

樹德科技大學學則

Shu-Te University

Academic Regulations

86年06月23日教務會議審議通過
教育部 87 年 12 月 02 日臺(88)技(四)字第 88094552 號函備查
教育部 91 年 08 月 12 日臺(91)技(四)字第 91117063 號函備查
教育部 92 年 05 月 02 日臺技(四)字第 0920064303 號函備查
教育部 93 年 06 月 15 日臺技(四)字第 0930071522 號函備查
教育部 94 年 04 月 21 日臺技(四)字第 0940050522 號函備查
教育部 95 年 07 月 25 日臺技(四)字第 0950108738 號函備查
教育部 97 年 02 月 27 日臺技(四)字第 0970023711 號函備查
教育部 97 年 06 月 05 日臺技(四)字第 0970093509 號函備查
教育部 99 年 02 月 02 日臺技(四)字第 0990010118 號函備查
教育部 99 年 11 月 16 日臺技(二)字第 0990196619 號函修正通過
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Amendment approved in letter ref. Tai Ji (2) Zi No. 0990196619 of the Ministry of Education on Nov. 16, 2010
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第一篇 總則

Section 1 General Provisions

第一條 樹德科技大學(以下稱為本校)依據大學法、大學法施行細則、專科學校法、專科學校法施行細則、學位授予法及有關規定訂定「樹德科技大學學則」(以下簡稱本學則)，據以處理學生學籍及有關事宜。

Article 1 In accordance with the University Act, Enforcement Rules of the University Act, Junior College Act, Enforcement Rules of the Junior College Act, Degree Conferral Act as well as the related provisions, Shu-Te University (hereinafter referred to as “STU”) has formulated the “Academic Regulations of Shu-Te University” (hereinafter referred to as “the Academic Regulations”) to handle the student status of our students as well as the related matters.

第二篇 學士班、副學士班日間部

Section 2 Full-Time Bachelor's Degree Program and Full-Time Associate Degree Programs

第一章 入學

Chapter 1 Admission

第二條 本校於每學年開始前，公開招考四年制學士班、二年制副學士班各系(科)一年級新生，於招生前擬定招生規定報教育部核准，其招生簡章另訂之。另依有關規定，得酌收外國學生、海外僑生、港澳生及陸生(學生簡稱境外學生)，招生規定另訂之，報教育部核定。

本校得以國際學術合作方式與境外地區大學合作授予學位，相關辦法另訂之。

Article 2 Prior to the beginning of each academic year, STU openly recruits freshman students of the four-year bachelor's degree program and the two-year associate degree program for each department. Before recruitment of freshman students, STU has formulated student recruitment regulations and submitted them to the Ministry of Education for approval, and then formulated the Admission Brochure separately. Besides, in accordance with the related regulations, STU may recruit with discretion foreign students, overseas Chinese students, students from Hong Kong and Macau, as well as students from Mainland China (all these

students are hereinafter referred to as “overseas students”). The admission regulations for overseas students have been formulated separately, and then submitted to the Ministry of Education for approval.

Through the way of international academic cooperation, STU may cooperate with overseas regional universities in conferring degrees, and the related guidelines have been formulated separately.

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，或合於相關同等學力資格學生，經入學考試錄取者，得入本校四年制及二年制學士班、副學士班各系(科)一年級肄業。

凡在公立或已立案之私立專科以上學校畢業，或合於相關同等學力資格學生，經入學考試錄取者，得入本校二年制學士班各系一年級肄業。

Article 3 Students who have graduated from any public or registered private senior high schools or schools of equivalent levels, or have obtained the equivalent academic qualifications, and are admitted to STU after passing the entrance examination, may study as freshman students of the four-year and two-year bachelor's degree programs as well as the associate degree program of the various departments of STU.

Students who have graduated from any public or registered private junior college or above, or have obtained the equivalent academic qualifications, and are admitted to STU after passing the entrance examination, may study as freshman students of the two-year bachelor's degree program of the various departments of STU.

第四條 本校各學系修讀學士班、副學士學位學生遇有缺額時，得辦理轉學考試，招收轉學生。但一年級及應屆畢業年級不得招收轉學生，招收轉學生辦法另訂之，並報請教育部核定，據以擬定招生簡章辦理招生。

前項缺額不含保留入學資格、休學造成之缺額；辦理轉學招生後學生總數不超過原核定及分發新生總數。

Article 4 In the event that there are vacancies at the bachelor's degree programs or associate degree programs of any departments of STU, STU may hold transfer examinations to recruit transfer students from other universities. But STU shall not recruit any transfer students from other universities for admission to the first year and the graduating year of the programs aforesaid. The guidelines for recruiting transfer students from other universities have been formulated separately, and submitted to the Ministry of Education for approval. Based on these guidelines, the Admission Brochure has been formulated to handle admission of transfer students from other universities.

The vacancies mentioned in the preceding paragraph shall not include the vacancies caused by student status retention or suspension of studies. After recruitment of transfer students is held, the total number of students in a department shall not exceed the total number of freshmen that was originally approved and designated for the department.

第五條 凡經錄取之新生及轉學生，應於規定日期來校辦理入學手續；逾期不辦理者，取消其入學資格。

Article 5 All the admitted new students and transfer students from other universities should come to STU on the specified date to complete the admission procedures. Those who fail to complete

the admission procedures within the deadline shall have their student status revoked.

第六條

新生及轉學生因重病或其他特殊事故，不能於該學期開學時入學者，應於註冊基準日(不含)後以書面向教務處申請，並繳驗入學證明文件，得保留入學資格一學期，其他相關事項依休學各項規定辦理。

有下列情形之一者，得於註冊基準日前，向學校申請保留入學資格，不受前項規定限制。

一、因懷孕、分娩或撫育三歲以下子女並持有證明之新生或轉學生，入學資格保留年限依學生懷孕、分娩或撫育三歲以下子女之需要申請。

二、參加教育部「青年教育與就業儲蓄帳戶方案」之高級中等學校畢業生考取學校後，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原定保留入學資格或休學期間之計算」。

Article 6

Any new students or transfer students from other universities failing to enroll in STU at the beginning of the semester due to serious illness or other special circumstances should submit to the Academic Affairs Office after the registration deadline (exclusive) a written application for student status retention for one semester, together with the documents certifying their student status for verification. All other related affairs shall be handled in accordance with the regulations for suspension of studies.

Students under any of the following circumstances shall submit to STU before the registration deadline an application for student status retention, and shall not be restricted by the regulations specified in the preceding paragraph.

1. For a freshman or transfer student from another university who is pregnant, giving birth to a child, or raising children under the age of three, and holds documents certifying the situation aforesaid, the retention period of student status to be applied for this student shall be based on the student's pregnancy, childbirth, or need to raise children under the age of three.
2. For the senior high school graduates who have participated in the Ministry of Education's "Youth Education and Employment Savings Accounts Program" and are admitted to STU, they may apply for student status retention, or suspension of studies after admission. The period of the retention or suspension aforesaid is limited to three years, and shall not include the period of student status retention or the period of suspended studies that is originally allowed.

第七條

新生、轉學生入學報到時，須繳驗有效之學歷(力)證件，才得辦理入學手續，經審核不合者，取消入學資格。其有正當理由，預先申請延後補繳證件而經核准者，得先行入學，但應於規定時間內補繳，否則取消其入學資格。入學時並須親自填寫學生基本資料。

Article 7

When registering for enrollment, all the new students and the transfer students from other universities have to submit their valid educational (academic) certificates; otherwise, they cannot proceed with the enrollment procedures. Any students found to be not meeting the requirements after verification shall be disqualified from admission; but those who have applied in advance for postponing the submission of certificates with justifiable reasons and have been approved shall be allowed to enroll in STU first, but they must submit the required

certificates within the specified period of time; otherwise they shall be disqualified from admission. During enrollment, they have to fill in the basic student information in person.

第七條之一 新生、轉學生入學，應完成健康檢查，並填具學生健康基本資料，供學校作成紀錄。學生健康基本資料，應包括家族疾病史、個人疾病史、特殊疾病現況、預防注射紀錄及其他相關資料。

學生健康基本資料之處理、利用、銷毀相關辦法另定之。

Article 7-1 Upon enrollment in STU, each of the new students and the transfer students from other universities should get a complete medical check-up and fill in the form of basic student health information for STU to keep as records. The basic student health information should contain the student's history of familial disease, personal history of disease, current status of special disease, vaccination records and other related information.

The related guidelines for processing, use, and destruction of the basic student health information have been formulated separately.

第八條 新生、轉學生入學繳驗之證件如有假借、冒用、偽造、變造，或於入學考試時舞弊者，經學校查證屬實或判刑確定者即取消入學資格並開除學籍。如在本校畢業後始被發覺，除依法繳銷學位證書外，並公告取消其畢業資格。

Article 8 If a document submitted by a new student or a transfer student from another university for admission to STU is borrowed, has fraudulent information, forged or altered, or if a new student or a transfer student from another university cheated on the entrance examination, then once the student's wrongdoing is verified by STU to be true and the sanction for him/her is confirmed, they shall be disqualified from admission, and his/her student status at STU shall be revoked. If the student's wrongdoing is discovered after graduation from STU, not only his/her degree certificate shall be canceled in accordance with the law, but the cancellation of his/her qualifications for graduation shall also be announced.

第二章 註冊 選課

Chapter 2 Registration, Course Selection

第九條 學生須於每學期之始依照規定，辦理註冊與選課等事宜。

一、註冊：

(一) 新生及轉學生應按入學通知規定辦理。在校生、延修生按註冊通知規定辦理。

(二) 學生應於每學期註冊日前繳交學雜費(含電腦實習費及學生團體保險費)。延修生應繳學雜費金額於加退選結束後公布之。

(三) 依規定如期繳清應繳學雜費，即視同完成註冊。

(四) 學雜費逾期未繳者，除已請准延緩註冊者外，視為無意願就學，以未註冊論，新生及轉學生得取消入學資格，在校生及延修生得予勒令退學。

(五) 本校辦理 學生註冊實施要點另訂之。

二、選課：

(一) 學生選課，應於各學期規定期間內辦理，學生未按規定辦理加、退選手續，學分概不承認。依本校「學生選課準則」規定辦理，準則另訂之。

(二) 學生選修他校課程，應依本校「校際學生選課辦法」之規定辦理，

其辦法另訂之。

(三) 新生、轉學生學分抵免，依本校學生抵免學分辦法辦理，其辦法另訂之。

(四) 本校視需要於暑期開授課程，其辦法另訂之。

Article 9 At the beginning of each semester, all students have to complete the matters of registration and course selection in accordance with the regulations.

1. Registration

- (1) New students and transfer students from other universities should go through the registration procedures indicated in the admission notice. Current students and the students extending their duration of studies shall go through the registration procedures in accordance with the registration notice.
- (2) Students should pay tuition fees and miscellaneous fees (including computer practice fees and the premium for student group insurance) before the registration date of each semester. The amount of tuition and miscellaneous fees payable by the students with duration of studies extended shall be announced after completion of their course addition and withdrawal.
- (3) Once the tuition fees and miscellaneous fees due are paid by a student in full on time in accordance with the regulations, registration of the student is considered to be completed.
- (4) Except for those students being permitted to defer registration, any students who have not paid their tuition fees and miscellaneous fees by the due date shall be considered to have no intention to study at STU anymore, and regarded as not registered at STU. Then those new students and those transfer students from other universities shall be disqualified from admission, whereas those current students and those students with duration of studies extended shall be expelled from STU.
- (5) STU's implementation guidelines for student registration have been formulated separately.

2. Course selection

- (1) The course selection of students should be completed within the specified period of each semester. If a student fails to complete the procedures of course addition and withdrawal in accordance with the regulations, his/her credits shall not be recognized. Course selection shall be handled in accordance with the provisions of STU's "Guidelines for Students' Course Selection", which have been formulated separately.
- (2) Students who choose courses from other junior colleges or universities should follow the provisions of STU's "Guidelines for Students' Intercollegiate Course Selection", which have been formulated separately.
- (3) The credit exemption for new students and transfer students from other universities shall be handled in accordance with STU's Guidelines for Students' Credit Exemption, and these guidelines have been formulated separately.
- (4) If necessary, STU shall offer courses during summer vacation, and the related regulations have been formulated separately.

第三章 修業年限 學分 成績 考試

Chapter 3 Duration of Studies, Credits, Academic Performance, Examinations

第十條 本校採學年學分制，四年制日間部各系修業年限以四年為原則，二年制日間部各系修業年限以兩年為原則，並明訂於招生簡章中。學生在規定年限內，未能修足應修學分者得延長修業年限二年。身心障礙學生，因身心狀況及學習需要，得延長修業年限，至多四年，並不適用因學業成績退學之規定。學生因懷孕、分娩或撫育三歲以下子女之需要，得延長修業年限。修讀雙主修者得再延長一學期或一學年。或其他重大情節者，經簽請校長同意，得再延長一學期或一學年。

Article 10 STU adopts an academic credit-based system. In principle, the duration of studies for each of the full-time four-year programs of various departments is four years; and the duration of studies for each of the full-time two-year programs of various departments is two years; and these fixed periods are clearly stated in the Admission Brochure. Students who fail to earn the required credits within the specified period of time may extend their studies for two years maximum. Students with disabilities, as limited by their mental and physical conditions and with learning needs, may extend their studies for four years maximum. But this regulation shall not apply to those students being expelled from STU due to poor academic performance. Any students who are pregnant, giving birth to a child, or have the need to raise children under the age of three may extend their duration of studies. Those who double major may extend their studies for one semester or one academic year. Or, those who encounter any other serious circumstances may submit an application for extending duration of studies for one semester or one academic year to the President of STU for approval.

第十一條 各科目學分之計算，原則以授課滿十八小時為一學分，但實習、實驗、製圖以實際參與該項作業二至三小時滿一學期為一學分。

Article 11 Regarding calculation of credits for each course, one credit corresponds to 18 hours of teaching in principle. For internships, lab experiments, or mapping, one credit equals two to three hours of participation per week per semester.

第十二條 各系修習科目分校訂必修、專業必修及專業選修三類。以上科目由各系課程委員會研議及院、校課程委員會審議，經教務會議通過後實施。

Article 12 The various courses taken in each department are divided into three categories as stipulated by STU: compulsory courses, compulsory professional courses, and elective professional courses. Before implementation, the above courses must be discussed by the curriculum committee of each department, reviewed by the respective college and university curriculum committees, and approved in the academic affairs meeting.

第十三條 四年制各系畢業應修學分數至少須修滿一百二十八學分。二年制各系畢業應修學分數，至少須修滿七十二學分。
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生入學本校後，其畢業應修學分數應較當屆同系同學制部別學生增加十二學分。

Article 13 To graduate from the four-year program of each department, students must earn at least 128 credits; and to graduate from the two-year program of each department, students must earn at least 72 credits.

As for the students graduating from a similar kind of school of the same level in a foreign country, Hong Kong or Macau with a graduation grade equivalent to Grade 2 of a domestic senior high school in Taiwan, after they become students of STU, the number of credits they should earn for graduation from STU should be increased by twelve credits in addition to the number of credits that the students of the same department in the current year should earn for graduation.

第十四條 學生學期成績考核標準由任課教師自定，惟任課教師須於學期正式上課一週內公告(布)成績考核標準。

Article 14 The assessment standards of the academic performance and performance for students in each semester shall be determined by the teachers of the courses. Nevertheless, the teachers must announce (post) the assessment standards of academic performance and performance within one week after a semester is officially started.

第十五條 各科目學期成績由授課教師根據平時考試、期中考試及學期考試等成績，於該科目之學期考試完畢後依行事曆規定之日期內計算處理完成，並至成績輸入系統登錄確定或送交成績紙本至教務處登錄。

Article 15 After final examination of each course in each semester, the teacher of the course shall complete, before the date specified in the STU calendar, calculation and processing of the students' course grades based on their scores of regular examination, mid-term examination and final examination, and make sure to have entered the course grades to the grades entering input system, or submit the course grades in written form to the Academic Affairs Office for making entries.

第十六條 各項成績之計算方法如下：
學生學期修習學分數總和除成績積分總和，為學期學業平均成績。
各學期(含暑修)修習學分數總和除成績積分總和，為學業總平均成績。

Article 16 The calculation method for the grades of various items is as follows:
The average academic grade is to divide the sum of course grades that a student achieved in a semester by the sum of credits that the student earned in the semester.
The overall average academic grade is to divide the sum of course grades that a student achieved in the various semesters (including the courses taken during summer vacation) by the sum of credits that the student earned in the various semesters.

第十七條 學生成績分為學業、操行兩種，各種成績核計採百分記分法為原則，小數部分以四捨五入法化為整數。百分記分法以一百分為滿分，以六十分為及格。
學生成績如有需要得採等第制，或以及格(P)、不及格(F)核計。
百分制與等第成績及積分，其標準如下：

Article 17 The grades of students are divided into two kinds: academic performance and ethical conduct performance. All the grades are in principle calculated according to the numerical grades, with the decimal number rounded to an integer. The numerical grades take 100 as the highest grade, and 60 as the lowest passing grade.
If necessary, the grades of students can be assessed on a grading basis, or on a passed (P) or failed (F) basis.
The standards for the numerical grades, letter grades, and grade point systems are as follows:

百分制成績	等第制成績	等第積分
90~100	A+	4.3
85~	A	4
80~84	A-	3.7
77~79	B+	3.3
73~76	B	3
70~72	B-	2.7
67~69	C+	2.3
63~66	C	2
60~62	C-	1.7
50~59	D	0
0~49	E	0

Numerical grades	Letter grades	Grade points
90~100	A+	4.3
85~	A	4
80~84	A-	3.7
77~79	B+	3.3
73~76	B	3
70~72	B-	2.7
67~69	C+	2.3
63~66	C	2
60~62	C-	1.7
50~59	D	0
0~49	E	0

第十八條 學生各種考試成績，經任課老師登錄確定或送交紙本成績至教務處，不得更改。但因登記遺漏或核算錯誤，須由任課老師依本校「教師處理學生學期成績作業辦法」辦理。本辦法另訂之。

Article 18 The various examination results of students being entered and confirmed by the teachers of various courses or the examination results in written form being submitted by the course teachers to the Academic Affairs Office must not be changed. However, should there be omitted entries or calculation errors in examination results, this matter must be handled by the teacher of the course in accordance with STU's "Guidelines for Teachers' Handling of Students' Semester Performance", which have been formulated by STU separately.

第十九條 凡學業成績不及格者，不給學分。

Article 19 No credit shall be given to the courses with failed academic performance.

第二十條 學生補考事宜由任課教師全權處理，惟因故請假經核准者，任課教師不得拒絕補考申請，並於次學期上課日前完成考試，成績送達教務處。

Article 20 All the matters about make-up examinations of students shall be completely handled by the teachers of the courses. Nevertheless, if a student's request for a leave of absence with reason is approved, the teacher shall not refuse the student's application for make-up examination. The make-up examination has to be completed, with its grades submitted to the Academic Affairs Office, before the class date of the next semester.

第二十一條 學生考試作弊，除該次考試以零分計算外，並依據學生獎懲辦法給予適當的處分。

Article 21 If a student cheats on an examination, not only the grades of the examination shall be zero, the student shall receive appropriate punishment in accordance with the Guidelines for Rewards and Punishments for Students.

第二十二條 學生操行成績評定辦法另訂之。

Article 22 The guidelines for assessing the grade for ethical conduct students have been formulated separately.

第四章 請假 缺課 曠課

Chapter 4 Asking for Leave of Absence, Excused Absence from Class, Truancy

第二十三條 學生上課出席狀況，應由任課老師登記於校務資訊系統之學生缺曠課系統。學生因故未能上課或到考者，須依學生請假規則辦理請假。

Article 23 Teachers of various courses should register the attendance status of students in class in students' absence and truancy system of the university affairs information system. Any students who are unable to attend classes or take examinations with reason have to ask for a leave of absence in accordance with the student leave regulations.

第二十四條 學生因故請假，經核准為缺課；未經准假任意缺席為曠課。
缺課、曠課依照下列規定辦理：

- 一、因公假、懷孕、生產或撫育三歲以下子女之照顧，而核准之請假，不受缺課日數達該學期上課總日數三分之一勒令休學之限制。
- 二、因懷孕、生產或撫育三歲以下子女之照顧，而核准之請假，其缺席不扣學業成績；致缺課時數逾全學期授課時數三分之一者，該科目成績得視需要與科目性質以補考或以其他補救措施彈性處理，補考成績並按實際成績計算。

Article 24 A student may ask for a leave of absence with reason. If the leave of absence is approved, it is considered an excused absence from class. But if a student is absent from class without permission, the student is considered having truancy.

Excused absence from class and truancy shall be handled in accordance with the following regulations:

1. Those students with approved leave of absence due to official leave, pregnancy, childbirth, or raising of children under the age of three shall not be restricted by the rule of absenteeism, which prescribes that a student is expelled from STU once the number of days of the excused absence from class exceeds one-third of the total number of class days in the semester.
2. For students with approved leave of absence due to pregnancy, childbirth, or raising of children under the age of three, their academic performance shall not be deducted for their absence. If the number of hours of a student's excused absence from class exceeds one-third of the teaching hours of the semester, then depending on the need and the nature of the course, the course performance of this student shall be flexibly determined by arranging for the student a make-up examination or other remedial measures, and the grades of the make-up examination shall be calculated based on the actual scores.

第五章 休學 復學 退學 轉學

Chapter 5 Suspension of Studies, Resumption of Studies, Expulsion from School, and School Transfer

第二十五條 學生如因故申請休學每次以一學期為限，累計原則不得超過二學年，開學上課逾三分之一學期後不得復學。

下列情形申請休學者(應檢具相關證明文件)，其休學期間不計入休學年限：

一、因服兵役者。

二、因懷孕、分娩或撫育三歲以下子女者。

三、參加教育部「青年教育與就業儲蓄帳戶方案」者。

學生休學辦法另訂之。

Article 25 If a student applies for suspension of studies with reason, he/she is allowed to suspend his/her studies for one semester at a time only, with the cumulative period of suspended studies not exceeding two academic years in principle, and the student shall not resume his/her studies when a semester has started for more than one-third of its length.

For those who apply for suspension of studies under any of the following circumstances (with the related supporting documents submitted), the period of suspended studies shall not be counted in the officially allowed period of suspended studies:

1. Due to military service.

2. Due to pregnancy, childbirth or raising of children under the age of three.

3. Due to participation in the Ministry of Education's "Youth Education and Employment Savings Accounts Program".

The Guidelines for suspension of studies have been formulated separately.

第二十六條 學生復學，應在休學期滿前，依下列規定辦理：

一、休學學生復學時，應入原肄業學系相銜接之學年或學期肄業。學期中途休學者，復學時，應入原休學之學年或學期肄業，且應於開學時即行上課。

二、休學滿一學期或三學期復學者，該復學學生須修足規定學分數，已修及格之科目，不得重複修習。

Article 26 Any students intending to resume their studies should go through the formalities in accordance with the following regulations before the period of suspended studies expires:

1. For the students having suspended their studies at the end of an academic year or semester and going to resume their studies, they should enroll in STU in the academic year or semester that follows the one aforesaid. For those having suspended their studies in the middle of a semester and going to resume their studies, they should enroll in STU in the academic year or semester following the original semester they suspended their studies, and should start taking classes as soon as the academic year or semester begins.

2. For the students having suspended their studies for one semester or three semesters and going to resume studying at STU, they have to earn the required number of credits, and should not repeat taking any courses that they approved at the past.

第二十七條 學生有下列情形之一者，勒令退學：

一、修業年限屆滿，且依規定延長年限仍未修足所屬系之應修科目與學分者。

二、逾期未註冊或休學逾期未復學者。

三、一學期曠課時數逾全學期授課總時數三分之二，經系務及院務會議決議退

學者。

四、連續兩學期學期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(不含)以上者，延修生除外。

五、違反校規情節嚴重者，經學生獎懲委員會決議退學者。

六、境外學生有下列情況者：

(一) 陸生在臺就學期間，變更以就學許可目的以外身分在臺停留或居留者。

(二) 外國學生來臺就學後，其於就學期間許可在臺初設戶籍登記、戶籍遷入登記、歸化或回復中華民國國籍者，而喪失外國學生身分者。

Article 27 Students being under any of the following circumstances shall be expelled from STU:

1. The duration of studies expires and has been extended in accordance with the regulations, but the students still have not completed the courses and credits required by the departments they are studying at.
2. The students fail to register within the deadline, or those have suspended their studies but fail to resume their studies within the deadline.
3. If the number of truant hours that a student has in one semester exceeds two-thirds of the total teaching hours in the entire semester, the student shall be expelled from STU after a resolution is made in both the departmental and college affairs meetings.
4. The number of credits for the courses that a student fails in a semester is more than two-thirds (exclusive) of the total credits that the student takes in that semester, and this situation occurs in two consecutive semesters. But this regulation shall not apply to those students with their duration of studies extended.
5. If a student violates the Regulations of STU and such violation is serious, the student shall be expelled from STU after a resolution is made by the Student Rewards and Punishment Committee.
6. Any overseas students having any of the following circumstances:
 - (1) The students from Mainland China have changed their student status during their studies in university in Taiwan, but stay or reside in Taiwan with a purpose other than studying.
 - (2) The foreign students have lost their status as a foreign student because of having made their first household registration or household relocation registration in Taiwan, as allowed after coming to Taiwan for study, and have been naturalized or restored the nationality of the Republic of China during their studies in university in Taiwan.

第二十八條 境外學生、海外回國升學之蒙藏生、原住民族籍生、身心障礙生、政府派赴國外工作人員子女、運動績優、藝術績優及技藝競賽績優生 在校退學規定，不受第二十七條第四款之限制。運動績優、藝術績優及技藝競賽績優生身分認定辦法另訂之。

Article 28 Regarding the regulations on expulsion from STU for those overseas students, Mongolian and Tibetan students who have returned to the Republic of China for further studies, students of the indigenous peoples, students with physical and mental disabilities, children of the government staff expatriated to work abroad, as well as the students with outstanding

performance in sports, arts, and skills competitions, they shall not be restricted by the provisions of Article 27, Paragraph 4 herein. Guidelines for identification of the students' outstanding performance in sports, arts, and skills competitions have been formulated separately.

第二十九條 有本學則第八條情形者，開除學籍，並不得發給與修業有關之任何證明文件。

Article 29 Students being under the circumstances specified in Article 8 of the General Regulation shall have their student status at STU revoked, and shall not be issued with any certifying documents relating to their studies at STU.

第三十條 學生未滿十八歲者，申請退學須經法定代理人或監護人同意；學士班日間部學生已滿十八歲(含)者，申請退學時得由本校與學生家長確認。

退學生在本校修滿一學期以上，且有成績，其學籍並經核准者，辦理離校手續後發給轉學或修業證明書。

未辦理完成離校手續之退學生，不發給任何有關學業之證明書。退學離校手續之相關程序與表單，由承辦單位簽請教務長核定後實施。

因違反校規而退學之學生，不得重返本校肄業。

辦退學離校之學生應繳回數位學生證，該學生證於退學離校生效日一年後銷毀。

Article 30 Students under the age of 18 applying for withdrawal must obtain consent from their legal representatives or guardians beforehand. As for students over the age of 18 (inclusive) and studying in the full-time bachelor programs, STU shall confirm their application for withdrawal with their parents.

If the students discontinuing their studies have completed studying at STU for more than one semester with passed performance, and have their student status approved, the students shall be issued with a certificate of transfer or course completion after completing the Procedures of Leaving STU.

Those students who have discontinued their studies without completing the Procedures of Leaving STU shall not be issued with any certifying documents relating to their studies at STU. The related procedures and forms for students' withdrawal and leaving STU shall be signed by the handling unit and approved by the Dean of Academic Affairs before implementation.

Those students who are expelled from STU because of violation of STU's Regulations shall not be allowed to resume studying at STU again.

Students going through the procedures of withdrawal should return to STU their digital student ID cards, which shall be destroyed one year after the effective date of the students' withdrawal.

第三十一條 在處以勒令休學、勒令退學或開除學籍前 教務處應告知各相關學生，限期陳述意見。

受勒令休學、勒令退學或開除學籍之處分有異議者，得於公告後規定期限內，向本校學生申訴評議委員會提出申訴。申訴、訴願及行政訴訟期間學生學籍及成績之處理規定如下：

一、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

(依本校規定提起申訴者)得繼續在校肄業。申訴期間之各項學籍處理，除不發給學位證書外，其餘比照在校生處理。

二、申訴結果如維持原處分，申訴期間所修習科目學分得發給學分證明書，並依第三十二條規定退費，其相關證明所載日期以原處分之日期為準。

另為處分得復學之學生，應於處分生效日起三十天內辦理復學註冊相關事項或休學，逾期者依未註冊相關規定辦理。如生效日在學期中，本學期及生效日前之離校期間得辦理休學，且均不累計入休學年限。

三、學生經校內申訴，未獲救濟或不服申訴決定者，應繕具訴願書經由學校向教育部提起訴願；不服者再向行政院提起行政訴訟；原處分經上級機關決定或行政法院判決顯係違法或不當時，應另為處分。另為處分得復學之學生應按第二款復學規定辦理。

Article 31 Before having a student suspended, expelled from STU, or revoking his/her student status at STU, the Academic Affairs Office should notify the related students, and let them state their opinions within a time limit.

Those who have objection to the sanction of suspension, expulsion, or revocation of his/her student status at STU may appeal to the Student Complaint Review Committee of STU within a specified time limit after announcement of the sanction. During the period of appeal, petition, and administrative proceedings, the regulations for handling their student status and academic performance are as follows:

1. Before the outcome of a student's appeal is determined, the execution of the original sanction for the student shall not be suspended for the filing of the appeal. But if the student is a current student (the one who appeals in accordance with STU's Regulations), he/she may continue to study at STU. During the period of appeal, all the matters concerning his/her student status shall be handled in the same way as that for other current students, except that no degree certificate shall be issued to him/her.
2. If the outcome of the student's appeal is that the original sanction is upheld, a certificate of his/her earned credits shall be issued for the credits of the courses taken by him/her during the appeal period, and fees shall be refunded to him/her in accordance with the provisions of Article 32 herein. The date stated on the related certificates shall be based on the date of the original sanction.

Besides, when a student with a sanction that he/she is eventually allowed to resume their studies, he/she should go through the registration procedures relating to Resumption of Studies or suspension of studies within 30 days after the effective date of the sanction. Those who fail to go through the procedures aforesaid within the deadline shall be handled in accordance with the related regulations pertaining to no registration. If the effective date of a student's sanction is in the middle of a semester, the student may apply for suspension of studies during the period of leaving STU in this semester and before the effective date of the sanction, and this period shall not be accumulated in the maximum period of suspended studies.

3. If a student lodging an appeal to STU fails to receive relief or is dissatisfied with the outcome of the appeal, he/she may submit a written petition to the Ministry of Education

through STU. If also dissatisfied with the outcome of the petition, he/she may file an administrative litigation to the Executive Yuan. When the original sanction is considered illegal or improper after a decision is made by the superior authority or a judgment is made by the administrative court, another sanction should be imposed additionally. Besides, if the student with another sanction may resume his/her studies, he/she should go through the formalities in accordance with Paragraph 2 of the regulations on Resumption of Studies.

第三十二條 學生註冊入學後申請休學或退學者，其退費標準依教育部之規定辦理。

Article 32 For students who apply for suspension or withdrawal after registration, fees may be refunded to them, and the refund standard shall be in accordance with the related regulations of the Ministry of Education.

第三十三條 學生未滿十八歲者，申請轉學須經法定代理人或監護人同意；學士班日間部學生已滿十八歲(含)者，申請轉學時得由本校與學生家長確認，始可向教務處申請退學，經核准後發給轉學修業證明書。

Article 33 Any students under the age of 18 applying for transfer must obtain consent from their legal representatives or guardians. But when the students above the age of 18 (inclusive) and studying at the full-time bachelor's degree programs apply for school transfer, STU shall confirm the school transfer with their parents before the students apply for withdrawal to the Academic Affairs Office. After approval is received, a certificate of studies and school transfer shall be issued to them.

第六章 轉系 雙主修 輔系 教育學程

Chapter 6 Department Transfer, Double Major, Minor, Teacher Education Program

第三十四條 申請轉系規定如下：

- 一、本校學生得於每學期規定時間內向教務處申請轉系。轉系辦法另訂之。
- 二、轉系學生須修滿轉入系所規定之必修及選修科目學分數方得畢業。

Article 34 The regulations for application for department transfer are as follows:

1. Students of STU may apply for department transfer within the specified period of time in each semester. The guidelines for department transfer have been formulated separately.
2. Students who are going to transfer to other departments must have earned the required number of credits of the compulsory courses and elective courses before they are eligible to graduate.

第三十五條 本校四年制各系學生，得自二年級起就本校現有之各系選定一系為輔系。修讀輔系辦法另訂之並報請教育部備查。

Article 35 Students studying in the four-year programs of any departments of STU may choose one of the existing departments of STU as a minor starting from their sophomore year. The guidelines for having a minor have been formulated separately, and submitted to the Ministry of Education for future reference.

第三十六條 本校四年制各系學生前一年成績優異，得自次一學期起，申請修讀其他性質不同系課程為雙主修。修讀雙主修辦法另訂之並報請教育部備查。

Article 36 Students studying at the four-year programs of various departments of STU and having excellent academic performance in the previous year may apply to have a double major by

taking courses of a different department starting from the following semester. The guidelines for having a double major have been formulated separately, and submitted to the Ministry of Education for future reference.

第三十七條 學生修習教育學程辦法另訂之。

Article 37 The guidelines for students to take Teacher Education Program have been formulated separately.

第七章 畢業學位

Chapter 7 Graduation, Degree

第三十八條 學生合於下列各項條件者，准予畢業，本校授予學士學位，並於辦理完成離校手續後，發給學位證書：

一、修業期滿，修滿應修之必修及選修科目學分。

二、操行成績平均及格。

三、符合經三級三審通過之校或系規定畢業門檻。

本校「畢業離校手續及核發學位證書作業要點」另訂之。

Article 38 Students having met all the requirements below shall be allowed to graduate. Then STU shall confer a bachelor's degree to the graduates, and issue a degree certificate to them after the Procedures of Leaving STU are completed:

1. Upon expiration of the duration of studies, the student has earned the credits of both the compulsory and elective courses required.

2. The average grade for ethical conduct of the student is passed.

3. The student has met the graduation threshold that was set by STU or the department and passed the review three times by the department, college, and university.

The “Operational Guidelines for the Procedures of Leaving STU Upon Graduation and Issuance of Degree Certificates” have been formulated separately.

第三十九條 日間部四年制學生於修業年限屆滿前一學期或一學年，修滿所屬系規定之全部學分成績優異者，得申請提前畢業。成績優異學生提前畢業辦法另訂之並報請教育部備查。

Article 39 For those full-time four-year program students who have earned all the credits required by their department one semester or one academic year before expiration of the duration of studies and have excellent academic performance, they may apply for early graduation. The guidelines for early graduation of students with excellent academic performance have been formulated separately, and submitted to the Ministry of Education for future reference.

第四十條 應屆畢業生缺修學分須於延長修業年限之第二學期修業者，第一學期得申請休學；註冊者至少應選修一學科。

Article 40 For any graduating students who have not earned the required credits and need to extend the duration of studies to take the missing credits in a second semester, they have to apply for suspension of studies in the first semester of the following academic year. Students under such circumstances should take at least one elective course upon registration in that first semester.

第三篇 副學士班、學士班進修部

Section 3 Bachelor's Degree Programs and Associate Degree Programs Offered by Continuing Education Department

第一章 入學

Chapter 1 Admission

- 第四十一條 四年制及二年制進修部學士班、副學士班入學學生報考學歷(力)資格同本學則第三條第一、二項之規定。
經入學考試錄取者，得入本校進修部四年制一年級學士班、二年制一年級學士班、二年制一年級副學士班各系(科)肄業。

Article 41 The educational qualifications (academic abilities) for students applying for admission to the four-year and two-year bachelor's degree programs and associate degree programs offered by the Continuing Education Department are the same as those stipulated in Article 3, Paragraphs 1 and 2 of the Academic Regulations.

Those students who are admitted to STU through the entrance examination shall respectively enroll in STU in the first year of the four-year bachelor's degree programs, in the first year of the two-year bachelor's degree programs, and in the first year of the two-year associate degree programs in the various departments of STU.

第二章 註冊 選課 繳費

Chapter 2 Registration, Course Selection, Tuition and Fee Payment

- 第四十二條 進修部學生每學期註冊時，應依規定按學分數為計算單位，繳納學分學雜費及實習(驗)費，其標準於每學期開學前公佈之，依規定應向學校繳納之各項費用，在未繳清前，視為未註冊；若為應屆畢業生則暫不發予學位證書。

Article 42 Upon registration of the students of the Continuing Education Department in each semester, they should pay credit-based tuition fees, miscellaneous fees and internship (lab experiment) fees based on the number of the credits they take in accordance with the regulations. The payment standard shall be announced before the beginning of each semester. Any students who do not pay full payment of the various fees payable to STU in accordance with the regulations shall be regarded as having not registered yet. If a student under such circumstances is a graduating student, the issue of a degree certificate to the student shall be temporarily suspended.

- 第四十三條 進修部學生選課準用本校大學部學生選課準則規定辦理。

Article 43 The course selection of students of the Department of Continuing Education shall also be governed by STU's Course Selection Guidelines for Undergraduates.

第三章 修業年限

Chapter 3 Duration of Studies

- 第四十四條 進修部採學年學分制，其修業年限四年制學士班以四年為原則，二年制學士班以二年為原則，均依各系訂定之修業年限修業。依據大學法第三十一條入學者，其最低修業年限依專科以上學校推廣教育實施辦法辦理。

Article 44 The Continuing Education Department adopts an academic credit-based system. In principle, the duration of studies of a four-year bachelor's degree program is four years, and that of a two-year bachelor's degree program is two years. Students should study within the duration of studies set by each department. As to those students who enroll in STU in accordance with Article 31 of the University Act, their minimum duration of studies shall be governed by the Implementation Guidelines for Promotion of Education in Junior Colleges and Above.

第四十五條 進修部四年制各系學生在規定修業年限屆滿前，已修足該學系之科目及學分數，而不合提前畢業之規定者，仍應繼續註冊入學，選修至少一學分之學科。

Article 45 If a student of the Continuing Education Department taking a four-year bachelor's degree program of a department has completed the required courses and earned the number of credits required by the department before expiration of the specified duration of studies, but does not meet the requirements of early graduation, he/she should still continue to register at STU and take an elective course with at least one credit.

第四篇 研究生

Section 4 Graduate Students

第一章 入學

Chapter 1 Admission

第四十六條 凡在公立、已立案之私立大學或獨立學院，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具有同等學力資格者，經本校碩士班入學考試錄取，得入本校各系(所)碩士班就讀；取得碩士學位或合於具有同等學歷資格者，經本校博士班入學考試錄取，得入本校各系(所)博士班就讀。

Article 46 If a student who has graduated from a public or registered private university or independent college, or a foreign university or independent college that meets the Ministry of Education's regulations for assessment and recognition, has obtained a bachelor's degree or equivalent academic qualifications, and has been admitted to a master program of STU through our entrance examination, the student can enroll in STU to study at the master's degree program of a department/institute. If a student has obtained a master's degree or equivalent academic qualifications, and has been admitted to a doctoral program of STU through our entrance examination, the student can enroll in STU to study at the doctoral program of a department/institute.

第二章 註冊 選課 繳費

Chapter 2 Registration, Course Selection, Tuition and Fee Payment

第四十七條 研究生應依規定註冊，修滿各系、所規定之最低年限後，未能畢業，依實際修習學分繳納學分費；超逾九學分者，繳納研究生學雜費(在職專班生僅繳學分費)。

Article 47 Graduate students should register in accordance with the related regulations. If a graduate student fails to graduate after having studied for the minimum number of years within the duration of studies set by the department, the student should pay credit fees based on the credits they shall actually take. If a graduate student takes over nine credits, he/she must pay the postgraduate tuition and miscellaneous fees (students of the in-service master program are required to pay credit fee only).

第四十八條 研究生應修習科目及學分數，由各系(所)訂定之。

Article 48 The courses as well as the number of credits that a graduate student should take have been determined by each department/institute.

第四十九條 研究生選課，依本校研究所學生選課準則規定辦理。

Article 49 When selecting courses, graduate students should go through the formalities in accordance with STU's Course Selection Guidelines for Graduate Students.

第三章 修業年限 學分 成績 考試

Chapter 3 Duration of Studies, Credits, Academic Performance, Examinations

第五十條 研究生修業期限如下：

- 一、碩士班修業期限以一至四年為限，依據大學法第三十一條入學者，其最低修業年限依專科以上學校推廣教育實施辦法辦理。博士班修業期限以二至七年為限。
- 二、在職進修研究生未在規定修業期限 修滿應修課程或未完成學位論文者，得申請延長修業期限一年。
- 三、已修畢最低修業年限，且修滿應修科目，因學位考試未通過者，須選修一科論文研討之課程。

Article 50 The duration of studies for graduate students are as follows:

1. The duration of studies of the master program is limited to one to four years. For those students who enroll in STU in accordance with Article 31 of the University Act, their minimum duration of studies shall be governed by the Implementation Guidelines for Promotion of Education in Junior Colleges and Above. The duration of studies of the doctoral program is limited to two to seven years.
2. Any graduate students of the in-service master program failing to complete the required courses or their theses within the specified duration of studies may apply to extend their duration of studies for one year.
3. For those who have completed studying for the minimum number of years within the duration of studies and completed the required courses, but failed the degree examination, they have to take an elective course of seminar.

第五十一條 碩士班、博士班之畢業學分數由各系(所)訂定之。

Article 51 The required number of credits earned for graduation from the master and doctoral programs shall be determined by each department/institute.

第五十二條 研究生各科目學期成績及學位考試成績均以一百分為滿分，七十分為及格，未達七十分者不給學分；操行成績以七十分為及格。

Article 52 The graduate students' academic performance in various courses and the degree examination are all scored by taking a grade of 100 as the highest score, and 70 as the passing score; but those not reaching a grade of 70 shall not be given a credit. As to the grade for ethical conduct, 70 is the passing score.

第五十三條 研究生學位考試，依本校「碩士學位考試辦法」及「博士學位考試辦法」之規定辦理。本辦法另訂之並報請教育部備查。

Article 53 The postgraduate degree examinations shall be processed in accordance with the provisions of STU's "Regulations for Master's Degree Examination" and "Regulations for Doctoral Degree Examination", which have been formulated separately, and submitted to the Ministry of Education for future reference.

第五十四條 研究生之抵免學分，依本校「學生抵免學分辦法」辦理。

Article 54 Any credit exemption applied by graduate students shall be handled in accordance with STU's "Guidelines for Students' Credit Exemption".

第四章 轉系、所 退學

Chapter 4 Department Transfer, Institute Transfer, Expulsion from School

第五十五條 研究生得申請轉系(所)。

Article 55 Graduate students may apply for transfer to another department.

第五十六條 研究生有下列情形者，應令退學：

一、有第五十條規定經修業年限屆滿，而仍未獲頒學位者。

二、學位考試不及格，不合重考規定，或合於重考規定，經重考仍不及格者。

Article 56 Graduate students under any of the following circumstances shall be expelled from STU:

1. The student still has not been conferred with a degree even after expiration of the maximum duration of studies specified in Article 50.

2. The student fails the degree examination, and does not meet the re-examination requirements; or has met the re-examination requirements, but still fails the re-examination.

第五章 畢業 學位

Chapter 5 Graduation, Degree

第五十七條 研究生同時合於下列各項條件者，准予畢業。

一、在規定年限內修滿應修之科目與學分者。

二、操行成績平均及格者。

三、依照本校「碩士學位考試辦法」及「博士學位考試辦法」之規定，通過學位考試者。

四、符合經三級三審通過之校或系所規定畢業門檻。

Article 57 Graduate students having simultaneously met all the conditions below shall be allowed to graduate:

1. The graduate student has completed the required courses and earned the required credits within the specified duration of studies.

2. The average grade for ethical conduct of the graduate student is passed.

3. The graduate student has passed the degree examination in accordance with the provisions of STU's "Regulations for Master's Degree Examination" and "Regulations for Doctoral Degree Examination".

4. The graduate student has met the graduation threshold that was set by STU or the department and passed the review three times by the department, college, and university.

第五十八條 合於前條規定之碩(博)士班研究生，授予碩(博)士學位，並於辦理完成離校手續後，發給學位證書。本校「畢業離校手續及核發學位證書作業要點」另訂之。

Article 58 A graduate student studying in the master (doctoral) program and meeting the requirements of the preceding article shall be conferred with a master's (doctoral) degree, and issued with a degree certificate after completing the Procedures of Leaving STU. The "Operational Guidelines for the Procedures of Leaving STU Upon Graduation and Issuance of Degree Certificates" have been formulated separately.

第五十八條之一 如發現滿足學位授予條件所需之論文、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，經調查屬實者，應予撤銷，並公告註銷已發之學位證書。

前項撤銷學位，經公告註銷已發之學位證書後，應通知當事人繳還該學位證書，

並將撤銷與註銷事項，通知其他大專校院及相關機關、機構。

Article 58-1 If the research papers, works, achievement certificates, written reports, technical reports, or professional practice reports that are required for students to meet the conditions of degree conferral are found to be falsified, altered, plagiarized, written by others, or involved in other fraudulent matters, and once such wrongdoing is found to be true after investigation, then STU shall revoke the conferred degrees, and announce cancellation of the issued degree certificates.

After revocation of the degrees indicated in the preceding paragraph as well as announcement of cancellation of the issued degree certificates, STU should notify the parties concerned to return the degree certificates, and notify other junior colleges, universities, and the related institutions and organizations of the revocation and cancellation aforesaid.

第五篇 學籍管理

Section 5 Management of Student Status

第五十九條 本國籍學生姓名、出生年月日及身分證號，以身分證所載者為準。非本國籍學生之學生基本資料以護照或居留證所載者為準。入學資格證件所載與身分證、護照或居留證所載不符者，應即更正。

學生戶籍地址以身分證所載為準，並作為兵役或其他政府法定通知使用。

學生通訊地址之填報、更改與使用規定如下：

一、未滿十八歲者，應經法定代理人或監護人確認。

二、學士班日間部學生已滿十八歲(含)者，得由本校與學生家長確認。

三、得作為本校各項校務行政與教學通知(諸如：成績通知、退學通知、休學通知、復學通知...等)使用。

Article 59 The name, date of birth and identity card number of each domestic student of STU must be the same as what is stated on his/her identity card. As for those students that are not of the nationality of the Republic of China, their basic information must be the same as what is stated in their passports or Alien Resident Certificates (ARCs). If the information on the admission qualification certificates is different from that on the students' identity cards, passports or ARCs, correction should be made immediately.

A student's registered household address should be the same as that shown on his/her identity card, and shall be used for military service or other statutory notifications of the government. The regulations for filling in, change and use of the mailing addresses of students are shown as follows:

1. For those students under the age of 18, their mailing addresses should be confirmed by their legal representatives or guardians.
2. For those students studying at the full-time bachelor program and being above the age of 18 (inclusive), STU shall confirm their mailing addresses with their parents.
3. The addresses of all students can be used in different administrative affairs and teaching notices of STU (such as notice of academic performance, notice of expulsion, notice of suspension of studies, notice of resumption of studies ... etc.).

第六十條 在校學生及畢業生申請更改姓名、出生年月日、或身分證號者，應檢附戶政機關發給之有效證件，報由教務處更正、列管並於保存一年後銷毀。

Article 60 Any current students and graduates applying for changing their names, dates of birth or identity card numbers should attach to the application form a valid certificate issued by a household registration office, and submit them to the Academic Affairs Office for correction and keeping on file. The submitted documents shall be destroyed after being kept for one year.

第六十一條 學生學籍、成績資料檔案以教務處原始表件為準，由本校建立電子檔永久保存。原始表件則於保存備查五年後銷毀，以維護學生個人資料之安全。
學生學籍、成績學習資料得運用於本校各項校務行政與教學業務。
本校學生參加校外教學課程之意外保險資料投保，得經授課教師提出申請並完成簽核程序後，交由健康促進中心進行投保作業，以維學生校外教學之安全保障。
未滿十八歲學生之學籍、成績與出席狀況資料，學生家長得逕行申請查詢；家長初次申請查詢學生之學籍、成績與出席狀況資料時，學生如已滿十八歲，應經學生同意後始得為之。

Article 61 The students' information files of student status and academic performance are based on the data on the original forms and documents kept by the Academic Affairs Office, and STU shall create an electronic file for keeping them permanently. The original forms and documents shall be destroyed after being kept for five years for reference so as to secure the students' personal data.

The students' information of student status and academic performance can be used in different administrative and teaching operations of STU.

For the STU students participating in off-campus trips, in order to maintain their safety during the off-campus trips, the teacher concerned shall submit an application for participating accident insurance for the students and complete the approval process so as for the Health Promotion Center to complete the insurance operation.

Parents of those students under the age of 18 may directly apply to inquire about their children's student status, academic performance and attendance statuses. If a student is over 18 years old by the time his/her parent applies for the first time to inquire about the child's student status, academic performance, and attendance status, the parent must obtain the student's consent beforehand.

第六篇 附則

Section 6 Supplementary Provisions

第六十二條 本校學生入學、休學、復學、退學、轉學、轉系、畢業、保留入學資格、成績考核、暑期修課、校際選課、出國期間有關學業及學籍處理辦法及其他有關學籍事項，悉依本學則辦理。

Article 62 The STU students' admission to STU, suspension of studies, resumption of studies, expulsion from school, school transfer, department transfer, graduation, student status retention, assessment of academic performance, summer course taking, intercollegiate course selection, handling of studies and student status while being abroad, as well as other matters relating to student status shall all be in accordance with the Academic Regulations herein.

第六十三條 本校學生獎懲辦法另訂之，並報請教育部備查。

Article 63 The Guidelines for Rewards and Punishments for Students have been formulated separately, and submitted to the Ministry of Education for future reference.

第六十四條 本學則第三、四篇未規定事項準依第二篇之有關規定辦理。

Article 64 Any matters not specified in Section 3 and Section 4 of the Academic Regulations shall be handled in accordance with the related articles in Section 2.

第六十五條 學生辦理緩徵、儘後召集依據內政部兵役法相關法規辦理。

Article 65 Any students' application for deferral of military service and call-up after finishing military service shall be handled in accordance with the related provisions of the Act of Military Service System of the Ministry of the Interior.

第六十六條 本校在學學生應參加學生團體保險。遇學生需保險理賠時，本校應主動協助辦理。

Article 66 All students enrolled in STU should participate in student group insurance. In case a student needs to make an insurance claim, STU should take the initiative to assist in going through the related formalities.

第六十七條 本校得經教育部或政府機關核定同意，招收二年制專科學校專班。其學生學籍及相關事項依專班計畫書或招生簡章辦理。專班計畫書或招生簡章未規定事項，得準用本學則辦理。

本校開設之學士班以上學位學程，學生學籍及其相關事項，得準用本學則辦理。

Article 67 After obtaining approval from the Ministry of Education or the related government departments, STU may recruit students for the programs of the two-year junior college. The student status of these students as well as the related matters shall be handled in accordance with the Program Plan or Admission Brochure. Any matters not specified in the Program Plan or Admission Brochure shall be handled in accordance with the Academic Regulations. The degree programs above the bachelor's degree programs offered by STU, the student status of these programs' students as well as the related matters shall be handled in accordance with the Academic Regulations.

第六十八條 本校學生突遭經教育主管機關認定之重大災害，經校內會議決議後，有關該生入學考試及資格、註冊、繳費及選課、請假、成績考核及學分抵免、休學、退學、復學、退費及修業期限與畢業資格條件等彈性修業機制規定另依「樹德科技大學維護突遭重大災害學生學習權益處理原則」辦理。

Article 68 In the event that a student of STU suddenly encounters a major disaster recognized by the competent education authority, and a resolution is made in the internal meeting subsequently held by STU, the student's entrance examination and qualifications, registration, tuition and fee payment, course selection, request of leave of absence, academic performance assessment and credit exemption, suspension of studies, expulsion from school, resumption of studies, refund of tuition and fees, duration of studies, graduation qualifications, as well as other regulations for flexible studying mechanism, shall all be handled in accordance with "Shu-Te University's Principles for Safeguarding the Learning Rights and Interests of the Students Affected by Major Disasters".

第六十八條之一 本校運動傑出學生依規定程序經學校核准者，得彈性修讀課程，依本校「特殊才藝(能)績優生 資格審核暨課業成績處理原則」辦理，其原則另訂之。

Article 68-1 Any STU students, who have outstanding sports performance and obtained STU's approval in accordance with the related regulations, may flexibly take courses, and shall go through

the related formalities in accordance with STU's "Principles for Qualification Review and academic performance Processing of the Students with Special Talents (Abilities)", which have been formulated separately.

第六十八條之二 自一一三年一月一日起恢復徵集服常備兵，有關九十四年次以後出生就讀學士班之役男學生，就學期間服役彈性修業措施，由本校另訂之，並報教育部備查。

Article 68-2 As of January 1, 2024, recruitment of standing soldiers was resumed. Regarding the conscription-age male students who were born after 2005 and are studying at the bachelor's degree program, the flexible studying measures for them during military service in their duration of studies have been formulated by STU separately, and submitted to the Ministry of Education for future reference.

第六十九條 本學則未盡事宜，依相關法令規定辦理。

Article 69 Any matters not covered in the Academic Regulations shall be handled in accordance with the related laws and regulations.

第七十條 本學則經教務會議、校務會議通過、陳請校長核定，報請教育部備查後公布施行，修正時亦同。

Article 70 The Academic Regulations of STU were approved at the academic affairs meeting and university affairs meeting, approved by the President, and then submitted to the Ministry of Education for future reference before being promulgated for implementation, and shall go through the same procedures in case of amendments.