學生每學期修習學分數不得少於九學分。學生若因特殊情況，經系主任核可後，每學期至多可減修該學期應修最低學分數之三分之一(突遭重大災害學生經檢具相關證明者不受此限，但每學期應至少修習一個科目)。

Students in a day-time bachelor’s program shall take no less than 15 credits each semester and no less than 9 credits each semester during the highest grade of study. Students in the bachelor’s extension program study shall take no less than nine credits during each semester. Students with special circumstances, after the approval from the Chair, may apply for reduction of credits. The number of reduction shall be no more than the 1/3 of regulated minimum credits of that semester (students who have suffered a sudden major disaster and provided relevant proof are not subject to this regulation, but should take at least one course in each semester).

碩、博士班學生每學期所修學分數依各系所規定辦理，且學生經該系(所)核可，得分別修讀博、碩士班之科目，其修習及格成績照計；但碩士班學生於升入博士班就讀時，該科目學分不得再計入博士班畢業學分。

Credits of students in a master’s or doctoral program earned per semester shall be handled according to regulations set forth by corresponding department. After the approval from the department/institute, students in a master’s or doctoral program can take courses offered from both programs and the credits shall be counted if students pass the courses. Such credits cannot be counted twice if students later enter a doctoral program.

學士班三年級以上學生經該系所核可，得修習碩士班科目，修習成績達研究生及格標準且該學分未列入畢業最低學分數內者，升入碩士班就讀時，得申請抵免學分。

After the approval from the department/institute, junior and senior students in a bachelor’s program can take courses of master’s program. Once meeting the pass standard of master’s courses with the credits not listed in the minimum credits of graduation, the students may apply for credit transfer when entering the master’s programs.

第六章 請假、缺課、曠課

Chapter 6. Apply for an Excused Absence, Absence, Truancy

第二十一條 學生因故不能上課者，依本校學生請假規則辦理。

Article 21 Students who cannot attend a class due to certain reasons shall apply for an excused absence in accordance with NCYU regulations on an excused absence.

- 第二十二條 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。
- Article 22 An absence of class with approval is regulated as absence. An absence without approval and ratification is regulated as truancy.
- 第二十三條 學生一學期中曠課累計達四十五節課者，即勒令退學。
- Article 23 Students with truancy records up to 45 classes per semester shall be expelled from NCYU.
- 第二十四條 某一科目缺曠課累積節數達該科目全學期上課總節數三分之一者，不得參加該科目期末考試，該科目期末考試成績以零分計，惟突遭重大災害學生經檢具相關證明者不受此限。
- Article 24 Students whose absence or truancy records for one course reach 1/3 of total course hours of the semester are not allowed to take the final exam for that course. The final exam for that course will be graded zero. However, students who have suffered a sudden major disaster and provided relevant proof are not subject to this regulation.
- 第二十五條 經核定為公假、喪假、產假(產前假、流產假、陪產假、哺乳假)、生理假、心理健康假或突遭重大災害之事(病)假，經檢具相關證明者不列入缺課計算。
- Article 25 Leaves for statutory, mourning, pregnancy (including prenatal, miscarriage, paternity, and nursery leaves), menstrual reasons, mental health reasons, or personal (sick) leave for sudden major disaster and provided relevant proof are not regarded as absences.
- 第二十六條 期中考試及學期考試因故未能到考者，須請考試假。請假辦法依本校學生請假規則辦理。
- Article 26 Students who cannot take mid-term or final exams due to certain reasons shall apply for an excused absence. This process shall be subject to NCYU regulations on student absence.

第七章 轉系所(組)

Chapter 7. Transfer to Another Department/Institute (Groups)

- 第二十七條 凡申請轉系之學士班學生，應依本校「學生轉系辦法」辦理，其辦法另訂之，並經教務會議通過後公告實施。
- Article 27 Students' application for transfer to another department shall comply with "Regulations for Student Transfer of Department" of NCYU, which will be provided separately, and will be announced and take effect after the approval from the Academic Affairs Meeting. 研究生修業一學期以上且因特殊情形經原就讀系、所與擬轉入之系、所主任(所長)認可，並經教務處轉陳校長核准者，得申請轉系、所。 After being approved by the Chair and Director of original department/institute and the department to be transferred, and approved by NCYU President after the report from Office of Academic Affairs, undergraduate students can apply for transfer to a

department/institute if they have studied for more than one semester and due to special circumstances.

轉系所(組)以一次為限，一經核准即不得再返原學系所(組)。

However, students are allowed to transfer to another department/institute (group) only once. Once approved, they may not return to their original department/institute (group).

第二十八條 各學系修讀學士學位學生於第二學年開始前得申請轉系，於第三學年開始前申請者，得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，於第四學年開始前申請者，得轉入性質相近學系三年級或二年級肄業。轉系以一次為限，並須完成轉入學系規定之畢業條件，方可畢業。同系轉組者，比照前二項規定辦理。降級轉系者，其在二系重複修習之年限，不列入轉入學系之最高修業年限併計。申請轉系學生應於每學年度第二學期行事曆規定期限內填具申請書，經家長或監護人簽章證明，並連同各學期成績單，送請轉出、轉入系所同意，由教務處初審後，送擬轉入學系，經系務會議或系招生相關之委員會議審核，院長簽章後，將審核結果送教務處；教務處依轉入學系審查意見及學生志願序，簽請校長核定後公告。各學系對於申請轉入本系學生，必要時得先舉行考試。

Article 28 Students in a bachelor's degree program can submit the application for transfer to another department before their second academic year. Students submitting the application before the third academic year shall be allowed to transfer to a department in a similar field as juniors or departments in different fields as sophomores. Students submitting the application before the fourth academic year, due to certain special reasons, shall be allowed to transfer to departments in similar fields as juniors or sophomores. Students are allowed to transfer to another department only once. They can obtain a degree after they meet the requirements for graduation in the new department. Students that apply for transfer to another group in the same department shall follow the previous regulations. For transfer students from different departments and have been placed in a lower grade, the years of repeated study from both departments shall not be counted towards the maximum years of study of the transferred department. Students applying for transfer to another department shall submit the application within the specified time during the second semester of each academic year. The application form approved and signed by their parents or guardians and transcripts of each semester shall be sent to the Chair of the present and intended departments and the Director of the present and intended institutes for their approval. After that, the application will be sent to the Office of Academic Affairs for first review and then sent to the intended department. The review results will be submitted to the Office of Academic Affairs after the approval of the Department Affairs

Meeting or the Department Enrollment Committee Meeting, as well as the signature and seal of the Dean. In accordance with the review opinions of the intended department and the application order of the student, the Office of Academic Affairs will report to the NCYU President for approval and make the announcement. Each department may hold an exam for students applying for transfer to its own department if necessary.

第二十九條 各學系辦理修讀學士學位學生轉系，其轉入年級後之學生總數，以不超過該學系原核定及分發新生名額為原則。

Article 29 After the enrollment of transfer students in a bachelor's degree program, the sum of students in each department shall not exceed the original total of students approved and assigned to it.

凡經核准轉系學生，由教務處於次學年第一學期註冊前列單公佈之。

Anyone who is approved to transfer to another department will be announced by the Office of Academic Affairs before the registration of the first semester of the next academic year.

第三十條 凡因故請准休學或勒令休學之學生，尚在休學期間內，不得轉系。

Article 30 Students who get permission to suspend studying or have been suspended from studying for any reason may not transfer to another department if they are still in the suspension period.

第八章 休學及復學

Chapter 8. Suspension of Study and Resumption

第三十一條 學生因故申請休學，學校得一次核准一學期、一學年或二學年。休學累計以二學年為原則，期滿因重病(持有公立醫院或健保局特約區域醫院以上出具之證明書)、突遭重大災害或特殊事故(附相關證明)需要再申請休學者，經專案報請校長核准後，酌予延長休學年限，但至多以二年為限。

Article 31 Students can apply for either one semester, one academic year or two academic years suspension of study from NCYU. The time limit for suspension of study is two academic years. A maximum two-year time extra extension due to serious illness (approved by public hospitals or contracted metropolitan hospitals affiliated to Bureau of National Health Insurance or above) or special circumstances or special accidents (with relevant certified documents) shall be approved by the President of NCYU.

學期中申請休學之最後期限為學校行事曆所訂之期末考試開始前辦理完畢，但碩博士班研究生若已修滿應修學分者得在當學期結束前辦理完畢。學生突遭重大災害經檢具相關證明者，不受休學申請期限之限制。

The deadline for applying for suspension of study during a semester is before the start of the final exams as specified in the academic calendar of NCYU. However, graduate

students in master's programs and doctoral programs who have completed all required credits can complete the application for suspension of study before the end of the semester. Students who have suffered a sudden major disaster and have relevant certificates are not subject to the regulation on the time limit of application for suspension of study.

學生休學學期內之各項成績概不採計。

No grade during the suspension of study will be included in the credit and result requirements for graduation.

第三十二條 學生有下列情形之一者，應令休學：

Article 32 Students who meet any of the following conditions shall be suspended from studying.

一、經本校學生獎懲委員會會議決議必須辦理休學者。

Being forced to suspend study according to the results from NCYU's Student Reward/Reprimand Committee.

二、已註冊學生於加退選截止日仍未依規定辦理選課或所選學分數不足，不合本學則規定者。

Registered students who fail to select courses before the deadline for the addition or drop of selected courses or fail to select the minimum credits, and do not conform to the provisions of the Academic Regulations.

第三十三條 學生因故申請休學，經教務長核准並辦妥離校手續後，即由教務處發給休學證明書。

Article 33 After the approval of the Dean of Academic Affairs and complete process finished, an official certificate will be issued by Office of Academic Affairs to the students who apply for a suspension of study.

第三十四條 休學期間應徵召服役者，得檢具徵集令影本申請延長休學期限，服役期間不計入休學年限內，服役期滿後，應檢同退伍令申請復學。

Article 34 During the suspension of study, students can apply for extension of suspension of study with the copy of the conscription order if they need to fulfill their mandatory military service. Military service is not counted as part of the suspension period. After the completion of the military service, the student shall apply for resumption with the discharge order.

應復學及休學期滿無故逾一個月不註冊入學，亦未申請繼續休學者，以退學論。

The student who fails to register for admission for more than one month without reason upon expiration of resumption period and suspension period shall be regarded as dropping out.

第三十四條之一 學生修業期間因懷孕(含分娩、撫育三歲以下子女)而提出申請休學者，不計入休學年限內，休學期滿，檢具公立醫院或健保局特約區域醫院以上之懷

孕或生產證明申請復學。

Article 34-1 During study, if a student applies for suspension of study due to pregnancy (including childbirth and raising children under 3 years old), it will not be counted in the suspension period. At the end of the suspension period, the student shall apply for resumption with a pregnancy or birth certificate from a public hospital or a contracted metropolitan hospitals affiliated to Bureau of National Health Insurance or above.

第三十四條之二 學生修業期間因突遭重大災害提出申請休學者，經檢具相關證明，不計入休學年限，惟合計至多以三學年為限。

Article 34-2 During study, if a student applies for suspension of study due to suffering a sudden major disaster, it will not be counted in the suspension period if relevant proof can be provided, but the total time for suspension of study is up to three academic years.

第三十五條 休學生復學時，應入原肄業系(所)相銜接之年級或學期就讀。但學期中途休學者，復學時應入原休學之年級或學期就讀。

前項原肄業系(所)變更或停辦時，學校得輔導學生至適當學系(所)就讀。

Article 35 Upon resumption, students shall continue studying in the grade or semester they have scheduled for before interruption in the original department/institute. Students who apply for suspension of study during a semester can continue studying in the original semester. If students' original department/institute has been altered or closed since the interruption of study, then NCYU will guide students to an appropriate department/institute in which students can continue their studies.

第九章 退學與開除學籍

Chapter 9. Withdrawal from School and Revocaion of Student Status

第三十六條 學生有下列情形之一者，應予退學：

Article 1 Students who meet any of the following conditions shall be expelled from school:

一、逾期未註冊或休學逾期未復學者。

Failing to register or return to study after suspension of study before the deadline.

二、操行成績不及格者。

Obtaining a failing grade on conduct.

三、修業期限屆滿，仍未修足所屬系(所)規定應修科目與學分者。

Failing to complete the required courses and credits of the department/institute within the required years of study.

四、研究生修業期限屆滿，仍未通過學位考試者。

Failing to pass the degree exam after the required years of study for graduate students.

五、博士班研究生資格考核未依學系(所)規定年限及次數完成者，或博士候選人

資格考核不合格，經重考一次仍不合格者。

Failing to complete the doctoral student qualification exam of the doctoral program within years of study and times of exam specified by the department/institute, or failing to pass the qualification exam of doctoral candidates, and failing to pass the makeup exam.

六、研究生學位考試不及格，不合重考規定或合於重考規定，經重考一次仍不及格者。

Failing to pass the degree exam for graduate students and being unqualified for a makeup exam or failing to pass the makeup exam.

七、自動申請退學者。

Voluntarily applying for withdrawal.

八、違犯校規，依學生獎懲辦法規定退學者。

Breaking NCYU rules and being expelled from university in accordance with the Student Reward/Reprimand Regulations.

九、其他依法令規定應予退學者。

Being withdrawn from school in accordance with other relevant orders and regulations.

第三十七條 各學系修讀學士學位學生學期學業成績不及格科目之學分數，連續兩次達該學期修習學分總數二分之一者，應令退學。如兩學期間休學者，視同不連續。

Article 37 Students in bachelor's degree programs whose sum of credits of failed courses fails to reach 1/2 of the total credits of two separate semesters consecutively shall be withdrawn from NCYU. If there is suspension of study between the two semesters, it shall be considered as non-consecutively.

各學系修讀學士學位之僑生、外國學生、大陸學生、海外回國升學之蒙藏生、派外人員子女、原住民族籍學生及符合教育部規定條件之大學運動績優學生，學期學業成績不及格科目之學分數，連續兩次達該學期修習學分總數三分之二者，應令退學。如兩學期間休學者，視同不連續。

Overseas Chinese students, foreign students, Chinese Mainland students, overseas Mongolian and Tibetan students returning to Taiwan for further study, children of government employees who are assigned to work abroad, aboriginal students and talented student athletes that meet MOE qualifications in a bachelor's degree program whose sum of credits of failed courses fails to reach 2/3 of the total credits of two separate semesters consecutively shall be withdrawn from NCYU. If there is suspension of study between the two semesters, it shall be considered as non-consecutively.

修讀學士學位學生學期修習科目在九學分以下者，得不受前二項規定之限制。

碩、博士班研究生學期學業成績不及格科目之學分數(論文學分不列入計算)，連

續兩次達該學期修習學分總數二分之一者，應令退學。如兩學期間休學者，視同不連續。

Students of bachelor's degree programs who take less than nine credits in a semester may not be subject to the above-mentioned two regulations. Graduate students in a master's or doctoral program whose sum of credits of failed courses (thesis credits are not included) fails to reach 1/2 of the total credits of two separate semesters consecutively shall be withdrawn from NCYU. If there is suspension of study between the two semesters, it shall be considered as non-consecutively.

第三十八條 學生有下列情形之一者，開除學籍：

Article 38 Students who meet any of the following conditions shall be revoked of their student status:

一、本學則第七條有關開除學籍之情節者。

Meeting the conditions applicable to revocation of student status set in Article 7 of NCYU Academic Regulations.

二、違反國家法令情節重大者。

Serious violation of any of the national laws and regulations.

第三十九條 學生因故申請退學，應依退學程序辦理。

Article 39 Students who apply for withdrawal from university for any reason shall be handled in accordance with the procedures for expulsion.

學生退學如在校肄業滿一學期具有成績，其學籍經學校核准者，於辦妥離校手續後得發給修業證明書。但撤銷入學資格或開除學籍者，不發給有關修業證明文件。

After completion of the procedures for leaving NCYU, certificates of study will be issued by NCYU to withdrawal students who have studied for more than one semester with academic records and whose student status is in good standing. However, students who are expelled due to unqualified admissions, or revoked of student status shall not receive a certificate of study.

開除學籍者不准再考入本校肄業。

Students that have had their student status revoked are not allowed to be readmitted to NCYU.

第四十條 依規定應予退學或開除學籍之學生，依學校學生申訴制度提出申訴者，申訴結果未確定前，不因申訴之提起，而停止原處分之執行。但在校生得繼續在校肄業，申訴處理辦法另訂並報請教育部核定。

Article 40 Those students that have been expelled from university or revoked of student status have the right to appeal to the university's decision. Before the outcome of the appeal has been determined, the enforcement of the original punishment shall not be suspended because

of the appeal. Students that still study in NCYU have the right to continue studying during the appeal process. Regulations on appeals will be provided separately and will be reported to the MOE for review and approval.

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；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，學校應另為處分。

Expelled students whose appeal at NCYU are not accepted, may seek resolutions through petition or administrative litigation. NCYU should take alternative punishment actions if the original punishment is found illegal or inappropriate by the superior authorities or the administrative court.

依前項規定經學校另為處分得復學之學生，因特殊事故無法及時復學時，學校應輔導復學；其復學前之離校期間，得補辦休學，且不併入休學年限內計算。

NCYU should help students who are eligible to return to study in accordance with the previous regulation but fail to return to study in time due to special circumstances. They can apply for a postponement of study for the period before they returned to study, and it shall not be included in the postponement period.

第十章 成績

Chapter 10. Grades

第四十一條 學生成績分學業、操行二種，採百分或等第記分法核計為原則，以一百分為滿分，各學系修讀學士學位學生以六十分為及格，研究生以七十分為及格。

Article 41 Students' academic and conduct performances will be based on a 100-point scale or grade scoring method. 100 points are full marks. The passing grade for undergraduate students is 60 points and for graduate students 70 points

百分記分法與等第記分法之對照如下：

The 100-point scale and the grade scoring method are compared as follows:

一、八十分以上為甲(A)等。

Over 80 points is an A.

二、七十分至七十九分為乙(B)等。

70 points to 79 points is a B.

三、六十至六十九分為丙(C)等。

60 points to 69 points is a C.

四、五十分至五十九分為丁(D)等。

50 points to 59 points is a D.

五、四十九分以下為戊(E)等。

Under 49 points is an E.

術科成績或零學分之科目或考評以專科同等學力考取研究所補修學士班必修科目之成績者得採「通過」或「不通過」之方式，其成績不列入學期平均成績計

算。

A grade of “pass” or “fail” may be given to selected special courses, courses with no credit, or required makeup courses offered by bachelor programs taken by graduate students who are admitted with equivalent qualifications. These grades will not be included in students’ average grade of each semester.

第四十一條之一 研究生應補修之學士班基礎課程，由系(所)主任及指導教授決定之，成績以六十分為及格，但各系所得訂定較高之及格標準。補修及格後不計入學期學業平均成績及畢業學分，在未補修及格以前，不得參加學位考試。

Article 41-1 The basic courses of the bachelor’s program required to be taken by the graduate students shall be determined by the Chair or Director of the department/institute and the advisor. A pass score of 60 is required, but departments may set a higher pass standard. After passing the makeup course, the result shall not be counted into the average grade for a semester and the graduate credit. No one is allowed to take the degree exam without passing the makeup course.

研究生因預官考選需要補(重)修大學軍訓課程，得申請補(重)修。但補(重)修及格後，不計入學期學業平均成績及畢業學分。

Graduate students who need to make up (retake) military training courses of universities for the reasons of reserve officer selection and examination. However, after passing the make-up/retake course, the result shall not be counted into the average grade for a semester and the graduate credit.

第四十二條 學生每學期學業平均成績計算方法如左：

Article 42 The average grade of each semester is calculated as follows:

一、每一科目之成績乘以該科之學分後累加計算，為成績積分總數。

Grade points of the course multiplies by the number of credits of the course is the total points.

二、一學期所選科目(含不及格科目在內)之學分總和為學分總數。

The sum of credits for all courses (includes the failing courses) is the semester total credits.

三、成績積分總數除以學分總數所得即為該學期之學業平均成績。

Semester total points divide by semester total credits is semester grade point average.

第四十三條 暑期重補修科目之學分與成績不得與學期所修科目之學分與成績合併核計。惟暑期重補修科目之學分數與成績得併入畢業學分內計算。

Article 43 The credits and grades of the courses retaken/made up in the summer session shall not be counted in combination with the credits and grades of the courses taken in the semester. However, the credits and grades of the courses retaken/made up in the

summer session may be counted into the graduate credit.

學士班學生之畢業成績，係以其所修各科目成績乘以該科目學分數之總和除以總修習學分數核計。

Graduation grade of students in the bachelor's program equals the grades of each course taken multiplying by total credits of that course, and dividing it by total credits of all courses taken.

研究所碩、博士班畢業生之學業平均成績與學位考試成績之平均為其畢業成績。Master's and doctoral degree graduation grades is the sum of grade point average and average degree exam results, and then divided by 2.

研究生學位考試悉依本校研究生學位考試辦法辦理，其辦法另訂之，並報教育部備查。

The degree exams for graduate students will be subject to NCYU regulations on degree exam for graduate students, which will be provided separately and reported to the MOE for reference.

學士班學生修習畢業論文者，須於最後一學年之第一學期開始時選定論文題目及指導教授，自行撰述後，商請該學系系主任同意，並於第二學期考試一個月前提交指導教授評定成績。

Students in the bachelor's program who take a graduation project course are required to select their topics and advisors at the beginning of the first semester of their last academic year with the consent of the Chair of the departments. After writing the graduation project paper, students shall submit the graduation project paper to their advisors one month before the final exams of the spring semester to evaluate the results.

第四十四條 學生獎懲辦法及及操行成績考核辦法於學務章則中另訂之，並報教育部備查。
Article 44 Regulations on student reward/reprimand and conduct assessment methods shall be provided separately in NCYU Academic Regulations and reported to the MOE for reference.

第四十五條 教師繳交成績、更正成績及學生成績複查、申訴事宜，依本校成績處理要點辦理。

Article 45 Submission and correction of grades by teachers, as well as recheck and appeal of grades by students shall be subject to the NCYU Regulations for Grade Reporting and Grade Change.

第四十六條 學生成績之登錄以加、退選單為憑。

Article 46 Recorded grades are based on those classes students registered for and/or added and/or dropped.

第四十七條 學生未經請假或請假未准而缺考者為曠考，該次考試以零分計算，並以曠課論。

Article 47 Students missing the exam without leave application or the leave application is not approved shall be considered to be absent, and will be given a zero for the exam.

如係公假、喪假或重病住院、懷孕(含分娩、撫育三歲以下子女)或突遭重大災害經檢具相關證明，不能參與各種考試者，依本校學生請假規則辦理。經請假核准者，該科目成績得由授課教師視需要與科目性質以補考或其他補救措施彈性處理，補考成績按實際成績計算。

Students fail to take the exam due to statutory reasons, funerals or serious illnesses, pregnancy (including childbirth, raising children under three years of age) or a sudden major disaster and can provide relevant proof, shall be handled according to NCYU regulations on student leave. For students who are approved to be absent from the exam, the grade of the course shall be flexibly handled through make-up exam or other remedial measures by the teacher according to the needs and the nature of the course. The result of the make-up exam shall be regarded as the actual exam result.

- 第四十八條 學生各種成績有小數點者，按四捨五入計算，學期學業平均成績及畢業成績，均保留至小數點後二位計算。
- Article 48 Academic grades are rounded up to their nearest whole number. The average grade for a semester and the graduation results are rounded up two decimal places.
- 第四十九條 凡屬規定全年修習之科目，因故僅修讀一學期且成績及格，經系主任核准者，其學分照計。
- Article 49 With the approval of the Chair of the department, students can receive corresponding credits for courses that last for one full academic year if they have studied only one semester of the course with qualified grades.
- 第五十條 學生所修科目學期成績不及格者，必修科目應予重修；選修科目應重修或改修。
- Article 50 Students need to retake required courses that they fail. They may retake electives, which they have failed or select other electives to replace those with failing grades.
- 第五十一條 學生於考試時有作弊行為者，一經查出，除該科該次考試成績以零分計算外，並視情節輕重依據學生獎懲辦法給予適當處分。
- Article 51 Students who cheat on exams will be given a zero in those courses. Besides, they will be punished in accordance with Regulations on Student Reward/Reprimand.
- 第五十二條 學生入學、轉學考試試卷，應由學校妥為保管一年，以備查考或備主管教育行政機關調閱。
- Article 52 Students' entrance and transfer exam papers are supposed to be kept on file by NCYU for one year for inspection or examination by the education administrative organizations.
- 學生在校各種考試試卷，其保存時間為一年。
- All of the students' exam papers are supposed to be kept on file for one year.
- 學生各項成績，應妥為登錄，並永久保存。
- All the grades of the students shall be properly recorded and be kept on file by NCYU

permanently.

第十一章 畢業

Chapter 11. Graduation

第五十三條 各學系修讀成績優異學生，合於下列規定者，得申請提前一學期或一學年畢(結)業：

Article 53 Outstanding students in a bachelor's degree program may apply for advancing the time of graduation (completion) by one semester or one academic year if they meet all the following requirements:

一、修滿畢業應修科目及學分數。

All required courses and credits for graduation have been completed.

二、各學期學業平均成績名次均在該系同班學生數前百分之五以內。

Academic average grades in each semester are in the top 5% of their class in their department.

三、各學期操行成績均在八十分以上。

Conduct performance grades in each semester is above 80.

四、大一、大二體育必修各學期成績均在七十分以上(進修學士班學生得免符合本款規定)。

Grades of required physical education courses in each semester are above 70 (students in the bachelor's extension program study are not subject to the provisions of this paragraph).

申請學士班就學期間服役專案學生符合前項第一款及第三款規定及其他畢業所需條件者，得申請提前畢業。

Students who apply for the military service during their bachelor's program and meet the first and third requirements as well as other graduation requirements may apply for early graduation.

轉學本校二年級之轉學生，其成績優異符合前項第一款至第四款規定標準者，得申請提前畢業。轉學三年級以上者(含提高編級至三年級以上者)，因轉學及肄業期間短暫，不得辦理提前畢業。

Outstanding transfer students as sophomores in NCYU can apply for early graduation if they meet the above-mentioned 1-4 requirements. Transfer students as juniors in NCYU or above (including students whose grades have been improved to juniors or above) are not eligible for applying to graduate early due to their short periods of transfer and study.

第五十四條 各學系學士班學生修業期滿，修滿應修之科目及學分，成績及格，且各學期體育、操行成績、校園服務課程均及格者，准予畢業，由本校授予學士學位，發給學士學位證書。

Article 54 Students in the bachelor's program who have completed all required credits and passed all required courses, Physical Education courses, Conduct and Campus Services are qualified for graduation and will be conferred a bachelor's degree and issued a bachelor's degree certificate by NCYU.

各研究所研究生在規定年限內修滿應修之科目與學分者，經學位考試及格者，由本校授予碩士學位或博士學位，發給碩士學位或博士學位證書。

Graduate students of individual institutes who have completed all required credits and passed all required courses will be conferred a master's or doctoral degree and issued a master's or doctoral degree certificate by NCYU after passing the degree exam.

前二項學位名稱之訂定，應符合國際慣例及趨勢，並參酌教育部公告之授予學位中、英文名稱參考手冊，依各系所、學位學程之課程性質、學術領域及發展方向為之；學位中文、英文名稱、學位證書註記等規定，應經系務會議(學位學程事務會議)及院務會議通過，提教務會議通過後施行。

The names of the above-mentioned two degrees shall be determined in accordance with international practices and trends, with reference to the Chinese and English names in the guide for degree conferral published by the MOE, and according to the nature of the courses, academic fields and development directions of the individual departments/institutes and degree programs. Regulations on the Chinese and English name of the degree, the notes on the degree certificate, etc., shall be approved by the Department Affairs Meeting (Degree Program Affairs Meeting) and the College Affairs Meeting, and shall be reported to the Academic Affairs Meeting for approval before taking effect.

學位證書授予日期，第一學期為一月，第二學期為六月。惟研究生若已修畢應規定科目與學分，於參加學位考試之學期末修習論文以外之科目，且於新學期前完成離校手續者，得以其完成離校手續之月份為畢業日期授予學位證書。

Degree certificates shall be conferred in January for the first semester, and June for the second semester. However, if a graduate student has completed the required courses and credits, and has not taken any courses other than the graduation thesis in the semester of the degree exam, and has completed the procedures for leaving NCYU before the new semester, then the month in which he/she completed the procedures for leaving NCYU can be used as the month of graduation, with the degree certificate conferred.

第五十五條 學生畢業資格之取得及學位之授予，依大學法、學位授予法及相關規定辦理。畢業生欲取得教師資格應依師資培育法及其相關規定辦理。

Article 55 The qualification for graduation and degree conferral shall be handled in accordance with the University Act, the Degree Conferral Act and relevant regulations. Graduates

who apply for teaching qualifications shall be handled in accordance with Teacher Education Act and relevant regulations

學生在學期間涉及校園性侵害、性騷擾、性霸凌之不當操行並經性別平等教育委員會決議成案調查者，於核定結案前已屆畢業時間，因涉及懲處結果與畢業成績中操行成績之核算，本校得依性別平等教育委員會決議，暫緩核發學位證書。

Students that are involved in campus sexual assault, sexual harassment, sexual bullying and other improper conducts during their studies, which lead to investigations by the resolution of the Gender Equality Education Committee may subject to the suspension of the approval and issuance of the degree certificate in accordance with the resolution of the Gender Equality Education Committee, even if the time of graduation is reached before the verification and closing of the investigation, because it may involve the result of the punishment and the calculation of the conduct performance in the graduation results.

第十二章 學籍管理

Chapter 12. Management of Student Status

第五十六條 學生在校肄業之系(組)、所班別、年級與學業成績，以及註冊、轉系(所)、轉學、輔系、雙主修、休學、復學、退學等學籍記錄，概以教務處各項學籍與成績登記原始表冊為準。

Article 56 Student status records regarding individual departments/institutes (group), class, academic grade and performances, registration, transfer to other departments/institutes, transfer to other schools, minors, double majors, postponement of study, reinstallation, expulsion from school, etc., are subject to the original student status and grade records in the Office of Academic Affairs.

第五十七條 在校生及畢業生申請更改姓名或出生年月日，應檢具戶政機關發給之有效證件，經教務處核准後更改之。本校原發之畢業證書，應送本校改註。

Article 57 NCYU students and graduates may change their names or birth dates after submitting valid proofs issued by the household registration authority and the application has been approved by the Office of Academic Affairs. The original graduation certificate issued by NCYU should be sent back to NCYU for alteration.

附則

Supplementary Regulation

第五十八條 本學則如有未盡事宜，悉依教育部頒布之有關法令及校務會議決議辦理。

Article 58 Related regulations issued by the MOE and the decisions made at all University Affairs Meetings should be followed if encountering any issue not covered in the Academic Regulations.

第五十九條 本學則經本校教務會議、校務會議審議通過後公告實施，並報教育部備查。

Article 59 The Academic Regulations will be announced and take effect after the approval from the NCYU Academic Affairs Meeting and University Affairs Meeting, and will be reported to the MOE for reference.

中英文版本如有牴觸或不相符之處，應以中文版本為準。

The regulations in English are translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese version prevails.

89年5月24日校務會議通過
89年10月3日教育部台(89)高(二)字第89117972號核准備查
90年11月26日教育部台(九〇)高(二)字第90165068號核准備查
92年6月24日校務會議修正通過
92年7月22日教育部台高(二)字第0920105998號函准予備查
94年1月25日校務會議修正通過
94年3月29日校務會議修正通過
94年6月27日校務會議修正通過
94年8月15日教育部台高(二)字第0940103827號函核准備查
95年6月13日校務會議修正通過
95年8月28日教育部台高(二)字第0950113675號函核准備查
95年10月17日95學年度第1學期第1次校務會議修正通過
95年12月18日教育部台高(二)字第0950182819號函核准備查
96年6月5日95學年度第2學期第2次校務會議修正通過
96年7月2日教育部台高(二)字第0960092845號函核准備查
96年12月18日96學年度第1學期第2次校務會議修正通過
97年1月17日教育部台高(二)字第0960207438號函核准備查
97年6月17日校務會議修正通過
97年7月8日教育部台高(二)字第0970130486號函核准備查
97年12月16日校務會議修正通過
98年2月3日教育部台高(二)字第0980014856號函核准備查
98年6月16日校務會議修正通過
98年7月10日教育部台高(二)字第0980112489號函核准備查
98年12月1日校務會議修正通過
98年12月16日教育部台高(二)字第0980215138號函核准備查
98年12月1日校務會議修正通過
99年6月15日校務會議修正通過
99年8月13日教育部台高(二)字第0990131977號函核准備查
100年3月22日校務會議修正通過
100年5月13日教育部台高(二)字第1000079034號函核准備查
100年6月21日校務會議修正通過
100年7月25日教育部台高(二)字第1000122871號函核准備查
102年6月25日101學年度第2學期第2次校務會議修正通過
102年7月22日教育部臺教高(二)字第1020106431號函核准備查
102年12月17日102學年度第1學期第2次校務會議修正通過
103年1月8日教育部臺教高(二)字第1020198901號函備查
104年3月17日校務會議修正通過
104年4月15日教育部臺教高(二)字第1040046958號函備查
104年12月15日校務會議修正通過
105年1月18日教育部臺教高(二)字第1040180105號函核准備查
105年6月14日校務會議修正通過
105年7月11日教育部臺教高(二)字第1050087822號函核准備查
105年12月20日校務會議修正通過
106年2月3日教育部臺教高(二)字第1060000269號函核准備查
106年6月13日校務會議修正通過
106年8月3日教育部臺教高(二)字第1060108535號函核准備查
106年12月19日校務會議修正通過
107年1月30日教育部臺教高(二)字第1070015016號函核准備查
108年6月11日校務會議修正通過
108年7月8日教育部臺教高(二)字第1080096588號函核准備查
108年7月24日教育部臺教高(二)字第1080105968號函修正
108年12月17日校務會議修正通過
109年1月13日教育部臺教高(二)字第1090000770號函核准備查
109年12月15日校務會議修正通過
109年12月30日教育部臺教高(二)字第1090187933號函核准備查

111年12月13日111學年度第1學期第2次校務會議修正通過
112年2月16日教育部臺教高(二)字第1120000593號函准備查
112年6月13日校務會議修正通過
112年6月20日教育部臺教高(二)字第1120060418號函准備查
112年10月17日校務會議修正通過
112年11月28日教育部臺教高(二)字第1120110367號函准備查
Revised and approved by the University Affairs Meeting on May 24, 2000
Approved by MOE in Letter No. 89117972 on October 3, 2000
Approved by MOE in Letter No. Tai-(2001)-Gao (II)-Tze 90165068 on November 26, 2001
Revised and approved by the University Affairs Meeting on June 24, 2003
Approved by MOE in Letter No. 0920105998 on July 22, 2003
Revised and approved by the University Affairs Meeting on January 25, 2005
Revised and approved by the University Affairs Meeting on March 29, 2005
Revised and approved by the University Affairs Meeting on June 27, 2005
Approved by MOE in Letter No. 0940103827 on August 15, 2005
Revised and approved by the University Affairs Meeting on June 13, 2006
Approved by MOE in Letter No. 0950113675 on August 28, 2006
Revised and approved by the 1st University Affairs Meeting of the first semester of the 2006 academic year on October 17, 2006
Approved by MOE in Letter No. 0950182819 on December 18, 2006
Revised and approved by the 2nd University Affairs Meeting of the second semester of the 2006 academic year on June 5, 2007
Approved by MOE in Letter No. 0960092845 on July 2, 2007
Revised and approved by the 2nd University Affairs Meeting of the first semester of the 2007 academic year on December 18, 2007
Approved by MOE in Letter No. 0960207438 on January 17, 2008
Revised and approved by the University Affairs Meeting on June 17, 2008
Approved by MOE in Letter No. 0970130486 on July 8, 2008
Revised and approved by the University Affairs Meeting on December 16, 2008
Approved by MOE in Letter No. 0980014856 on February 3, 2009
Revised and approved by the University Affairs Meeting on June 16, 2009
Approved by MOE in Letter No. 0980112489 on July 10, 2009
Revised and approved by the University Affairs Meeting on December 1, 2009
Approved by MOE in Letter No. 0980215138 on December 16, 2009
Revised and approved by the University Affairs Meeting on December 1, 2009
Revised and approved by the University Affairs Meeting on June 15, 2010
Approved by MOE in Letter No. 0990131977 on August 13, 2010
Revised and approved by the University Affairs Meeting on March 22, 2011
Approved by MOE in Letter No. 1000079034 on May 13, 2011
Revised and approved by the University Affairs Meeting on June 21, 2011
Approved by MOE in Letter No. 1000122871 on July 25, 2011
Revised and approved by the 2nd University Affairs Meeting of the second semester of the 2012 academic year on June 25, 2013
Approved by MOE in Letter No. 1020106431 on July 22, 2013
Revised and approved by the 2nd University Affairs Meeting of the first semester of the 2013 academic year on December 17, 2013
Submitted for approval by MOE in letter No. 1110000 on January 8, 2014
Revised and approved by the University Affairs Meeting on March 17, 2015
Submitted for approval by MOE in letter No. 1040046958 on April 15, 2015
Revised and approved by the University Affairs Meeting on December 15, 2015
Approved by MOE in Letter No. 1040180105 on January 18, 2016
Revised and approved by the University Affairs Meeting on June 14, 2016
Approved by MOE in Letter No. 1050087822 on July 11, 2016
Revised and approved by the University Affairs Meeting on December 20, 2016
Approved by MOE in Letter No. 1060000269 on February 3, 2017
Revised and approved by the University Affairs Meeting on June 13, 2017
Approved by MOE in Letter No. 1060108535 on August 3, 2017
Revised and approved by the University Affairs Meeting on December 19, 2017
Approved by MOE in Letter No. 1070015016 on January 30, 2018
Revised and approved by the University Affairs Meeting on June 11, 2019
Approved by MOE in Letter No. 1080096588 on July 8, 2019
Revised by MOE in Letter No. 1080105968 on July 24, 2019

Revised and approved by the University Affairs Meeting on December 17, 2019
Approved by MOE in Letter No. 1090000770 on January 13, 2020
Revised and approved by the University Affairs Meeting on December 15, 2020
Approved by MOE in Letter No. 1090187933 on December 30, 2020
Revised and approved by the 2nd University Affairs Meeting of the first semester of the 2022 academic year on
December 13, 2022
Approved by MOE in Letter No. 1120000593 on February 16, 2023
Revised and approved by the University Affairs Meeting on June 13, 2023
Approved by MOE in Letter No. 1120060418 on June 20, 2023
Revised and approved by the University Affairs Meeting on October 17, 2023
Approved by MOE in Letter No. 1120110367 on November 28, 2023