

東海大學學生出境期間有關學業及學籍處理要點

Guidelines on the handling of academics and student status during departure for students of Tunghai University

86 年 11 月 8 日教務會議通過

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87 年 11 月 21 日教務會議修正通過

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100 年 4 月 19 日教務會議修正通過

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100 年 5 月 11 日教育部臺高(二)字第 1000074477 號函備查

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一、本校各系（所）學生於肄業期間出境，有關學業及學籍之處理，依本要點辦理。

1. For students from all departments (institutes) of Tunghai University (THU) who go abroad during the incompleteness, the academic affairs and student status shall be handled in accordance with this Guidelines.

二、學生如有下列情形之一者，適用本要點：

2. This Guidelines apply to students under any of the following circumstances:

（一）經就讀系（所）推薦，並經學校核准至境外大學校院研究或修讀課程學分者。

- (1) Those who are recommended by their departments (institute) and have been approved by THU to study/research or take courses for credit at a university abroad.

（二）經本校選送有合作關係之境外大學校院為雙聯學制或交換學生者。

- (2) Those who are selected by THU to study at overseas universities that have a cooperative relationship with THU for dual degree or exchange students.

（三）經就讀系（所）推薦至經學校核准出境從事學位論文有關研

- (3) Those who are recommended by the department (institute) to go abroad for research

related to their degree thesis with the approval of THU.

(四) 政府機關遴選至境外大學研究或修讀科目學分者。

(4) Those who are selected by government agencies to study at overseas universities for research or academic credits.

(五) 依就讀系（所）課程或研究需要出境觀摩或見習者。

(5) Those who need to go abroad for observation or internship based on the needs of the courses or research of the student's department (institute).

(六) 代表本校或國家出境參加國際性活動、會議、競賽或接受訓練者。

(6) Those who represent THU or the country to participate in international activities, conferences, competitions, or training abroad.

(七) 因直系血親或配偶病危或死亡必須出境探病或奔喪者。

(7) Those who have to go abroad to visit or mourn the illness or death of a direct relative or spouse.

三、學生出境研究或修業之境外大學及所取得之科目學分，以符合教育部所定大學辦理國外學歷採認辦法、大陸地區學歷採認辦法、香港澳門學歷檢覈及採認辦法規定為限。

3. The overseas universities where students can study and the number of credits they have earned are limited to the Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education, the Adoption and Recognition of Academic Qualifications in Mainland China, and the Regulations Governing the Examination and Recognition of Educational Records from Hong Kong and Macao.

四、學生出境期限規定如下：

4. The time limits for students to go abroad are as follows:

(一) 以事假或公假出境者，以未達學期授課時間三分之一為限。

(1) For those who go abroad on personal or official leave, he/she is limited to less than one-third of the semester's teaching time.

(二) 以休學出境者，以本校學則規定休學之期限為限。

(2) For those who go abroad by taking a leave of absence, the period of absence shall be limited to the period stipulated in Academic Regulations.

(三) 依本要點第二條第一款至第四款之規定出境進修者，除修習雙聯學位者外，其餘進修期限均以一年為限。但情形特殊，經校長核定者，不在此限。

(3) In accordance with the provisions of Article 2, Paragraphs 1 to 4 of this Guidelines, the duration of study is limited to one year, except for those who are studying for a dual degree. However, under special circumstances and with the approval of the President of THU, the duration of study shall not be limited to one year.

五、除依本要點第二條第一款至第四款規定出境進修者外，出境期間達學期授課時間三分之一以上者，應事先辦理休學。

5. Except for those who go abroad for further study in accordance with the provisions of Article 2, Paragraphs 1 to 4 of this Guidelines, those who are abroad for more than one-third of the semester's teaching time shall apply for a leave of absence in advance.

六、學生出境期間影響註冊或學期考試者，得准其於返校後補行註冊或考試。

6. If a student's absence from school affects his/her registration or semester examination, he/she may be permitted to make up the registration or examination upon his/her return to school.

七、依本要點第二條第一款至四款規定出境而未辦理休學者，出境進修時間列入修業年限計算。

學生於境外交換修習期間每學期至少應修習一門課程，並應於修讀學期結束後兩個月內，提出成績證明及相關文件辦理學分採計，其修習課程是否採認計入畢業應修學分數及採認學分數多寡，由就讀學系（所）、學位學程審核後，送教務處核定，並登錄於歷年成績表。但在本校已修習之科目，不得辦理該科目之採計。

學生出境期間所修學分及成績，其成績登錄為本校成績時，依本校教師繳交及更正成績作業要點有關規定辦理。

7. For those who go abroad without applying for a leave of absence in accordance with the provisions of Article 2, Paragraphs 1 to 4 of this Guidelines, the period of study abroad shall be included in the calculation of the number of years of study.

Students are expected to take at least one course per semester during the exchange period, and should submit proof of grades and related documents for credit recognition within two months after the end of the semester. Whether or not a course of study will be recognized for graduation credit and the number of credits to be recognized will be reviewed by the department (institute) or degree program and approved by the Academic Affairs Office, and will be recorded in the annual grade report. However, courses already taken at THU cannot be recognized again.

The credits and grades taken by the student during the period of absence will be registered as the grades of THU in accordance with the relevant provisions of THU Policies for Grade Submission and Correction.

八、學生出境進修期間，如有違犯校規或其他不端情事或逾期未返校者，依本校學生獎懲辦法及學則之規定處理。

8. Student who violates school rules or other misdemeanors during the period of study abroad or who fails to return to school after the deadline will be dealt with in accordance with the school's Regulations of Student Honor and Disciplinary and the Academic Regulations.

九、有關兵役及入出境許可等事宜，依「役男出境處理辦法」及相關法令辦理。

9. Matters related to military service and entry/exit permits will be handled in accordance with the Regulations for Exit of Draftees and related laws and regulations.

十、本要點如有未盡事宜，悉依本校學則及有關規定辦理。

10. All other matters not covered here shall be handled according to the Academic Regulations and the relevant university regulations.

十一、本要點經教務會議通過後，公告施行。

11. This Guidelines will be announced and implemented after being approved by the Academic Affairs Meeting.