

# 國立嘉義大學學生申請保留入學資格作業要點

## National Chiayi University Guidelines on Students' Application for Reservation of the Admission Qualification

89年6月15日88學年度第2次教務會議通過  
95年10月3日95學年度第1次教務會議修正通過  
97年4月22日教務會議修正通過  
105年10月25日教務會議修正通過  
107年10月9日教務會議修正通過

Approved by the 2nd Academic Affairs Meeting on June 15, 2000  
Revised and approved by the 1st Academic Affairs Meeting on June 15, 2000  
Revised and approved by the Academic Affairs Meeting on April 22, 2008  
Revised and approved by the Academic Affairs Meeting on October 25, 2016  
Revised and approved by the Academic Affairs Meeting on October 9, 2018

一、國立嘉義大學(以下簡稱本校)為辦理學生保留入學資格事宜，依據本校學則第七條訂定「國立嘉義大學學生申請保留入學資格作業要點」(以下簡稱本要點)。

1. In order to handle reservation of the admission qualification for students, National Chiayi University (hereinafter referred to as NCYU) has formulated "National Chiayi University Guidelines on Students' Application for Reservation of the Admission Qualification" (hereinafter referred to as the Guidelines) in accordance with Article 7 of the NCYU Academic Regulations.

二、新生或轉學生(含外國學生)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。

2. New or transfer students (including overseas students) who cannot register for admission within the time limit due to serious illness requiring long-term treatment, pregnancy (including childbirth, raising children under three years old), military service, sudden major disasters or other 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.

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.

研究生若經報考並獲錄取，不得以不符服務機關進修規定之理由申請保留入學資格。

Graduate students that applied for NCYU and have been admitted shall not apply for reservation of admission qualification because he/she does not meet the regulations on further study of the institution he/she is serving.

三、公費生因重病須長期治療或重大事故而辦理保留入學資格者，仍可保留公費生資格，但不發給公費；如以其他理由辦理保留入學資格者，喪失公費生資格。

3. If a government-sponsored student applies for reservation of the admission qualification due to serious illness requiring long-term treatment or suffering a major event, the government-

sponsored student qualification can still be reserved, but no government sponsorship will be paid. If a government-sponsored student applies for reservation of the admission qualification on other grounds, he/she will lose the admission qualification.

- 四、欲申請保留入學資格新生，得於註冊繳費截止日前提出申請（學士班學生需經家長或監護人同意），並繳驗下列證明文件：
4. New students who want to apply for reservation of the admission qualification shall submit their application before the deadline for registration and payment (for students in a bachelor's degree program, consent from their parents or guardians is required) and provide the following proofs for verification:
- (一) 國民身分證影本。
- (1) Copy of the national ID card.
- (二) 相關證明文件：役男需檢附入伍通知書或在營服役證明書；重病、懷孕或生產者需檢附公立醫院或健保局特約區域級以上醫院證明；教育實習需檢附實習學校證明書、實習學生證影本；參加青年教育與就業儲蓄帳戶方案者需繳交教育部核准證明；特殊事故需提書面相關證明。
- (2) Relevant supporting documents: If the student is a draftee, the Enlistment Notice or Certificate of Military Service is required. If the student is seriously ill, pregnant or has given birth, a certificate from a public hospital or a contracted metropolitan hospital affiliated to Bureau of National Health Insurance or above or above is required. If the students is participating in educational practice, the certificate issued by the school of practice and the copy of the practice student ID card are required. If the student participates in the Youth Education and Employment Savings Account Program, proof of approval by the MOE is required. If the student has suffered a special event, relevant written proof is required.
- 五、保留入學資格申請件送系（所）審查及教務長核定後，由教務處具函通知；遇特殊個案得召開審查會議審議。
5. The application for reservation of the admission qualification shall be submitted to the Chair (Director) of the department (institute) and the NCYU Vice President for Academic Affairs for review and approval first, then the Office of Academic Affairs will issue a written notice. For special cases, a review conference shall be convened for consideration.
- 六、核准保留入學資格者應依規定時間辦理新學年度報到註冊入學，未報到註冊者取消入學資格。
6. Students who have been approved to reserve the admission qualification shall complete the registration and admission of the new academic year within the time limit. Admission qualification of students who fail to register will be revoked.
- 七、本要點未盡事宜或法令另有規定者，悉依有關法令之規定辦理。
7. Matters not covered in the Guidelines or otherwise provided by laws and decrees shall be dealt with in accordance with the provisions of relevant laws and decrees.
- 八、本要點經教務會議通過，陳請校長核定後實施。
8. The Guidelines shall take effect after being approved by the Academic Affairs Meeting and reported to the NCYU President for approval.

中英文版本如有抵觸或不相符之處，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.