

National Sun Yat-sen University Academic Regulations

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Section 1 General

- Article 1. These Academic Regulations were formulated by the university in accordance with the University Act and the Enforcement Rules thereof, and the "Degree Conferral Law" and the Enforcement Rules thereof.
- Article 2. The university shall process student registrations and related matters in accordance with these Academic Regulations. Details shall be governed by separate regulations.

Section 2 Bachelor's Degree Program

Chapter 1 Admission

Article 3. Graduates of a public or registered private senior high school or equivalent institution, or holders of equivalent academic qualifications recognized by the Ministry of Education, may be admitted to the bachelor's programs of each college and department at the University upon being accepted through the university open admissions process.

Graduates of a public or registered private university or independent college who hold a bachelor's degree or above, or holders of equivalent academic qualifications recognized by the Ministry of Education, may be admitted to the Department of Post-Baccalaureate Medicine at the University upon being accepted through the university open admissions process.

Article 4. If there are any vacancies in the Bachelor's program of each department at the University, transfer examinations may be held to admit transfer students. No transfer students will however be admitted for the first year and the graduation year.

The aforementioned vacancies do not include vacancies due to deferred admission, leave of absence, or additional places; the total number of students after the admission of transfer students may not exceed the originally approved total number of new admissions.

Eligibility of transfer students shall be handled in accordance with the "Guidelines for University Admission Affairs" issued by the Ministry of Education.

Article 5. Special status students who satisfy the Ministry of Education criteria may be admitted by the university into their equivalent year.

International students may apply for admission under the University's "International Student's Admission Guidelines". The Regulations shall be defined elsewhere and implemented with the sanction of the Ministry of Education.

Article 6. Students at the university and overseas universities and colleges may undertake dual degrees in accordance with the relevant university regulations. The Regulations shall be defined elsewhere and forwarded to the Ministry of Education for reference.

Article 7. The admission of new and transfer students to the university shall take place before the start of each Academic Year. The admission regulations and admission brochure shall be defined elsewhere and implemented with the sanction of the Ministry of Education.

Article 8. New students and transfer students admitted to the University shall report to the university and complete the enrollment process on the specified dates; those who fail to enroll by the due date will have their admission qualifications cancelled.

Article 9. New students and transfer students shall submit valid proof of their academic qualifications upon reporting to the university to be enrolled. Those that show proper justification for deferred submission may be enrolled subject to university approval. The necessary documentation must however be submitted by the given deadline or they will be expelled and their admission qualification cancelled. If the submitted documentation is found to be fraudulent, used without authorization, forged or altered, the student will be immediately expelled. The university will not only notify the student's parents or legal guardian but also refuse to issue any documentation relating to their studies; if discovery is made after graduation, the university will seek to recover the student's certificate of graduation and publicly revoke their graduation qualification.

Chapter 2 Fee Payment, Registration and Course Selection

Article 10. Students must complete their fee payment, registration and course selection at the start of each semester; draftees should apply for deferred induction or subsequent service in accordance with the relevant regulations:

1. Fee Payment:

- (1) The fees and amounts that students should pay each semester will be announced before the start of registration.
- (2) Students shall pay all fees by the given deadline. In the event of late payment, unless an application for deferred payment has been made in writing or it comes under item 3., then it will be dealt with in accordance with the following regulations:
 - i. Tuition fees must be paid in full two weeks after the start of the semester. Those who have been notified but have not completed the necessary procedure shall be directed to withdraw.
 - ii. Those who failed to pay their course credit fees in full one week after the deadline will have all of the courses they studied during the semester revoked and ordered to apply for suspension.
- (3) If an exchange student given approval by the university to travel overseas must pay tuition fees to the other university under the contract for the exchange program, they may be exempted from the payment of tuition fees to the university during their period of overseas exchange with special approval from the University President.

2. Registration:

- (1) New students and transfer students shall be handled in accordance with the university's New (Transfer) Student Admission Notification and Registration Requirements Regulations. Existing students in each year shall be handled in accordance with the University's Registration Requirements Regulations; the Registration Requirements shall be defined elsewhere.
- (2) The registration procedure must be completed within the specified time. If it could not be completed in time for any reason, then a leave application should be made in accordance with the rules. The length of leave is limited to two weeks. If registration is not completed by the deadline and no leave application was made, new students will have their admission qualification cancelled; existing students shall be suspended unless they have applied for a leave of absence.

3. Course selection:

- (1) Students should carry out their course selection based on the courses listed by their respective college and department as well as the rules of the University's Course Selection Requirements; the Course Selection Requirements shall be defined elsewhere.
- (2) Students shall select additional courses, withdraw from courses or abandon courses in accordance with the specified dates, and confirm their selection online by the specified dates. No change in selection may be requested beyond the deadline.
- (3) The recording of a student's results shall be based on the official course selection recorded by the Office of Academic Affairs. Results for courses not on record will not be recognized. Selected courses on record without a score will be given a grade of X (or a score of zero out of 100). This will be included in the calculation of their academic average for the semester.

Article 11. For the number of credits selected by a student in each semester, for the first to third years this must not be lower than 15 credits or more than 25 credits per semester; in the fourth year, the number of credits may not be less than 9 or more than 25.

In special circumstances, a student may undertake increase or decrease the number of courses in a semester taken by one to two with the permission of the head of the college they belong to.

Students with an extended study period may only undertake courses they must make up for or repeat; if the missing credit is for a course in the second semester, then they may apply for a leave of absence in the first semester and be exempted from registration. If they do register, they should at least select one course.

Article 12. Students may not select courses with conflicting times. Such selections will be cancelled.

Article 13. Students selecting courses at another university shall be handled in accordance with the university's "Inter-University Course Selection Enforcement Rules". The regulations shall be defined elsewhere and forwarded to the Ministry of Education for reference.

Article 14. Students selecting summer courses shall be handled in accordance with the university's "Summer Course Teaching Guidelines". The regulations shall be defined elsewhere and forwarded to the Ministry of Education for reference.

Chapter 3 Leave, Absence and Point Deductions

Article 15. Students who cannot attend a class for any reason should apply for suspension with the Office of Student Affairs in accordance with the university's "Student Leave Regulations". The suspension regulations shall be defined elsewhere.

Article 16. A student who fails to attend their class without leave is treated as absent. Absentee statistics are tracked and the course instructor may deduct points from their score for that course at the end of the semester in accordance with the course evaluation guidelines.

Chapter 4 Change of Departments, Minors, Double Majors, Programs

Article 17. A student studying a Bachelor's program at any college or institute/department for at least one year, when the second year begins, they shall apply for transfer to another department in accordance with the "Guidelines for Students' Change of Departments" and the academic schedule.

Students who were approved to transfer to another department, in order to graduate, have to meet the requirements for graduation in accordance with the department transfer regulations. The transferring student of a lower grade cannot transfer to a higher grade of studies. The student shall attend all obligatory classes at the year of studies they transferred and complete the required amount of credits. The overlapping time period shall be excluded from the maximum study period imposed by the admitting department. Those who, according to the university's general admission regulations cannot transfer to another department, are not able to apply for transfer. Those who wish to change the group to stay in the same department can apply for it according to transfer regulations.

Other cases not stipulated in the university's Regulations for Department Transfer of Undergraduate Programs Students are handled individually and reported to the Ministry of Education for future reference.

Article 18. Students of Bachelor programs shall study a minor of the same level at the university or other university (degree programs); students of Master's degree or Ph.D. programs at a department (institute) shall study a minor of the same level or one level lower (degree programs), when the student completes the required courses and the required number of credits for minor, the name of the minor will appear on their degree diploma and there will not be any other degree issued. Applying students shall comply with "Guidelines for Students Selecting Minors"; special cases will be handled individually and reported to the Ministry of Education for future reference.

Article 19. When students who study for two majors as part of a Bachelor, Master or Ph.D. program at the university or other university complete their study period, collect a required amount of credits, comply with the requirements for graduation, meet the standards for examination results, and the requirements for obtaining a degree, they are issued a degree by the university and have two majors indicated on their degree diploma, together with their corresponding university, department or institute and degree program name. Those students who did not study the required number of credits for two majors during the study period shall transfer credits for a minor (department/institute, degree program) to be noted on their degree diploma, and will not be issued a separate degree.

Applying students shall comply with "Double Major Studies Guidelines for Undergraduate Students"; special cases will be handled individually and reported to the Ministry of Education for future reference.

Article 20. Students in educational programs shall be handled in accordance with the "Teacher Education Act", "Regulations Governing Establishment of Teacher Education Center in University" and the university's "Regulations for Students in Educational Programs"; the study regulations shall be defined elsewhere and forwarded to the Ministry of Education for reference.

Article 21. Students shall file an application for credit programs or degree programs in accordance with the university's "Regulations for Credit Program Management" and "Standards for Degree Programs Establishment". Those who completed credits and courses of credit programs shall be issued a program credit certificate, while those who complete the required courses and credits of a degree program shall be issued a degree diploma. The university's "Regulations for Credit Program Management" and "Standards for Degree Programs Establishment" determine other cases.

Article 22. Students taking a minor, second major or program at another university shall be handled in accordance with the relevant university regulations governing cooperation and exchange with other universities.

Chapter 5 Deferred Enrollment, Suspension, Re-Enrollment, Expulsion, and Cancellation of Student Registration

Article 23. If new students encounter one of the following situations, before the registration date for admission, they shall apply to the Office of Academic Affairs for deferring their admission:

1. If they need long-term convalescence because of sickness and hold a relevant hospital certificate; this counts also for pregnancy or childbirth. Those caring for children under 3 years of age shall provide a household registration transcript or proof of household registry.
2. Student with a low-income certificate issued by the local government at the district level or above.
3. To join military service, a certificate of admission or service at a military base shall be provided.
4. If overseas Chinese, foreign and Mainland Chinese students are unable to register on time, they shall notify the Office.
5. If they attend an education internship, a certificate proving this fact will be needed.
6. If they take part in the “Youth Education and Employment Saving Accounts Program” and hold proper proof from the Ministry of Education, they shall apply for deferring their admission for three years at most, this time does not count as studies suspension time.

Admission can be deferred for one year at most. Having obtained approval, payment of tuition and other charges is not required. However, those who during their admission deferral period is recruited to serve obligatory military service shall provide proof of military service, then the admission deferral period is extended to the end of the military service period.

Those who do not qualify for admission deferral according to the university's enrollment regulations, cannot file an application for admission deferral.

Article 24. Undergraduate students applying for suspension due to circumstances require the consent of their parents or legal guardian. Once approved, the suspension only takes effect after they complete the departure procedure.

New students and transfer students in their first semester after admission may only apply for suspension after completing the registration procedure.

Article 25. Applications for suspension in the current semester will not be accepted less than one week (inclusive) before the final examinations for the semester.

Article 26. In principle, for students who suspended their studies (academic years or semesters are suspension period units) for a period of more than two years, if the suspension was caused by an illness or special circumstances, they shall file an application again and provide a respective proof. After obtaining approval from the University President, the suspension period can be extended, however, not for longer than two more years.

However, those who during their suspension period are recruited to serve obligatory military service shall provide proof of military service, and then apply for a suspension extension until the end of the military service period. Military service period does not count as suspension time; when completed, proof of demobilization from the military has to be provided to resume one's studies. Those who apply for suspension because of pregnancy or childbirth shall provide a respective hospital certificate to file an application; after approval, this time does not count as suspension time.

Those who care for children aged up to three years old shall provide a household registration certificate or proof of household registry to apply; after approval, this period does not count as suspension time.

Students who participate in training for international contests shall not have their training period counted as study suspension time. Those who joined "Youth Education and Employment Saving Account Program" and hold proper proof issued by the Ministry of Education, shall file an application for suspension of up to three years; however, this period does not count in as study suspension time.

Article 27. Academic results in the semester that the student applied for suspension are not counted.

Article 28. Students shall be suspended in the event of the following:

1. When a registered student failed to complete course selection as required or select sufficient credits in accordance with these Regulations by the given deadline.
2. Where restrictions are imposed by the health authorities for the prevention and control of infectious diseases.
3. Where suspension has been approved by the university's Student Affairs Council and sanctioned by the University President.
4. Where suspension is required by other rules in these Regulations. Suspended students should report to the university to complete their departure procedure upon being notified; those whose suspension limit has been reached shall be directed to withdraw.

Article 29. Students who resume their studies shall comply with the following rules: Students whose suspension period is over shall complete the procedure of resuming their studies before the registration day for that semester; the rules are as follows:

1. Those who apply for suspension because of illness shall attach a respective hospital proof.
2. Those who apply for suspension because of pregnancy or childbirth shall attach a respective hospital proof.
3. Those who suspended their studies because of reasons specified in Art. 28, Item 2, shall attach respective proofs of health supervisory authorities' assessment.
4. Those who take part in the "Youth Education and Employment Saving Accounts Program" shall provide a certificate of the completion of the project issued by the Ministry of Education and the Ministry of Labor. After their suspension period ends, students shall resume their studies from the same year they were suspended.

Article 30. Students shall be ordered to leave the university in the event of the following:

1. Those whose study period is over, but despite having extended their study period according to the regulations have not completed a sufficient number of credits and obligatory courses of a certain faculty.
2. Those who do not meet the standards for admission or transfer.
3. Those who have not completed the procedure to resume their studies nor applied for suspension extension when their study period is over.
4. Those who skipped 90 hours of classes in one semester.
5. Those students whose study achievements from three semesters fail to meet the program requirements and their credits for each semester are lower than 50% of the required amount; and those overseas Chinese, foreign, Tibetan, Mongolian and aboriginal ethnicity students coming back from abroad to study, students who are children of expatriates, those who obtained outstanding sport achievements according to the regulations of the Ministry of Education and students who were admitted through special admission channels whose study achievements from three semesters fail to meet the program requirements and their credits for each semester are lower than 2/3 of the required amount.

Students with disabilities are not bound by this section's restriction. Disabled students are those who hold an ID proving their disability or have been assessed as a special needs student by the Ministry of Education and by the Admission Counseling Committee to be eligible for placement as mentally or physically disabled students.

6. Those who without the approval of the university, college, department/institute register and are admitted to another university in Taiwan.
7. Those who fail to receive a passing grade for conduct.

8. Present students who without any specific reason fail to register at school after the deadline has passed and have not applied for suspension.
9. Those who because of gross negligence were ordered to leave the university by the decision issued by the university's Student Affairs Committee and approved by the University President.
10. Others who shall leave the university in compliance with other Academic Policies.

Article 31. Undergraduate students who were not directed to withdraw for one of the reasons listed in Article 31 above but are withdrawing from the university for other reasons must have the consent of their parents or legal guardian and then complete the departure procedure for it to take effect.

Article 32. Unless otherwise specified, students shall have their student registration cancelled in the event of the following:

1. The graduation certificate, transfer certificate, or academic certificate submitted by the student is found to have been fraudulent, used without authorization, forged or tampered with.
2. Tampering or forging the university's student ID card, certificate of study or completion, degree certificate, proof of degree, academic transcripts and other related documentation.
3. Those who committed an infraction are judged serious enough to merit expulsion by the university's Student Affairs Council, with the decision being sanctioned by the University President.

For those who fall under Paragraph 1 or Paragraph 2 above, the decision is to be made by the Academic Affairs Council and requires the sanction of the University President.

The university shall notify the expelled student to return any borrowed university property and no academic documentation will be issued.

Article 33. Students who were expelled or directed to withdraw from the university must complete their expulsion and departure procedure with the Office of Academic Affairs. Those with academic records from their studies at the university and whose admission qualifications were found to be admissible may be issued a proof of study; those whose admission qualifications were found to be inadmissible will not be issued any proof of study.

Article 34. If the student believes that the notice of expulsion or cancellation of student registration is against the law or infringed upon his or her rights, an appeal may be submitted along with their justification in accordance with the "National Sun Yat-sen University Regulations for Establishment and Operation of Student Appeal Committee; the Regulations shall be defined elsewhere and sanctioned by the Ministry of Education prior to implementation.

The student concerned may continue to study at the university before the result of the appeal is confirmed; if the result of the appeal maintains the original decision, then their academic results from the time of the appeal being made to the time when the result of the appeal is confirmed will not be recognized. Their tuition fees will also be refunded in accordance with the rules. Their end date on their proof of study will be the date of the original decision.

If a student is permitted to resume their studies after making an appeal in accordance with the above rules but cannot do so in a timely manner due to special circumstances, they may apply for suspension over the period they were away from the university until they resume their studies. This period will not be counted towards the limit on suspensions.

Article 35. The fees paid by an expelled or withdrawing student shall be refunded in accordance with the "Regulations Governing Tuition Collection at Institutions of Higher Education" and the relevant university regulations governing refunds for departing students.

Chapter 6 Examination, Results and Re-sitting of Exams

Article 36. The highest academic grade that a student can achieve is A+ (A score of 100 out of 100) and the passing grade is C (score of 60 out of 100). Courses of a special nature adopt a "Pass" or "Fail" grade with the approval of the relevant councils. Academic credits will not be given for courses where a passing grade was not achieved.

Article 37. Academic grades are assessed using multiple modes of assessment. Faculty may measure the academic performance of students based on their everyday performance, reports, performances, exhibitions as well as routine, mid-session and final exams; the method of assessment for academic performance during the semester shall be explicitly stated in the syllabus.

Mid-session and final examinations shall be held in accordance with the university calendar unless otherwise specified by the faculty.

Article 38. A student's academic grades for each course as well as their average grade for the semester are calculated using the following method:

1. The academic grade for each course for the semester are as follow:

- (1) Students admitted before the 2010 academic year (inclusive) and transfer students admitted in the 2011 academic year use the 100-point system.

- i. Grade A: 4 points for a score over 80.

- ii. Grade B: 3 points for a score over 70 but less than 80.

- iii. Grade C: 2 points for a score over 60 but less than 70.
- iv. Grade D: 1 point for a score over 50 but less than 60.
- v. Grade E: 0 points for a score less than 50.

A score of 60 is a fail and no credits are awarded.

- (2) Students admitted after the 2011 academic year (inclusive) use the graded system.
 - i. Grade A+: 90 ~ 100 points; Grade Point (GP): 4.3
 - ii. Grade A: 85 ~ 89 points; GP: 4.0
 - iii. Grade A-: 80 ~ 85 points; GP: 3.7
 - iv. Grade B+: 77 ~ 79 points; GP: 3.3
 - v. Grade B: 73 ~ 76 points; GP: 3.0
 - vi. Grade B-: 70 ~ 72 points; GP: 2.7
 - vii. Grade C+: 67 ~ 69 points; GP: 2.3
 - viii. Grade C: 63 ~ 66 points; GP: 2.0
 - ix. Grade C-: 60 ~ 62 points; GP: 1.7
 - x. Grade D: 50 ~ 59 points; GP: 1.0
 - xi. Grade E: 40 ~ 49 points; GP: 0.8
 - xii. Grade F: Less than 39 points; GP: 0.0
 - xiii. Grade X: 0 points; GP: 0.0
2. The average grades for the semester are calculated using the following method:
 - (1) The grade point (GP) or percentage score for each course is multiplied by its number of credits to give the general grade points for that course. The sum of general grade points from each course is the total general grade points.
 - (2) Credits assessed as "Pass" or "Fail" do not count towards the total general grade points.
 - (3) Total general grade points divided by the total number of credits studied during the semester (excluding summer school) gives the average score for the semester.
 - (4) Total general grade points divided by the total number of credits studied in previous years (including summer schools) is the average score upon completion. A student's average score upon completion is their graduation score.
 - (5) Grade X (0 in the percentage system) is included in the calculation of results.

Article 39. Grades of each course for the semester (but not including conduct score) are calculated by the faculty member based on the results of assessments and presented in terms of a grade or percentages (to the nearest integer). The average score during the semester and average score upon graduation are calculated to two decimal points.

Article 40. For courses taken by students, they have already achieved a passing grade, credits for graduation are not awarded if any one of the following situations applies:

1. Where only credits for one semester or the second semester were received for a full-year course.
2. Retaking a course that had been passed previously or where a credit transfer had already been granted for a course with the same name. An exception may be made by the course instructor and the head of the relevant department in special circumstances.
3. The results of military training and sports count towards the total grade point and grade point average for the semester. Their credits however do not count towards the cumulative grade points for previous years and actual total credits upon graduation.

Article 41. Students may not ask for the course results for the semester to be changed once it has been submitted to the Office of Academic Affairs by the faculty member; in the case of an oversight or mistake by the faculty member it shall be handled in accordance with the "Guidelines for the Instructor to Submit and Correct Grade Reports". The Guidelines shall be defined elsewhere.

Article 42. Undergraduate students undertaking full-year courses who failed the first semester may still take the second semester of the course. They must however retake the first semester of the course.

Article 43. Undergraduate students taking no more than 9 credits for the semester are not covered by Article 30, Paragraph 5 of these Academic Regulations.

Article 44. Students who cannot sit their semester examination due to official business, serious illness, bereavement or serious accidents should apply for leave and re-sitting of the exam in accordance with the University's "Regulations for Leave Application and Test Re-sitting"; the "Regulations for Leave Application and Test Re-sitting" shall be defined elsewhere.

The re-sitting shall be handled within the specified time. No further resits shall be held beyond that time for any reason; those who cannot attend the resits due to a serious accident however should provide their justification to the head of their department and the Dean of Student Affairs for approval. If approved, they may apply for a leave of absence for the semester they

did not sit the examinations. The limit for leave of absence should however conform to the relevant rules in these Regulations.

Those who were given leave to resit the semester examination shall be scored on their actual results.

Article 45. If a student is found to have cheated on their exam, then they will be given a grade of X (or 0 in the percentage system) for that course. They will also be dealt with in accordance with the University's "Student Reward and Punishment Regulations".

For serious offenses of cheating during admission examinations, if found to be true by the Admission Committee, the admission qualifications of the offender will be revoked. If discovered after admission then their student registration will be cancelled. Any student of this university who is found to have assisted other people with cheating shall, depending on the severity of the offense, be dealt with in accordance with the University's "Student Reward and Punishment Regulations".

Students found guilty of violating academic ethics for writings or reports published during their period at the university shall be dealt with in accordance with the university's "Guidelines for Student's Academic Ethics and Handling of Cases in Violation of the Academic Ethics" and the "Student Reward and Punishment Guidelines".

Chapter 7 Study Period and Academic Credits

Article 46. The university implements the academic year system, and the study period of every faculty is limited to four years. The study period for the Department of Post-Baccalaureate Medicine shall include one year of medical residency. The number of credits required in order to graduate cannot be lower than 128.

Those students from abroad, Hong Kong and Macau, who are scheduled to complete their studies in five-year-term, who study an undergraduate program at the same educational level at the university (this does not include students who left university more than two years ago and students who handed in their graduation grades and credits to the Committee for Overseas Chinese Students), besides credits required for graduation mentioned in the previous item, they shall complete additional 12 graduation credits; the exact courses and study plans are determined by every department. However, students who before admission have already completed university courses overseas, have their credits transferred.

Students who within the scheduled study period have not accumulated the required credits and completed the required courses for a certain major or minor shall extend their study period by two semesters at most. Those

students mentioned in the previous item who need to complete additional credits can extend their study period by three semesters, while students with disabilities can extend their study period by four semesters.

The extension of the study period of students studying two majors shall be processed in accordance with the university's "Double Major Studies Guidelines for Undergraduate Students".

The study period can be extended because of pregnancy, childbirth or care of children under three years old. However, cases shall be handed into the University President for approval; the study period can be extended by three years at most.

Those who pursue studies abroad following the approval of the university shall have their study period extended for one more year.

Students who engage in the university's entrepreneurship coaching, employment, internship, exchange program abroad, and other study projects shall apply for a study period extension of up to two years.

The credits required for graduation mentioned in this Article's items are listed in the curriculum of every faculty (institute, group, degree program).

Article 47. Academic credits at the university are based on one credit is equal to one hour a week for 18 weeks.

For practical training or experiments that have two or three hours of class per week, 18 weeks equals one credit.

Article 48. Students who successfully completed courses and credits before being admitted to the university or the university's students who studied abroad by approval of the university or who studied courses at other educational units shall apply for credits transfer in accordance with the university's "Credits Transfer Guidelines" to transfer the credits and courses they previously completed. Cases not regulated by "Credits Transfer Guidelines" shall be handled individually and reported to the Ministry of Education for future reference.

Students who successfully completed courses and credits before admission, after being admitted to the university and having their application for credits transfer approved, shall not have the credits of the courses taken each semester lower than the minimum number of credits.

Article 49. The courses of the university are divided into undergraduate general knowledge courses and departmental specialized courses (including compulsory and optional courses). The offering or changing of courses, as well as the defining or modification of the prerequisite credits to graduate from each department, should be reviewed by the department (institute, degree program), Si Wan College, and Curriculum Committee and approved by the Academic Affairs Meeting for implementation.

Chapter 8 Graduation and Degree

Article 50. Students of undergraduate programs who completed their study period and internship (those who are required to complete an internship) shall comply with the following conditions for graduation to obtain a Bachelor's degree and a degree diploma.

1. Successfully complete courses and credits in the determined study period.
2. Receive a passing grade for conduct for all semesters.

Students who study a course in a similar academic field or a degree program course in an interdisciplinary field shall comply with the aforementioned conditions and be conferred a Bachelor's degree in accordance with their academic field, studied courses and the requirements, besides the regulations of the college, department, degree program they were originally admitted to. However, this does not apply to those engaging in particular specialist fields of the total supervision mechanism of manpower training determined by governmental departments.

The standards for the aforementioned similar academic field are determined by the College Affairs Council (Council of the Degree Program) that issues the degree diploma.

Article 51. Students of undergraduate programs who meet the requirements of the University's *Regulations Governing Early Graduation for Undergraduate Students with Outstanding Academic Performance* may apply to graduate one semester or academic year early. Students who are not approved for early graduation may not take fewer credits than the minimum requirement for each semester and shall take other courses to make up the difference.

The University's *Regulations Governing Early Graduation for Undergraduate Students with Outstanding Academic Performance* shall be formulated separately and submitted to the Ministry of Education for reference.

Chapter 9 Other

Article 52. Any matters relating to student registration while a student is overseas shall be handled in accordance with the relevant university regulations. The relevant guidelines shall be defined elsewhere and forwarded to the Ministry of Education for reference.

Section 3 Master's and Ph.D. Programs

Chapter 1 Admission

Article 53. Any graduates of Master's programs at domestic universities or independent institutes registered by the Ministry of Education or foreign universities or independent institutes complying with the regulations implemented by the Ministry of Education who obtained a Master's degree, those who were in accordance with the regulations of the Ministry of Education obtained an equivalent degree and were recruited by open enrollment for the university's Ph.D. programs, shall be admitted to the university's faculty (institute) Ph.D. program to study for Ph.D. degree.

Students of the University Master's programs (including the Master's Degree Program for Working Professionals) who have been studying for more than one semester or those scheduled to graduate this year, who obtained outstanding grades and demonstrate great potential for research shall apply for direct pursuit of a Ph.D. degree in accordance with the university's "Direct Pursuit of Ph.D. Degree Regulations".

Article 54. Those who graduate with a Master's degree from a domestic university or independent college accredited by the Ministry of Education, or a foreign university or independent college that satisfy the requirements of the Ministry of Education, or meet the Ministry of Education regulations on academic equivalency, may be admitted to the Ph.D. programs offered by the departments (graduate institutes) of this university after being accepted through the open Ph.D. program admission process.

Graduate students (including professional programs) who have completed at least one year of study or graduate students from the Bachelor's program who demonstrate academic excellence and research potential may apply for direct admission to a Ph.D. program in accordance with the university's "Guidelines for Direct Admission in Ph.D. Program". The Guidelines shall be defined elsewhere.

Chapter 2 Course Selection

Article 55. Graduate and post-graduate students are in principle required to undertake up to 15 credits of study each semester; those wishing to exceed the credit limit must secure approval from the head of their department (graduate institute).

Chapter 3 Change of Major

Article 56. Students of Master or Ph.D. programs who wish to transfer to another college, shall file an application after having completed one semester, in accordance with the university's "Directions Guidelines for Graduated Students' Request for Change of Major" and the academic schedule. The application shall be signed by both the faculty (institute) to which the student was originally admitted and the one to which they wish to transfer and also be approved by the University President through the petition of the Office of Student Affairs.

Chapter 4 Study Periods, Academic Credits, Grades, Expulsion

Article 57. The study period for Master's programs is one to four years.

The study period for the Ph.D. program is two to seven years.

For direct admission to the Ph.D. program, the study period is as defined in Paragraph 2 of this Article starting from the time of admission.

Research students in the professional program who fail to complete the required credits, satisfy the graduation requirements of their department (graduate institute) within the specified study period, or fail to complete their degree thesis/dissertation, may have their study period extended with the approval of their head of department (graduate institute), and submitted as a special case to the University President for sanction. The extension is however limited to one academic year.

The status of professional program research students is determined by their status at the time of admission examination.

Article 58. Graduate students must complete at least 24 credits and post-graduate students must complete at least 18 credits. Research students who gained direct admission to the Ph.D. program must complete at least 30 credits.

The above credit requirements do not include the graduation thesis/dissertation.

Article 59. For graduate and post-graduate students, the highest possible grade for their semester courses and thesis/dissertation examination is A+ while the passing grade is B- (Under the percentage system, the maximum score is 100 and the passing score is 70). Academic credit will not be given if a grade of B- (score of 70 in the percentage system) is not given; a grade of B- (score of 70 in the percentage system) is the passing grade for conduct.

Article 60. The degree examination for graduate and post-graduate students shall be conducted in accordance with the "Implementation Bylaws for Ph.D. and

Master Degree Examination". The Implementation Bylaws shall be defined elsewhere and forwarded to the Ministry of Education for reference.

Article 61. The graduation grade for graduate and post-graduate students is the average of their academic performance over previous years and their degree examination result.

Article 62. Graduate and post-graduate students shall be directed to withdraw in the event of the following:

1. Those who reached the limit of their study period, applied for an extension in accordance with rules and still did not complete the graduation requirements for their department (graduate institute); or failed to complete the required courses and credits; or failed to pass their degree examination; or failed to submit their graduation thesis/dissertation and complete the departure procedure.
2. Post-graduate students who failed to follow the university's "Implementation Guidelines for the Qualifying Examination of Ph.D. Candidates", or failed to pass the Ph.D. candidate qualification examination of their department (graduate institute).
3. Those who failed their degree examination, did not satisfy the regulations for re-sitting the examination, or satisfied the regulations for re-sitting the examination but still failed to pass after one resit in accordance with the university's "Implementation Bylaws for Ph.D. and Master Degree Examination".

Article 63. Article 30 Paragraph 5 of these Academic Regulations does not apply to graduate and undergraduate students.

Chapter 5 Graduation and Degree

Article 64. Students of Master's and Ph.D. programs shall be awarded a Master's or Ph.D. degree and issued a degree diploma in accordance with the university's college or institute they belong to if they comply with the following conditions:

1. Completion of the university's set to study period and required courses and credits
2. Compliance with the requirements of the institute is affiliated with
3. Issuance of Master thesis (for Master programs students) and passing of the thesis examination; or Ph.D. thesis (for Ph.D. programs students) passing of the thesis examination.
4. Receive a passing grade for conduct for all semesters.

Master's programs in the College of Research that are co-established by the University and an industry partner under the *National Key Fields Industry-University Cooperation and Skilled Personnel Training Act* in accordance with Article 5 of the University's *Organizational Regulations* may substitute the master's theses described in Subparagraph 3 of the preceding paragraph with technical reports or professional practice reports. The standards of recognition for technical reports and professional practice reports shall be reviewed and approved by the academic affairs meeting and management committee of each graduate institute (or degree program) and then submitted to the supervisory board for reference.

Chapter 6 Other

Article 65. Unless otherwise specified in this section, regulations from Section 2 apply.

Section 4 Professional Master's Program

Chapter 1 Admission

Article 66. Those who graduate with a Bachelor's degree from a domestic university or independent college accredited by the Ministry of Education, or a foreign university or independent college that satisfy the requirements of the Ministry of Education, or meet the Ministry of Education regulations on academic equivalency, as well as possess significant professional experience along with the relevant documentation (requirements on professional experience are at the discretion of each professional Master's program) may be admitted to the professional Master's programs offered by the departments (graduate institutes) of this university after being accepted through the open professional Master's program admission process.

Chapter 2 Course Selection

Article 67. The maximum number of credits to complete each semester by students of Master's Degree Program for Working Professionals is 12; those who complete a greater number of credits shall obtain the approval of the supervisor of their faculty or institute.

The students of the Master's Degree Program for Working Professionals shall not study any courses at other universities, however, this does not

apply to those who obtained the approval for studying an educational course, cross-university credit courses, exchange or projects between universities.

Chapter 3 Study Rules

Article 68. The study period for professional Master's programs is one to four years. Those who fail to complete the requisite course credits, or fail to satisfy the graduation requirements of their department (graduate institute), or failed to complete their degree thesis may apply to extend their study period by up to two years.

Chapter 4 Summer Professional Program

Article 69. The summer professional program is an intensive, short-term program held over the summer session each year. All other regulations are identical to other professional Master's programs.

Article 70. For courses in the summer professional program, each academic credit must involve 18 hours of instruction (including exams).

Chapter 5 Other

Article 71. Unless otherwise specified in this section, regulations from Sections 2 and 3 apply.

Section 5 Student Registration Management

Article 72. The student name and date of birth used by student registration at this university shall be as recorded in their national ID. If the details on the admission qualification documents do not match their national ID then it must be corrected immediately.

Article 73. If there is any doubt, the student registrations and academic transcripts maintained by the Office of Academic Affairs shall prevail.

Article 74. Current students or graduated (completed) alumni applying for a change of name or date of birth should submit the relevant documentation issued by the household registration agencies to the Office of Academic Affairs with their application for change of records.

- Article 75. Student's admission examination papers shall be retained by the Office of Academic Affairs for one year; their semester examination papers at the university shall be retained by the course instructor for one year for reference.
- Article 76. Overseas compatriot students, international students, Mongolian and Tibetan students returning from overseas to further their education, indigenous students, students who are the offspring of expatriate personnel, and students with exceptional sporting performance who satisfy the Ministry of Education's criteria are covered by the relevant rules of these Academic Regulations unless otherwise specified by law.
- Article 77. The degree awarded by the university shall be cancelled in case of one of the following events, a public announcement about the cancellation of the awarded degree diploma shall be made and those who infringe other rules shall be punished in accordance with the proper regulations. The mentioned situations are as follows:
1. The requirements for admission were not met or the state of study affairs was untruthful.
 2. The person in question was engaged in fraudulent practice; if counterfeit, illegal modification, act of plagiarism, ghostwriting or other fraudulent practice is found to have taken place in order to produce the thesis, artwork, proof of achievements, written report, technical report or professional practice report, the case shall be processed in accordance with the university's "Guidelines for Dealing with Plagiarism, Ghostwriting and Cheating".

Section 6 Supplement

- Article 78. Prior to the issuance of suspension, expulsion, cancelation of student registration, or other treatments or measures under these *Academic Regulations* that might negatively affect students' right to education, the University shall first deliver a written notice to affected students and provide them with an opportunity to make a statement. For undergraduate students, their parent(s) and legal guardian(s) shall also be notified.
- Article 78-1. A more lenient coursework system may be formulated on an ad hoc basis to assist students facing major incidents that may affect their normal studies (as determined by the competent educational authority) in accordance with the *Principles for Safeguarding the Right to Education for Students of Tertiary Educational Institutions Facing Grave Emergencies* and other applicable procedures of the competent authority.
- Article 79. Matters pertaining to the student registration of degree program students are covered by the rules of these Academic Regulations.

Article 79-1. Regulations pertaining to the student registration and course review for the College of Research shall be formulated separately on an as-needed basis. Matters unaddressed in those regulations shall be handled in accordance with the applicable provisions of these Academic Regulations.

Article 80. Any matters not covered by these Academic Regulations shall be handled in accordance with the relevant Ministry of Education and university regulations.

Article 81. These Academic Regulations were passed by the Academic Affairs Council and the University Council, sanctioned by the university President prior to implementation, and have forwarded to the Ministry of Education for reference.

Modifications shall follow the same procedure.

英文版本如有牴觸或不相符之處，應以中文版本為準。

Any dispute over interpretations of these regulations shall be resolved in the court of law based on the Chinese version.

國立中山大學學則

- 89.11.23 教育部臺(89)高(二)字第 89146234 號函准備查
- 89.12.22 教育部臺(89)高(二)字第 89165742 號函准備查
- 91.9.13 教育部臺(91)高(二)字第 91138273 號函准備查
- 92.4.10 教育部臺高(二)第 0920052579 號函准備查第 9、86、97 條
- 93.2.10 教育部臺高(二)第 0930012621 號函准備查第 10 條
- 96.5.30 教育部臺高(二)第 0960079623 號函准備查
- 100.12.19 本校第 130 次教務會議修正通過
- 100.12.23 本校 100 學年度第 2 次校務會議修正通過
- 101.2.8 教育部臺高(二)字第 1010015813 號函准備查
- 101.3.19 本校第 131 次教務會議修正通過
- 101.6.1 本校 100 學年度第 4 次校務會議修正通過
- 101.7.13 教育部臺高(二)字第 1010119324 號函准備查
- 101.8.28 教育部臺高(二)字第 1010159383 號函准備查第 46、47 條
- 102.3.19 本校第 135 次教務會議修正通過
- 102.6.7 本校 101 學年度第 4 次校務會議修正通過
- 102.7.5 教育部臺教高(二)字第 1020100841 號函准備查第 5、10、23、26、42 條
- 102.12.17 本校第 138 次教務會議修正通過
- 102.12.20 本校 102 學年度第 2 次校務會議修正通過
- 103.1.16 教育部臺教高(二)字第 1030006269 號函准備查第 30、43、63 條
- 103.3.20 本校第 139 次教務會議修正通過
- 103.3.21 本校 102 學年度第 3 次校務會議修正通過
- 103.6.9 教育部臺教高(二)字第 1030082801 號函准備查第 46、62 條
- 103.10.13 本校第 141 次教務會議修正通過
- 103.10.17 本校 103 學年度第 1 次校務會議修正通過
- 103.11.7 教育部臺教高(二)字第 1030161003 號函准備查第 46 條
- 104.12.17 本校第 146 次教務會議修正通過
- 104.12.25 本校 104 學年度第 2 次校務會議修正通過
- 105.2.2 教育部臺教高(二)字第 1050014679 號函准備查第 30 條、第 46 條、第 78-1 條
- 106.05.31 本校第 152 次教務會議修正通過
- 106.06.02 本校 105 學年度第 4 次校務會議修正通過
- 106.08.30 教育部臺教高(二)字第 1060092721 號函准備查第 23 條、第 26 條、第 29 條、第 30 條及第 48 條
- 109.03.11 本校第 163 次教務會議修正通過
- 109.3.20 本校 108 學年度第 3 次校務會議修正通過
- 109.06.05 教育部臺教高(二)字第 1090079853 號函備查
- 111.03.15 本校第 171 次教務會議修正通過
- 111.5.27 本校 110 學年度第 4 次校務會議修正通過
- 111.06.14 教育部臺教高(二)字第 1110056868 號函備查第 1、3 條
- 111.08.19 教育部臺教高(二)字第 1110078342 號函備查第 46、64、79 之 1 條

第一篇 總 則

- 第一條 本校依據「大學法」暨其施行細則、「學位授予法」，訂定本學則。
- 第二條 本校依本學則處理學生之學籍及其相關事宜，其細節得另行規定。

第二篇 學士學位班

第一章 入 學

- 第三條 凡在公立或已立案之私立高級中等學校或同等學校畢業，或合於教育部法令規定具有同等學力資格，經本校公開招生錄取者，得入本校各院系學士班修讀學士學位。

凡在公立或已立案之大學或獨立學院畢業，取得學士以上學位，或合於教育部法令規定具有同等學力資格，經本校公開招生錄取者，得入本校學士後醫學系修讀學士學位。

第四條 本校各院系學士班學生遇有缺額時，得辦理轉學考試，招收轉學生。惟一年級及應屆畢業年級不得招收轉學生。

前項缺額不含保留入學資格、休學或外加名額造成之缺額；辦理轉學招生後，學生總數不得超過原核定之新生總數。

轉學生資格依教育部頒「大學辦理招生規定審核作業要點」規定。

第五條 凡符合教育部規定之特種身分學生，本校得酌收進入相當年級肄業。

外國學生得依本校「外國學生入學規定」申請入學，其辦法另定之，並報教育部核定後實施。

第六條 本校與境外大學校院學生得依本校相關規定修讀雙聯學位，其辦法另定之，並報教育部備查。

第七條 本校招考新生及轉學生，於每學年始業前舉行，其招生辦法及招生簡章另定之；招生辦法並報教育部核定後實施。

第八條 經本校錄取之新生、轉學生應於規定日期來校辦理入學手續；逾期不到者，即取消其入學資格。

第九條 新生及轉學生入學報到時，須繳交有效之學歷證明文件，方得入學，其有正當理由預先申請緩期補繳而經本校核准者，得先行入學，但應於規定期間內補繳，否則取消其入學資格，並令其退學。

如繳交證明文件有冒用、假借、偽造或變造等情事，一經查明，即開除學籍。除由學校通知其家長或監護人外，不發給與修業有關之任何證明文件；畢業後始發覺者，除追繳其畢業證書外，並公告取消其畢業資格。

第二章 繳費、註冊、選課

第十條 學生於每學期之始，須照下列規定辦理繳費、註冊及選課等事宜；役男並應依有關規定申請緩徵或儘後召集。

一、繳費：

(一) 學生每學期應繳之各項費用及其數額，於每學期註冊前公布。

(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或有第三目情形者外，均依下列規定辦理：

1.逾開學後兩週未繳清學雜費者，須依規定繳交各項應繳費用，經通知後仍未辦妥手續者，應令退學。

2.逾規定期限一週未繳清學分費者，該學期修習之科目全數註銷，即令辦理休學。

(三) 經本校核准出境之交換學生，依交換計畫合約須向對方學校繳交學雜費者，得專案簽請校長核准於出境交換期間免繳本校學雜費。

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須知規定辦理；註冊須知另定之。

(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，應令退學。

三、選課：

(一) 學生應按照所屬院系每學期開列之科目及本校選課須知之規定辦理選課；選課須知另定之。

(二) 學生加選、退選及棄選應依照規定日期辦理，並於規定日期內逕行上網確認，逾期不得要求改選。

(三) 學生成績之登錄以教務處正式選課紀錄為準。紀錄上未選科目，雖有成績，亦不予承認；紀錄上所選科目，無成績者均以X等第（百分制成績為零分）登記，亦併入學期學業平均成績內計算。

第十一條 學生每學期所選學分數，第一學年至第三學年每學期不得少於十五學分，不得多於廿五學分；第四學年每學期不得少於九學分，不得多於廿五學分。

學生若因情況特殊，經所屬院系主管核可者，得於當學期超修或減修一至二科目為原則。

延長修業年限學生，得僅修習應補修或重修之課程；若缺修學分係第二學期課程者，第一學期得辦理休學，免予註冊，但註冊者至少應選修一科目。

第十二條 學生不得選修上課時間互相衝突之科目，否則概予註銷。

第十三條 學生選修他校課程，依本校「校際選課實施辦法」之規定辦理，其辦法另定之，並報教育部備查。

第十四條 學生暑期修課，依本校「暑期開班授課規定要點」之規定辦理，其

辦法另定之，並報教育部備查。

第三章 請假、曠課、扣分

第十五條 學生因故不能上課者，應依本校「學生請假規定」向學生事務處請假，請假規定另定之。

第十六條 學生未經准假缺課者以曠課計，曠課統計，於期末由任課教師依課程大綱成績評量規範扣減該科目成績。

第四章 轉系、輔系、雙主修、學程

第十七條 各院系學士班學生修業滿一學年，得於第二學年起，依本校「學士班學生轉系辦法」及行事曆規定時程申請轉系。

核准轉系學生須完成轉入學系規定之畢業條件，方可畢業。

降級轉系者不得申請提高編級，並應依轉入年級學生入學學年度之必修科目及應修學分規定修課；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。

本校招生簡章中規定入學後不可轉系者，從其規定不得申請轉系。

同系轉組者，比照轉系規定辦理。

本校「學士班學生轉系辦法」另定之，並報教育部備查。

第十八條 學士班學生得修讀本校或他校同級輔系（學位學程）；碩士班或博士班學生，得修讀本校同級或向下一級輔系（所、學位學程），修滿輔系規定之應修科目與學分，其學位證書加註輔系名稱，不另授予學位。

申請修讀學生依本校「學生修讀輔系辦法」辦理，其辦法另定之，並報教育部備查。

第十九條 學士班、碩士班或博士班學生修讀本校或他校雙主修，依法修業期滿，修滿應修學分，符合畢業條件，經考核成績合格，並符合授予學位要件，由本校授予學位，並於學位證書附記雙主修學校及系（所、學位學程）名稱。

學生於修業期限內未能修滿雙主修學分者，得辦理學分抵免取得輔系（所、學位學程），於學位證書加註輔系名稱，不另授予學位。

申請修讀學生依本校「學生加修雙主修辦法」辦理，其辦法另定之，並報教育部備查。

第二十條 學生修讀教育學程，依「師資培育法」、「大學設立師資培育中心辦法」及本校「學生修習教育學程辦法」之規定辦理；其修習辦法另定之，並報教育部核定後實施。

第二十一條 學生得依本校「學分學程管理辦法」及「學位學程設置準則」之

規定，申請修讀學分學程或學位學程。

修畢學分學程規定之科目與學分者，發給學程學分證明書；修畢學位學程規定之科目與學分者，發給學位證書。

本校「學分學程管理辦法」及「學位學程設置準則」另定之。

第二十二條 本校學生修讀他校輔系、雙主修、學程，依本校與他校交流合作相關規定辦理。

第五章 保留入學資格、休學、復學、退學及開除學籍

第二十三條 新生有下列情形之一者，得於入學註冊日前，向教務處申請保留入學資格：

一、因病須長期療養，持有醫療院所相關證明者。

懷孕、分娩，持有醫療院所相關證明者。

撫育三歲以下子女，出具戶籍謄本或繳驗戶口名簿者。

二、因家境清寒，持有鄉鎮市區公所以上出具之低收入戶證明者。

三、因服兵役，持有入營服役通知或在營服役證明者。

四、僑生、外國學生及大陸地區學生（陸生）因故不能按時來校報到者。

五、因教育實習持有證明者。

六、因參加「青年教育與就業儲蓄帳戶方案」持有教育部核准證明者，得另申請保留入學資格至多三年，不計入保留入學資格年限內。

七、屬教育主管機關認定影響正常學習之重大災害事件所涉學生，於影響期間申請保留入學資格期滿仍無法入學者，得專案延長保留入學資格期限，延長保留不計入保留入學資格年限計算。

保留入學資格以一年為限，經核准後，無須繳納學雜費；惟保留期間應徵服義務役者，得檢具在營服役證明，申請延長保留期限至服役期滿，俟保留期滿，檢具退伍證明，申請入學。

本校招生簡章中規定不可保留入學資格者，從其規定不得申請保留入學資格。

第二十四條 各院系學士班學生因故申請休學，須經家長或監護人同意，經核准後，應辦清離校手續，休學方始生效。

新生及轉學生入學第一學期，須於完成註冊手續後，始得申請休學。

第二十五條 學期考試前一週起停止辦理該學期休學手續。

第二十六條 學生休學，以學期或學年為單位，休學累計以二學年為原則，期滿因重病或特殊事故需再申請者，須檢具證明，經專案簽請校長核准後，得酌予延長休學年限，惟至多以二學年為限。

學生於休學期間應徵服役，應檢具在營服役證明文件，向學校申請延長休學至服役期滿為止，服役期間不計入休學年限內；服役期滿，應檢具退伍令申請復學。

因懷孕、分娩申請休學者，得檢具醫療院所相關證明文件提出申請，經核准者不計入休學年限內。

為撫育三歲以下子女，檢具戶籍謄本或繳驗戶口名簿申請，經核准者不計入休學年限內。

參加國際技能競賽培訓之學生，培訓期間之休學不計入休學年限內。

因參加「青年教育與就業儲蓄帳戶方案」持有教育部核准證明者，得另申請休學至多三年，不計入休學年限內。

屬教育主管機關認定影響正常學習之重大災害事件所涉學生，於影響期間辦理休學經核准者，其休學期間不計入休學年限內。

第二十七條 請准休學學生，其休學學期內已有之成績，概不計算。

第二十八條 學生有下列情形之一者，應令休學：

- 一、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。
- 二、經衛生主管機關基於傳染病防治需要限制者。
- 三、經本校學生事務會議議決必須辦理休學，並經校長核定者。
- 四、有本學則其他規定應令休學者。

應令休學學生，應於接到通知後來校辦理離校手續；其休學已期滿者，應令退學。

第二十九條 學生復學，依下列規定辦理：

- 一、學生休學期滿，即應於次學期註冊日前辦理復學，並依規定註冊。
 - (一)因病申請休學者，應加附醫療院所相關證明。
 - (二)因懷孕、分娩申請休學者，應加附醫療院所相關證明。
 - (三)因第廿八條第二款休學者，應加附衛生主管機關評定之相關證明。

(四)因參加「青年教育與就業儲蓄帳戶方案」者，應於計畫期滿檢附教育部及勞動部核發之計畫完成證明。

二、休學生復學時，應銜接其原肄業之年級。

第三十條 學生有下列情形之一者，應令退學：

一、修業期限屆滿經依規定延長年限，仍未修足所屬學系規定應修之科目與學分者。

二、入學或轉學資格經審核不合者。

三、休學期滿未於規定時限內辦理復學，亦未繼續申請休學者。

四、一學期中曠課達九十小時者。

五、累計三學期之學期學業成績不及格科目之學分數，各達該學期修習學分總數二分之一者；但僑生、外國學生、海外回國升學之蒙藏生、原住民族籍學生、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及特殊選才管道入學學生等累計三學期之學期學業成績不及格科目之學分數，各達該學期修習學分總數三分之二者。

身心障礙學生不受本款限制。身心障礙學生係指領有身心障礙手冊，或經教育部特殊教育學生鑑定及就學輔導會鑑定為身心障礙安置就學之學生。

屬教育主管機關認定影響正常學習之重大災害事件所涉學生，其受影響學期得不受本款限制。

六、未經本校相關院系所同意，同時在國內其他大學院校註冊入學者。

七、操行成績不及格者。

八、舊生無故逾期未到校註冊，亦未申請休學者。

九、犯有重大過失經本校學生事務會議議決必須辦理退學，並經校長核定者。

十、有本學則其他規定，應令退學者。

第三十一條 各院系學士班學生不屬於前列三十條應令退學，因故自請退學者，須經家長或監護人同意，並辦清離校手續，方為有效。

第三十二條 除有關規則另有規定外，學生有下列情形之一者，應開除學籍：

一、學生所繳畢業證書、轉學證明書或修業證明書，有假借、冒用、偽造或變造等情事者。

二、塗改或偽造本校學生證、修業或肄業證明書、學位證書、學位證明書、各種成績單暨其他有關證明文件等情事者。

三、犯有重大過失經本校學生事務會議議決必須開除學籍，並經校長核定者。

有前項第一款及第二款之情事者，經教務會議議決，並經校長核定之。

本校應通知開除學籍生限期繳還其所借之公物，且不發給任何修業證明文件。

第三十三條 自請退學及應令退學生應向教務處辦理退學及離校手續。凡在校修業具有學期學業成績，且入學資格經審查合格者，得發給修業證明書；入學資格不符者，不發給任何修業證明文件。

第三十四條 學生本人對於公告應令退學或開除學籍之處分認有違法或不當致損害其權益者，得檢具證明，依本校「學生申訴評議委員會設置及運作辦法」之規定提出申訴；其辦法另定之，並報教育部核定後實施。

申訴結果未確定前，受處分人得繼續在校肄業；但申訴結果維持原處分時，自申訴提出至申訴結果確定期間之修習成績不予採認，並依規定退費，其修業證明書所載修業截止日期，以原處分日期為準。

依前項規定提出申訴後獲准復學者，若因特殊事故無法及時復學，其復學前之離校期間，得補辦休學，並不併入休學年限內計算。

第三十五條 學生休、退學，其所繳各項費用依「專科以上學校學雜費收取辦法」與本校學生離校退費相關規定辦理退費。

第六章 考試、成績及補考

第三十六條 學生學業成績，最高為 A+等第（百分制成績為一百分），及格標準為 C-等第（百分制成績為六十分）。性質特殊之科目，經相關會議認定通過後，得採「通過」、「不通過」之考評方式。

成績不及格或不通過之科目，不給學分。

第三十七條 學業成績採多元方式評量，教師得依學生日常表現、報告、展演及平時、期中、期末考試等評量學生學習成效；學期學業成績之評量方式應明訂於課程大綱。

期中及學期考試其時間依本校行事曆規定舉行。授課教師另有規定者，依其規定。

第三十八條 學生各科學期學業成績等次及學期學業平均成績之計算方式如下：

一、各科學期學業成績等次如下：

(一)99 學年度（含）以前入學之學生與 100 學年度入學轉學生適用百分制：

- 1.甲等(A)：八十分以上者；點數 4。
- 2.乙等(B)：七十分以上未滿八十分者；點數 3。
- 3.丙等(C)：六十分以上未滿七十分者；點數 2。
- 4.丁等(D)：五十分以上未滿六十分者；點數 1。
- 5.戊等(E)：不滿五十分者；點數 0。

六十分以下為不及格分數，不給學分。

(二)100 學年度（含）以後入學之學生適用等第制：

- 1.A+等第：九十分~一百分；等第積分(GP, Grade Point)：4.3。
- 2.A 等第：八十五分~八十九分；GP：4.0。
- 3.A-等第：八十分~八十四分；GP：3.7。
- 4.B+等第：七十七分~七十九分；GP：3.3。
- 5.B 等第：七十三分~七十六分；GP：3.0。
- 6.B-等第：七十分~七十二分；GP：2.7。
- 7.C+等第：六十七分~六十九分；GP：2.3。
- 8.C 等第：六十三分~六十六分；GP：2.0。
- 9.C-等第：六十分~六十二分；GP：1.7。
- 10.D 等第：五十分~五十九分；GP：1.0。
- 11.E 等第：四十分~四十九分；GP：0.8。
- 12.F 等第：三十九分以下；GP：0.0。
- 13.X 等第：零分；GP：0.0。

二、學期學業平均成績之計算方法如下：

- (一)每一科目成績等第積分（GP）或百分制分數乘以該科目之學分數為該科目之學分積。各科目學分積之總和為總學分積。
- (二)以「通過」或「不通過」考評之學分不計入總學分積。
- (三)總學分積除以學期（不含暑修）修習學分總數為學期學業平均成績。

(四)總學分積除以歷年（含暑修）修習學分總數為肄業學業平均成績；畢業生之歷年學業平均成績即為其畢業學業成績。

(五)各項成績之計算，包括 X 等第（百分制成績為零分）成績在內。

第三十九條 各科目學期學業成績（不含操行成績）由任課教師根據各種考核成績計算，以等第或百分（計算至整數）成績呈現。學期學業平均成績及畢業學業平均成績，均保留至小數點後二位計算。

第四十條 學生修習之課程，已及格之學分數，有下列情形之一者，不給畢業學分：

一、凡屬規定全學年修習之科目，僅修得一學期學分者或先修習下學期課程者。

二、已經修讀及格或已核准抵免名稱相同之科目，重覆修習者。但因情形特殊，經任課老師及相關院系主管認定者，不在此限。

三、軍訓、體育成績計入當學期學分總數及學期學業平均成績，惟其學分不列入歷年學分累計及畢業實得總學分。

第四十一條 學生各科學期學業成績，經任課教師送交教務處後，即不得請求更改；但若屬教師之失誤致有遺漏或錯誤者，應依本校「教師繳交及更正學期成績辦法」之規定辦理，其辦法另定之。

第四十二條 各院系學士班學生修習學年之科目，其上學期學業成績不及格者，得准繼續修習下學期科目，惟上學期仍應重修。

第四十三條 各院系學士班學生全學期修習科目未超過九學分者，不適用本學則第三十條第五款。

第四十四條 學生因公、重病、親喪或重大事故，不能參加學期考試者，應依本校「學生考試請假及補考辦法」之規定辦理請假及補考；「學生考試請假及補考辦法」另定之。

補考於規定時間內舉行，逾期無論具任何理由，均不得補考；但確因重大事故，致無法參加補考者，得檢具證明，經所屬院系主管及教務長核准後，未參加學期考之學期，可以辦理休學，惟其休學年限，仍應符合本學則相關規定。

學期考試經核准請假補考者，均按照實際成績給分。

第四十五條 學生於考試時如有作弊行為，一經查出，除該科目學期學業成績以 X 等第（百分制成績為零分）計算外，並視情節輕重，依本校「學生獎懲辦法」予以處分。

入學考試舞弊，情節重大經招生委員會查證屬實者，撤銷其錄取資格，入學後始被發現者，即開除學籍；本校學生協助他人考試作弊者，視情節輕重，依本校「學生獎懲辦法」予以處分。

學生在學期間發表之著作或報告，業經檢舉違反學術倫理之情事者，依本校「在學學生學術倫理規範暨違反學術倫理案件處理要點」及「學生獎懲辦法」處理。

第七章 修業期限及學分

第四十六條 本校採用學年學分制，各學系修業期限均為四年，學士後醫學系含實習一年，其畢業應修學分數不得少於一二八學分。

國外或香港、澳門五年制中學畢（結）業生，以同等學力就讀本校學士班者（不含已離校兩年以上及僑先部結業成績分發入大學者），除前項規定之畢業應修學分數外，應另增加 12 個畢業學分數，增修科目及課程規劃由各系自訂。惟學生若已在入學前於當地完成大學先修課程者，則酌予抵免。

在規定修業期限內未能修滿所屬學系、輔系應修科目學分者，得延長修業期限，合計以二學年為限；因前項增加畢業學分數者，合計以三學年為限；身心障礙學生，合計以四學年為限。

修讀雙主修學生，其延長修業年限，依本校「各學系學生加修雙主修辦法」之規定辦理。

因懷孕、分娩或撫育三歲以下子女，得延長修業期限。惟需專案經校長核准，至多以三學年為限。

經本校核准出國進修者，得延長修業期限，至多以一學年為限。

學生因參與本校創業輔導、就業實習、出國交換等學習計畫，得專案申請延長修業期限至多二年。

本條各項所列畢業應修學分數由各學系（所、組、學位學程）於必修科目表內訂定之。

屬教育主管機關認定影響正常學習之重大災害事件所涉學生，修業期限屆滿仍無法修畢應修科目學分者，得專案延長其修業期限。延長修業期限以其受影響學期數為限。

第四十七條 本校學分之計算，以一學分每週上課一小時滿十八週為原則。

實習或實驗以每週上課二小時或三小時，滿十八週為一學分。

第四十八條 學生入學本校前修習及格之科目與學分；或入學本校後經核准出境進修或修習其他教學單位課程，其修習及格之科目與學分，得依本校「學生抵免學分辦法」之規定申請抵免；「學生抵免學分辦法」另定之，並報教育部備查。

學生入學本校前修習及格之科目與學分，入學後經申請抵免核准後，每學期修課仍不得低於應修最低學分數。

- 第四十九條 本校課程分為學士班通識教育課程及系所專業課程（含必、選修）兩大類，各課程之開設或異動及各學系畢業應修學分數之訂定或變更，應經系所（組、學位學程）、院（通識教育中心）、校課程委員會議審議，並經教務會議通過後實施。

第八章 畢業、學位

- 第五十條 學士班學生依法修業期滿，有實習年限者，實習完畢，並符合下列畢業條件，授予學士學位，並頒發學位證書。

一、修滿規定年限及規定科目與學分。

二、各學期操行成績均及格。

學生修讀相近學術領域課程或修讀跨領域學位學程課程，符合前項要件者，得依其學術領域、修讀課程及要件授予學士學位，不限於學生原入學之院、系、學位學程規定。但涉及政府相關部門所定人力培育總量管制機制之特殊專業領域者，不包括在內。

前項相近學術領域之認定基準，由辦理學位授予之所屬學院院務會議（學位學程會議）定之。

- 第五十一條 各學系學士班學生合於本校「各學系學士學位學生成績優異提前畢業辦法」之規定，得申請提前一學期或一學年畢業；未獲核准提前畢業者，應再選修其他科目，且每學期不得減少應修最低學分數。

本校「各學系學士學位學生成績優異提前畢業辦法」另定之，並報教育部備查。

第九章 其他

- 第五十二條 學生出境期間有關學籍事宜，依本校相關規定辦理，其處理要點另定之，並報教育部備查。

第三篇 碩、博士班

第一章 入學

- 第五十三條 凡在教育部立案之本國大學或獨立學院畢業或符合教育部採認規定之國外大學或獨立學院畢業取得學士學位，或合於教育部法令規定具有同等學力資格，經本校碩士班公開招生錄取者，得入本校各學系（研究所）碩士班修讀碩士學位。

- 第五十四條 凡在教育部立案之本國大學或獨立學院碩士班畢業或符合教育部採認規定之國外大學或獨立學院碩士班畢業取得碩士學位，或合於教育部法令規定具有同等學力資格，經本校博士班公開招生錄

取者，得入本校各學系（研究所）博士班修讀博士學位。

本校碩士班（含在職專班）研究生修業一學期以上或學士班應屆畢業生，成績優異具研究潛力，得依本校「學生逕修讀博士學位作業規定」申請逕修讀博士學位，其作業規定另定之。

第二章 選課

第五十五條 碩、博士班研究生每學期修習學分數上限以十五學分為原則；超修學分上限者，需經所屬學系（研究所）主管核可。

第三章 轉所

第五十六條 碩、博士班研究生如欲轉所，得於修業滿一學期，依本校「研究生轉系所作業規定」及行事曆規定時程提出申請，經原肄業學系（研究所）與擬轉入學系（研究所）雙方同意後，由教務處陳請校長核准。

第四章 修業期限、學分、成績、退學

第五十七條 碩士班修業期限為一至四年。

博士班修業期限為二至七年。

逕修讀博士學位者，自入博士班起，其修業期限依本條第二項之規定辦理。

在職進修研究生未在規定修業期限內修滿應修科目學分、或未完成所屬學系（研究所）規定之畢業要求、或未完成學位論文者，經所屬學系（研究所）主管同意，專案簽請校長核准後，得酌予延長其修業期限，但至多以一學年為限。

在職進修研究生身分，以核定報考時之身分為準。

第五十八條 碩士班研究生至少須修滿二十四學分，博士班研究生至少須修滿十八學分，逕修讀博士學位研究生，至少須修滿三十學分。

上項學分均不包括畢業論文。

第五十九條 碩、博士班研究生各科目學期學業成績及論文考試成績最高為 A+ 等第，及格標準為 B- 等第（百分制成績最高為一百分，及格標準為七十分）。未達 B- 等第（百分制成績為七十分）者不給學分；操行成績以 B- 等第（百分制成績為七十分）為及格。

第六十條 碩、博士班研究生學位考試，依本校「研究生學位考試施行細則」之規定辦理，其施行細則另定之，並報教育部備查。

第六十一條 碩、博士班研究生之畢業成績分為歷年學業平均成績與學位考試成績。

第六十二條 碩、博士班研究生有下列情形之一者，應令退學：

- 一、修業期限屆滿，經依規定延長年限，而仍未依所屬學系（研究所）規定完成畢業之要求者；或未修足應修科目與學分者；或未通過學位考試者；或未繳交畢業論文及完成離校手續者。
- 二、博士班研究生未依本校「博士學位候選人資格考核實施要點」或未通過所屬學系（研究所）博士學位候選人資格考核者。
- 三、依本校「研究生學位考試施行細則」之規定，學位考試不及格且不合重考規定者或合於重考規定，經重考一次仍不及格者。

第六十三條 本學則第三十條第五款之規定，不適用於碩、博士班研究生。

第五章 畢業、學位

第六十四條 碩、博士班研究生合於下列各項之規定者，由本校依其所屬學院及學系（研究所），分別授予碩士或博士學位，並頒發學位證書：

- 一、修滿本校規定年限及規定科目與學分。
- 二、完成所屬學系（研究所）規定之畢業要求。
- 三、碩士班研究生撰妥碩士論文，經碩士學位考試及格；博士班研究生撰妥博士論文，經博士學位考試及格。
- 四、各學期操行成績均及格。

前項第三款依據本校組織規程第五條以「國家重點領域產學合作及人才培育創新條例」與企業合作開設之研究學院碩士班得以技術報告或專業實務報告替代碩士論文；技術報告或專業實務報告之認定基準，應由研究所所務會議（或學位學程會議）、管理委員會審議通過後，報監督會備查。

第六十四條之一 各系、所、學位學程學位名稱之訂定，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、學位學程之特色、課程內容及課程性質所屬領域、學術或專業實務導向為之。

學位中、英文名稱、學位證書註記等規定，經院系所務會議或學位學程會議通過，提教務會議通過後施行。

第六章 其他

第六十五條 本篇無特別規定者，準用第二篇有關之規定。

第四篇 碩士在職專班

第一章 入學

第六十六條 凡在教育部立案之本國大學或獨立學院畢業或符合教育部採認規定之國外大學或獨立學院畢業取得學士學位，或合於教育部法令

規定具有同等學力資格，且有相當工作經驗年資並取得證明（工作經驗年資依各碩士在職專班規定），經本校碩士在職專班公開招生錄取者，得入本校各學系（研究所）碩士在職專班修讀碩士學位。

第二章 選課

第六十七條 碩士在職專班研究生每學期修習學分總數以十二學分為上限；超過該學分上限者，需經所屬學系（研究所）主管核可。

在職專班研究生不得選修他校課程，惟因修習教育學程、跨校學分學程、獲准跨校交換及專案簽請核准者，不在此限。

第三章 修業規定

第六十八條 碩士在職專班修業期限為一至四年，未在規定修業期限修滿應修科目學分、或未完成所屬學系（研究所）規定之畢業要求、或未完成學位論文者，得延長修業年限二年。

第四章 暑期在職專班

第六十九條 暑期在職專班係利用每年暑假期間修習短期密集課程，其餘相關規定與其他碩士在職專班同。

第七十條 暑期在職專班開課課程每一學分上課須授滿十八小時（含考試）。

第五章 其他

第七十一條 本篇無特別規定者，準用第二、三篇有關之規定。

第五篇 學籍管理

第七十二條 本校學生學籍資料所登記之學生姓名及出生年月日，一律以身分證所載為準。入學資格證件所載與身分證所載不符者，應即更正。

第七十三條 學生有關學籍與學業成績記錄，概以教務處所存各項學籍與成績紀錄為準。

第七十四條 在校學生及畢（肄）業校友申請更改姓名或出生年月日者，應檢附戶政機關發給之有關證件，向教務處申請更正。

第七十五條 學生入學考試試卷，應由教務處保存一年；在校學期考試試卷，應由任課教師保存一年，以備查考。

第七十六條 僑生、外國學生、海外回國升學之蒙藏生、原住民族籍學生、身心障礙學生、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及陸生之學籍處理，除法令另有規定者外，準用本學則之相關規定。

第七十七條 本校授予之學位，有下列情事之一者，應予撤銷，並公告註銷其

已頒給之學位證書；有違反其他法令規定者，並依相關法令規定處理：

一、入學資格或修業情形有不實或舞弊情事。

二、論文、作品、成就證明、書面報告、技術報告或專業實務報告，依本校「碩、博士學位論文抄襲、代寫、舞弊處理原則」審定，有造假、變造、抄襲、由他人代寫或其他舞弊情事。

第六篇 附則

第七十八條 依本學則規定作成應令休學、退學、開除學籍或其他影響學生受教育權利之處分或措施前，應先以書面通知學生，並給予其陳述意見之機會。

學士班學生並應通知家長或監護人。

第七十八條之一 學生因遭經教育主管機關認定影響正常學習之重大事件，應依「專科以上學校維護突遭重大災害學生學習權益處理原則」及主管機關規定程序，視事件個案情形從寬訂定彈性修業機制，提供學生協助。

第七十九條 修讀學位學程學生，其學籍相關事宜，準用本學則之規定。

第七十九條之一 研究學院學生學籍管理、課程審議得依實務需求另訂之。未另行規範之事項，準用本學則之相關規定辦理。

第八十條 本學則如有未盡事宜，依教育部相關法令及本校相關規定辦理。

第八十一條 本學則經教務會議及校務會議通過，經校長核定後公告施行，並報教育部備查，修正時亦同。