

國立嘉義大學學生**出境**期間有關學業及學籍處理要點

National Chiayi University Guidelines for Student Traveling Abroad Period's Academic and Student Status

89年6月15日教務會議通過
89年10月3日教育部臺高(二)字第89117974號函備查
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105年7月11日教育部臺教高(二)字第1050087822號函備查
Approved by the Academic Affairs Meeting on June 15, 2000
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一、**國立嘉義大學(以下簡稱本校)**為辦理各系(所、**學位學程**)學生於肄業期間**出境**，有關學業與學籍事宜，特訂定「**國立嘉義大學學生出境期間有關學業及學籍處理要點**」(以下簡稱**本要點**)。

1. In order to deal with matters related to academic and student status for students of individual departments (institutes, degree programs) going abroad during their studies, National Chiayi University (hereinafter referred to as NCYU) has formulated the “National Chiayi University Guidelines for Student Traveling Abroad Period's Academic and Student Status” (hereinafter referred to as the Guidelines).

二、本要點適用之學生如下：

2. The Guidelines shall apply to the following students:

- (一)經所屬系(所**學位學程**)推薦並經學校核准至**境外**大學院校研究或修讀科目學分者。
- (二)經政府機關遴選至**境外**大學院校研究或修讀科目學分者。
- (三)經本校選派為建立有合作關係之**境外**大學院校交換學生者。
- (四)經所屬系(所**學位學程**)推薦並經學校核准出境從事學位論文有關研究者。
- (五)依就讀系(所、**學位學程**)課程或研究需要**出境**觀摩、見習或**實習**者。
- (六)代表學校或國家**出境**參加國際性活動或會議者。
- (七)代表國家**出境**參加國際性藝能競賽者。
- (八)獲選為國家運動代表**出境**移地訓練或參加競賽者。
- (九)經學校籌組，於寒暑假期間**出境**參觀訪問者。
- (十)因直系血親或配偶病危或死亡必須**出境**探病或奔喪者。

- (1) Students who have been recommended by their departments (institutes, degree programs) and approved by NCYU to go to overseas universities/institutes to conduct research or take course credits.
- (2) Students selected by government agencies to go to overseas universities/institutes to conduct research or take course credits.
- (3) Students selected as exchange students to study in overseas universities/colleges with cooperative relations with NCYU.
- (4) Students who have been recommended by their departments (institutes, degree programs) and approved by NCYU to go abroad to engage in research related to their dissertation.
- (5) Students who need to go abroad for observation, internship or practice according to the

courses or research needs of the departments (institutes, degree programs) they are studying in.

- (6) Students who represent NCYU or Taiwan to go abroad to participate in international events or conferences.
- (7) Students who represent Taiwan to go abroad to participate in international competitions of arts and technical skills.
- (8) Students who have been selected as athletes to represent Taiwan to go abroad for training or competition.
- (9) Students who need to go abroad for visits organized by NCYU during the winter and summer vacations.
- (10) Students who must go abroad to visit a patient or attend funerals due to the critical illness or death of their lineal relatives by blood or spouses.

三、學生**出境**研究或進修之**境外**大學院校，以符合「大學辦理國外學歷採認辦法」、「大陸地區學歷採認辦法」或「香港澳門學歷檢覈及採認辦法」規定者為限。

3. Overseas universities/colleges where NCYU students go abroad for research or further study shall comply with “Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education”, “Regulations Governing the Examination and Recognition of Educational Records from Chinese Mainland” or “Regulations Governing the Examination and Recognition of Educational Records from Hong Kong and Macao”.

四、學生**出境**期限規定如下：

4. The regulations on the time limit for students to stay aboard are as follows:

- (一)以事假**出境**者，以未達學期授課時間三分之一為限。
 - (二)以公假**出境**者，以未達學期授課時間三分之一為原則。
 - (三)以休學**出境**者，以學則規定休學之期限為限。
 - (四)以實習**出境**者，以三個月為原則。
 - (五)依要點二第(一)、(二)、(三)、(四)款之規定**出境**進修者，以一年為限，但無兵役義務之博士班研究生，得再延長六個月，並以一次為限，進修期間是否辦理休學，由各系(所)決定。
- (1) For students going aboard due to personal reasons, it shall not exceed one-third of the study time in that semester.
 - (2) For students going aboard due to public affairs, it shall not exceed one-third of the study time in that semester.
 - (3) For students going aboard due to postponement of study, it shall not exceed the period of postponement of study stipulated in NCYU Academic Regulations.
 - (4) For students going aboard for an internship, it shall not be more than three months.
 - (5) Students who go abroad for study in accordance with Items (I), (II), (III) and (IV) of Guideline 2 shall not exceed one year. However, postgraduate students in doctoral programs who are not obliged to serve in the military may extend their stay aboard for another 6 months. What's more, students can only go aboard once at most. It is up to

individual departments (institutes) to decide whether students need to apply for postponement of study during the period they study aboard.

- 五、學生**出境**期間影響註冊或學期考試者，得准返校後補行註冊或考試。
5. If students are unable to register or take exams when they stay aboard, they shall register or take exams after returning to NCYU.
- 六、學生依要點二第(一)、(二)、(三)、(四)款規定**出境**而未辦理休學者，其於**出境**期間所修習之科目學分，得由各系、所酌予採認，其**出境**進修時間並得列入修業年限計算，至多以一年為限。採認學生國外修習之科目學分，應登錄於學生歷年成績表。
6. If students go aboard in accordance with Items (I), (II), (III) and (IV) of Guideline 2 but does not apply for postponement of study, then the credits of the courses they have taken during the period they study aboard shall be recognized by their departments/institutes accordingly. The time for studying abroad can be counted in the program duration, but at most one year. The credits of the courses taken by the students studying abroad shall be recorded in the grade columns for each academic year.
- 七、學生**出境**期間，如有違犯校規或其他不端情事或逾期未返校者，依本校學生獎懲辦法及學則之規定處理。
7. When students staying abroad, if they violate NCYU rules or have other misconducts or fail to return to NCYU before the deadline, they shall be dealt with in accordance with the relevant provisions of the NCYU Regulations on Reward and Punishment of Students and NCYU Academic Regulations.
- 八、依本要點**出境**之學生，如有兵役義務相關事宜，應依「兵役施行法」第四十八條、「役男出境處理辦法」及相關規定辦理。
8. For students who go aboard according to the Guidelines, if they have military service obligations, they shall be handled in accordance with Article 48 of “The Enforcement Act of Act of Military Service System”, “Regulations for Exit of Draftees” and related regulations.
- 九、學生**出境**，有關申請護照及入出境許可，支領、停發或賠償公費及獎學金，或其他未規定事項，另依有關法規之規定辦理。
9. Application of passports and, entry/exit permits, as well as payment, suspension or compensation of government grants and scholarships, or other unspecified matters for students going aboard shall be handled in accordance with relevant regulations.
- 十、本要點經本校教務會議通過，報教育部備查後實施，修正時亦同。
10. The Guidelines shall take effect after being approved by the Academic Affairs Meeting and reported to the MOE for reference. Any revision of it shall follow the same procedures of 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.