

淡江大學學則

TKU Study Regulations

第一章 總則

Chapter 1 General Regulations

第一條 本學則依據大學法及其施行細則、學位授予法訂定之；本學則未規定者，悉依其他有關法令之規定。

Article 1

These regulations were formulated in accordance with the University Act (ROC), and the Enforcement Rules of the University Act, as well as the Degree Conferral Act and the Enforcement Rules of the Degree Conferral Act. Matters that are not covered in these Study Regulations will be handled in accordance with related laws.

第二條 本校處理學生入學、保留入學資格、選課、休學、退學、復學、轉學、轉系、成績考查、畢業等有關學籍事宜，悉依本學則辦理。

Article 2

All issues to do with student status, including Student admissions, retainment of student qualifications, course selection, deferment of studies, suspension or discontinuation of studies, resumption of studies, transfer of study, inter-departmental transfers, review of student grades, and graduation will be handled in accordance with these regulations.

第三條 學生修讀本校或他校輔系、雙主修、學程或具雙重學籍，應經本校及他校之同意。修讀輔系、雙主修、學程及申請雙重學籍辦法另定之，並報請教育部備查。

Article 3

To undertake an academic minor, double major, or study program at either TKU or another university, or to hold dual enrollment status, students must first gain the permission of both TKU and the other university. Regulations related to academic minors, double majors, study programs, and dual enrollment status applications are formulated separately, and have been submitted to the Ministry of Education for future reference.

第四條 (刪除)

Article 4 (Deleted)

第二章 入學

Chapter 2 Student Admission

第五條 經公開招生錄取並符合下列資格之一者，方得入學修讀學士學位：

- 一、曾在公立或立案之私立高級中等學校或同等學校畢業，或具有同等學力。
- 二、曾在公立或立案之私立專科以上學校畢業或具有同等學力。

Article 5

Students who complete the open admissions process and meet one of the following criteria may undertake a TKU Bachelor Program:

1. Those who have graduated from a public or registered private senior high school or from an equivalent school, or possess equivalent educational qualifications.
2. Those who have graduated from a public or registered private vocational college (or higher), or possess equivalent educational qualifications.

第六條 凡曾在公立或立案私立大專校院，或符合教育部採認規定之國外大學就讀之學生，具有下列資格之一，持有原校發給之轉學（修業）證明書或學位證書，並參加本校轉學考試經錄取者，得轉入本校相當系級肄業，修讀學士學位：

- 一、大專校院肄業修業滿一年以上。
- 二、大專校院畢業服完兵役或無常備兵役義務。
- 三、專科學校或專修科畢業。

外國學生及僑生轉學相關辦法另訂定之，並報請教育部核定。

Article 6

Students who previously undertook studies at a public or registered private university, or at an overseas university that meets the Ministry of Education's recognition criteria; who possess a proof of studies certificate; who pass the TKU study transfer examination, and who meet one of the following criteria will be allowed to transfer into a corresponding TKU department and undertake a bachelor's degree:

1. Students who have completed one or more years of university studies.
2. Those who have graduated from university, completed compulsory military service, or are exempt from military duties.
3. Those who have graduated from or completed courses at a vocational college.

Regulations related to the transfer of study for foreign or overseas Chinese students have been formulated separately and submitted to the Ministry of Education (MOE) for approval.

第七條 凡曾在公立或立案之私立大學、或符合教育部採認規定之境外大學畢業得有學士學位、或碩士學位、或具有同等學力，經本校公開招生錄取者得入本校碩士班或博士班肄業。其享有師資培育公費待遇之畢業生錄取後，須繳驗服務期滿證明文件。

參加碩、博士班甄試及碩士在職專班考試錄取之學生，且符合簡章規定之資格條件者，得申請提前一學期註冊入學。

Article 7

Those who graduated from a public or registered private university – or from an overseas university that meets the MOE's criteria for recognition – and obtained a bachelor's degree, master's degree, or the equivalent, may be admitted into a TKU master's or PhD course after completing the TKU admissions process. Applicants whose study is sponsored by the company at which they work must submit a related certificate of proof after being admitted to a TKU master's or PhD program.

Students who enroll by participating in the master and doctoral selection test and the in-service-training master test and who fulfill the qualification conditions of the general regulations must apply one semester in advance to register for enrollment.

第八條 新生入學報到時，除有正當理由申請緩期補繳學歷證件經核准者外，須繳驗畢業證明文件，否則不准入學。

Article 8

To be allowed to study, new students registering for study must submit graduation certificates and all documentary proof of graduation for review. Only applicants who have a legitimate reason and have gained the school's approval may hand in documents of proof at a later date.

第九條 錄取新生因重病、特殊事故或因懷孕、分娩或撫育三歲以下子女不能於該學期入學者，得於註冊截止前，檢具有關證明向教務處申請保留入學資格，經核准後得展緩入學，惟展緩時間以一年為限並毋須繳納任何費用。如係應徵召服役者，以保留入學資格至服完兵役退伍並辦理後備軍人報到後三個月為限。

Article 9

Newly admitted students who are unable to start their studies as scheduled due to a serious illness, accident,

pregnancy, childbirth, or to look after a child under 3 years of age, must apply to defer studies by submitting related documents of proof to the Office of Academic Affairs before the deadline for new student registration. After gaining approval, they may defer the date of commencement of studies. The maximum duration of deferment is one year, in which time they will not be required to pay tuition or any other related costs. If the delay in starting studies is due to compulsory military service, the applicant's admission qualifications will be held until they return from the service. For military reservists, eligibility for admission will be retained for a maximum of three months after the completion of military service and subsequent deregistration.

第十條 學生姓名、出生年月日，應以身分證所載為準。入學資格證件所載與身分證所載不符者，應即更正。

Article 10

The student's name and date of birth should correspond to that printed on their ID card. Applicants who hand in admissions documents with personal details that do not match those on their ID card must immediately rectify the discrepancy.

第十一條 本校修讀學士學位應屆畢業生及修讀碩士學位學生修畢第一或第二學年，修業期間成績優異並具有研究潛力，由原就讀或相關系、所、院、學位學程助理教授以上二人推薦，經擬就讀博士班系、所、學位學程之相關會議審查通過陳報校長核定後，得逕行修讀博士學位。前項逕行修讀博士學位研究生其他相關事項，應依本校學生逕修讀博士學位規則辦理。

Article 11

TKU bachelor students in their graduating year and master's students who have completed their first or second year of graduate studies may directly apply to undertake a doctoral program if students have outstanding grades and show potential in the area of research during their enrollment. To do so, they must gain recommendations from at least two faculty members (assistant professor or higher) from their own department/graduate institute or a related department, graduate institute, college, or degree program and submit these recommendations for review by a committee in the department, graduate institute, college or degree program of the PhD they intend to take. After being passed in a committee meeting, the application is sent to the TKU President for approval. Once approved, the applicant may progress directly into the PhD degree for which they applied. Other matters related to early admission into doctoral degree programs should be handled in accordance with the *TKU Regulations on Direct Admission to PhD Programs*.

第三章 註冊及選課

Chapter 3 Registration and Course Selection

第十二條 本校學生應於每學期規定日期內選課並繳納費用，始完成註冊手續。奉准出境進修者，由各系所協助辦理註冊選課。

Article 12

TKU students should select their desired courses and pay the required tuition fee in the designated time frame. After doing so, they may go on to complete the student registration process. For those who gain approval to go overseas for further study, course selection and registration will be carried out by their department of study.

第十三條 新生入學註冊手續須於規定時間內辦理，如不按時註冊，除經核准保留入學資格者外，應撤銷其入學資格；舊生如未依規定辦理註冊，該學期應令休學，其休學年限已期滿者應予退學。前項舊生休學及退學處分，應以書面通知其家長或監護人，告知其相關救濟程序，並限期補陳述意見。

Article 13

New students should complete the student registration process within the designated time frame. Apart from those who gain permission to keep student status for an agreed period (“retainment of student status”), freshmen who are late in registering for study will have their admission status cancelled. Continuing students who do not register according to regulations – with the exception of those who apply for and gain approval for leave – will be forced to defer studies. Those who have already reached the maximum duration for deferment of studies will be expelled from study.

In the case of the above punishment – of forced deferment or expulsion – the student’s parents or legal guardians must be notified in writing, informed of related courses of remedy, and provided with possible solutions and corresponding time limits.

第十四條 學生選課悉依本校選課規定辦理。學生選課規則、校際選課實施辦法、暑期開課辦法另訂之，校際選課實施辦法及暑期開課辦法並報請教育部備查。

Article 14

Students must select courses in accordance with TKU regulations related to course selection. The *TKU Regulations on Student Course Selection*, the *TKU Regulations Regarding Inter-University Course Selection*, and the *TKU Guidelines Related to the Provision of Summer Courses* have been formulated separately. In addition, the *TKU Regulations Regarding Inter-University Course Selection* and the *TKU Guidelines Related to the Provision of Summer Courses* have been submitted to the Ministry of Education (MOE) for future reference.

第十五條 新生、轉學生入學前已修及格之科目及學分，於規定時間內得辦理抵免學分之申請，學分抵免規則另訂之，並報請教育部備查。

轉學復轉系生如須申請學分抵免應於開學開始上課一週內辦理。

轉系生轉系後，申請以原系為輔系時，依修讀輔系辦法規定辦理，其辦法另訂之，並報請教育部備查。

Article 15

New students or transfer students entering TKU may apply to transfer credits (for courses previously passed) during the designated application period for credit transfer. The *TKU Regulations Governing the Transfer of Credits* have been outlined separately and submitted to the MOE for future reference.

Transfer students who transfer to a new TKU department and who wish to transfer credits gained from their original department must do so in the first week of commencement of classes in a new semester.

After transferring to a new academic department, students who wish to apply for an academic minor with their original department must do so in accordance with the *TKU Regulations on Students Undertaking an Academic Minor*, which has been formulated separately and submitted to the MOE for future reference.

第四章 轉系及轉學

Chapter 4 Transfer of Study and Transfer of Department

第十六條 學生於第二學年開始前，得依本校「淡江大學學生轉系規定」申請轉系，轉系規定另定之，並報請教育部備查。

Article 16

Before the start of their second academic year, students who wish to transfer to a new department may apply to do so in accordance with the *TKU Regulations Related to Inter-Departmental Transfer*, which was formulated separately and submitted to the MOE for future reference.

第十七條 (刪除)

Article 17 (Deleted)

第十八條 學生申請轉學他校，須經家長或監護人之同意，呈經核准。核准後不得請求重返本校肄業。

Article 18

Students who apply to transfer to another school must first gain permission from their parents and then submit the application for approval. After having their application approved, the student is not permitted to request to return to TKU.

第十九條 碩博士班研究生於第二學年開始前得申請轉讀系所，轉系規定另訂之，並報請教育部備查。

Article 19

Before the start of their second academic year, Master's or PhD students may apply to transfer to a new department. The regulations governing such transfers are formulated separately and have been submitted to the MOE for future reference.

第五章 休學、復學、退學及開除學籍

Chapter 5 Deferment, Resumption of Studies, Discontinuation and Expulsion, and the Removal of Student Status

第二十條 學生因重病經醫師證明、或因重要事故持有家長或監護人書面證明者，得申請休學（不得遲於期末考試前一星期），經教務長核准後，方為有效。

Article 20

Students who suffer a serious illness and gain documents of proof from a doctor, or have to deal with important personal matters and gain written proof from a parent or legal guardian may apply to defer their studies (no later than the week before the final exam). The deferment will take effect after the applicant gains approval from the Dean of General Affairs.

第二十一條 學生因故申請休學得由學校核准一學期、一學年或二學年。休學累計以二學年為原則，惟因重病或特殊事故需再申請休學者，得專案申請延長休學一年。學生於休學期間應徵服役，須檢同在營服役證明，申請延長休學期限，俟服役期滿，檢同退伍令申請復學。學生因懷孕、分娩或撫育三歲以下子女申請休學，須檢具相關證明文件。因上述服役、懷孕、分娩或撫育三歲以下子女之休學，均不列入休學年限併計。

Article 21

Approval for deferment of study may be granted for one semester, one academic year, or two academic years. Generally speaking, the maximum duration of granted deferment is two years. But students with a serious illness or other legitimate reasons may make special-case applications to extend deferment for an extra year. Those who undertake compulsory military service while deferring studies must provide a Proof of Current Military Status document and may apply for another year of deferment. As soon as they finish military service, such students must submit a Military Service Discharge Certificate and apply to resume studies. Students who apply for deferment of study due to pregnancy, childbirth, or provision of care for a child under three years old must submit related documents of proof. Time taken to tend to any of the above factors – compulsory military service, pregnancy, childbirth, or child-rearing (for a child under the age of three) – will not count toward time restrictions on the maximum duration of deferment.

第二十二條 延長修業年限者，如擬提前服役時應先申請休學，否則以逾期末註冊論處。

Article 22

Students who extend the number of years taken to complete their degree and who hope to undertake compulsory military service before finishing their degree must first apply for deferment of studies. If they fail to do so, their case will be treated as a failure to register for study on time.

第二十三條 休學學生申請復學，應在每學期註冊時辦理，經教務處核准後，方得回校編入原肄業學系相銜接之年級肄業。學期中途休學者，復學時應編入原休學之學年肄業。
原肄業系所變更或停辦時，學生可選擇至適當系所肄業。

Article 23

Deferred students who wish to apply to resume studies must do so during the student registration period at the beginning of each semester by submitting their application to the Office of Academic Affairs. After gaining approval to continue their studies, applicants will return to the same department and continue from where they left off. Upon resuming studies, those who deferred studies in the middle of a semester will start from the beginning of the year (freshman, sophomore, etc.) in which they left. If, while they are away, the deferred student's original department is altered or closed, they may select an appropriate department in which to resume studies.

第二十四條 (刪除)

Article 24 (Deleted)

第二十五條 學生因故申請退學，須於當學期辦理，並持有家長或監護人之書面同意，經教務長核准後，向教務處辦理退學離校手續。

Article 25

Students who for personal reasons wish to discontinue their studies must transact such within the given semester and do so with the written permission from their parents or legal guardians. Then, after also gaining approval from the Dean of Academic Affairs, they must complete the process of deregistration at the Office of Academic Affairs.

第二十六條 學生有下列情形之一者，應予退學：

- 一、入學或轉學資格經審核不合者。
- 二、休學逾期未復學者。
- 三、操行成績不及格者。
- 四、修業期限屆滿，仍未修足所屬系所規定應修科目與學分者。
- 五、其他依有關法令規定或本校所訂之退學標準應予退學者。
- 六、無前列各款事由而自動申請退學者。
- 七、有本學則第二十八條情形者。

前項處分，應以書面通知其家長或監護人，告知其相關救濟程序，並限期補陳述意見。

Article 26

Students in any of the following circumstances will be expelled from study:

1. Those whose qualifications do not meet the review requirements when applying for study at or for transfer of study into TKU.
2. Those who exceed the duration of time allocated for deferment of study without applying to resume study.
3. Those who receive a failing grade on their personal conduct record.
4. Those who have not completed all the courses and credit points required by their department of study to graduate within the stipulated time limit for graduation.
5. Those whose conduct or actions warrant expulsion based on related laws or regulations, or in accordance with criteria for expulsion proposed by TKU.

6. Those who, for none of the above-stated reasons, voluntarily apply to discontinue studies.

7. Those in a situation outlined in Article 28 (below).

In each of the aforementioned circumstances, written notification should be provided to the student's parents or legal guardians, informing them of the process of recourse, and offering possible solutions and respective time constraints.

第二十七條 應予退學之學生，如在校修滿一學期具有成績，得向學校申請發給轉學或修業證明書。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。

Article 27

Students who have already completed at least one semester before being expelled may apply for a Certificate of Completed Credits or Transfer of Study Certificate. Those, however, who have their study expelled because they do not meet the review requirements for entrance or transfer into TKU (see Article 26, 1., above) will not be allowed to apply for such certificates.

第二十八條 各系修讀學士學位學生學期學業成績不及格科目之學分數，達該學期修習學分總數二分之一且連續二次者（休學前後學期視同連續），應令退學。

各系修讀學士學位之僑生、陸生、外國學生、海外回國升學之蒙藏生、原住民族籍學生、派外人員子女學生及符合教育部規定條件並經體育事務處推薦之大學運動績優學生，學期學業成績不及格科目之學分數，達該學期修習學分總數三分之二且連續二次者（休學前後學期視同連續），應令退學。

一年級學生學期學業成績不計入前二項學業退學學期計算；身心障礙學生及學期修習科目未達十學分者，得不受前二項規定之限制。

體育、全民國防教育軍事訓練（護理）選修課程學分數，應併入前三項學分數內核計。修習學分總數之計算，若有不計入者應提報教務會議通過後始得實施。

Article 28

Bachelor students from each department who fail half of the total credits taken in one semester and do so consecutively twice (any semester of failing half of total credits before discontinuing one's studies is considered as "consecutively") will be expelled.

The following categories of students, however, will only be expelled upon failing two-thirds of the total credits taken in one semester consecutively twice (the semesters before and after a leave of absence are deemed consecutive): overseas Chinese students, Mainland Chinese students, foreign students, Mongolian and Tibetan students who returned from overseas to their countries of origin to pursue higher level studies, students of aboriginal descent, students who are the children of expatriates, and students who meet related MOE criteria and are recommended to the TKU Office of Physical Education based on former athletic achievements.

Freshman students' final grades are not included in the two above-mentioned rules of expulsion. In addition, disabled students or students who are taking less than ten academic credits are not bound under the above two rules.

Academic credits obtained from physical education or "all-out" defense education military training (or nursing) courses are included in the three rules above.

If there are credit hours that are not included in the calculation of the total amount of attended credit hours, a report should be sent to the Academic Affairs Committee which after passing can then be implemented.

第二十九條 碩博士班研究生有下列情形之一者，應令退學：

一、碩士班修業屆滿四年，博士班修業屆滿七年，仍未修足應修科目及學分者。

二、逕行修讀博士班學生，自入學博士班起修業屆滿七年，仍未修足應修科目及學分者。

三、博士學位候選人之資格考核不及格，經重新考核一次仍不及格者。

四、學位考試不及格，不合重考規定、或合於重考規定經重考不及格者。

五、入學資格或修業情形有不實或舞弊情事。

六、授予學位所提出之相關論文、作品、成就證明、書面報告、技術報告或專業實務報告有造假、變造、抄襲、由他人代寫或其他舞弊情事者。

Article 29

Master's students or PhD candidates in any of the following categories will be expelled:

1. Those who do not finish or obtain all required courses or credit points in the allotted time frame: four years for master's students; seven years for PhD candidates.
2. PhD candidates (that entered the PhD program with bachelor qualifications) who do not complete all required courses or obtain all required credits within seven years of commencing the degree program.
3. PhD candidates who fail to pass the qualification assessment twice.
4. Those who fail in their thesis and oral examination (defense) and do not qualify to retake the oral examination or, having retaken the examination, fail a second time.
5. Those who have submitted falsify application materials or cheated on exams.
6. Those who used fake, fraudulent, forged, plagiarize, or altered materials in the submission of a dissertation, innovative work, proof of achievement, a written report, a technical report or professional report.

第三十條 學生有下列情形之一者，應予開除學籍：

一、假借、冒用、偽造或變造學經歷證件入學者。

二、入學考試舞弊，經學校查證屬實或判刑確定，撤銷入學資格者。

開除學籍者，不得發給與修業有關之任何證明文件。

Article 30

Students in any of the following categories will have their student status removed:

1. Those who use fake, fraudulent, forged or altered documentary evidence of educational qualifications and professional experience.
2. Those who cheat on their entrance examination and – after having been verified to in fact have cheated – have their admissions status revoked.

Those who have their student status removed will not be eligible to receive any documentary proof of having studied at TKU.

第三十一條 依規定應予休、退學或開除學籍之學生，向本校學生申訴評議委員會提出申訴者，申訴結果未確定前，不因申訴之提起，而停止原處分之執行。但在校生得繼續在校肄業。

前項受處分學生經校內申訴未通過者，得依法提起訴願及行政訴訟；原處分經教育部決定或行政法院判決不當時，本校應另為處分。

依前項規定經本校另為處分得復學之學生即可辦理復學。因特殊事故無法及時復學時，其申訴時之離校期間，得補辦休學。

Article 31

Students who have their studies deferred, who are expelled, or who have their student status removed, may lodge an appeal with the Student Appeal Review Committee. While the result of the appeal is pending, the initial punishment issued will remain in place.

If, after lodging an appeal with TKU, the appeal is rejected, the student may – according to ROC law – file an official appeal or administrative lawsuit. If the originally prescribed punishment is deemed inappropriate by the Ministry of Education or an administrative court, TKU will revise the punishment accordingly.

After having their punishment revised, those who are allowed to continue their studies at TKU may carry out the re-enrollment procedure straight away. If for some reason they are unable to resume studies straight away, they must apply for deferment of study for the time they were away from school during the appeal process.

第六章 考試及成績

Chapter 6 Examination and Grades

第三十二條 本校學生學業考試，分下列二種：

- 一、平時考試：由各教師隨時舉行之。
- 二、期中及期末考試：由教務處排定時間舉行之。

Article 32

TKU student class examinations are separated into the following two categories:

1. Regular tests: These are regular or intermittent in-class tests held by any individual instructor.
2. Mid-term and final exams: the schedule for mid-term and final exams is determined by the Office of Academic Affairs.

第三十三條 學生成績分學業、操行二種，學業成績核計採百分記分法、等第記分法、通過及不通過三種方式。修讀學士學位學生學業以六十分為及格，碩博士班、碩士在職專班研究生學業成績以七十分為及格，通過等同及格，不通過等同不及格。操行成績核計採百分記分法，以六十分為及格。

學生學業成績不論採用前項何種方式核計，該課程學分數均應計入學期學業成績二分之一或三分之二不及格計算；若有不計入者應提報教務會議通過後始得實施。

等第記分法、百分記分法、學業成績平均點數(Grade Point Average,以下簡稱 GPA)記分法對照表如下：

等第記分法	百分記分法	G P A
甲等(A)	八十至一百分	4
乙等(B)	七十至七十九分	3
丙等(C)	六十五至六十九分	2
丁等(D)	六十至六十四分	1
戊等(F)	五十九分以下	0

學生學期修習學分數總和除成績積分(成績乘以學分數)總和，為學期學業成績平均。各學期(含暑修)修習學分數總和除成績積分總和，為學業成績平均。

各系修讀學士學位畢業生之學業成績平均，為其畢業成績。

各系所碩士班、博士班修習大學部課程之成績列入學期學業成績及學業成績計算。畢業生之學業成績與學位考試成績之平均，為其畢業成績。

學生畢業成績之 GPA 計算方式為：各科學分數與其 GPA 乘積之總和除以總修習學分數。

Article 33

Student grades are divided into two categories: academic grades and grades for personal conduct; academic grades have three methods of recording: percentile grades, letter grades and pass or fail. Bachelor students' passing grade in the dual areas of academic and personal conduct is 60; for master's students or EMBA students, the passing academic grade is 70; a pass grade equals successful passing and a fail grade equals unsuccessful failing; a conduct grade is in a percentile form and a passing grade is 60.

The course credits of students' academic grades regardless of the assessment method mentioned in the previous paragraph will be calculated into the semester academic grades of those who fail half the total credits or those who fail two thirds the total credits. Any credits that should not be included in the calculation must be presented to and approved by an Academic Affairs committee meeting before being implemented.

A table showing equivalent grades with different methods of scoring (alphabetical grade system, percentage point scale, and Grade Point Average) is provided below:

Alphabetical Grade System	Percentage Point Scale	GPA
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A	80 – 100	4
B	70 – 79	3
C	65 – 69	2
D	60 – 64	1
F	59 or below	0

The *semester average grade* is calculated by dividing the total number of credits taken in a semester by the “accumulated grades” (grades received multiplied by credits taken) received in that semester. Thus, the *overall average grade* is attained by dividing the overall number of credits earned (including credited summer courses) by the overall accumulated grade.

Students’ graduation grades are represented using the GPA system of grading. The grades obtained by Master’s students and PhD candidates when taking bachelor-level courses count toward their semester grades and graduation grades. The graduation grade is the mean total of graduate students’ GPA and the grades they received for their graduation thesis and oral examination (defense).

The GPA in students’ graduation grades is attained by calculating the product of the student’s academic credits and GPA from each course, and dividing this total by the overall number of academic credits obtained.

第三十四條 學生各項成績，經任課教師送教務處後不得更改。學生如對學期成績有疑義者，須於開放網路查詢成績後三週內，以書面向教務處提出查詢。其須更正成績者，應由任課教師以書面方式說明錯誤原因，並檢附正式記分簿正本及其他有關資料向教務處提出，由教務處依規定審核。

學生報告應於任課教師指定期限內繳交，否則該次成績不予計算。

Article 34

After being submitted to the Office of Academic Affairs by the course instructor, students’ grades may no longer be changed. If students have doubts surrounding their semester grade, they must submit a written letter to the Office of Academic Affairs within three weeks after the grades have been posted on the internet for viewing. If a correction to the submitted grades is required, the course instructor must provide a written explanation accounting for the error, and attach the original copy of the official score book as well as any other related documents or information. The submission will be reviewed by the Office of Academic Affairs in accordance with related regulations.

The student must also submit a report in the time stipulated by the course instructor; if this step is omitted, the grades will not be amended.

第三十五條 學生於考試時，如有舞弊行為，一經查明，除該次成績以零分計算外，並視情節輕重，予以記過、退學等處分。

Article 35

If students cheat in their exams, after the act of cheating has been verified, and based on the seriousness of the situation, the student will receive the appropriate punishment, such as a recorded demerit or suspension of study, etc. An exception to this rule applies if the exam was not a scored exam.

第三十六條 凡考試曠考者，該科該次考試成績以零分計。

Article 36

Those who do not attend scheduled examinations will receive an exam score of zero.

第三十七條 學生因病或其他特殊事故不能上課或考試時，須依照本校學生請假規則辦理。

Article 37

Students who cannot attend class or examinations due to illness or for another legitimate personal reason must apply for leave in accordance with the *TKU Regulations Regarding Leave for Students*.

第三十八條 學生經核准請假而缺席者為缺課，未經請假或請假未准而缺席者為曠課，缺課及曠課之處理規定如下：

- 一、曠課一小時，作缺課二小時論。
- 二、學生對某一科目之缺課總時數達該科全學期授課時數三分之一，經該科教師通知教務處時即不准參加該科目之考試，該科目學期成績以零分計算。
- 三、學生因懷孕、分娩或撫育三歲以下子女，經核准之請假，致缺課總時數達該科全學期或所修學分授課時數三分之一以上者，不受前二款之規定限制。並得視科目性質以補考或其他補救措施彈性處理，補考成績並按實際成績計算。

Article 38

Students who do not attend class after gaining approval for leave are viewed as being “absent” from class. Those who do not attend class and have not applied for leave or have not yet had their leave application approved are viewed as “truanting” class. Regulations related to class absence and class truancy are outlined below:

1. One hour of truancy is equivalent to two hours of absence from class.
2. If a student’s class absence reaches one-third of the total class hours (in a semester) for a particular course, the course instructor will notify the Office of Academic Affairs, and the student will not be allowed to take part in the remaining course examinations and will receive a semester grade (for that course) of zero.
3. Those who, due to pregnancy, childbirth, or the rearing of a child three years of age or younger, are absent for one-third of the total hours of one course or all courses taken in one semester, will not be subject to the two preceding rules. Such students will be required to make up for the missed classes, by taking make-up tests, make-up classes, or any other such measures. Scores obtained in these make-up tests will be deemed legitimate (marks will not be deducted) despite the fact that they were taken after the scheduled test date.

第三十九條 凡期末或畢業考試因故請假經核准者，其補考成績以六十分為基準，超過部份八折計算；補考成績應與公告之教學計畫表中項目成績合併計算為學期成績。

Article 39

Those who gain approval to go on leave during their final examinations or during the pre-graduation final exams (for graduating students) will need to take a make-up test. This test will be based on a standard grade of 60 points. Each mark above 60 will be deducted by 20%. The student’s semester grade is obtained by combining the make-up test grade along with the rest of the course grade as calculated according to the announced grade formula in the instructor’s course plan.

第四十條 期中考試請假之補考，由任課老師自行舉行；期末考試請假之補考，依本校行事曆所訂補考日期由學校統一舉行；補考以一次為限，逾期不得再行申請補考。

Article 40

The make-up test held for those who were on leave during the mid-term exam is organized by the course instructor. The make-up test for the final examinations is held according to the date indicated for make-up exams in the TKU academic calendar and is arranged by TKU as a collective, one-time examination held for all such students; a make-up exam is limited to one time only; if a student exceeds the time limit he/she cannot again apply for a make-up exam.

第四十一條 學生入學、轉學考試試卷，應由學校妥為保管一年，以備查考或主管教育行政機關調閱之用。

學生在校之期末考試試卷，由任課教師自行妥為保存一年。

學生在校各項成績，應妥為登錄，並永久保存。教師打列之成績紀錄，由學校妥為保管六年。

Article 41

The examination papers from entrance tests or transfer student examinations must be stored securely for one year to provide convenience of future reference for educational authorities.

Students' final examinations are kept for one year by the individual class instructor. All of students' grades should be recorded and kept indefinitely. Academic grades recorded by teachers are kept by TKU for six years.

第四十二條 碩博士班研究生學位考試，應依本校規定之研究生學位考試辦法之規定辦理，其辦法另訂之，並報請教育部備查。

Article 42

The submission of an academic thesis and oral examination (defense) by TKU master's students and PhD candidates should be carried out according to *TKU Regulations on the Examination Process for Graduate Degrees*, which is formulated separately and has been submitted to the MOE for future reference.

第七章 修業年限及學分

Chapter 7 Restrictions on Duration of Study and Academic Credits

第四十三條 大學部各系學生修業年限除建築學系為五年，二年制在職專班為二至三年，其餘均為四年，得延長二年，但修習教育學程學生，因教育實習課程之需要，應提出申請經核准後，得另增加延長半年；身心障礙學生得延長修業期限至多四年。因懷孕、分娩或撫育三歲以下子女，得出具相關證明文件提出申請，經核准後，得延長修業期限至多四年。畢業應修學分數除建築學系至少須修滿一百四十三學分、二年制在職專班至少須修滿七十二學分外，其餘各系至少須修滿一百二十八學分。

畢業年級相當於國內高級中等學校二年級之國外或香港澳門地區同級同類學校畢業學生，以同等學力資格入學者，應在規定之修業年限內增加其應修之畢業學分數十六學分；惟自一百零七學年度起入學者，應加修十二學分。

全民國防教育軍事訓練（護理）及體育學分均不計入前二項學分數內。

大學畢業生入學者，其修業年限不得少於一年；專科畢業生入學者，其修業年限不得少於二年。

以推廣教育學分作為大學同等學力報考資格入學者，抵免後在校修業，不得少於該學制修業期限及畢業應修學分數二分之一，且不得少於一年。

學生修業年限以實際在學為準，其休學期間不列入計算。

Article 43

Apart from students from the Department of Architecture or from two-year executive bachelor programs, whose degree duration is five years and two to three years respectively, students from all other bachelor-level programs should finish their degree within four years. However, the time limit for degree completion may be extended for an extra two years. Those taking an education credit program who need additional time to complete an education internship program may submit an application and, if approved, receive a further six-month extension on the time limit for graduation. Disabled students may extend the time limit for graduation by a maximum of four years. Students who need extra time to complete their degree due to pregnancy, childbirth, or to look after a child three years of age or younger, and who provide relevant documents of proof, may gain approval to extend the time limit for graduation by a maximum of four years. The number of academic credits required for graduation for students from each department – except for students from the Department of Architecture, who require 143 credits, and from two-year executive bachelor programs, who require 72 credits – is 128 credits. Students from Hong Kong, Macau, or overseas countries who graduated from high school in a year equivalent to the second year of senior high school in Taiwan, and from a school identical in level and form, or others who enter TKU with equivalent educational qualifications must complete an additional 16 credits within the time limit for graduation. However those who are admitted starting from the 2018 academic year should

complete 12 credits.

National defense education military training (nurses training) and physical education credits are disallowed in the credits of the preceding two items.

New students who enter TKU who have previously already graduated from a bachelor degree program must study at TKU for at least a year before graduating. New students at TKU who previously graduated from a vocational college must study at TKU for at least two years before graduating. The time limit for graduation only accounts for the length of time in which students are actually studying at TKU. Deferment of study is not included in such calculations.

Students who are permitted to enroll in a bachelor degree program by an equivalent credited Education Promotion Program must not take less than half of the required credits of the program and should not register less than a year.

第四十四條 碩博士班研究生修業年限，碩士班為一至四年，至少須修滿二十四學分，碩士在職專班為二至四年，至少須修滿二十四學分，博士班為二至七年，至少須修滿十八學分，逕行修讀博士班學位者，至少應修滿三十學分（含原在碩士班已修學分至多採認十二學分），其修業年限、應修學分與該學年核准入學博士班新生同。碩士班及碩士在職專班畢業學分數上限不得超過四十八學分，博士班上限不得超過四十五學分。碩士班、碩士在職專班及博士班學位論文學分及大學部課程學分均不列入畢業學分數計算。報考身分為在職生未在規定修業期限修滿應修課程或未完成學位論文者，得延長其修業期限二年。但碩博士班研究生具修習教育學程資格者，因教育實習課程之需要，應提出申請經核准後，得於規定修業年限另增加延長半年。因懷孕、分娩或撫育三歲以下子女，得出具相關證明文件提出申請，經核准後，得延長修業期限至多四年。

Article 44

The time limit for graduation for master's students is one to four years, with at least 24 academic credits; for EMBA students, it is two to four years, with a minimum requirement of 24 credits. The time limit for PhD candidates is two to seven years, with a minimum total requirement of 18 credits. PhD candidates who entered their PhD program directly from a bachelor or master degree must obtain a minimum of 30 credits to graduate (including up to 12 credits that may be transferred from courses taken during their master's degree). The time limit for graduation and required academic credits for such students are equal to those for regular PhD candidates entering the PhD program in the same academic year.

On graduating, the number of academic credits obtained by master's and EMBA students may be no more than 48; for PhD candidates, the upper limit is 45 credits.

Academic credits obtained for degree dissertations by master's, EMBA, and PhD students, or for taking bachelor-level courses, will not be counted toward students' graduation credits.

On-the-job graduate students who register for the oral examination (defense) but who have not completed all required courses or finished their degree thesis within the time limit for graduation may extend the time limit by two years.

Master or PhD students taking an education credit program and who need additional time to complete an education internship program may submit an application and, if approved, receive a six month extension on the time limit for graduation.

Graduate students (master or PhD) who need extra time to complete their degree due to pregnancy, childbirth, or to look after a child three years of age or younger, and who provide relevant documents of proof may, after gaining approval, extend the time limit for graduation by an extra four years.

第四十五條 修讀學士學位學生修滿各學系、學位學程規定之修業年限、畢業科目及學分，且符合校、院、學系、學位學程訂定之其他畢業條件者，始得畢業。
碩博士班學生於規定修業年限內修滿各學系、所、學位學程規定畢業科目、學分及其他畢業條件，並通過本校研究生學位考試辦法規定之各項考試且符合其規定者，始得畢業。
校、院、學系、所、學位學程得自訂語言能力、資訊能力、體育能力、出境留學等其他畢業條件，並訂定相關規定經教務會議通過後實施。

Article 45

To receive a bachelor's degree, students from each department and graduate institute must complete all compulsory and elective credits and meet the minimum number of credits required to graduate as prescribed by their departments or graduate institutes. To receive a master's and doctoral degree, students must complete all obtained credits and pass the required exams to fulfill graduation requirements set by TKU or by their academic college, department, or graduate institute of study.
Tamkang University, along with each TKU college, department, and graduate institute must set its own criteria for graduation in the areas of language proficiency, information literacy, athletic ability, and overseas study, and formulate related regulations, which will be implemented after being approved in a TKU academic affairs meeting.

第四十六條 大學部除蘭陽校園及國際企業學系國際商學全英語組第三學年外，各系、學位學程學生修習學分數，第一、二、三學年及建築學系第四學年，每學期日間部不得少於十二學分、進修學士班不得少於十學分，均不得多於二十五學分；第四學年、建築學系第五學年每學期不得少於九學分，不得多於二十五學分。二年制在職專班學生每學期修習學分數不得少於九學分，不得多於二十學分。
當學期修習學分數少於前項最低學分數者，不列入學期學業成績排名計算。
大學部學生前一學期學業平均成績八十分（等第 A）以上者，次學期至多加修六學分。
大學部學生經核准加修輔系、雙主修、學程及應屆畢業生加修即可畢業者，每學期至多加修六學分。
進修學士班、二年制在職專班學生除經核准外，不得申請至其他學制修讀。
碩博士班研究生每學期修習學分數最多為十五學分，最少修習一科。碩士在職專班研究生每學期修習學分數最多為十二學分，至少修習一科。
碩博士班研究生經核准加修學程及修習大學部課程者，每學期至多加修六學分。
有關選課相關事項須依「淡江大學學生選課規則」規定辦理。

Article 46

Apart from students from the Lanyang Campus and the Division of Global Commerce, Department of International Business (English-Taught Program) (Tamsui Campus), bachelor students from each department in their first, second, and third years of study (and the fourth year of study, too, for Department of Architecture students) must take at least 12 (bachelor degree evening students must take at least 10) and no more than 25 academic credits per semester. In their fourth year of study (fifth year for architecture students), students must take at least nine and no more than 25 credits per semester. The credit range for two-year executive bachelor degree students is a minimum of nine and a maximum of 20 credits per semester. Bachelor-level students who in the previous semester received an average academic grade of at least 80 (A), may in the subsequent semester take a maximum of six extra credits. Bachelor students who gain approval to undertake an academic minor, double major, or a credit program, as well as graduating students who need to take extra credits in order to graduate on time may take a maximum of six extra credits per semester.
If the number of credit hours attended in the semester are fewer than the minimum of the number of credit hours mentioned in the preceding section, they are not included in the calculation of the ranking of semester grades.

Unless gaining permission to do so, bachelor degree evening students or two-year executive bachelor degree students are not permitted to transfer to any other degree programs (daytime programs or master's, PhD programs, etc.).

Master's students and PhD candidates may take a maximum 15 credits per semester or a minimum of one course. EMBA students may take as many as 20 credits or as little as one course per semester.

Master's students or PhD candidates who gain approval to take extra credits or bachelor-level courses may take a maximum of six extra credits per semester.

All matters related to course selection must be handled in accordance with the *TKU Regulations on Student Course Selection*.

第四十七條 大學部學生成績優異且符合下列各款條件者，得申請提前一學期或一學年畢業：

一、應修學分全部修滿（含必修及選修）。

二、每學期學業成績平均在八十分以上。

三、操行成績平均在八十分以上。

四、名次在該系該年級該班學生數前百分之十以內；轉學生自轉入年級起為計算標準。

五、符合校、院、學系、學位學程訂定之畢業條件。

前項申請時間，欲提前一學期畢業者於二月、提前一學年畢業者於八月向註冊組提出申請。

Article 47

Students with outstanding grades who meet the criteria of each of the following sections may graduate one semester or one academic year in advance:

1. Those who have obtained the total number of required credits (compulsory and elective).
2. Those whose average grades are above 80 each semester.
3. Those whose average personal conduct grade is above 80.
4. Those who place in the top 10% of students in their year, their department and in their class; transfer students' fulfillment of these criteria will be measured starting from when they arrive at TKU.
5. Those who fulfill all graduation requirements set forth by TKU or its colleges, departments, graduate institutes or degree programs.

When applying based on the preceding sections, those wishing to graduate in advance must submit an application to the Registration Section, Office of Academic Affairs, either in February – for those who wish to graduate one semester in advance – or in August, for those wishing to graduate one year early.

第四十八條 各系修讀學士學位學生在規定修業年限屆滿前一學期或一學年，已修足該系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，其應修學分數至少需達該年級應修讀學分數之下限。

Article 48

Bachelor students from each department who reach the required number of credits for graduation one semester or one academic year before graduating, but who do not meet the above-listed criteria for early graduation, must continue to register for study. After registering, they must take at least the minimum number of credits required for students in their particular year of study.

第四十九條 各系所應屆畢業者缺修學分，須於延長修業期限之第二學期重修或補修者，第一學期得免予註冊，但需辦理休學。註冊者至少應選修一科。

Article 49

The credits not yet completed by graduating students must be made up or retaken in the second semester of the following academic year. Thus, in the first semester of the following academic year students are not required to register for study, but they must apply for deferment of study. Those who *do* register must take at least one course.

第五十條 各系、所、學位學程畢業生經本校審核其成績確實符合畢業資格，並完成離校手續後，即頒發學位證書，並依所屬系、所、學位學程分別授予學士學位、碩士學位或博士學位。

Article 50

After reviewing and verifying that students' grades do in fact meet the graduation criteria, and after students complete the process of deregistration, TKU will award students their graduation certificates and confer students from each department with the corresponding bachelor, master, and PhD degrees.

第八章 附則

Chapter 8 Supplementary Provisions

第五十一條 學生出境期間有關學業及學籍規定之法規另訂之，並報請教育部備查。

Article 51

Regulations to do with students' study or status while studying overseas have been formulated separately and submitted to the MOE for future reference.

第五十二條 華僑學生學籍處理，除法令另有規定外，準用本學則之規定。

Article 52

The handling of student status for students of Chinese ethnicity will – except in the case where there are separately formulated laws governing the matter – be carried out in accordance with this set of regulations.

第五十三條 在校生及畢（肄）業校友申請更改姓名、出生年月日者，應檢具戶政機關發給之證件，報請教務處辦理。

Article 53

Current TKU students, alumni, and students who are not currently enrolled but have not yet completed studies who wish to apply to change their name or date of birth must submit documents of identity issued by an official household registration office to the Office of Academic Affairs.

第五十四條 本校因訓輔教育而需統一住宿等相關事宜，於學生手冊中另定之。

Article 54

Matters to do with circumstances where student accommodation needs to be integrated to assist in “discipline and guidance education” are outlined separately in the Student Handbook.

第五十五條 本校得與境外大學合作辦理雙聯學制相關事宜，其實施要點另訂之，並報教育部備查。

Article 55

Implementation guidelines for working with overseas universities to hold joint degree programs are outlined separately and have been submitted to the MOE for future reference.

第五十六條 符合教育部認定之重大災害受害學生，視個案情形，經專案核准後得從寬適用保留入學、註冊方式、選課、跨校選課、出勤請假、延長休學、成績考核、修業機制等相關規定，以維護學生學習權益，並協助渡過重大災害。

Article 56

Students who fulfill the Ministry of Education's definition of being a victim of a major natural disaster are regarded as a special case and after receiving special approval shall be treated with leniency in regard to the related regulations for retaining enrollment, registration, course selection, cross-school course selection, leave of absence, extension of study, performance evaluation, or manner of study at school in order to safeguard the students' right to study and moreover to assist them to tide over the major natural disaster.

第五十七條 高中職應屆畢業生參加「青年教育與就業儲蓄帳戶方案」，申請保留入學資格或於入學後申請休學，期間以三年為限且不納入本學則原定保留入學資格或休學期間之計算。

Article 57

If high school graduates participate in the “Youth Education and Employment Savings Account Scheme”, and they apply to retain their admission qualifications or after enrolling apply for a leave of absence, the time limit is three years and does not enter into the estimate of what the school originally reserved for admission qualification or the leave of absence.

第五十八條 本學則經本校校務會議通過後，自公布日實施，並報請教育部備查；修正時亦同。

Article 58

This set of regulations will take effect on the date of its publication after being passed in a TKU administrative affairs meeting; it will then be submitted to the MOE for future reference. The same applies to any later amendments made.