

# 國立交通大學學則

## National Chiao Tung University Academic Regulations

100 學年度第 1 次教務會議修正通過 (100 年 9 月 23 日)  
Passed at the 1<sup>st</sup> Academic Affairs Meeting of Academic Year 2011(23 September 2011)  
101 年 1 月 10 日臺高 (二)字第 1000236226 號函備查  
Letter Tai-Gao-(II)-Zhi No. 1000236226 filed on 10 January 2012 for record  
100 學年度第 3 次教務會議修正通過 (100 年 12 月 22 日)  
Passed at the 3<sup>rd</sup> Academic Affairs Meeting of Academic Year 2011(22 December 2011)  
100 學年度第 4 次教務會議修正通過 (101 年 3 月 8 日)  
Passed at the 4<sup>th</sup> Academic Affairs Meeting of Academic Year 2011(8 March 2012)  
100 學年度第 4 次校務會議核定 (101 年 6 月 6 日)  
Passed at the 4<sup>th</sup> School Affairs Meeting of Academic Year 2011(6 June 2012)  
101 學年度第 1 次教務會議修正通過 (101 年 10 月 4 日)  
Passed at the 1<sup>st</sup> Academic Affairs Meeting of Academic Year 2012(4 October 2012)  
101 學年度第 1 次校務會議核定 (101 年 10 月 24 日)  
Passed at the 1<sup>st</sup> School Affairs Meeting of Academic Year 2012(24 October 2012)  
101 學年度第 3 次校務會議核定 (102 年 3 月 20 日)  
Passed at the 3<sup>rd</sup> School Affairs Meeting of Academic Year 2012(20 March 2013)  
102 學年度第 2 次臨時校務會議核定 (103 年 4 月 23 日)  
Passed at the 3<sup>rd</sup> School Affairs Meeting of Academic Year 2014(23 April 2014)

### 總則

#### General

Article 1. 本校為處理學生學籍、成績及畢業等相關事宜，特依據大學法及其施行細則、學位授予法及其施行細則、及其他有關法令規定訂定本學則。

The University has established these Academic Regulations in accordance with the University Act and the Enforcement Rules thereof, the Degree Conferral Law and the Enforcement Rules thereof, and other applicable legislation for the purpose of processing student registration, scores, and graduation-related matters.

Article 2. 本校學生依所修讀學位分三種，分別為：學士班學生、碩士班研究生及博士班研究生，各種新生之招生，悉依據大學法及其施行細則、本校相關招生辦法及有關規定辦理。僑生得依據教育部發布之僑生回國就學及輔導辦法分發或申請入學，外國學生得依據本校接受外國學生修讀學位及選讀學分辦法申請入學，其辦法另定之，並報教育部備查。

Students of the University study for three types of degrees and are divided into students of the Bachelor's program, graduate students of the Master's program, and graduate students of the PhD program. New students for each degree are admitted in accordance with the University Act and the Enforcement Rules thereof, applicable admission regulations of the University, and applicable rules. Overseas Chinese students may be allocated spots or apply for admission in accordance with the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan published by the Ministry of Education. Foreign students may apply for admission in accordance with the Regulations for Admission of Foreign Students Studying for Degrees or Selected Credits of the University. Such regulations shall be further established and reported to the Ministry of Education for record.

### 轉學考試

#### Transfer Examination

Article 3. 本校各學系學士班學生遇有缺額時得辦理轉學考試，招收轉學生。但一年級及應屆畢業年級依規定不得招收轉學生。

In case of any vacancy for students in the Bachelor's program of each department of the University, transfer examinations may be held to admit transfer students. However, no transfer students will be admitted for the first year and the graduation year.

轉學考試相關事宜由本校招生委員會依據「大學招收轉學生共同注意事項」擬定招生簡章辦理之。Matters related to transfer examinations shall be established in the admission brochure by the Admission Committee of the University in accordance with the "Common Guidelines for University Admission of Transfer Students".

### 保留入學資格

#### Deferred Admission

Article 4. 新生符合下列條件，未能依規定時間註冊入學者，得申請保留入學資格。

Any new student with any of the following situations who cannot enroll within the stipulated time may apply for deferred admission.

1. 因重病住院或因重病醫療需復建時程。  
Hospitalization due to serious illness or rehabilitation due to medical care for serious illness.
2. 參加教育實習。  
Participation in educational internship.
3. 學生因懷孕、分娩或哺育三歲以下子女。  
The student is pregnant, gives birth, or is raising a child under three years old.
4. 符合有關法令規定者。

Any event assistance with applicable legislation.

保留入學資格以一年為限，法令另有規定者從之。

Deferred admission shall be limited to one year, unless otherwise provided by legislation.

因重病、懷孕、分娩或哺育三歲以下子女申請者須檢具醫院出具之證明書或子女出生證明；因參加教育實習或法令規定申請者須檢具有關證明或有關法令，於應入學當學期註冊前，向教務處註冊組申請，經核准保留入學資格者，毋須繳納任何費用。

Any student applying for deferred admission based on the reason of serious illness, pregnancy, childbirth, or raising child under three years old shall submit justification issued by the hospital or birth certificate of the child. Any student applying for deferred admission based on an educational internship or legislative regulation shall submit relevant justification or applicable legislation. Application for deferred admission shall be filed with the Division of Registrar of the Office of Academic Affairs before enrollment for the current semester of admission. No fee shall be payable if the application for deferred admission is approved.

## 入學

### Admission

Article 5. 新生及轉學生除依第四條規定辦理保留入學資格者外，應於規定日期來本校辦理報到並完成註冊入學手續否則取消入學資格。有兵役義務之新生或轉學生入學時，請依兵役相關法令申請緩徵或儘後召集。

Other than deferred admission in accordance with Article 4, new students and transfer students shall report to the University at the designated date and complete the enrollment registration procedures. Otherwise the admission qualification shall be canceled. For any new student or transfer student admitted under military obligation, please apply for deferred military service or subsequent service in accordance with the related military service legislation.

Article 6. 新生及轉學生入學時，須繳交學籍記載表及相關證明文件。學籍記載表記載學生之學籍資料，由本校永久保存。

Upon admission, new students and transfer students shall submit student registration forms and relevant justifications. Student registration forms will record student registration information of the students and will be maintained by the University permanently.

學生之姓名(含字形)及出生年月日，應以身分證所載者為準，入學資格證件所載與身分證所載不符者，應即更正。

The names (including characters) and the dates of birth of the students shall be based on those records on their ID cards. If anything recorded on the admission qualification justification is inconsistent with the ID card, corrections shall be made.

在校學生及畢(肄)業校友申請更改姓名、出生年月日，須檢具戶政機關發給之證件，至註冊組辦理。

When any current student or alumni (with or without graduation) files an application to change his/her name or date of birth, justification issued by household registration authority shall be submitted to the Division of Registrar for further processing.

## 轉系所(組)

### Transfer Across Department (Division)

Article 7. 本校學士班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或輔系三年級肄業。

Students in the Bachelor's program of the University may apply for department transfer before the start of the second school year. If the application is filed before the start of the third school year, the student may be transferred to the third year of a similar department or the second year of a different department. If the application is filed before the start of the fourth school year due to special reasons, the student may be transferred to a similar department or the third year of a second department.

碩士班、博士班研究生辦理轉系所學位學程之規定，由各系所學位學程自訂並列明於其修業規章

中。

The regulations regarding transfer of degree programs by students in a Master's program and PhD program shall be established in accordance with the degree programs of each department and provided in the study regulations of the department.

轉系所學位學程均以一次為限，並須完成轉入學系所學位學程規定之畢業條件，方可畢業。

The transfer of degree programs among departments is limited to one time and graduation shall only be allowed if the conditions for graduation degree programs of the admitting department are satisfied.

同系(所)轉組者，比照前三項規定辦理。

For transfers among divisions within the same department (school), the previous three paragraphs shall be applicable.

台灣聯合大學系統之學生轉校依「台灣聯合大學系統學生轉校規定」辦理。

Students transferring among schools under the University System of Taiwan shall follow the "Regulations for Student Transfer under University System of Taiwan".

Article 8. 學生轉系所(組)學位學程須於學校規定時間內，向註冊組申請，學士班轉系(組)審核依本校各學系招收轉系學生審查要點及本校各學系學生轉系審核辦法辦理。

The student shall file the degree programs of the admitting department (division) with the Division of Registrar within the time stipulated by the school. Transfer amount departments (divisions) in the Bachelor's program shall be reviewed in accordance with the Guidelines for Admission of Transfer Students of each department of the school and the Regulations for Review of Student Transfer among Departments of the University.

碩士班、博士班研究生轉主修系所(組)學位學程須經轉入與轉出系所(組)學位學程審核同意，送教務處核定。

Graduate students in Master's and PhD programs shall file the degree programs of the admitting department (division) of the selected major for approval regarding the degree programs of the exiting and admitting departments (divisions), which shall be forwarded to the Office of Academic Affairs for approval.

經核准轉系所(組)學位學程學生於錄取公告後一週內可申請放棄轉系所。

Students who have received approval for transferring degree programs among departments (divisions) may file an application for cancellation of transfer within one week from the publication of the acceptance.

Article 9. 各學系辦理學士班學生轉系，其轉入年級學生名額，以不超過該學系原核定及分發新生名額之二成為度。

研究生轉系所(組)學位學程之名額由各系所學位學程自訂之。

In processing transfers filed by students in the Bachelor's program, each department shall limit the number of transfer students admitted to the department to 20% of the number of new students originally approved and allocated by such department.

The number of degree program transfers by graduate students among departments (divisions) shall be determined under of degree programs of each department.

## 繳費

### Fee Payment

Article 10. 學生每學期應繳各費，於註冊前公佈之。

The fee to be paid by the students for each semester shall be published before registration.

## 註冊

### Registration

Article 11. 每學期開始，學生須如期到校註冊，因故未能於開始上課後三天內完成註冊者應請假申請延期註冊，延期註冊以開始上課後兩星期為限，逾期未完成註冊者，即令退學。教務處做成退學處分前，應通知被退學學生，給予學生於一週內向教務處提書面意見之機會。

Students shall show enrollment with the school in a timely manner at the start of each semester. If the registration is not completed within 3 days from the start of classes due to any reason, an application for referred registration shall be filed and the deferred registration shall be completed within two weeks from the start of the classes. If the registration is not completed within the deadline, the student will be expelled. Before the Office of Academic Affairs reaches the decision of expulsion, the student to be expelled shall be notified and be given one week to provide a return explanation to the Office of Academic Affairs.

## 休學

### Leave of Absence

Article 12. 學生因故得以學期為單位申請休學，未成年學生、受監護宣告學生申請自行休學者，須經法定代理人同意。

Students may file applications for Leave of Absence based on the unit of one semester. For applications filed by minors and students under custody, the consent from the legal representatives is required.

休學累計以二學年為原則。期滿因重病或特殊事故，檢具證明，經系(所)務會議通過報請教務長核准後，得延長休學一學期或一學年。因重病醫療需復建時程延長休學超過一年者，須經教務會議審議通過，學生休學年限，其總累計至多以四學年為限。

Leave of Absence shall be for two school years on accumulated basis in principle. In case of serious illness or special event upon expiry of the periods of approved absence, justifications may be submitted to seek approval from the Department (School) Affairs Meeting and forwarding to the Academic Affairs Director for approval to the extended Leave of Absence for one more semester or one more school year. If the period of extended Leave of Absence exceeds one year due to rehabilitation under medical care for serious illness, the approval from the Academic Affairs Meeting shall be required. The total period of Leave of Absence for any student shall not exceed four school years.

休學期間應徵服役者，須檢同徵集令影本，申請延長休學期限，俟服役期滿，於法定期限內，檢同退伍令申請復學，服役期間不計入休學期限。

In the event of military service during the Leave of Absence period, a copy of the military draft shall be submitted to apply for extension of Leave of Absence. Upon completion of the military service, the military release order shall be submitted within the legal period to apply for readmission to the school. The military service period shall be excluded from the Leave of Absence.

學生因懷孕、分娩或哺育三歲以下子女申請休學者，應檢具醫院出具之證明書或子女出生證明，休學期間不計入休學期限。

Any student filing for Leave of Absence based on pregnancy, childbirth, or raising of child under three years old shall submit justification issued by the hospital or birth certificate of the child. The Leave of Absence shall be excluded from the maximum period of Leave of Absence allowed.

除碩博士班研究生已修滿應修學分者得在當學期結束前辦理完畢外，學生在學期中申請該學期休學，須在學校行事曆所定之學期考試開始前辦理完畢。

Other than graduate students in the Masters or PhD program who have completed the number of credits before the end of the current semester, any students applying for Leave of Absence during a semester for the current semester shall complete the procedure before the start of the examinations for the current semester as determined by the school calendar.

## 復學

### Readmission

Article 13. 休學生復學時，應入原肄業學系（所、專班、學位學程）相銜接之學年或學期肄業；但學期中途休學者，復學時應入原休學之學年或學期肄業。

When a suspended student returns to school, he/she shall be admitted to the continuing school year or semester of the original department (school, class, degree program). However, any student suspended during a semester shall continue with the same school year or semester upon return.

前項原肄業學系（所、專班、學位學程）變更或停辦者，本校得輔導復學生至適當學系（所、專班、學位學程）肄業。

If the original department (school, class, degree program) under the previous paragraph is changed or no longer exists, the school may assist the returning student to continue in the appropriate department (school, class, degree program).

## 退學

### Expulsion

Article 14. 學生有下列情形之一者，應予退學：

Any student with any of the following events shall be expelled from the school:

1. 入學或轉學資格經審核不合者。

Disqualification for admission or transfer from another school.

2. 逾期未註冊或休學逾期未復學者。

Failure to complete registration within the deadline or failure to return to school upon completion of Leave of Absence period.

3. 操行成績不及格者。

Failure to obtain satisfactory ethics score.

4. 修業年限屆滿，經依規定延長年限仍未修足所屬系（所、專班、學位學程）規定應修科目與學分者。

Failure to complete the required courses and credits in the department (school, class, degree program) upon completion of study period and extended period in accordance with the regulations.

5. 自動申請退學者。

Voluntary application for expulsion.

6. 修讀碩、博士學位學生，依各系（所、專班、學位學程）修業規章規定未通過者。  
For students studying for Master's degree or PhD degree, failure to meet the requirements of the completion charter of the department (school, class, degree program).

7. 除僑生等特殊生以外之修讀學士學位學生連續兩次(註：休學前後兩學期算連續)或累計三次學期學業成績不及格科目之學分數達該學期修習科目總學分數二分之一者；或除身心障礙學生以外之特種生連續兩次或累計三次學期學業成績不及格科目之學分數達該學期修習科目總學分數三分之二者。

Other than special students such as Overseas Chinese students, any student studying for a Bachelor's degree whose number of failed credits from unsatisfactory grades account for 1/2 of the total number of credits for courses taken during the semester for two consecutive semesters (note: two semesters before and after Leave of Absence are considered consecutive semesters) or three accumulated semesters; or, other than mentally or physically disabled students, any special student whose number of failed credits from unsatisfactory grades account for 2/3 of the total number of credits for courses taken during the semester for two consecutive semesters or three accumulated semesters.

學期修習科目總學分數未高於九學分者不受此限。

The above restriction shall not be applicable if the total number of credits for courses taken in a semester is less than 9 credits.

特種生包含外國學生、僑生、派赴國外工作人員子女學生、身心障礙學生、運動成績優良甄審學生等修讀學士學位學生。

“Special students” includes foreign students, Overseas Chinese students, children of parents who are overseas expatriates, mentally or physically disabled students, or selected students for outstanding sports performance studying for a bachelor's degree.

身心障礙學生為領有身心障礙手冊者，學士班學生於畢業前喪失手冊者仍繼續適用延長修業年限四年及不因學業成績退學之規定。

Mentally or physically disabled students are those holding mentally or physically disabled brochures. Any student in the Bachelor's program who loses the brochure before graduation may continue to apply the extension of study period for 4 years and the provision against expulsion due to study results.

8. 符合本學則其他條文規定應予退學者。

Students who should be expelled in accordance with other provisions of these Student Regulations.

9. 依本校「學生獎懲規定」退學或開除學籍者。

Students who should be expelled or whose student registration has been cancelled in accordance with the “Student Disciplinary Regulations” of the University.

畢業後始依本校「學生獎懲規定」核定在校期間之處分，達退學或開除學籍處分者，撤銷其學位。

The degree of the students who should be expelled or with student registration cancelled in accordance with the “Student Disciplinary Regulations” of the University but was not until after graduation will be revoked.

教務處做成本條文第二項退學處分前，應通知被退學學生，給予學生於一週內向教務處提書面意見之機會。做成本條文第三項退學處分前，應通知學生所屬系所，由系所給予學生提出書面意見機會後，回報教務處。

Before the Office of Academic Affairs reaches the decision of expulsion under Paragraph 2 of this Article, the student to be expelled shall be notified and be given one week to provide a return explanation to the Office of Academic Affairs. Before the decision for expulsion is reached in accordance with Paragraph 3 of this Article, the student's department should be notified and the department should give the student the opportunity to provide written explanations to be submitted to the Office of Academic Affairs.

- Article 15. 未成年學生、受監護宣告學生申請自行退學者，須經法定代理人同意。

If the voluntary application for expulsion is filed by a minor or a student under custody, the consent from the legal representative shall be required.

- Article 16. 應予退學學生得向學校申請發給修業證明書，但入學或轉學資格不合而退學者，不得發給任何修業證明文件。

Any expelled student may apply for the issuance of a certificate of study from the school. However, if the student is expelled due to failure to meet qualifications for admission or transfer, no certificate of study of any kind will be issued.

- Article 17. 學生在學期中退學、休學者，其已繳各費(需檢具收據)之退費事宜，悉比照教育部發布之退費標準辦理。

For any student suspended or expelled during a semester, the fees already paid (with receipts) shall be returned in accordance with the Standard for Return of Fees published by the Ministry of Education.

## 開除學籍

### Cancellation of Student Registration

Article 18. 學生假借、冒用、偽造或變造學（經）歷證明文件入學者，應開除學籍。

The registration of any student who admits fraudulent or unauthorized use of any other person's justification for academic (professional) experience or any forged or altered justification shall be canceled.

前項情形如在畢業後始被發覺者，除依法追繳其學位證書外，並報教育部公告取銷其畢業資格。

If an event under the previous paragraph is discovered after graduation, in addition to demanding the return of the diploma in accordance with law, a report shall also be filed with the Ministry of Education to cancel the qualification of graduation.

開除學籍者，不得發給與修業有關之任何證明文件，並專案報請教育部備查。

No justification document of any kind in relation to the study will be issued after the student registration is canceled. A report shall also be filed with the Ministry of Education for record.

## 申訴條款

### Appeals Clause

Article 19. 依規定應予退學或開除學籍學生，得依據本校學生申訴評議辦法在規定期限內提起申訴，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，除不得發給學位證書外，其餘學籍事項比照在校生處理。

Any student who should be expelled or whose student registration should be canceled in accordance with the regulations may file an appeal within the stipulated period in accordance with the Regulations for Student Appeal and Review of the University. Before the result of the appeal is confirmed, the enforcement of the sanction shall not be suspended due to the filing of the appeal. However, the student may continue to study in the school and the student registration matters other than the non-issuance of diploma shall be handled in the same manner as current students.

Article 20. 前條之申訴經本校學生申訴評議委員會評議未獲救濟者，亦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然違法或不當時，本校將另為處分。

If the appeal filed in accordance with the previous Article is rejected by the Student Appeal Review Committee of the University, a petition and administrative litigation may also be filed in accordance with law. If the original decision is determined by the superior competent authority or administrative court to be in clear violation of law or inappropriate, the University will enter into a different decision.

經本校另為處分得復學學生，若因特殊事故無法及時復學時，本校應予輔導復學，其復學前之離校期間，得補辦休學，休學期限除服役時間另計外以一年為限。

If any student that may be readmitted to the school under a new decision by the University cannot be readmitted due to any special reason, the University should assist with the readmission and a procedure for Leave of Absence may be completed for the period of absence from school before the readmission. Other than military service, the Leave of Absence period shall be limited to one year.

Article 21. 學生經校內提起申訴，最後評議結果維持原處分應予退學者，其修業證明書所載修業截止日期，以原處分日期為準；其離校日期之認定及役男「離校學生緩徵原因消滅名冊」之冊報，以校內申訴結果確定後三十日為限。

Following the appeal filed by the student within the school, if the decision to expel the student is maintained, the end date to be recorded in the certificates of study shall be the date of the original decision. The date of departure from the school and the recording in the "List of Students Whose Reason for Suspended Military Service Has Expired" 沒有既定用法，是譯者自己翻的。如果有其他翻法也可以。shall be completed within 30 days from the confirmation of the result of appeal within the school.

## 選課

### Course Selection

Article 22. 學生選課，須依照各系（所、專班、學位學程）規定科目表，於每學期選課、加、退選規定期限內辦理完竣，並須經系主任（所長、專班主任、學位學程主任）之核准，送教務處課務組登記。同一時段內不得修讀兩個科目（重修者得依另法規範，如經發現，兩科目成績均以零分計算。選修他系（所、專班、學位學程）之科目，須經有關係主任（所長、專班主任、學位學程主任）核准。

Students shall select their courses in accordance with the course schedule required by each department (school, class, degree program) and shall complete course selection, , and cancellation for each semester within the stipulated deadline. The course selections shall be approved by the director of the department (school, class, degree program) and submitted to the Division of Curriculum of the Office of Academic Affairs for registration. Courses of the same time period may not be selected at the same time (re-taken courses subject to further regulations). If any such multiple choice is discovered, the student will receive a score of zero for both courses. Selection of courses by other department (school, class, degree program) shall be subject to the approval of the relevant department (school, class, degree program).

選修他校課程須經本校及他校之同意。

Selection of courses by other schools shall be subject to the consents of the University and the school offering the courses.

選修暑期課程須依照本校暑期開班授課辦理要點辦理，其要點另定之，並報教育部備查。

Selection of summer courses shall be in accordance with the Regulations for Summer Programs of the University. Such Regulations shall be further established and reported to the Ministry of Education for record.

Article 23. 本校學生選課相關事宜，悉依照本校「學生選課作業辦法」辦理。

Matters related to students' selection of courses in the University shall be in accordance with the "The Course Registration Procedures".

### 修業期限及應修學分數

#### Study Period and Number of Credits Required

Article 24. 本校採用學年學分制，各學系（學位學程）學士班學生之修業期限均為四年。應修學分總數，除體育及軍訓(護理)另計外，不得少於 128 學分。各系（學位學程）如提高其應修學分數，以 20 學分為限。

The University uses the system of school year and credits. The study period for each department in the Bachelor's program (degree program) is 4 years. The total number of credits required, other than physical education and military training (nursing), shall be no less than 128 credits. The number of additional required credits by each department (degree program) shall not exceed 20 credits.

相當於國內高級中等學校二年級之國外或香港澳門地區同級同類學校畢業生，離校未滿二年或未以國立臺灣師範大學僑生先修部結業成績分發入學者，以同等學力入學本校學士班後，在規定之修業期限內，除應符合各學系應修之畢業學分外，須再加修 12 學分課程。

For students who graduated from the same level or similar school overseas or in Hong Kong or Macau that is equivalent to the 11<sup>th</sup> grade students in Taiwan, or, students who have left school for less than two years or not admitted with the Overseas Chinese advanced placement class grades of National Taiwan Normal University, after admission to the Bachelor's program of the University by equivalency, the students shall complete all of the credits required for graduation and an additional 12 course credits within the prescribed study period.

碩士班修業期限以一至四年為限，博士班修業期限以二至七年為限，在此範圍內各系系（所、專班、學位學程）得依其特性需要，另行規範最低修業期限。

The study period for the Master's program shall be between 1 to 4 years. The study for the PhD program shall be between 2 to 7 years. Each department (school, class, degree program) may stipulate the minimum study period within such range in accordance with the features and requirements of the department.

碩、博士班研究生應修學分數及獲得學位須通過之各項考核規定，由各系（所、專班、學位學程）自行擬定，經教務會議通過後，明列於各系（所、專班、學位學程）之研究生修業規章並實施之。

The number of credits required for graduate students in the Master's and PhD programs and the examination requirements to be satisfied in order to receive the degree shall be determined by each department (school, class, degree program), approved by the Academic Affairs Meeting, provided in the graduate student study charter of each department (school, class, degree program) and implemented accordingly.

各系（所、專班、學位學程）學生適用畢業學分之應修科目，由各系（所、專班、學位學程）認定。在職進修研究生之修業年限得增加一年。

The courses required with graduation qualifying credits for students of each department (school, class, degree program) shall be determined by such department (school, class, degree program).

Part-time graduate students may enjoy one additional year in the study period.

### 延長修業

#### Extended Study Period

Article 25. 學士班學生在規定修業期限內未能修滿該學系應修學分者，得申請延長修業期限，除身心障礙學生得延長四學年外，最高不得超過二學年，降級轉系者，其在二學系重複修習之年限，不列入轉入學系之最高修業期限併計。

Any students in the Bachelor's program who cannot complete the number of credits required by the department within the study period may apply for an extension of study period. Other than mentally or physically disabled students who may apply for extension of 4 school years, the extension shall not exceed 2 school years. If the student transfers to a different department at a lower year, the study period repeated in the two departments may be excluded from the maximum study period imposed by the admitting department.

選定雙主修學生於延長修業期限二年後，已修畢本系應修科目學分，而未修畢另一主修學系應修科目學分者，得申請再延長修業期限一年。

Students with double majors may, after two years of extension, apply for another year of extension if the credits for the courses required in one major are completed and the credits for the courses required in another major are not yet completed.

應屆畢業生缺修學分，須於延長修業期限之第二學期重修或補修者，第一學期得予免註冊，辦理休學，註冊者至少應修一個科目。

If any graduating student must take or retake any credit to be acquired during the second semester of the extended period, no registration for the first semester will be required and the student may be suspended.

Any student registering for any semester must take at least one course.

核准降級轉系學生之延長修業年限，比照前兩項辦理。

For any student studying in a lower year following approved transfer, the extension of study period shall be subject to the previous two paragraphs.

研究生未能於修業期限內修足應修學分並通過學位考試者，應予退學。

Any graduate student who fails to complete the required number of credits and pass the degree examination within the study period shall be expelled.

### 提前畢業

#### Early Graduation

Article 26. 學士班學生申請提前畢業依據本校「修讀學士學位學生申請提前畢業作業要點」辦理。前揭要點另訂之，並報教育部備查。

Students in the Bachelor's program may apply for early graduation in accordance with the National Chiao Tung University Guidelines for Application for Advanced Graduation (Undergraduate Students). Such Regulations shall be further established and reported to the Ministry of Education for record.

### 碩士生逕行修讀博士學位

#### Direct Pursuit of PhD Program by Students in Master's Program

Article 27. 本校及台灣聯合大學系統之碩士班研究生、學士班應屆畢業生成績優異並具研究潛力者，得依據教育部頒發修讀博士學位辦法及本校「學生逕修讀博士學位作業規定」、「台灣聯合大學系統學生逕修讀博士學位作業要點」，申請逕行修讀博士學位。

Graduate students in the Master's program of the University and under the University System of Taiwan and graduating students in the Bachelor's program with good grades and research potentials may apply for direct pursuit of PhD degree in accordance with the "Direct Pursuit of PhD Degree Regulations" published by the Ministry of Education, the Regulations for Direct Pursuit of PhD Degree by Students of the University and the Guidelines for "Direct Pursuit of PhD Degree by Students under the University System of Taiwan".

在職生申請逕行修讀博士學位者，須檢附現職服務機構之同意書。

Any working student applying for direct pursuit of PhD degree shall submit a letter of consent from the current employer.

### 研究生畢業論文

#### Graduate Student Graduation Thesis

Article 28. 本校碩士班、博士班研究生應在各系（所、專班、學位學程）規定時間內，商承指導教授及系主任（所、專班、學位學程）選定畢業論文之題目，並於規定期限內完成論文。

Graduate students in the Master's and PhD programs of the University shall determine the topic of his/her graduation thesis together with the advising professor and the director of the department (school, class, degree program) within the time stipulated by each department (school, class, degree program) and shall complete the thesis before the stipulated deadline.

論文指導教授之資格及選任等相關事項，由各系（所、專班、學位學程）自訂，並列明於其研究生修業規章中。

Matters related to the qualifications and selection of thesis advising professors shall be determined by each department (school, class, degree program) and shall be provided in the study charter of graduate students of such department.

### 課程學分

#### Course Credits

Article 29. 本校課程按學分計算，凡需課外自習之課程每週上課一小時滿一學期者為一學分；實習或實驗每週上課二小時至三小時滿一學期者為一學分。



Courses of the University are calculated by credits. For courses requiring independent study, each hour of class per week shall grant one credit per semester. For internships or experiments, each 2 to 3 hours of classes per week shall grant one credit per semester.

### 學期限修學分數

#### Number of Credits per Semester

Article 30. 本校各學系（學位學程）學士班學生學期限修學分數，第一、二、三學年每學期不得少於十五學分，第四學年每學期不得少於九學分。但特別情況經系主任（學位學程主任）同意者不在此限。

The number of credits required of students in the bachelor's program of each department (degree program) of the University shall not be less than 15 credits per semester during the first, second and third school years. The number of credits required per semester during the fourth school year shall not be less than nine credits. However, such restrictions shall not apply in special situations with the consent of the director the department (degree program).

學生在規定修業期限屆滿前一學期或一學年，已修足該學系（學位學程）規定之科目及學分數，而不合提前畢業之規定者，仍應註冊入學，其應修學分數由所屬系主任（學位學程主任）參照前項規定決定之。

Any student who has completed the number of courses and credits required by the department (degree program) during the semester or school year before the completion of the stipulated study period but who does not satisfy the conditions for graduation shall still register with the school and the number of credits required shall be determined by the director of the department (degree program) in reference to the previous paragraph.

### 抵免學分

#### Credit Waiver

Article 31. 本校學生在開學前已修習及格之科目與學分，經申請得酌予抵免，新生或轉學生並得視抵免情形予以提高編級。

Applications for waiver may be filed for courses and credits already taken and acquired by students of the University before the start of the school. New students or transfer students may be able to attend the class of a higher year depending on the situation of the waiver.

抵免學分之申請及審查悉依據本校「學生抵免學分辦法」辦理。

The application and review of credit waivers shall be accordance with National Chiao Tung University Credit Transfer Regulations.

### 成績計分法

#### Scoring Method

Article 32. 學生成績分學業、操行二種。操行成績採百分法核計，以 100 分為滿分，60 分為及格。

Student grades are divided into academic grades and ethics grades. Ethics grades are given under the percentile method, with 100 being the top grades and 60 being the passing grade.

學業成績得採下列方式考評：

Academic grades may be given in the following manners:

1. 以百分考評：以 100 分為滿分，修讀學士班課程、教育學程課程及學士班修讀碩士班課程以 60 分為及格，研究生修讀碩博士班課程以 70 分為及格。

Assessment by Percentiles: 100 is the full score. For students studying in the Bachelor's program, educational program and Bachelor's students studying in the Master's program, 60 is the passing score. For graduate students studying in the Master's and PhD programs, 70 is the passing score.

2. 以等級考評：等級分 A+、A、A-、B+、B、B-、C+、C、C-、D、E、X，修讀學士班課程、教育學程課程及學士班修讀碩士班課程以 C- 為及格，研究生修讀碩博士班課程以 B- 為及格。

Assessment by Grades: The grades are divided into A+, A, A-, B+, B, B-, C+, C, C-, D, E and X. For students studying in the Bachelor's program, educational program and Bachelor's students studying in the Master's program, C- is the passing grade. For graduate students studying in the Master's and PhD programs, B- is the passing grade.

3. 以「通過」、「不通過」考評。

Assessment by "Pass" or "Fail".

【等級與百分對照表】另訂之。

The [Grades and Percentiles Comparison Table] shall be further established.

### 學業成績

#### Academic Grades

Article 33. 學生學業成績，分平時成績與學期測驗成績。學期測驗成績與平時成績合併核計(其比例由授課教師

自訂，並於學期初向學生說明)，為該科目學期成績，由授課教師填入成績計分單，並於教務會議規定之期限內送教務處註冊組。

Students' academic grades are divided into routine grades and semester examination grades. The semester examination grades and the routine grades are calculated on combined bases (with percentages to be determined by the lecturer and explained to the students in the beginning of the semester), serving as the semester grade for the course. The lecturer shall complete the scoring cards and submit them to the Division of Registrar of the Office of Academic Affairs within the deadline imposed by the Office of Academic Affairs.

## 教師更改成績

### Teacher's Change of Grades

Article 34. 學生學業成績，經任課教師送交教務處後，不得更改，但如屬教師之失誤，有遺漏或錯誤者，由原任課教師以書面提出申請，經該課程所屬學系系主任（所長、專班主任、學位學程主任）院長（或組召集人及教學中心主任）同意，教務長核定，始得更改。若有改變及格狀況者，由教務長召集教務會議決定之。

No student grade shall be changed after the lecturer submits the grade to the Office of Academic Affairs. However in case of any error, omission, or negligence by the lecturer, the original lecturer may file a written application for consent by the director of the department (school, class, degree program) offering the course of the dean thereof (chairman or director of teaching center) and approval by the Dean of Academic Affairs for any change to be made. If the change results in the change of status of passing or failing the course, the determination shall be made by the Academic Affairs Meeting to be convened by the Dean of Academic Affairs.

教師提出更改成績之申請期限由教務會議訂定。

Deadline for the lecturer's application for change of grades shall be determined by the Academic Affairs Meeting.

## 學期成績

### Semester Grades

Article 35. 學生之學期學業平均成績計算方法如下：

The students' average grades of the semester shall be calculated as follows:

各科目學分數乘該科目學期成績之積為該科目積分。該學期所修習各科目學分之總和為修習學分數。修習學分數除該學期修習各科目積分總數之商為該學期學業平均成績。

The score of the course is calculated from the number of credits of the course multiplied by the semester grade of such course. The total number of credits for courses studied in the semester is the number of credits acquired. The average grade for the semester is the total number of scores from all courses taken during the semester divided by the number of credits acquired.

暑修科目之學分及成績不併入學期學業平均成績及學期修習學分數，但併入畢業學分及畢業成績內計算。

The credits and scores for summer programs are excluded from the average grade of the semester and the number of credits acquired in the semester. However, they shall be included in the calculation of graduation credits and graduation scores.

重覆修習業已及格之科目，再修之學分及成績均不予採計。

If any course that is already studied and passed is taken again, the credit and score of the repeated study will not be taken into account.

研究生修讀學士班課程或教育學程課程之學分及成績均不列入學期平均成績及學期修習學分數內計算，亦不列入畢業學分及畢業成績計算。

The credits and scores from any Bachelor's program or educational program taken by any graduate student shall not be included in the calculation of average semester grade and the number of credits acquired in the semester, nor shall they be included in the calculation of graduation credits and graduation scores.

## 畢業成績

### Graduation Score

Article 36. 各學期修習學分數與暑修學分總數之和除各學期各科目積分總數與暑修各科目積分總數之和之商為學業平均成績。

The average score is calculated from the total number of scores from all courses taken from all semesters and all summer programs divided by the total number of credits acquired from all semesters and all summer programs.

學士班畢業生之學業平均成績，為其畢業成績。

The graduation score for students graduating from Bachelor's programs is the average score.

碩士班、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。

The graduation score for students graduating from Master's and PhD programs is the average between the average score and the oral defense score.

### 連續課程

#### Consecutive Course

Article 37. 分兩學期(含)以上授課之科目，各學期間之內容有前後次序者，非經系（所、專班、學位學程）及任課教師之同意，不得顛倒修習；上學期成績不及格者，如經系（所、專班、學位學程）及授課教師同意，得准繼續修習下學期科目。

For any course given in two or more (inclusive) semesters, if there is a prior and later order for each semester, the course must not be taken in the reverse order unless with the consents of the department (school, class, degree program) and lecturer. If the student fails to pass the course in the first semester, the course in the second semester shall not be taken unless with the consents of the department (school, class, degree program) and lecturer.

前項連續性之課程，由各系（所、專班、學位學程）訂定公佈之。

Courses of consecutive nature in the first paragraph shall be determined and published by each department (school, class, degree program).

### 學期測驗請假

#### Leave on Semester Test

Article 38. 學生因重病(須經公立醫院證明)或親喪大故，不能參與期末考試者，須辦理請假手續，補考事宜由任課教師處理。

Any students who cannot participate in semester-end test due to serious illness (to be justified by public hospital) or the death of family member shall complete the procedure for leave and the test shall be re-taken as determined by the lecturer.

### 考試作弊

#### Cheating in Examinations

Article 39. 學生於考試時，如有作弊行為，除該次考試成績以零分計外，並提請學務處按校規處理。

Any student cheating in any examination shall receive a score of zero in such examination and shall be reported to the Office of Student Affairs for further handling in accordance with the school regulations.

入學考試違反考試公平性，情節重大經招生委員會查證屬實者，取銷錄取資格，入學後始被發現者開除學籍。

If any event in any admission examination is significantly unfair as determined by the Students Admission Committee, the admission will be canceled. If the event is discovered after the student has been admitted, the student registration shall be canceled.

本校學生協助他人考試作弊者，提請學務處依校規處理。

Any student of the University assisting any other person to cheat in any examination shall be reported to the Office of Student Affairs for further handling in accordance with the school regulations.

### 修讀輔系、雙主修

#### Second Major and Double Major

Article 40. 本校學生修讀輔系相關事宜，悉依照本校「學生修讀輔系辦法」辦理，其辦法另定之，並報教育部備查。

Matters related to any second major by any student of the University shall be in accordance with the “Minor study Regulations” of the University. Such regulations shall be further established and reported to the Ministry of Education for record.

本校學生修讀雙主修相關事宜，悉依照本校「學生修讀雙主修辦法」辦理，其辦法另定之，並報教育部備查。

Matters related to any double major by any student of the University shall be in accordance with the “Double Major Regulations” of the University. Such regulations shall be further established and reported to the Ministry of Education for record.

本校學生修讀他校輔系、雙主修須依本校「辦理跨校輔系辦法」、本校「辦理跨校雙主修辦法」辦理，其辦法另定之，並報教育部備查。

Any student of the University taking any second or double major in any other university shall follow the Regulations for “Cross-School Second Major” of the University and the “Regulations for Cross-School Double Major” of the University. These regulations shall be further established and reported to the Ministry of Education for record.

## 學生出國

### Overseas Travel by Students

Article 41. 尚未履行兵役義務之在學役男申請出國或進入大陸地區須依照內政部發布之役男出境處理辦法辦理。

Any student who has not completed the military service obligation shall follow the regulations published by the Ministry of the Interior in filing applications for overseas travel or travel to the Mainland Area.

學生以事假或公假出國者，期限以六星期為限；奉派出國實習者，期限以三個月為原則；經遴選、推薦或奉派出國進修研究者以一年為限，但無兵役義務之博士班研究生得再延長六個月，無兵役徵集問題之學生於進修期間得辦理休學。

Any student travel for personal or official purposes shall be limited to six weeks. However, overseas internships shall be limited to three months in principle. Any student selected, recommended, or sent overseas for advanced study shall be limited to one year. However, graduate students in PhD programs without military service obligation may file an application for six-month extension. Students without military service obligations may apply for Leave of Absence with the University during the overseas study period.

學生因經遴選、推薦或奉派出國研究或進修者，其於出國期間在教育部認可之國外大專院校所修習之科目學分，得由各系所酌予採認。未辦理休學者，其出國進修期間列入修業年限計算。

For any student selected, recommended, or sent overseas for advanced research or study, the credits for courses taken during the overseas travel period in overseas colleges and universities recognized by the Ministry of Education may be recognized by each department of the University. If the students did not file an application for Leave of Absence with the University, the overseas study period shall be included in the study period with the University.

學生出國期間，如有違犯校規或其他不端情事或逾期未返校者，依本校學務章則等相關法規處理。During the overseas study period, if the student violates any score regulation, has any inappropriate conduct, or fails to return to school at the end of the period, relevant regulations such as student charters of the University shall be applicable.

學生出國時，有關支領、停發或賠償公費或獎助學金、或有其他本學則未規定事項，另依有關法規之規定辦理。

During overseas study period, the relevant issuance, Leave of Absence or compensation of public funding or scholarship for any matter that is not provided for hereunder shall be subject to relevance regulations.

## 請假與曠課

### Leave and Absence from School

Article 42. 學生因事不能上課者，須事前向任課教師請假，病假得於事後一週內提出醫生證明補行申請。

Any student who cannot come to class due to any reason shall take leave with the lecturer in advance. Application for sick leave may be submitted within one week after the absence by presentation of doctor's justification.

一學期請假逾六週者該學期應令休學。

Any student taking any leave of more than six weeks in one semester shall be suspended for such semester.

Article 43. 學生未經准假或請假已滿未行續假而缺課者，以曠課論，授課教師得以學生請假與曠課之情形扣分。考試曠考者，該次考試以零分計算，並以曠課論。

Any student who fails to attend class without taking approved leave or extended leave shall be considered absent without justification. The lecturer may deduct points based on the situation of the student's leave an absence. Any student failing to attend an examination without justification shall receive a score of zero for such examination shall be considered absent without justification.

## 畢業

### Graduation

Article 44. 本校學生合於左列規定之一者，即准予畢業。

Any student of the University meeting one of the following requirements will be allowed to graduate:

1. 學士班學生修滿本校規定期限(或符合提前畢業規定)、必修科目均及格且修滿應修學分數，操行各學期亦均及格者。

Any student in the Bachelor's program who has completed and passed required courses and acquired the number of credits within the period stipulated by the University (or meeting the conditions for early graduation), with passing ethics grades for each semester.

2. 碩(博)士班研究生在修業期限內完成應修課程，獲得應修學分數並通過該系(所、專班、學位學程)規定之各項考核規定，提出碩(博)士論文並通過碩(博)士學位考試者。碩(博)士學位考試依據本校碩(博)士學位授予作業規章辦理之，其作業規章另定之，並報教育部核定。

Any graduate student in the Master's or PhD program who has completed the courses and credits

required within the study period, past the examinations required by the department (school, class, degree program), submitted the Master's or PhD thesis and passed the oral defense for Master's or PhD degree. The examinations for Master's or PhD degrees shall be organized in accordance with the Regulations for Master and Doctoral Degrees Conferment of the University. Such regulations shall be further established and reported to the Ministry of Education for approval.

Article 45. 學生之畢業資格通過各系（所、專班、學位學程）初審及教務處複審者，由本校發給學位證書並授予其應得之學位。

After the student graduation qualifications are reviewed by each department (school, class, degree program) and confirmed by the Office of Academic Affairs, the University will issue a diploma and grant the degree that should be granted to the student.

各級學位名稱，由各系（所、專班、學位學程）擬定，經教務會議通過報請教育部備查後實施，修訂時亦同。

The name of each degree shall be determined by each department (school, class, degree program) and implemented after approval by the Academic Affairs Meeting and submission to the Ministry of Education for record. The same shall be applicable to any amendment thereof.

### **雙重學籍**

#### **Double School Registration**

Article 46. 本校學生經核准得具跨校雙重學籍。

Students of the University may have double school registrations with approval.

本校與境外大學辦理雙聯學制依據本校與境外大學辦理雙聯學制辦法辦理，並符合教育部頒之「大學辦理國外學歷採認辦法」或「大陸地區學歷採認辦法」規定。

Dual-degree registration between the University and overseas universities shall be organized in accordance with the Regulations for Dual Degree between the University and Overseas Universities and shall be consistent with the provisions of the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education or the Regulations Regarding the Assessment and Recognition of Academic Credentials from Mainland China published by the Ministry of Education.

未經核准同時於兩校註冊修讀學位者，以退學處分。

Any student registered to study for degrees in both schools without authorization shall be expelled.

### **附則**

#### **Additional**

Article 47. 本學則如有未盡事宜，悉依教育法令及本校有關規定辦理之。

Any matter that is not fully provided for under these Regulations shall be in accordance with educational legislations and application regulations of the University.

Article 48. 各系（所、專班、學位學程）得依據需要及有關法規增訂該系（所、專班、學位學程）之修業規章。

Each department (school, class, degree program) may establish other study charters of the department (school, class, degree program) as required in accordance with applicable regulations.

Article 49. 本學則經本校教務會議通過，校務會議核定後公告實施，並報教育部備查，修正時亦同。

These Regulations shall be published and implemented after approval by the Academic Affairs Meeting and the School Affairs Meeting of the University and filing with the Ministry of Education for record. The same shall be applicable in the event of any amendment.

本文件為中譯英，在文義上如有爭議，以中文原文為準。

The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.