



# 國立宜蘭大學

## 2024 年境外生新生手冊

# National Ilan University

## Student Guidebook

### 2024



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## 入學重要行事 Important Steps for Admission Summary

完成後請勾選(✓)。Please(✓) when you are done.

When	What	How & Where	Remark	(✓)
April 19 (Round 1) June 28 (Round 2)	Mailing of Admission Offer Letter 寄發錄取信			
May 3 (Round 1) July 12(Round 2)	Confirmation of Enrollment 確認入學意願	1. reply to the isa@niu.edu.tw 回覆郵件		
Mid July, 2024	1. Applying for a Visa 簽證 2. Ensure the overseas transaction and withdrawal function are switch on for your local bank account. 開通海外匯款提款功能 3. Verification for Educational Background 學歷認證 4. <u>Upload your flight information through link by August 12 請於 8/12 前上傳機票資訊</u>	1. Proceed to <a href="http://www.boca.gov.tw">www.boca.gov.tw</a> > Visa > Resident Visas > Detailed Information on Republic of China Resident Visas > 2 Resident Visas for Foreign Students. Prepare the documents according to the requirements. 由外交部網站開始簽證申請。 2. <b>After obtaining a visa and booking your flight, please upload your flight information through the following link:</b> <a href="https://docs.google.com/forms/d/e/1FAIpQLSfo8c7jFgjDyBVbJKULBrVeMLeQBXIyqCg446-tsqLLCKWtNQ/viewform?usp=pp_url">https://docs.google.com/forms/d/e/1FAIpQLSfo8c7jFgjDyBVbJKULBrVeMLeQBXIyqCg446-tsqLLCKWtNQ/viewform?usp=pp_url</a> 3. If the transcripts / diplomas / graduation certificates are not in Chinese or English, a Chinese- or English-translation is required. <u>You should have all foreign</u>	Please take note that the required documents for a Visa application could be varied depending on the overseas mission the applicant approaches. 不同地區的外館，對於應備文件的附加要求可能會有不同，應多加注意  For the Visa application details, please refer to the Visa application procedures.	

When	What	How & Where	Remark	(✓)
		<u>diploma and transcripts</u> <u>verified by Taiwan</u> <u>Overseas Mission in the</u> <u>country of the institution.</u>		
Mid-August	Enrollment list to be sent to the Office of Academic Affairs 入學名單送教務處辦理			
Before Departure	* The regulations may be amended by the CDC, please follow the instructions when you register. Fill out the Quarantine System's health declaration form 衛福部線上系統填報	Quarantine System Health Declaration : <a href="https://hdhq.mohw.gov.tw/Default1?openExternalBrowser=1">https://hdhq.mohw.gov.tw/Default1?openExternalBrowser=1</a>		
September 4-September 6	Arrival at Yilan, NIU dormitory Check-in 抵達宜蘭，入住宜蘭大學宿舍	Payment of \$9500 in cash is required for one semester of dormitory accommodation to the Cashier Department 宿舍費\$9,500 繳交至出納組	It is recommended to arrive in Taiwan on September 4-September 6, 2024.	
			If students wish to arrive earlier, they will need to pay approximately NT\$ 560/week.	
After Arrival at Yilan	Apply for an Alien Residency Certificate (ARC) 申請外籍居留證	Personal Computer, Passport (w/ Visa Page), Certificate of enrollment, Passport-size Photo 個人電腦，護照，在學證明，照片(護照大小)	Certificate of enrollment will be issued by OIA 在學證明由國際處簽發	
Early September	About Quarantine in Taiwan	Beginning at 00:00 on October 13, 2022, arrivals from abroad will no longer be required to quarantine and will instead undergo a 7-day period of	The quarantine duration is subject to change by the government's policy	

When	What	How & Where	Remark	(✓)
		self-initiated prevention (with the day of arrival being counted as Day 0). You can stay in NIU dormitory.		
September 6	Deadline of Tuition Fee Payment 學雜費繳費期限	Print out a Payment slip via the Payment System 印出繳費證明	Registration is completed upon the payment of tuition fees. 繳費即為完成註冊。	
September 6	Deadline to apply for deferral of admission (if needed) 申請保留入學期限	<ul style="list-style-type: none"> <li>• Application Form (from OIA)</li> <li>• Supporting documents for the reason why your admission will be deferred</li> <li>• Original copy of your highest diploma and an English transcript officially notarized by the overseas office of the R.O.C. in the country</li> <li>• Copy of your passport</li> <li>• Please contact the NIU Office of Academic Affairs <a href="mailto:chiacheng@niu.edu.tw">&lt;chiacheng@niu.edu.tw&gt;</a></li> </ul> 申請表、保留入學事由證明文件、畢業證書正本及外館認證，護照影本 請向教務處申請保留入學	For students who decided to postpone their enrollment. Negligence of the respective due date will lead to obligated payment of their partial tuition fee. 供有意延遲入學學生使用。逾期辦理將導致必繳學費比例產生。	
September 9	Beginning of the Semester 學期開始		Date of arrival may be different for every foreign student. Registration procedures should be completed on the registration day ( <u>by September 6, 2024</u> ). If you do not register on time for no reason, we will reject your registration unless you apply for late	

When	What	How & Where	Remark	(✓)
			registration, permitted by the Division of Registration.	
September 6-20	Course Selection via Online Selection System 線上選課	<a href="https://acade.niu.edu.tw/niu/">https://acade.niu.edu.tw/niu/</a> Account credentials (帳號): Student ID no. (lower case) Password (密碼): Student ID no. (lower case)	Refer to P. 12 for detail.	
October 18	Reimbursement of 1/3 tuition fees for withdrawal / drop out students (the registration deadline)	Office of International Affairs Academic Affairs	International students who do not register before October 18, 2024 will be deemed to have withdrawn.	
Days Onwards	1. Collect the ARC (Alien Residency Certificate) 領取居留證	Self-pickup at the National Immigration Agency, Yilan Office 至宜蘭移民署領取	Mailing of your ARC is not available 無法郵寄	
	2. Apply for a Local Post Office Bank Account and local phone number 開郵局戶頭與辦理手機門號	Required Documents: Passport, Alien Residence Certificate (ARC), stamp 應備文件： Passport，護照，ARC 居留證，印鑑	Students below the age of 18 are to be accompanied by an authorized person above the age of 18 未滿十八歲者需十八歲以上保證人一名	
	3. Complete the registration procedure and collect your student card (OIA, Registration and Curriculum Division) 辦理報到註冊手續和領取學生證（國際處、註冊組）	Upon arrival to the campus, students are required to bring the following documents to the <u>Office of International Affairs</u> and the <u>Office of Academic Affairs</u> : <ul style="list-style-type: none"> <li>Passport</li> <li>Visa and ARC (if any)</li> <li>Transcript and diploma authenticated by a Taiwan Oversea Mission</li> <li>Taiwanese bank passbook (if any)</li> </ul>	<ul style="list-style-type: none"> <li>Please bring the documents to the <u>Office of Academic Affairs</u> during registration.</li> </ul>	

When	What	How & Where	Remark	(✓)
		<ul style="list-style-type: none"> <li>National health insurance card (if any)</li> <li>1 recent photo</li> </ul> 新生到校後請攜帶護照、居留證、具外館認證之學歷證明、銀行存簿（若有）、健保卡（若有）至國際處及教務處。另附近照一張至教務處		
	4. Payment of Health Insurance & Accident Insurance 繳納保險費	<b>Before arriving in Taiwan, new students are required to insure medical insurance and casualty insurance for 180 days from the date of arrival in Taiwan.</b> <b>新生於來台前需投保抵台日起 180 天之醫療險及意外險。</b>	You will be able to apply for National Health Insurance after six months of staying in Taiwan. 在台居留滿六個月後得加入全民健保	
	5. Health Checkup 健康檢查	There will be a One-day Mass Health Checkup for every freshman. Students who arrive after that date will need to go for an individual checkup at the hospital 全體新生將進行團體健檢，於團體健檢日期後抵校的同學將自行前往醫院完成健檢		

## 緊急聯絡電話 Emergency Contacts

- 校園安全維護及學生特殊事件處理 Campus security and handling of relating student cases

本校設有 24 小時校安執勤專線，協助學生處理緊急意外事件。

Our campus is equipped with a 24-hour security service hotline to assist students in handling emergencies or accidents.

電話 Tel : 03-9364006

- 緊急求助電話 Emergency Contacts

- 消防與急救 Fire & Ambulance: 119
- 警察 Police: 110

- 宜蘭緊急醫療連絡電話 Yilan Emergency Contacts

宜蘭縣警察局 Yilan County Police Bureau	03-9325147
宜蘭市警察分局 Yilan Precinct Police Bureau	03-9355385
宜蘭縣消防局 Yilan County Fire Bureau	03-9322225
博愛醫院 Lotung Poh-Ai Hospital	03-9543131
陽明大學附屬醫院 Yang-Ming Uni. Hospital	03-9325192

# 國立宜蘭大學 113 學年度第 1 學期教務處行事曆

## NIU 2024 1st Semester Academic calendar

Month	Week	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Scheduled Event
Aug	Summer 6th					1	2	3	8/1 113 學年度第 1 學期開始 Fall Semester begins
									8/16 暑修結束 Summer Course ends
	Summer 7th	4	5	6	7	8	9	10	8/20 送交暑修成績截止 Deadline for Summer Course grade submission
	Summer 8th	11	12	13	14	15	16	17	8/23-26 網路初選 (新生、轉學生、復學生) 及舊生第 2 次初選 Online course selction
	Summer 9th	18	19	20	21	22	23	24	8/29 研究生新生註冊繳費截止 Deadline for new graduate students registration fees payment
	Summer 10th	25	26	27	28	29	30	31	8/31-9/2 新生宿舍入宿 Dormitory check-in for new students
Sep	Prep	1	2	3	4	5	6	7	9/3 第二梯次大學部畢業證書核發 Issuance of the Second Batch of Undergraduate Diploma Certificates
	1st	8	9	10	11	12	13	14	9/6 註冊繳費截止日 Deadline for Student registration fees payment
	2nd	15	16	17	18	19	20	21	9/6 申請提前畢業截止、新生申請保留入學截止、(112 學年度第 2 學期) 研究生辦理離校手續截止
	3rd	22	23	24	25	26	27	28	Application deadline for early graduation, enrollment retain for new students, (2nd semester of 112th academic year) postgraduates to complete the school leaving procedures
	4th	29	30						9/6-20 網路加退選 Online Course adding/dropping period 9/9 開學 (正式上課) Fall semester class begins 9/17 中秋節 (放假一天) Moon festival (holiday) 9/20 輔系、雙主修、課程抵免申請截止 Application deadline for minor, double major and course credit waiver 9/23 期中預警開始 (至 11 月 22 日止) Mid-term grade warning (till 22 Nov)
Oct	4th			1	2	3	4	5	10/10 國慶日 (放假一天) National Day (holiday)
	5th	6	7	8	9	10	11	12	
	6th	13	14	15	16	17	18	19	10/18 學期 1/3 退費基準日 Reimbursement of 1/3 tuition/miscellaneous fees for course suspension/drop-out students
	7th	20	21	22	23	24	25	26	

	8th	27	28	29	30	31			10/21-11/15 期中教學反應問卷調查 Mid-term teaching questionnaire submission 10/28-11/29 申請停修期間 Application for course withdrawal
Nov	8th						1	2	11/4-10 期中考試 Mid-term Exam week  11/29 學期 2/3 退費基準日 Reimbursement of 2/3 tuition/miscellaneous fees for course suspension/drop-out students  11/30 碩博士學位考試申請截止 Deadline for Master's/Doctoral thesis defence application
	9th	3	4	5	6	7	8	9	
	10th	10	11	12	13	14	15	16	
	11th	17	18	19	20	21	22	23	
	12th	24	25	26	27	28	29	30	
Dec	13th	1	2	3	4	5	6	7	12/23 - 1/3 期末教學反應問卷調查 Final-term teaching questionnaire submission  12/30 - 1/3 網路初選 Online Course Selection for next semester
	14th	8	9	10	11	12	13	14	
	15th	15	16	17	18	19	20	21	
	16th	22	23	24	25	26	27	28	
	17th	29	30	31					
Jan	17th				1	2	3	4	1/1 開國紀念日（放假一天） National Founding Day (holiday)  1/3 申請休學截止 Deadline for University suspension application  1/6-12 期末考試 Final exam week  1/13 寒假開始 Winter Semester break begins  1/17 送交學期成績截止 Deadline for Course grade submission  1/23 公告學期成績 Announcement of Course Grade  1/27-1/28 除夕調整放假 Chinese New Year Eve holiday  1/29-31 春節 Chinese New Year holiday  1/31 本學期研究生學位考試截止日；學期結束 Master's/Doctoral thesis defense cut-off day; End of Semester
	18th	5	6	7	8	9	10	11	
	Winter 1st	12	13	14	15	16	17	18	
	Winter 2nd	19	20	21	22	23	24	25	
	Winter 3rd	26	27	28	29	30	31		

## 入學相關資訊 Admission related information

### ◇ 關於國際學生學伴 About Buddy Program (for international students only)

學伴為不諳中文之外國學生提供協助，學伴會協助國際學生選課及其他在學時所遇到之問題。

The Buddy Program are here to personally help you settle in, choose your courses and solve any problems that you may come across.



### ◇ 選課須知 Course Selection

請至教務處線上選課系統選課。若有任何課程及選課相關問題，**請直接與系所聯繫**。

Please complete your course selection on our course selection system. If you have any further questions related to your courses, **please make inquiries towards the department of your major.**



- 課程查詢網站 Course Selection Website:

<https://acade.niu.edu.tw/niu/>

- 選課步驟 Steps:

教務系統使用手冊

Related Links: User Guide for the Academic System



[PDF file](#)

## ✧ 繳費 Tuition Fees-paying

- (1) 依學費單繳費。

Kindly pay your fees according to the tuition fees slip. (Refer to the operation below to get the payment slip)

- (2) 所有學生均須繳交學生團體保險費及網路通訊使用費約新臺幣 800 元，獲得學雜費減免之學生亦須繳交此等費用，學雜費減免不包含學生團體保險費及網路通訊使用費。

All students are required to pay for the Students Group Insurance, Internet access and other fees for a total of about NT\$800 dollars. Students who have Tuition and Miscellaneous Fees waivers will not be excluded from the aforementioned fees.

- (3) 請從這網站列印繳費單 Please print the payment slip from this website or by the QR code below:

[https://newsch.tbb.com.tw/cpb1/index.aspx?lk=2&fbclid=IwAR10QMC\\_hjGw7\\_aIzt6EHRjuGxV7AnzRlNYiqckmbZqEFaapGOVkVhCubIh4](https://newsch.tbb.com.tw/cpb1/index.aspx?lk=2&fbclid=IwAR10QMC_hjGw7_aIzt6EHRjuGxV7AnzRlNYiqckmbZqEFaapGOVkVhCubIh4)



## Step 1. 請點選紅圈標記旁的選項欄 Click the button that is marked red

**臺灣企銀** Taiwan Business Bank 學雜費代收服務網

學校: 國立宜蘭大學 4 0 4 專戶

學號:

通行證別碼:

學生查詢  
學校登入  
繳費查詢  
網路繳費  
信用卡繳費  
新手上路  
服務說明  
Q&A  
意見信箱

線上服務  
企業代收服務網

金融服務  
薪資轉帳優惠  
薪轉發放  
手續簡便  
代繳水電、電信費  
瓦斯費  
免出門

諮詢服務：營業日 9:00~18:00 電話：(02)2357-7171 服務中心：0800-00-7171  
建議瀏覽模式 1024x768 解析度 IE7.0 以上 臺灣中小企業銀行版權 Taiwan Business Bank All Rights Reserved.

## Step 2. Log in

Select School –國立宜蘭大學 and fill in your student ID as per instructions below, and click confirm.

**臺灣企銀** Taiwan Business Bank 學雜費代收服務網

Student Number ex: R0700000

ARC Number ex: GD000000

學校: 請選擇

學號:

通行證別碼:

確認

學生查詢  
學校登入  
繳費查詢  
網路繳費  
信用卡繳費  
新手上路  
服務說明  
意見信箱

線上服務  
企業代收服務網

金融服務  
薪資轉帳優惠  
薪轉發放  
手續簡便  
代繳水電、電信費  
瓦斯費  
免出門

學雜費代收服務

- 提供快速銷帳
- 多元繳費管道
- 豐富的查詢及報表功能
- 信用卡繳費免手續費

最新消息

諮詢服務：營業日 9:00~18:00 電話：(02)2357-7171 服務中心：0800-00-7171  
建議瀏覽模式 1024x768 解析度 IE7.0 以上 臺灣中小企業銀行版權 Taiwan Business Bank All Rights Reserved.

Password:

1st Semester-Log in with Student Number

From 2nd Semester onward-Log in with ARC Number

Ex:GD000000

### Step 3. Click 明細 button to get the payment details.

臺灣企銀 Taiwan Business Bank 學雜費代收服務網 登出

學生繳費單查詢 學生繳費單查詢

國立宜蘭大學 / 使用者代號: R0711003(卓○美) 查詢日期: 2019/01/22 14:44:38 友善列印

學校: 國立宜蘭大學  
學號: R0711000  
姓名: ●●●●●●

業務別碼	學年	學期	部別	費用別	銷帳編號	應繳金額	繳費管道	狀態	明細
8040	107	第二學期	研究所	學雜費	8040011807110030	37,825		未繳款	明細

Click it

### Step 4. Click 產生 PDF 繳費單 to generate a payment slip

繳費/銷帳資料			
繳費金額合計:	37,825	銷帳編號:	8040011807110030
隨櫃金額合計:	37,825	隨櫃銷帳編號:	8040011807110030
超商繳費金額:	37,825	超商銷帳編號:	8040011807110030
銷帳狀態:	未繳款	繳費方式:	
代收銀行/分行:		代收日:	
入帳日:			

產生PDF繳費單 網路ATM繳款 網銀繳款 信用卡繳款

回上一頁

Click & Download

### ◇ 報到 Registration

隔離結束後請至國際處(行政大樓 5F)辦理報到，以下為報到所需文件：

Please bring along the documents listed below to the Office of International Affairs (Administrative Building 5F) for registration after your quarantine :

- (1) 經台灣駐外機構認證的每學期畢業證書及成績單  
Authenticated Diploma and academic transcripts by the Taiwan Overseas Representative Offices.
- (2) 簽證，護照及居留證  
Visa, passport, and ARC.
- (3) 存摺  
Passbook of any bank in Taiwan.
- (4) 健保卡（若有）  
National Health Insurance Card if you have one.

# 宜蘭大學資訊 Information about National Ilan University

## ✧ 宜蘭大學位置 Ilan University Location

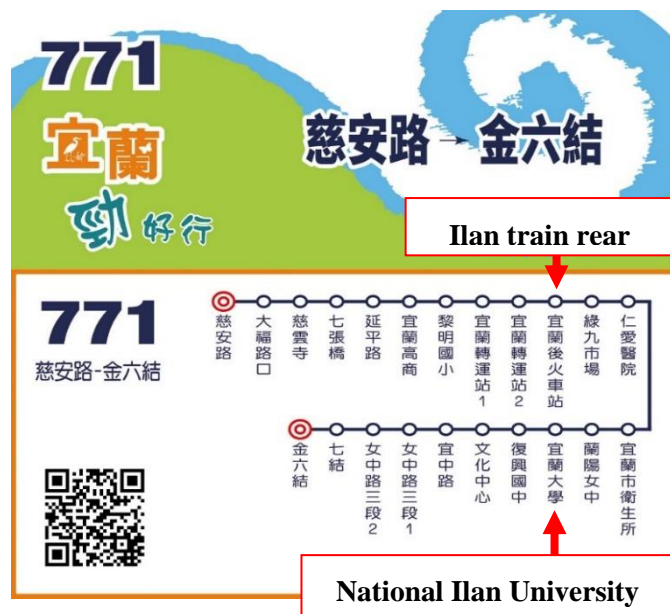
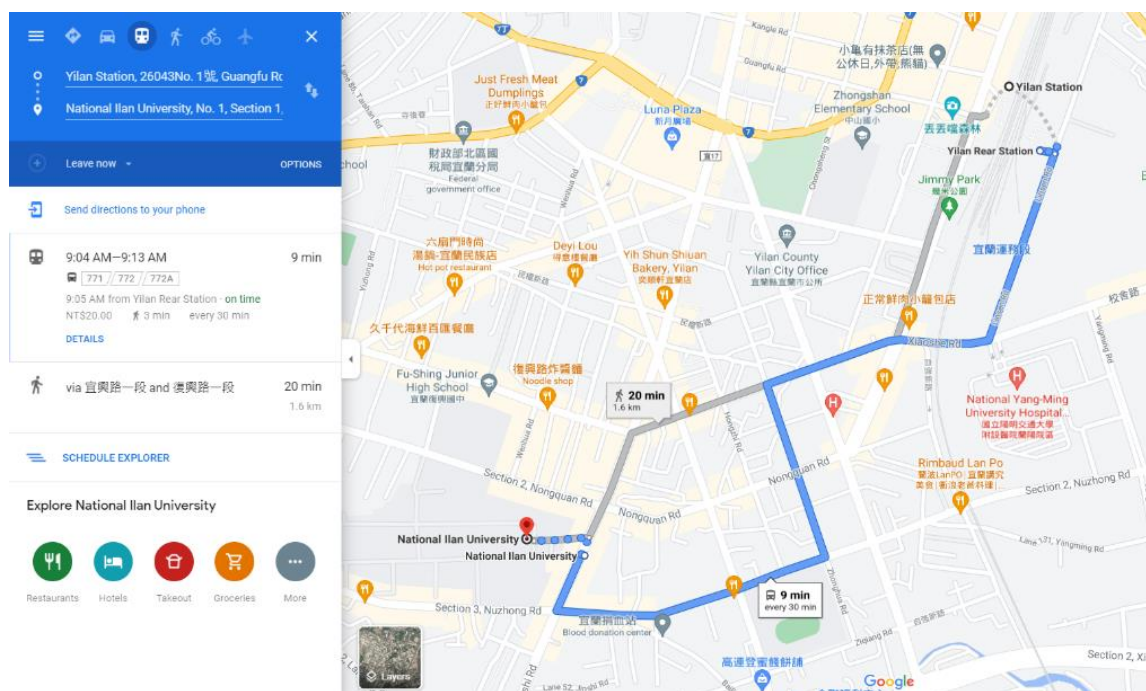
### 宜蘭大學地址 Address:

宜蘭縣宜蘭市神農路一段 1 號

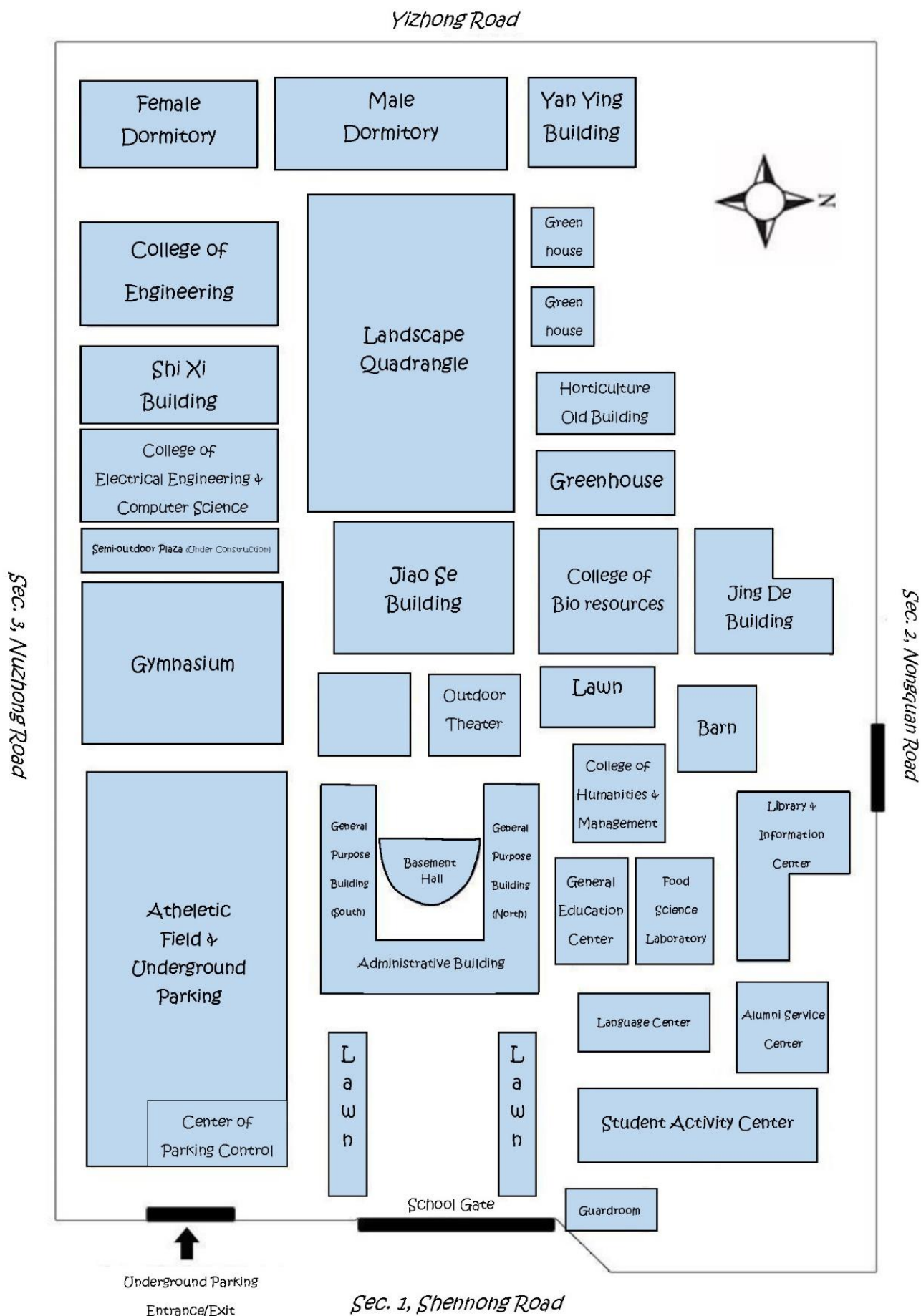
No.1, Sec. 1, Shennong Rd., Yilan City, Yilan County 260, Taiwan (R.O.C.)

可搭乘 771，772，772A 公車從宜蘭後火車站至宜蘭大學，所需時間為 9 分鐘。

From Ilan train rear station take bus 771.772.772A. This bus takes about 9 minutes to arrive at National Ilan University.



# ✧ 學校地圖 Campus Map



## ◇ 周邊交通資訊 Available Transportation

1. 宜蘭大學公車站（停車場出入口旁） National Ilan University bus stop (beside the parking entrance)



2. 宜蘭火車站 Yilan Railway Station

地址 Address: 260 宜蘭縣宜蘭市光復路 1 號 26043

No.1, Guangfu Rd., Yilan City, Yilan County 260003,  
Taiwan (R.O.C.)



3. 宜蘭轉運站 Yilan Bus Station

地址 Address: 260 宜蘭縣宜蘭市校舍路 190 號

No.190, Siaoche Rd., Yilan City, Yilan County 260006,  
Taiwan (R.O.C.)



## ✧ 宿舍 Dormitories

### ● 宿舍簡介 Dorm Introduction

宜蘭大學宿舍分為男舍「時化學舍」及女舍「礪金學舍」及「滋蘭學舍」皆為四人房。每間房間均有冷氣機及無線網路。宿舍內有公共衛浴、聯誼廳、電視及晾衣間。

All international students will be provided with on-campus dormitory-style housing. Every room is equipped with 4 beds (2 bunk beds). Furniture for every student includes a desk with drawers, a book lamp, a bookshelf, a wardrobe and a bed. All rooms are air conditioned and with internet access. The dorm facilities are included with shower rooms with laundry sinks, a lounge, a TV and a laundry drying patio.

### ● 住宿規定 Dorm Regulations

- (1) 宿舍進出皆須刷門禁卡，請勿將門禁卡轉借他人使用。

Please use an access-card to gain access into the dorm. Keep the door closed. Access-cards are for personal use only; it will be your student ID card.

- (2) 禁止大功率電器用品於寢室內使用，包含電視、電鍋、電湯匙、電茶壺、電磁爐、微波爐、烤麵包機等大功率之電器，亦不得私接電源，及瓦斯器具等。

Usage of high-voltage electrical appliances are prohibited in the room. This includes televisions, karaoke machines, video games, irons, electric pots, electric stoves, kettles, gas stove and so on.

- (3) 宿舍全面禁煙，宿舍內不得爭吵、鬥毆、酗酒或涉及金錢賭博。不得攜帶違禁品進入宿舍。

Smoking is strictly prohibited in the dorm building. Kindly do not fight, argue, alcohol abuse, gamble, or causing any disturbances in the dormitory. No contraband is allowed into the dormitory.

- (4) 不得帶非住宿生進入宿舍，如有訪客請至辦公室登記，異性訪客得於會客處所接待，不得進入寢室，嚴禁私自帶外賓至學生宿舍過夜。

Visitors are only permitted to stay in the lounge on the 1st floor unless specifically authorized by the dorm managers. All visitors, family members or friends are not allowed to stay overnight in the dormitory.

- (5) 寢室冷氣供應採「使用者付費」原則。

Air conditioner in the dormitory will be provided for a fee.

- (6) 離校前同學們應查核寢室財產無誤並打掃清潔後，再遷出宿舍。

Before moving out, students are required to clean their rooms and double check their personal belonging and valuable items.

- (7) 禁止飼養寵物。

Pets are not allowed.

- (8) 24：00 後關寢室大燈。

Main lights must be switched off at 24:00.

- (9) 24：00~07:00 不得淋浴及洗滌衣物。如因特殊情況經核備者，女生可至礪金一樓夜間盥洗室，男生可至一樓 C 區淋浴。

Students are not allowed to take showers and doing laundry from 24:00~07:00. For special cases, girls may proceed to the night shower area on first floor of the Li-Jing building. Boys may proceed to the shower area at 1C.

- (10) 宿舍於每學期末會進行消毒，消毒時間無法進入宿舍，請留意公告！

Please be aware that there will be a dormitory disinfection process at the end of each term. Students are not allowed to enter the dorms during the period.

## ● 住宿費用 Dormitory Fee

- (1) 每學期每人住宿費用為 NT 9,500 元（費用以公告為主且不含寒暑假）。

On-Campus Accommodation：NT\$9,500 per semester（fee is subject to change and it is not included during summer and winter vacation）。

- (2) 男女生宿舍各有 2 名管理員。  
Each dormitory has 2 managers.

● **聯絡方式 Contact Information:**

- (1) 地址 Address: 宜蘭縣宜蘭市神農路一段 1 號  
No.1, Sec. 1, Shennong Rd., Yilan City, Yilan  
County 260, Taiwan (R.O.C.)
- (2) 男生宿舍 Boy's Dorm: 03-9317155
- (3) 女生宿舍 Girl's Dorm: 03-9317157

宜蘭大學宿舍  
Dorms of National Ilan University



◇ **行政單位 Administrative Offices**

1. **國際事務處 Office of International Affairs (OIA)**

位置 Location	行政大樓5F Administrative Building 5F
聯絡方式 Tel	03-9317182 / 03-9317929
職務 In charge of	境外生獎助學金及出國補助,交換學生,境外生工作證及健保卡處理。 Foreign student Scholarships, student exchanges, student work permits and Overseas students national health insurance.

## 2. 教務處 Office of Academic Affairs (OAA)

位置 Location	行政大樓2-3F Administrative Building 2-3F
聯絡方式 Tel	03-9317088
職務 In charge of	學位證書發放，成績單，學生證發放，校際選課，休停學。 Degree certificate, transcripts, student ID issuance, inter-campus course selection, suspension and termination of studies.

## 3. 學務處衛生保健組 Health Service Division

位置 Location	體育館2F Gymnasium 2F
聯絡方式 Tel	03-9317170
職務 In charge of	預防傳染病（含新冠肺炎確診學生處理），學生團體保險，外籍生健保處理，臨床治療與健康諮詢，緊急傷病治療。 Prevention of communicable diseases, Student group insurance, foreign student national health insurance, clinical treatment and health counseling, emergency injury/illness treatment and patient referral.

### ◇ 本處其他網站 You may also browse the following useful websites

國際處網站  
[OIA Website](#)

NIUFS 宜大外籍生  
[Niu Foreign Students FB](#)

境外生跳蚤市場  
[NIU second-hand market](#)



## 生活資訊 Campus Life

### ✧ 簽證及居留證須知 VISA and ARC Information

外籍生及僑生含港澳具外國國籍之華裔學生 International Students ( not including Hong Kong and Macau)

#### Before Arrival (抵達前)

請依照身分別點選下列頁面，並依照頁面內容指示完成居留簽證 **Resident Visa** 申請。

Please click the following link based on your identity and follow the respective instructions in order to apply for the **Resident Visa**. Please **apply for Resident Visa, not Visitor Visa**.

外國學生申請居留簽證

Resident Visa for Foreign Students:

<https://reurl.cc/7prEx5>

[Online Application system](#)



僑生申請居留簽證

Resident Visa for Overseas  
Chinese Students:

<https://reurl.cc/leRpxq>



#### After Arrival (抵達後)

##### Resident Visa → ARC

1. Resident Visa holders must apply for Alien Resident Certificate (ARC) within 15 days after arrival.

居留簽證轉居留證需於抵臺 15 天內完成申請。

##### 2. 申請文件 Required documents:

- ✓ One application form and 2 photos (申請書 1 份及相片 2 張)
- ✓ Passport & Resident Visa (original & photocopy) (護照及居留簽證正、影本各 1 份)
- ✓ Admission Letter (錄取通知書正、影本各 1 份)
- ✓ Enrollment Certificate or Student ID with registration stamp (在學證明或蓋有註冊章之學生證)
- ✓ Accommodation Certificate (住宿證明)

✓ Application Fee: NT 1,000 (申請費用：新臺幣 1,000 元)

\*Photo requirements for ARC: One 2" x 2" (4.5cmX3.5cm) colored photo with white background

3. Please **submit one photocopy** of your ARC to the **OIA** upon collection. (取得居留證後，請務必繳交 1 份影本至國際處)

**4. 領取居留證地址 Address：**

260009 宜蘭市民權路一段 53 號

No. 53, Sec. 1, Minquan Rd., Yilan City., Yilan County 260009, Taiwan (R.O.C.)

線上申請網站  
Students Online Application  
System：  
<https://reurl.cc/NRrOpq>



系統使用教學  
System User Guide:  
<https://reurl.cc/zNeOr0>



◇ 手機門號辦理資訊 Where to Get a Phone Number

電信業者 Telecom Company	地址 Address
中華電信 Chunghwa Telecom	宜蘭縣宜蘭市神農路一段 170 號 No. 123, Section 1, Shennong Road, Yilan City, Yilan County
遠傳電信 Far East Tone	宜蘭縣宜蘭市復興路二段 2-1 號 No. 2-1, Section 2, Fuxing Road, Yilan City, Yilan County
台灣大哥大 Taiwan Mobile	宜蘭縣宜蘭市神農路一段 192 號 No. 192, Section 1, Shennong Road, Yilan City, Yilan County

## ✧ 學校診所資訊 NIU Clinic Information

### 1. 健康中心 Health Center

健康中心位於體育館二樓，提供緊急傷病處理與醫療諮詢服務。  
The health center is located at the 2<sup>nd</sup> floor of the gymnasium.

診療時間 Service Hours :

➡ 內科 General Medicine :

Monday, Wednesday: 2:00pm~4:00pm

Friday: 10:00am~12:00pm

### 2. 諮商中心 Student Counseling Center

諮商中心位於體育館三樓，提供全校學生心理輔導及諮詢服務。  
Student Counseling Center is located at the Gymnasium, 3rd floor.

## ✧ 生活用品採買地點 Market Locations

### 1. 宜大文具精品生活館 YIDA Stationery Life Mall :

地址 Address : 宜蘭縣宜蘭市神農路一段 48 號

No. 48, Section 1, Shennong Road, Yilan City, Yilan County



### 2. 喜互惠生鮮超市文化店 Surewell fresh supermarket

地址 Address : 宜蘭縣宜蘭市民族路 426 號

No.426, Minzu Rd., Yilan City, Yilan County

### 3. 全聯 PX Mart

地址 Address：宜蘭縣宜蘭市復興路二段 36 號  
No. 36, Section 2, Fuxing Road, Yilan City, Yilan County



### 4. 家樂福 Carrefour

地址 Address：宜蘭縣宜蘭市民權路二段 38 巷 2 號  
No. 2, Lane 38, Section 2, Minquan Road, Yilan County

### 5. 新月廣場 Luna Plaza

地址 Address：宜蘭縣宜蘭市民權路二段 38 巷 2 號  
No. 2, Ln. 38, Sec. 2, Minquan Rd., Yilan City, Yilan County



### 6. 大雅書局 Daya Bookstore

地址 Address：宜蘭縣宜蘭市文化路 6 號  
No.6, Wenhua Rd., Yilan City, Yilan County

## ✧ 銀行資訊 Bank Information

### 中華郵政 ChungHwa Post

地址 Address：宜蘭縣宜蘭市神農路一段 1 號

No. 1, Section 1, Shennong Road, Yilan City, Yilan County



## ✧ 生活須知 Living in Yilan, Taiwan

### 1. 氣候 Climate

宜蘭縣是多雨的地區；根據中央氣象局宜蘭氣象站統計，宜蘭縣是屬副熱帶季風氣候區，平均一年有兩百多天是下雨天，因此雖然全縣的蓄水量並不高，但卻是全省水資源最不匱乏的地區；主要雨季有颱風期、梅雨期、東北季風期。

宜蘭平均溫度為 22°C，全年個月上下溫差約 10 度左右，氣溫相當溫和，最熱的月份是七月，平均溫度為 28.1°C；最冷月份是一月，平均溫度是 15.8°C；最熱與最冷月平均差為 12.3°C。

Yilan County is a rainy area, on average of every year there are 200 days of rain. In Taiwan, it is called “竹風蘭雨” meaning there is wind in Hsinchu just as there is rain Yilan. The weather especially during the winter often remains unsettled for several months due to monsoons.

Summer temperature：25-32°C

Winter temperature：15-22°C

Typhoon Season：June to September, sometimes in May and October.

## 2. 宜蘭景點一欄 Local attractions in Yilan



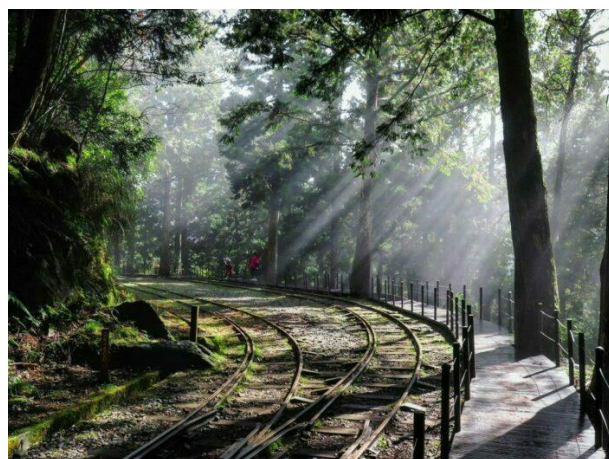
幾米公園  
Jimmy Park



國立傳藝中心  
National Center for Traditional Arts



外澳海灘  
Wai'ao Beach



太平山國家森林遊樂區  
Taipingshan National Forest  
Recreation Area



羅東林業文化園區  
Luodong Forestry Culture Park



蘭陽博物館  
Lanyang Museum

### 3. 宜蘭美食 Local foods in Yilan



原來豆花  
Soybean Pudding



柯氏蔥油餅  
Scallion Pancakes



阿娘給的蒜味肉羹  
Pork Pottage with Garlic Flavor



正好鮮肉小籠包  
Dumplings



阿宗芋冰城  
Taro ice



牛舌餅  
Ox-tongue Cookies

#### 4. 電壓 Voltage

☞ 110V , 60Hz



#### 5. 換匯 Currency Exchange

- (1) 建議同學們在抵達台灣機場時，可先行在機場換匯  
Currency exchange service is available at the airport; we highly recommend students to exchange their money to NT dollars on their arrival in Taiwan.

- (2) 臺幣 New Taiwan Dollar(NTD)

Coins : 50、20、10、5 and 1NTD

Bills : 2000、1000、500、200 and 100NTD



- (3) 匯率 Exchange rate

USD : NTD = about 1 : 30

HKD : NTD = about 1 : 4

#### 6. 生活費概算 Living Cost estimation

在宜蘭生活費大約一個月 8 千至 1 萬元。

Living expenses range from NTD8,000 to NTD10,000 per month in Yilan.

#### 7. 實用 APPS Recommended Apps

### (1) Google 智慧鏡頭 Google Lens

主要功能：可及時翻譯文字

Main Function：Google Lens support real-time translation from images and screenshots.

### (2) 健保快易通 National Health Insurance App

主要功能：得知你在台的醫療記錄及訊息，如看診記錄及至醫院檢測新冠肺炎結果。

Main Function：Enables you to access your personal health information, including medical records, surgery, medications, tests and examinations， covid-19 test reports, etc.



### (3) 台灣公車通 Taiwan Bus

主要功能： 全台交通工具資訊查詢。

Main Function：Providing bus arrival estimation times, locations of nearby stops and related routes.



## ☆ 常見問題 Q&A

### (1) 如何申請居留證？How to apply for an ARC?

請看本冊第 21-22 頁。Please refer to page 21-22.

### (2) 如何取得在學證明及住宿證明？

**How can I get an enrollment certificate and an accommodation certificate?**

請聯繫嘉儀姐（外籍生）或劉教官（僑生）以取得在學證明及住宿證明。

Please contact OIA Ms. Joey (International Students) or Mr. Liu (Overseas Students) to get your enrollment certificate and accommodation certificate.

### (3) 如何申請工作證？How do I apply for a work permit?

Online application system:

<https://reurl.cc/gMNNXX>

SOP for application



### (4) 成績單要到哪裡影印？Where can I print my transcript?

用以下機器即可列印，於行政大樓 1F 電梯前（教發中心旁），費用需 20 元左右。

The Transcript printing machines are located on the 1F of the Administrative Building, right in front of the elevator. It will cost around 20TWD for a copy.



- (5) 如何查詢我的獎學金或學校工讀金是否進帳？  
**How to check the status of my scholarship?**  
請至出納組出納支付網路查詢系統查詢：

<https://cash.niu.edu.tw/>



- (6) 我為何會被扣稅，是否可以拿回？  
**What is Taiwan's income tax? When should I file taxes?**

<https://reurl.cc/XV4AX7>



**(7) 外國學生獎學金幾時入帳呢？When will I receive my scholarship allowance? (for international students only)**

外國學生獎學金會於每個月 15 號前發放。You will receive your scholarship allowance before the 15<sup>th</sup> of every month.

**(8) 申請健保卡的條件是什麼？Requirements for National Health Insurance (NHI) Registration.**

在臺居住滿 6 個月，係指進入臺灣地區並取得外僑居留證後(以居留證初次核發日期為準)，連續居住達 6 個月，或曾出境 1 次未逾 30 日之實際居住期間，扣除出境日數後，併計達 6 個月。A person who has, after receiving an ARC, stayed in Taiwan for six consecutive months (starting from the ARC issue date), or exited Taiwan only **once**, for fewer than 30 days, within a period amounting to six months after the number of days that they have been away from Taiwan is deducted.

## 其他資訊 additional information

### 學雜費收費標準 Tuition and Miscellaneous fees

College Tuition & Miscellaneous Fees per semester		人文及管理學院 College of Humanities and Management	工學院 College of Engineering	生物資源學院 College of Bioresources	電機資訊學院 College of Electrical Engineering and Computer Science
一般學生及教育部「臺灣獎學金」受獎生 General Students and The Ministry of Education (MOE) Taiwan Scholarship Awardees	大學部 Bachelor	NT\$38,600	NT\$44,400	NT\$49,500	NT\$44,400
	碩博士班 Graduate	NT\$37,300	NT\$45,390	NT\$44,000	NT\$45,390
	學雜費基數 Basic tuition and miscellaneous fees system	NT\$17,433	NT\$23,291	NT\$22,187	NT\$23,291
外交部「臺灣獎學金」受獎生 The Ministry of Foreign Affairs (MOFA) Taiwan Scholarship Awardees	大學部 Bachelor	NT\$22,827	NT\$26,302	NT\$26,086	NT\$26,302
	碩博士班 Graduate	NT\$23,637	NT\$25,859	NT\$25,396	NT\$25,859
	碩博士班- 就學第三年後 Graduate who study at NIU from the 3 <sup>rd</sup> year	NT\$11,047	NT\$13,269	NT\$12,806	NT\$13,269

1. 以上為112學年度預定收費標準，實際費用將以屆時公布為準。

Above are estimated rates for the 2023 academic year. The actual tuition & miscellaneous fees will be announced closer to the appointed time.

2. 依教育合作協議入學者，依協議規定辦理。

Students admitted to NIU in accordance with an education cooperation agreement shall pay their tuition and other fees that are specified in this agreement.

3. 美金與新臺幣的匯率兌換約在 1:27-1:33，並且隨市場浮動。

The exchange rate between US\$ and NT\$ is about 1:27-1:33 and is subject to change.

## 學雜費收退費基準表 Refund and Charging Guidelines

學生休、退學時間 Students suspension or withdrawal period	學費、雜費退費比例 Tuition and miscellaneous fee refund ratio	備註 Remark
一、註冊日（含當日）前申請休退學者 Application before enrollment date (including the day of enrollment)	免繳費，已收費者，全額退費 No fees will be charged; all collected fees will be fully refunded	
二、於註冊日之次日起至上課（開學）日之前一日申請休、退學者 Application after enrollment date and one day before official classes of the semester starts	學費退還三分之二，雜費全部退還 Two-thirds of tuition fees will be refunded and miscellaneous fees will be fully refunded	其採學分學雜費或學雜費基數核算者，退還學分費全部、學雜費基數（或學分學雜費）三分之二 Those on the tuition and credit fees system or basic tuition and miscellaneous fees system, shall have their tuition per credit hour fully refunded and 2/3 of their basic tuition and miscellaneous fees or tuition and credit fees refunded.
三、於上課（開學）日（含當日）之後而未逾學期三分之一申請休、退學者 Application after the start of official classes of the semester but before 1/3 of the semester has passed	學費、雜費退還三分之二 Two-thirds of tuition and miscellaneous fees will be refunded	其採學分學雜費或學雜費基數核算者，退還學分費、學雜費基數（或學分學雜費）各三分之二 Those on the tuition and credit fees system or basic tuition and miscellaneous fees system, shall have 2/3 of each of their tuition per credit hour, basic tuition and miscellaneous fees or tuition and credit fees refunded.
四、於上課（開學）日（含當日）之後逾學期三分之一，而未逾學期三分之二申請休、退學者 Application after the start of official classes of the semester when 1/3 of the semester has passed but before 2/3 of the semester has passed	學費、雜費退還三分之一 One-third of tuition and miscellaneous fees will be refunded	其採學分學雜費或學雜費基數核算者，退還學分費、學雜費基數（或學分學雜費）各三分之一 Those on the tuition and credit fees system or basic tuition and miscellaneous fees system, shall have 1/3 of each of their tuition per credit hour, basic tuition and miscellaneous fees or tuition and credit fees refunded.

<p>五、於上課（開學）日（含當日）之後逾學期三分之二申請休、退學者</p> <p>Application after the start of official classes of the semester when 2/3 of the semester has passed</p>	<p>所繳學費、雜費，不予退還</p> <p>All collected fees will not be refunded</p>	
<p>備註 Remarks：</p> <p>一、表列註冊日、上課（開學）日及學期之計算等，依各校正式公告之行事曆認定之；學校未明定註冊日者，以註冊繳費截止日為註冊日。</p> <p>The calculations of the enrollment date and the start of official classes of the semester date listed in the table shall be determined in accordance with the official university calendar; if the university does not specify an enrollment date, the deadline for the payment of enrollment shall be the enrollment date.</p> <p>二、學生申請休學或自動退學者，其休、退學時間應依學生（或家長）向學校受理單位正式提出休、退學申請之日為計算基準日；其屬勒令退學者，退學時間應依學校退學通知送達之日為計算基準日。但因進行退學申復（訴）而繼續留校上課者，以實際離校日為計算基準日。</p> <p>Students applying for suspension or voluntary withdrawal, the baseline date for refunds should be the date that the student (or parent) formally applied for suspension or withdrawal with the Registration Division of the Office of Academic Affairs. For students who are placed on suspension or ordered to withdrawal, the baseline date should be the date that the University's notice of suspension or withdrawal was delivered. If the student continued to study at the university pending their appeal (litigation) over suspension or withdrawal, the baseline date is the date of actual departure from the university.</p> <p>三、休、退學之學生應於學校規定期限內完成離校手續；其有因可歸責學生之因素而延宕相關程序者，以實際離校日為計算基準日。</p> <p>A student applying for suspension or withdrawal should complete the school-leaving procedures within the allocated time specified by the university; if there is a delay due to factors that can be attributed to the student, the baseline date is the date on which the Registration Division received the suspension or withdrawal application with all of the required procedures completed.</p> <p>四、各校不得於學校行事曆所定該學期開始日前預收任何費用。</p> <p>Schools are not allowed to collect any fees in advance before the start date of the semester set in the official university calendar.</p>		

## 其他費用 Other Fees

以下為 112 學年度預估外國學生須繳之其他費用。

Below are estimated other expenses for international students for the 2023 academic year.

宿舍費 Accommodation	<p>1. 擬申請本校學生宿舍者，請於本校「外籍生線上申請系統」填寫「線上申請表」時勾選即可。</p> <p>Applicants can tick to apply for on-campus accommodation while filling out their online Application Form in the NIU International Students Admissions Application System.</p> <p>2. 學生宿舍 4 人一間房，每學期每人住宿費用為新臺幣 9,500 元。費用以公告為主且不含寒暑假。</p> <p>The accommodation fee is NT\$9,500 per semester. Students will share their room with 2~3 other students. Fee is subject to change and does not include summer and winter break.</p>
學生團體保險費 Students Group Insurance	<p>每學期新臺幣450元。</p> <p>NT\$450 per semester.</p>
網路通訊使用費 Internet access	<p>每學期新臺幣350元。</p> <p>NT\$350 per semester.</p>
全民健保費 National Health Insurance	<p>在臺居留滿六個月後，每月新臺幣826元。費用將隨政府政策調整。</p> <p>NT\$826 per month from the 7<sup>th</sup> month of stay in Taiwan.</p> <p>Fee is subject to change according to government policy.</p>
生活費 Living Expense (Meals, Books, & Travel..etc)	<p>每月平均約新臺幣 6,000 至 8,000 元，視每人生活方式有所不同。</p> <p>The average living expense ranges from NT\$6,000-8,000 per month. This varies depending on each individual's living style.</p>

## 財務規劃 Plan Your Finances

### 1. 工讀機會 / Part-time work in Taiwan

錄取學生入學後如欲在臺灣工讀（校內或校外），須先取得工作許可證。若未依規定申請工作許可證即受僱為他人工作，得處新臺幣3萬元以上，15萬以下之罰鍰。工作證效期分為兩期：4月1日-9月30日和10月1日-3月31日，每次最多為6個月，請特別留意。工作證可線上申請（<https://ezwp.wda.gov.tw>）。關於工作證及工讀注意事項，可洽國際事務處詢問。

Admitted students who wish to work a part-time job in Taiwan after registration at NIU must have a Work Permit. International Students who work part-time without a Work Permit will be fined NT\$30,000~150,000. Please note the validity of a work permit is divided into 2 periods: April 1~ September 30 & October 1~ March 31. The longest a work permit is valid is

for 6 months. You can Apply for a Work Permit online <https://ezwp.wda.gov.tw>. For more information about work permits you can contact the Office of International Affairs.

## 2. 申辦就學貸款 / Study Loan

外國學生礙於徵信作業困難，臺灣的銀行目前並未辦理外國學生就學貸款。錄取學生如需就學貸款，建議來臺灣前先向當地銀行申請。

Banks in Taiwan currently do not have any student loan plan available for International Students in Taiwan. If you need a student loan, please apply from banks in your home country prior to coming NIU.

## 3. 匯款至臺灣 / Transfer money to Taiwan

- 您可至跨國銀行（如匯豐銀行、花旗銀行）申請國際帳戶並開通提款卡國際提領功能。有國際提領功能之提款卡可至臺灣各銀行ATM提領，請注意各銀行每日提領金額與次數上限。

You may apply for an International Account at international banks (such as HSBC, Citibank) and activate the overseas withdraw function of your ATM Card. You can use that card to withdraw money from your international account at a Taiwanese ATM. There may be a daily withdrawal cap based on your banks' regulations.

- 首次來臺時，建議攜帶足夠繳交學雜費及短期使用之新臺幣或美元。您也可攜帶旅行支票至臺灣銀行兌換，但旅行支票每次兌換上限為US\$1,000，每次兌換至少須間隔2週。

Students are advised to bring enough cash in NTD or USD to pay tuition fees and short-term living expenses when they first come to Taiwan. You could also bring USD Travelers Cheques and exchange them for NTD at the Bank of Taiwan (BOT). Travelers cheques can be exchanged for up to 1,000 USD per transaction and you can apply for another exchange within an interval of 2 weeks.

- 抵達本校後，建議於學校附近之郵局或銀行開辦新臺幣帳戶，方便提取生活費用及打工所得匯款。

After arriving at the school, it is recommended for students to open a NTD Account to facilitate in the withdrawal of living expenses and remittance from part-time working income. You can open a NTD Account at a Post Office or Banks near NIU campus after settling in.

# 獎學金 Scholarship

## 1. 臺灣獎學金/Taiwan Scholarship

外國學生可申請由臺灣政府提供之「臺灣獎學金」，詳情請見：<https://www.edu.tw> ⇨ 教育資料 ⇨ 獎補助規定（含教育經費分配審議委員會）。

申請者於每年2月1日至3月底可至當地臺灣辦事處或最近的臺灣辦事處（若該國沒有臺灣辦事處）申請此項獎學金，查詢臺灣駐外館處可至以下網站：<http://www.boca.gov.tw/mp?mp=2> ⇨ 國內外申辦地點 ⇨ 國外申辦地點 ⇨ 以國家地區查詢（含各國暨各地區簽證、旅游及消費者保護資訊）。

International students may apply for the Taiwan Scholarship offered by the government. Please refer to <http://english.moe.gov.tw/> ⇨ Study in Taiwan ⇨ Scholarships, for detailed

information.

Applicants may apply from February 1st to the end of March every year at the Taiwan Overseas Mission (TOM) in their countries or the nearest country in case there is no TOM in that country. For more information about TOMs, please refer to <https://www.boca.gov.tw/mp-2.html>⇒ Embassies and Missions

2. 國立宜蘭大學外國學生獎勵要點/ Regulations of National Ilan University Financial Aid Awards for International Students.

中文版本 Chinese version: <https://oia.niu.edu.tw/var/file/14/1014/img/462/340644427.pdf>

英文版本 English version: <https://oia.niu.edu.tw/var/file/14/1014/img/462/154996189.pdf>

獎勵名額及項目視當年度經費預算而定。

The number of students to be granted financial aid awards and student aid grants are determined in the annual budget.

獎勵項目/Types of Student Aid Grants:

(1) 獎學金/ Scholarship :

- 碩博士班：新生在前一學位階段、在校生在前一學期之學業成績經各院審查表現優異者，每月新台幣8,000元。

- 學士班：新生在前一學位階段、在校生或轉學生在前一學期之學業成績經各院審查表現優異者，每月新台幣4,000元。

- Graduate students: Upon approval by each relevant college evaluation committee, new students with excellent academic performance in their respective former degree programs, and current students with excellent academic performance in their previous semester will receive NT\$8,000 per month.

- Undergraduate students: Upon approval by each relevant college evaluation committee, new students with excellent academic performance in their respective former academic studies, and current students or transfer students with excellent academic performance in their previous semester, will receive NT\$4,000 per month.

(2) 學雜費/ Tuition and Miscellaneous Fees waivers:

- 新生第一學年半額學雜費減免。

- 新生前一學位階段、在校生或學士班轉學生在前一學期之學業成績經各院審查表現優異者可獲全額學雜費減免。

- New students are granted half Tuition and Miscellaneous Fees waivers in their first academic year.

- Upon approval by each relevant college evaluation committee, new students with excellent academic performance in their respective former degree programs, and current students or bachelor degree transfer students with excellent academic performance in their previous semester, will receive a full Tuition and Miscellaneous Fees waiver.

(3) 校內宿舍費/School Dormitory Fees Waivers :

- 碩博士班新生前一學位階段、碩博士班在校生前一學期之學業成績經各院審查表現優異者補助全額校內宿舍費。

- Upon approval by each relevant college evaluation committee, new graduate and doctoral students with excellent academic performance in their former degrees, and

current graduate and doctoral students with excellent academic performance in their previous semester, will receive full School Dormitory Fees waivers.

- (4) 新生獎勵範圍為第一學年；其餘在校生獎勵範圍為 1 學期，在校生自第三學期起，每學期須重新申請。

Financial aid awards last one academic year for new students and one semester for current students. Current students who are eligible should re-apply for financial aid every semester beginning with their third semester of enrollment.

- (5) 學士班學生受獎以 8 學期為限、碩士班學生受獎以 4 學期為限、博士班學生受獎以 6 學期為限。

The maximum period covered by financial aid awards will be 8 semesters for undergraduate students, 4 semesters for master's students, and 6 semesters for doctoral students.

- (6) 擬申請本獎學金者，請於本校「外國學生線上申請系統」線上申請表中勾選。獎學金詳細資訊請參考以下網址：<http://isa.niu.edu.tw/article/detail/webSN/7/sn/14/back/1>

If you wish to apply for this scholarship please tick the online application system for international students when filling out the online application form. For more information about Scholarships please refer to:

<https://isa.niu.edu.tw/article/detail/webSN/7/sn/14/back/1>

- (7) 申請本校獎助學金者，需未獲得臺灣獎學金，或未接受我政府相關單位之獎助學金補助始得申請。獎學金相關規定請參見「國立宜蘭大學外國學生獎勵要點」。

Only applicants who have not received "Taiwan Scholarship" or any scholarships from related agencies of the R.O.C. (TAIWAN) government is eligible for application. Please see "Regulations of National Ilan University Financial Aid Awards For International Students" for further details.

# 國立宜蘭大學外國學生獎勵要點 Regulations of National Ilan University Financial Aid Awards for International Students

1. 國立宜蘭大學(以下簡稱本校)為推動本校國際化，鼓勵外國學生安心向學，協助完成學業，依據教育部「外國學生來臺就學辦法」之相關規定，特訂定「國立宜蘭大學外國學生獎勵要點」(以下簡稱本要點)。

The Financial Aid Awards Program aims to promote National Ilan University (NIU) and offer financial support to international students, assisting them in the completion of their studies. This document is promulgated according to the Ministry of Education Regulations Governing Study by International Students in Taiwan.

2. 本要點所稱之外國學生係依教育部「外國學生來臺就學辦法」第二條為認定標準。  
The term “international students,” as defined in this document, is in accordance with Article 2 of the Regulations Governing Study by International Students in Taiwan.

3. 經費來源：

(一)每年循預算程序編列。

(二)教育部等其他單位補助本校之相關經費、其他募款或捐贈收入。

Financial Source:

(1) The financial source is based on annual budgets.

(2) Other financial support may come from the Ministry of Education, private funding, or donations.

4. 申請資格：

(一)未受本校其他外國學生獎學金或我國政府相關單位獎助學金補助之本校外國學生。

(二)未在校內外有專職、非延修生且未曾受記過以上之處分者。

(三)碩博士在校生前一學期至少修習三學分。

Qualifications for Application:

(1) The applicant shall be an NIU international student and shall not have received any other international student scholarship from NIU or from any Taiwan governmental agency.

(2) The applicant shall not have a full-time occupation or postponed graduation or have committed any severe infringement of NIU regulations.

(3) Applicants in master's or doctoral programs shall have earned at least 3 credits in the previous semester.

1. 獎勵名額、項目及限制：

獎勵名額及項目視當年度經費預算而定。

獎勵項目：

- (一) 獎學金：

獎學金經核定後按月發放。

新生第一學年核發十二個月，在校生每學期核發六個月，惟畢業生發放至畢業當月止。

- 1、碩博士班：

新生在前一學位階段、在校生在前一學期之學業成績經各院審查表現優異者，每月新台幣八千元。

- 2、學士班：

新生在前一學位階段、在校生或轉學生在前一學期之學業成績經各院審查表現優異者，每月新台幣四千元。

- (二) 學雜費：

學雜費不含其他相關費用(如代辦費、保險費及網路使用費等)。

新生第一學年半額學雜費減免；新生前一學位階段、在校生或學士班轉學生在前一學期之學業成績經各院審查表現優異者可獲全額學雜費減免。

(三) 校內宿舍費：

校內宿舍費不含其他相關費用（如冷氣儲值卡等）。

碩博士班新生前一學位階段、碩博士班在校生前一學期之學業成績經各院審查表現優異者補助全額校內宿舍費（不包含寒暑假）。

本費用由國際事務處直接支付給校內宿舍費收取單位。

優秀學生得獲二種以上獎勵項目。新生獎勵範圍為第一學年；其餘在校生獎勵範圍為一學期，在校生自第三學期起，每學期須重新申請。

學士班學生受獎以八學期為限、碩士班學生受獎以四學期為限、博士班學生受獎以六學期為限。

Number and Type of Student Aid Grants:

The number of students to be granted financial aid awards and type of student aid grants are determined in the annual budget.

Type of Student Aid Grants:

(1) Scholarship: Scholarships are paid out monthly after initial approval.

New students are given a 12-month scholarship each academic year. Returning students are given a 6-month scholarship each semester. The scholarship ends the month of scheduled graduation.

A. Graduate students: Upon approval by each relevant college evaluation committee, new students with excellent academic performance in their respective former degree programs and returning students with excellent academic performance in their previous semester will receive NT\$8,000 per month.

B. Undergraduate students: Upon approval by each relevant college evaluation committee, new students with excellent academic performance in their respective former degree programs and returning students or transfer students with excellent academic performance in their previous semester will receive NT\$4,000 per month.

(2) Tuition and Miscellaneous Fees waivers: Related fees such as agency fees, insurance fees and internet fees are not counted as Tuition and Miscellaneous Fees.

New students are granted half Tuition and Miscellaneous Fees waivers in their first academic year. Upon approval by each relevant college evaluation committee, new students with excellent academic performance in their respective former degree programs and returning students or transfer students with excellent academic performance in their previous semester will receive a full Tuition and Miscellaneous Fees waiver.

(3) School Dormitory Fees waivers (Dormitory fees for winter and summer vacation are not included): Related fees such as AC value-added card are not counted as School Dormitory Fees. Upon approval by each relevant college evaluation committee, new graduate students with excellent academic performance in their former degrees and returning graduate students with excellent academic performance in their previous semester will receive full School Dormitory Fees waivers.

The unit in charge of school dormitory fees will be allotted by the Office of International Affairs directly.

High-achieving students can receive more than one type of financial aid award.

Financial aid awards last one academic year for new students; one semester for returning students. Eligible returning students should re-apply for financial aid every semester beginning with their third semester of enrollment.

The maximum of period covered by financial aid awards will be 8 semesters for undergraduate students, 4 semesters for master's students, and 6 semesters for doctoral students.

6. 申請方式：

(一) 新生報名本校外國學生申請入學招生管道時，於是否申請本校外國生獎學金勾選「是」，無須填寫額外申請表單，並於申請入學就讀本校時備齊入學申請文件及各院規定之審核資料，作為審查標準。

(二) 在校生於公告開放申請期限內，備齊各院規定之審核資料向所屬各院提出申請。

Materials for application:

(1) New students who have chosen the "Yes" option for applying for an NIU international student scholarship in the online recruitment system do not have to submit any other application form. These students fulfill evaluation criteria simply by submitting admission materials and other college evaluation materials when applying to NIU.

(2) Returning students submit college evaluation materials to the relevant college evaluation committee within the application period.

2. 審核與核發：

由具申請資格之學生向所屬各院申請，各院初審後提出受獎生排序名單，送外國學生招生委員會議審議後報請校長核定。國際事務處依核定之受獎名單按期程進行核發作業。

Evaluation and Grant Awards:

Eligible students submit applications to their colleges. In the initial stage of evaluation, the college evaluation committee offers a candidate ranking list to the International Student Recruitment Committee for further evaluation. The President of NIU ratifies student grants.

The Office of International Affairs awards grants based on the ratified financial aid awards lists.

3. 特殊情形：

本校與國外姊妹校簽署合作案及專案學雜費減免與獎學金，要點另訂之。

Exclusive programs for Scholarship and Tuition Waivers:

Special waivers are granted through contracts signed with partner universities, and through designated projects.

9. 受獎生當學期未完成註冊手續、辦理保留入學資格，或休學、轉學、退學、開除學籍者，取消其受獎資格且不得保留，自離校次月起停發獎學金，並依比例繳回當學期學雜費及校內宿舍費；但遇有特殊情形者由外國學生招生委員會議決議。獲核定受獎者，經查若有偽造、不實或重複領取之情事，撤銷其獲獎資格，已領取之獎勵項目應予繳回。

The university shall cancel financial aid awards without retention for would-be financial aid award receivers who: (a) do not complete the registration process and apply for retention of student status; (b) show a suspension, transfer, or dropout; (c) or are removed from student status. The scholarship terminates the month after eligible status ends. Tuition and Miscellaneous Fees as well as School Dormitory Fees from the previous semester shall be returned proportionally. In exceptional cases, final decisions are made by the International Students Recruitment Committee.

Students ratified for scholarships lose eligibility in the event of forgery, fraud, or duplicate grants. Financial aid awards already received are refunded to the school.

10. 本要點自一百零九學年度第二學期(春季班)起實施。一百零九學年度第一學期前入學者依原入學獎勵辦法適用至畢業。

These regulations take effect at the beginning of the second semester (spring semester) of the 2021 academic year. The original regulations are applied to students who enter school prior to the first semester of the 2021 academic year and remain in effect for these students until scheduled graduation.

11. 本要點以中文版為準，若有未盡事宜依本校或教育部相關規定辦理。

The Chinese text of these regulations takes priority. Related matters of interest are decided based on the regulations of the university or the Ministry of Education.

12. 本要點經國際事務會議、行政會議及校務基金管理委員會議通過後實施。

These regulations take effect after being passage by the International Affairs Meeting, the University Administrative Meeting and the National Ilan University Funds Committee.

# 國立宜蘭大學學則 National Ilan University's Regulations

## 第一篇 總則

### Section 1 General Principles

第一條 國立宜蘭大學（以下簡稱本校）依據「大學法」、「大學法施行細則」、「學位授予法」及相關規定訂定「國立宜蘭大學學則」（以下簡稱本學則），據以處理學生學籍及有關事宜。

Article 1 National Ilan University (hereinafter referred to as "the University") formulates the "National Ilan University's Regulations" (hereinafter referred to as "the Regulations") in accordance with the "University Act," "Enforcement Rules of the University Act," "Academic Degrees Act," and related regulations, for the management of student academic records and related matters.

第一條之一 學生突遭經教育主管機關認定影響正常學習之重大災害，應依「專科以上學校維護突遭重大災害學生學習權益處理原則」辦理，其要點另定之。

Article 1-1 Students who are suddenly affected by a major disaster recognized by the competent educational authority as significantly impacting a student's normal learning process shall be handled in accordance with the "Principles for Maintaining the Learning Rights and Interests of Students Suddenly Affected by Major Disasters in Colleges and Above," with detailed provisions thereof formulated separately.

## 第二篇 學士班學生

### Section 2 Bachelor Degree's Students

#### 第一章 入學

##### Chapter 1 Admission

第二條 本校學士班設大學、進修學士班、四技進修部等三種，其經本校入學考試錄取者，得入本校修讀學士學位。

一、大學：招收公、私立高級中等學校或同等學校畢業或具有同等學力者，入學第一學年編級為一年級。

二、四技：招收公立或已立案之高級職業學校畢業或同等學力者，入學第一學年編級為一年級。

前項各款同等學力之標準，悉依教育部規定及招生簡章辦理之。

Article 2 The University's undergraduate program comprises three divisions: University, Continuing Education Bachelor's, and Associate Degree Continuing Education. Candidates who were admitted through the University entrance examination are eligible to pursue a bachelor's degree at the University.

1. University Division: Admits graduates from public or private senior high schools or institutions of equivalent, students are classified as first-year degree students in their inaugural year of study.

2. Associate Degree Continuing Education Division: Admits graduates from public or accredited senior vocational schools, or individuals with commensurate qualifications, students are classified as first-year students in their initial year of study.

The standards for equivalent qualifications as mentioned above shall be in accordance with the regulations set forth by the Ministry of Education and specified in the admissions brochure.

第三條 在大學修滿一學年（含）以上肄業，或大學畢業已服兵役期滿或無常備兵役義務，或專科學校、專修科畢業，或具專科畢業同等學力，或空中大學全修生修滿規定學分肄業，經公開招生錄取者，得轉入本校學士班相當年級就讀。

Article 3 Students who have completed one academic year or more at a university, or have completed their military service after graduating from a university or have no obligation for military service, or have graduated from a junior college or completed a specialized program, or have the equivalent qualifications of a junior college graduate, or have completed the required credits as a full-time student at NOU, and who are admitted through an open enrollment procedure, may transfer to the corresponding year of study of the University's undergraduate program.

第四條 本校入學考試及轉學考試，須訂定公開招生辦法，報教育部核定後實施，其招生簡章另定之。

Article 4 The University's entrance examinations and transfer examinations must establish open enrollment regulations, which shall be implemented upon approval by the Ministry of Education, with the specifics outlined in a separate admissions brochure.

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，其辦法另定之，經國際事務會議審議後並報部核定。

Article 5 Foreign students are eligible to apply for admission to the University in accordance with the "Regulations for Admission of Foreign Students," with detailed provisions established separately. These regulations will undergo review by the International Affairs Council and be subject to approval by the Ministry.

第五條之一 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」之規定修讀雙聯學制，其辦法另定之。

Article 5-1 The University's collaboration with overseas universities or colleges may enable students to participate in a dual-degree program following the guidelines outlined in our "Implementation Measures for Dual-Degree Programs with Foreign Universities." Specific provisions for this program will be determined separately.

第六條 凡經錄取之新生及轉學生應於規定日期到校辦理入學手續；逾期未辦理者，撤銷其入學資格。

Article 6 Freshmen and transfer students are required to complete their enrollment procedures at the University before the deadline. Failure to do so will result in the revocation of their admission status.

第七條 新生及轉學生有下列情形之一者，得於註冊開始前，向教務處申請保留入學資格。

- 一、因重病須長期療養，並持有健保局特約區域醫院以上出具之證明者。
- 二、持有鄉鎮市區公所以上出具之低收入戶證明書者。
- 三、因服兵役持有入營服役通知書或在營服役證明書者。
- 四、僑生及外籍生因故不能按時來校報到入學者。

五、因懷孕、分娩或撫育三歲以下子女之需要並持有證明者。

六、因其他不可抗力因素而無法於當學期註冊入學者。保留入學資格以一年為限（因懷孕、分娩或撫育三歲以下子女之需要得視需要延長），惟新生及轉學生有下列情形之一者，得申請延長保留期限：

一、因懷孕、分娩或撫育三歲以下子女之需要需申請延長保留期限者，得視需要延長一年。

二、保留期間應徵服役者，得檢具在營服役證明，申請延長保留期限，俟保留期滿，檢具退伍證明辦理入學。

Article 7 Freshmen and transfer students who meet any of the following conditions may apply to the Office of Academic Affairs to retain their admission status before the registration period begins:

1. Students who require long-term treatment for a serious illness and possess a certificate issued by a hospital recognized by the National Health Insurance Administration (MOHW) as proof of the necessity of treatment.

2. Students who possess a certificate issued by a township/city office or higher, certifying their low-income household status.

3. Students who possess an enlistment notice or a military service certificate for in-camp service.

4. Overseas Chinese students and international students who are unable to report to the university for registration on time due to unavoidable reasons.

5. Students who are pregnant, have recently given birth, or are caring a child under three years old, and hold relevant proof.

6. Students who are unable to register for the current semester due to unforeseen circumstances beyond their control, the retention of admission status is limited to one year. However, newly admitted and transfer students who meet specific conditions may apply for an extension:

a) Students who require an extension due to pregnancy, childbirth, or are caring for a child under three years old, may apply for a one-year extension if necessary.

b) Students who obligated to serve in the military during the retention period may apply for an extension by submitting a military service certificate. Upon completion of the retention period, they must provide a discharge certificate during admission.

第七條之一 參加「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本校後，申請保留入學資格，期間以三年為限且不納入原定保留入學資格期間之計算。

Article 7-1 Students who graduates from senior high schools that are participating in the "The Youth Education and Employment Savings Accounts Program," are eligible to apply to retain their admission status. The retention period is limited to three years and is not counted towards the originally designated retention period.

第八條 新生或轉學生假借、冒用、偽造、變造學歷（力）證明文件入學者或入學考試舞弊行為，經學校查證屬實者，應開除學籍。開除學籍者，不發給與修業有關之任何證明文件。如在本校畢業者，除勒令繳回註銷其學位證書外，並公告撤銷其畢業資格。學生學籍資料應永久保存，並詳細登載其學號、姓名、性別、出生年月日、戶籍地址、身分證統一編號、入學年月、休學、復學、通信地址等資料。

Article 8 Freshmen or transfer students found to have used false, forged, or altered academic credentials or engaged in exam cheating to gain admission shall have their student status revoked upon verification by the University. Such students will not receive any documents related to their studies. In the event that a student graduates from the university, their graduation qualification shall be revoked, and they shall have their degree certificate return to the University. Their graduation disqualification will also be publicly announced. Student enrollment data, including detailed information such as student ID, name, gender, date of birth, home address, national ID number, date of enrollment, suspension, school resumption and mailing address, will be permanently retained.

第 九 條 本校學生學籍資料所登記之學生姓名、出生年月日，一律以身分證所載者為準，入學資格證件所載與身分證所載不符者，應即更正。

Article 9 The student name and date of birth recorded in the student enrollment data at the University shall strictly conform to the details provided on the national identification card. Any disparities between the information on the admission qualification documents and the national identification card shall be promptly rectified.

第九條之一 本校學生經核准得同時在國內外大學修讀學位，學士班新生及轉學 新生不得申請雙重學籍。

本校學生申請具雙重學籍，應填寫申請書，經系所主管同意後，送教務處備查。  
雙重學籍學生於他校所修習之各科目學分與成績不得計入本校成績與畢業學分。  
若有學位論文者，兩校之論文應有所不同。

Article 9-1 Students at our university who have received approval are permitted to pursue degrees concurrently at domestic and foreign universities. However, freshmen and transfer students in the undergraduate program are ineligible to apply for dual enrollment.

Students seeking dual enrollment at the University must complete an application form, obtain approval from their department or graduate institute, and submitted to the Office of Academic Affairs for recordation.

Credits and grades earned by students with dual enrollment at other institutions will not be included in their GPA or graduation requirements at the University. Furthermore, shall the student is required to submit a thesis, the content of the theses submitted to the two universities must be different.

## 第 二 章 繳費、註冊、選課

### Chapter 2 Payment, Enrollment and Course Selection

第 十 條 學生於每學期註冊時，應依規定繳納各項費用。收費標準於每學期註冊前公布之。

Article 10 Students are obligated to remit the specified fees at the commencement of each semester during the registration process. The fee structure is released prior to the beginning of every semester before registration.

第十條之一 經本校核准出境之學生（含延畢生），於出境交換期間須繳交本校全額學雜費。如於其合作協議（合作備忘錄）中，已訂定須在對方學校繳交學雜費者，可免繳本校學雜費。

Article 10-1 Students obtained approval from the University for outbound study programs, including deferred graduates, are obligated to remit the full tuition and miscellaneous fees to the institution for the duration of their exchange period. However, if their cooperative agreement (memorandum of cooperation) stipulates that they are required to pay tuition and miscellaneous fees to the partner institution, they may be exempt from paying these fees to the University.

第 十 一 條 學生應於每學期規定期限內繳交學雜費，除已辦理休學、應退學或已符合畢業資格者外，繳交學雜費即視同完成註冊。逾期未繳費者，除已先請准延緩註冊或休學者外，新生撤銷入學資格，舊生即令退學。  
學生因故無法依規定期限繳費、註冊者，得向教務處申請延緩註冊，至多以兩星期為原則。

Article 11 Students are mandated to remit tuition and miscellaneous fees within the stipulated deadline each semester. The completion of registration is contingent upon the payment of fees, except for those who have applied to suspension, or withdrawal, or have fulfilled graduation requirements. Failure to pay fees by the deadline, unless granted deferment of registration or withdrawal, will result in admission revocation for new students or mandatory withdrawal for current students.

Students encountering difficulties in fee payment or registration by the deadline due to exceptional circumstances may petition the Office of Academic Affairs for deferment of registration. The extension granted is typically limited to two weeks.

第 十 二 條 學生選課須依照學生選課辦法辦理，學生選課辦法另定之。

Article 12 Students are required to adhere to the regulations outlined in the Student Course Selection Guidelines when enrolling in courses. These guidelines are established separately.

第 十 三 條 延長修業年限學生，得僅修習應補修或重修之課程。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，註冊者至少應選修一個科目。

Article 13 Students who extend their study period are permitted to enroll exclusively in courses required for remediation or retake. In cases where the deficient credits pertain to second-semester courses, students may opt for suspension during the first semester without formal registration. However, if they decide to register, they must enroll in at least one course.

第 十 四 條 學生加退選科目應於每學期規定期限內辦理。學生未按規定辦理加、退選手續，其自行加選科目，成績、學分概不承認，其自行退選科目，成績以零分計算。  
學生於加退選課程截止後因特殊情形，致當學期無法繼續修習部份課程，得依本校「學生申請停修課程辦法」之規定，申請停修一門科目。

Article 14 Students are required to complete course add-drop requests within the designated deadline each semester. Failure to comply with the regulations regarding add-drop procedures will result in grades and credits not being recognized for self-added courses, and a grade of zero will be assigned for self-dropped courses.

In situations where students are unable to continue studying certain courses for the current semester due to special circumstances after the add-drop deadline, they may apply to withdraw one course in accordance with the "Guidelines for Course Withdrawal Application" at the University.

第十五條 學生不得修習上課時間衝突之科目，否則如經發覺，衝突各科目概予註銷。

Article 15 Students are prohibited from enrolling in courses that have scheduling conflicts. In the event that such conflicts are identified, the conflicting courses will be canceled.

第十六條 凡重讀已修習及格或已核准抵免名稱、學分數相同之科目者，其後修名稱、學分數相同之科目，應予註銷。但各學系另有規定者，不在此限。

Article 16 In cases where students are retaking courses they have previously passed, or have been granted credit exemption for courses with identical titles and credits, any subsequent enrollment in courses with identical titles and credits will be annulled. This rule is subject to any specific regulations outlined by the respective departments.

第十七條 本校為提供學生彈性之修業規劃，得視需要利用暑期開授課程，並依本校「暑修授課實施辦法」辦理，其辦法另定之。

Article 17 In order to provide students with a more flexible academic study plan, the University may offer courses during the summer break as requirement. The administration of these summer courses shall comply with the "Implementation Guidelines for Summer Course Enrollment" set forth by the University, which shall be defined separately.

第十八條 學生於學期中或暑期選修他校課程，依本校「校際選課實施辦法」辦理，其辦法另定之。

Article 18 Students who enrolled in courses at other university during the semester break must adhere to the guidelines outlined in the "Implementation Guidelines for Inter-Institutional Course Selection" established by the University, , which shall be defined separately.

### 第三章 修業年限、學分、成績

#### Chapter 3 Duration of Studies, Credits, Grades

第十九條 本校採學年學分制，大學修業年限四年，所修學分總數至少須滿一百二十八學分。進修學士班、四技進修部其修業年限得比日間部相同系組增加一年。

持海外中五學制畢業證明以同等學力資格入學本校大學學士班者，應於註冊入學後補修應修學分數至少十二學分，修習科目別由各學系訂定之。

學生在修業年限內未能修足各學系、輔系規定學分者，得延長修業年限，至多得延長二學年，如修讀雙主修者，至多得再延長一學年。身心障礙學生因身心狀況及學習需要，得延長修業年限，至多得延長四學年。

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，至多得延長四學年。

Article 19 The university operates on an annual credit system, requiring undergraduate students to complete a minimum of 128 credits over a standard four-year study period.

In the Continuing Education Bachelor's Program and the Associate Degree Continuing Education Program, the study period can be extended by one year compared to the equivalent Undergraduates-day programs.

Students entering the University's undergraduate program with a certificate of completion on a five-year overseas secondary school program, equivalent to the Taiwanese system, must complete a minimum of 12 additional credits in subjects specified by each department after enrollment.

Students who are unable to complete the required credits within the standard study period set by their department or minor program may extend their study period by up to two years, or up to one additional year for those pursuing a double major.

Students with disabilities may extend their study period by up to four years based on their physical and mental conditions and learning needs.

Students who are pregnant, giving birth, or caring for children under three years old may extend their study period by up to four years.

第二十條 學生入學本校前修習及格之科目與學分；入學本校後經核准出國進修或修習其他教學單位課程，得否申請抵免或提高編級，依本校「學生抵免學分辦法」之規定辦理，其辦法另定之。

Article 20 Students are eligible to request credit and grade exemptions for courses completed and credits earned prior to enrollment at the University, as well as for courses undertaken at other educational institutions or during approved overseas study programs after enrollment. These requests will be evaluated in accordance with the guidelines specified in the "Students' Credit Exemption Guideline" established by the University, which will be defined separately.

第二十一條 各科目學分之計算，原則以每週授課一小時滿一學期者為一學分，而實習與實驗以每週授課二至三小時滿一學期者為一學分。

Article 21 The calculation of credits for each course adheres to the principle that one credit is equivalent to one hour of class per week for a full semester. However, for internships and laboratory courses, one credit is equivalent to two to three hours of class per week for a full semester.

第二十二條 學生成績分學業和操行兩種，並採百分記分法核計。百分記分法以一百分為滿分，以六十分為及格，不及格科目不給學分。

Article 22 Student performance is assessed through academic and conduct grades in percentage-based grading system. Under this system, the maximum score is 100 points, with a passing grade at 60 points. Courses with a failing grade are not credited.

第二十三條 學生學業成績考查，分下列三種：平時考查、期中考試和期末考試。

Article 23 Student academic performance is evaluated through three types of assessments: regular evaluations, mid-term exams, and final exams.

第二十四條 各科目學期成績由授課教師根據平時考查、期中考試成績及期末考試成績計算，填入成績登錄表，於本校行事曆所定之送交成績截止日前繳交成績，並永久保存。學生應於每學期期末考試完畢十日起，上網查詢各科學期成績，對於學期成績有疑義時，得由學生逕洽授課教師查詢。教師繳交及更正成績之各項事宜，應依本校「教師繳交及更正成績辦法」之規定辦理，其辦法另定之。

Article 24 Each course's semester grade is examined by the instructor based on regular assessments, mid-term exam scores, and final exam scores. These grades are recorded on a grade sheet and must be submitted before the deadline as stated in the University calendar, and stored permanently.

Students may view their semester grades online starting ten days after the end of each semester's final exams. If there are any questions or discrepancies regarding the grades, students may contact the respective instructors directly for clarification.

The submission and correction of grades by instructors must adhere to the regulations outlined in the "Procedures for Submission and Correction of Grades by Instructors" established by the University, which shall be determined separately.

第二十五條 學生各項成績經教師送交註冊課務組後，不得更改，但如屬教師之失誤致有登記遺漏或核算錯誤，得由任課教師以書面說明理由，向註冊課務組提出，經教務會議審議通過，送交註冊課務組更改成績。

Article 25 Once grades have been submitted to the Registrar's Office by the instructor, they are considered final and may not be changed. However, in cases of registration omissions or calculation errors attributable by the instructor, the instructor may submit a written explanation to the Registrar's Office, providing reasons for the requested change. Following approval by the Academic Affairs Committee, revised grades may be submitted to the Registrar's Office for correction.

第二十六條 學生如因重病住院或不可抗拒事故，未能參加期中考試或期末考試，經辦妥請假手續者，准予補考。補考應於考試結束後兩週內辦理。若因重大事故，致無法參加補考者，得檢具證明，經系主任、院長及教務處核准後，未參加期末考試之學期，可以休學論處，惟其休學累計學期數仍應符合本學則相關規定。學生因懷孕、分娩或撫育三歲以下子女之需要而核准之事（病）、產假，致缺課時數逾全學期授課時數三分之一，該科目成績得視需要與科目性質予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 26 Shall students fail to participate in a midterm or final exam due to severe illness requiring hospitalization or an unpredicted incident, student may request for a make-up exam after completing the leave application. The make-up exams must be completed within two weeks after the original exam period. In cases where a student cannot take the makeup exam due to a significant accident, may request a special approval from the head of department, dean, and Office of Academic Affairs, the semester in which the final exam was missed may be treated as suspension, provided that student has comply with relevant suspension regulations. For students on approved sick or maternity leave due to pregnancy, childbirth, or child care needs, if their absence exceeds one-third of the total class hours for the semester, the course instructor may, at their discretion, arrange

for a make-up exam or other remedial measures based on the necessity and nature of the course. The make-up exam grade will be determined based on the student's actual performance.

第二十七條 學生於考試時，若有舞弊行為，一經查出，除該次考試成績以零分計算，並視情節輕重，依據學生獎懲辦法給予適當之處分。

Article 27 Shall student found to have engaged in cheating during an examination, their score for that examination will be recorded as zero. Student shall also be subject to disciplinary punishment as the outlined of the Student Code of Conduct depending on the circumstances.

第二十八條 學生學業平均成績與畢業成績之計算方法如下：

- 一、以科目之學分數乘以該科目所得之成績為積分。
- 二、學期所修各科目學分數之總和為學期學分總數。
- 三、學期所修各科目積分之總和為學期積分總數。
- 四、以學期積分總數除以學期學分總數，為學期學業平均成績。
- 五、學期學業平均成績之計算，包括不及格科目在內，但不含暑修學分及成績。
- 六、各學期積分總數之和除以各學期學分總數之和為畢業成績。

Article 28 The students' academic average grades and graduation grades shall be evaluated as follows:

1. Each course point is obtained by multiplying numbers of credits of the course by the grade received.
2. The total number of credits for courses taken in a semester is the total semester credits.
3. The total points for courses taken in a semester are the total semester points.
4. Divide the total semester points by the total semester credits to get the semester average grade.
5. The calculation of the semester average grade includes failing grades but excludes summer course credits and grades.
6. Divide the sum of total points for all semesters by the sum of total credits for all semesters to obtain the graduation grade.

#### 第四章 請假、曠課、扣分

##### Chapter 4 Leave Application, Absence and Grade Deduction

第二十九條 學生因故未能上課者，須依規定辦理請假；期中考試及期末考試因故未能到考者，須向教務處請考試假。請假規則另定之。

Article 29 If a student is unable to attend classes due to unforeseen circumstances, they must adhere to the University's procedures on leave applications. Similarly, shall the student is unable to sit for the midterm or final exam due to unforeseen circumstances, they must request exam leave from the Office of Academic Affairs. Specific regulations regarding leaves of absence are established separately.

第三十條 未經准假而未到課者為曠課。

學生於肄業期間出境，有關學業及學籍之處理，依「學生出境期間 有關學業及學籍處理要點」辦理，其要點另定之。

Article 30 Student missing in action without leave application is considered absent.

Students who departed the country during their academic period, academic and enrollment matters shall be carried out in accordance with the "Guidelines for Handling Academic and Enrollment Matters for Students Leaving the Country During Their Academic Period," with detailed procedures specified separately.

第三十一條 學生因請假（公假或因懷孕、分娩或撫育三歲以下子女之需要而核准之事（病）、產假除外）或曠課致某一科目缺課時數，達該科目全學期授課時數三分之一者，該科學期成績以零分計。

Article 31 If a student take leave (excluding public holidays or maternity leave for pregnancy, childbirth, or childcare needs) or absence from a particular course exceeding one-third of the total class hours for the semester, the grade for that course in that semester will be recorded as zero.

第三十二條 學生曠缺課、操行成績設有預警制度，其辦法另定之。

Article 32 There is a warning system for student absenteeism and conduct grades, with specific regulations to be determined separately.

## 第五章 輔系、雙主修、轉系

### Chapter 5 Minor, double major and transfer department

第三十三條 各系學生自入學第二學年第一學期起至修業年限最後一學年第一學期止（不包括延長修業年限），得依本校「學生選修輔系辦法」申請修讀本校或他校同學制其他學系為輔系，其辦法另定之。

Article 33 At the beginning of the first semester of their second academic year until the first semester of their final academic year within the standard study period (excluding any extensions), students in each department may apply to pursue a minor in another department at our university or in a comparable institution according to the "Regulations for Students Pursuing a Minor" established by the University, which will be determined separately.

第三十四條 各系學生自入學第二學年第一學期起至修業年限最後一學年第一學期止（不包括延長修業年限），得依本校「學生修讀雙主修辦法」申請修讀本校或他校同學制其他學系為雙主修，其辦法另定之。

Article 34 Starting from the first semester of their second academic year until the first semester of their final academic year within the standard study period (excluding any extensions), students in each department may apply to pursue a double major in another department at the University or in a comparable institution according to the "Regulations for Students Pursuing a Double Major" established by the University, which will be determined separately.

第三十五條 學生轉系前應慎重評估，需先行瞭解擬轉入學系之課程與性向，並請系主任予以輔導。各系學生符合轉系審查標準者，得於教務處公布時間內依本校「學生轉系、所辦法」提出申請，其辦法另定之。

Article 35 Student shall determine the curriculum and orientation of the department before submitting transfer department application, and do seek guidance from the head of department. Students who meet the transfer review criteria set by each department may apply for a transfer within the specified period announced by the

Office of Academic Affairs, according to the "Regulations for Student Transfers Programs or Department" established by the University, which will be determined separately.

第三十五條之一 本校為培養專業人才，引導學生系統化學習特定領域或跨系所之課程，各系學生得依本校「學生修讀學分學程辦法」申請修讀本校或他校學分學程，其辦法另定之。

Article 35-1 To foster professional expertise and facilitate systematic learning in specific fields or interdisciplinary studies, students from each department are eligible to apply for enrollment in a credit program offered by the University or another institution. This application process is governed by the "Regulations for Students Pursuing a Credit Program," as established by the University which will be determined separately.

## 第六章 休學、復學、退學

### Chapter 6 Suspension, Schooling Resumption, Withdrawal

第三十六條 學生因故申請休學，至遲得於期末考試開始前向教務處申請，經教務長核准後，向註冊課務組辦理離校手續，請領休學證明書，未成年者須經家長或監護人同意。新生及轉學生入學第一學期，須於完成註冊手續後，始得申請休學。學生申請休學、得由學校核准一學期、一學年或二學年，休學累計以二年為原則，期滿因重病或特殊原因等無法及時復學者，得專案申請，再予延長一學年。

Article 36 Students who wish to suspend shall submit the request to the Office of Academic Affairs no later than the beginning of the final exams. Upon approval by the Dean of Academic Affairs, student shall complete the necessary procedures at the Registrar's Office to obtain a suspension certificate. Minors must also obtain consent from their parents or legal guardians before proceeding with suspension.

Freshmen and transfer students are only eligible for suspension after completing the registration procedures for their first semester.

Students may apply for suspension for one semester, one academic year, or two academic years, with a maximum cumulative period of two years. In cases where students are unable to resume their studies on time due to serious illness or other special reasons, they may apply for a special extension for an additional academic year.

第三十七條 學生有下列情形之一者，應令休學，並向註冊課務組申請辦理離校手續，請領休學證明書。

- 一、一學期中請假達三分之一者（公假或因懷孕、分娩、撫育三歲以下子女之需要而核准之事（病）、產假除外）。
- 二、經本校學生事務委員會會議決議必須辦理休學者。
- 三、已註冊學生於加退選截止日仍未依規定辦理選課或所選學分數低於本學則規定者。

Article 37 Students must obtain a suspension and complete the required procedures at the Registrar's Office for suspension certificate if they meet any of the following conditions:

1. Absences exceeding one-third of the total class hours in a semester (excluding approved sick leave, maternity leave, or child care leave for children under three years old).

2. Decision made by the Student Affairs Committee of the University that suspension is compulsory for the student.

3. Failure to register for courses by the add-drop deadline or failure to meet the minimum credit requirements as stipulated by the University regulations.

第三十八條 學生於休學期間應徵服役，須檢具徵集令影印本，申請延長休學期限，服役期間不計入休學年限內，俟服役期滿，檢具退伍令申請復學。

學生因懷孕、分娩或撫育三歲以下子女之需要，得檢具相關證明申請休學，其休學期間不列入休學年限。休學期滿，應檢附子女出生證明或相關證明文件申請復學。

Article 38 Students who are in serving their military service period during suspension shall submit a copy of the conscription notice for application in prolonging their suspension period, and it shall not be included as student's suspension period. Upon completing the military service, students must provide the discharge certificate when applying for resumption of studies.

第三十八條之一 參加「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本校後，於入學後申請休學，期間以三年為限且其休學期間不列入休學年限。

Article 38-1 Students who have graduated from senior high schools that participated in the "The Youth Education and Employment Savings Account Program" and subsequently enrolled in our university, may apply for suspension for up to three years after enrollment. This suspension period will not be included in the total suspension period.

第三十八條之二 學士班學生就學期間服役彈性修業適用對象為民國九十四年次（含）以後役男（簡稱學士班就學期間彈性修業役男），其服役彈性修業措施，依本校相關教務章則辦理之。

Article 38-2 During their academic studies, undergraduate students who are called up for military service and fall within the category of "Flexible Study Period for Military Service" starting from the year 2005 (referred to as undergraduate students eligible for a flexible study period for military service), shall be subject to the flexible study period for military service measures in accordance with the relevant academic regulations of our university.

第三十九條 休學學生應於休學期滿前辦理復學手續，經核准後，應入原肄業系（組）相銜接之年級或學期肄業。學生於學期中途休學者，復學後，應入原休學之年級或學期肄業。該休學學期內已有之成績概不計算，休學期間亦不納入修業年限。

Article 39 Students on suspension must complete the procedures for resumption of studies before the end of requested suspension period. Upon approval, they must enroll in the academic year or semester corresponding to their original program. For students who apply for suspension during the semester, upon resuming their studies, they must enroll in the academic year or semester corresponding to the one they left. Grades obtained during the suspension period will not be counted, and will not be included in the total duration of study.

第四十條 在系科（組）變更或停辦過渡期間，學生之課業重修、補修及復學生學籍等問題，得依「系科（組）變更或停辦過渡期間學生重修、補修、休學、復學及學籍處理要點」辦理，其要點另定之。

Article 40 During the transitional period of departmental or program changes or closures, matters such as course retakes, completion of missed courses, and the reinstatement of students' academic statuses shall be addressed in accordance with the "Guidelines for Managing Course Retakes, Completion of Missed Courses, Suspension, Resumption of Studies, and Academic Status of Students During the Transitional Period of Departmental or Program Changes or Closures." Specific guidelines for these procedures will be established separately.

第四十一條 學生有下列情形之一者，應予退學：

- 一、入學或轉學資格經審查不合者。
- 二、逾期未註冊或休學逾期未復學者。
- 三、學期成績不及格科目之學分數連續兩學期達該學期修習學分總數二分之一者。僑生、外國學生、蒙藏生、原住民籍學生及派外人員子女學生，學期學業成績不及格科目之學分數，連續兩學期達該學期修習學分總數三分之二者。但學期修習科目，在九學分（含）內者不在此限。身心障礙學生不適用因學業成績退學之規定。
- 四、修業期限屆滿，經依規定延長年限仍未修滿應修學分或未符合畢業條件者。
- 五、操行成績不及格者。
- 六、違反校規情節重大，經學生事務會議決議退學者。
- 七、無前列各款事由而自請退學者。前項第三款所定連續兩學期，除在學期間外，休學前後兩學期不算連續。

Article 41 Under the following circumstances, students shall be withdrawn from the university:

1. Disqualification upon review of their admission or transfer qualifications.
2. Failure to register within the specified period or failure to resume studies after the suspension period has expired.
3. Failure to pass courses for which credits account for half of the total credits attempted for two consecutive semesters. For overseas Chinese students, foreign students, Mongolian and Tibetan students, indigenous students, and children of foreign expatriates, this criterion applies when the credits for failed courses account for two-thirds of the total credits attempted for two consecutive semesters, except for courses within nine credits. This provision does not apply to students with disabilities regarding academic performance.
4. Failure to complete the required credits or meet graduation requirements within the timeframe, even after an extension.
5. Failure to meet the conduct grade requirement.
6. Serious violation of university regulations resulting in withdrawal as determined by the Student Affairs Committee.
7. Voluntary withdrawal without any of the above reasons.

The first 3 circumstances applied for consecutive two semesters shall exclude the semester in which a student is on suspension period, as well as the two semesters immediately preceding and following the suspension.

第四十二條 未成年學生因故自請退學，須經家長或監護人之同意，方得辦理退學。

Article 42 An underage student who voluntarily withdraws from the university must obtain consent from their parent or legal guardian before processing the withdrawal.

第四十三條 自請退學及勒令退學學生，應向教務處辦理退學離校手續，如在校肄業滿一學期具有成績者，得向學校申請發給修業證明書。但入學或轉學資格經審查不合而退學者或經開除學籍者，不發給有關修業證明文件。

Article 43 Students who voluntarily withdraw from or are expelled from the university must complete the withdrawal procedures at the Office of Academic Affairs. If they have completed at least one semester with academic results, they may apply for an academic transcript. However, students who are disqualified upon review of their admission or transfer qualifications or who have been expelled from the university will not be issued any relevant academic documents.

第四十四條 休退學學生之退費標準，依教育部「專科以上學校學雜費收取辦法」及「專科以上學校向學生收取費用辦法」規定辦理。

Article 44 The refund standards for suspension or withdrawal are processed in accordance with the Ministry of Education's "Regulations for the Collection of Miscellaneous Fees by Colleges and Universities" and "Regulations for Colleges and Universities to Charge Fees to Students."

第四十五條 依規定應予退學或開除學籍學生，得依本校「學生申訴處理辦法」之規定期限內提出申訴，在結果未確定前，學生得繼續在校肄業；但申訴結果維持原處分時，自申訴提出至申訴結果確定期間之修習成績不予採認；經校內申訴後獲准復學者，若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。前項之本校「學生申訴處理辦法」，其辦法另定之，報教育部核定後實施。

Article 45 Students who are required to withdraw or have their enrollment canceled have the right to appeal under the University's "Student Appeal Handling Procedures" within the specified timeframe. Throughout the appeal process, students are permitted to remain enrolled at the University. However, if the appeal upholds the original decision, any academic credits earned during the period from the appeal submission to the final decision will not be recognized. In cases where students are approved to resume their studies after an internal appeal but are unable to do so promptly due to special circumstances, they may request a retroactive leave of absence for the period before their return to studies.

The university's "Student Appeal Handling Procedures" are established separately and will be implemented after receiving approval from the Ministry of Education.

## 第七章 畢業、學位

### Chapter 7 Graduation and Degree

第四十六條 學生修業期滿，修滿應修學分，各學期操行成績及格，且通過「外語能力」、「體適能能力」及「多元學習能力」基本要求，並符合各系自訂之畢業條件者，應予畢業，依有關規定審核後，授予學士學位。前項「外語能力」、「體適能能力」及「多元學習能力」基本要求，以大學部日間學制學生為實施對象，其辦法另定之。

Article 46 Upon fulfilling the requisite credit requirements, and maintaining conduct grades each semester, and meeting the fundamental criteria for "Foreign Language Proficiency," "Physical Fitness," and "Multidisciplinary Learning Skills," in addition to fulfilling the specific graduation criteria set by each department, students are eligible for graduation. Following a comprehensive review aligned with applicable regulations, student will be rewarded with a bachelor's degree.

The basic requirements for "Foreign Language Proficiency," "Physical Fitness," and "Multidisciplinary Learning Skills" mentioned above apply to undergraduate students in the day program. Specific guidelines for implementation will be determined separately.

第四十七條 學生修業期間，合於下列標準者，得向教務處申請，經就讀學系系主任、所屬學院院長同意及教務長核准，提前一學期或一學年畢業：

- 一、必修科目與學分全部修畢，並符合各系自訂之畢業條件者。
- 二、各學期學業平均成績在八十分以上或各學期名次在該系（組）該年級學生數前百分之十以內，學士班就學期間彈性修業役男不在此限。
- 三、操行成績各學期均在八十分以上。
- 四、大學部日間學制學生另需通過「外語能力」、「體適能能力」及「多元學習能力」基本要求。學生在規定修業期限屆滿前一學期或一學年，修滿就讀學系規定之全部科目與學分，而不合前項各款規定者，仍應註冊入學。

Article 47 During their academic tenure, students who fulfill the following criteria are eligible to request early graduation through the Office of Academic Affairs. This request must be approved by the head of department, the dean of the college, and the Director of Academic Affairs for a period of one semester or one academic year:

1. Completed all mandatory courses and credits, as well as fulfillment of the graduation requirements outlined by the department.
2. Maintain an average grade of 80 or above in each semester, or maintain the top 10% of students in the department and year level, excluding those undergoing flexible study periods for military service.
3. Maintain a conduct grade of 80 or above in each semester.
4. Compulsory to fulfill the requirements for "Foreign Language Proficiency," "Physical Fitness," and "Multidisciplinary Learning Skills" for undergraduate students in the day program.

Students who fulfill all necessary courses and credits specified by the department one semester or one academic year prior to the scheduled completion date but fail to meet the aforementioned criteria are still required to register for the subsequent semester.

### 第三篇 碩、博士班學生

#### Section 3 Master's and Doctoral program students

#### 第一章 入學

##### Chapter 1 Admission

第四十八條 凡於國內經教育部立案之大學或獨立學院畢業或於符合教育部採認規定之國外大學或獨立學院畢業取得學、碩士學位或具有同等學力資格，經本校碩、博士班甄試或考試入學錄取，得入本校修讀碩、博士學位。

Article 48 Students who hold a degree from a university or college in Taiwan accredited by the Ministry of Education, or a bachelor's or master's degree from an overseas university or college recognized by the Ministry of Education, and who have been admitted to the University's master's or doctoral programs through entrance examinations or admissions tests, are eligible to pursue a master's or doctoral degree at our university.

第四十八條之一 本校修讀學士學位應屆畢業生及修讀碩士學位研究生，合於逕修讀博士學位資格，得申請逕修讀博士學位，其作業規定另訂之。

Article 48-1 Undergraduate students who are graduating from the University and graduate students pursuing a master's degree, who meet the qualifications for direct admission to a doctoral program, may apply for direct admission to a doctoral program. Specific procedures for this process will be determined separately.

## 第二章 選課

### Chapter 2 Course Selection

第四十九條 研究生每學期所修習學分數，由各系、所核定之。

Article 49 The number of compulsory credits for students is determined by each department or faculty.

第五十條 研究生之論文指導教授應具有學位授予法合格擔任學位考試委員資格者。主指導教授應由本校專任教師擔任。學生若因論文研究範圍涉及專業領域需共同指導，得由主指導教授另推薦專長相符之兼任教師或校外學者專家共同指導，並經院系（所）務會議及教務會議審議核定後聘任之。研究生之配偶或三親等內之血親、姻親，不得擔任其指導教授。

Article 50 The thesis advisor for master's program students must be qualified to serve as a member of the thesis examination committee according to the regulations for granting degrees.

The main thesis advisor must be a full-time faculty member of the University. If a student's research requires co-supervision due to the interdisciplinary nature of the research, the main advisor may recommend an adjunct faculty or external scholars with expertise in the relevant field to serve as co-advisors. The appointment of co-advisors must be approved by the department (or institute) council and the academic affairs council.

The spouse or relatives within the third degree of consanguinity or affinity of master's program student should not serve as their advisor.

## 第三章 修業年限、學分、成績、退學

### Chapter 3 Length of Study Period, Academic Credits, Grade/Score, Withdrawal

第五十一條 碩士班修業年限為一年至四年；博士班修業年限為二年至七年；在此範圍內各所得依特性需要，另行規範最低修業期限。

以在職進身分錄取之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，得酌予延長其修業期限，最高以二年為限。逕行修讀博士學位者，自轉入博士班起，其修業期限依照前項規定辦理。

Article 51 The length of study for master's programs is one to four years, and for doctoral programs is two to seven years. Each department may stipulate a minimum study period based on its characteristics.

Graduate degree's students admitted as part-time students who have not completed the required courses or have not finished their thesis within the timeframe may be granted an extension of up to two years. For students pursuing a doctoral degree directly, the study period starts from their enrollment in the doctoral program and is governed by the provisions mentioned above.

第五十二條 碩士班研究生至少須修滿二十四學分；博士班研究生至少須修滿十八學分；逕修讀博士學位研究生至少須修滿三十學分（含碩士班期間所修學分數）。

前項論文學分數另計；各系、所得視需要提高學分數，或訂定必修科目與學分。

Article 52 Master's students must complete at least 24 credits; doctoral students must complete at least 18 credits; and students pursuing a doctoral degree directly must complete at least 30 credits (including credits earned during their master's studies).

Thesis credits are counted separately; each department may increase the number of credits as needed or establish required courses and credits.

第五十三條 研究生各科學業成績、操行成績核計比照學士班規定，其成績以七十分為及格；不及格者，不得補考，必修科目應令重修。

研究生修習大學部開設之課程，其成績計入當學期及畢業總平均內，成績及格者給予學分，惟是否計入應修最低畢業學分數內，由各系所自行決定。

Article 53 The grading of graduate students' academic and conduct performance shall follow the regulations for undergraduate students, with a passing grade set at 70. Students who failed shall not be allowed to make up for the failed course and must retake the required courses.

The grades for courses taken by graduate students from the undergraduate program shall be included in the semester and overall GPA. Students who pass the courses will be granted credits. However, whether these credits count towards the minimum graduation credits shall be determined by each department.

第五十四條 研究生學位考試之條件、程序及辦理方式，依本校「碩、博士學位考試規則」之規定辦理，其辦法另定之。

Article 54 The conditions, procedures, and methods of master's examination are conducted in accordance with the regulations set forth in the "Regulations for Master's and Doctoral Degree Examinations" of the University, with specific guidelines to be determined separately.

第五十五條 研究生之抵免學分，依本校「學生抵免學分辦法」之規定辦理，其辦法另定之。

Article 55 The granting of credit exemptions for master's programs is carried out in accordance with the regulations outlined in the "Regulations for Credit Exemptions for Students" of the University, with specific guidelines to be determined separately.

第五十六條 研究生之學業平均成績與學位考試成績之平均，為其畢業成績。

Article 56 The overall academic performance of master's program students, including both their academic average and their performance in the degree examination, constitute their final graduation assessment.

第五十七條 研究生有下列情形之一者，應予退學：

- 一、入學資格經審查不合者。
- 二、逾期未註冊或休學逾期未復學者。
- 三、訂有資格考之碩士班，其碩士學位候選人未依該所之規定通過資格考者。
- 四、博士班學生未依所屬系所規定之期限內完成博士學位候選人資格考核者或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。
- 五、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。
- 六、修業期限屆滿，仍未修足應修之科目及學分或未通過學位考試者。
- 七、操行成績不及格者。
- 八、違反校規情節重大，經學生事務委員會會議決議退學者。
- 九、所著論文、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。
- 十、無前列各款事由而自請退學者。

Article 57 Master's program students shall be withdrawn from the university under the following circumstances:

1. Failure to meet the admission requirements.
2. Failure to register within the given timeframe or failure to resume studies after the suspension period has expired.
3. For master's programs with qualification examinations, failure to pass the qualification examination as stipulated by the program.
4. For doctoral students, failure to complete the doctoral candidacy examination within the given period or failure to pass the candidacy examination. If the student still fail upon re-examination, they shall be withdrawn.
5. Failure in the degree examination, failure to meet the re-examination requirements, or failure to pass the re-examination. If the student still fail upon re-examination, they shall be withdrawn.
6. Failure to complete the required courses and credits within the given timeframe or failure to pass the degree examination within the given study period.
7. Failure to meet the conduct grade requirement.
8. Serious violation of university regulations resulting in withdrawal as determined by the Student Affairs Committee.
9. Falsification, forgery, plagiarism, contract cheating or other fraudulent acts in the thesis, works, achievement certificates, written reports, technical reports, or professional practice reports, confirmed after investigation.
10. Voluntary withdrawal without any of the above reasons.

#### 第四章 轉系（所）

##### Chapter 4 Institute transfer

第五十八條 研究生因特殊情形，經轉出轉入系所主管及教務長同意，始得轉系所。轉系所應於第二學年開始前申請，並以一次為限。

Article 58 Master's program students may transfer to another department or program due to special circumstances, subject to approval by the heads of both the current and receiving departments or programs, as

well as the Director of Academic Affairs. Such transfers must be applied for before the start of the second academic year and are limited to one transfer per student.

## 第五章 畢業、學位

### Chapter 5 Graduation and Degree

第五十九條 研究生合於下列規定者，准予畢業，並由本校發給學位證書：

- 一、在規定年限內修滿規定科目與學分，並符合各系所自訂之畢業條件。
- 二、通過本校碩、博士學位考試規則規定之各項考試。
- 三、操行成績各學期均及格。逕修讀博士學位研究生，通過博士學位候選人資格考，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定合於碩士學位標準者，得授予碩士學位。

Article 59 Master's and doctoral program students who meet the following criteria are eligible for graduation and will be awarded a master degree certificate by the University:

1. Completion of all required courses and credits within the given period, and meeting the graduation requirements specified by each department.
2. Passing all examinations as stipulated in the University's regulations for master's and doctoral degree examinations.
3. Passed conduct grade assessment in each semester.

For doctoral students who are admitted directly to the doctoral program and pass the doctoral candidacy examination but fail the doctoral degree examination, if their doctoral dissertation meets the standards for a master's degree as determined by the doctoral degree examination committee, they may be awarded a master's degree.

第六十條 研究生學位證書授予日期，第一學期為一月，第二學期為六月，惟若已修畢規定科目與學分，於參加學位考試或繳交論文之學期末修習畢業論文以外之科目學分者，得以其辦妥離校手續之月份授予學位證書。

Article 60 The date of awarding graduate degree certificates is in January for the first semester and in June for the second semester. However, for students who have completed all required courses and credits but have not completed the credits for the graduation thesis in the semester of taking the degree examination or submitting the thesis, the degree certificate may be awarded in the month when they complete the procedures for leaving the University.

## 第六章 其他

### Chapter 6 Other

第六十一條 本篇無特別規定者，比照學士班相關條文規定辦理。

Article 61 In the absence of specific provisions in this section, the relevant regulations for undergraduate programs shall apply.

## 第四篇（刪除）

Chapter 4 (deleted)

第六十二條 (刪除)

Article 62 (deleted)

第五篇 附則

Chapter 5 Supplementary Provisions

第六十三條 修讀學位學程學生，其學籍管理、轉系、修讀輔系、雙主修等及其他相關事宜，準用本篇有關係所之規定。

Article 63 Students enrolled in degree programs should adhere to the regulations of the respective departments regarding student status management, department transfers, pursuit of minors or double majors, and other related matters.

第六十四條 本學則如有未盡事宜，悉依大學法及其施行細則、學位授予法、有關教育法令及本校有關規定辦理之。

Article 64 Any matters not covered by these regulations shall be handled in accordance with the University Act, its enforcement regulations, the Degree Conferral Act, relevant education laws and regulations, and other applicable regulations of the University.

第六十四條 本學則如有未盡事宜，悉依大學法及其施行細則、學位授予法、有關教育法令及本校有關規定辦理之。

Article 65 These regulations shall be implemented upon approval by the University's Academic Council and Administrative Council, and shall be reported to the Ministry of Education for record.

# 國立宜蘭大學轉系/所辦法 National Ilan University's

## Regulations for Student Transfers Programs or

## Department

第一條 本校為辦理學生轉系、所事宜，依據大學法第二十八條及本校學則第三十五條與第五十八條訂定本辦法。

Article 1 The University has formulated these regulations for handling student transfers between departments or programs, in accordance with Article 28 of the University Act and Articles 35 and 58 of the University's regulations.

第一條之一 本辦法所稱轉系、所含同系、所轉組及轉學位學程。前項所稱同系、所轉組者，以教育部核准分組者為限。

Article 1-1 The regulations govern transfers within the same department or program, transfers to another group within the same department or program, and transfers to a different degree program within the University. The term "same department or program" refers to those officially approved by the Ministry of Education as being part of the same department or program.

第二條 學士班學生符合轉系審查標準者，得於教務處公布時間內提出轉系申請；轉系審查標準由各學系自訂，並由教務處彙整公布。

Article 2 Undergraduate students who meet the criteria for transfer between departments may submit an application within the timeframe announced by the Office of Academic Affairs. The criteria for transfer are determined by each department and are compiled and announced by the Office of Academic Affairs.

第三條 學士班學生第二學年開始前得申請轉系；第三學年開始前申請者，得轉入雙主修加修學系、性質相近學系三年級或性質不同學系二年級肄業；特殊原因於第四學年開始前申請者，得轉入雙主修加修學系、性質相近學系四年級或輔系三年級肄業。轉系須完成轉入學系所規定之畢業條件，方可畢業。降級轉系者，其應修學分數及必修科目，應依轉入年級學生入學學年度必修選修課程學分一覽表之規定；其在二系重複修習之年限，不列入轉入學系之最高修業年限併計。研究生轉系、所應於第二學年開始前申請，並以一次為限。

Article 3 From the second academic year onwards, undergraduate students are eligible to request a departmental transfer. Those applying before third academic year begin may transfer to a parallel or different department for double majoring or minor studies at the junior level. Under exceptional circumstances, those applying before the fourth academic year may transfer for double majoring or minor studies at the senior or junior level, respectively, in a related or different department.

The transfer students must meet the graduation requirements of the new department to be eligible for graduation. For students transferring to a lower grade level, the required credits and courses should align with the curriculum

of the entering class for the academic year, as outlined in the list of required and elective courses. The duration of study in both departments will not count towards the maximum duration of study in the new department. Master's program students must apply for transfer between departments before the second academic year begins, with only one transfer permitted.

第 四 條 轉學生入學後，可否申請轉系，由原學系決定之。

Article 4 After enrollment, transfer students may apply for a change of department, subject to the decision of the original department.

第 五 條 學士班學生有下列情形之一者，不得申請轉系：

- 一、修業未滿一學年者。
- 二、四年級肄業生。
- 三、在休學期間者。
- 四、延長修業年限者。
- 五、其他因受各種入學方式之規定限制者；如遇特殊情況，應依各種入學方式之招生規定辦理。

研究生於休學期間或因入學招生規定禁止轉所者，不得申請轉所。

Article 5 Undergraduate students are not eligible to apply for transfer of department under the following circumstances:

1. They have not completed at least one academic year of study.
2. They are fourth-year dropout students.
3. They are under suspension period.
4. Under their extended study period.
5. They are restricted by the regulations of various admission methods. In cases of special

circumstances, they should follow the admission regulations of the respective admission methods.

**Master's program students who are on suspension period or are prohibited from transferring departments according to admission regulations are not eligible to apply for a transfer.**

第 六 條 學生申請轉系應於規定時間內，填具申請表，經轉出、轉入系同意，送教務處註冊課務組或進修推廣組彙整，提本校轉系審查委員會議通過後始完成。既經核准轉系之學生，非經雙方系主任及教務長同意，不得請求再轉其他學系或復回原學系。研究生因特殊情形申請轉系、所應於規定時間內，填具申請表，經轉出轉入系所主管及教務長同意，始得轉系、所。

Article 6 Students who wish to change departments must complete an application form within the designated timeframe. This application must be approved by both the current and receiving departments and then submitted to the Registration Division under Office of Academic Affairs or the Continuing Education Division for processing. The transfer is considered final only after approval by the University's Transfer Committee. Once a transfer is approved, students may not request another transfer to another different department or return to their original department without the consent of both department heads and the Director of Academic Affairs. Master's program students seeking to transfer department due to special circumstances must also complete an application form within the specified timeframe. This application must be approved by the heads of both the

current and receiving departments, as well as the Director of Academic Affairs, before the transfer can be finalized.

第七條 申請轉系、所，以繳送一份申請表為限；申請期限截止後，不得請求撤銷或變更所填志願。

依相關規定不得轉系、所之學生，事後發現轉系、所者撤銷其轉系、所資格。

Article 7 The application for transferring department or program is limited to one submission. After the application deadline, requests to withdraw or change the stated preference will not be accepted. Students who are found to have changed departments or programs without meeting the relevant requirements will have their transfer request revoked.

第八條 學生轉系、所，其轉入年級學生名額，以不超過該系、所原核定及教育部分發新生名額加二成為限。

Article 8 For students transferring between departments or programs, the number of incoming students shall not exceed the department's or program's original quota of admitted students plus an additional 20% allocated by the Ministry of Education for new students.

第九條 各學系得自行訂轉系生甄試規定，擇優提列擬准轉入名單，並將名單送本校轉系審查委員會核定。

甄試方式含筆試、口試者，考試科目及日期均由轉入學系規定之。

各學系轉系生甄試規定應經教務處核定後公告週知。

Article 9 Each department may establish its own regulations for the selection of transfer students and submit the list of approved transfers to the University's Transfer Committee for approval. The selection process, including written and oral examinations, as well as the subjects and dates of the examinations, shall be determined by the admitting department. The transfer student selection regulations of each department shall be announced publicly after approval by the Office of Academic Affairs.

第十條 本校轉系審查委員會由教務長、副教務長、各學院院長及相關學系主任組成，並由教務長擔任主任委員。

Article 10 The University's Transfer Committee is formed by the Director of Academic Affairs, the Vice Director of Academic Affairs, the deans of each college, and the heads of relevant departments, with the Director of Academic Affairs serving as the chairperson.

第十一條 學生僅限於所屬學制各學系、所互轉。

Article 11 **Students are only allowed to transfer between departments or programs within their current academic system.**

第十二條 經核准轉系、所之學生，必須修滿轉入系、所規定之科目與學分，方得畢業。其應補修之科目與學分，由轉入系、所主管核定之。

Article 12 Students who obtained approval to transfer between program or department must complete the required courses and credits specified by the receiving department or program in order to graduate. The courses and credits that need to be completed will be determined by the transferred head of department or program.

第十三條 本辦法經教務會議通過後公告施行，並報教育部備查。

Article 13 This regulation shall be implemented upon approval by the Academic Affairs Council.