

# 東海大學學則

## Tunghai University Academic Regulations

- 100年4月19日教務會議修正通過  
Amended and approved by the Academic Affairs Meeting on April 19, 2011
- 100年5月24日第188次校務會議備查  
Archived by the 188th University Council on May 25, 2011
- 100年6月7日臺高(二)字第1000096230號函准備查  
Archived by Tai Gao (Er) Zi No. 1000096230 on June 7, 2011
- 100年11月22日教務會議修正通過  
Amended and approved by the Academic Affairs Meeting on November 22, 2011
- 100年12月27日第190次校務會議備查  
Archived by the 190th University Council on December 27, 2011
- 101年2月1日臺高(二)字第1010013036號函准備查  
Archived by Tai Gao (Er) Zi No. 1010013036 on February 1, 2012
- 101年4月17日教務會議修正通過  
Amended and approved by the Academic Affairs Meeting on April 17, 2012
- 101年5月22日第192次校務會議備查  
Archived by the 192nd University Council on May 22, 2012
- 101年6月5日臺高(二)字第1010101618號函准備查  
Archived by Tai Gao (Er) Zi No. 1010101618 on June 5, 2012
- 101年11月27日教務會議修正通過  
Amended and approved by the Academic Affairs Meeting on November 27, 2012
- 101年12月18日第194次校務會議備查  
Archived by the 194th University Council on December 18, 2012
- 102年2月4日臺高(二)字第1020014654號函准備查  
Archived by Tai Gao (Er) Zi No. 1020014654 on February 4, 2013
- 102年11月12日教務會議修正通過  
Amended and approved by the Academic Affairs Meeting on November 12, 2013
- 102年12月18日第198次校務會議備查  
Archived by the 198th University Council on December 18, 2013
- 103年1月24日臺教高(二)字第1030010450號函准備查  
Archived by Tai Gao (Er) Zi No. 1030010450 on January 24, 2014
- 104年4月21日第150次教務會議修正通過  
Amended and approved by the 150th Academic Affairs Meeting on April 21, 2015
- 104年6月23日本校103學年度第1次臨時校務會議備查  
Archived by the 1st interim University Council of the 2014 academic year on June 23, 2015
- 104年7月30日臺教高(二)字第1040092542號函准備查  
Archived by Tai Gao (Er) Zi No. 1040092542 on July 30, 2015
- 104年11月17日第151次教務會議修正通過  
Amended and approved by the 151st Academic Affairs Meeting on November 17, 2015
- 104年12月22日第206次校務會議備查  
Archived by the 206th University Council on December 22, 2015
- 105年2月19日臺教高(二)字第1040185458號函准備查  
Archived by Tai Gao (Er) Zi No. 1040185458 on February 19, 2016
- 105年4月12日第152次教務會議修正通過  
Amended and approved by the 152nd Academic Affairs Meeting on April 12, 2016
- 105年5月24日第208次校務會議備查  
Archived by the 208th University Council on May 24, 2016
- 105年6月1日臺教高(二)字第1050074831號函准備查  
Archived by Tai Gao (Er) Zi No. 1050074831 on June 1, 2016
- 105年11月15日第154次教務會議修正通過  
Amended and approved by the 154th Academic Affairs Meeting on November 15, 2016
- 105年12月20日第210次校務會議備查  
Archived by the 210th University Council on December 20, 2016
- 106年1月20日臺教高(二)字第1050184351號函准備查  
Archived by Tai Gao (Er) Zi No. 1050184351 on January 20, 2017
- 106年11月21日第157次教務會議修正通過  
Amended and approved by the 157th Academic Affairs Meeting on November 21, 2017

107 年 1 月 2 日第 214 次校務會議備查  
Archived by the 214th University Council on January 2, 2018  
107 年 1 月 23 日臺教高(二)字第 1070002475 號函准備查  
Archived by Tai Gao (Er) Zi No. 1070002475 on January 23, 2018  
107 年 2 月 6 日臺教高(二)字第 1070019453 號函准備查  
Archived by Tai Gao (Er) Zi No. 1070019453 on February 6, 2018  
107 年 4 月 24 日第 159 次及 5 月 31 日第 160 次教務會議修正通過  
Amended and approved by the 159th Academic Affairs Meeting on April 24, 2018 and the 160th Academic  
Affairs Meeting on May 31, 2018  
107 年 10 月 16 日第 217 次校務會議備查  
Archived by the 217th University Council on October 16, 2018  
108 年 1 月 10 日臺教高(二)字第 1070215891 號函准備查第 11、31、43、51 條  
Articles 11, 31, 43 & 51 archived by Tai Gao (Er) Zi No. 1070215891 on January 10, 2019  
108 年 3 月 13 日臺教高(二)字第 1070215891 號函准備查第 16 條  
Article 16 archived by Tai Gao (Er) Zi No. 1070215891 on March 13, 2019  
108 年 4 月 14 日第 163 次教務會議通過修正第 3、5、7、51 條  
Articles 3, 5, 7 & 51 amended and approved by the 163rd Academic Affairs Meeting on April 14, 2019  
108 年 5 月 28 日第 220 次校務會議備查  
Archived by the 220th University Council on May 28, 2019  
108 年 6 月 28 日臺教高(二)字第 1080089400 號函准備查第 3、5、7、51 條  
Articles 3, 5, 7 & 51 archived by Tai Gao (Er) Zi No. 1080089400 on June 28, 2019  
108 年 11 月 12 日第 164 次教務會議通過修正第 16、25、28、29、30、33、34、35 及 52 條  
Articles 16, 25, 28, 29, 30, 33, 34, 35 & 52 amended and approved by the 164th Academic Affairs Meeting on November 12,  
2019  
108 年 12 月 17 日第 222 次校務會議備查第 16、25、28、29、30、33、34、35 及 52 條  
Archived by the 222nd University Council on December 17, 2019  
109 年 2 月 18 日臺教高(二)字第 1090014465 號函准備查第 16、25、28、29、30、33、34、35 及 52 條  
Articles 16, 25, 28, 29, 30, 33, 34, 35 & 52 archived by Tai Jiao Gao (Er) Zi No. 1090014465 on February 18, 2020  
109 年 4 月 28 日第 165 次教務會議通過修正第 11 及 43 條  
Articles 11 & 43 amended and approved by the 165th Academic Affairs Meeting on April 28, 2020  
109 年 6 月 9 日第 223 次校務會議備查第 11 及 43 條  
Archived by the 223rd University Council on June 9, 2020  
109 年 7 月 27 日臺教高(二)字第 1090107619 號函准備查第 11 及 43 條  
Articles 11 & 43 archived by Tai Jiao Gao (Er) Zi No. 1090107619 on July 27, 2018  
109 年 11 月 17 日第 166 次教務會議通過修正第 40 及 41 條  
Articles 40 & 41 amended and approved by the 166th Academic Affairs Meeting on November 17, 2020  
109 年 12 月 22 日第 225 次校務會議備查第 40 及 41 條  
Archived by the 225th University Council on December 22, 2020  
110 年 2 月 5 日臺教高(二)字第 1100014654 號函准備查第 40 及 41 條  
Articles 40 & 41 archived by Tai Jiao Gao (Er) Zi No. 1100014654 on February 5, 2021  
110 年 4 月 27 日第 167 次教務會議通過修正第 11、22、31 及 43 條  
Articles 11, 22, 31 & 43 amended and approved by the 167th Academic Affairs Meeting on April 27, 2021  
110 年 6 月 1 日第 227 次校務會議備查第 11、22、31 及 43 條  
Archived by the 227th University Council on June 1, 2021  
110 年 7 月 1 日臺教高(二)字第 1100080521 號函准備查第 11、22、31 及 43 條  
Articles 11, 22, 31 & 43 archived by Tai Jiao Gao (Er) Zi No. 1100080521 on July 1, 2021  
110 年 11 月 16 日第 168 次教務會議通過修正第 11 條  
Article 11 amended and approved by the 168th Academic Affairs Meeting on November 16, 2021  
110 年 12 月 21 日第 229 次校務會議備查第 11 條  
Archived by the 229th University Council on December 21, 2021  
111 年 3 月 2 日臺教高(二)字第 1110016049 號函准備查第 11 條  
Article 11 archived by Tai Jiao Gao (Er) Zi No. 1110016049 on March 2, 2022  
111 年 4 月 26 日第 169 次教務會議通過修正第 22 及 31 條  
Articles 22 & 31 amended and approved by the 169th Academic Affairs Meeting on April 26, 2022  
111 年 5 月 31 日第 231 次校務會議備查第 22 及 31 條  
Archived by the 231st University Council on May 31, 2022  
111 年 6 月 28 日臺教高(二)字第 1110056971 號函准備查第 22 及 31 條  
Articles 22 & 31 archived by Tai Jiao Gao (Er) Zi No. 1110056971 on June 28, 2022  
111 年 11 月 15 日第 170 次教務會議通過修正第 25、47、54、55、56 及 59 條  
111 年 12 月 20 日第 233 次校務會議備查第 25、47、54、55、56 及 59 條

112 年 2 月 16 日臺教高(二)字第 1120005344 號函准備查第 25、47、54、55、56 及 59 條  
112 年 4 月 18 日第 171 次教務會議通過修正第 16、22、25、28、40 及 41 條  
112 年 5 月 23 日第 235 次校務會議通過修正第 16、22、25、28、40 及 41 條  
112 年 7 月 14 日臺教高(二)字第 1120057375 號函准備查第 16、22、25、28、40 及 41 條  
112 年 9 月 12 日第 172 次臨時教務會議通過修正第 6、9、17、18、19、23、39、43 及 51 條  
112 年 10 月 24 日第 236 次校務會議通過修正第 6、9、17、18、19、23、39、43 及 51 條  
112 年 12 月 14 日臺教高(二)字第 1120116055 號函准備查第 6、9、17、18、19、23、39、43 及 51 條

## 第一章 總則

### Chapter 1 General Provisions

- 第一條 本校為處理學生學籍及修業有關事宜，特依據大學法暨其施行細則及相關法規，訂定本學則。
- 本學則所稱各學系，包含學系、獨立研究所及學位學程。
- Article 1 Tunghai University (THU) hereby formulates the Academic Regulations in accordance with the University Act, the Enforcement Rules of the University Act, and related regulations to administrate student enrollment and studies. Departments herein refer to departments, independent graduate institutes, and degree programs.
- 第二條 本校學生入（轉）學、保留入學資格、繳費、註冊、選課、轉系、修習輔系、雙主修、學程、休學、復學、退學、學分、成績考核、修業年限、畢業及其他學籍有關事項，除法令另有規定外，依本學則辦理。
- Article 2 THU affairs regarding student enrollment (transfer), student status retention, payment, registration, course selection, change of major, double major, degree program, suspension, re-enrollment, withdrawal, transcript verification, program length, graduation, and other students related affairs shall be administered according to the Regulations unless otherwise regulated.

## 第二章 入（轉）學、保留入學資格

### Chapter 2 Enrollment (Transfer) and Student Status Retention

- 第三條 本校於每學年開始前，公開招考碩士班、博士班及學士班一年級新生，或酌情招收各學系學士班二、三年級（建築學系四年級）轉學生；其招生簡章另訂之。
- 前項各類招生規定另訂，經校級招生委員會議通過，報教育部核定後實施。
- Article 3 THU recruits freshmen students through public entrance examinations for admission into its undergraduate, graduate, and doctoral programs for each academic year. A limited quota of transfer students are also admitted into sophomore or junior classes (or senior classes for the Department of Architecture) for undergraduate programs. The admissions guideline shall be separately established.
- The specific enrollment regulations for the aforementioned categories shall be separately formulated. Upon approval by the university admissions committee, they shall be implemented following endorsement by the Ministry of Education.
- 第四條 公立或已立案之私立高級中等學校及同等學校畢業，或具有同等學力資格，並符合本校招生簡章規定條件，經本校公開招生錄取者，得入學本校修讀學士學位。

大學及獨立學院或符合教育部採認規定之國外大學畢業得有學士學位，且已服畢兵役或無兵役義務，並符合本校招生簡章規定條件，經本校公開招生錄取者，得入學本校修讀學士後第二專長學士學位學程修讀學士學位。

大學及獨立學院或符合教育部採認規定之國外大學畢業得有學士學位，或具有同等學力資格，並符合本校招生簡章規定條件，經本校公開招生錄取者，得入學本校碩士班修讀碩士學位。

大學及獨立學院或符合教育部採認規定之國外大學畢業得有碩士學位，或具有同等學力資格，並符合本校招生簡章規定條件，經本校公開招生錄取者，得入學本校博士班修讀博士學位。

本校學士班應屆畢業生或碩士班修業一年以上研究生，成績優異，得依本校「學生逕修讀博士學位作業要點」規定申請逕修讀博士學位。其作業要點另訂，經教務會議通過後實施。

碩、博士班甄試錄取學生，符合入學資格條件者，得申請提前一學期註冊入學。

#### Article 4

Graduates of public or registered private high school or of school of equivalent educational level of domestic high school or those of high school equivalent educational level who are admitted to NTU through open admissions may enroll in the University's undergraduate programs if they are considered eligible under the admissions guideline.

Graduates from universities and independent colleges, or graduates from foreign universities recognized by the Ministry of Education, who hold a bachelor's degree, have completed their mandatory military service or are exempt from military service, and meet the conditions stipulated in THU's admissions guidelines, may, after being admitted through the university's public admissions process, pursue a second bachelor's degree program at THU.

Graduates from universities and independent colleges, or graduates from foreign universities recognized by the Ministry of Education, who hold a bachelor's degree or have equivalent education levels, and meet the conditions stipulated in THU's admissions guidelines, may, after being admitted through the university's public admissions process, enroll in THU's graduate program to pursue a graduate degree.

Graduates from universities and independent colleges, or graduates from foreign universities recognized by the Ministry of Education, who hold a graduate degree or have equivalent education levels, and meet the conditions stipulated in THU's admissions guidelines, may, after being admitted through the university's public admissions process, enroll in THU's doctoral program to pursue a doctoral degree.

Graduates of undergraduate programs or students with at least one year of study in any graduate program at THU, who have demonstrated outstanding academic performance, may apply for direct admission to the university's doctoral programs in accordance with the Guidelines for Direct Admission to Doctoral Program from Graduate Program. The guidelines shall be separately established and implemented following endorsement by the Academic Affairs Meeting.

Students admitted through the entrance examination for graduate and doctoral

programs, who meet the admission requirements, may apply to enroll one semester earlier.

第五條 外國學生得依本校「外國學生入學規定」申請入學本校。其辦法另訂，經校級招生委員會議通過，報教育部核定後實施。

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、歸化或回中華民國國籍者，喪失外國學生身分，應予退學。

Article 5 International students may apply for admission to this university in accordance with the THU Regulations for the Admission of International Students. The regulations shall be separately established and implemented following approval by the university admissions committee and endorsement by the Ministry of Education.

An international student who has been permitted to undertake initial household registration, resident registration, naturalization, or restoration of R.O.C. nationality procedures during the course of their studies in Taiwan will forfeit their international student status and shall be dismissed by their educational institution.

第六條 本校與境外大學校院學生得依本校「與境外大學辦理雙聯學制實施辦法」之規定在國內外大學及大陸地區修讀學位。其辦法另訂，經教務會議通後，公告施行。

Article 6 Students from this university and overseas universities may, in accordance with the THU Enforcement Rules for Dual-Degree Programs with Overseas Universities pursue degrees at universities in domestic and international locations, as well as in mainland China. The regulations shall be separately established and implemented following approval by the Academic Affairs Meeting and reported to the Ministry of Education for reference.

第七條 經本校學士班轉學考試錄取者，得轉入本校各學系相當年級修讀學士學位。轉學生報考資格條件，依本校「招生規定」辦理。

Article 7 Students who are admitted through the THU transfer examination for the undergraduate program may transfer to the corresponding year of study in various departments to pursue a bachelor's degree. The eligibility criteria for transfer students shall observe the THU Admissions Regulations.

第八條 新生有下列情形之一者，得於該學期上課開始日前，向教務處申請保留入學資格，經核准保留入學資格者，毋須繳納任何費用。

一、重病須長期療養持有區域級以上醫院出具之證明者。

二、家境清寒持有鄉鎮市區公所以上出具之低收入戶證明者。

三、服義務兵役持有入營服役通知書或在營服役證明者。

四、僑生、港澳生、大陸地區及外國籍學生因故不能按時來校報到入學者。

五、懷孕、分娩或撫育三歲以下子女持有證明者。

六、因其他不可抗力因素而無法於當學期註冊入學者。

七、參加教育部「青年教育與就業儲蓄帳戶方案」者。

八、教育部認定為突遭重大災害影響無法正常學習持有證明者。

前項第一至六款保留入學資格期限，除服兵役依法定役期保留外，以一年為限；第七款以三年為限；第八款得視個案需求專案延長其保留期限。

學士班轉學生、學士後第二專長學士學位學程學生及逕修讀博士學位學生不得申請保留入學資格。

Article 8 New students, who meet any of the following conditions, may apply to the Office of Academic Affairs to defer admissions before the semester begins (first day of school). Students approved for admissions deferral are not required to pay any fees.

1. Individuals suffering from severe conditions requiring long-term treatment, as certified by a hospital at the regional level or higher.
2. Students from economically disadvantaged families holding a certificate issued by a township, city, or district government verifying their status as low-income households.
3. Individuals required to fulfill mandatory military service, as certified by a notice of conscription or certificate of military service.
4. Overseas Chinese, Hong Kong, Macao, mainland Chinese, and international students who are unable to report for enrollment on time due to special circumstances.
5. Students who are pregnant, in labor, or have to raise their children under three years old, holding the necessary evidence.
6. Students unable to register for the current semester due to force majeure.
7. Students in the MOE Youth Education and Employment Saving Accounts Program.
8. Individuals recognized by the MOE as being significantly affected by a major disaster, holding appropriate certification.

For Items 1~6, students may defer admissions up to a maximum of one year. Those in mandatory military service are exceptions, and can defer admissions for the entire duration of their service. For Item 7, students may defer admissions up to a maximum of three years. For Item 8, students may defer admission for the duration of their program.

Students transferring into undergraduate programs, students pursuing a second bachelor's degree, and graduate students approved for direct admissions to doctoral programs shall not defer admissions.

第九條 新生、轉學生應依本校規定時間完成報到及註冊手續，並繳交正式學歷證件或其他必要文件，方得入學。因故申請延緩，經本校核准者得先行入學，於規定時間補辦。逾期未完成註冊或未補交規定文件者，撤銷其入學資格。

具役男或後備軍人身分者，應依照學生事務處相關規定辦理緩徵或儘後召集手續。

中華民國 94 年(含)以後出生之學士班就學役男，可依個人意願於就學期間申請專案提前入伍服役，為期一年。其實施辦法另訂，經教務會議通過，報教育部備查。

Article 9 New students and transfer students must complete the registration process and submit official academic credentials or other necessary documents in accordance

with the university's specified timeline in order to be admitted. In cases of valid reasons for delay, those approved by the university may be allowed to commence their studies first and complete the necessary procedures at a later date within a stipulated timeframe. Failure to complete registration or submit required documents within the specified period will result in the revocation of their admission offer.

Male students who are subject to mandatory military service or are part of the reserve forces shall follow the relevant regulations set forth by the Office of Student Affairs for procedures to defer conscription or enlistment.

#### 第十條

入學新生姓名、出生年月日，應以國民身分證所載者為準（無身分證之僑生及外國學生依居留證；大陸學生依入、出境許可證）。入學資格證件所載與身分證件所載不符者，應即更正。

學生於入學考試舞弊或入學所繳學經歷證件，如有假借、冒用、偽造、變造等情事，經查證屬實或判刑確定者，即開除學籍。除由學校通知其家長或監護人外，不發給與修業有關之任何證明文件。畢業後始發覺者，除勒令繳銷其畢業證書外，並撤銷其畢業資格。

#### Article 10

The name and date of birth of new students should match the information provided on their National ID Card (or resident certificate for international students or overseas Chinese students without an IC Card and Exit & Entry Permit Taiwan for students from mainland China). Any discrepancies between the information on the admissions document and the National ID Card should be corrected promptly.

New students who have committed fraudulent behavior in the entrance examination or submitted documentation that is found to be the product of fabrication, impersonation, forgery, or falsification shall be expelled without any academic certificate, and their parents or guardians shall be notified. If a student's submission of fraudulent documents is discovered after graduation, THU shall revoke the student's degree and announce the revocation of their status as a graduate of THU.

### 第三章

### 繳費、註冊、選課

#### Chapter 3

#### Payment, Registration, and Course Selection

#### 第十一條

學生每學期註冊應繳交之各項費用及其數額，於每學期開學前公布之；教育部認定為突遭重大災害學生其所修科目學分如未達每學期最低應修科目學分，得依所修學分數繳交學分費，毋須繳交全額學雜費。

學生應於每學期始業前，按照本校行事曆規定之註冊繳費截止日前繳交應繳費用完成註冊。各學制（含日間學士班、進修學士班、碩士班、碩士在職專班及博士班）入學第一學期新生（不含轉學生），於本校行事曆規定註冊繳費截止日（含）前申請休學者，無須繳交學雜費。逾期未完成註冊，經通知仍未補辦者，應予休學，休學累計已達四學年者，應予退學。

延畢生應於註冊繳費截止日前，先繳納平安保險費、各項使用費及雜費以完成註冊手續，未如期繳費者，以未註冊論，依前項規定辦理；已完成註冊手續者，再於當學期加退選課程結束後三週內，依所選學分數繳納學分費及雜費。未繳清者，其欠費併入次學期註冊繳款單並依前項規定繳交。

學生因特殊情況不克如期繳費者，得依本校「學生申請緩繳學雜費作業要點」規定申請延緩繳費。

退學生、應屆畢業生（含延畢生）應依規定完成離校手續後，始發給修業證明書或學位證書。

學期始業後，已註冊學生因故申請休、退學者，其退費標準依本校「學生學雜費及學分費與其他費用繳納辦法」之規定辦理。但教育部認定為突遭重大災害影響無法正常學習者，本校得退回相關學雜費用，不受學生休、退學時間限制。

#### Article 11

The fees and amounts to be paid by students for each semester shall be announced before the start of each semester. Students recognized by the Ministry of Education as being affected by a major disaster, who have not attained the minimum required credits for the semester, may pay credit fees based on the number of credits they have completed, without having to pay the full tuition and miscellaneous fees.

Students are required to complete the registration process by paying the necessary fees before the registration deadline specified in the THU calendar for each semester. For their first semester of enrollment in each academic program (including regular undergraduate programs, in-service undergraduate programs, graduate programs, in-service graduate programs, and doctoral programs), freshmen students (excluding transfer students) who apply for suspension on and before the registration deadline specified by the THU calendar are exempt from paying tuition and miscellaneous fees. Failure to complete registration by the specified deadline, and not completing the registration process despite notification, shall result in a compulsory suspension. Students suspended for four academic years shall be expelled.

Students deferring graduation are required to pay insurance fees for accident, other fees, and miscellaneous fees before the registration deadline. Those who fail to pay on time will be considered unregistered and will be subject to the provisions mentioned above. Students who have completed the registration process are then required to pay credit fees and miscellaneous fees within three weeks after the add/drop period for the current semester, based on the number of credits selected. Any outstanding fees will be included in the registration payment slip for the next semester and must be paid according to the aforementioned regulations.

Students unable to make payments before the deadline due to special circumstances may apply for deferred payment according to the THU Guidelines for Deferring Tuition and Miscellaneous Fees Payment.

Withdrawn or graduating students (including those who have deferred graduation) will receive their course completion certificate or academic certificate after completing checking procedures for leaving school.

For students who apply for suspension or withdrawal after the start of the semester, refunds will issued according to the THU Regulations for Payment of Tuition and Miscellaneous Fees, Credit Fees, and Other Expenses for Students. However, students recognized by the MOE as being unable to continue their education due to major disasters may be eligible for tuition and miscellaneous fee refunds, regardless of the time of their withdrawal or suspension.



第十二條 新生及轉學生應於規定日期辦理註冊繳費及入學手續，其因病或特殊事故，檢具證明文件，事先申請經核准者，得延期辦理；未申請延期或延期期滿仍未辦理註冊入學手續者，除核准保留入學資格者外，即撤銷其入學資格。

Article 12 Freshmen and transfer students shall complete the registration, payment, and enrollment procedures before the specified deadlines. Extensions may be granted in cases of illness or special circumstances if students provide supporting documents and are approved. THU will revoke admissions for any students who fail to apply for an extension or who do not complete the registration and enrollment procedures by the extended deadline, except for those who have been approved for admission deferral.

第十三條 自一〇五學年度起，學生在學期間應經本校同意，始得在其他大學校院或在本校二個（含）以上學系註冊入學。

學生申請雙重學籍以不同學制為原則，並於雙重學籍事實發生之當學期註冊前，向就讀學系提出申請，經學系主管同意並經教務處核定後，始具雙重學籍。雙重學籍學生入學、選課、休學、復學、退學、轉學、轉系、成績考查、修業年限及畢業等有關學籍及成績事宜，悉依本校學則規定辦理。

Article 13 Starting from the 2016 academic year, students are required to obtain approval from the university during the semester in order to register or enroll concurrently in another university or in two or more departments within THU.

Students applying for double registration should pursue different programs and submit an application to the department they are currently enrolled in before registration for the starting semester of double registration. Students will be granted double registration upon approval from the department chairman and confirmation from the Office of Academic Affairs.

For students with double registration, matters related to enrollment, course selection, suspension, re-enrollment, withdrawal, transference, change of major, grade verification, program length, graduation, and other student or grade-related affairs shall be administered according to the Regulations.

第十四條 學生應按照本校每學期公布之課程表及選課相關規定辦理選課；夜間學制以夜間排課為原則，必要時得於星期六、日排課。

已註冊學生於加退選截止日仍未選課者，應令休學。但其已休學期滿者應令退學。

Article 14 Students are required to comply with the course schedules and course selection guidelines announced by the university each semester for course selection. Courses for the night school division shall, in principle, be held at night and only on weekends when necessary.

Registered students who have yet to select any courses by the course selection deadline shall be suspended. If their suspension period has exceeded the maximum limit, the student will be ordered to withdraw from THU.

第十五條 學生加選或退選課程，應於每學期規定期限內為之，因特殊情形，經學系主管許可退選者，可在開學後四星期內為之。

Article 15 Students must add or drop courses within the specified period for each semester. In special circumstances, with approval from the department chairman, students may be allowed to drop courses within four weeks after the start of the semester.

第十六條 日間學士班學生每學期修習學分數，第一至三學年（建築系一至四學年）每學期不得少於十二學分，不得多於二十八學分。第四學年（建築學系五年級）不得少於九學分，不得多於二十八學分；進修學士班學生，除修業年限最後一年及延長修業年限之學期外，每學期修習學分數不得少於九學分，不得多於二十八學分。但情況特殊或教育部認定為突遭重大災害影響無法正常學習，經學系主任及教務處核可者，不在此限。

碩、博士班學生每學期修習學分數，由各學系自訂。

碩、博士班學生修習教育學程或補修學士班課程者，每學期修習學分數不得多於二十八學分。

學生每學期所修科目以其選課紀錄為準，凡未選之科目，雖有成績，不予登記；已選之科目，未經退選不得中途放棄，否則成績以零分（等第制 X）登錄，併入學期總平均計算。

Article 16 Students in regular undergraduate programs shall enroll in between 12 and 25 credits for their first to third years (or first to fourth year for students in the Department of Architecture) and between 9 and 25 credits for their fourth year (or fifth year for students in the Department of Architecture). Students in in-service undergraduate programs shall enroll in between 9 and 25 credits for their entire duration at THU, with the exception of their last year and periods of extended studies. Exceptions also apply in special circumstances or to individuals recognized by the MOE as being significantly affected by a major disaster, with approval from the department chairman and Office of Academic Affairs.

The credit requirement for graduate and doctoral students each semester shall be determined by departments.

However, graduate and doctoral students shall not enroll in more than 25 credits from Education Program courses or undergraduate courses each semester.

Course registration is based on course selection records. Any unregistered courses, even if scored, will not be registered. Students who drop out of registered courses without the formal course withdrawal procedures will receive a zero (letter grade: X), which will be factored into the semester average.

第十七條 本校學生申請選修外校課程，依「校際選課實施辦法」辦理。其實施辦法另訂，經教務會議通過 後，公告施行。

Article 17 THU students applying to enroll in courses from another university shall comply with the THU Cross-campus Course Registration Enforcement Rules. The regulations shall be separately established and implemented following approval by the Academic Affairs Meeting and reported to the Ministry of Education for reference.

第十八條 學生得於暑假期間申請修習暑期開授之課程，學生修習暑期班課程，依本校「暑期開班授課辦法」辦理。其辦法另訂，經教務會議通過 後，公告施行。

Article 18 Students may apply to enroll in summer courses during summer break in compliance with the THU Regulations for Summer Courses. The regulations shall be separately established and implemented following approval by the Academic Affairs Meeting and reported to the Ministry of Education for reference.

第十九條 學生肄業期間因故出境，依本校「學生出境期間有關學業及學籍處理要點」辦理。其處理要點另訂，經教務會議通過後，公告施行。

Article 19 Students leaving the country while on suspension shall observe the THU Regulations Regarding Academic & Enrollment Matters for Students Leaving the Country. The regulations shall be separately established and implemented following approval by the Academic Affairs Meeting and reported to the Ministry of Education for reference.

#### 第四章 學分、成績考查

#### Chapter 4 Credits & Grades

第二十條 學士班畢業學分總數不得少於一二八學分、學士後第二專長學士學位學程不得少於四十八學分、碩士班畢業學分總數（不含論文）不得少於二十四學分、博士班畢業學分總數（不含論文）不得少於十八學分，惟各學系得視實際需要酌予提高。

各學系學生應修科目學分悉照各學系各年級必修科目表實施，修畢該科目表所列科目學分者始得畢業。

學士後第二專長學士學位學程學生入學前得依本校抵免學分辦法辦理抵免；抵免後實際修習學分數不得少於四十學分。

各學系必修科目表應經學校課程委員會研議審訂，課程委員會組織規程另訂之。

Article 20 Undergraduate students require a minimum of 128 credits to graduate, students pursuing a second bachelor's degree require a minimum of 48 credits to graduate, graduate students require (excluding their thesis) a minimum of 24 credits to graduate, and doctoral students (excluding their dissertation) require a minimum of 18 credits to graduate. Departments may raise the minimum requirement if necessary.

Students in each department must complete the required credits according to the Major Courses List for each grade level in the respective department. Only after completing the required credits listed in the Major Courses List can a student graduate.

Students pursuing a second bachelor's degree may apply for credit transfers before enrollment at the university in compliance with the THU Credit Transfer Regulations. However, students must still take a minimum of 40 credits after transfers are granted.

The Major Courses List for each department shall be reviewed and approved by the Courses Committee. The regulations governing the organization of the Courses Committee will be separately established.

第二十一條 畢業年級相當於國內高級中學二年級之國外或香港澳門地區同級同類學校畢業生，以同等學力資格入學學士班後，應在規定修業年限內增加其應修畢業學分數十二學分。

Article 21 A student who graduated in a foreign country, Hong Kong, or Macao from a senior secondary school whose graduating year is academically equivalent to the second grade of a senior secondary school in Taiwan and admitted to the university's undergraduate program under equivalent education level will be required to take 12 more credits for graduation.

第二十二條 凡需課外自習之科目，每週授課一小時滿一學期者，為一學分；實習或實驗及毋需課外自習之科目，每週授課二至三小時滿一學期者，為一學分。

學士班體育與全民國防教育，每週授課均為二小時。體育必修二學年，全民國防教育必修一學期，學分不計。110 學年前入（轉）學者，全民國防教育必修一學年。111 學年後轉學生，適用轉入該年級之全民國防教育必修規定。

全民國防教育選修課修習及格之學分數列入各學系應修最低畢業學分數內，至多採計 2 學分。

Article 22 Students enrolled in subjects requiring one hour of self-study outside of the classroom each week for the entire semester will be granted one credit. Students enrolled in subjects requiring two or three hours of extra hours in lab or intern classes, but without self-study requirements, will be granted one credit.

Undergraduate PE and All-out Defense courses shall have two hours of instruction each week. Undergraduate students are required to take two years of PE courses and one semester of All-out Defense courses. PE courses and All-out Defense courses are both non-credit courses. Students enrolled (transferred) before the 2021 academic year shall take one year of All-out Defense courses. Transfer students enrolled after the 2022 academic year shall comply with the All-out Defense requirement for their grade level.

Sophomore All-out Defense courses are electives. Grades and credits from these courses will not be counted toward any credit requirements for graduation.

第二十三條 學生入學前已修習及格之科目與學分，得由本校酌予抵免其已修習及格之科目與學分，並得視抵免學分多寡提高編級，惟至少須修業一年。但以推廣教育學分班學員修讀期滿經考試及格入學者，其修業年限不得少於該學制修業期限二分之一，且不得少於一年。

學生抵免學分依本校抵免學分辦法辦理，其辦法另訂，經教務會議通過後，公告施行。

Article 23 Students who have successfully completed subjects and earned credits before enrollment may be granted credit transfer at the discretion of the university. Depending on the amount of credits transferred, students may be moved to a higher grade level. However, they must complete at least one year of study at the university. Students in continuing education programs who have completed their studies, passed the entrance examination, and gained admission must complete the longer of the following: half of the program's prescribed period or one year.

Credit transfer shall comply with the THU Credit Transfer Regulations, which shall be separately established and implemented following approval by the Academic Affairs Meeting and reported to the Ministry of Education for reference.

第二十四條 學士班延長修業年限學生，若缺修學分係第二學期課程者，第一學期得辦理休學，免予註冊。註冊者，可不受第十四條第二項之限制。

Article 24 Students in extended study periods are exempt from registration and may apply for suspension if they only require credits from courses offered in the second semester. Registered students will not be subject to Paragraph 2 of Article 14.

第二十五條 自 112 學年度起入學各學制一年級新生學期成績實施百分制與等第制併列紀錄於成績單，學生各項成績排名均以百分制計算。學生學業成績處理及各科目學期成績（含跨校或國外修課）百分制與等第制轉換依本校「學生成績作業要點」辦理。

學士班各科（含體育、全民國防教育）之學期成績達六十分（等第制 C-）為及格，研究生各科之學期成績達七十分（等第制 B-）為及格，及格者始得給予學分。

全學年科目，僅修畢一學期，不給學分。但自 105 學年度起，全學年科目修畢單一學期課程成績及格者給予學分。

性質特殊之科目，提經教務會議通過後，得採「通過」、「不通過」之考評方式。經本校核准赴境外修課交換生（不含雙聯學制），其學分採認由所屬學系或權責單位審核認定，且成績一律採「通過」、「不通過」方式，並送教務處核定登錄。採「通過」、「不通過」考評方式之科目，計入其畢業學分，不計入學業平均。

已修習及格或已核准抵免之相同科目，不得重覆修習。但各學系另有規定者，不在此限。重複修習及格之學分不計入應修最低畢業學分內，惟當學期及畢業成績均列入計算。

研究生補修學士班基礎科目以六十分（等第制 C-）為及格，不列入學期學業平均成績，亦不計入畢業學分。未補修及格前，不得參加學位考試。研究生學位考試成績以七十分（等第制 B-）為及格。

Article 25 Starting from the 2019 academic year, all academic programs will adopt a letter grade system. The conversion of course grades (including those obtained from other institutions or abroad) from numerical grades to letter grades shall comply with the THU Grading Guidelines.

Student performance is assessed in two categories: academic (including PE and All-out National Defense courses for undergraduate programs) and conduct. For undergraduate programs, a numerical grade of 60 (letter grade: C-) is deemed a passing grade. For graduate programs, a numerical grade of 70 points (letter grade: B-) is deemed a passing grade. Only students who meet this criterion are eligible for credit.

In the case of full-year courses, credit is granted upon successful completion of both semesters. However, starting from the 2016 academic year, students who successfully complete a single semester of a full-year course will receive credit for that semester.

Courses unique in nature may adopt a pass/fail system upon approval by the Academic Affairs Meeting. For students participating in approved overseas exchange programs (excluding dual-degree programs), credits will be recognized by their respective departments or responsible units. The evaluation of performance will be officially recorded as either "pass" or "fail" and submitted to the Office of Academic Affairs for registration.

Courses evaluated on a pass/fail basis are included in the total credits required for graduation but not in the GPA.

Repeating a course for which a passing grade has already been achieved, or one for which credit has been granted through transfers, is generally not permitted. However, specific departmental regulations may provide exceptions. Credits earned from repeating a course and receiving a passing grade are not counted towards the minimum graduation credits, but are included in both the semester and cumulative averages.

For graduate students retaking foundational undergraduate courses, 60 points (letter grade: C-) is deemed a passing grade. These grades are not factored into the semester average, nor are they counted towards graduation credits. Until successfully completing the foundational undergraduate courses, students are ineligible to participate in degree examinations. The passing threshold for graduate students in degree examinations is 70 points (letter grade: B-).

第二十六條 本校學生學業成績之考查，分為下列各種：

- 一、平時考查：由任課教師隨時考查之。
- 二、期中考試：於學期中規定時間內舉行之。
- 三、學期考試：於學期末規定時間內舉行之。
- 四、博士學位候選人資格考核：依本校博士學位候選人資格考核實施要點規定辦理。
- 五、碩、博士學位考試：依本校研究生學位考試規則辦理；研究生學位考試規則另訂，並報教育部備查。

學生在校各種考試試卷，除發給學生者外應由任課教師保存一年。

學生對於學期成績有疑問時，得依本校教師繳交及更正成績作業要點相關規定辦理。

Article 26 Student's academic performance is assessed at THU through:

1. Regular Tests: Administered by instructors throughout the course.
2. Mid-term Exam: Administered in the middle of the semester, during mid-term week.
3. Final Exam: Administered at the end of the semester, during finals week.
4. Doctoral Qualification Examination: Administered in accordance with the THU guidelines on qualification assessment of doctoral degree candidacy.
5. Master's & PhD Degree Examination: Administered in accordance with THU regulations for graduate degree examinations at this university. The regulations

shall be separately established and reported to the Ministry of Education for reference.

All examination papers used for student assessments shall be retained by the course instructors for a period of one year, with the exception of those distributed to the students.

Students with questions regarding their semester grades can apply to correct their grades in compliance with the THU Guidelines on Grading & Correction of Grades by Faculty Members.

第二十七條 本校學生學業成績之種類如下：

- 一、平時成績：以平時考查及報告實驗等作業成績決定之。
- 二、期中考成績：以期中考試成績決定之。
- 三、學期考成績：以學期考試成績決定之。
- 四、學期總成績：以平時、期中及學期考試成績計算決定之。
- 五、畢業成績：學士班畢業生以各學期修習學分總和除成績積分總和（含暑修）為其畢業成績；碩、博士班畢業生之學業平均成績與學位考試成績之平均，為其畢業成績。

前項第一至三款所佔成績比例由任課教師自訂於授課大綱，並依所訂比例計算學生學期總成績。

Article 27 Grades provided to students at THU include:

1. Regular Performance: Determined from regular tests, reports, labs, and other assignments.
2. Mid-term Exam Performance: Determined from the mid-term exam.
3. Final Exam Performance: Determined from the final exam.
4. Semester Performance: Determined from the regular, mid-term exam, and final exam performance.
5. Final Performance at Graduation: The total of credits completed in each semester divided by the total score (including summer courses) for undergraduate students, which forms the basis of their graduation performance. The average of their academic performance and degree examination score for graduate and doctoral students.

The weight distribution of Items 1~3 is determined by the instructor in the syllabus. The semester performance will then be calculated accordingly.

第二十八條 百分制學期學業平均成績（不含暑修）以四捨五入取至小數點第二位，計算方法如下

- 一、以各科目學分乘該科目分數合計為總積分。
- 二、學生所修各科目學分總和，扣除以「抵免」、「通過」、「不通過」、「免修」或「停修」等考評方式之科目學分為總學分。
- 三、以總積分除以總學分為學業平均成績。
- 四、成績不及格或零分之科目計算在學業平均成績內。

等第制學期積分平均成績（GPA）（不含暑修）以四捨五入取至小數點第二位，計算方法如下：

- 一、以各科目學分乘該科目積分合計為總積分。
- 二、學生所修各科目學分總和，扣除以「抵免」、「通過」、「不通過」、「免修」或「停修」等考評方式之科目學分為總學分。
- 三、以總積分除以總學分為積分平均成績（GPA）。
- 四、成績不及格或等第制 X 之科目計算在積分平均成績（GPA）內。

Article 28 The average academic performance in numerical grade for a semester (excluding summer courses) shall be rounded up to the first decimal point and calculated as follows:

1. Multiply the credits of each course by the corresponding score to get the total points.
2. Sum up the total credit hours of all courses taken by the student, excluding courses labeled as "transferred," "pass," "fail," "waived," or "withdrawn."
3. Divide the total points by the total credit hours to obtain the average.
4. Fails and scores of zero are factored into the average.

The calculation of the grade point average (GPA) on a letter grade system (excluding summer courses) shall be rounded up to the first decimal point and calculated as follows:

1. Multiply the credit hours of each course by the corresponding score to get the total points.
2. Sum up the total credit hours of all courses taken by the student, excluding courses labeled as "transferred," "pass," "fail," "waived," or "withdrawn."
3. Divide the total points by the total credit hours to obtain the GPA.
4. Fails and the letter grade "X" are factored into the GPA.

第二十九條 本校學生學業成績排名原則如下：

一、在校生成績排名：

- (一) 學期（年）成績排名：以當學期（年）之同班級（學系、組）學生，依當學期（年）之學業平均成績排名，並分為班排名、系排名兩種。
- (二) 歷年成績排名：以同班級（學系、組）學生，依學業之總平均成績排名。
- (三) 延畢生與四年級學生（建築系為五年級）一同排名。
- (四) 各項排名以總學分除總積分；各學期修習學分低於九學分者不納入排名（研究生成績除外）。

二、畢業生成績排名：

- (一) 以同學年度畢業之班級（學系、組）學生，依學業之總平均成績排名。
- (二) 第一學期畢業生與同學年度第二學期畢業生一同排名。



學業成績排名於每學期開學後第二週起進行成績排名作業，事後因補交成績或成績更正案之程序完成時，如已逾排名作業時間，為保障學生權益，得重新計算其補交或更正成績學生之個人排名。

Article 29 Students at THU are ranked by academic performance in compliance with the following principles:

1. Academic rankings of students at THU:

- (1) Semester (Year) Ranking: Based on the academic average of students in the same class (department, group) for the current semester (year) and available in class rankings and department rankings.
- (2) Cumulative Ranking: Based on the cumulative average of students in the same class (department, group).
- (3) Students deferring graduation will be ranked with other seniors (or fifth-year students of the Department of Architecture).
- (4) Rankings are calculated by dividing the total points by the total credits; students with less than nine credits in a semester are excluded from the rankings (except for graduate students).

2. Ranking at graduation:

- (1) Based on the academic average of students in the same graduating class (department, group).
- (2) Students graduating in the same academic year, regardless of semester, will be ranked together.

The academic ranking process begins in the second week of each semester. In cases where grades are supplemented or corrected after the ranking process after rankings are closed, to protect the rights and interests of students, the individual ranking of students with supplemented or corrected grades may be recalculated.

第三十條 教師繳交及更正成績，依本校「教師繳交及更正成績作業要點」辦理。其作業要點另訂，經教務會議通過後實施。

Article 30 Faculty members shall comply with the THU Guidelines on Grading & Correction of Grades by Faculty Members for submitting and correcting grades. The guidelines shall be separately established and implemented following approval by the Academic Affairs Meeting.

第三十一條 學生學期成績不及格科目均不予補考，必修科目應重修。

Article 31 Students are not permitted to retake exams for failing classes, but shall retake compulsory courses.

第三十二條 學生因重病、重大事故或懷孕、分娩或撫育三歲以下子女請考試假，經准假缺考者，期中考試由任課教師予以補考，學期考試由教務處統一安排補考。補考成績應與該科其他成績合併計算，作為學期成績。

前項因懷孕、分娩或撫育三歲以下子女請假，經准假獲准補考者，其補考與成績考核方式得由任課教師視科目性質與需要彈性處理之。

Article 32 Students who are granted examination leave due to major illness, major accidents, pregnancy, childbirth, or caring for children under three years old, and are absent from the exam, will be given a makeup exam by the course instructor for mid-term exams. The Office of Academic Affairs will be responsible for organizing makeup exams for finals. Scores from the makeup exam should be combined with other scores for that subject to calculate the final grade for that semester.

For cases where leave is granted due to pregnancy, childbirth, or caring for children under three years old, and makeup exams are approved, the course instructor may determine the makeup exam and assessment methods, at their discretion, based on the nature of the subject and the student's circumstances.

第三十三條 學生未經准假，任意不參加考試者，該次缺考科目成績以零分（等第制 X）計。期中考試、學期考試、畢業考試，考試舞弊科目學期成績以零分（等第制 X）計算。

Article 33 Students are required to attend exams unless otherwise approved. Failure to attend exams will result in a score of zero (letter grade: X). Cheating during mid-term exams, final exams, and graduation exams will result in a score of zero (letter grade: X) for the subject's semester grade.

第三十四條 學士班學生在本校修業一年以上，其上一學年成績達下列各款標準者，列為榮譽生。

- 一、學年學業平均成績達八十五分（GPA 3.76）以上者。
- 二、學期科目各科成績達七十分（等第制 B-）以上者。
- 三、學年科目平均成績達七十分（等第制 B-）以上者。
- 四、名列本班前百分之五以內者。

Article 34 Undergraduate students enrolled at THU for at least one year will be recognized as honor students if they meet all of the following criteria:

1. Average academic performance for the academic year: 85 (GPA 3.76) or higher.
2. Average across all subjects for the semester: 70 (letter grade: B-) or higher.
3. Average score across all subjects for the academic year: 70 (letter grade: B-) or higher.
4. Ranking: Top 5% in the class.

第三十五條 學士班學生在校修業滿七學期（建築學系九學期；進修學士班七至九學期），前三（四）學年各學年均列為榮譽學生，第四（五）學年上學期成績達到下列各款標準：

- 一、學期學業平均成績達八十五分（GPA 3.76）以上者。
- 二、學期科目各科成績達七十分（等第制 B-）以上者。
- 三、名列本班前百分之五以內者。

合於上列標準者列為榮譽畢業生，由校頒給獎章及榮譽證書以資鼓勵。

Article 35 Undergraduate students who have completed seven semesters at THU (nine semesters for Department of Architecture students and seven to nine semesters for

in-service undergraduate students), been recognized as honors students in all previous (three or four) academic years, and meet all the following criteria in the fall semester of their fourth (or fifth) year:

1. Average academic performance for the semester: 85 (GPA 3.76) or higher;
2. Average across all subjects for the semester: 70 (letter grade: B-) or higher;
3. Ranking: Top 5% in the class;
4. shall graduate cum laude and be presented medals and certificates by the university.

## 第五章 缺課、曠課

### Chapter 5 Absence from Class

第三十六條 學生因故不能上課者，依本校學生請假規則辦理，請假經核准者為缺課，未經准假而任意缺席者為曠課。

Article 36 Students unable to attend class shall request for leave of absence in compliance with related regulations. Approved absences are considered excused absences, while unapproved absences are considered unexcused absences.

第三十七條 因懷孕、生產或撫育三歲以下子女之需要或教育部認定為突遭重大災害影響無法正常學習，經請假獲准者。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 37 Students who are granted leave of absence due to pregnancy, childbirth, or caring for children under three years old or recognized by the MOE as being significantly affected by a major disaster shall retake tests or take other remedial actions for their grade. Grades from makeup tests will be calculated based on actual scores.

第三十八條 學生每一學期中，累積請假之日數達該學期實際授課總日數三分之一者，視為未達學習基本要求，應令休學。但其已休學期滿者應令退學。教務處於休、退學處分前告知各相關學生，限期陳述意見。

學生懷孕、分娩或撫育三歲以下子女之需要或教育部認定為突遭重大災害影響無法正常學習經請假獲准者，其請假日數不予累計。

Article 38 The basic learning requirement students are required to meet for a course is a minimum of two-thirds of the course instruction days. Students who fail to do so will be ordered to withdraw. If their suspension period has exceeded the maximum limit, the student will be ordered to withdraw from THU. The Office of Academic Affairs will notify students prior to any orders of withdrawal or suspension and give students the opportunity to state their case within a specified time.

Absences from students who are granted leave of absence due to pregnancy, childbirth, or caring for children under three years old or recognized by the MOE as being significantly affected by a major disaster shall not be counted toward suspension or withdrawal.

## 第六章 轉系、輔系、雙主修

### Article 6 Change of Major, Minor & Double Major

第三十九條 入學新生、轉學生應在錄取系組肄業。但各學系學生修業滿一學年以上，得於第二學年開始前，依本校學生轉系辦法之規定申請轉系。其辦法另訂，經教務會議通過後，公告施行。

教育部認定為突遭重大災害學生影響無法正常學習者，各學系得審酌其身心狀況，協助學生轉入適當學系修讀。

Article 39 Freshmen and transfer students should enroll in the programs they have been admitted into. However, THU students may, after one academic year at THU and at the start of their second academic year, apply for change of major in compliance with the THU Regulations on Change of Major. The regulations shall be separately established and implemented following approval by the Academic Affairs Meeting and reported to the Ministry of Education for reference.

Departments should assist the transference of students recognized by the MOE as being unable to continue their education due to major disasters into more suitable programs within the school, depending on their physical and emotional health.

第四十條 學生得於第一學年第二學期起，依本校「學生修讀輔系辦法」申請選修其他學系為輔系。其辦法另訂，經教務會議通過後公告施行。

各學系學士班二年級以上及碩、博士班學生在校期間得申請修習教育學程，學生修習教育學程依本校「教育學程學生遴選辦法」及「教育學程學生修業規定」辦理。

前項教育學程學生遴選辦法經教務會議通過，報請校長核定後實施，並報教育部備查；教育學程學生修業規定另訂，經教務會議通過，報請教育部核定後實施。

Article 40 Students may apply for minor studies under the THU Regulations for Minor Programs starting from the spring semester of the first academic year. The regulations shall be separately established and implemented following approval by the Academic Affairs Meeting and reported to the Ministry of Education for reference.

Undergraduate students in their second year or higher, graduate students, and doctoral students may apply for the Education Program while at THU, in compliance with the THU Regulations for the Selection of Students for the Education Program and the THU Regulations for Students in the Education Program set forth by the university.

The selection process for students in the Education Program, as outlined in the preceding section, shall be approved by the Academic Affairs Meeting, confirmed by the university president, and reported to the Ministry of Education for reference. Additionally, the regulations governing the study of students in educational programs shall be separately established and implemented following approval by the Academic Affairs Meeting and reported to the Ministry of Education for approval.

第四十一條 學生得自第一學年第二學期起，依本校「學生修讀雙主修辦法」申請加修其他學系為雙主修。其辦法另訂，經教務會議通過後公告施行。

Article 41 Students may, starting from their second academic year at THU, apply for double major under the THU Regulations Governing Students Undertaking Double Majors. The regulations shall be separately established and implemented following approval by the Academic Affairs Meeting and reported to the Ministry of Education for reference.

第四十二條 為擴展學生學習領域，各教學單位得設跨系、院之學分學程。學生修讀學分學程以隨班附讀為原則，因情況特殊學校需另行開班者，學生應繳學分費。

學生在規定修業期限內，未修滿學分學程應修科目學分者，得申請延長修業年限，以二年為限。應修之科目與本系科目相同者該科目得予免修；與本系科目不同者是否列入畢業學分，由該生所屬學系決定之。

學生已修滿原系的畢業學分，並修畢學分學程規定之科目學分者，得於畢業當年五月上旬至主辦學系、院登記申請，經審核通過後由本校發給學分學程證明書。

Article 42 In order to broaden students' learning experiences, academic units may establish inter-departmental or inter-collegiate credit programs. Students in credit programs shall audit any available, existing courses required by the credit program. In cases where special circumstances require the university to offer a separate course, students will required to pay the corresponding credit fees.

Students can apply for a maximum two-year extension to complete the required credits for the credit program within the designated period. Credit waivers may be granted to students for course overlaps between the credit program and their major. For courses that do not overlap with the student's major, the student's department has the authority to decide if the credits will be included in graduation requirements.

Students who meet their department's graduation requirements and fulfill the credit requirements for the credit program can apply for a Program Credits Certificate from the department (college) hosting the program in early May of their graduation year. Upon approval, THU will issue the Program Credits Certificate.

## 第七章 休學、復學、退學

### Chapter 7 Suspension, Re-enrollment & Withdrawal

第四十三條 學生申請休學或退學，須經家長或監護人簽名或蓋章同意，惟年滿 十八 歲以上學生不在此限。

學期中途申請休學者，除教育部認定為突遭重大災害影響無法正常學習者外，至遲應於行事曆規定學期考試（畢業考試）開始前辦理，其休學學期內修習之科目與成績不予計算；寒暑假期間申請次學期休學者，應於次學期開學前辦理，毋須繳納次學期註冊相關學雜費用。

申請休學或退學應經教務處核可，並依規定時間完成離校手續方為有效，並由教務處發給休學或修業證明。

各學制（含日間學士班、進修學士班、碩士班、碩士在職專班及博士班）入學第一學期新生（不含轉學生），於本校行事曆規定之註冊繳費截止日（含）前申請休學者，無須繳交學雜費，惟仍須繳驗相關學歷證件正本，即視同完成註冊，

逾本校行事曆規定之註冊繳費截止日申請休學者，應先繳交學雜費後，始得辦理。

轉學生須繳交學雜費完成註冊手續後，始得申請休學。

Article 43 Students applying for suspension or withdrawal must obtain the signature or seal of consent from their parents or legal guardians, exceptions apply for students over eighteen years old.

Suspension applications in the middle of a term, except in cases where students are recognized by the MOE as being unable to continue their education due to major disasters, shall be completed before final exams (or graduation exams) begin. The subjects and grades from the suspension semester will not be counted. Suspension applications during winter or summer break shall be completed before the start of the next semester, and students are exempt from additional registration fees for the next semester.

Withdrawal and suspension applications require approval from the Office of Academic Affairs and a complete checking procedure for leaving school within the specified time frame. The Office of Academic Affairs will then issue the necessary documents for suspension or withdrawal.

THU students (including those in regular undergraduate programs, in-service undergraduate programs, graduate programs, in-service graduate programs, and doctoral programs) applying for suspension on or before the registration and payment deadline specified in the school calendar are not required to pay tuition and miscellaneous fees. However, they must still present the original copies of relevant academic credentials for verification, which will fulfill registration requirements. Students who apply for suspension after the registration and payment deadline specified in the school calendar must first pay tuition and miscellaneous fees before applying for suspension.

Transfer students must complete registration procedures by paying tuition and miscellaneous fees before they are eligible to apply for suspension.

第四十四條 學生休學以學期計，休學累計以四學年為原則。休學四年期滿因重病或特殊事故，需再申請延長休學年限，應檢具相關證明，專案報請教務長核可者，酌予延長休學年限，至多二學年。

下列情形申請休學者，其休學期間不計入休學年限：

- 一、因服義務兵役申請休學者，應檢具徵集令影本或服役證明辦理，休學期限按其實際服役時間計算。
- 二、因懷孕、分娩申請休學者，檢具醫療院所證明，申請休學期限至多一學年。
- 三、因撫育三歲以下子女申請休學者，應檢具相關證明文件，申請休學期限至多三學年。
- 四、經教育部認定因重大災害影響無法正常學習者，應檢具相關證明文件，申請休學期限以三學年為原則。如因特殊情形需超過三學年以上者，應專案報請教務長核可，酌予延長休學年限。

Article 44 Student suspensions are on a semester basis, meaning that the minimum period for each suspension is at least one semester. The limit of suspensions for each student is four academic years. After four academic years of suspension, students may apply to extend their suspension in the event of major illnesses or special circumstances, with related evidence. Once approved by the Dean of Academic Affairs, students can extend their suspension by a maximum of two academic years.

Suspensions for the following reasons are not subject to the provision on maximum extension periods listed hereinabove:

1. Mandatory military service: Students shall provide a copy of their notice of conscription or certificate of military service. The period of suspension will be calculated based on the actual duration of military service.
2. Pregnancy or labor: Students shall provide evidence from a medical institute. The period of suspension is limited to one academic year.
3. Caring for children below three years old: Students shall provide related documents. The period of suspension is limited to three academic years.
4. Students recognized by the MOE as being unable to continue their education due to major disasters: Students shall provide related documents. The period of suspension is limited to three academic years. If students require suspensions longer than three academic years due to extenuating circumstances, an application shall be filed to the Dean of Academic Affairs to extend the suspension period for approval. Extensions shall be awarded on a case-by-case basis.

第四十五條 學生休學期滿，次學期應依本校規定期限完成註冊復學手續；如擬繼續休學並合於休學條件者，須於應復學之當學期上課開始日前重新申請休學。休學逾期未復學或逾期未申請休學，經通知至當學期加退選截止仍未註冊復學或未申請休學者，視為無意願就學，應予退學。

學生復學時如遇原肄業學系變更或停辦，各相關學系得與教務處協商輔導學生至適當學系修業，且應對學生進行選課輔導。

Article 45 Once suspension periods are completed, students are required to re-enroll within the stipulated timeframe as per the university's regulations for the upcoming semester. If the student intends to continue the suspension and is also eligible for suspension, they must reapply for suspension before the start (first day of class) of the semester they are due to return. Students who fail to return from suspension at the specified time, fail to apply for an extension, and, after being duly notified, fail to register for classes by the course selection deadline of the semester will be ordered to withdraw.

If the student's department is changed or terminated throughout their suspension, related departments shall explore ways with the Office of Academic Affairs to enroll students in the appropriate departments and provide support on course selection.

第四十六條 休學生復學時，應入原肄業學系相接之學年或學期肄業。但學期中途休學者，復學時，應入原休學之學年或學期肄業。

Article 46 Students re-enrolling after suspension shall enroll in their original department for the corresponding academic year or semester. Students who applied for suspension in the middle of the semester shall, upon re-enrollment, return to the grade level or semester (fall or spring) that they applied for suspension from.

第四十七條 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、修業期限屆滿，仍未修足所屬學系規定應修科目與學分者。
- 三、博士學位候選人之「資格考核」不合格，經重考一次仍不合格者。
- 四、研究生學位考試不及格，不合重考規定或合於重考規定，經重考一次仍不及格者。
- 五、學位論文、創作、展演或書面報告有抄襲或舞弊情事，經調查屬實且情節嚴重者。
- 六、未經本校同意，同時在其他大學校院或在本校二個（含）以上學系註冊入學者。
- 七、依本學則其他有條文規定應予退學者。
- 八、依本校學生獎懲辦法規定應予退學者。
- 九、自動申請退學者。

逕行修讀博士學位研究生，未通過博士學位候選人資格考核，合於再回碩士班就讀者，或未通過博士學位考試，合於改授碩士學位規定者，不受本條第四款及第五款規定限制。

Article 47 Students shall withdraw from the university given any of the following circumstances:

1. Deemed ineligible for admission or transfer after review.
2. A failing grade in conduct.
3. Failure to complete the required courses and credit requirements of their departments by the end of their period of study.
4. For doctoral students, failing the qualification exams for doctoral degree candidates twice.
5. For graduate students, failing the degree examination and being ineligible to retake the exam or failing the make-up exam.
6. Plagiarism or academic dishonesty in the thesis, creative work, exhibition, or written report, confirmed after investigation and deemed severe in nature.
7. Concurrently enrolled in two undergraduate programs at other institutes of higher education or at THU.
8. Ordered to withdraw in accordance with other provisions herein.
9. Ordered to withdraw in accordance with other provisions in the THU Regulations for Student Rewards and Punishments.
10. Voluntary withdrawal from the student.

Subparagraphs 4 and 5 of the preceding paragraph do not apply to graduate students admitted directly into doctoral degree programs who fail their doctoral qualifying



exam or PhD degree examination, but who are still eligible to transfer to the corresponding graduate program or be conferred a graduate degree.

第四十八條 退學學生曾在本校修業滿一學期以上，具有成績者，得於完成離校手續後向本校申請發給轉學或修業證明書。但有下列情形之一者，不得發給與修業有關之任何證明文件：

- 一、入學或轉學資格經審核不合者。
- 二、開除學籍者。

Article 48 Students who have completed at least one semester of study at this university and have obtained grades may apply for a transfer or course completion certificate after completing the checking procedures for leaving school. However, no certificate related to their studies shall be issued to students who fall under the following circumstances:

1. Deemed ineligible for admission or transfer after review.
2. Expulsion from the university.

第四十九條 學生本人對於休、退學或開除學籍之處分，認有違法或不當致損害其權益者，得檢具證明，依本校「學生申訴辦法」提出申訴。申訴結果未確定前，不因申訴之提起，而停止原處分之執行。但在校生得申請繼續在校肄業。

前項受處分學生經校內申訴未獲救濟者，得依法提起訴願及行政訴訟；原處分經上級主管機關決定或行政法院判決顯係違法或不當時，應另為處分。

依前項規定經准予復學之學生，如因特殊事故無法及時復學，其復學前之離校期間，得補辦休學，並不併入休學年限內計算。

Article 49 If a student believes that a decision regarding suspension, withdrawal, or expulsion is unlawful or unjust and causes harm to their rights, they may file a grievance according to the THU Regulations for Student Grievances Appeals. The execution of the original decision will not be suspended due to any grievances, pending the final outcome of the appeal. However, currently enrolled students may apply to continue their studies at the university.

Students subject to disciplinary action under the preceding paragraph, who do not find relief through an internal appeal, may, in accordance with the law, file an appeal and an administrative litigation. If the original disciplinary action is determined by a higher authority or administrative court to be unlawful or improper, it shall be subject to a new decision.

Students who are granted permission to resume their studies in accordance with the aforementioned provision, but are unable to return to school in a timely manner due to special circumstances, may apply for retroactive suspension. The period of absence before resuming studies will not be included in the calculation of the suspension period.

第五十條 依第四十九條第一項但書規定，申請在校繼續肄業學生，經申訴或依法提起訴願或行政訴訟結果，確定維持原處分者，其肄業期間之修習科目與成績不予採認，已繳納之學雜費，其退費標準依教育部規定辦理。

Article 50 Students who apply to remain enrolled at THU following the exception listed in Paragraph 1 of Article 39 will not receive any credits or grades for the duration of their continued enrollment if the results of the appeal or administrative litigation rule that the original disciplinary action shall be maintained. The refund for any tuition or miscellaneous fees shall be handled in accordance with regulations from the Ministry of Education.

## 第八章 修業年限、畢業、授予學位

### Chapter 8 Program Length, Graduation & Degree Conferral

第五十一條 學士班學生採學年學分制，除學士後第二專長學士學位學程為一至二年、建築學系為五年外，其餘各學系修業年限為四年。進修學士班修業年限規定如下，但如具有專任職務者，得檢具服務機關之在職證明申請為在職生，並得再酌予延長其修業年限至多二年。

一、美術、資訊工程、法律學系為五年。

二、經濟、運動休閒與健康管理學位學程為四年。

碩士班修業年限為一至四年，博士班修業年限為二至七年。但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，得酌予延長其修業年限至多二年；上述所稱在職進修研究生，係指於入學考試錄取名單列為在職生者。

已通過資格考核之博士班一般生，如因專任職務之工作關係未能在規定年限內完成學位論文者，得檢具相關證明，經指導教授及系、所、學位學程主任同意後送教務處核定，得酌予延長其修業年限二年。

逕行修讀博士學位者，其修業年限自轉入博士班起，依照博士班新生規定辦理；其奉核定再回碩士班就讀者，其在博士班修業時間不併入碩士班最高修業年限核計。

學士班降級轉系者，其在二學系重複修習之年限，不列入轉入學系之最高修業年限併計。

Article 51 THU employs an academic-year-based credit system. All departments have a program length of four years, with the exception of degree programs for students pursuing a second bachelor's degree, which are one to two years, and the Department of Architecture, which is five years. The program lengths for in-service undergraduate programs are as follows. However, students with full-time employment may extend their program length by a maximum of two years by providing proof of employment issued by their employer.

1. Five years for the Department of Chinese Literature, Department of Fine Arts, Department of Computer Science, Department of International Business, and Department of Law.
2. Four years for the Department of Public Management and Policy and Sports Recreation and Health Management Degree Program. The program length for students enrolled in the Department of Public Management and Policy before the 2005 academic year is five years.

The program length for graduate programs ranges from one to four years. The

program length for doctoral programs ranges from two to seven years. However, for in-service graduate students who have not completed the required courses or have not finished their thesis within the stipulated period, an extension of up to two years may be granted. The in-service graduate students listed hereinabove refer to students listed as having employment on the admissions list.

Regular doctoral students who have already passed the qualification exams may be granted an extension of up to two years if they are unable to complete their thesis within the designated timeframe due to their full-time job by providing relevant documentation and upon approval from their advisor, the department, institute, or program director, and the Office of Academic Affairs.

Students directly admitted into doctoral programs will follow the regulations for new doctoral students from the time of enrollment. Those who are granted approval to return to their original graduate program will not have their time at doctoral programs counted towards the program length for their graduate program.

For undergraduate students reverting to a lower grade level after a change of major, the overlapping years of study between the two departments will not be counted towards the program length in the receiving department.

第五十二條 學士班學生成績優異，在規定修業年限屆滿前一學期或一學年，修滿該學系規定全部學分，具備下列各款標準者，應於擬畢業當學期期中考後一週內提出申請，經審核通過者，得提前畢業。

一、每學期學業成績平均在八十分（GPA 3.38）以上。

二、每學期名次在該班級學生數前百分之五以內（班級學生數在 20 人以下，15 人以上者，以 20 人計算其百分比）。

如不合前項各款規定者，仍應辦理註冊，其應修學分數依第二十條規定辦理。

Article 52 Undergraduate students with outstanding academic performance who have completed all the required credits of their department before the last semester or academic year within the prescribed program length, and meet the following criteria, may apply for early graduation within one week after the mid-term exam of the intended graduation semester. Approval is required for early graduation.

1. The student must have an average GPA of 80 (3.38) or above every semester.

2. The students must rank within the top 5% of the class in terms of academic performance every semester (For classes between 15 and 20 students, the percentage will be based on 20 students).

Students who do not meet the criteria listed above are required to register and enroll in credits, as stated in Article 20.

第五十三條 學士班學生在規定修業年限內未能修足應修之科目與學分數者，得延長修業年限，至多二年。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。

修習雙主修學生於延長修業年限二年後，已修畢本系應修科目學分，而未修畢另一主修學系應修科目學分者，得再延長修業年限一年，但以修習另一主修學系之必修科目為限。

學生因懷孕、分娩之需要，得檢具相關證明，向學校申請延長修業期限，至多一學年；因撫育三歲以下子女之需要或教育部認定為突遭受重大災害影響無法正常學習者，得檢具相關證明文件申請延長修業期限，至多三學年。

Article 53 Undergraduate students who are unable to complete the required courses and credits within the prescribed duration of study may extend their program length for up to two years. Students with disabilities may extend their study period for up to four years when necessary because of their physical/emotional health and learning needs.

Students undertaking double majors, after extending their program length for two years and having completed the required credits for their original department but not the second major, may further extend their study period for one more year but will only be able to enroll in compulsory courses required by the second major.

Students who are pregnant or have given birth may provide relevant documentation to the university to apply for an extension of their study period for up to one academic year. Students who are caring for children under the age of three, or those recognized by the Ministry of Education as being significantly affected by a major disaster, may provide relevant documentation to apply for an extension of up to three academic years.

第五十四條 學士班學生在規定修業年限內，修足應修科目與學分，且體育（必修）、全民國防教育（必修）及勞作成績及格（進修學士班學生不含全民國防教育、勞作成績），並通過本校所訂之畢業資格檢定標準者，由本校授予學士學位，於完成離校手續，並發給學位證書。

Article 54 Undergraduate students who complete the required courses and credits within the prescribed program length, and achieve passing grades in conduct, physical education (compulsory), All-out Defense (compulsory), and experiential learning (in-service undergraduate students are exempt from All-out Defense and experiential learning requirements), as well as meet the graduation qualification standards set by the university, will be conferred with a bachelor's degree by the university. The degree certificate will be issued upon completion of checking procedures for leaving school.

第五十五條 碩士班學生在規定修業年限內，修足規定科目與學分，並經碩士學位考試及格者，由本校授予碩士學位，於完成離校手續，發給碩士學位證書。

博士班學生在規定修業年限內，修足規定科目與學分，通過博士學位候選人資格考核並經博士學位考試及格者，由本校授予博士學位，於完成離校手續，發給博士學位證書。博士學位候選人資格考核實施要點另訂，經教務會議通過，並報請教育部備查。

逕行修讀博士學位學生在規定修業年限內，通過博士學位候選人資格考核，但未通過博士學位考試，其博士學位論文經博士學位考試委員會決議合於碩士學位標準者，得改授予碩士學位。

碩、博士學位考試依本校「研究生學位考試規則」辦理。其規則另訂，經教務會議通過，並報請教育部備查。

Article 55 Graduate students who complete the required courses and credits within the prescribed program length, achieve passing grades in conduct each semester, and

pass the master's degree examination, will be conferred with a master's degree by the university. The degree certificate will be issued upon completion of checking procedures for leaving school.

Doctoral students who complete the required courses and credits within the prescribed program length, achieve passing grades in conduct each semester, pass the doctoral candidacy qualification exam, and pass the PhD degree examination, will be conferred with a doctoral degree by the university. The degree certificate will be issued upon completion of checking procedures for leaving school. The regulations for the doctoral candidacy qualification exams shall be separately established and implemented following approval by the Academic Affairs Meeting and reported to the Ministry of Education for reference.

Students admitted directly to doctoral programs, who pass the doctoral candidacy qualification exam within the prescribed program length but fail to pass the PhD degree examination, and whose doctoral dissertations are determined by the Doctoral Degree Examination Committee to meet the standards for a master's degree, may be granted a master's degree.

Graduate and PhD degree examinations shall be handled in compliance with the THU Regulations for Master's & PhD Degree Examination. The regulations shall be separately established and implemented following approval by the Academic Affairs Meeting and reported to the Ministry of Education for reference.

第五十六條 本校授予學位證書之時間，第一學期畢業者為一月，第二學期畢業者（含暑修）為六月。

碩士班及博士班學生已修畢規定科目與學分，於參加學位考試之學期未修習論文以外之科目學分者，得以其通過學位考試之月份授予學位證書。

未通過畢業資格檢定標準而延長修業年限學生，於完成註冊之學期中通過檢定測驗標準者，得以其檢測通過之月份授予學位證書。

Article 56 Academic degrees are conferred in January for students graduating in the fall semester, and in June for those graduating in the spring semester (and summer term).

Students in graduate and doctoral programs who have fulfilled course requirements and credits, and have not undertaken any additional coursework apart from their thesis, may receive their academic certificates in the month when they successfully pass their degree examination.

Students who have extended their program length because they do not meet the English language proficiency standards but later pass the English proficiency test during the semester of registration may receive their degree certificates in the month they successfully pass the test.

## 第九章 附則

### Chapter 9 Appendix

第五十七條 在校生及畢（肄）業校友申請更改姓名、性別、出生年月日或身分證字號者，應檢具戶政機關核發之戶籍謄本向教務處申請辦理。

Article 57 Enrolled students and alumni (who have graduated or completed their studies) who wish to change their name, gender, date of birth, or ID number should provide a household registration transcript issued by the household registration authorities and apply for the change at the Office of Academic Affairs.

第五十八條 本學則如有未盡事宜，依大學法及其施行細則、學位授予法及其施行細則及相關法令規定辦理。

Article 58 Any matters not specified herein shall be handled in compliance with the University Act and its Enforcement Rules, the Degree Conferral Act and its Enforcement Rules, and other related laws and regulations.

第五十九條 本學則經本校教務會議及校務會議通過後公告施行，並報教育部備查。

Article 59 The Academic Regulations shall be promulgated upon approval by the University Council and reporting to the Academic Affairs Meeting, and then reported to the Ministry of Education for reference.