**國立高雄科技大學學生國際學習護照實施要點**

**National Kaohsiung University of Science and Technology Enforcement Rules Governing International Learning Passport**

110 年 3 月 5 日 110 年度高教深耕計畫第 1 次管考會議通過 Passed by the 1st Higher Education Sprout Project Evaluation Meeting on March 5, 2021. 111 年 4 月 25 日 111 年度高教深耕計畫第 3 次管考會議修正通過

Revised and Passed at the 3rd Higher Education Sprout Project Evaluation Meeting on April 25, 2022.

一、 國立高雄科技大學（以下簡稱本校）為激勵本校學生主動參加各類型國際學習活動，培育學生具備溝通力、適應力、專業力、實踐力四大國際化核心能力，實施國際學習護照（以下簡稱學習護照）制度，記錄學生國際化學習歷程並具體化呈現學習成效，特訂定本校學生國際學習護照實施要點（以下簡稱本要點），以達提升學生國際移動競爭力之目的。

Article 1

National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) has developed the International Learning Passport (hereinafter referred to as “Learning Passport”) system to encourage students to take part in a variety of international learning activities and enhance their four international core competencies, including communication, adaptation, professionalism, and practice. The Learning Passport would keep students’ learning records and specifically indicate students’ learning performance. These Enforcement Rules Governing International Learning Passport (hereinafter referred to as “these Rules”) are adopted to enhance students’ international mobility and competitiveness.

二、 依學習護照制度，由本校國際事務處（以下簡稱國際處）彙整各學術及行政單位所舉辦之各類國際學習活動。

前項之學習護照活動本校學生均能參加。

(一) 專業知能：結合所學專業知能進行跨境運用，如國際 PBL 專題研習營、海外見（實）習、國際競賽、國際學術會議（研習或研討會）、國際學者講座、姊妹校訪問學生或交換雙聯、研究助理計畫等。

(二) 文化體驗：參與校內或校外國際體驗學習、國際壯遊行動、姊妹

校營隊、國際日活動，如多元文化工作坊、異國文化節、德國啤酒節、國際經驗分享會等。

(三) 外語學習：包含外語非學分班課程、講座研習、語言檢定考試、語文加強活動，如隨到隨說、英語俱樂部等。

(四) 服務學習：參與校內或校外國際志工活動、國際關懷研習、協助來訪國際外賓學生接待等。

(五) 國際素養：修習與全球議題 SDGs 、世界公民責任、國際文化相關課程或研習講座等。

Article 2

According to the Learning Passport system, the Office of International Affairs (hereinafter referred to as “the Office”) in the University will compile a list of various international learning activities hosted by different academic and administrative sectors.

Every student in the University can participate in the aforementioned “Learning Passport” activities.

* 1. Professional Competence: Students may apply their professional competence in different events, including international PBL project camps, overseas internship programs, international contests, international academic meetings (workshops or conferences), international scholar speeches, visiting student programs or exchange programs provided by partner schools, and research assistant projects.
  2. Cultural Experience: Students may participate in intramural or intermural international activities, international youth travel, study camps hosted by partner schools, and activities on International Day, including multi-cultural workshops, foreign cultural festivals, Oktoberfest, and international experience-sharing meetings.
  3. Foreign Language Learning: Students may learn foreign languages from non-credit courses, speeches & workshops, language proficiency testing, and language skills improvement activities (e.g., Walk-in Conversation and English Club).
  4. Service Learning: Students may engage in intramural or intermural international volunteer activities, international workshops for caring, and the reception of foreign visitors.
  5. International Literacy: Students may develop international literacy by taking courses or attending workshops on the topics of SDGs, world citizen responsibilities, and international culture.

三、 國際學習認證採點數制（以下簡稱學習點數），由國際處依照各類型活動之具體內容及與核心能力間之關聯性、重要性及難易度訂定點數認證標準。

學習護照認證項目及學習點數，適用學習活動完成時之有效規定，不受事後修訂公告之影響。

Article 3

The international learning record is certified based on the Point (hereinafter referred to as Learning Points) Reward System. The Office sets the Point Reward Standards in accordance with the specific contents of various types of activities, their relevance to core competencies, and their importance and difficulty.

The certified items and the number of learning points in the Learning Passport are subject to the regulations that are in effect at the time of the competition of activities and shall not be affected by subsequent revisions and announcements.

四、 本要點實施對象為本校具正式學籍之在學生，實施程序如下:

(一) 本校學生於入學時即配予電子學習護照，以校務系統個人帳號密碼登入國際學習護照系統（以下簡稱護照系統）使用。

(二) 學生參與學習護照活動，除向活動單位報名外，應於護照系統中完成活動登記。

(三) 出席活動除依活動單位規定外，應以拍照方式上傳至護照系統完成簽到，並於活動結束後至遲一周內，填復該活動問卷調查。

(四) 依規定完成學習護照活動者，即可獲得學習點數。

Article 4

The targeted students of these Rules are those who have official student status, and the implementation procedures are as follows:

* 1. Students will receive an electronic Learning Passport upon their university enrollment. They can use their personal account and password (the same ones used to log in to the NKUST Student Portal) to access the International Learning Passport System (hereinafter referred to as the

Learning Passport System).

* 1. In addition to registering their Learning Passport activities with the organizers, student participants should complete the activity registration in the Learning Passport System.
  2. In addition to attending the activities, student participants should take photos and upload them to the passport system to complete the punch-in process and complete the activities questionnaires within one week after the activities.
  3. Those who complete the Learning Passport activities in accordance with the regulations will be awarded Learning Points.

五、 有下列情形之一者，不予登錄學習活動至學習護照：

(一) 不符合學習護照活動認證範圍。

(二) 活動辦理單位未提供舉辦資訊。

(三) 學生簽到資料不全或難以辨識者。

(四) 學生參與活動時不具有本校正式學籍之在學生。

Article 5

Any of the following circumstances will not be certified as Learning Passport activities, nor will the Learning Points be awarded in the Learning Passport.

* 1. The activity is not included in the list of certified learning passport activities.
  2. The activity organizer does not provide information about the activity.
  3. The punch-in data provided by the student is incomplete or illegible.
  4. Students do not have the official student status of this University when taking part in the activity.

六、 為激勵學生積極參與及自主學習，每年度終了前計算參與學生之學習點數，並依學習點數予以獎勵：

(一)「國際通」獎：遴選前三名，頒發獎狀乙紙與獎勵品。 (二)「國際勤學」獎若干名，頒發獎狀乙紙與頒發獎勵品。 (三)「國際參與」獎若干名：頒發獎勵品。

前項各款獎項若有點數同分者，則以電腦亂數抽獎方式抽出；未達審查標準者獎項名次得予以從缺。本要點之獲獎名額與獎勵品金額得依各年度相關活動經費額度調整之。

Article 6

To encourage students to actively participate in the activities and learn independently, the number of Learning Points will be calculated before the end of each year, and the awards will be given based on the number of Learning Points.

* 1. “International Expert” Award: the top three students are selected and awarded a certificate and prize respectively.
  2. “International Diligence” Award: some chosen students will receive a certificate and a prize respectively.
  3. “International Participation” Award: some chosen students will receive a prize respectively.

If there is a tie in the number of Learning Points, the awards will be selected by computer random lucky draw. Those who do not meet the review criteria will not be nominated. The number of winners and the number of prizes may be adjusted according to the amount of funding for each year.

七、 權利與義務：

(一) 學生於各項學習護照活動有獲待遇者（含各項津貼、工讀金），均不得核定學習點數。

(二) 學生登記參與學習護照活動應全程參與，若有不符合活動規定之情事，經查證屬實，國際處得取消其學習點數。

(三) 學生參與學習護照活動應繳交活動問卷調查，或特定活動所需檢附相關佐證資料及學習心得等。

(四) 獲獎者應配合參加國際處辦理之頒獎典禮、成果發表或分享活動，頒獎時間及地點將另行通知。

Article 7

Rights and Obligations

* 1. Students who have received benefits (including various types of allowances and a part-time salary) from each passport activity shall not be awarded Learning Points.
  2. Students should participate in the whole process of each registered activity. If there are any circumstances not in compliance with these guidelines and regulations of the activities, the Office may cancel their Learning Points after verification.
  3. Students participating in the Learning Passport activities should fill in the activities questionnaires or submit supporting evidence and learning reflections relating to specific activities.
  4. Awardees should attend the awards ceremony, the presentation of results or sharing activities organized by the Office. The venue for the ceremony will be announced separately.

八、 本要點所需經費由高等教育深耕計畫之相關經費支給，經費核銷需符合教育部及計畫規定辦理。

Article 8

The funds required under these Rules are covered by the Higher Education Sprout Project. All expenses should be reimbursed in accordance with the relevant regulations of the Ministry of Education and the program.

九、 本要點經高教深耕會議通過，陳請校長核定後施行；修正時亦同。

Article 9

These Rules shall be passed by the Higher Education Sprout Project Evaluation Meeting and shall take force upon approval by the President. The same procedure shall apply when these Rules are amended.

# 國立高雄科技大學國際體驗學習計畫執行方案

**National Kaohsiung University of Science and Technology Implementation Plan Governing International Experiential Learning Program**

109 年 2 月 20 日 109 年高教深耕計畫第 1 次管考會議通過

Passed by the 1st Higher Education Sprout Project Evaluation Meeting on February 20, 2020.

一、為鼓勵本校學生赴海外進行國際體驗學習拓展國際視野提升全球競爭能力特訂定「國立高雄科技大學國際體驗學習計畫執行方案」。

Article 1 The Implementation Plan Governing International Experiential Learning Program (hereinafter referred to as “the Plan”).are adopted by the National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to encourage students to go overseas to seek international learning experiences, expand their international vision and enhance their global competitiveness.

二、申請資格：

(一)本校在學學生，並選修本校共同學院開設之國際體驗學習相關課程學生。

(二)可以個人或團體(至多四人)身分申請。

Article 2

Eligibility:

1. Students who are currently enrolled in the University and enrolled in an International Experiential Learning related course(s) offered by the College of General Education.
2. Individuals or groups (up to four) may apply for the International Experiential Learning Program (hereinafter referred to as “the Program”).

三、申請人應提具下列文件：

(一)國際體驗學習計畫出國申請表。

(二)國際體驗學習企劃書(企劃書內容需有：緣起、體驗目的、前往體驗國家或地區、體驗時間及項目、實施體驗方式、體驗活動安全評估、體驗期望等。)

(三)並檢附海外保險證明。

Article 3

Application documents:

* 1. Application form for the Program.
  2. Plan for the Program, containing introductory content, learning purposes, target country or region, learning period and items, implementation measures, activity safety assessment, and learning expectations.
  3. Overseas insurance certificate must be attached.

四、補助辦法與原則：

(一)選修本校共同學院開設之國際體驗學習相關課程且評量成績優異者。

(二)學生國際體驗學習時間至少連續兩週以上。

(三)錄取之學生補助額度由審核委員會核定之，並兩週旅運費為上限 (依據公費留學生請領公費項目及支給數額一覽表)。補助人數及金額得視年度預算調整之。

(四)弱勢家庭、原住民及新住民身分學生，額外補助款每人以新臺幣一萬元為補助上限。

1. 為弱勢家庭學生者，須提供身分證字號並檢附個人資料使用授權同意書(以持各直轄市、縣(市)主管機關開立有效之低收入戶或中低收入補助證明為補助對象)。
2. 為原住民身分學生者，須檢附具有原住民身分之戶籍謄本影本。
3. 為新住民身分學生者(包含本人或其子女)，須檢附戶籍謄本影本(以戶政事務所提供「記事不省略」之戶籍謄本為主或新式戶口名簿，如有註記本人或父母已結婚登記並載明本人或父母一

方外籍配偶之原生國籍)。

Article 4

Principles and Regulations for Subsidy Grants

* 1. Candidates must have taken an International Experiential Learning related course(s) offered by the College of General Education and have received excellent grades.
  2. The duration for the International Experiential Learning process must be at least two consecutive weeks.
  3. The amount of subsidy for accepted students shall be approved by the Auditing Committee and be capped at two-weeks travel expenses (in accordance with the list of [governmental financial aid and subsidiary](https://stats.moe.gov.tw/files/ebook/Education_Statistics/110/110edu_A_4_1.ods) [amounts for government-financed R.O.C. students studying abroad](https://stats.moe.gov.tw/files/ebook/Education_Statistics/110/110edu_A_4_1.ods)). The number of winners and the amount of the subsidies may be adjusted according to the annual budget.
  4. For students who come from disadvantaged families or who are indigenous people or new immigrants, the maximum amount of an extra subsidy is NT$10,000 per student.
     1. Students from disadvantaged families must provide their ID card number and attach a consent form to authorize the University to use their personal information (for students holding the valid certificate of a low-income household or middle-low-income subsidy issued by each municipality or county (city) government).
     2. Students with aboriginal status must submit a photocopy of their Household Certificate Transcription of aboriginal status.
     3. Students with new immigrant status (including themselves or their children) must submit a photocopy of the Household Certificate Transcription (the Household Certificate Transcription with detailed remarks is preferred or the new type of Household Certificate with remarks on their own or their parents’ marriage registration, and with remarks on their nationality or that of either parent.)

五、經費核銷日期與方式：

(一)撥款期程：申請程序完備後預先核發補助經費百分之八十，剩餘百分之二十於返國後完成成果報告書後撥款。

(二)注意事項：經費核銷除成果報告書外應檢具機票收據、登機證(或護照出入境證明)最晚於返國後一個月內送至國際處進行核銷，如未依規定辦理者，追繳全部補助費用。

Article 5

Dates and Methods for Payment and Expense Reimbursement

* 1. Period of Appropriation: Subsidized students shall receive 80% of their subsidy after the application process is finished and shall receive the remaining 20% after they submit the learning reflection reports.
  2. Note: In addition to the learning reflection reports, students must submit their flight ticket receipts and boarding passes (or the certificates of entry and exit dates) to the Office of International Affairs for expense reimbursement within one month after their return to Taiwan. Those who have not submitted reports and other related documents within the specified period shall be asked to return their subsidies.

六、獲核定補助者，應於回國後一個月內提出國際體驗學習心得報告書並得公開分享體驗成果報告。

Article 6

Within a month after their return to Taiwan, subsidized students shall submit their International Experiential Learning reflection reports and publicly share their International Experiential Learning results.

七、成果發表會競賽方式及獎勵

(一)個人組：撰寫學生參與本計畫出國體驗過程中富意義、教育性故事或心得感想，每篇心得字數二千字以上。經評審評定獎勵如 下：

1. 特優一名獎金新臺幣五千元。
2. 優等三名獎金新臺幣三千元。
3. 佳作三人獎金新臺幣一千元。

(二)團體獎：審查範圍包含國際體驗學習成果報告、活動短片及競賽簡報內容及表現。經評審評定獎勵如下：

1. 特優一名獎金新臺幣一萬五千元。
2. 優等三名獎金新臺幣一萬元。
3. 佳作三人獎金新臺幣五千元。

(三)敘獎名額則依據當年度參與學生人數及表現審酌。

Article 7

Rules and Awards for Results Presentation Contests

* 1. Individuals: An individual report may contain meaningful, educational stories or reflections on the experiences of participating in this program. The length of the report must be more than 2,000 words. The following awards are given after evaluation:
     1. NT$5,000 for the High Distinction Award.
     2. NT$3,000 each for three Excellence Awards.
     3. NT$1,000 each for three Honorable Mention Awards.
  2. Groups: Evaluation rubrics include International Experiential Learning reflection reports, a video of the activity, the content of the presentation, and student performance. The following awards are given after evaluation:
     1. NT$15,000 for the High Distinction Award.
     2. NT$10,000 each for three Excellence Awards.
     3. NT$1,000 each for three Honorable Mention Awards.
  3. The number of awards will be determined based on the number of students participating in the event and their performance during that year.

八、本方案所需經費由高等教育深耕計畫經費支給，經費核銷需符合教育部及該計畫相關規定辦理。

Article 8

The funds required for the Plan are provided by the Grant for Higher

Education Sprout Project, and expense reimbursement should be processed in accordance with the relevant regulations of the Ministry of Education and Higher Education Sprout Project.

九、本方案經高等教育深耕計畫管考會議通過，陳請校長核定後施行；修正時亦同。

Article 9

The Plan shall be passed by the Higher Education Sprout Project Evaluation Meeting and shall take effect upon approval by the President. The same procedure shall apply when the Plan is amended.

# 國立高雄科技大學國際短期志工服務補助要點 National Kaohsiung University of Science and Technology Regulations Governing the Overseas Short-Term

**Volunteer Service-Learning Grant**

108 年 7 月 17 日 107 學年度第 13 次行政會議通過

Passed by the 13th Administrative Meeting on July 17, 2019.

一、國立高雄科技大學(以下簡稱本校)為提升本校學生之服務熱誠，並拓展學生之國際視野，特訂定國立高雄科技大學短期志工服務補助要點(以下簡稱本要點)。

Article 1

These Regulations Governing the Overseas Short-Term Volunteer Service-Learning Grant (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to enhance students’ service enthusiasm and expand their international vision.

二、本項經費來源如下：

(一)本校學生公費分配預算。

(二)教育部暨其他政府機關補助款。 (三)其他受贈收入。

Article 2

The sources of the funds for this grant are as follows:

* 1. The budgeted funds allocated to students in the University.
  2. Subsidies from the Ministry of Education and other government agencies.
  3. Income from donations.

三、申請資格：本校在學學生。

Article 3

Eligibility: Students who are currently enrolled in this University.

四、服務機構：國內外政府核可國際性非營利組織團體，國外社區、學校等相關服務機構組織。

Article 4

Service organizations include international nonprofit organizations recognized by domestic and foreign governments, as well as foreign communities, schools, and other related service organizations.

五、申請人應提具下列文件，經系、所、學院初核後，再送國際事務處(以下簡稱本處)複核：

(一)申請表(如附件)。

(二)計畫書：計畫書內容需包含緣起、服務目的、前往服務國家或地區、服務時間及項目、實施方式等事項說明。

(三)服務機構同意函。

(四)參與國內外志工學習服務經驗證明(無者免附)。 (五)海外保險證明。

Article 5

Applicants shall submit the following documents to their respective departments, institutes, and colleges for preliminary review. After that, the documents shall be sent to the Office of International Affairs (hereinafter “the Office”) for secondary review:

* 1. Application form (See the attachment)
  2. Service plan with explanatory details, including an introduction, service purposes, service country or region, service period and items, and implementation measures.
  3. Consent form issued by the service organization
  4. Certificates demonstrating the previous experiences of participating in volunteer services domestically and abroad (students without such experiences are not required to submit the certificates).
  5. Overseas insurance certificate.

六、審核原則及補助項目標準：

(一)有國內志工服務經驗，可優先甄選得國際短期志工服務學習補助。 (二)海外服務學習時間至少連續一週以上。

(三)補助項目及標準如下：

* + 1. 機票費：亞洲地區新臺幣一萬元為上限、亞洲以外地區以新臺幣一萬五千萬元為上限。
    2. 生活費：每週新臺幣二千五百元為上限，補助期間至多一個月。 (四)生活費於回國前撥付補助款，機票費於回國後檢據核銷。

(五)同一會計年度以申請補助一次為限。弱勢學生得視志工性質給予優先考慮。本要

點補助金額與名額，得視當年度預算情形調整之。

Article 6

Principles of Review and Standards for Subsidy Items:

* 1. Students with domestic volunteer service experience are given priority to receive the grant for the international short-term volunteer service-learning.
  2. Students with a minimum of 1 week of overseas service learning experience.
  3. Standards of Subsidies:
     1. Airfares: The maximum amounts are NT$10,000 for Asian countries and NT$15,000 for countries outside Asia.
     2. Living expenses: The maximum amount is NT$2,500 per week for up to 1 month.
  4. Living expenses are provided before students return to Taiwan and the airfare subsidy is provided after students return to Taiwan and submit proof for expense reimbursement.
  5. Grant application is allowed one time within the same fiscal year. Disadvantaged students shall be given priority based on the content of the volunteer service.

The subsidy amount and applicant quota shall be adjusted according to the yearly budget.

七、申請期限：各申請補助案須於二週前送達本處，以利審查。

Article 7

Application period: Each application must be submitted to the Office for review two weeks before student departure for foreign countries.

八、獲核定補助者，如有變更服務機構、變更行程等情事，應先報請本處同意，未經同意任變更者，不予補助。

Article 8

In the event of changes in students’ service organizations or the itinerary, students whose applications have been approved shall inform the Office in advance to seek approval. Those who fail to do so shall not be subsidized.

九、獲核定補助者，受補助者須於活動結束一個月內檢附活動成果冊、三分鐘紀錄短片、機票(登機證、旅行社代收轉付收據及電子機票)等相關憑證及領據，送國際事務處辦理結報事宜，未按時繳交上述相關文件者，本校得取消其補助金。必要時，得以英文公開發表出國期間之心得感想。

Article 9

Students whose applications are approved and are subsidized shall submit a report on their overseas volunteer service, a three-minute documentary video, their flight ticket (boarding pass, receipt from travel agency, and E-ticket), and relevant documents to the Office for their expenses to be reimbursed within 1 month after their return to Taiwan. Students who fail to do so are not allowed to receive subsidies. Students shall publicly share their overseas experiences in English when needed.

十、本要點如有未盡事宜，悉依相關法令規定辦理。

Article 10

Matters not mentioned herein shall be handled in accordance with relevant regulations and announcements of the Office.

十一、本要點經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 11

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學辦理學生赴境外研修作業要點**

**National Kaohsiung University of Science and Technology Regulations Governing the Overseas Study and**

**Research Program**

107 年 3 月 14 日 106 學年度第 3 次行政會議通過

Passed by the 3rd Administrative Meeting on March 14, 2018.

一、國立高雄科技大學(以下簡稱本校)為鼓勵學生赴境外研修，拓展國際視野，以落實國際化政策，特訂定本校學生赴境外研修作業要點(以下簡稱本要點)。

Article 1

These Regulations Governing the Overseas Study and Research Program (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to encourage students to go abroad to study and research, expand their international vision, and implement the internationalization measures of the University.

二、本校學生於就學期間赴境外研修，包括雙聯學位生、交換學生及海外研習學生三類。

(一)雙聯學位生係指依本校推薦且獲合作學校許可至合作學校研修之學生，分別取得本校及合作學校之學位。

(二)交換學生係指依本校與境外姊妹校所簽交換學生計畫書面約定，經本校推薦且獲合作學校許可至合作學校研修之學生。停留期間以學期計，同一學制班別以一次、至多兩學期為原則，不涉及學位獲取。

(三)海外研習學生係指經本校推薦或由學生主動報名，以自費或接受補助方式，於學期或寒暑假期間至境外大學或機構研修之學生。停留期間以不超過十二個月為原則，不涉及學位獲取。

Article 2

There are three types of students in the University who may go abroad to study and research, including Dual Degree Students, Exchange Students and Overseas Study Students.

* 1. Dual Degree Students are students who obtain a degree both from the University and a partner institution after being recommended by the University and approved to

study at a partner institution.

* 1. Exchange Students are students who study at a partner institution after they are recommended by the University and their application is approved by the partner institution based on the written agreement of the exchange student program signed by the University and the partner institution. The duration of their stay is calculated in terms of semesters. Students from each educational program can only make an application once, and the duration of their stay is two semesters at most. This program does not involve the acquisition of a degree.
  2. Overseas Study Students are students who are recommended by the University or who voluntarily sign up to study during the semester or the winter or summer vacation in an overseas university or institution using their own expenses or subsidy. The period of their stay is to be no more than twelve months, and this program does not involve the acquisition of a degree.

三、甄選資格：

本校各系(所)院、中心及國際事務處(下稱國際處)得辦理薦送計畫，惟薦送資格不得低於校薦送規定，雙聯學位生另需符合本校與各雙聯學位簽訂校之相關條件限制。

(一)本校大學部、研究所在學學生。

(二)大學部在校歷年平均學業成績須達班排名前 50%，研究所學生在校歷年平均成績須達 80 分以上；或由系所甄選後排定優先順序推薦之。

(三)外語能力須符合交換學校之規定或經該校甄審通過。

Article 3

Requirements for evaluation

All the departments (institutes), colleges, centers and the Office of International Affairs (hereinafter referred to as the Office) in the University may propose a recommendation plan. The requirements for recommendation shall not be strict than those of the University. Dual Degree Students should also meet the requirements listed on the written contract of the dual degree program signed by the partner institutions and the University.

* 1. Undergraduate and graduate (master) students in the University.
  2. For undergraduate applicants, their average academic performance every semester in the University must reach the top 50% of the class; for graduate (master)

applicants, their grade point average (GPA) for every semester in the University must be above 80 (the full score is 100). A student can also be recommended by a department (s) after evaluation and ranking.

3.3. Applicants’ foreign language proficiency must meet the requirements of the partner institution or be approved by the partner institution.

四、免學雜費交換學生之名額，如合作協議未訂定者，每一合作學校每一學期以 3 名學生為原則。

Article 4

As for the number of exchange students who do not need to pay tuition and miscellaneous fees, each partner institution needs to offer the quota of three students in principle if the collaboration agreement has not specified it.

五、申請程序：

(一)校級合約：國際處於每年 3 月、9 月公告赴境外研修資訊，惟各國學制不同，配合其學制另行公告，申請者備齊申請文件並持「學生赴境外研修申請表」 (目前採用線上系統)送國際處統一彙整，再交由各系所進行初審。

(二)系院級合約：申請者備齊申請文件並持「學生赴境外研修申請表」(目前採用線上系統)交由各系所進行審查學生出國前 5 個月由各院彙整送國際處彙辦。

Article 5

Application Procedures:

* 1. The program under the school-level-contract: The Office announces the overseas study and research information in March and September every year. Since the educational system of each country is different, the announcement is made in accordance with the educational system of the partner institution. Applicants should upload all the application documents and fill out the “Application Form for Studying Overseas” posted on the web. The Office would collect all the documents and submit them to each department for preliminary review.
  2. The program under the department/college-level-contract: Applicants should prepare all the application documents and fill out the “Application Form for Studying Overseas” posted on the web. Their documents will be reviewed by each department and institute. Each college should compile all submissions and send them to the Office five months before the students’ departure for foreign countries.

六、審查程序：

(一)校級合約：

* + 1. 初審申請案件先經國際事務處進行初審後，轉交學生所擬就讀之系(所)複審，經系(所)簽註意見；學院(部)同意後送回國際事務處彙辦。
    2. 決審由國際化獎助學金審議小組開會審查後，簽請校長核定。
    3. 經研修學校審查並接受為該校研修學生後，再公告錄取名單。

(二)系院級合約：由系院所會議通過後，送國際化獎助學金審議小組備查。

Article 6

Review procedure:

* 1. The program under the school-level-contract:
     1. The Office shall conduct a preliminary review of the application documents and then submit them to the applicants’ departments (institutes) for a secondary review and for additional comments on the applications. The applications shall be sent back to the Office for compilation upon approval by the College.
     2. A final review shall be conducted by the International Student Scholarship Evaluation Committee Meeting, and the results are to be submitted to the President for approval.
     3. After the applications are reviewed and approved by the partner institution, the Office shall announce the final results.
  2. The program under a department/college-level contract: After the applications are passed by the official meetings of departments, colleges, and institutes, they are sent to the International Student Scholarship Evaluation Committee Meeting for future reference.

七、交換學生、雙聯學位生出國前應先在本校完成註冊手續，並保持每學期完成註冊手續計畫；學雜費繳交應依教務處赴「國外或大陸地區大學修讀學分及雙學位作業要點」辦理；涉及學生宿舍、役男出境申請應會辦學生事務處；涉及獎學金或其他經費提供應會辦經費提供單位及主計室；其他未盡事宜，由國際處協助。

Article 7 Exchange Students and Dual Degree Students should complete the enrollment procedures at the University before going abroad and duly complete the enrollment procedures every semester. Tuition and miscellaneous fees should be paid in accordance with the “Regulations Governing Credits and Dual Degree Acquisition in

Universities in Foreign Countries or Mainland Area” set up by the Office of Academic Affairs. Matters related to the school dormitory and the application for the exit of draftees should be referred to the Office of Student Affairs. Matters related to scholarships or other funds should be referred to the sponsor(s) and the Accounting Office. Matters not mentioned herein shall be handled by the Office.

八、學生赴境外研修期間，應遵守合作學校相關規章及該國法律，並應進行符合計畫目的之學習。

Article 8

During the period of overseas study, students should abide by the relevant regulations of the partner institution and the laws of the country, and should study to achieve the objectives of the program.

九、依本要點核准赴境外研修之學生如因故需縮短或延長研修計畫，應於事前向所屬學院、本校國際處及合作學校申請核准。惟獲推薦資格參加研修之學生，應先繳交新台幣 5,000 元保證金，如出境前無故放棄者將不予退還，但如因計畫另有規定或特殊原因，於出發前經簽奉核准者不在此限。

Article 9

Students who are approved for overseas study in accordance with these Regulations should apply for approval from their college(s), the Office, and the partner institution in advance if they need to shorten or extend their study period for some reason. Those who are recommended to participate in the program should pay a basic fee of NT$5,000. The fee of NT$5,000 shall not be returned to the students who give up taking part in the program without a valid reason before departure. Those who have other plans or special reasons that have been approved by the Office in accordance with the internal official procedure are not subject to this limit.

十、學生於境外研修結束返校後一個月內，應完成計畫內所有規定事項，並向所屬學院及國際處繳交赴境外研修心得報告，計畫始為完成。於境外研修之學分數、成績考查等，悉依本校教務章則或相關規定辦理。

Article 10

Students should complete all obligations listed in the program and submit a reflection report to the college and the Office within one month after finishing the study and returning to the University. Matters related to the number of credits and evaluation of

scores shall be handled based on the regulations or other relevant guidelines set up by the Office of Academic Affairs.

十一、赴境外研修獎學金之申請應於出國前提出，經核可後，國際處預先核撥 80%款項，學生返國後完成前項規定事項並持相關單據核撥剩餘款項。

Article 11

Applications for overseas study scholarships shall be submitted before going abroad. Scholarship grantees shall receive 80% of their subsidy after their applications are approved and shall receive the remaining 20% after they fulfill the obligations mentioned above and submit the relevant documents.

十二、出國研修期間應保有本校學籍(未休學)，並履行返國完成攻讀學位義務，如有休學、退學、逾期返國、不返國接續完成學業並取得學位者，本校將依約追償已領獎學金。

Article 12

During the period of their study abroad, student status should be retained (not suspended). Students should fulfill the obligation to return to Taiwan and complete their studies to acquire a degree. If they suspend, drop out, return to the country late, or do not return to Taiwan to continue their studies for the acquisition of a degree, the University will require them to return the scholarship.

十三、本要點經行政會議通過後，陳請校長核定後施行；修正時亦同。

Article 13

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學與境外校院辦理雙聯制實施要點**

**National Kaohsiung University of Science and Technology**

**Enforcement Rules Governing the Dual Degree Program with Overseas Universities and Colleges**

109 年 1 月 20 日 108 學年度第 6 次行政會議通過

Passed by the 6th Administrative Meeting on January 20, 2020.

一、國立高雄科技大學(以下簡稱本校)為拓展學生視野，增進國際術合作機會，提供各學院、系(所)與境外大學校院(以下簡稱境外學校)學生之交流學習，特依據大學 法、學位授予法、外國學生來臺就學要點、大學辦理國外學歷採認辦法、本校學則及本校外國學生就學要點等規定，訂定國立高雄科技大學與境外大學校院辦理雙聯學制實施要點(以下簡稱本點)。

Article 1

These Enforcement Rules Governing the Dual Degree Program (hereinafter referred to as “these Rules”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to broaden students’ horizons, open up opportunities for international academic cooperation, and offer students in different departments (institutes) an opportunity to interact with those from overseas universities and colleges (hereinafter referred to as “the Overseas University”). These Rules are adopted pursuant to the University Act, the Degree Conferral Act, the Regulations Regarding International Students Undertaking Studies in Taiwan, the University’s Academic Regulations, and the University’s Regulations Governing the Admission of International Students.

二、本校合作辦理雙聯學制之境外學校，應符合下列規定：

(一)所稱境外學校，包含國外及香港、澳門、大陸地區學校，且須為當地政府或教育主管機關立案，並經我教育主管機關承認學位之大學校院。

(二)須為與本校簽訂學術交流協議之境外學校。 (三)有關學位授與仍需依照教育相關法令辦理。

Article 2

The Overseas University partnering with the University to implement the dual degree program shall meet the following requirements:

* 1. The term “the Overseas University” refers to the universities and colleges in foreign countries, Hong Kong, Macau, and mainland China, which are certified by the local government or educational authorities. The degree conferred by these universities and colleges should be recognized by Taiwan’s competent educational authorities.
  2. The Overseas University must be an overseas school that has signed an academic exchange agreement with the University.
  3. Matters related to the degree conferment shall be handled in accordance with the relevant educational laws and regulations.

三、本要點所稱與境外大學辦理雙聯學制，係指本校以國際學術合作方式與境外學校依簽訂合約，建立雙方課程認可機制，協助所屬學生至對方學校進修，於符合教育相關法令、本校學則規範及雙方畢業資格規定後，分別或共同取得兩校學位。

Article 3

The “Dual Degree System” in these Rules refers to a system that is certified by the contracts signed by the University and the Overseas University in the form of international academic cooperation, establishing a course recognition mechanism for both parties, and assisting students to go to the other party for further studies. Student participants may obtain degrees from the two universities separately or jointly after they fulfill the graduation requirements of both universities in compliance with relevant educational regulations and the University’s Academic Regulations.

四、依本要點修習跨國雙學位學生之修業時間，總計應符合下列規定： (一)修習學士學位者，在二校修業時間，合計至少須滿三十二個月。 (二)修習碩士學位者，在二校修業時間，合計至少須滿十二個月。

(三)修習博士學位者，在二校修業時間，合計至少須滿二十四個月。 (四)學生須於兩校共同規定期限內修畢應修課程，方得受頒學位。

學生於雙聯學制合作關係之學校須各修滿規定取得學位之最低學分三分之一以上，方得受頒學位。

雙聯學制合作關係之學校得共同或個別對合作案學生授與學位。

修習跨國雙學位學生業最後一學期或一學年是否應在本校，由所屬院、系(所)依第

五點規定，明訂於協議書中。

Article 4

Student participants under these Rules should abide by the following regulations regarding the total study time:

* 1. Those who are studying for a bachelor’s degree must study at these two universities for at least 32 months in total.
  2. Those who are studying for a master’s degree must study at these two universities for at least 12 months in total.
  3. Those who are studying for a doctoral degree must study at these two universities for at least 24 months in total.
  4. Students must complete the required courses within the time limit, which is set by the two universities so that the dual degree can be conferred upon them.

Students must complete more than one-third of the minimum required credits in the University and the Overseas University to obtain the dual degree from both universities.

Universities implementing the dual degree program may jointly or individually confer the degree(s) upon the student participants.

The decision on whether student participants should have their study in the University during the last semester or last academic year shall be clearly stated in the agreement signed by the students’ colleges and departments (institutes) pursuant to Article 5.

五、本校與境外學合作辦理雙聯學制，應由各主辦學院、系(所)擬具「雙聯學制計畫書」，內容應包括計畫名稱、合作交流內容、學生選薦方式、獎助條件、修讀課程名稱(含本校課程對照表）、學分計算(抵免)方式、修讀期限、學位授予、博碩士論文作業方式等事項，並擬定「合作辦理雙聯學制協議書」草案，經系(所）、學院會議決議，陳請校長核定，並經雙方簽署協議書後實施。

前項計畫書之修讀課程名稱(含本校課程對照表）、學分計算(抵免)方式應經系(所)課程委員會議審議通過。

Article 5

The dual degree program implemented by the University and the Overseas

University shall be passed by the Committee at the Department (Institute) and College Affairs Meetings and approved by the President after both parties have signed an agreement. The agreement means the “dual degree program proposal” that contains the title of the program, the cooperation content, the student recommendation methods, scholarship application eligibility, the titles of the courses (with the list of the University’s courses attached for the reviewer’s cross-reference), the credit recognition (transfer) mechanism, the study year limit, the degree conferment, matters related to thesis and dissertation and other relevant information. Additionally, the draft of the “Agreement on Processing the Dual Degree Program,” drawn up by the host college and department (institute), shall be passed by the relevant Department (Institute) Curriculum Committee Meeting and approved by the President. After approval, both parties shall sign the agreement and implement the program.

The titles of the courses taken at the Overseas University mentioned in the previous proposal (with the list of the University's courses attached), and the credit recognition (transfer) mechanism shall be examined and approved by the relevant Department (Institute) Curriculum Committee Meeting.

六、本校學生申請至境外大學修讀雙學位應由所屬系(所)推薦，並向境外大學提出申請，其申請期限與各項手續應依對方學校或合作計畫之規定。

申請案件經對方學校核准後，學生應將入通知影本送國際事務處並由國際事務處分送教務處註冊組及所屬系(所)存檔，納入學籍管理。

Article 6

University students who apply to study in the dual degree program in the Overseas University should be recommended by their department (institute). Their department (institute) shall send the application to the Overseas University and conduct the follow-up process in accordance with the regulations of the Overseas University or of the program.

After a student application is approved by the Overseas University, the student should send a photocopy of the Letter of Acceptance to the Office of International Affairs of the University. The document will also be sent to the Registration Division in the Office of Academic Affairs and the student’s department (institute) to carry

out the matters of student status management.

七、擬至本校修讀跨國雙學位之境外學校學生，應由該校於雙方約定期限內將學生相關資料送達本校國際事務處受理，並由相關院、系(所)辦理甄審作業。

Article 7

Information about students from an Overseas University intending to study in the University for the Dual Degree Program should be sent by the Overseas University to the Office of International Affairs in the University within the agreed time limit and the application cases shall be reviewed and evaluated by the relevant colleges and departments (institutes).

八、境外學校學生於本校修業期間，除應遵守我國法律外，並應遵守各種規章。

Article 8

Students from the Overseas Universities should abide by the laws of Taiwan and various regulations during their studies a the University.

九、經本校核准至境外學校修讀跨國雙學位之學生，於境外學校修讀及格之科目及學分，應於本校規定修業年限內申請抵免；經核准抵免後，如符合各系(所)畢業資格規定者，授予本校學位。

Article 9

Students who have been approved by the University to take part in the Dual Degree Program shall apply for the transfer of the credits taken from the Overseas University within the limited study years. Those who meet the graduation requirements after completing the credit transfer process will be conferred a degree by the University.

十、經本校核准至境外學校修讀跨國雙學位之學生，如因故無法於境外學校完成學 業，且於雙方學校修業時間合計仍未逾本校規定之修業年限者，得於每學期本校行事曆規定上課開始日二週前，檢具報告書及相關證明文件，向本校教務處申請

返回本校原就讀系(所)適當年級肄業；其於境外學校已修習及格之科目及學分，得予承認。

Article 10

If students who have been approved by the University to study in the Dual Degree Program in an Overseas University are unable to complete their study in the Overseas University and the total study time does not exceed the limited study years for some

reason, they shall attach proofs and apply for permission from the Office of Academic Affairs to return to their original department (institute) in the University two weeks before the school starts and study at the appropriate grade level. The credits that they have taken in the Overseas University shall be recognized by the University.

十一、各學院、系(所)得依實際需要，與合作辦理雙聯學制之境外學校，另訂雙聯學制課程，規定應修科目及學分並送本校教務處核備。

Article 11

Every college or department (institute) may cooperate with the Overseas University to set up a new curriculum and specify required courses and their credits. The new curriculum needs to be sent to the Office of Academic Affairs for further review and compilation.

十二、外國學生申請至本校修讀雙聯學制，如因故未能於本校完成學業致無法取得學位者，其已修畢課程由本校核發學分證明。

Article 12

If international students who apply to study in the Dual Degree Program at the University are unable to obtain a degree for some reason, the University shall issue a credit certificate for the courses they have completed.

十三、經本校核准至境外學校修讀跨國雙學位且已屆役齡之學生，須依兵役相關法令規定辦理出入國境等事宜。

Article 13

Students who have been approved by the University to study in the Dual Degree Program in an Overseas University and have reached the age of army service must undergo immigration clearance and obtain relevant other permissions in accordance with the Military Service Regulations.

十四、本要點未盡事宜，悉依教育部與本校相關規定辦理。

Article 14

Matters not mentioned herein shall be handled in accordance with relevant regulations of the Ministry of Education and the University.

十五、本要點經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 15

These Rules shall be passed by the Administrative Meeting and shall take force upon approval by the President, and the same procedure shall apply when these Rules are amended.

**國立高雄科技大學招收僑生及港澳生來臺就學單獨招生規定 National Kaohsiung University of Science and Technology Regulations Governing the Direct Admission Application of**

# Overseas Chinese Students and Students from Hong Kong, and Macau

107 年 9 月 26 日 108 學年度第 1 次招生委員會議通過 Passed by the 1st Admission Committee Meeting on September 26, 2018. 109 年 9 月 26 日 108 學年度第 1 次招生委員會議修正通過

Revised and Passed at the 1st Admissions Committee Meeting on September 26, 2020.

教育部 109 年 5 月 20 日臺教技(四)字第 1090068006 號核定

Ratified by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1090068006 on May 20, 2020.

一、國立高雄科技大學(以下簡稱本校)為辦理僑生及港澳生申請入學招生，特依僑生回國就學及輔導辦法第六條之一及香港澳門居民來臺就學辦法第八條規定訂定本規定。

Article 1

These Regulations Governing the Direct Admission Application of Overseas Chinese Students and Students from Hong Kong, and Macau are adopted by the National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) pursuant to Article 6-1 of the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan and Article 8 of the Regulations Regarding Study for Hong Kong and Macau Students in Taiwan.

二、本校僑生及港澳生之申請入學由招生委員會秉公平、公正、公開原則辦理僑生及港澳生申請入學招生事宜。

Article 2

The Admissions Committee handles the admission applications of overseas Chinese students and students from Hong Kong and Macau in accordance with the principles of fairness, impartiality, and openness.

三、甄選方式、招生系所、修業年限、招生名額、報考資格、報名手續、錄取原則、報到事項、招生紛爭處理方式及其他相關考生權利義務事項明列於招生簡章內，最遲應於受理報名或申請前二十日公告。

Article 3

Review and assessment methods, academic programs, duration of the study, admissions quota, application qualifications, registration procedures, admission standards,

registration matters, the admission-disputes handling process, and other matters related to candidates’ rights and obligations are clearly specified in the admissions guidebook, which is made public twenty days before the University starts to accept applications.

四、本校實際招收入學之僑生及港澳生名額，以該學年度核定招生名額外加百分之十為原則；如申請招生收僑生及港澳生名額超過該學年度核定招生名額外加百分之十，應提出增量計畫(包括品質控管策略及配套措施)報教育部核定。本校於當學年度核定招生總名額內，如有本國學生未招足之情形，得以僑生及港澳生名額補足。

Article 4

The actual admissions quota for the University’s Overseas Chinese students and students from Hong Kong and Macau is based on the principle of an additional 10% of the approved admission quota for the current academic year. If the admission quota for Overseas Chinese students and students from Hong Kong and Macau exceeds the approved admission quota for the current academic year, incremental plans (including quality control strategies and supporting measures) shall be presented to the Ministry of Education for approval. The number of Overseas Chinese students and students from Hong Kong and Macau can make up for the inadequate quota of domestic students in the current academic year.

五、本規定所稱僑生，指海外出生連續居留迄今，或最近連續居留海外六年以上，並取得僑居地永久或長期居留證件回國就學之華裔學生。本規定所稱港澳生，指香港或澳門(以下簡稱港澳)居民，具有港澳永久居留資格證件，且最近連續居留港澳或海外六年以上；並符合香港澳門關係條例第四條規定，未持有外國護照者，得申請來臺灣地區就學。

Article 5

In these Regulations, the term “Overseas Chinese Student” refers to a student of Chinese descent who has come to Taiwan to study, who was born and has lived overseas until the present time, or who has been living overseas for six or more consecutive years in the immediate past and has obtained permanent or long-term residency status overseas. In these Regulations, the term “Students from Hong Kong and Macau” refers to a student from Hong Kong or Macau who has obtained permanent residency status, has been living in Hong Kong, Macau, or another foreign country for more than six years and does not hold a passport other than a Hong Kong passport to apply to study in

Taiwan in accordance with Article 4 of Laws and Regulations Regarding Hong Kong & Macao Affairs.

第一項所稱海外、指大陸地區、香港及澳門以外之國家或地區；前項所稱境外，指臺灣地區以外之國家或地區。

The term “overseas” mentioned in the preceding paragraph refers to countries or regions other than Taiwan, mainland China, Hong Kong, and Macao.

第一項僑生連續居留海外之認定，依僑生回國就學及輔導辦法第三條及第四條規定辦理；第二項港澳生連續居留境外之認定，依香港澳門居民來臺就學辦法第三條及第四條規定辦理。

Overseas Chinese Students living abroad mentioned in Paragraph 1 shall be recognized in accordance with Article 3 and Article 4 of the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan. Hong Kong and Macau Students living abroad mentioned in Paragraph 2 shall be recognized in accordance with Article 3 and Article 4 of the Regulations Regarding Study for Hong Kong and Macau Students in Taiwan.

僑生身分認定，由僑務主管機關為之；港澳生身分認定，由教育部為之。

The overseas Chinese student status must be validated by the Overseas Community Affairs Council; students from Hong Kong and Macau status must be validated by the Ministry of Education.

僑生及港澳生經輔導來臺就學後，在臺停留未滿一年，因故退學或喪失學籍返回僑居地者，得重新申請來臺就學，並以一次為限。但僑生及港澳生經入學學校以學業或操行成績不及格、違反校規情節嚴重或因刑事案件經判刑確定，依學生獎懲規定致遭退學或喪失學籍者，不得重新申請來臺就學。

Overseas Chinese students and students from Hong Kong and Macau who received assistance to study in an educational institution in Taiwan but studied for less than one year and lost their student status to return to their country for some reason may lodge another application to study in Taiwan again, but re-application is permitted only one time. However, if the Overseas Chinese students and students from Hong Kong and Macau were deprived of their student status and expelled from the university because of their academic

or conduct failure, their violation of school rules, or a severe criminal conviction, they are not permitted to re-apply to study in Taiwan in accordance with the provisions of the regulations governing student awards and penalties.

本規定招生對象不包含緬甸、泰北地區未立案華文中學畢業僑生。

The targeted students for these Regulations do not include Overseas Chinese Students who graduated from an unregistered Chinese-Language School in Myanmar or Northern Thailand.

具外國國籍，兼具香港或澳門永久居留資格，未曾在臺設有戶籍，且最近連續居留香港、澳門或海外六年以上之華裔學生申請入學大學校院，於相關法律修正施行前，得準用本規定申請入學。

An overseas Chinese student who has foreign nationality with permanent residence in Hong Kong or Macao and has never held household registration in Taiwan, and who, at the time of their application, has resided in Hong Kong, Macao, or elsewhere overseas continuously for at least six years, shall apply for admission in compliance with these Regulations before other relevant laws are amended and implemented.

六、僑生及港澳生申請入學資格如下：

(一)凡高中畢業(含應屆畢業)或具同等學力者，得申請入學本校學士班；凡取得學士學位(含應屆畢業)或具同等學力者，得申請入學本校碩士班；凡取得碩士學位(含應屆畢業)或具同等學力者，得申請入學本校博士班。

(二)持同等學力報考者，應符合教育部入學大學同等學力認定標準規定。持境外學歷報考者須符合相關學歷採認法規規定。

(三)持境外學歷報考者，應依大學辦理國外學歷採認辦法、大陸地區學歷採認辦法、香港或澳門學歷檢覆及採認辦法相關規定辦理。

Article 6

Application qualifications for Overseas Chinese students and students from Hong Kong and Macau:

* 1. Those who have graduated from high school (including fresh graduates) or have an equivalent educational level can apply for admission to the bachelor's program in the University; those who have obtained a bachelor's degree (including fresh graduates) or have an equivalent educational level can apply for admission to the

master's program in the University; those who have obtained a master's degree (including recent graduates) or those with an equivalent educational level can apply for admission to the doctoral program in the University.

* 1. Applicants with an equivalent academic degree shall meet the requirements specified in the Standards for the Recognition of Equivalent Educational Levels for University Admission enacted by the Ministry of Education. Applicants with overseas academic credentials must comply with relevant regulations on the assessment and recognition of foreign academic credentials.
  2. Applicants with overseas academic credentials must comply with the Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education, Regulations Governing the Assessment and Recognition of Academic Records from Mainland China and Regulations Governing the Examination and Recognition of Educational Records from Hong Kong and Macao.

七、符合前條申請資格者，應於規定期間檢具下列表件，逕向本校提出申請：

(一)入學申請表。

(二)學歷證明文件及成績單：

1. 具僑生申請資格者，依僑生回國就學及輔導辦法第六條第一項第二款規定辦理。
2. 具港澳生申請資格者，依香港澳門居民來臺就學辦法第七條第二項第二款規定辦理。

(三)符合第五條規定之身分證明文件，如僑居地永久或長期居留證件、港澳護照或永久居留資格證件、在港澳或海外連續居留之原始證明文件。

(四)各系所規定之其他文件。 (五)申請費。

所繳證明文件有偽造、冒用或變造等情事者，撤銷其錄取資格；已註冊入學者，撤銷其學籍，且不發給任何相關學業證明；畢業後始發現者，撤銷其畢業資格，並追繳或註銷其學位證書。

Article 7

Those who meet the application qualifications in the preceding article should prepare the following documents within the specified period and submit an application to the University:

* 1. Admission application form.
  2. Academic credentials and transcripts:
     1. Those who are qualified overseas Chinese students should apply in accordance with Article 6, Paragraph 1, Subparagraph 2 of the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan.
     2. Those who are qualified students from Hong Kong and Macao shall apply in accordance with Article 7, Paragraph 2, Subparagraph 2 of the Regulations Regarding Study for Students from Hong Kong and Macau in Taiwan.
  3. Identification documents listed in Article 5 shall be attached for identification check, including the Certificate of Permanent Residency or Certificate of Long-term Residency, Hong Kong, Macau Passport or the Certificate of Permanent Residency in Hong Kong or Macau, and original certificates of continuous residence in Hong Kong, Macao or overseas.
  4. Other documents specified by each department.
  5. Application fee.

Applicants who submit any certificate or document as part of their application for admission to an educational institution that is found to be forged, fabricated, or that has been altered in some way shall have their enrollment eligibility revoked. If the students have already registered and classes have begun, their registration as current students shall be cancelled, and they will not be awarded any certification whatsoever regarding their related academic undertakings. If any of such circumstances are discovered after a student has graduated, the educational institution shall revoke the student’s graduation eligibility and shall require any degree already awarded to be returned, and it will be rescinded.

八、本項招生辦理期間於每學年第一學期舉行為原則。

Article 8

In principle, the admission application needs to be made in the first semester of each academic year.

九、本項招生須先經僑務主管機關認定符合僑生身分或經教育部認定符合港澳生身分並經系所甄審合格者，提送招生委員會決定錄取名單，再由本校發給錄取生入學

許可。

Article 9

The status of applicants shall be first identified as Overseas Chinese Students by the competent authorities of Overseas Chinese affairs or as Hong Kong and Macau Students by the Ministry of Education. Applications shall be passed through secondary review by the relevant departments and institutes. The review results shall be presented at the Admission Committee Meeting in the University for the final decision. The University shall issue a Letter of Acceptance to the admitted students.

十、畢業年級相當於國內高級中等學校二年級之國外或香港、澳門地區同級同類學校畢業生，以同等學力資格入學本校大學部一年級者，除本校學則規定之畢業應修學分數外，應另增加畢業應修學分數至少十二學分。

Article 10

Students graduating from the same-level and same-categorized schools in Hong Kong or Macau or another foreign country in the grade equivalent to the second year of senior high school in Taiwan and admitted to study in the University as an undergraduate freshman with the equivalent educational level shall complete extra required courses with at least twelve credits in addition to the required credits for graduation.

十一、僑生及港澳生不得依本規定申請就讀本校所辦理回流教育之進修碩士在職專班及其他僅於夜間、例假日授課之班別。

Article 11

Overseas Chinese students and students from Hong Kong and Macau shall not apply to study in any in-service master’s degree programs in the University, or in any other program which is only taught in the evening or during vacations.

十二、僑生及港澳生保留入學資格、轉學、轉系、休學、退學及其他學籍、學業、生活輔導考核等事項，悉依本校學則及有關法令規定辦理。

Article 12

Overseas Chinese students and students from Hong Kong and Macau who apply for any matters related to admission retention, school transfer, department transfer, suspension, drop-out, student status, academic studies, and life counseling assessments shall apply in accordance with the University’s Academic Regulations and other relevant laws and

regulations.

十三、僑生及港澳生畢業、退學或休學期滿，且未繼續就學者，中止其身分。但畢業後經本校核轉教育部核准在我國實習者，最長得延長至畢業後一年，中止其身分。

僑生及港澳生身分經中止者，於繼續升學、轉學或復學後，恢復其身分。

Article 13

Overseas Chinese students and students from Hong Kong and Macau who have graduated or have discontinued or suspended their studies for the maximum allowable period, and who are not continuing to pursue studies shall lose their status as an Overseas Chinese student, and a student from Hong Kong, or Macau. However, an Overseas Chinese student students and students from Hong Kong or Macau who has just graduated from a university in Taiwan and has been given approval by the central competent education administrative authority to do an internship through the University may extend their Overseas Chinese student status for a maximum period of one year after graduation, after which time their student status will be cancelled.

Overseas Chinese students whose student status has been cancelled will have their Overseas Chinese student status reinstated if they resume their studies at a higher level, transfer to another university, or resume studies that they had discontinued.

十四、本校於每年十一月三十日前，將已註冊入學新生及未報到註冊入學者分別列 冊，通報外交部領事事務局、內政部移民署、僑務主管機關及教育部。僑生及港澳生畢業、休學、退學、自行轉讀或變更、喪失學生身分者，本校應即通報。前項僑生在臺設有戶籍者，並應即通知學生戶籍所在地直轄市、縣(市)政府。在臺設有戶籍之僑生及港澳生，如為已屆役齡男子，自十九歲之年一月一日起，應依兵役法相關法規規定辦理。本校應於教育部指定之僑生資料管理系統，登錄僑生入學及學籍異動資料，並辦理第一項規定之通報。

Article 14

By November 30 each year, a list of the new Overseas Chinese students and students from Hong Kong, and Macau who have registered and a separate list of those who have failed to register at the University shall be submitted to the Bureau of Consular Affairs of the Ministry of Foreign Affairs, the National Immigration Agency in the Ministry of the Interior, the Overseas Community Affairs Council and the Ministry of Education. The University shall immediately report Overseas Chinese students

and students from Hong Kong, or Macau who have graduated, been suspended, or have discontinued their studies, independently made a transfer or changed their program, or who have lost their student status in the sectors mentioned above. If the overseas Chinese students mentioned in the previous paragraph have the household registration in Taiwan, the local government of the specific municipality, county, or city where the household is registered shall also be notified immediately. Male Overseas Chinese students and students from Hong Kong and Macau who have reached the age of army service shall be subject to the relevant regulations in the Act of Military Service System from January 1 of the year in which they become 19 years old. The University shall log in and reveal the details about Overseas Chinese students’ admissions and student status in the Overseas Chinese Student Data Management System specified by the Ministry of Education and shall undertake the reporting mentioned in Paragraph 1.

十五、所有甄審評分資料須妥予保存一年。但依規定提起申訴者，應保存至申訴程序結束或行政救濟程序終結為止。

Article 15

All review and grading records shall be properly kept for one year. However, the relevant records about those who file a complaint in accordance with the regulations shall be kept until the end of the complaint procedure or the end of the administrative remedy.

十六、考生對甄審結果有疑義者，應於放榜後一星期內，以書面載明下列各款，向本校招生委員會提出申訴：

(一)姓名、性別、報考系所組別、住址、聯絡電話、申訴日期。 (二)敘明疑義之具體理由與佐證資料。

前項考試疑義，得由承辦單位依權責或經招生委員會議決後，於一個月內答復考生，並告知申訴人行政救濟程序。必要時另組成專案小組公正調查處理。

Article 16

The candidates who have doubts about the results shall file an appeal to the Admissions Committee of the University within one week after the announcement was made and the documents shall state the following items:

1. Name, gender, department (institute) and group, address, contact number, and date

of appeal.

1. State the specific reasons for the doubt and attach the supporting materials.

In case of doubts about the examination in the preceding Paragraph, the organizer may, according to its powers and responsibilities, or after the Admissions Committee has decided, answer the candidates within one month, and inform the applicant of the administrative remedy procedures. If necessary, a Special Project Group may be formed to investigate and deal with the doubt impartially.

十七、本招生放榜時程僅限於每年二月二十八日前或八月一日後辦理。學校如於二月二十八日前放榜，公告錄取名單應於放榜後一個星期內函送海外聯招會，海外聯招會不再就單招已錄取之僑生及港澳生進行分發。經海外聯招會分發在案之僑生及港澳生，不得再行參加八月一日後放榜之單招，單招學校亦不得受理該類僑生及港澳生報名或錄取；於八月一日後放榜之單招學校，應至海外聯招會網頁查詢僑生及港澳生榜單公告，以避免重複錄取。

Article 17

The admission is only announced before February 28th or after August 1st each year. If the University announces the final results before February 28th, the announced admission list shall be sent to the University Entrance Committee for Overseas Chinese Students within one week after the announcement. The University Entrance Committee for Overseas Chinese Students shall not allocate these admitted students to other universities. The Overseas Chinese students and students from Hong Kong, and Macau who have been allocated by the University Entrance Committee for Overseas Chinese Students may not apply for the Direct Admissions Program, whose admission results will be announced after August 1st. Universities hosting the Direct Admission Programs shall not accept admission applications from Overseas Chinese students and students from Hong Kong, or Macau. Universities that announce the admission results after August 1st shall check the list of admitted Overseas Chinese students and students from Hong Kong and Macau from the websites of the University Entrance Committee for Overseas Chinese Students to avoid repeated admissions.

十八、本規定未盡事宜，悉依僑生回國就學及輔導辦法、香港澳門居民來臺就學辦 法、大學校院辦理單獨招收僑生作業注意事項、大學校院辦理單獨招收港澳學生作業注意事項、本校辦理各項入學招生規定、本校學則暨相關規定辦理。

Article 18

The matters not mentioned herein shall be handled in accordance with the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan, the Guidelines Regarding Recruiting Overseas Chinese Students by Institutions of Higher Education, the Guidelines Regarding Recruiting Students from Hong Kong and Macau by Institutions of Higher Education, the University’s Admission Regulations, the University’s Academic Regulations, and other relevant regulations.

十九、本規定經招生委員會議通過，報請教育部核定後實施，修正時亦同。

Article 19

These Regulations shall be passed by the Admissions Committee and shall take force upon approval by the Ministry of Education. The same procedure shall apply when these Regulations are amended.

# 國立高雄科技大學優秀僑生及港澳生入學獎學金作業要點 National Kaohsiung University of Science and Technology Regulations Governing the Admission Scholarships for Outstanding Overseas Chinese Students and

**Students from Hong Kong, and Macau**

108 年 2 月 27 日 107 學年度第 6 次行政會議通過

109 年 11 月 18 日 109 學年度第 4 次行政會議通過

Passed by the 6th Administrative Meeting on February 27, 2019. Passed by the 4th Administrative Meeting on November 18, 2020.

一、國立高雄科技大學(以下簡稱本校)為延攬優秀僑生及港澳生就讀本校，特訂定國立高雄科技大學優秀僑生及港澳生入學獎學金作業要點(以下簡稱本要點)。

Article 1

The Regulations Governing the Admission Scholarships for Outstanding Overseas Chinese Students and Students from Hong Kong and Macau (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter “the University”) to encourage outstanding Overseas Chinese students and students from Hong Kong, and Macau to study in the University.

二、本要點所稱僑生，係指符合教育部僑生回國就學及輔導辦法規定者。本要點所稱港澳生，係指符合教育部香港澳門居民來臺就學辦法規定者。

Article 2

In these Regulations, the term “Overseas Chinese Student” refers to a student who meets the qualifications listed in the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan. In these Regulations, the term “Students from Hong Kong and Macau” refers to a student who meets the qualification listed in the Regulations Governing Study for Students from Hong Kong and Macau in Taiwan of the Ministry of Education.

三、獎勵對象：僑生或港澳生符合下列各款資格之一即為本要點獎勵對象：

(一)透過海外聯合招生委員會(以下簡稱海聯會)「聯合分發制」入學管道：每學年度經海聯會錄取分發本校之新生且最高學歷歷年成績校排名為前百分之二 十。

(二)透過海聯會「個人申請制」或「單獨招生」入學管道：每學年度經海聯會「個人申請制」入學管道，成績優異且獲得本校簽訂僑生港澳生策略聯盟學校之

校長或機構之最高負責人推薦入學者。非本校策略聯盟學生成績優異者，得專案申請，另案簽准。

Article 3 Target students: Overseas Chinese Students or Students from Hong Kong and Macau who meet either of the following requirements.

* 1. Students who are admitted to be the students of the University via the “Joint Allocation System” hosted by the University Entrance Committee for Overseas Chinese Students (hereinafter “the UECOCS”) and who are the top 20% students in ranking each year at their highest level of educational institution as shown on the transcript.
  2. Students who are admitted to be the students of the University via the “Individual Application” or “Individual Recruitment” hosted by the UECOCS and who are recommended by the President or the person in charge of the strategic-alliance- contracted schools. If students who graduated from non-strategic-alliance-contracted schools are outstanding, their cases may be submitted to the President of the University for special approval.

四、獎勵方式：

(一)依本要點入學者，不得同時以外籍生身分申請入學。

(二)受獎者就讀本校大學部或研究所期間每學年學雜費全免，但獎勵期間以大學部前四年、碩士班前二年、博士班前三年為限。

(三)受獎者在學期間，每學期必須依本校規定修滿學分，且大學部學年學業總平均成績須達全班排名前百分之二十、研究生學年學業總平均成績須達八十二分以上。若未達此續獎標準者，本校得註銷其受獎資格及獎勵。

受獎學生受獎資格遭註銷之次月起停發獎學金。

Article 4

Award System:

* 1. Students who enroll under these Regulations shall not apply for admission as international students at the same time.
  2. The scholarship recipients may be free of paying the tuition and miscellaneous fees for each academic year during their studies in the University as undergraduate or graduate students. However, the award period is limited to the first four years of the bachelor program, the first two years of the master program, and the first three years of the doctoral program.
  3. During the period of study, the scholarship recipients must complete the required and elective credits according to the regulations of the University in each semester, and the average academic grades for the undergraduate students must reach the top 20% of the class each year, and the average academic grades for the postgraduate students must be above 82 each year. Those who fail to meet the renewal requirements may be canceled by the University for their qualifications and awards. Scholarships shall be suspended from the month after the recipient's qualification is canceled.

五、申請流程：

(一)新生入學：凡符合前項資格者，於海聯會公告錄取後二週內提出獎學金申請，經國際處彙整申請名冊提請國際化獎學金審議小組審查，陳請校長核定。本獎學金不得保留至下年度。

(二)續獎申請：受獎者應於每學年第一學期開學後一個月內，檢具前一年度成績單，向國際處提出續獎申請，由國際處審核敘獎資格後彙整受獎名單，陳請校長核定。

(三)本案獎學金核定名額以僑生總人數 20%為限。

Article 5

Application process:

* 1. New students: Those who meet the qualification mentioned above shall apply for the scholarship within two weeks after the UECOCS announces the admission results. The Office of International Affairs shall submit the list of applicants to the International Student Scholarship Evaluation Committee for review and the results of which shall be approved by the President. The scholarship cannot be carried over to the next year.
  2. Renewal application: The scholarship recipients shall attach the transcripts of the previous year within one month after the fall semester begins and submit a renewal application. The Office of International Affairs shall submit the list of applicants to the International Student Scholarship Evaluation Committee for review, which shall be approved by the President.
  3. The approved number of scholarships in this scholarship case is limited to 20% of the total number of Overseas Chinese Students in the University.

六、獎勵之撤銷：受獎者若有以下情形之一者，應立即撤銷其受獎資格及獎勵：

(一)因故休學、退學或轉學、非法在校外工作或無故曠課逾二週以上。

(二)違反學校規定情節重大，受記大過、休學或退學處分、或觸犯我國法律經判刑確定。

(三)受獎者入學申請文件或申請獎勵文件若有偽造不實者，應立即撤銷其受獎資格及獎勵。

(四)依本要點入學者在申請入學時同時以外籍生身分申請入學，且經查證確定。

Article 6

Revocation of Scholarships: If the scholarship recipient has one of the following circumstances, his/her qualification and award shall be immediately revoked.

* 1. Students whose status is suspension, expulsion, dropping out, expelled from school, or being absent for two weeks without justifiable reasons.
  2. Students who violate the University’s regulations and thus receive punishments, such as significant demerits, suspension or withdrawal from the University or are convicted of violating the code(s) of Taiwan.
  3. For scholarship recipients’ application documents for admission or scholarship are found to be forged, his/her qualification and award shall be immediately revoked
  4. Students are found and confirmed after verification that they apply for admission based on these Regulations while applying for admission as an international student at the same time.

七、本要點經行政會議通過，陳請校長核定後施行，修正時亦同。

Article 7

These Regulations shall be passed by the Administrative Meeting and take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學研究所優秀僑生獎學金作業須知**

# National Kaohsiung University of Science and Technology Notice on the Outstanding Scholarship for Overseas Chinese Students

108 年 7 月 17 日 108 學年度第 13 次行政會議通過

Passed by the 13th Administrative Meeting on July 17, 2019.

一、為鼓勵優秀橋生來校就讀，依據「教育部補助大學校院設置研究所優秀僑生獎學金作業要點」，訂定國立高雄科技大學研究所優秀僑生獎學金作業須知(以下簡稱本須知)。

Article 1 The Notice on the Outstanding Scholarships for Outstanding Overseas Chinese Students (hereinafter referred to as “the Notice”) is adopted by the National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to encourage outstanding Overseas Chinese Students to study at the University.

二、申請資格：

(一)依僑生回國就學及輔導辦法，來臺就讀本校研究所之優秀僑生。

(二)在本校具有研究所正式學籍(不含延修生)，且已修滿一學期以上(含直升博士班)者。

(三)就讀期滿一學期，學業平均成績七十五分以上及操行成績平均八十分以上者。

Article 2

Eligibility:

* 1. Outstanding Overseas Chinese Students who study in the University's postgraduate program(s) according to Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan.
  2. Those who have the official graduate student status in the University (excluding extension students) and have completed more than one semester (including those who directly continue studying in the doctoral program in the University after finishing master’s degree in the University)
  3. Students who have completed one semester of study with an average academic score of 75 or above and a conduct score of 80 or above.

三、補助名額：依每學期研究所在學僑生人數函報教育部核配。

Article 3

The quota for scholarship recipients: The number of scholarship recipients shall be adjusted and allocated by the Ministry of Education based on the number of Oversea Chinese Graduate Students in the University each semester.

四、申請方式：依據公告時程備齊應備文件送國際事務處提出申請。

Article 4

Application: Students shall prepare all the documents and submit the application to the Office of International Affairs within the designated period of time.

五、應備文件：

(一)獎學金申請表(如附表）。

(二)在本校前一學期成績單正本。

(三)居留證、學生證正面及反面影本。 (四)指導教授或系所主管推薦函。

(五)其他有助審查之文件(如清寒證明、曾發表之論文等)。

Article 5

Required documents:

* 1. Application form (attached).
  2. Original transcript of the previous semester in the University.
  3. Photocopies of the front and back of the Alien Resident Certificate and student card.
  4. Letter of recommendation from the supervisor or the department (institute) director.
  5. Other documents (such as Certificate of Low Income, journal papers).

六、審查原則：

(一)審查標準：學業成績佔百分之七十；操行成績佔百分之三十。 (二)由國際事務處彙整後提國際化獎助學金審議小組審核。

Article 6

Review principles:

* 1. Principle standard: students’ academic grades account for 70%; conduct grades

account for 30%.

* 1. The Office of International Affairs shall submit the list of applicants and documents to the International Student Scholarship Evaluation Committee for review, which shall be approved by the President of the University.

七、經費來源及額度：

(一)獎學金來源由教育部專案補助款支應。

(二)獎學金額度每生每月不低於新臺幣一萬元。

Article 7

The sources and the amount of funding:

* 1. Scholarships in the Notice are funded by subsidies from the project grants of the Ministry of Education.
  2. The scholarship amount shall not be less than NT10,000 for each student each month.

八、有以下情形者停止發放本獎學金：

(一)休學、退學、變更學籍、喪失學生身分或開除學籍者，獎學金自次月起予以停發；前開原因消失時，其當期之受獎資格亦不得恢復。

(二)偽造或提供不實資料經查屬實者，停止發給並追繳已領之獎學金，並依情節追究相關法律責任。

Article 8 The scholarship shall be revoked in any of the following situations:

* 1. If a student's status is changed to suspension, expulsion, changing of student status, losing student status, or expelled from school, the scholarship shall be suspended from the following month as the aforementioned status happens. As the status as mentioned above is removed, the current scholarship qualifications shall not be restored.
  2. For those who forged or provided false documents and the misconduct is verified to be accurate, the scholarship shall be revoked, the received scholarship shall be returned, and relevant legal responsibilities for the misconduct shall be investigated with pertinent laws and regulations.

九、本須知如有未盡事宜，依本校或教育部有關規定辦理。

Matters not mentioned herein shall be handled in accordance with relevant regulations of the University and Ministry of Education.

十、本須知經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 10

The Notice shall be passed by the Administrative Meeting and take force upon approval by the President. The same procedure shall apply when the Notice is amended.

**國立高雄科技大學大陸學生入學作業要點**

# National Kaohsiung University of Science and Technology Regulations Governing the Admission of Mainland Chinese Students

108 年 2 月 27 日 107 學年度第 6 次行政會議通過

Passed by the 6th Administrative Meeting on February 27, 2019.

一、本校為促進兩岸學術交流，辦理大陸學生來校短期研修(含交換生及短期專班)、修讀學位(含專升本及研究生)相關事宜，訂定國立高雄科技大學大陸學生入學作業要點(以下簡稱本要點)。

Article 1 These Regulations Governing the Admission of Mainland Chinese Students (hereinafter referred to as “these Regulations”) are adopted by the National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to promote academic exchanges between the two sides of the Taiwan Strait and handle matters related to short-term programs (including exchange students and short-term special programs) and degree studies (including two-year special bachelor program for those who have received the Post-secondary degree (zhuan sheng ben) and postgraduate program) for Mainland Chinese Students to come to the University.

二、依本要點提出短期研修申請者，須為大陸地區在學學生。

Article 2

Applicants for short-term study based on these Regulations must be Mainland Chinese students.

三、於申請本校修讀學位之學生(含專升本及研究生)需統一經由「大陸地區學生聯合招生委員會」分發至本校。

Article 3

The admission results for applicants who apply for the degree program (including zhuan sheng ben and postgraduate program) shall be decided and allocated by the University Entrance Committee for Mainland Chinese Students.

四、學位生(含專升本及研究生)學費依本校核定標準收費二倍計算。

program) is doubled based on the University’s tuition standards.

五、交換學生之名額依雙方交換生協議之規定，除協議名額免學費外，其餘依本校核定標準收費二倍計算。

Article 5

The number of exchange students is based on the exchange student agreement between the two parties. Except for the agreed number of students whose tuition fee is waived, other students shall pay a doubled tuition fee based on the University’s tuition standard.

六、短期研修申請入學者，應於本校指定期間，檢附下列文件申請入學，經審查合格者，發給入學邀請：

(一)陸生來臺研修申請表。

(二)學歷證明文件(如在學證明、歷年成績單等)。

Article 6

* 1. Applicants for short-term programs should submit the following documents to apply for admission within the designated period of time. Those who are qualified and meet the admission standards may be issued a Letter of Acceptance:
     1. Application form for Incoming Mainland Chinese Students.
     2. Credentials (such as certificate of enrollment, transcripts, etc.).

七、大陸學生(學位生及交換生)需於接獲入學邀請通知一星期內，需繳納入學申請費新臺幣一千二百元(約四十美元，並包含簽證規費、郵資、雜支等)。申請後未就學者上述費用不予退還。

Article 7

Mainland Chinese Students (degree students and exchange students) shall pay the application fee of NT$1,200 (approximately US$40, including processing fees for visa, postage, miscellaneous expenses, etc.) within one week after receiving the Letter of Acceptance. The fees as mentioned above shall not be refunded for students who send their applications but do not complete the enrollment process.

八、大陸學生來臺就學校內相關資源之使用，皆依本校相關規定辦理，其各單位分工如下：

(一)就學前由國際事務處協助辦理各項申請程序。

(二)來校住宿由學務處負責協助，費用須自行負擔。

(三)辦理學生證及學位或成績證明文件，由教務處負責協助。

(四)有關圖書及網路等相關業務，由圖書館及電算與網路中心負責協助。

Article 8

Mainland Chinese Students who come to Taiwan to use relevant resources in the University are all handled in accordance with relevant regulations of the University. The division of labor among different sectors is as follows:

* 1. The Office of International Affairs assists in handling various application procedures before students start to study at the University.
  2. The Office of Student Affairs assists in the school dormitory, but students must pay the dormitory fee by themselves.
  3. The Office of Academic Affairs assists in processing student ID cards and degree or academic documents.
  4. The Library and the Computer and Network Center provide assistance in lending and borrowing books and Internet-related affairs.

九、修讀學位(含專升本及研究生)之大陸生需於抵臺後七天內至指定醫院健康檢查並辦理傷病醫療保險。

Article 9

Mainland Chinese students studying for a degree (including zhuan sheng ben and postgraduate) must go to a designated hospital for a health check and process the Illness and Injury Insurance within seven days after arriving in Taiwan.

十、本要點經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 10

These Regulations shall be passed by the Administrative Meeting and take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學境外專班招生規定**

**National Kaohsiung University of Science and Technology**

# Regulations Governing Application for Admission to Overseas Special Programs

107 年 9 月 26 日 107 學年度招生委員會第 1 次會議通過

107 年 11 月 29 日臺教技(四)字第 1070204840 號函核定

108 年 10 月 01 日 109 學年度招生委員會第 2 次會議通過

108 年 10 月 24 日臺教技(四)字第 1080151129 號函核備

Passed by the 1st Admission Committee Meeting on September 26, 2018. Ratified by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1070204840 on November 29, 2018.

Passed by the 2nd Admission Committee Meeting on October 1, 2019. Ratified by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1080151129 on October 24, 2019.

一、為培育國際人才推動國際教育，擬依據大學法、大學法施行細則，及專科以上學校開設境外專班申請及審查作業要點，訂定國立高雄科技大學境外專班招生規定 (以下簡稱本規定)。

Article 1 These Regulations Governing Application for Admission to Overseas Special Programs (hereinafter referred to as “these Regulations”) are adopted by the National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to cultivate international talents and promote international education based on the University Act, Enforcement Rules of the University Act, and Regulations for Application and Review of Overseas Special Programs at Junior Colleges and Institutions of Higher Education.

二、本規定所稱境外專班係指本校依專科以上學校開設境外專班申請及審查作業要點經教育部專案核定，赴臺澎金馬以外之地區與當地學校合作設立，並依法授予學位之班別。

Article 2

In these Regulations, the term “Overseas Special Program(s)” refers to a program that is established outside Taiwan, Penghu, Kinmen, and Matsu in cooperation with the local schools and is permitted to confer degrees to students pursuant to the Regulations Governing Application and Review of Overseas Special Programs at Junior Colleges and Institutions of Higher Education and the approval from the Ministry of Education.

三、本校境外專班之招生，由本校招生委員會辦理。招生委員會依本校招生委員會設

置要點之規定組成之，負責審議招生簡章、決議錄取標準及其他相關事項，並秉持公平、公正、公開之原則辦理招生事宜。

Article 3

The Admission Committee handles the admission applications for the Overseas Special Program(s). Organized in accordance with the Regulations Governing the Establishment of the Admissions Committee, this committee is responsible for reviewing the admission guidebook, deciding admission criteria, and other related matters under the principles of fairness, impartiality, and openness.

四、招生學制：

(一)日間及進修學制學士班(包括二年制及四年以上學制）。 (二)日間及進修學制碩士班。

(三)前二款規定均包括在職專班。

Article 4

Admission programs:

* 1. Day-time and continuing education bachelor programs (including two-year and four-year programs).
  2. Day-time and continuing education master programs.
  3. The programs listed in the preceding two subparagraphs include in-service education programs.

五、本招生得分春、秋二季辦理新設開班招生或連續招生，惟須報經教育部核定後始得辦理。

Article 5 This admission period may be divided into spring and autumn for new classes or continuous admission after receiving approval from the Ministry of Education.

六、招生名額：

(一)日間及進修學制學士班，每班不得超過六十名。

(二)日間及進修學制碩士班，每班(含分組)以不超過三十名為原則。

(三)前二款招生名額，得採外加方式辦理，不列入招生名額總量計算，由本校衡酌教學能量，並兼顧確保國內教學品質規劃之。

Article 6

Admission quotas:

* 1. No more than 60 students in a day-time and continuing education bachelor program class.
  2. No more than 30 students in a class (group-based) of the day-time and continuing education master program.
  3. The admission quotas listed in the preceding two subparagraphs may be processed as additional quotas. This number of students may not be listed in the total admission quota based on the evaluation of teaching energy and arrangement to maintain domestic teaching quality from the University.

七、持有中華民國護照之臺灣地區人民、香港澳門居民、大陸地區人民或具外國國籍者應具備下列報考資格：

(一)二年制學士班：專科以上學校畢業或具同等學力者。

(二)四年以上學制學士班：高級中等以上學校畢業或具同等學力者。 (三)碩士班：具學士學位或同等學力者。

(四)在職專班：除具前三款規定外，並應符合本校所定居住當地或工作經驗之年限；該年限由本校於招生簡章中明定之。

前項大陸地區人民，不得報考於大陸地區開設之境外專班。

前項報考資格，持境外地區學歷或具同等學力者，應依教育部學歷採認規定、入學大學同等學力認定標準等有關規定辦理；大陸地區人民，應檢附大陸地區學校最高學歷，或香港、澳門、外國學校最高學歷或同等學力證明文件。

依第一項第四款規定報考在職專班者，其所繳在職身分、經歷及年資證明，經查有偽造、變造、假借、冒用或不實，未入學者，取消其錄取資格；已入學者，撤銷其學籍，並應負法律責任。

簡章中應明定就讀境外專班所取得之學歷，其效力或採認等事項應依各國家地區相關規定辦理。

Article 7

Taiwan passport holders, Hong Kong and Macau residents, Mainland Chinese people, or foreign nationals shall meet the following requirements and admission qualifications.

* 1. Applicants for the two-year bachelor programs shall provide a degree from junior

colleges and institutions of higher education or records of equivalent educational

levels.

* 1. Applicants for four-year (and above) bachelor programs shall provide a degree from senior high school or above or records of equivalent educational levels.
  2. Applicants for master programs shall provide a bachelor’s degree or records of equivalent educational levels.
  3. Applicants for in-service education programs shall abide by the preceding three subparagraphs and the limited number of years of residence or work experience set by the University; the limitation shall be clearly stated in the admission guidebook.

Citizens of Mainland China mentioned in the preceding paragraph are not allowed to apply for the Overseas Special Program(s) in the Mainland China Area.

For the qualifications mentioned in the preceding paragraph, those who hold foreign academic records or records of equivalent educational levels shall apply under the Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education and the Standards for Recognition of Equivalent Educational Levels for University Admission enacted by the Ministry of Education and other relevant regulations; Mainland Chinese people shall attach either the highest level of education degree or records of equivalent educational levels from a school located in Mainland China or Hong Kong, Macau, and foreign country.

Based on Paragraph 1, Subparagraph 4, for those in-service education program applicants who submit any proof of employment status, resume, and proof of job tenure which are found to be forged, fabricated, borrowed, falsified, or unreal, their enrollment eligibility shall be revoked. If the students have already registered and classes have begun, their registration as current students shall be canceled, and students shall take on any legal liability.

The validity or recognition of the degree of the Overseas Special Program(s) shall be under the relevant regulations of each country and region. It shall be clearly stated in the admission guidebook.

八、招生簡章應詳列招生學系、修業年限、招生名額、報考資格、考試日期、報名手續、評分標準、錄取方式、成績複查、報到程序、招生紛爭處理程序及其他相關規定，並最遲應於受理報名前二十日公告。

Article 8

Academic programs, duration of the study, admission quota, application qualifications, date of the entrance exam, registration procedures, review and assessment methods, admission standards, result re-marking process, enrollment process, the admissions disputes handling process, and other relevant regulations shall be clearly specified in the admission guidebook, which shall be announced twenty days before the University starts to accept applications.

九、招生考試項目得採筆試、面試、書面審查、術科或實作等方式進行。其評分方式及各項所佔成績比例，均由各系所訂定，經本校招生委員會核定後明列於招生簡章中。

本考試如採面試、術科或實作方式，應以錄音、錄影或詳細文字記錄。文字紀錄應於招生委員會決定錄取名單前完成。對評分成績特優或特低者，應於評分表件中註明理由。

各系所辦理面試、術科或實作考試時，應組成系所面試、術科或實作考試委員 會，委員不得少於三人，由本校系主任(所長)提名本校專任助理教授職級以上之教師，必要時亦得提名合作學校專任教師，提請本校招生委員會主任委員聘任之，系主任(所長)為當然委員兼召集人。

Article 9

The entrance examination can be carried out by a hand-written exam, interview, document review, skill test, or hands-on test. The grading method and the proportion of each grade shall be determined by each department and shall be listed in the admission guidebook after being approved by the Admission Committee.

If the examination is conducted by interviews, skill tests, or hands-on tests, it should be recorded in audio, video, or detailed written records. The written records should be completed before the Admission Committee decides on the final results. For those who are marked with the highest or lowest grades, the reasons shall be indicated in the grading form.

When conducting interviews, skill tests, or hands-on tests, each department shall form a department-level Examinations Review Committee with no less than three members. The Committee shall be formed by members with the full-time assistant professor or above and nominated by the chair (director) of the department (institute). When necessary, the full-time teachers in partner schools shall be

nominated, and the name list shall be submitted to the Admission Committee for approval. The chair (director) of the department (institute) shall be the apparent member and act as the chairperson of the Committee.

十、本校應於放榜前決定最低錄取標準，考生成績在此標準以上且於招生名額內之考生，列為正取生，其餘之非正取生，得列為備取生。考生成績達最低錄取標準之人數不足招生名額時，得檢具理由，提送招生委員會核定後，不足額錄取，並不得列備取生。

正取生報到後，如遇缺額，得於各校招生簡章規定期限前，以備取生遞補至原核定招生名額數；其遞補期限不得逾入學年度該班行事曆所定開始上課日。

本校應於簡章中規定，錄取學生最後一名如有二人以上總成績分數相同及備取生總成績分數相同時，錄取或遞補正取生缺額之處理方式。

Article 10

The University shall determine the minimum admission standard before announcing the final results. Applicants whose scores are above this standard and within the admission quota shall be listed as admitted candidates, and the rest of the candidates may be listed as waitlisted candidates. Supposing the number of applicants whose scores meet the minimum admission standards is less than the admission quota, in that case, the reason may be checked and submitted to the Admission Committee for approval. If the number of the applicant does not exceed the admission quota, the waitlisted candidates may not be listed after receiving approval from the Admission Committee.

After the registration of admitted candidates, in case of vacancies, they may be filled by the candidates on the waiting list, according to the originally approved number of admission quota before the deadline listed in the admission guidebook; the deadline for vacancy filling may not fall beyond the start date of the class in the enrollment year.

The University shall state the handling process of admission and vacancy filling when (1) two or more of the candidates have identical scores to compete for the last quota and (2) the candidates on the waiting list have the same scores to fill the vacancy.

十一、本校招生遇特殊情形須增額錄取者，應提招生委員會開會決定，並將會議紀錄

連同有關證明文件，依下列規定辦理：

(一)屬同分致須增額錄取者，應於註冊後報教育部備查。

(二)屬校內行政疏失致須增額錄取者，應另檢附招生檢討報告，報教育部核定後始得辦理。

錄取名單應提經招生委員會確認後正式公告。

Article 11

In case of exceptional circumstances the admission quota shall be increased, the decision shall be made in the Admission Committee Meeting, and the meeting minutes with relevant supporting documents shall be handled under the following regulations:

* 1. Those who have the same score and thus need to be admitted by an additional quota shall be reported to the Ministry of Education for reference after enrollment.
  2. Those affected by administrative negligence and thus needed to be admitted by an additional quota shall be reported to the Ministry of Education for approval before starting the follow-up process.

The admission list should be officially announced after being decided and confirmed by the Admission Committee.

十二、考生如對本校招生事宜有疑議，應於錄取名單正式公告後十日內，向本校招生委員會提出書面申訴，逾期本校不予受理。經受理之案件，招生委員會應於申訴後一個月內正式答復，必要時應組成專案小組公正調查處理，並告知申訴人行政救濟程序。

參與試務工作人員，對試務工作負有保密義務；具利害關係者，應依行政程序法第三十二條規定自行迴避。所有應試評分資料須妥予保存一年。但依規定提起申訴者，應保存至申訴程序或行政救濟程序終結時為止。

Article 12

The applicants who have doubts about the results shall file an appeal to the Admission Committee of the University within ten days after the announcement is made, and any late appeal shall not be accepted. For accepted cases, the Admission Committee shall present a formal reply within one month of receiving the appeal. If necessary, a Special Project Group shall be formed to investigate and deal with it

impartially, and the applicant shall be informed of the administrative remedial procedures.

Those who participate in the admission work shall have the obligation to keep the admission work confidential; those who are stakeholders shall avoid taking part in the admission procedure in accordance with Article 32 of the Administrative Procedure Act. All the scores must be kept for one year. However, cases for those who file a complaint in accordance with the regulations shall be saved until the end of the complaint procedure or administrative relief remedy.

十三、有關學歷採認、同等學力認定、修業年限、學生學籍、畢業應修學分數及授予學位等事項，應依相關法令及本校學則相關規定辦理。

Article 13

Matters related to the assessment and recognition of academic records, recognition of equivalent educational levels, duration of the study, student status, required credits for graduation, and degree conferment shall be handled in accordance with relevant laws, the University’s Academic Regulations, and relevant regulations.

十四、境外專班報名人數不足一定人數時，得由專班與合作學校協議保留開班權益。前項所稱一定人數，以及保留開班權益所致相關退費事宜明訂於簡章之內。

Article 14

When the number of applicants for the Overseas Special Program(s) is less than a certain number, the Overseas Special Program(s) and the partner school may agree to reserve the right to open the class.

The number of people mentioned in the preceding paragraph and the relevant process of refunds due to the preservation of the right to start the class shall be clearly stipulated in the admission guidebook.

十五、收費基準：本校衡酌教學成本訂定合理之收費基準，各項收支應依相關會計作業規定辦理。

Article 15

Charge standards: The University determines reasonable charge standards based on the teaching cost. All the revenue and expenditure shall be handled under the relevant

accounting regulations.

十六、本校開設專班，應重視國家形象、尊嚴及對等原則，並應遵守當地法令。

Article 16

The University setting up the Overseas Special Program(s) shall emphasize national image, dignity, and the principle of reciprocity and shall abide by local laws and regulations.

十七、本規定未盡事宜悉依教育部「專科以上學校開設境外專班申請及審查作業要點」、本校學則及相關規定辦理。

Article 17

Matters not mentioned herein shall be handled in accordance with the Regulations Governing Application and Review of Overseas Special Programs at Junior Colleges and Institutions of Higher Education, the University’s Academic Regulations, and other relevant regulations.

十八、本規定經校招生委員會通過，陳報請教育部核後公布施行；修正時亦同。

Article 18

These Regulations shall be passed by the Admission Committee and take force upon approval by the Ministry of Education. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學境外專班經費收支管理要點**

**修正草案**

**已註解** [1]: 若完成修法過程，將不會有該 4 個字樣，故不進行翻譯，謝謝

**National Kaohsiung University of Science and Technology Regulations Governing the Management of**

**Revenue and Expenditure for Overseas Special Programs**

109 年 4 月 16 日 108 學年度第 3 次校務基金管理委員會議通過

Passed by the 3rd University Endowment Fund Management Committee Meeting on April 16, 2020.

○○○年○○月○○日○○○學年度第○次校務基金管理委員會議修正通過

Revised and Passed at the ○ University Endowment Fund Management Committee Meeting on ○mm ○dd, ○yyyy.

一、 國立高雄科技大學（以下簡稱本校）為推動學校國際化，拓展海外學術交流與影響力，特至境外開設專班。為使其經費收支有所規範，特訂定本校境外專班經費收支管理要點（以下簡稱本要點）。

Article 1

The Regulations Governing the Management of Revenue and Expenditure for Overseas Special Programs (hereinafter referred to as “these Regulations”) are adopted by the National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to manage the funds for Overseas Special Programs in order to promote internationalization and expand overseas academic exchanges and influences.

二、 境外專班係依據專科以上學校開設境外專班申請及審查作業要點，包括各院系所開辦之大學部、碩士班與碩士在職專班，其經費編列以自給自足為原則。

Article 2

The “Overseas Special Programs” is established pursuant to the Regulations Governing Application and Review of Overseas Special Programs at Junior Colleges and Institutions of Higher Education. The programs include bachelor, master, and in-service master programs, and the budgeting is conducted based on the principle of self-sufficiency.

三、 學費收費標準與分配：學生收費標準與雙方經費分配原則依照合作學校雙方協議訂定之，可採用下列二種方式辦理：

* + 1. 學雜費及學分費由境外合作學校(機構)代為收取，並依照分配比例將分配金額匯入本校。
    2. 學雜費及學分費由本校收取，並依照分配比例將分配金額匯出給境外合作學校(機構)。

Article 3

Tuition fee standards and allocation: The tuition fee standards and the principles for

allocating funds between the two parties are determined in accordance with the agreement between the University and the partner schools. The following two methods can be used for the follow-up process.

* 1. The overseas partner school (or institution) collects tuition, miscellaneous, and credit fees, and the allocated amount shall be remitted to the University according to the agreed proportion.
  2. The University shall collect tuition, miscellaneous, and credit fees, and the allocated amount shall be remitted to overseas partner schools (institutions) according to the agreed proportion.

四、 境外專班經費依照本校實際所收學分費及學雜費，分配方式及比例如下：

1. 分配百分之十五為校務基金、百分之六(其中百分之三由執行單位編列運用)為學生就學獎補助、百分之二為院管理費、百分之七十七為執行單位。
2. 若由院執行者，則提撥百分之二予支援系所，其餘由院統籌支用。

Article 4

Based on the actual number of credits, tuition, and miscellaneous fees collected by the University, the allocation method and proportion of funds are as follows.

* 1. 15% is allocated to the University Endowment Fund, 6% (of which 3% is budgeting and used by the administrative unit) is allocated to provide subsidies to students, 2% is for the college management, and 77% is for the administrative unit.
  2. If the College in the University executes this Program, 2% will be allocated to the department participating in the Program, and the remaining amount of the fund shall be used by the College.

五、 經費支用原則如下:

**已註解** [u2]: 每小時?

1. 授課鐘點費或演講費：授課教師不分職級，每學分鐘點費以新臺幣五千元為支給上限，實支鐘點費依照當學期學生人數及收入調整；開授以英語教學課程，其授課鐘點得以一點五倍計算。以上鐘點不含「碩士論文」課程。
2. 導師費：各班原則上各設置導師一人，每名導師之導師費為每月新臺幣六千元為上限，每學期以五個月計算。
3. 導師指導活動費：導師指導活動費之核發，每學期每一導生以新臺幣八百元為上限，依據每學期實際導生人數計算，實支實付。
4. 論文指導費：每名境外碩士專班論文學生指導費上限為新臺幣二萬元，實支論文指導費依照當學期學生人數及收入調整。
5. 論文口試費總經費：每名境外碩士專班學生畢業論文口試費總經費上限為新臺幣二萬元，實支論文口試費依照當學期學生人數及收入調整。
6. 專任及兼任、兼辦人員人事費：依本校相關規定支給。
7. 境外專班主持人負責境外專班業務之規劃、招生、排課與執行等工作，得編列主持人費，以每班本校實收總收入百分之五為上限編列。
8. 國內移地教學：國內交通費與保險費用由本經費項下支應。
9. 圖書、儀器設備、其他設備經費：得酌情編列。
10. 院或系所業務費：含材料費、工讀金、差旅費(國內外差旅費及大陸地區旅費)及雜費等業務費。

Article 5

Fund-using principles:

* 1. Hourly teaching fees or lecture fees: The lecturers are not limited to specific titles. The upper limit of teaching fees or lecture fees is NT$5,000 per hour. The actual hourly fee is adjusted according to the number of students and income in the current semester; courses taught in English are offered at 1.5 times the hourly fees. The above hours do not include the “Master's Thesis” course.
  2. Mentor fee: In principle, each class has one mentor. The mentoring fee for each mentor is at most NT$6,000 per month, and each semester is calculated as five months.
  3. Mentor guidance activity fee: The mentor guidance activity fee is issued at most NT$800 per student per semester. The fee amount shall be calculated based on the number of students per semester; the actual expenditure is written off.
  4. Thesis guidance fee: The thesis guidance fee is issued at most NT$20,000 per student. The actual fee amount shall be adjusted according to the number of students and income in the current semester.
  5. Thesis oral examination fees: The thesis oral examination fee is issued at most NT$20,000 per student. The fee amount shall be adjusted according to the number of students and income in the current semester.
  6. Expenses for full-time and part-time personnel: the payment shall be given under the relevant regulations of the University.
  7. The Overseas Special Programs principal investigator is responsible for the planning, admission, course arrangement, and execution process and may list the principal investigator fee in the budget. The principal investigator fee may be set at a maximum of

5% of the total income (each class) received by the University.

* 1. Extramural teaching: Domestic transportation and insurance expenses shall be covered under this fund.
  2. Expenses for books, equipment, instrument, and other equipment may be listed as appropriate.
  3. College or Department’s operating expense: The material fees, part-time allowances, travel expenses (domestic and abroad travel expenses and travel expenses in Mainland China), and miscellaneous expenses shall be included.

六、 經費結餘款依本校結餘款分配、運用及管理要點辦理。

Article 6

The balances of funds shall be handled in accordance with the University’s Regulations Governing the Distribution, Application, and Management of the Balances.

七、 其他未盡事宜依據本校相關規定辦理。

Article 7

Any matters not mentioned herein shall be handled in accordance with relevant regulations.

八、 本要點經校務基金管理委員會議通過，陳請校長核定後施行；修正時亦同。

Article 8

These Regulations shall be passed by the University Endowment Fund Management Committee Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學生參與境外學習獎補助原則 National Kaohsiung University of Science and Technology Principles for Funding Student Study Abroad Programs**

107 年 6 月 28 日 107 年高等教育深耕計畫第 1 次季管考會議通過 Passed by the 1st Higher Education Sprout Project Evaluation Quarterly Meeting on June 28, 2018. 108 年 8 月 19 日 108 年高等教育深耕計畫第 5 次管考會議修正通過

Passed by the 5th Higher Education Sprout Project Evaluation Meeting on August 19, 2019. 108 年 12 月 9 日 108 年高等教育深耕計畫第 9 次管考會議修正通過

Passed by the 9th Higher Education Sprout Project Evaluation Meeting on December 9, 2019.

一、為擴展學生國際視野，提升國際移動力和國際競爭力，特訂定國立高雄科技大學學生參與境外學習獎補助原則(以下簡稱本原則）。

Article 1

These Principles for Funding Student Study Abroad Programs (hereinafter referred to as “these Principles”) are adopted by the National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to broaden students’ international horizons and enhance their international mobility and competitiveness.

二、申請資格及補助項目：

(一)申請資格：

1. 具中華民國國籍之本校學籍生，不含延修生及在職專班學生。
2. 依據本校辦理學生赴境外研修作業要點選送之雙聯學生及交換學生。 (二)補助項目：
3. 雙聯學制：學生赴國外姐妹校修讀跨國雙學位。
4. 交換學生：學生赴國外姐妹校修讀學分。 (三)申請時程：依國際處公告時程辦理。

Article 2

Eligible Students and Programs:

* 1. Eligible Students

1. Republic of China nationals who are currently enrolled at the University, not including students who have deferred graduation or students from the In-Service Master’s Programs.
2. Dual-degree students and exchange students selected in accordance with the Regulations Governing the Overseas Study and Research Program
   1. Eligible Programs:
3. Dual degree programs: students pursuing a dual degree from both the University and an overseas partner institution.
4. Exchange student programs: students earning credits from an overseas partner institution.
   1. Application time: As announced by the Office of International Affairs.

三、補助原則：

(一)申請「教育部鼓勵大專校院選送學生出國研修學海飛颺計畫」未獲補助者，依當年度本校訂定之前揭計畫補助基準為依據辦理補助，惟每人補助上限以新臺幣三十萬為限。

(二)至中國大陸、港澳地區交換者，以補助一次經濟艙來回機票為原則。 (三)增額補助：符合本校「生活助學金作業要點」申請資格者，每ㄧ學期增

額補助新臺幣一萬元，最高增額補助上限新臺幣二萬元。

(四)本獎助學金補助金額與名額，依當年度預算審核調整。

Article 3

Funding Principles:

* 1. Applicants to “The Ministry of Education Promoting Colleges and Universities to Select Students for Study Abroad Initiatives” may apply for

financial aid up to NT$300,000 from the funds set aside for the said Initiatives in accordance with the funding criteria prescribed by the University for the same academic year if they have not received any other funding.

* 1. Students participating in exchange programs in Mainland China, Hong Kong, and Macau may apply for reimbursement of the cost of a return economy air ticket.
  2. Additional aid: Applicants meeting the requirements set forth in Protocols for Allocating Financial Aid to Students for Living Expenses may apply for an additional NT$10,000 in funding per semester, provided, however, that the total additional financial aid they receive shall not exceed NT$ 20,000.
  3. The amount of funds set aside and the number of students eligible to receive funding shall be adjusted in accordance with the University’s yearly budget.

四、審查機制：由國際事務處彙整提送國際合作推動委員會議審查。

Article 4

Review mechanism: Applications shall be compiled by the Office of International Affairs and submitted to the International Cooperation Advancement Committee for review.

五、權利與義務：

(一)申請人其權利與義務，悉依本校選送優秀學生出國研修獎助行政契約書，及本校辦理學生赴境外研修作業要點規定辦理。

(二)學生返國後應繳交學習心得報告，並配合國際處參加學生經驗分享座談會。雙聯學制學生另需學位證書影本一份，交換學生需繳交研修成績單

影本一份。

(三)受補助學生於出國前由國際處預先核撥百分之八十補助款，返國後完成前款規定事項核撥剩餘百分之二十補助款，惟受領機票補助款者需於返國後完成前款規定事項並繳交機票購買資料始撥款，不受前揭撥款比例限制。

Article 5

Rights and Obligations

* 1. The rights and obligations of applicants shall be governed by the University’s Administrative Agreement Concerning Selection and Financing for Outstanding Students to Pursue Studies Abroad and the Regulations Governing the Overseas Study and Research Program.
  2. After returning from their overseas study, students are required to submit a report reflecting on their international study experience, and they shall, upon request, participate in an experience-sharing seminar organized by the Office of International Affairs. Students pursuing dual-degree programs shall submit a photocopy of their diploma. Exchange students shall submit a copy of their transcript.
  3. The Office of International Affairs will disburse 80% of the amount of the financial aid to students before their journey abroad. The remaining 20% will be disbursed after students have fulfilled their obligations as set forth in the preceding paragraph. However, students who apply for funding for airfare will be reimbursed only after they have fulfilled their obligations set forth in the preceding paragraph and submitted all documentation of their purchase of airline tickets. Therefore, the aforementioned rule regarding the disbursement ratio shall not apply in this case.

六、本原則所需經費由高等教育深耕計畫之相關經費或受贈收入支給，經費核銷需符合相關規定辦理。

Article 6

Funding for students covered in these Principles comes from a budget set aside by the Higher Education Sprout Project for overseas study and incomes from donations. All disbursements and reimbursements shall be processed in accordance with relevant regulations.

七、本原則經高等教育深耕計畫管考會議通過，陳請校長核定後施行；修正時亦同。

Article 7

These Principles shall be passed by the Higher Education Sprout Project Evaluation Meeting and shall take effect upon approval by the President. The same procedure shall apply when these Principles are amended.

**國立高雄科技大學課程訂定準則**

**National Kaohsiung University of Science and Technology Regulations Governing Curriculum Development**

107 年 3 月 28 日 106 學年度第 1 次教務會議通過 Passed by the 1st Academic Affairs Meeting on March 28, 2018. 107 年 6 月 20 日 106 學年度第 3 次教務會議修正通過

Amended and Passed by the 3rd Academic Affairs Meeting on June 30, 2018. 108 年 6 月 17 日 107 學年度第 4 次教務會議修正通過

Amended and Passed by the 4th Academic Affairs Meeting on June 17, 2019. 109 年 3 月 25 日 108 學年度第 3 次教務會議修正通過

Amended and Passed by the 3rd Academic Affairs Meeting on March 25, 2020. 110 年 6 月 23 日 109 學年度第 4 次教務會議修正通過

Amended and Passed by the 4th Academic Affairs Meeting on June 23, 2021. 111 年 10 月 19 日 111 學年度第 1 次教務會議修正通過

Amended and Passed by the 1st Academic Affairs Meeting on October 19, 2022. 112 年 3 月 29 日 111 學年度第 3 次教務會議修正通過

Amended and Passed by the 3rd Academic Affairs Meeting on March 29, 2023.

第一條 國立高雄科技大學(以下簡稱本校)為規範各院、中心、所、系、科之課程訂定事宜，特訂定本校課程訂定準則(以下簡稱本準則)。

Article 1

The Regulations Governing Curriculum Development (hereinafter referred to as “these Regulations”) are adopted by the National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to regulate matters regarding the curriculum development in each college, center, department, institute, and division within the University.

第二條 各系（所）應承認學生修習外系學分數：

1、 碩士班、博士班（自給自足的班級除外）應承認至少三學分為畢業學分。

2、 大學部四年制各系（自給自足專班除外）應承認至少十二學分為畢業學分，大學部二年制各系（自給自足專班除外）應承認至少六學分為畢業學分；但學生如修畢第二專長或校課程委員會通過之學分學程，應承認至少十八學分為畢業學分。

3、 學生修讀所屬學院開授之共同課程應認列為該系的專業課程學 分；修讀所屬學院開授之跨領域課程或其他學院開授之課程，則認列為外系課程學分。

Article 2

In the case of students taking courses provided by departments (or institutes) other than their own, the earned credits shall be acknowledged as follows:

* 1. For master’s programs and Ph.D. programs (excluding self-funded programs), a minimum of three credits shall be acknowledged as graduation credits.
  2. For four-year undergraduate programs in each department (excluding self-funded special programs), a minimum of twelve credits shall be acknowledged as graduation credits. For two-year undergraduate programs in each department (excluding self-funded special programs), a minimum of six credits shall be acknowledged as graduation credits. However, if students complete a second specialty credit program or a credit program approved by the University-level Curriculum Committee, a minimum of eighteen credits shall be acknowledged as graduation credits.
  3. Credits earned by students from the common courses offered by their respective colleges shall be accepted as their affiliated department’s professional courses. However, credits earned from interdisciplinary courses offered either by their college or by other colleges will be accepted as credits earned from departments outside their own.

第三條 各系（所）必修科目之開課學分數與時數，宜由低年級往高年級遞 減；選修科目則由低年級往高年級遞增。選修科目以開課一學期為原則。如須開授二學期以上之課程，應給予不同之科目名稱或以(一)、(二)等標示附於科目名稱之後以為區別。

各系(所)專業課程必修科目學分數占畢業總學分數(不含校共同必修課程及通識課程的學分數)比率至多以百分之六十五為原則。

碩士(專)、博士班原則不得開設零學分課程，若開設零學分課程，教師不得支領鐘點費。

實習與實驗科目以每週授課一至三小時為一學分，授課鐘點以授課時數核計。

非實習與非實驗科目學分數與每週授課時數應一致，若未一致，授課時數(鐘點)以課程學分數核計。

Article 3

Departments or institutes are advised to incrementally lower the amount of required courses (both in terms of credits and instruction time) as students progress over the course of their studies; on the other hand, elective courses should be incrementally increased over the same period. Elective courses are generally offered for a single semester. In the event that a course lasts for

two semesters or more, it shall be assigned a distinct course name or differentiated through the use of labels such as (1), (2), etc., appended after the course name.

In each department (or institute), the proportion of credits for required courses in the professional curriculum should in principle not exceed 65% of the total credits required for graduation (excluding credits from university- wide common core courses and general education courses).

As a general principle, departments or institutes ought to be discouraged from offering zero-credit courses in master’s programs (including in-service master’s programs) and Ph.D. programs. In the event that zero-credit courses are offered, the instructors must not be remunerated for the hours they teach.

For internship and laboratory courses, one credit shall be allocated, with one to three teaching hours per week. The calculation of teaching hours shall be based on the actual number of hours taught.

For non-internship and non-laboratory courses, the credits and weekly teaching hours shall align. In the event of any discrepancy, the calculation of instruction hours (teaching hours) shall be based on credits allocated to the course.

第四條 新設科、系、所、學位學程課程之訂定，由系級、院級課程委員會依據規定研訂規劃，經校課程委員會、教務會議審議通過後施行。

Article 4

The curriculum development for newly established divisions, departments, institutes, and degree programs shall be drafted by the Department- and College-level Curriculum Committee in accordance with regulations. The courses shall take effect upon examination and approval by the University- level Curriculum Committee and the Academic Affairs Meeting.

第五條 學院開設之課程規劃及異動程序如下：

1、 共同必修科目

新增課程、刪除課程、增減學分數、更改修別、更改科目名稱、異動授課時數與開課年級學期、選修科目更改為必修者，應經院級、校課程委員會、教務會議審議通過後施行。

2、 共同選修科目與跨領域選修科目

新增課程、刪除課程、增減學分數、更改科目名稱、異動授課時

Article 5

數、異動開課年級學期者，應經院級課程委員會通過後，送綜合業務處備查後施行。

The procedures for curriculum planning and modifications conducted by colleges shall be as follows:

* 1. Required Common Core Courses

Course additions and removals, credit adjustments, changes in course type and name, alterations to instruction time, changes to year and/or semester courses are offered, and conversion of courses from elective to required ones shall take effect upon examination and approval by the College- and University-level Curriculum Committee, and the Academic Affairs Meeting.

* 1. Elective Common Courses and Elective Interdisciplinary Courses Course additions and removals, credit adjustments, course name alterations, instruction time alterations, and changes to year and/or semester courses are offered shall be approved by the College-level Curriculum Committee and become effective upon such modifications are submitted to the Office of General Administration for recordation.

第六條 五專各科課程規劃必、選修科目之異動程序如下：

1、 共同必修科目與專業必修科目

新增課程、刪除課程、增減學分數、更改修別、更改科目名稱、異動授課時數與開課年級學期、選修科目更改為必修者，應經系級、院級、校課程委員會、教務會議審議通過後施行。

2、 專業選修科目

新增課程、刪除課程、增減學分數、更改科目名稱、異動授課時數、異動開課年級學期者，應經系級、院級課程委員會通過後，送綜合業務處備查後施行。

Article 6

The procedures for modifications to the curriculum planning of required and elective courses in the five-year junior colleges shall be as follows:

* 1. Required Common Courses and Required Professional Courses Course additions and removals, credit adjustments, changes to type and name of courses, alterations to instruction time, changes to year and/or

semester courses are offered, and conversion of courses from elective to

required courses shall take effect upon examination and approval by the Department-, College- and University-level Curriculum Committee, and the Academic Affairs Meeting.

* 1. Elective Professional Courses

Course additions and removals, credit adjustments, changes to name of courses, alterations to instruction time, and changes to year and/or semester courses are offered shall be approved by the Department- and College-level Curriculum Committee and take effect upon such modifications are submitted to the Office of General Administration for recordation.

第七條 非新設系、所、學位學程課程之異動程序如下：

1、 專業必修科目

新增課程、刪除課程、增減學分數、更改修別、更改科目名稱、異動授課時數與開課年級學期、選修科目更改為必修者，應經系級、院級、校課程委員會、教務會議審議通過後施行。

2、 專業選修科目

* + 1. 新增課程，應經系級、院級課程委員會通過後，送綜合業務處備查後實施。
    2. 刪除課程、增減學分數、更改科目名稱、異動授課時數、異動開課年級學期者，應經系級課程委員會通過後，送綜合業務處備查後施行。

Article 7

The procedures for modifications to courses in non-newly established departments, institutes, and degree programs shall be as follows:

* 1. Required Professional Courses

Course additions and removals, credit adjustments, course type and name alterations, instruction time alterations, changes to year and/or semester courses are offered, and conversion of courses from elective to required ones shall take effect upon examination and approval by the

Department-, College- and University-level Curriculum Committee, and the Academic Affairs Meeting.

* 1. Elective Professional Courses

1. Course additions shall be approved by the Department- and College- level Curriculum Committee and take effect after such modifications are

submitted to the Office of General Administration for recordation.

1. Course removals, credit adjustments, course name alterations, instruction time alterations, and changes to year and/or semester courses are offered shall be approved by the Department-level Curriculum Committee, and take effect after such modifications are submitted to the Office of General Administration for recordation.

第八條 校共同課程（通識、語文課程）之異動程序如下：

1、 必修科目

新增課程、刪除課程、增減學分數、更改修別、更改科目名稱、異動授課時數與開課年級學期、選修科目更改為必修者，應經共同教育學院系級、院級、校課程委員會、教務會議審議通過後施行。

2、 選修科目

(一)新增課程，應經系級、院級課程委員會通過後，送教務處備查後施行。

(二)刪除課程、增減學分數、更改科目名稱、異動授課時數、異動開課年級學期者，應經系級課程委員會通過後，送教務處備查後施行。

Article 8

The procedures for modifications to university-wide common core courses (general education and language courses) shall be as follows:

* 1. Required Courses

Course additions and removals, credit adjustments, course type and name alterations, instruction time alterations, changes to year and/or semester courses are offered, and conversion of courses from elective to required ones shall take effect upon examination and approval by the

Department-, College- and University-level Curriculum Committee, and the Academic Affairs Meeting.

* 1. Elective Courses

1. Course additions shall be approved by the Department- and College- level Curriculum Committee, and become effective after being submitted to the Office of Academic Affairs for recordation.
2. All modifications to the curriculum such as course removals, credit adjustments, course name alterations, instruction time alterations, and year and/or semester alterations shall be approved by the Department-

level Curriculum Committee and become effective upon being submitted to the Office of Academic Affairs for recordation.

第九條 創新創業課程之異動程序如下：一、必修科目

新增課程、刪除課程、增減學分數、更改修別、更改科目名稱、異動授課時數與開課年級學期、選修科目更改為必修者，應經院級課程委員會、校課程委員會、教務會議審議通過後施行。

二、選修科目

新增課程、刪除課程、增減學分數、更改科目名稱、異動授課時數、異動開課年級學期者，應經院級課程委員會通過後，送教務處備查後施行。

Article 9

The procedures for modifications to innovation and entrepreneurship courses shall be as follows:

* 1. Required Courses

Modifications such as course additions and removals, credit adjustments, type or name of course alterations, instruction time alterations, changes to year and/or semester courses are offered, and conversion of courses from elective to required ones shall become effective upon examination and approval by the College-level Curriculum Committee, the University-level Curriculum Committee, and the Academic Affairs Meeting.

* 1. Elective Courses

Modifications such as course additions and removals, credit adjustments, course name alterations, instruction time alterations, and year and/or semester courses are offered shall be approved by the College-level Curriculum Committee and become effective upon being submitted to the Office of Academic Affairs for recordation.

第十條 學生事務處及體育室等行政單位負責之課程，得逕依相關會議規劃後，逕提校課程委員會、教務會議審議通過後施行。

Article 10

Courses administered by administrative offices such as the Office of Student Affairs and the Office of Physical Education may devise course proposals and directly present them to the University-level Curriculum

Committee and the Academic Affairs Meeting for discussion, and, upon approval, they shall be implemented.

第十一條 各系、所、學位學程因變更名稱或分組，而須配合修訂課程，應經系級、院級、校課程委員會及教務會議審議通過後施行。

Article 11

In the event that course revisions are required by departments, institutes, or degree programs due to name changes or restructuring, such revisions shall be reviewed by the Department-, College- and University-level Curriculum Committee, and the Academic Affairs Meeting, and, upon approval, the said revisions shall be implemented.

第十二條 各院、系、科、所、學位學程應將新修訂之課程結構規劃表、必修科目異動對照表、選修科目異動申請表及會議紀錄送教務處或綜合業務處備查。

Article 12

After revisions have been made to curriculums, the colleges, departments, divisions, institutes, or degree programs that made the changes shall send the newly revised curriculum plan, a table detailing any changes to required courses, the application form for elective course modifications, and the meeting minutes to the Office of Academic Affairs or the Office of General Administration for recordation.

第十三條 本準則經教務會議通過，陳請校長核定後施行；修正時亦同。

Article 13

These Regulations shall be passed by the Academic Affairs Meeting and shall take effect upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學生學分抵免要點**

**National Kaohsiung University of Science and Technology Regulations Governing Credit Transfers and**

**Course Waivers for Students**

107 年 4 月 25 日 106 學年度第 2 次教務會議通過 Passed by the 2nd Academic Affairs Meeting on April 25, 2018. 108 年 6 月 17 日 107 學年度第 4 次教務會議修正通過

Amended and Passed by the 4th Academic Affairs Meeting on June 17, 2019. 109 年 10 月 26 日 109 學年度第 1 次教務會議修正通過

Amended and Passed by the 1st Academic Affairs Meeting on October 26, 2020. 110 年 6 月 23 日 109 學年度第 4 次教務會議修正通過

Amended and Passed by the 4th Academic Affairs Meeting on June 23, 2021.

1、 國立高雄科技大學(以下簡稱本校)為明確規範辦理學生抵免學分事宜，依據本校學則規定，訂定學生學分抵免要點(以下簡稱本要點)。

Article 1

The National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) has established these Regulations Governing Credit Transfers and Course Waivers for Students (hereinafter referred to as “these Regulations”) to provide clear guidelines for the handling of credit transfer and course waiver for students in accordance with the University’s Academic Regulations.

二、抵免學分包括必修與選修學分，分為抵修、免修與抵充，定義如下：

* + 1. 抵修：抵修之學分數毋須再修習其他課程補足。抵修之科目於各項成績 登記文件中註記「抵」，計入學生畢業學分數，不計入學生之學期成績。
    2. 免修：免修之學分數須選修其他課程補足。免修之科目於各項成績登記文件中註記「免」，不計入學生畢業學分數及學期成績。
    3. 抵充：應修科目學分以本系(所、科、學位學程)課程或外系課程(含校際選課)抵充。抵充之科目於各項成績登記文件中登錄成績，計入學生畢業學分數及學期成績。

扣除抵免學分後之修習學分數，應符合學則規定之學生每學期修習上下限規定。

學生辦妥抵免學分後，仍加選已抵免科目，則該科目之修習成績得予登錄，但不計入應修畢業學分數。

Article 2

* 1. Credit transfer and course waiver include credits from both required and elective courses and are divided into credit transfer, course waiver, and course substitution, as defined:
     1. Credit Transfer: Students need not take additional courses to supplement the credits under credit transfer. Courses that have credits transferred will be marked as “transferred” in all academic records and counted towards students’ graduation credits, but shall not be included in their semester grades.
     2. Course waiver: Students must take additional courses to compensate for the credits under the course waiver. Courses that are waived shall be notated as “waived” in all academic records and will not be counted towards students’ graduation credits or included in their semester grades.
     3. Course Substitution: Credits for mandatory courses can be substituted with credits from courses provided within the student’s department (institute, division, degree program) or courses provided by other departments (including inter-university courses). Grades for courses where credits are substituted will be included in all academic records, counted towards graduation credits, and included in semester grades.
  2. The amount of credits taken by a student in a semester after taking account of credit transfers and course waivers must not exceed the maximum and minimum limits specified in the academic regulations.
  3. If a student enrolls in courses for which credit has been transferred or waived, the grades of such courses may be recorded, but these credits will not be counted towards graduation.

三、下列學生得申請抵修及免修學分

(一)入學新生、轉學生。

(二)依照法令規定准許先修讀學分(含選讀生)，持有學分證明或成績單後，考取本校修讀學位，經審核通過准予抵修者。

(三)學生入學前，於大學院校具正式學籍所修習及格之課程與修讀學位同級，經審核通過准予抵修者。但四年制學生，其於五專一、二、三年級所 修之課程，係屬就讀學系之專業課程者（不含學程課程），所修學分是否准予抵修，由各系自行訂之。

(四)二年制專科學校畢業入學本校四年制學士班學生，考量不同學制之轉銜，其二專所修之課程學分得以抵修。

(五)碩士班研究生於修讀大學部期間先修研究所課程達碩士班及格標準，且此課程不計入大學部畢業學分數者。

(六)博士班研究生於修讀碩士班學位期間先修博士學位相關課程達博士班及格標準，且此課程不計入碩士班畢業學分數者。

(七)依本校「辦理高級中等學校學生預修專業及實習課程要點」規定獲得學分後，考取本校之新生。

(八)學生入學前從事與課程相同或相近之訓練或競賽，並取得證照或證明者，經各系所(中心)同意後，得申請學分抵修或免修，其規定由各系所(中 心)自行訂之。

(九)曾在教育部認可之國外大學院校修讀之科目學分者。

(十)學生入學前或在學期間修習線上數位課程，並取得修課證明者。

Article 3

The following students are eligible to apply for credit transfer and course waiver:

* 1. New entrants and transfer students.
  2. Students who, having been lawfully granted permission to enroll in courses beforehand (including non-degree students) and who possess a credit certificate or academic transcript, have been admitted to the University for a degree program.
  3. Students who, prior to their admission, were officially enrolled in a university or college and have successfully completed courses equivalent to those of the degree program they aim to pursue at the University may be considered for credit transfer upon review. For four-year program students, the respective department decides if courses from the first three years of their five-year junior college, related to their major (excluding general courses), can be transferred.
  4. Students who have graduated from a two-year junior college program and have been admitted to the University’s four-year bachelor’s degree programs may be eligible for credit transfer for courses completed during the two-year junior college program, taking into account the compatibility between the respective educational systems.
  5. Students in master’s programs who have enrolled in graduate-level courses during their undergraduate studies and have met the passing criteria for the master’s program, yet did not have these courses recognized for their undergraduate graduation credits.
  6. Students in Ph.D. programs who have enrolled in relevant Ph.D. courses during their master’s degree programs and have met the passing criteria for the Ph.D. program, yet did not have these courses recognized for their master’s degree graduation credits.
  7. New students who have obtained credits in accordance with the University’s Guidelines for Senior High School Students Enrolling in Professional and Internship Courses for Pre-College Credit have been admitted to the University.
  8. Students who have participated in training or competitions that are similar or related to the curriculum prior to admission and have obtained corresponding certifications or proofs, may apply for credit transfer or course waiver with the consent of their respective departments or institutes (centers). The corresponding regulations shall be determined by the respective department or institute (center) independently.
  9. Students who have obtained credits from courses in foreign universities or colleges recognized by the Ministry of Education.
  10. Students who have enrolled in online courses prior to admission or during their studies and have obtained course completion certificates.

四、下列學生得申請抵充學分

1. 轉系(所、科、學位學程)學生、加修輔科(系、所、 學位學程)、雙主修及學分學程之學生。
2. 新舊課程交替學生。
3. 復學生，其畢業學分數及應修課程依原入學學年度課程標準辦理，復學後之科目名稱及學分數與原入學學年度課程標準不同者。
4. 依本校「校際選課實施要點」規定於國內大專院校取得同級學分者。

(五)學生在學期間從事與課程相同或相近之訓練或競賽，並取得證照或證明者，經各系所(中心)同意後，得申請學分抵充，其規定由各系所(中心)自行訂之。

(六)學生入學後，經本校核准出國進修，修習及格之科目經申請並由就讀系

所審核通過者。

Article 4

The following students may apply for course substitution:

* 1. Students transferring from other departments (institutes, divisions, degree programs), and students pursuing minors (departments, institutes, degree programs), double majors, and participating in credit programs.
  2. Students who enroll in academic years during which curriculums are being modified.
  3. Readmitted students who are required to meet the graduation credit requirements and course standards of the original admission year while taking into consideration differences in course names and credit hours from the curriculum standards of the original admission year.
  4. Students who have obtained equivalent credits at domestic universities or colleges in accordance with the Enforcement Rules Governing Cross- registration for Courses at Other Universities.
  5. Students who have participated in training or competitions that are similar or related to the curriculum during their studies and have obtained corresponding certifications or proofs may apply for course substitution with the consent of their respective departments or institutes (centers). The corresponding regulations will be determined by the respective departments or institutes (centers) independently.
  6. Students who, subsequent to their admission, received approval from the University to pursue studies abroad and have passed courses which were reviewed and approved by their respective departments or institutes.

五、下列情形不得抵修及免修

1. 自轉入年級學期推算，其十年前曾經修習的學分不得申請抵免。但研究所在職生不在此限。
2. 五年制及二年制專科學校畢(肄)業，入學本校二年制各系(組)修讀學士學位之學生，於五專及二專修讀之課程學分，不得申請抵免。
3. 五年制專科畢業入學本校四年制各系修讀學士學位學生，其於五專前三年修讀之科目課程，除符合本要點第三點第三款經各系同意抵免者外，不得申請抵免。
4. 高中職畢(肄)業，入學本校附設專科部五年制各科(組)修讀副學士學位之學生，於高中職修讀之課程學分，不得申請抵免四、五年級課程。

(五)超過申請期限，不得申請抵免。

(六)學生於前就讀學校所規定修業期間內所修讀之學分，並認定符合畢業學分數並授予學位（或核發學歷）者，除符合本要點第三點第四款外**；**如再修讀任一學制之學位，其學分不得再予以抵免。

Article 5

The following circumstances will not be eligible for credit transfer or course waiver:

* 1. Credits earned over ten years prior to the grade and semester of transfer shall not be eligible for the application of credit transfer or course waiver. However, this limitation does not apply to graduate students in in-service master’s programs.
  2. Students who have graduated from (or had not completed) a five-year or two- year junior college program and have been admitted to the University’s two- year bachelor’s degree programs in departments (groups) shall not be eligible to apply for credit transfer or course waiver based on the credits earned in their respective five-year or two-year junior college programs.
  3. Students who have graduated from a five-year junior college program and have been admitted to the University’s four-year bachelor’s degree programs in departments shall not be eligible to apply for credit transfer or course waiver based on the courses completed during the first three years of their respective five-year junior college programs, except with the approval of the respective department as specified in Article 3, Paragraph 3 of these Regulations.
  4. Students who have graduated from (or had not graduated from) a senior (vocational) high school and have been admitted to the University’s five-year associate degree programs in divisions (groups) of the affiliated junior colleges shall not be eligible to apply for credit transfer or course waiver for fourth- and fifth-year courses based on the credits earned from their respective senior (vocational) high school courses.
  5. Applications for credit transfer and course waiver shall not be accepted beyond the specified deadline.
  6. Credits earned by students during their prescribed period of study at their

previous school, recognized towards meeting graduation credit requirements, and resulting in the conferral of a degree (or academic credential) will not qualify for credit transfer or course waiver, except as specified in Article 3, Paragraph 4 of these Regulations. If a student pursues a degree in any other program, the credits earned shall not be used for credit transfer or course waiver.

六、抵免科目學分，依下列規定辦理

1. 學分抵免須秉持不得重複抵免規定辦理。
2. 抵免科目名稱或實質內涵應相符。
3. 科目名稱及內容皆相同或科目名稱不同而內容相同或科目名稱及內容不同而性質相近者，得互為抵免。
4. 以本要點申請抵免科目學分者，應出具相關有效證明文件申請抵免。
5. 申請抵免之科目學分，必要時各系得經甄試後再准予抵免。
6. 科目學分以多抵少時，以少學分登記。科目學分以少抵多時，應由教學單位指定補修科目以補足所差學分，若無科目名稱相同、內涵或性質相近之科目可補修者，不得辦理抵免。
7. 系所整併，系所應針對原有學生之課程抵免訂定相關規範辦理。

Article 6

Credit transfer and course waiver will be conducted in accordance with the following provisions:

* 1. Credit transfer and course waiver will be conducted in accordance with regulations that prohibit the duplication of credit transfer and course waiver.
  2. The titles and content of the courses for credit transfer and course waiver must correspond.
  3. Courses with identical names and content, or courses with different names but identical content, or courses with different names and content but similar nature, may be eligible for credit transfer and course waiver.
  4. Students applying for credit transfer or course waiver under these Regulations shall provide appropriate supporting documentation to support their application for credit transfer or course waiver.
  5. The respective departments may, if deemed necessary, conduct assessments prior to granting credit transfer or course waiver.
  6. In the event where the credits intended for credit transfer or course waiver exceed the credits of the applied courses, the lower credit count shall be recorded. Conversely, when the credits intended for credit transfer or course waiver are fewer than the credits of the applied courses, the respective teaching unit shall designate supplementary courses to compensate for the credit deficiency. If there are no courses available with the same name, similar content, or similar nature suitable for supplementation, credit transfer shall not be processed.
  7. In the event of a merging of departments or institutions, the respective departments or institutes shall establish relevant regulations for credit transfer and course waiver for the existing students.

七、申請時間

1. 入學新生、轉學生及轉系(所、科、學位學程)學生應於學生入學、轉系後之第一學年第一學期或第二學期開學前二週起至開學後一週內提出申請，辦理以一次為限。因故逾期或其他特殊情形者，須經系所(中心)會議審查同意，得再申請一次。
2. 學生入學後取得之證照或證明抵免申請，不受前述辦理時程及次數之限制，但應於取得證照或證明後一個月內提出申請。
3. 新舊課程交替學生應重(補)修科目之名稱或學分與當學期擬修讀之科目名稱或學分不一致時，學生應於開學後一週內或申請暑修時向系所提出申請。

(四)符合本要點第三點第十款者，學生應於每學期開學前二週起至開學後一週內提出申請。

Article 7

Application Period

* 1. New students, transfer students, and students transferring from other departments (institutes, divisions, degree programs) shall submit an application within a period starting two weeks prior to the commencement of the first or second semester of their initial academic year and ending one week after the commencement of the respective semester following their admission or transfer. Only one application shall be processed. In the event of delays for valid reasons or unforeseen events, a second application may be submitted upon approval by their respective departments or institutes (centers) following

a review meeting.

* 1. Applications for credit transfer and course waiver based on certificates or documentation obtained after admission shall not be subject to the aforementioned processing period and limit. However, such applications shall be submitted within one month from the date of obtaining the certificates or documentation.
  2. In the event of students enrolling in modified courses, if there are discrepancies between the course names or credit hours of the courses they are required to retake or make up and the course names or credit hours of the courses they intend to take in the current semester, students shall submit an application to their respective departments or institutes within one week following the commencement of the semester or when applying for summer courses.
  3. Students who have met the requirements specified in Article 3, Paragraph 10 of these Regulations shall submit an application within a period starting two weeks prior to the commencement of each semester and ending one week after the commencement of the semester.

八、審核單位

1. 通識科目、共同科目由共同教育學院之基礎教育中心、博雅教育中心、外語教育中心、創新創業教育中心，軍訓室、體育室等相關開設單位負責審核。
2. 服務教育科目由學務處負責審核。
3. 專業科目由各系(所、科、學位學程)負責審核。

(四)教育專業課程由師資培育中心負責審核。

審核單位應就抵免科目之實質內涵進行專業審核，並由單位主管核定審核結果。如認有必要時，得通知申請者接受甄試或提供課程綱要與內容之文件，以決定是否准予抵免。

Article 8

Reviewing Units

* 1. The review of general education courses and common core courses shall be conducted by the Center of General Studies, the Center for the Liberal Arts, and the Foreign Language Education Center of the College of General

Education, together with the Center for Innovation and Entrepreneurship Education, the Military Education Office, the Physical Education Office, and other relevant units responsible for offering these courses.

* 1. The review of students’ campus cleanup service programs shall be conducted by the Office of Student Affairs.
  2. The review of professional courses shall be conducted by the respective departments (institutes, divisions, degree programs).
  3. The review of professional education courses shall be conducted by the Center for Teacher Education.

The reviewing units shall conduct a thorough review of the substantive content of the courses for which credit transfer or course waiver is applied, and the final decision on the review shall be approved by the respective unit supervisors. If deemed necessary, applicants may be notified to undergo assessment or provide course syllabi and relevant materials to determine the eligibility for credit transfer and course waiver.

九、審核程序

1. 審核單位應於加退選截止前審核完峻，並將准予抵免者，送綜合業務處複核。
2. 綜合業務處複核後，應於加退選截止前完成系統登錄。

Article 9

Review Procedures

* 1. The reviewing units shall complete the review process before the add/drop deadline. Approved cases of credit transfer and course waiver shall be submitted to the Office of General Administration for further verification.
  2. Once verified by the Office of General Administration, entries into the system shall be completed before the add/drop deadline.

十、入學本校修讀學士學位及副學士學位之新生，其入學前已修習及格之科目，得依抵免學分數之多寡酌予提高編級，但至少需要在本校修業滿一年，並 符合各系(科)規定應修畢業學分，始可畢業，惟修業年限不因此而延長。

持推廣教育學分班所修學分申請抵免者，抵免後其在校修業不得少於該學 制修業期限及應修畢業學分數二分之一，且不得少於一年。

Article 10

Students admitted into the University’s bachelor’s or associate degree programs may be placed at a higher grade level based on the number of credits transferred or courses exempted. However, they are still required to complete a minimum of one year of study at the University and meet the graduation credit requirements of their respective departments or institutes (divisions) to be eligible for graduation. The maximum duration of the study shall not be extended thereby.

For students who apply for credit transfer or course waiver based on the credits earned in continuing education courses, their in-school study must be at least half of the prescribed program’s duration and must fulfill required graduation credits. Furthermore, it must not be shorter than one year after accounting for credit transfer and course waiver.

十一、研究生核可之抵免學分數不得超過應修畢業學分二分之一(不含論文)，但依本校學生修讀學、碩士一貫學位辦法取得碩士班預研生資格並依規定入學之研究生，依本校學生修讀學、碩士一貫學位辦法規定辦理。

曾在本校研究所肄業之研究生，核可之抵免學分數不得超過應修畢業學分三分之二(不含論文）。

大學部及專科部入學新生核可抵免之課程學分數，以應修畢業總學分數二分之一為上限，轉學生核可抵免之學分數以其應修畢業學分數的五分之三為上限，但曾在本校大學部及專科部肄業之學生，入學修讀學士學位及副學士學位者，核可之抵免學分數不受限。

Article 11

For graduate students, the permitted credits for credit transfer and course waiver shall not exceed half of the required graduation credits (excluding the thesis). However, for graduate students who have obtained the qualification of pre-graduate students and have been admitted in accordance with the Regulations Governing Direct Admission into Master’s Programs, procedures will follow in accordance with the Regulations Governing Direct Admission into Master’s Programs.

For graduate students who had not previously graduated from the University’s graduate institutes, the permitted credits for credit transfer and course waiver shall not exceed two-thirds of the required graduation credits (excluding the

thesis).

For new undergraduate and junior college students, the maximum permitted credits for credit transfer and course waiver shall be half of the total required graduation credits. For transfer students, the maximum permitted credits for credit transfer and course waiver shall be three-fifths of the total required graduation credits. However, these limitations do not apply to students who had not previously completed the University’s undergraduate or junior college programs and have currently been admitted to pursue a bachelor’s or associate degree.

十二、學生修習線上數位課程核可抵免之課程學分數，其規定由各系所(中心) 訂定之。且應依專科以上學校遠距教學實施辦法第七條規定辦理。

Article 12

The permitted credits for credit transfer and course waiver based on credits earned from online courses shall be determined by the respective departments or institutes (centers), and it shall be handled in accordance with Article 7 of the Implementation Regulations Governing Provision of Distance Education by Junior Colleges and Institutions of Higher Education.

十三、教育學程教育專業課程學分抵免依本校學生修習教育學程辦法及教育專 業課程學分抵免要點規定辦理。

Article 13

The credit transfer and course waiver for professional education courses in the teacher education program shall be handled in accordance with the Regulations Governing Teacher Education Programs and Regulations Governing Transfer Credits and Course waiver for Professional Education Courses.

十四、本要點未盡事宜悉依學則及有關規定辦理。

Article 14

Matters not mentioned herein shall be handled in accordance with the Academic Regulations and relevant regulations.

十五、本要點經教務會議通過，陳請校長核定後施行；修正時亦同。

Article 15

These Regulations shall be passed by the Academic Affairs Meeting and shall take effect upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學生學業優異獎勵辦法**

**National Kaohsiung University of Science and Technology Regulations Governing the Grant of Scholarships and Awards to Undergraduates with Excellent Academic Achievement**

108 年 1 月 16 日 107 學年度第 5 次行政會議通過 Passed by the 5th Administrative Meeting on January 16, 2019 108 年 5 月 8 日 107 學年度第 10 次行政會議修正通過

Amended and passed by the 10th Administrative Meeting on May 8, 2019 108 年 11 月 20 日 108 學年度第 4 次行政會議修正通過

Amended and passed by the 4th Administrative Meeting on November 20, 2019

110 年 1 月 20 日 109 學年度第 6 次行政會議修正通過 Amended and passed by the 6th Administrative Meeting on January 20, 2021 110 年 7 月 14 日 109 學年度第 12 次行政會議修正通過

Amended and passed by the 12th Administrative Meeting on July 14, 2021

第一條 國立高雄科技大學(以下簡稱本校)為鼓勵同學努力向學，提高學習風尚，特訂定國立高雄科技大學學生學業優異獎勵辦法(以下簡稱本辦 法)。

Article 1

These Regulations Governing Scholarships and Awards for Undergraduate Outstanding Academic Achievement (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to encourage students to strive for excellence and elevate the culture of learning.

第二條 本校專科部及大學部各班級學生(不含延修生、博士班、碩士班、碩士 在職專班) 前一學期符合下列標準者，可獲得獎勵：

一、學業平均成績在各班前三名。

二、操行成績八十分以上且無任何懲罰紀錄。三、前一學期修課學分數須達六學分以上。

四、非全學期均在校外參加實習者。

同一名次有二人以上，則並列該名次，下一名次從缺不予遞補。 應屆畢業班學生下學期不核發成績優異獎學金，但得經申請頒發獎狀。

Article 2

Junior college and undergraduate students (excluding extension students, doctoral students, and students of postgraduate or in-service master’s programs) are eligible for scholarships/awards if their academic performance in the previous semester meets the following criteria:

* 1. their average academic scores were the top three ranking students in their respective classes;
  2. they earned a conduct grade of at least 80 and had no misconduct records,
  3. they signed up for at least 6 credits of courses, and
  4. if they took part in an internship program outside of the campus, the internship did not span the whole semester.

If two or more students have the same GPA standing, they will share the same placement, and the following rank will not be filled.

Students from the graduating class will not receive scholarships for their performance in their last semester, though they may apply for a certificate of recognition.

第三條 前條符合標準之學生如已退學、轉學者不予獎勵，缺額不予遞補。

Article 3

Students who are eligible for recognition under the preceding article will not

receive a scholarship or award if they have left the university or transferred to another university. The vacancy will not be filled.

第四條 獎勵金額為第一名新臺幣四千元，第二名新臺幣三千元，第三名新臺幣二千元。班級人數在五人以下者不予奬勵；六至十五人者，第一名發予獎學金及獎狀，第二、三名發予獎狀；十六至三十人者，第一、二名發予獎學金及獎狀，第三名發予獎狀；三十一人以上者，前三名均發予獎學金及獎狀。

Article 4

First place getters are each awarded NT$4,000; second place getters, NT$3,000; and third place getters, NT$2,000. The scholarship will not be given if the class size is less than 5 students. For a class with 6 to 15 students, the first place getter is entitled to the scholarship and a certificate of merit, while the second and third place getters are awarded a certificate of merit. If a class has 16 to 30 students, the first and second place getters are given scholarships and certificates of merit. The third place getter is awarded with a certificate of merit. If a class size exceeds 31 students, the top 3 ranking students will be entitled to both scholarship and a certificate of recognition.

第五條 教務處於每學期開學後一個月內提供符合奬勵之學生名單，簽核後發放獎學金及奬狀。

Article 5

The Office of Academic Affairs will make public the awardee list within one month following the commencement of a new semester. Subsequently, scholarships and awards will be distributed once the Office has authorized the list.

第六條 本辦法之經費由本校學生就學獎補助經費支應。

Article 6

The costs associated with these Regulations are funded by the scholarship and financial aid allocations for students of the University.

第七條 本辦法經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 7

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學研究生助學金作業要點**

**National Kaohsiung University of Science and Technology Regulations Governing Scholarships and Teaching-assistantships for Graduate Students**

108 年 2 月 27 日 107 學年度第 6 次行政會議通過 Passed by the 6th Administrative Meeting on February 27, 2019 108 年 5 月 8 日 107 學年度第 10 次行政會議修正通過

Amended and passed by the 10th Administrative Meeting on May 8, 2019 110 年 7 月 14 日 109 學年度第 12 次行政會議修正通過

Amended and passed by the 12th Administrative Meeting on July 14, 2021

一、國立高雄科技大學（以下簡稱本校）為獎勵優秀研究生與獎勵學生參與教學與服務，特訂定研究生助學金作業要點（以下簡稱本要點）。

Article 1

These Regulations Governing Scholarships and Teaching-assistantships for Graduate Students (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to reward graduate students for their outstanding academic performance and service to the University.

二、各系所分配之額度，依每年各系所碩士班一、二年級之一般生，博士班一、二、三年級之一般生為準(不含在職生、碩士在職專班、產碩專班生)在學人數，依比例分配之。

Article 2

The bursary quota is allocated in proportional with the total number of enrolled students in every department each year, including first- and second- year graduate students and first- to third-year Ph.D. students, yet excluding those from in-service or industry-academia-collaboration programs.

三、研究生助學金的發給分成獎助金與教學助理二類，其申請資格如下：

(一)獎助金：

* + 1. 申請資格：以本校研究生為原則，五專部及大學部學生學習表現優異且經系所同意者，不在此限。可依研究生入學成績、學習成績、學習表現或家境清寒核予獎助。
    2. 審核機制及核發標準由各系所自訂，經系務會議通過後，送教務處備查。

(二)教學助理：

1. 申請資格：以本校研究生為原則，五專及大學部學生學習表現優異且經系所同意者，不在此限。
2. 教學助理之僱用應依勞僱型兼任助理及本校教學助理實施要點之規定辦理。

前項核發比例由各系自訂之。

Article 3

Graduate students have the choice of two stipends. The condition of eligibility for applications are as follows:

* 1. Scholarships:

1. Eligibility: In most cases, scholarships are exclusively awarded to graduate students at the University. Five-year-college students and undergraduates with excellent performance and approved by their respective departments are also eligible. The scholarships are granted based on graduate students’ entrance exam scores or academic performance or to those from underprivileged backgrounds.
2. The review mechanism and standards for awarding the scholarships are left to be determined by each department via department affairs meetings and shall be submitted to the Office of Academic Affairs for reference.
   1. Teaching-assistantships:
3. Eligibility: Typically, teaching assistantships are offered to graduate students at the University. Five-year-college students and undergraduates with excellent performance and approved by their respective departments are also eligible.
4. Teaching assistants shall be considered employment-based part-time assistants and matters regarding their hiring and benefits shall be handled in accordance with the Rules Governing the Protection of Teaching Assistants’ Rights in Education and Employment.

The proportion of students eligible for the scholarships under the preceding paragraphs is left to the discretion of each department.

四、經核定請領助學金之學生，如因休學、退學、畢業者，應取消資格，停發助學金。

Article 4

Scholarships and assistantships shall be discontinued if the eligible students have taken leave of absence, been expulsed, or graduated.

五、本要點所需經費來源為本校學生公費及獎勵金及教育部相關計畫經費。

Article 5

Funds for these Regulations shall come from the University’s students aid reserves and from the Ministry of Education for applicable funding purposes.

六、本要點經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 6

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學教學助理實施要點**

**National Kaohsiung University of Science and Technology**

**Rules Governing the Protection of Teaching Assistants’ Rights in Education and Employment**

107 年6 月20 日106 學年度第3 次教務會議通過 Passed by the 3rd Academic Affairs Meeting on June 20, 2018. 107 年12 月12 日107 學年度第2 次教務會議修正通過

Amended and passed at the 2nd Academic Affairs Meeting on December 12, 2018.

109 年10 月26 日109 學年度第1 次教務會議修正通過

Amended and passed at the 1st Academic Affairs Meeting on October 26, 2020.

一、國立高雄科技大學(以下簡稱本校) 為提升教學品質及推行教學助理制度，特訂定「國立高雄科技大學教學助理實施要點」（以下簡稱本要點）。 Article 1

These Rules Governing the Protection of Teaching Assistants’ Rights in Education and Employment (hereinafter referred to as “these Rules”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to enhance teaching quality and broaden the use of the teaching assistant system.

二、本要點所稱教學助理，指本校在學學生，協助教師教學及學生學習相關工作之助理。

Article 2

For the purpose of these Rules, the term “Teaching Assistants” shall refer to current students who are employed to assist teachers in their teaching tasks as well as supporting students in their learning.

三、教學助理之分類與職責：

（一）協助教師教學助理：主要工作為協助教師進行教學活動、準備教學設備、蒐集整理教學相關資料、批改作業、協助監考、點名、設計並維護課程網頁、與學生保持良好互動關係，以及其他輔導督促學生課業等教學工作。

（二）實習（驗）課教學助理：主要工作為配合實驗課之需要，在授課教師指導下， 帶領修課同學進行分組實習（驗）、協助教師準備上課資料、準備試劑、預作課程實驗、協助學生操作實驗、督導實驗室安全、課後清理實驗室、進行實驗相關之討論、協助批改實驗報告及評分，以及其他相關教學輔助工作。

（三）課後輔導教學助理：係指學業成績優異，經系所主任、授課教師或教

務處推薦，協助輔導學業成績不佳之同儕者。

Article 3

Types of Teaching Assistants and their responsibilities:

* 1. Teaching Assistants supporting classroom instructions: TAs provide assistance to instructors in teaching activities, arranging for necessary teaching supplies, compiling and organizing teaching materials, assessing students’ homework, aiding in administering exams, monitoring attendance, designing and maintaining course webpages, fostering positive relationships with students, and supervising students’ learning.
  2. Teaching Assistants supporting lab or practicum courses: TAs provide support in lab courses under the guidance of the instructor by grouping students in labs, producing course materials and reagents, carrying out experiments in advance, guiding students during experiments, monitoring laboratory safety, tidying up the lab afterwards, directing student conversation concerning the experiment, and aiding in marking and evaluating experiment reports and other related tasks.
  3. Post-class Mentors: These TAs are students with exemplary academic record recommended by the Department Heads, professors, or the Office of Academic Affairs to provide additional tutoring to peers who are struggling academically.

四、擔任教學助理者，得參加本校辦理之教學助理培訓課程。

Article 4

Teaching Assistants are eligible to participate in the teaching assistant training courses organized by the University.

五、本要點經費來源為研究生獎助學金、學生公費及獎勵金，另部門經費、自籌收入及補助計畫收入支應者得準用之。

Article 5

These Rules are supported by graduate student scholarships and government funds/grants for students. Additionally, departmental funds, self-raised funds, and income from subsidized projects may be applicable as required.

六、本要點經教務會議通過，陳請校長核定後施行；修正時亦同。

Article 6

These Rules shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Rules are amended.

**國立高雄科技大學學生學習預警制度實施要點**

**National Kaohsiung University of Science and Technology Enforcement Rules Governing the Protocol of**

**Early Warning System**

107 年 6 月 20 日 106 學年度第 3 次教務會議通過 Passed by the 3rd Academic Affairs Meeting on June 20, 2018. 110 年 6 月 23 日 109 學年度第 4 次教務會議修正通過

Amended and passed at the 4th Academic Affairs Meeting on June 23, 2021.

一、國立高雄科技大學（以下簡稱本校）為鼓勵大學部及五專部學生努力向學，及時輔導學習成就偏低學生，以建立優良校園學風，特訂定學生學習預警制度實施要點(以下簡稱本要點)。

Article 1

These Enforcement Rules Governing the Protocol of Early Warning System (hereinafter referred to as “these Rules”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to encourage students of the undergraduate programs and the five-year junior college program to strive for academic excellence and provide timely assistance to underachieving students so as to promote a positive learning atmosphere on campus.

二、所稱學習成就偏低學生，係指學生在學期中，有經常缺課學習怠惰及規避學習活動等學習不良現象，足以影響學習效果或成績者。

Article 2

“Underachieving students” are those who frequently miss classes, lack interest in their studies, and dodging learning activities during the semester, which can affect their academic results or grades.

三、學習成就偏低調查由教務處統籌規劃，各院、所、系、中心負責執行，請各任課教師配合學習成就偏低預警，每學期實施一次，於學期期中考

後二週內完成，如任教科目學生均不需或無法預警，亦請回覆教務處。

**已註解** [1]: 與教務處詢問後，教務處告知從未有「無法預警」的情況發生，所以希望英文部分不要翻出。

Article 3

The Office of Academic Affairs is tasked with designing and administering a protocol of an early warning system for recognizing struggling students.

Every college, institute, department, and center shall implement the protocol and direct all course instructors to alert struggling students within two weeks after the midterm exam. If instructors deem no early warnings to be necessary, they shall nonetheless inform the Office of Academic Affairs.

四、教務處彙集學習成就偏低學生名單後，歸納學生個人學習成就偏低事項，並通知各院、所、系列為實施學習輔導對象。

Article 4

After collecting the list of names of underachieving students, the Office of Academic Affairs will identify the profile that characterizes the specific learning issues of each student and notify the relevant colleges, institutes, and departments to provide further assistance for these students.

五、各院、所、系、中心對於學習成就偏低學生，應自訂輔導措施，並請班導師追蹤學生學習改進結果。學生前一學期學業成績不及格科目之學分數達學期修習學分總數二分之一以上或當學期預警學分數達該學期修習學分總數二分之一以上者，列為所屬院系實施學習輔導當然對象，導師或授課教師可推薦學業成績優秀之學生擔任課後輔導，協助輔導前項學生。各項輔導措施實施過程及結果，應予以紀錄，必要時得通知學生家長或監護人，共同輔導。

Article 5

Each college, institute, department, and center shall establish its own counseling measures for struggling students and request their academic

advisors to monitor the student’s progress in learning. Students who have failed more than half of the total credits of the previous semester or have received early warnings for more than half of the total credits of the current semester shall be classified as subjects for counseling by their respective colleges or departments. Academic Advisors or course instructors may recommend students who excel academically to serve as after-class tutors to assist the aforementioned students. The tutoring implementation process and results of all counseling measures shall be recorded, and if necessary, the student’s parents or guardians may be notified for joint counseling.

六、本要點所需經費由研究生獎助學金或教育部相關計畫支給。

Article 6

The funding required for these Rules will be provided by graduate student scholarships or relevant projects supported by the Ministry of Education.

七、本要點經教務會議通過，陳請校長核定後施行；修訂時亦同。

Article 7

These Rules shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Rules are amended.

**國立高雄科技大學選課準則**

**National Kaohsiung University of Science and Technology Regulations Governing Course Selection**

107 年 3 月 28 日 106 學年度第 1 次教務會議通過 Passed by the 1st Academic Affairs Meeting on March 28, 2018. 107 年 10 月 24 日 107 學年度第 1 次教務會議修正通過

Amended and Passed by the 1st Academic Affairs Meeting on October 24, 2018. 108 年 6 月 17 日 107 學年度第 4 次教務會議修正通過

Amended and Passed by the 4th Academic Affairs Meeting on June 17, 2019. 108 年 12 月 11 日 108 學年度第 2 次教務會議修正通過

Amended and Passed by the 2nd Academic Affairs Meeting on December 11, 2019.

109 年 6 月 24 日 108 學年度第 4 次教務會議修正通過 Amended and Passed by the 4th Academic Affairs Meeting on June 24, 2020. 109 年 10 月 26 日 109 學年度第 1 次教務會議修正通過

Amended and Passed by the 1st Academic Affairs Meeting on October 26, 2020. 110 年 10 月 20 日 110 學年度第 1 次教務會議修正通過

Amended and Passed by the 1st Academic Affairs Meeting on October 20, 2021. 110 年 12 月 29 日 110 學年度第 2 次教務會議修正通過

Amended and Passed by the 2nd Academic Affairs Meeting on December 29, 2021.

111 年 3 月 23 日 110 學年度第 3 次教務會議修正通過 Amended and Passed by the 3rd Academic Affairs Meeting on March 23, 2022. 111 年 10 月 19 日 111 學年度第 1 次教務會議修正通過

Amended and Passed by the 1st Academic Affairs Meeting on October 19, 2022.

第1條 國立高雄科技大學(以下簡稱本校)為明確規範學生選課事宜，特訂定本校選課準則(以下簡稱本準則)。

Article 1

The Regulations Governing Course Selection (hereinafter referred to as “these Regulations”) are adopted by the National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to explicitly regulate the matters regarding course selection.

第2條 本校選課方式分為初選、加退選及停修，由學生在規定時間內依指定方式辦理。

Article 2

The course selection process of the University is divided into three stages: initial course selection, add and drop period, and course withdrawal. Students shall comply with the described procedures within the specified timeframe.

第三條 大學部學生修習本校共同教育課程，應依本校共同教育學院相關之規定辦理。

Article 3

Undergraduate students enrolling in the University’s general education

courses shall comply with relevant regulations set forth by the College of General Education of the University.

第四條 大學部及五專部學生每學期修習學分數，依下列規定：

Article 4

Undergraduate and five-year junior college program students shall adhere to the following regulations regarding the number of credits to be taken per semester:

一、大學部：

(一)日間部學生每學期修習學分數，一年級至二年級均不得少於十六學分，不得多於二十八學分；三年級不得少於六學分(各系因特殊情況得自訂提高修課學分數)，不得多於二十八學分。

(二)進修部學生每學期修習學分數，一年級至三年級均不得少於六學分，不得多於二十八學分。

(三)各學制應屆畢業年級，最低修習學分數，每學期不得少於六學分。

(四)前學期學業平均成績名次在該系該年級學生數前百分之二十以內者或因特殊情況，得經系主任核可於二十八學分以外另加選至多六學分。

(五)修讀輔系、雙主修、學分學程、第二專長及教育學程等課程者，不受每學期應修學分數上限限制。

(六)大學部學生得選修五專部課程，但修習五專一至三年級課程，不列入畢業學分數，成績亦不列入計算。

* 1. Undergraduate Programs:
     1. For students enrolling in regular daytime classes, the minimum number of credits to be taken per semester for the first and second year is 16, with a ceiling of 28 credits; for the third year, the minimum is six credits (though with the possibility of a higher limit depending on special circumstances) and the maximum is 28 credits.
     2. For students enrolled in the Division of Continuing Education, the minimum number of credits to be taken per semester from the first to third year shall not be less than six credits and shall not exceed 28 credits.
     3. For graduating classes of all academic programs, the minimum number of credits to be taken per semester may not be less than six credits.
     4. Students who are in the top 20% of their department and class as measured by the average grades from the previous semester, or if special considerations apply, the department chair may grant permission to students to exceed the 28 credit limit by six credits.
     5. Students pursuing minors, double majors, credit programs, second specialties, and teacher education programs shall not be subject to the upper limit on the number of credits to be taken per semester.
     6. Undergraduate students may enroll in courses from five-year junior college programs. However, the credits earned for the first-, second-, and third-year junior college courses shall not be recognized for graduation credits, and the grades shall not be included in the calculation of their GPA.

**二**、五專部：

(一)前三學年每學期不得少於二十學分，不得多於三十六學分；後二學年每學期修讀不得少於九學分，不得多於二十八學分。

(二)學生前學期學業平均成績在八十分以上者或因特殊情況，經系主任核准可加選二至三學分。

(三)經系主任同意後可選讀大學部課程，惟是否得採計為畢業學分，依各系規定辦理。

* 1. Five-year Junior College Programs:
     1. During the first three academic years, the minimum number of credits taken per semester shall be no less than 20 credits and not greater than 36 credits; for the last two academic years, the minimum number of credits taken per semester shall be no less than nine credits but not more than 28 credits.
     2. Those students who achieve an average grade of 80 or higher in the previous semester, as well as those under special circumstances, may be allowed to take an additional two to three credits if approved by the department chair.
     3. With the department chair’s approval, students may enroll in courses from undergraduate programs. However, the recognition of these courses for graduation credits shall be subject to the regulations of the respective department.

三、學生因擔任國手，須於學期期間參加訓練及比賽，而不能修足該學

期應修最低學分數時，應檢具證明，經系所主管同意後，送教務處及綜合業務處備查，得調降應修最低學分數下限，調降後應至少修習一門科目。

* 1. In the case that students have to join the national team for training and competition during the semester, thus preventing them from meeting the minimum credit requirement for that semester, they must provide supporting documentation. Once the department or institution chair has granted their approval, the documentation shall be submitted to the Office of Academic Affairs and the Office of General Administration for reference. The minimum number of credits may then be decreased, provided that the student enrolls in at least one course after the adjustment.

四、大學部及五專部延長修業學生每學期至少應選修一門科目，惟已修滿應修科目及學分數，因未通過證照檢定畢業門檻者，得不選課。

* 1. Undergraduate and five-year junior college program students who defer graduation shall enroll in at least one course each semester. However, those who have fulfilled all their required courses and credits but are not able to pass licensure exams and consequently fail to meet the graduation threshold can be exempted from choosing a course.

第五條 研究生每學期修習學分數，依下列規定：

一、研究生每學期所修科目學分，由各系(所)自訂之。

二、在學期間，論文只需選課一次。論文六學分一次修畢，通過學位考試方登錄成績。

三、博士生選修碩士(含)學制以下課程、碩士生選修大學部之課程，不計入畢業學分，成績亦不列入計算。

Article 5

Graduate students shall adhere to the following regulations regarding the number of credits they take each semester:

* + 1. The number of credits taken by graduate students each semester shall be determined by the respective department (or institute).
    2. The thesis course is to be chosen once throughout the duration of the study. Upon completion of the thesis course, six credits will be awarded and the grade will be recorded once the degree examination has been passed.
    3. Credits earned by Ph.D. students from courses offered in master’s programs or lower-level programs, and credits earned by graduate students from undergraduate courses, will not be counted towards graduation credits, and the grades will be excluded from the GPA calculation.

第六條 學生赴國外或大陸地區學校修讀學分及學位期間，不得選修校內課程，惟校內遠距教學課程不在此限。

Article 6

Students studying abroad or in Mainland China for credits and degrees are not eligible to enroll in on-campus courses at the University; however, this does not apply to distance learning courses.

第七條 大學部及五專部學生對原排必修課程如有特殊原因，經任課教師及開課單位主管同意後得退選延後修習。

Article 7

Undergraduate and five-year junior college program students, should they have special reasons, may withdraw from an originally assigned compulsory course and request to defer the course to a later term with the consent of the course instructor and the head of the unit offering the course.

第八條 學生所修習之科目，其上課時間不得衝堂，並以課表所載時間為準。一經發現，其衝堂之科目全部註銷，學生不得異議。

Article 8

The class schedule outlines the time slots for each course, and therefore students are not allowed to enroll in classes that overlap in terms of time. If any such conflicts are discovered, the courses in question shall be cancelled without exception, and no students shall not be allowed to contest such cancellations.

第九條 選課系統設定學生跨校區選課時間間隔為一節課。但旗津校區課程與他校區課程之跨校區選課時間間隔為二節課。

Article 9

The course selection system allows for a time interval of one class period for students to enroll in courses between campuses. However, for courses offered at Cijin Campus, the time interval for enrollment between Cijin Campus and other campuses is extended to two class periods.

第十條 低年級學生欲選修本系較高年級必修課程，得申請經系(所)主管核准後修讀。

Article 10

Students wishing to enroll in required courses offered at an upper class within the same department may apply to do so with the approval of the department (or institute) chair.

第十一條 學生申請修讀輔系、雙主修、學程、第二專長、抵免學分、校際選課等，應於規定期限內完成申請手續及選課，逾期概不受理。

Article 11

Students applying for minors, double majors, credit programs, second specialties, credit transfers, inter-university course selection, etc., shall complete the application process and course selection by the stipulated deadline. No exceptions will be made for late submissions.

第十二條 學生於加退選截止後，僅下列情形得依教務處公告時間及方式提出申請補選(補救)課程，並經任課教師及開課系(所)主管同意後辦理：

一、所選課程未達開課點數不開班者。

二、大學部學生未達最低應修學分數或超過修課學分上限者。三、應屆畢業生未選上畢業應修課程。

四、已選之課程，經系所審查不同意修習者，可以辦理退選。五、其他特殊情況，經任課教師及開課系(所)主管同意者。

前項規定以外之其他情形，應不予受理。但通識課程無須經任課教師同意簽核，應依博雅教育中心公告之作業辦法辦理。

第一項第一、二款加選課程者，以未額滿課程為限。但經任課老師及系主任同意更換大教室，得以更換後教室容納人數受理申請。

Article 12

* 1. At the conclusion of the add and drop period, students may only apply for late course enrollment if the following conditions are satisfied. Applications shall be handled in accordance with the announcement made by the Office of Academic Affairs regarding the stipulated timeframe and procedure, and shall require approval from both the course instructor and the head of the department (or institute) offering the course.
     1. The student’s initial chosen course does not meet the course offering requirement and is not offered.
     2. The credits chosen by undergraduate students have either not met the required minimum or have exceeded the upper limit.
     3. Graduating students fail to select a course required for graduation.
     4. The student’s selected courses have not been approved for enrollment by the department or institute, thus requiring the student to withdraw the course.
     5. Exceptions must be approved by both the course instructor and the head of the department (or institute) offering the course.
  2. Circumstances apart from those stated in the preceding paragraph will not be accepted. No approval from course instructor is needed for general education courses. The procedures must adhere to regulations announced by the Center for the Liberal Arts.
  3. For courses added pursuant to Paragraph 1, Subparagraphs 1 and 2, enrollment shall be restricted to courses that are not yet filled to full capacity. Nevertheless, if there is approval for changing to bigger classrooms by the instructor and the department chair, then the application can be considered due to the increase in capacity from the change in classrooms.

第十三條 學生於加退選後因特殊情形，無法繼續修習課程，得申請停修課程，其程序及方式應依下列規定辦理：

一、申請程序：依教務處公告方式辦理申請。

二、申請時間：開學後第六週起至第十六週為原則，時間依本校行事曆公告。

三、停修課程後開課最少點數，不受第十五條規定之限制。四、各系對於停修課程如有特別規定者，從其規定。

Article 13

In the event that students are unable to continue their course of study due to special circumstances that arise after the add and drop period, they may apply for course withdrawal. The procedures and methods for such application shall be handled in accordance with the following regulations:

* + 1. Application Procedure: The application shall be handled in accordance with the announcement made by the Office of Academic Affairs.
    2. Application time: The application time shall generally begin from the sixth week and end by the sixteenth week after the commencement of the semester based on the University’s academic calendar.
    3. If students drop a course after the add and drop period has elapsed, the

minimum enrollment requirement laid out by Article 15 shall be waived.

* + 1. Should a department has its own specific rules or regulations regarding course withdrawal, its rules or regulations shall apply.

第十四條 停修課程之成績登錄、學分計算及學分費繳交等依下列規定辦理：一、停修課程仍登載於該學期成績單及歷年成績表，成績欄以停

修、withdraw 登錄。

二、停修不限科目數，其學分數不計入該學期修習學分總數。但扣除停修後之學分數不得少於每學期應修習之最低學分數。

三、依規定應繳交學分費之課程停修後，其學分費已繳交者不予退費，未繳交者仍應補繳。

Article 14

The recording of grades, credit calculation, and tuition per credit hour for courses that have been withdrawn shall be conducted in accordance with the following regulations:

1. Courses that have been withdrawn shall still be listed on the semester’s transcript and academic records, with the grade column recorded as “withdraw.”
2. There shall be no limit on the number of courses that may be withdrawn. The credits for the withdrawn courses shall not be included in the total credits taken in that semester. However, the total credits after course withdrawal shall not be less than the minimum number as required for each semester.
3. For courses that require tuition per credit hour to be paid as per regulations, after course withdrawal, the tuition per credit hour that has been paid shall not be refunded, and those who have not paid shall still complete the payment.

第十五條 各學制科目開課點數及人數之規定如下：

Article 15

* 1. The regulations for course offering points and enrollment quotas for each academic program are as follows:

一、學生點數分配：博士班研究生每生五點，碩士班研究生每生二點，大學部及五專部學生每生一點。

* + 1. Allocation of Points for Students: For Ph.D. program students, five

points per student; for master’s program students, two points per student; for undergraduate and five-year junior college program students, one point per student.

二、博士班課程開課點數至少六點，但新生核定名額五人(含)以下者，開課點數為五點。

* + 1. For Ph.D. program courses, the minimum course offering point shall be six points. However, if the number of admitted new students is five or fewer, the course offering point shall be five points.

三、碩士班課程開課點數至少十點，但新生核定名額十五人(含)以下者，開課點數為六點。

* + 1. For master’s program courses, the minimum course offering point shall be 10 points. However, if the number of admitted new students is 15 or fewer, the course offering point shall be six points.

四、碩士在職專班開課點數至少十點，但新生核定名額十五人(含)以下者，開課點數為六點；未達開課點數之課程，經系(所)於第二週加退選結束次日提出申請續開，且由專班經費足以支應者，不在此限。

* + 1. For in-service master’s programs, the minimum course offering point shall be 10 points. However, if the number of admitted new students is 15 or fewer, the course offering point shall be six points. These restrictions shall not apply in the event that a department (or institute) applies to offer a course that did not meet the course offering requirement on the next day following the add and drop period in the second week, provided that sufficient funding for the program is available to support such course.

五、大學部及五專部課程開課點數至少十點，新設系科最低開課點數六點。另大學部課程停止於系上開課，改為開設於經教務會議審議通過之院共同課程，當學期該課程授課教師於系上增開之一門新課程，最低開課點數至少五點。

* + 1. The minimum course offering point for undergraduate and five-year junior college program courses shall be 10 points, and the minimum course offering point for newly established departments and divisions shall be six points. Additionally, in the event that an undergraduate program course that was previously offered by a department has been

changed to be offered as college common courses upon review and upon approval by the Academic Affairs Meeting, the minimum course offering point for the course instructor to offer a new course in the department during that semester shall be five points.

六、本項第二款、第三款及第五款之專業必修課程未符合開課點數而仍需開授者，開課單位應於第二週加退選結束次日提出申 請，經教務長同意者，得予續開，該課程授課時數專任(案)教師得列入基本授課時數。但不得併計超支鐘點時數。

* + 1. In the event that the required course offering points for a required professional course specified in Subparagraphs 2, 3, and 5 are not met but the course must be offered, an application shall be submitted by the unit offering the course on the next day following the add and drop period in the second week. Upon approval by the Dean of the Office of Academic Affairs, the course may be offered, and the teaching hours of the course by full-time (project) teachers may be counted towards the basic instruction hours. However, these hours shall not be included in the calculation of excessive teaching hours.

實務專題、體育室開設供身心狀況特殊學生修讀之體育，可不受最低開課點數之限制。職場實習課程開課人數應依本校學生職場實習課程實施要點規定辦理。

* 1. Capstone (senior) projects and physical education courses offered by the Office of Physical Education for students with special physical or mental conditions shall be exempt from the minimum course offering point requirement. The enrollment quota for practicums off-campus shall be determined in accordance with the stipulations laid out in the University’s Enforcement Rules Governing Students’ Off-Campus Internships.

博雅教育中心開設之自主學習課程低於開課點數及人數時得開課。但其授課教師不得支領鐘點費且其課程不計入授課時數。

* 1. Self-directed or independent learning courses offered at the Center for the Liberal Arts may still be offered even if the course offering points and enrollment quotas for offered are not met. However, the instructors must not be remunerated for the hours they teach, and the courses shall not be included in the calculation of their teaching hours.

博雅教育中心開設之微學分課程授課教師不支領鐘點費、不計入

授課時數且不受最低開課點數及人數限制。

* 1. The instructors of micro-courses offered by the Center for the Liberal Arts must not be remunerated for the hours they teach. Such courses shall not be included in the calculation of their teaching hours and shall be exempt from the minimum course offering point and enrollment quota requirements.

其它語種課程（如華語、華語文閱讀與寫作、韓國、泰國、印 尼、馬來西亞、菲律賓、越南、寮國、緬甸等語言課程）最低開課點數至少五點。

* 1. The minimum course offering points for other language courses (such as Mandarin, Mandarin Reading and Writing, Korean, Thai, Indonesian, Malaysian, Filipino, Vietnamese, Lao, Burmese, etc.) are five points.

第十六條 經開課單位及學生所屬單位主管同意後得辦理跨部選課。但仍應符合下列規定：

Article 16

Course selection across different academic programs must be approved by both the unit offering the course and the head of the student’s affiliated department. However, the following regulations shall still apply:

一、大學部及五專部學生可申請跨部修讀之課程規定如下：

(一)重補修之必修科目衝堂或當學期未開設之必修科目。

(二)必修科目因其他特殊原因無法於原部別修讀，經當學期之任課教師及系所主管同意者。

(三)以不超過該學期修習總學分數三分之一為原則。

(四)應屆畢業生、輔系及雙主修學生、延修生及進修部預研生不受本款第一目至第三目之限制。

(五)進修部學生可跨部選讀進修學院課程，日間部學生不得修讀進修學院課程。

(六)選讀碩士在職專班課程需依碩士在職專班經費管理要點規定收費。

* 1. The regulations for cross-discipline course enrollment for undergraduate and five-year junior college program students are as follows:
     1. Required courses to be retaken but with scheduling conflicts, or required courses not offered in the current semester;
     2. Required courses that cannot be taken within the original department due to other special reasons, with the approval of the course instructor of the current semester and the department (or institute) head;
     3. The principle of not exceeding one-third of the total credits taken in that semester shall apply;
     4. Graduating students, students pursuing minors or double majors, students who have deferred graduation, and non-matriculating students in the Division of Continuing Education are exempt from the restrictions in Subparagraphs 1 to 3 of this provision;
     5. Students in the Division of Continuing Education may be eligible for the enrollment of cross-department courses offered by the Institute of Continuing Education, while students from regular daytime programs shall not be eligible for the courses offered by the Continuing Education College;
     6. The tuition fees for courses offered in in-service master’s programs shall be charged in accordance with the Rules for Administering Tuitions and Fees for In-Service Master’s Programs.

二、日間部博士生及碩士生可申請跨部修讀之課程規定如下：

(一)進修部大學部及碩士在職專班課程。

(二)碩士生選修碩士在職專班課程，由就讀系所認列是否同意為畢業學分。

(三)每學期選讀至多以三科為限。

(四)修讀碩士在職專班課程依碩士在職專班經費管理要點規定收 費，修讀進修部大學部課程依進修部學士班學分費標準計算。

* 1. The regulations for cross-discipline course enrollment for regular daytime Ph.D. and master’s program students are as follows:
     1. Courses offered in undergraduate programs of the Division of Continuing Education and in-service master’s programs;
     2. Whether the in-service master’s program courses taken by students in master’s programs are recognized for graduation credits shall be determined by their affiliated department or institute;
     3. A maximum of three courses may be selected per semester;
     4. The tuition fees for courses offered in in-service master’s programs

shall be charged in accordance with the Rules for Administering Tuitions and Fees for In-Service Master’s Programs. The tuition fees for courses offered in the undergraduate programs of the Division of Continuing Education shall be calculated in accordance with the Rules for Administering Tuition for Undergraduate Programs of the Division of Continuing Education.

三、碩士在職專班學生可申請跨部修讀之課程規定如下：

(一)日間部碩士班、博士班及大學部課程。

(二)修讀日間部課程依碩士在職專班經費管理要點規定收費。

* 1. The regulations for cross-discipline course enrollment for in-service master’s program students are as follows:
     1. Courses offered in daytime master’s programs, Ph.D. programs, and undergraduate programs;
     2. The tuition fees for courses offered in daytime programs shall be charged in accordance with the Rules for Administering Tuitions and Fees for In-Service Master’s Programs.

四、於加退選結束前向各系所(科)提出申請，各系所(科)請嚴加審核。

* 1. The application shall be submitted to the respective department or institute (or division) before the add and drop period ends, and the respective department or institute (or division) shall conduct a rigorous review.

第十七條 學生應於規定時間內上網確認選課結果，如有錯誤應向各系所申請更正與重新上網確認。逾期未上網確認選課結果者，以教務系統之電腦紀錄為其選課結果。

Article 17

Students shall confirm their course selections online within the prescribed timeframe. In the event of any errors, students shall apply for corrections with the respective department or institute and reconfirm their selections online. Failure to confirm course selections online within the prescribed timeframe will result in the course selections being determined based on the computer records in the academic affairs system.

第十八條 學分(時數)費用補繳及退費規定如下：

一、學生於加退選截止後如產生額外的學分(時數)費用，應於規定

Article 18

時間內完成繳費；逾期未繳費者，本校將逕予退選至符合初選繳費時數為止。

二、學生註冊繳費之時數多於實際選課時數者，統一於加退選截止後第二週起辦理退費。

The regulations on supplementary payment and refund of tuition per hour are as follows:

* + 1. Students who incur additional tuition per hour after the add and drop deadline shall complete the payment within the prescribed timeframe. If a student fails to make payment for their added courses by the due date, the University will cancel the student’s added courses to comply with the ones they initially paid for.
    2. Students who have paid tuition fees for more credit hours than the courses they have chosen shall be eligible for a refund starting from the second week after the add-and-drop deadline.

第十九條 本準則如有未盡事宜，應依學則及相關規定辦理。

Article 19

Matters not mentioned herein shall be handled in accordance with the Academic Regulations and relevant regulations.

第二十條 本準則經教務會議通過，陳請校長核定後施行；修正時亦同。

Article 20

These Regulations shall be passed by the Academic Affairs Meeting and shall take effect upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學各類學位授予辦法**

**National Kaohsiung University of Science and Technology Regulations Governing Degree Conferral**

* + - 1. 年 12 月 30 日 109 學年度第 2 次教務會議通過

Passed by the 2nd Academic Affairs Meeting on December 30, 2020.

教育部 110 年 2 月 2 日臺教技(四)字第 1100013749 號函核定備查(第六條除外) Approved by the Ministry of Education’s Official Letter Tai Jiao Ji (IV) Zi No. 1100013749 (except Article 6) on February 2, 2021.

* + - 1. 年 6 月 23 日 109 學年度第 4 次教務會議修正通過 Amended and Passed by the 4th Academic Affairs Meeting on June 23, 2021.教育部 110 年 8 月 9 日臺教技(四)字第 1100093850 號函核定備查

Approved by the Ministry of Education’s Official Letter Tai Jiao Ji (IV) Zi No. 1100093850 on August 9, 2021.

第一條 國立高雄科技大學（以下簡稱本校）為統整各類學位名稱、授予要件、學位證書之頒 給與註記、碩士博士論文替代形式等事項之訂定程序及認定基準（以下簡稱學位授予），特依據學位授予法、各類學位名稱訂定程序授予要件及代替碩士博士論文認定準則、本校學則及附設專科部學則相關規定，訂定本校各類學位授予辦法(以下簡稱本辦法)。

Article 1

These Regulations Governing Degree Conferral (hereafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereafter referred to as “the University”). They aim to standardize the titles of academic degrees, diploma issuance and annotations, the as well as the procedures and standards for recognizing alternative forms of master’s or doctoral dissertation (hereinafter referred to as “degree conferral”). These Regulations are established in accordance with the Degree Conferral Act, the Regulations Governing Degree Naming, Degree Conferral Requirements, and Alternatives to Thesis/Dissertation, NKUST Academic Regulations, and other applicable regulations for the junior college programs of the University.

第二條 本校授予各類學位分副學士、學士、碩士及博士四級，於畢業生畢業時分別授予學位，並頒給學位證書：

一、各科學生修業期滿，修滿畢業應修科目及學分數且應修科目成績及格，各學期操行成績均及格，並完成各科訂定之畢業條件者，授予副學士學位，頒給副學士學位證書。

二、各系學生修業期滿，修滿畢業應修科目及學分數且應修科目成績及格，各學期操行成績均及格，並完成學校及各系訂定之畢業條件者，授予學士學位，頒給學士學位證書。

三、修讀碩士學位之學生，依法修業期滿，修滿規定科目與學分，且每學期操行成績及格，依規定參加學位論文考試，並完成各系、所、學位學程訂定之畢業條

件者，授予碩士學位，頒給碩士學位證書。

四、修讀博士學位之學生，依法修業期滿，修滿規定科目與學分，且每學期操行成績及格，依規定參加學位論文考試，並完成各系、所訂定之畢業條件者，授予博士學位，頒給博士學位證書。

Article 2

五、本校進修部各學制及各類專班，得不於學位證書記載部別及專班名稱。

The University confers four levels of academic degrees, including associate’s degree, bachelor’s degree, master’s degree, and doctoral degree. Upon meeting graduation requirements, students are awarded the corresponding degree and diploma.

* 1. A student in a five-year junior college program who has met all graduation criteria-- including required study period, credit count, course completions, conduct, and all graduation requirements corresponding to their departments specifically, will be granted an Associate’s degree and awarded an Associate’s degree diploma.
  2. A student in a Bachelor’s program who has met all graduation criteria--including required study period, credit count, course completions, conduct, and all graduation requirements corresponding to their departments specifically, will be granted a Bachelor’s degree and awarded a Bachelor’s degree diploma.
  3. A student from a Master’s program who has completed the required study period, earned the required number of credits for graduation, achieved passing grades in conduct for each semester, passed the required degree examination, and fulfilled the graduation requirements of respective department, college, and degree program, is to be conferred with a Master’s degree and awarded a Master’s degree diploma.
  4. A student from a Ph.D. program who has completed the required study period, earned the required number of credits for graduation, achieved passing grades in conduct for each semester, passed the required degree examination, and fulfilled the graduation requirements of respective department and college, is to be conferred with a doctoral degree and awarded a doctoral diploma.
  5. Diplomas awarded to students should not include the name of any academic program or special program from the Division of Continuing Education.

第三條 本校各類學位名稱之訂定應依以下原則辦理：

一、參酌教育部公告之大學各系、所、學位學程及專班授予學位中文、英文名稱參考手冊，檢視各科、系、所、學位學程學位名稱。

二、依各科、系、所、學位學程之特色、課程內容及課程性質所屬領域、學術或專

業實務導向為之。

Article 3

三、學位名稱以廣泛為佳，亦應符合國際習慣與趨勢，不宜逕以系所名稱自創學位名稱，導致學生畢業後出國深造或就業時，其學位不被認可或受到質疑。

Degree titles of the University must adhere to the following principles:

* 1. Degree name from any division, department, institute, or degree program must comply with the Ministry of Education’s Guidelines for Chinese and English Names for Degrees Conferred by Departments, Institutes, Degree Programs, and Special Programs in Universities.
  2. The name of a degree for a division, department, institute, degree program must align with its specialty, content, discipline, and orientation (academic or professional).
  3. Degree names should be broad, inclusive, and internationally accepted to avoid issues with recognition abroad.

第四條 本校各類學位名稱核定之程序與注意事項：

一、各科、系、所、學位學程應檢附授予學位中英文名稱一覽表、三級課程委員會通過之課程結構規劃表，經系(所、學位學程)務會議、院務會議及教務會議審議通過後公告施行。

二、各科、系、所、學位學程變更學位名稱或經教育部核准增設、調整(含系所合一、分組、整併、更名)後，應於以新名稱授予學位之學生畢業前一學年完成學位授 予審議。如有未經審議之學位名稱，應依法補報，並一併說明未於當年度完成審議之原因。

三、學位名稱變更影響學生權益甚鉅，應於更動前，與學生充分溝通及宣導等，並於提請教務會議審議時另檢附與學生說明之相關紀錄、必修課程異動對照表、選修課程異動申請表及相關配套措施之書面說明。前述課程異動另依校內規定程序提經各級課程委員會議審議。

四、以上各科、系、所、學位學程之學位授予，同一學年度以授予相同學位為原則，並應於實施學期之前一學期完成教務會議審議程序。

Article 4

五、各類學位中文、英文名稱併同實施年度、授予要件、學位證書之頒給、註記及其他相關規定，應公告於學校網站校務資訊公開專區。

The approval procedures and notices for naming an academic degree from the University:

**已註解 [1]:** 因學校網站首頁已更改，經與教務處討論後，英譯內容更改成「教務處網站」

* 1. Units like divisions, departments, institutes, or degree programs must submit a list of

conferred degree names and their equivalents in Chinese and English and a curriculum plan approved by a three-tiered curriculum committee. Approval must come from the department’s (or institute’s, degree program’s) affairs meeting, the college affairs meeting, and the Academic Affairs Meeting.

* 1. After the amendment or establishment approved by the Ministry of Education of a degree name for a division, department, institute, or degree program (including integration of departments, restructuring, consolidation, and renaming), degree conferral review process must be done one academic year prior to the conferral of such degree to graduating students. Non-reviewed degree names must be retroactively reported with an explanatory note.
  2. Due to the potential impact on students’ academic and financial interests, those affected must receive adequate notice and guidance before any change in the name of their degree program. Additionally, relevant records clarifying the matter for students, a table detailing any changes to required courses, an application form for elective course modifications, and a written explanation of its relevant supporting measures must be attached and submitted for review at an Academic Affairs Meeting.
  3. Students graduating from the aforementioned division, department, institute, or program in the transition year will retain their original degree names. New degree name reviews must be finalized one semester before the semester in which the degree name is awarded.
  4. The degree names in Chinese and English must be posted on the website of the Office of Academic Affairs along with their applicable year, corresponding conferral rules, the process of awarding diplomas, the annotations on diplomas, and other relevant regulations.

第五條 本校頒給之各類學位證書應記載內容：

一、學位證書內容應包括學生姓名、學號、出生年月日、院、所、系、科、學位學程、組、畢業年月、學位名稱及證書字號；申請補發證明書者，並應包括補發證明書日期。

二、修滿本校輔科（系、所、學位學程）者，其學位證書、學位證明書、歷年成績表等學籍紀錄，均附記輔科(系、所、學位學程）名稱，不另授予學位。修畢雙主修科（系、所、學位學程）者，其學位證書、學位證明書、歷年成績表等學籍紀錄，均附記雙主修科（系、所、學位學程）名稱及學位名稱。

三、修滿他校輔科、系規定之科目與學分成績及格者，另附記他校及科系名稱，不另授予學位。至他校修讀雙主修者，所頒給之學位證書則附記雙主修學校、學系及學位名稱。

Article 5

四、學位證書上記載之院、所、系、科、學位學程、組應同教育部核定之院、所、系、科、學位學程、組全稱；經教育部核准調整或更名後之院、所、系、科、學位學程、組，以核准之新名稱記載為原則。

Diplomas for various degrees of the University must include the following content:

* 1. A diploma must include the student’s name, student ID number, date of birth, college, institute, department, division, degree program, specialization, graduation date, degree name, and certificate number. Applicants for a diploma reissue must also include the reissue date.
  2. A student who has completed their minor course requirement for a minor in the division (or department, institute, degree program) may not be conferred with a degree of the program, but the minor degree must be noted on the diploma, degree verification certificate, academic transcripts, and other academic records. A student who has completed double major course requirements from the departments, institutes, or degree programs may be conferred with the degrees in the divisions (or departments, institutes, degree program), and both degrees must be noted on the diploma, degree verification certificate, academic transcripts, and other academic records.
  3. A student who has completed a minor program in other universities may not be conferred with a degree of the program but the minor degree of other universities will be noted on their academic records. A student who has completed double majors in other universities may be conferred with the degrees of both programs, and both degrees from other universities must be noted on their diploma.
  4. The full name of the college, institute, department, division, degree program, or specialization approved by the Ministry of Education must be used on diplomas. If names have been amended with Ministry approval, the latest should be applied by the relevant college, institute, department, division, degree program, or specialization..

第六條 各類學位證書畢業年月記載：

一、第一學期為當年一月，第二學期為當年六月。二、暑修後符合畢業資格者，為當年六月。

三、下列情況學生學位證書於第一學期開學後至十二月或第二學期開學後至五月，於完成畢業條件並辦妥離校手續之隔月為記載月份：

* + 1. 專科部及大學部延修生若已修畢應修習之學分數，但未達各項畢業門檻(英 文、證照門檻等)，以通過畢業門檻且證明文件經校內權責單位審核通過者。

Article 6

* + 1. 因海上實習於次學期開學後返校而延長修業，經校內權責單位審核符合畢業資格者。
    2. 研究生僅修習論文，通過學位考試者。

The graduation date must be documented on the diploma in accordance with the following rules:

* 1. The first semester begins in January of the current year, and the second semester begins in June of the current year.
  2. A student who meets the graduation requirements after summer sessions, the graduation date must be in June of the current year.
  3. Graduation dates are set for the month after fulfilling the graduation requirements and completing exit procedures in the following cases:
     1. Students in junior college or undergraduate programs who did not meet the requirements, such as English proficiency threshold and licensure certification), have since satisfied them and the proof has been accepted by the university authority.
     2. A student who extended his/her study due to overseas internships and returned to campus after the start of the following semester has now been approved by the University as fit to graduate.
     3. A postgraduate student who only has to complete a thesis has passed the degree examination.

第七條 藝術類、應用科技類或體育運動類碩、博士班，其學生論文得以作品、成就證明連同書面報告或以技術報告代替。

碩士班屬專業實務者，其學生碩士論文得以專業實務報告代替。

前二項得以作品、成就證明連同書面報告或以技術報告、專業實務報告，代替論文之認定範圍如下：

一、藝術類：於音樂、戲曲、戲劇、劇場藝 術、舞蹈、民俗技藝、音像藝術、視覺藝術、新媒體藝術、設計及其他藝術領域，其作品連同書面報告之學理分析具有重要具體之貢獻者。

二、應用科技類：於生命科學、環境、物理及化學、數學及統計、資訊通訊、工程及工程業、製造、建築及營建、農業、運輸及其他科技領域，有專利、技術移轉或創新之成果；或個案研究獲全國性或國際性技術競賽獎項；或產學合作、技術應用及衍生或改善專案等成果，其成果連同技術報告之學理分析具有重要具體之貢獻者。

三、體育運動類：於休閒運動、競技、體育運動領域，本人或其經指定指導之運動員參加重大國內外運動賽會，獲有名次，其成就證明連同書面報告之學理分析具有重要具體之貢獻者；其賽會範圍由主管機關公告。

四、專業實務類：指研究領域或內涵以實務應用為主之類型者。

前項作品、成就證明連同書面報告或以技術報告、專業實務報告採計基準及應送繳資料，應與該級論文水準相當，由各系、所、院務會議或學位學程事務會議通過，經教務會議通過後實施，並公告於學校網站校務資訊公開專區。

Article 7

* 1. Students from graduate programs or doctoral programs in the arts, applied science and technology, or sports may submit their theses or dissertations in the form of works or certificates of achievement along with a written report or a technical report.
  2. Students from graduate programs with a focus on professional practice may substitute their master’s thesis with a professional practice report.
  3. The scope of recognition substituting the thesis with works, certificates of achievement along with a written report, technical report, or professional practice report is as follows:
     1. Arts: A student’s work and the written report analyzing the theoretical aspects has had significant contributions to music, traditional opera, drama, theater arts, dance, folk arts, audiovisual arts, visual arts, new media arts, design, and other artistic domains.
     2. Applied science and technology: A student has had achievements such as patents, technology transfers, or innovations in life sciences, environment, physics and chemistry, mathematics and statistics, information and communication, engineering and technology industry, manufacturing, architecture and construction, agriculture, transportation, and other technology-relevant domains; or a student’s case study has won awards in a national or international technology competition; or the work and technical report analyzing the theoretical aspects of a student who has participated in an industry-academia collaboration, applied a technology in practice, or made derivatives or improvements to a project has significant contributions to the field of study.
     3. Sports: A student who participated in major domestic and international sports events and achieved notable rankings either individually or under guidance in the fields of leisure sports, athletics, and other sports domains has made significant contributions in the field with the certificate of achievement and the written report analyzing the theoretical aspects. The scope of the competitions is established by the competent authority.
     4. Professional Practice: A student from a research field that focuses on practical applications.
  4. The criteria for the recognition of works, and certificates of achievement, along with a written report, technical report, or professional practice report, and the required submission of documents must be equivalent to the level of the corresponding academic thesis. The criteria must be approved by the Affairs Meetings from the corresponding department, institute, college, and the Academic Affairs Meeting. The criteria may take force upon approval by the Academic Affairs Meeting and posted publicly on the University’s website.

第八條 本辦法第七條以書面報告、技術報告或專業實務報告替代碩士、博士論文，應包括之內容項目：

一、藝術類：創作或展演理念與個案描述、學理基礎、方法技巧詮 釋及分析、作品與成就之成果貢獻及其他衍生性成就。

二、應用科技類：技術研發理念與個案描述、學理基礎、方法技巧 詮釋及分析、成就之成果貢獻及其他衍生性成就。

三、體育運動類：參賽歷程與個案描述、學理基礎、方法技巧詮釋及分析、成就之成果貢獻及其他衍生性成就。

Article 8

四、專業實務類：專業實務成果理念與個案描述、學理基礎、方法技巧詮釋及分析、成果貢獻及其他衍生性成就。

The written report, technical report, or professional practice report substituting thesis mentioned in Article 7 of these Regulations must contain the following items:

* 1. Arts: The conceptualization and description of a creative idea, theoretical foundation, method analysis and techniques, and both primary and derivative contributions and achievements.
  2. Applied science and technology: The technological research and development concept and case description, theoretical foundation, interpretation and analysis of the methods and techniques, contributions and achievements resulting from the works, and other derivative accomplishments.
  3. Sports: Competition records and descriptions, interpretation, and analysis of the methods and techniques, contributions and achievements resulting from the works, and other derivative accomplishments.
  4. Professional practice: Professional practice achievements and case descriptions, method analysis, resulting contributions and achievements, and other derivative

accomplishments.

第九條 通過學位考試之研究生，至遲應於次學期開學日前，繳交附有考試委員審查並簽字通過之論文、書面報告、技術報告或專業實務報告，並以文件、錄影帶、錄音帶、光碟或其他方式，連同電子檔送本校圖書館及國家圖書館保存之。

本校圖書館及國家圖書館保存之博士、碩士論文、書面報告、技術報告或專業實務 報告，將會提供公眾於館內閱覽紙本，或讀取電子資料檔；經依著作權法規定授權，得為重製、透過網路於館內或館外公開傳輸，或其他涉及著作權之行為。但涉及機密、專利事項或依法不得提供，並經各系所認定後，學生得不予公開或於一定期間內不為公開。

前二項圖書館之保存或提供，對其博士、碩士論文、書面報告、技術報告或專業實務報告之著作權不生影響。

Article 9

* 1. Graduate students who have passed the degree examination must submit their thesis, written report, technical report, or professional practice report approved and signed by the Examinations Review Committee to the University’s library and the National Library in the form of documents, videotapes, audiotapes, CDs, or other formats, along with digital files for preservation before the start of the next semester.
  2. Doctoral and master’s theses, written reports, technical reports, or professional practice reports preserved in the University’s library and the National Library will be publicly accessible in digital and paper formats. These works are permissible to reproduce, publicly transmit through the internet within or outside the library, or perform other copyright- related actions with authorization in accordance with the Copyright Act. In cases involving confidential or patent matters or matters prohibited by law to disclose, the authors of the works may choose not to disclose or refrain from publicizing the matters for a certain period.
  3. Library preservation of doctoral and master’s theses, written reports, technical reports, or professional practice reports, as mentioned in the two preceding paragraphs, does not affect the copyright of the works.

第十條 學校授予之學位，有下列情事之一者，應予撤銷，並公告註銷其已頒給之學位證書；有違反其他法令規定者，並依相關法令規定處理：

一、入學資格或修業情形有不實或舞弊情事。

二、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。

依前項撤銷學位，並通知當事人繳還該學位證書，並將撤銷及註銷事項，通知其他專科學

校、大學及相關機關（構）。

Article 10

* 1. If the following situations occur to a student, the degree must be revoked, and publicly announced the revocation of the awarded diploma. If the student violates other laws and regulations, the case must be handled in accordance with relevant laws and regulations.
     1. False or fraudulent claims regarding admission qualifications or academic performance.
     2. Falsification, alteration, plagiarism, ghostwriting, or other fraudulent activities in the theses, works, certificates of achievement, written reports, technical reports, or professional practice reports.
  2. The concerned individual must be notified to return the diploma after the revocation. Information regarding the revocation must also be communicated to other vocational schools, universities, and relevant institutions.

第十一條 名譽博士學位候選人由校長或各學院推薦，經本校名譽博士學位審查委員會審查通過後頒授之；其頒授要件、審查委員會之組成及審查程序，依本校名譽博士學位頒授辦法規定辦理。

名譽博士學位之頒授以本校現有之博士學位為限。

Article 11

* 1. Recommendations for honorary doctoral candidates are made by either the President of the University or the Dean of the respective colleges. The honorary doctoral degree is conferred to a candidate upon approval by the Honorary Doctorate Review Committee of the University. The conferral requirements, structure of the Honorary Doctorate Review Committee, and approval procedures follow the Regulations Governing Honorary Doctorate Degree Conferral.
  2. The conferment of an honorary doctoral degree is limited to the existing doctoral degrees offered by our university.

第十二條 本辦法經教務會議通過，陳請校長核定後施行，並報教育部備查；修正時亦同。

Article 12

These Regulations shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President, and subsequently submit to the Ministry of Education for recordation. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學生修讀雙主修辦法**

**National Kaohsiung University of Science and Technology Regulations Governing Students Pursuing Double Majors**

107 年 4 月 25 日 106 學年度第 2 次教務會議通過

Passed by the 2nd Academic Affairs Meeting on April 25, 2018.

教育部 107 年 5 月 21 日臺教技(四)字第 1070075409 號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1070075409 on May 21, 2018.

108 年 3 月 27 日 107 學年度第 3 次教務會議修正通過 Amended and Passed by the 3rd Academic Affairs Meeting on March 27, 2019.教育部 108 年 5 月 2 日臺教技(四)字第 1080064291 號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1080064291 on May 2, 2019.

108 年 10 月 23 日 108 學年度第 1 次教務會議修正通過 Amended and Passed by the 1st Academic Affairs Meeting on October 23, 2019. 109 年 3 月 25 日 108 學年度第 3 次教務會議修正通過

Amended and Passed by the 3rd Academic Affairs Meeting on March 25, 2020.

教育部 109 年 5 月 5 日臺教技(四)字第 1090058846 號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1090058846 on May 5, 2020.

109 年 6 月 24 日 108 學年度第 4 次教務會議修正通過 Amended and Passed by the 4th Academic Affairs Meeting on June 24, 2020.教育部 109 年 7 月 21 日臺教技(四)字第 1090101822 號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1090101822 on July 21, 2020.

110 年 6 月 23 日 109 學年度第 4 次教務會議修正通過 Amended and Passed by the 4th Academic Affairs Meeting on June 23, 2021.教育部 110 年 9 月 16 日臺教技(四)字第 1100118485 號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1100118485 on September 16, 2021.

111 年 3 月 23 日 110 學年度第 3 次教務會議修正通過 Amended and Passed by the 3rd Academic Affairs Meeting on March 23, 2022.教育部 111 年 5 月 16 日臺教技(四)字第 1110039405 號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1110039405 on May 16, 2022.

111 年 6 月 6 日 110 學年度第 4 次教務會議修正通過 Amended and Passed by the 4th Academic Affairs Meeting on June 6, 2022.教育部 111 年 9 月 19 日臺教技(四)字第 1110080385 號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1110080385 on September 19, 2022.

第一條 國立高雄科技大學（以下簡稱本校）依據大學法、大學法施行細則、學位授予法及本校學則，訂定國立高雄科技大學學生修讀雙主修辦法

（以下簡稱本辦法）。

Article 1

These Regulations Governing Students Pursuing Double Majors (hereinafter referred to as “these Regulations”) are adopted by the National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) in accordance with the University Act, the Enforcement Rules of the University Act, the Degree Conferral Act, and the University’s Academic Regulations.

第二條 本校學生得自入學後第一學年起修讀雙主修。專科部、大學部及研究所學生，得修讀本校或他校同級之雙主修。

學生申請跨校修讀雙主修須經本校及申請加修學校及科（系、所、

學位學程）同意。

Article 2

* 1. Students at the University may pursue a double major starting from their first academic year. Students from junior college programs, undergraduate programs, and graduate programs may pursue a double major either within the University or at another institution at the same academic level.
  2. Applications for a double major at another university require approval from both the University and the target university and the division department, institute, or degree program.

第三條 申請修讀雙主修之學生，應持在校歷年成績單與申請書先向本科

（系、所、學位學程)提出申請，經審查認其確具修讀雙主修能力者，送請加修科（系、所、學位學程）同意，再送綜合業務處備查。

申請跨校修讀雙主修之學生，其申請資格、申請修讀時間、修讀科目及學分數，應依加修學校之相關規定辦理。

Article 3

* 1. Students applying for a double major shall first submit their application along with their academic transcripts to their respective division, department, institute, or degree program. Upon review of their eligibility for pursuing a double major, the application shall be forwarded to the intended division, department, institute, or degree program for approval, and subsequently submitted to the Office of General Administration for record keeping.
  2. Students applying for a double major at another university shall follow the relevant regulations of the target university regarding eligibility criteria, application timeframe, course, and credit requirements.

第四條 修讀雙主修之專科部、大學部學生，除應修畢主科（系）規定之必修科目與最低畢業學分外，並須修滿加修科（系）訂定之專業必修及選修科目四十學分以上，成績及格，始可取得雙主修畢業資格。

Article 4

* 1. Students in undergraduate and junior college programs pursuing a double major shall, in addition to completing the required courses and the minimum graduation credits of their first major, also complete a minimum of 40 credits in the required and elective courses as specified

by their second major. Only upon achieving a passing grade in these courses will students be eligible for a double major graduation qualification.

修讀碩、博士班雙主修之最低修讀科目及學分數，依各所（學位學程）之規定辦理。碩、博士班學生修讀雙主修，除應完成加修系所（學位學程）規定之應修科目、學分數、修業規章所訂各項考核及資格考，並須於雙方系所分別撰寫經各該系所指導教授認定具區隔性之論文，且依學位考試之規定通過學位考試，始可取得雙主修畢業資格。

* 1. For students pursuing a double major in master’s or Ph.D. programs, the minimum required courses and credits shall be determined in accordance with the regulations of the respective department, institute or degree program. Master’s and Ph.D. program students pursuing a double major shall complete the required courses and credits, as well as pass any qualifying examinations and meet other assessment criteria set forth by their second department, institute, or degree program. For each of their double majors, they shall compose a thesis that demonstrates clear differentiation and is approved by their respective academic advisors. Additionally, they are required to pass the degree examination in accordance with the Regulations Governing Graduate Degree Examinations to be eligible for the double major graduation qualification.

加修科（系、所、學位學程）之專業必修科目與主科（系、所、學位學程）專業必修科目名稱及性質相同者，經加修科（系、所、學位學程）同意，得准予免修，但不得重複採計學分，加修科（系、所、學位學程）應指定替代科目以補足所差學分。

* 1. In the event that the required professional courses of the second major at their respective division (or department, institute, degree program) are identical in name and nature to those offered at their affiliated division (or department, institute, degree program), upon approval by their second major’s respective division, department, institute, or degree program, the student may be exempt from taking these courses. However, the credits will not be counted twice. The second major’s division (or department, institute, degree program) shall specify substitute courses to make up for the deficient credits.

各科（系、所、學位學程）雙主修所指定之科目與學分，應經科

（系、所、學位學程）會議通過後，送教務處備查。

* 1. The specified courses and credits for the double major programs of the division (or department, institute, degree program) shall be approved by the respective division (or department, institute, degree program) meeting, and subsequently submitted to the Office of Academic Affairs for record keeping.

第五條 加修他科（系、所、學位學程）科目，有先後修習限制者，仍應依規定修習；加修他科（系、所、學位學程）課程學分應於每學期選課時與主系課程同一次選修，其合計選課學分數上限，不受每學期應修學分數上限限制。

Article 5

In the event that there are course prerequisites within the second division (or department, institute, degree program), such restrictions shall still be observed. Courses within the second division (or department, institute, degree program) shall be selected during each semester’s course selection period, concurrently with offered by the student’s affiliated department. The cumulative credits for these selected courses will not have an upper credit limit per semester.

第六條 加修雙主修之學生，修讀加修科（系、所、學位學程）之必修科目應在學期中修習為原則，但如與本科（系、所、學位學程）所修科目授課時間衝突時，而暑期有開班授課者，亦得參加暑期班修習，其繳費標準依暑期班規定辦理。

Article 6

For students pursuing a double major, the required courses of their second division (or department, institute, degree program) shall generally be taken during the regular semester. However, in the event of scheduling conflicts with the courses offered by their affiliated division (or department, institute, degree program), and if such courses are available during the summer session, students may enroll in these courses during the summer session. The tuition fees for summer courses will be determined according to the regulations for summer courses.

第七條 加修雙主修學生，每學期所修之科目學分應與本科（系、所、學位學程）所修科目學分合併計算，並登記於主科（系、所、學位學

程）歷年成績表內。所修課程學分不及格學分數如已達退學標準時，應依照本校學則規定辦理。

Article 7

For students pursuing a double major, the credits earned for their second major each semester shall be recorded in their affiliated division (or department, institute, degree program) academic transcript. If students meet the criteria for dismissal due to failing courses, the University’s Academic Regulations shall apply.

第八條 加修雙主修之學生，中途因故無法繼續加修他科（系、所、學位學 程）科目學分時，於次學期加退選截止前經報請本系及加修科（系、所、學位學程）同意並提請綜合業務處處長核准後，得放棄加修雙主修資格。

申請跨校修讀雙主修的學生，如因故無法繼續修習，應依加修雙主修學校之規定提出放棄申請，經加修科（系、所、學位學程）及本校科（系、所、學位學程）主管同意，並送交兩校教務處備查。

Article 8

* 1. Students pursuing a double major who, due to unforeseen circumstances, are unable to continue studying courses offered by their second division (or department, institute, degree program), may apply for approval from their affiliated and second major’s respective divisions (or departments, institutes, degree programs) before the add-and-drop deadline of the following semester. Additionally, students must submit their request to the Dean of the Office of General Administration for approval. Once approved, the students may forfeit their double major status.
  2. Students pursuing a double major at another university who cannot continue their studies due to unforeseen circumstances must withdraw from the double major program in accordance with the regulations of that university. Upon approval from both the applied university’s division (or department, institute, degree program) head and the University’s division (or department, institute, degree program) head, the request shall be submitted for record keeping to the Office of Academic Affairs of both universities.

第九條 學生在放棄加修雙主修後，其已修習及格加修科（系、所、學位學程）科目學分是否採計為本科（系、所、學位學程）之科目學分，應經本系認定。

Article 9

After students forfeit their double major status, their affiliated division (or department, institute, or degree program) will determine whether credits earned from the second major will be recognized.

第十條 學生已符合本系畢業資格，如未修滿加修科（系、所、學位學程）科目與學分，應屆畢業最後一學期得放棄雙主修資格，以本科（系、 所、學位學程）畢業。

Article 10

* 1. If students have met the graduation requirements of their affiliated division (or department, institute, degree program) but not their second division (or department, institute, degree program), they may forfeit the double major qualification in the final semester before graduation and graduate with a degree from their affiliated division (or department, institute, degree program).

加修雙主修學生，經延長修業年限二年屆滿，已修畢本科（系、所、學位學程）應修畢業科目學分，而未修畢加修科（系、所、學位學程） 指定之科目與學分時，如願放棄雙主修資格者，本科（系、所、學位學程）准予畢業，但畢業後不得重返補修不足雙主修學分。

* 1. Students pursuing a double major who have reached the end of their maximum two-year extended study period and have met the graduation requirements for their affiliated division (or department, institute, degree program) but not their second major, may forfeit their double major status, and will remain eligible for graduation from their affiliated division (or department, institute, degree program). However, they will not be permitted to re-enroll for credits required for the double major after graduation.

前項規定，對於不願放棄雙主修資格者，得申請再延長修業年限一 學期或一學年，仍未修畢加修系規定專業（門）必修科學分者，即取消雙主修資格，以本科（系、所、學位學程）學位畢業。但所修科目學分，已達輔科（系、所、學位學程）規定標準者，仍可取得輔科（系、所、學位學程）畢業資格；未達輔科（系、所、學位學程）規定標準者，加修科目學分之採計，須經本科（系、所、學位學程）之認定，合於規定者，始得列為本科（系、所、學位學程）科目學分。

* 1. In accordance with the preceding paragraph, students who are unwilling

to forfeit the double major qualification may apply for an additional extension of one semester or one academic year, after which, if still incomplete, their double major status will be revoked and they will graduate with a degree from their affiliated division (or department, institute, degree program). However, if accumulated credits meet the criteria for minors in the division (or department, institute, degree program), they will still make students eligible to graduate, but with a minor in the division (or department, institute, degree program). If the earned credits for the courses taken in their second major’s respective division (or department, institute, degree program) do not meet the criteria for a minor then their affiliated division (or department, institute, degree program) must determine how they are recognized.

延長修業年限二年屆滿，雖修畢加修科（系、所、學位學程）應修科目與學分而未修畢本科（系、所、學位學程）應修科目與學分者，應令退學，加修科（系、所、學位學程）之畢業資格不予承認。

* 1. Students who have reached the maximum allowed two-year extended study period but have not met the credit requirements of their affiliated division (or department, institute, degree program) will be dismissed without graduation, regardless of the credit status in the second major’s respective division (or department, institution, degree program).

第十一條 修畢本校或他校雙主修科（系、所、學位學程）規定之科目與學 分，成績及格者，其學位證書、學位證明書、歷年成績表等學籍紀錄，均加註雙主修科（系、所、學位學程）學位名稱；至他校修讀雙主修 者，所頒給之學位證書則附記雙主修學校及學位名稱。

未修滿加修科（系、所、學位學程）指定之科目與學分，但已修達輔科（系、所、學位學程）規定之標準者，則加註輔科（系、所、學位學程）名稱。

未修滿雙主修科（系、所、學位學程）規定之科目與學分，與放棄或取消修讀雙主修資者，其學位證書、學位證明書、歷年成績表等學籍紀錄，均不予加註加修科(系、所、學位學程）名稱。

Article 11

* 1. Once students have completed their double major course requirements and achieved passing grades whether at the University or at another institution, the name of the double major program offered by the division

(or department, institute, degree program) will be noted in all academic records, including the diploma, degree certificate, and academic transcripts. For students completing a double major at another institution, both the name of the university offering the double major program and the name of the program will be noted on the issued diploma or degree certificate.

* 1. In the event that the courses and credits of a student’s second major required by the second division (or department, institute, degree program) have not been fulfilled, but the requirements for obtaining minors in the division (or department, institute, degree program) have been met, the name of the minor in the division (or department, institute, degree program) shall be noted.
  2. In the event that the courses and credits for the double major programs in the division (or department, institute, degree program) have not been fulfilled, or if the double major qualification has been relinquished or revoked, the name of the double major program in the division (or department, institute, degree program) will not be noted in the academic records, including the diploma, degree certificate, and academic transcripts.

第十二條 他校加修雙主修學生，轉學本校後，如願保留雙主修之資格者，入學後須重新申請登記。

Article 12

If students pursuing a double major from other institutions wish to retain their double major status after transferring to the University, they must reapply upon admission.

第十三條 本辦法如有未盡事項，依本校學則及相關法令規定處理。

Article 13

Matters not mentioned herein shall be handled in accordance with the Academic Regulations and relevant regulations.

第十四條 本辦法經教務會議通過，陳請校長核定後施行，並報教育部備查；修正時亦同。

Article 14

These Regulations shall be passed by the Academic Affairs Meeting and shall take effect upon approval by the President. These Regulations shall be

submitted to the Ministry of Education for recordation. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學研究生學位論文指導費及相關費用支給要點 National Kaohsiung University of Science and Technology Regulations Governing Postgraduate Thesis Advisor Fees,**

**Remuneration and Reimbursement of Relevant Expenditures**

107 年 7 月 16 日 106 學年度第 7 次行政會議通過 Passed by the 7th Administrative Meeting on July 16, 2018. 111 年 10 月 12 日 111 學年度第 3 次行政會議通過 Passed by the 3rd Administrative Meeting on October 12, 2022.

第一條 國立高雄科技大學（以下簡稱本校）為使本校研究生學位論文指導費暨學位考試委員口試費、交通費發放有所依據，特訂定研究生學位論文指導費及相關費用支給要點(以下簡稱本要點)。

Article 1

These Regulations Governing Postgraduate Thesis Advisor Fees, Remuneration and Reimbursement of Relevant Expenditures (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to provide the guidelines for compensating postgraduate thesis advisor fees, degree oral examination committee examiner fees and transportation fees.

第二條 研究生論文指導費發放標準如下：

(一)博士班：每生論文指導費新臺幣六千元。 (二)碩士班：每生論文指導費新臺幣四千元。

若有二名以上指導教授共同指導者，論文指導費發放以均分為原則。

Article 2

As a rule, postgraduate thesis advisors will receive remuneration as outlined below:

* 1. Ph.D. Programs: NT$6,000 per student.
  2. Master’s Programs: NT$4,000 per student.

If a student has more than two advisors, the thesis advisor fees shall be evenly divided between the advisors.

第三條 研究生學位考試之口試費發放標準如下：

(一)博士班：校內、外委員，每位給付新臺幣二千元為上限。

(二)碩士班：校內、外委員，每位給付新臺幣一千五百元為上限 Article 3

As a rule, postgraduate degree oral examination committee examiner shall be receive remuneration as outlined below:

* 1. Ph.D. Programs: each faculty examiner from the University or guest examiner from outside of the University will receive remuneration with a maximum amount of NT$ 2,000.
  2. Master Programs: each faculty examiner from the University or guest examiner from outside of the University will receive remuneration with a maximum amount of NT$ 1,500.

第四條 研究生學位考試之交通費用標準如下：

(一)校外教師：比照國內出差旅費報支要點覈實報支交通費。 (二)校內教師（含客座教師）不得支領。

Article 4

The criteria for postgraduate degree examination transportation fee reimbursement are as follows:

* 1. External examiners will be reimbursed for the precise amount of transportation costs incurred as defined by the Regulations Governing Reimbursement of Domestic Business Travel Expenditures.
  2. Faculty examiners from the University (including visiting professors) are not entitled to transportation reimbursement.

第五條 每位研究生之學位考試委員口試費及交通費合計給付總額如下：

(一) 博士生：新臺幣一萬五千元為原則。 (二) 碩士生：新臺幣六千元為原則。

各系所得就該年度參加學位考試之研究生口試費及交通費總額彈性運 用。不足部分由系所訂定相關辦法自行支應。

Article 5

Typically, the total amount of payment for oral examination fees and transportation fees to examiners of each postgraduate student’s degree examination committee is:

* 1. NT$15,000 for Ph.D. students, and
  2. NT$ 6,000 for Master’s students.

Departments (or institutes) have the authority to apportion the oral examination fees and transportation fees for postgraduate degree examinations with flexibility. In the event of a financial deficiency, the department (or institute) shall act in accordance with its relevant regulations.

第六條 研究生學位論文指導費暨學位考試委員口試費、交通費等經費，由本校年度編列預算支應。

Article 6

The postgraduate thesis advisor fees, degree oral examination committee examiner fees, and transportation fees are supported by an annual budget of the University.

第七條 碩專班研究生學位論文指導費暨學位考試委員口試費、交通費等經費之預算及支給方式，依據本校碩士在職專班經費管理要點辦理，不適用本要點。

Article 7

The budget and compensation of postgraduate thesis advisor fees, degree oral examination committee examiner fees, and transportation fees for In-Service Master’s Programs shall be separately handled in accordance with the Rules for Administering Tuitions and Fees for In-Service Master’s Programs, and these Regulations shall not apply.

第八條 本要點經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 8

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學頒發應屆畢業生學業優良獎實施要點**

**National Kaohsiung University of Science and Technology Enforcement Rules Governing Outstanding Academic Achievement Awards for Graduating Students**

108 年 3 月 27 日 107 學年度第 3 次教務會議通過 Passed by the 3rd Academic Affairs Meeting on March 27, 2019. 110 年 6 月 23 日 109 學年度第 4 次教務會議修正通過

Amended and Passed at the 4th Academic Affairs Meeting on June 23, 2021.

第一條 國立高雄科技大學(以下簡稱本校)為鼓勵本校學生在校期間努力向 學，提高學生讀書風氣，特訂定國立高雄科技大學頒發應屆畢業生學業優良獎實施要點(以下簡稱本要點)。

Article 1

These Enforcement Rules Governing Outstanding Academic Achievement Awards for Graduating Students (hereinafter referred to as “these Rules”) are adopted by the National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to encourage the students of the University to excel in their studies and promote a culture of learning among students.

第二條 獎勵對象及標準：

(一)五專部應屆畢業生(不含延修生)班級人數在五人以下者不予奬勵；六至十五人者，每班第一名頒發學業優良奬狀；十六人以上者，每班前三名均頒發學業優良奬狀。五專生成績以在校前九個學期計算。

(二)大學部應屆畢業生(不含延修生)班級人數在五人以下者不予奬勵；六至十五人者，每班第一名頒發學業優良奬狀；十六人以上者，每班前三名均頒發學業優良奬狀。四技生成績以在校前七個學期計算，二技生以在校前三個學期計算。

(三)碩士班、碩士在職專班及碩士學位學程應屆畢業生每班頒發一名學行奬，由各系所依學生之學習表現及成績推薦之。

Article 2

Eligible Graduating Students and Criteria:

* 1. A five-year junior college graduating student from a class with less than 5 students (not counting those on extended study) shall be excluded from receiving a Certificate of Academic Excellence. For a class having 6 to 15 students, a Certificate of Academic Excellence shall be awarded to the top-ranked student. For classes with more than 16 students, the top three graduating students may each be awarded a Certificate of Academic Excellence. The GPA of a five-year junior college student is evaluated based on their grades in the first nine semesters of their five-year junior college.
  2. An undergraduate graduating student from a class with less than five students (not counting those on extended study) shall be excluded from receiving a Certificate of Academic Excellence. For a class having 6 to 15 students, a Certificate of Academic Excellence shall be awarded to the top-ranked student. For classes with more than 16 students, the top three graduating students may each be awarded a Certificate of Academic Excellence. The GPA of a four-year program student is evaluated based on their grades in the first seven semesters in the University, while that of a two-year program student is based on their first three semesters.
  3. For each graduating class of the master’s program, in-service master’s program, and master’s degree program, the department or institute shall recommend one graduating student for the Excellent Academic Merits Award based on their academic performance and grades.

第三條 每年五月由教務處彙整符合獎勵標準學生名單，送請校長核定後公告並頒發獎狀一紙。

Article 3

Every May, the Office of Academic Affairs will compile a list of students who meet the award criteria and submit it to the President for approval. Once approved, the list of award recipients will be announced and certificates will be distributed to each awardee.

第四條 本要點經教務會議通過，陳請校長核定後施行；修正時亦同。

Article 4

These Rules shall be passed by the Academic Affairs Meeting and shall take

force upon approval by the President. The same procedure shall apply when amended.

**國立高雄科技大學開設微學分課程要點**

**National Kaohsiung University of Science and Technology Regulations Governing Micro Courses**

107 年 10 月 24 日 107 學年度第 1 次教務會議通過 Passed by the 1st Academic Affairs Meeting on October 24, 2018. 110 年 10 月 20 日 110 學年度第 1 次教務會議修正通過

Amended and Passed at 1st Academic Affairs Meeting on October 20, 2021. 112 年 3 月 29 日 111 學年度第 3 次教務會議修正通過

Amended and Passed at 3rd Academic Affairs Meeting on March 29, 2022.

第一條 國立高雄科技大學(以下簡稱本校)為鼓勵學生自主學習，發展主題式學習模組，增加學生修課彈性，特訂定本校開設微學分課程要點(以下簡稱本要點)。

Article 1

These Regulations Governing Micro Courses (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to encourage autonomous learning, develop thematic learning modules, and increase

course-taking flexibility for students.

第二條 本要點適用課程為各院級、系級學術單位開設之微學分課程。

Article 2

These Regulations apply to micro courses offered by academic units at both the college and department levels.

第三條 各院級、系級學術單位開設微學分課程，應依其教育目標與專業知能內涵，事先規劃課程進度及內容，依行政程序提經相關課程委員會議通過後開設。

Article 3

Prior to offering micro courses, each college- and department-level academic unit must align the timetables and content of micro courses with their educational objectives and professional expertise. Once developed, plans must be submitted to the appropriate curriculum committee for approval before the course can be made available.

第四條 微學分課程可密集授課，授課教師應於授課大綱中明確說明課程內容及

標明週次。開課單位須公告上課時間予學生周知，且不得設定學生選課限修條件，並告知學生修讀微學分課程不應與其他課程衝堂規定。

微學分課程因教學需要得排定於夜間時段或假日上課，其教師授課鐘點依本校教師授課時數核計要點計算。

Article 4

Academic units are permitted to offer accelerated micro courses. Instructors are required to clearly outline course content for each week on their syllabuses. Units offering these courses must publish course schedules to keep all students informed, and may not place any restrictions on enrollment. Students are advised to avoid scheduling conflicts between micro courses and their scheduled classes.

Micro courses may be scheduled in the evenings or on holidays, if educational needs dictate. The instructor’s teaching hours will be calculated based on the University’s established guidelines as specified in the Regulations Governing the Calculation of Teaching Hours.

第五條 開課及學分計算

(一)微學分課程開課學分數為零點一學分、零點二學分、零點五學分或一學分，零點一學分授課二小時，零點二學分授課四小時，零點五學分授課九小時，一學分授課十八小時。

(二)微學分課程之課程名稱訂為○○○微學分。

(三)微學分課程之學業成績採通過、不通過之考評方式，畢業總學分最高採計九學分。

Article 5

Micro courses and credits earned:

* 1. Micro courses may carry 0.1, 0.2, 0.5, or 1 credit. Two hours of class is equal to 0.1 credit. Four hours of class is equal to 0.2 credits. Nine hours of class is equal to 0.5 credits. Eighteen hours of class is equal to 1 credit.
  2. The title of a micro-course shall adopt the following format: XXX Micro Course.
  3. A student’s final academic result of a micro-course is determined by whether they pass the course evaluation or not. Up to nine micro course credits may be recognized in their graduation total.

第六條 選課及課程實施方式

(一)學生修讀各院級、系級學術單位開設之微學分課程者，需依教務處公告選課時間自行選課，最低修課人數依本校選課準則規定辦理。

(二)課程實施方式、學習證明、成績評分方式，得由各開課單位另訂規定辦理。

Article 6

Course selection and implementation:

* 1. Students planning to take micro courses offered by college- or department-level academic units shall select their desired courses within the course selection time frame announced by the Office of Academic Affairs. The minimum number of students for each micro-course is determined in accordance with the Regulations Governing Course Selection.
  2. Units offering micro-courses may establish their own regulations governing course implementation, learning certificates, and grading systems.

第七條 本校專任(案)、兼任教師教授微學分課程，鐘點費核計依照本校教師授課時數核計要點辦理。

課程中聘請校外業界學者專家講授費用，由開設微學分單位以講座鐘點費支應。

Article 7

The hourly compensation for full-time (project-based) teachers and adjunct teachers offering micro-courses at the University will be determined in accordance with the Regulations Governing the Calculation of Teaching Hours.

If an external industry expert or scholar is invited to give a lecture in a micro-course, their compensation will be covered in the form of hourly teaching fees by the unit offering the micro course.

第八條 本要點如有未盡事宜，依本校學則或相關規定辦理。

Article 8

Matters not mentioned herein shall be handled in accordance with relevant academic regulations of the University.

第九條 本要點經教務會議通過，陳校長核定後公告施行；修正時亦同。

Article 9

These Regulations shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學生職場實習課程開設要點**

**National Kaohsiung University of Science and Technology Regulations Governing the Offering of Off-Campus Internship Courses**

* + 1. 年 6 月 13 日 106 學年度第 6 次行政會議通過 Passed by the 6th Administrative Meeting on June 13, 2018. 107 年 12 月 19 日 107 學年度第 4 次行政會議修正通過

Amended and Passed at the 4th Administrative Meeting on December 19, 2018. 108 年 3 月 13 日 107 學年度第 7 次行政會議修正通過

Amended and Passed at the 7th Administrative Meeting on March 13, 2019.

* + 1. 年 7 月 17 日 107 學年度第 13 次行政會議修正通過 Amended and Passed at the 13th Administrative Meeting on July 17, 2019. 109 年 4 月 15 日 108 學年度第 9 次行政會議修正通過

Amended and Passed at the 9th Administrative Meeting on April 15, 2020. 111 年 11 月 16 日 111 學年度第 4 次行政會議修正通過

Amended and Passed at the 4th Administrative Meeting on November 16, 2022.

一、 國立高雄科技大學(以下簡稱本校)為培養學生成為學術與經驗兼備之人才，使學生預先體驗職場工作，增加學生於職場的適應力與競爭力，及培養學生務實致用的觀念與能力，特訂定本校學生職場實習課程開設要點

（以下簡稱本要點）。

Article 1

These Regulations Governing the Offering of Off-Campus Internship Courses (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to cultivate students to be academically and empirically competent, provide students with opportunities to gain workplace experience prior to graduation, enhance students’ workplace adaptability and competitiveness, and help them acquire practical skills and knowledge.

二、 本校各系(所)得依其專業領域特性，依下列原則開設職場實習課程：

Article 2

* 1. Each department or institute may offer off-campus internship courses relevant to the corresponding professional field in accordance with the

following principles: (一)暑(寒)期實習：

五專部及大學部開設**一**至三學分，研究所開設**一**至**三**學分之職場實習課

程，於校外實習機構實習一學分以四週或不低於一百六十小時為原則，依各系規定辦理。修讀實習課程期間，除依各系(所)訂定定期返校之座談會或研習活動等外，學生應全職於實習機構實習。

* + 1. Summer or winter internships:

In principle, one to three-credit off-campus internship courses offered within the five-year junior college program, undergraduate program, and master’s program shall consist of, for each credit, four weeks or a minimum of 160 hours of internship in off-campus internship institutions, with specific details to be determined in accordance with regulations established by each department or institute. For the duration of internship courses, students shall work full-time as interns in off-campus internship institutions, except when they are required to come back to the campus to attend regular symposiums or study activities scheduled by each department (institute).

(二)學期實習：

五專部及大學部開設九學分以上，研究所開設二至六學分之職場實習課程，於校外實習機構為期至少十八週或不低於七百二十小時為原則，修讀實習課程期間，除依各系(所)訂定定期返校之座談會或研習活動等 外，學生應全職於實習機構實習。

* + 1. Semester internships:

In principle, off-campus internship courses with nine or more credits offered within the five-year junior college program and undergraduate program, or two to six-credit off-campus internship courses offered in the master’s program shall consist of a minimum of 18 weeks or 720 hours of internship in off-campus internship institutions. For the duration of internship courses, students shall work full-time as interns in off-campus internship institutions, except when they are required to come back to the campus to attend regular symposiums or study activities scheduled by each department/institute.

(三)學年實習：

五專部及大學部開設十八學分以上（每學期各九學分），研究所開設四

至十二學分(每學期各開設二至六學分)之職場實習課程，於校外實習機構為期至少三十六週或不低於一千四百四十小時為原則。修讀實習課程期間，除依各系(所)訂定定期返校之座談會或研習活動等外，學生應全職於實習機構實習。

* + 1. Academic year internships:

In principle, off-campus internship courses with 18 or more credits (nine credits per semester) offered within the Five-year Junior College Program and Undergraduate Program, or four to 12-credit off-campus internship courses (two to six credits per semester) offered in Master’s Program shall consist of a minimum of 36 weeks or 1440 hours of internship in off-campus internship institutions. For the duration of internship courses, students shall work full-time as interns in off- campus internship institutions, except when they are required to come back to the campus to attend regular symposiums or study activities scheduled by each department/institute.

(四)專案實習課程：

1. 專案實習係指參加校外公民營機構辦理之短期實習，或執行公民營機構委託或補助之專案任務、專業服務或產學合作計畫。
2. 開設二至三學分之專案實習課程，畢業前實習時數累計不得低於三百二十小時。
3. 學生參與公民營機構委託本校之專案或計畫，其計畫執行期程需至少半年以上，且每計畫以四位學生參與為限，實務專題課程不得認列為職場實習。
4. 專案實習成績計算方式如下:專案實習成績＝ΣSi×Ti/實際實習時數 (Si：單一機構實習成績；Ti：單一機構實習時數；實際實習時數≧三百二十小時)。專案實習成績，教師最遲應於學生畢業當學期成績繳交截止前繳交。
   * 1. Project Internships:
        1. Project internship refers to short-term internships provided by off- campus public/private institutions, or perform project tasks, professional services or industry-academia collaboration projects entrusted or subsidized by public/private institutions.
        2. The total internship hours for students enrolling in two to three- credit project internship courses shall reach a minimum of 320

hours before graduation.

* + - 1. The duration of projects entrusted to the University by public/private institutions and open to students for internship shall reach a minimum of half of a year, and interns for each project shall be limited to four. Practice-based project courses may not be deemed as off-campus internship courses.
      2. Students’ grades for project internships are calculated as follows: grade for project internship = ΣSi×Ti/actual internship hours (Si: grade obtained in a single internship institution; Ti: internship

hours obtained in a single internship institution; actual internship hours≧320 hours). Instructors shall submit students’ grades for project internships no later than the grade submission deadline in

the semester of such students’ graduation.

前項第(一)、(二)、(三)款修習校外實習課程學生應全職於實習機構實習，獲實習機構及系所同意者，可修習遠距教學課程；大學部及五專部應屆畢業生與延畢生獲實習機構及系所同意者，可返校修習其他課程。

* 1. Students enrolling in off-campus internship courses, as mentioned in Subparagraphs 1, 2, and 3 of the preceding Paragraph, shall engage in full-time internships in off-campus internship institutions. A student may take distance learning courses if permitted by the internship institution and the student’s department or institute. Students in the graduating class or who defer graduation in the five-year junior college program and undergraduate program may take other courses at the University if permitted by the internship institution and such student’s department or institute.

三、職場實習課程之開課人數，不受本校選課準則最低開課人數之限制。

Article 3

The minimum enrollment for off-campus internship courses may not be subject to the Regulations Governing Course Selection.

四、職場實習課程任課教師需協助規劃實習課程內容、指導學生實習前準備事宜、實習中輔導與評估、及實習後成效評估，另依本校校友服務暨實習就業中心學生職場實習管理實施要點及學生職場實習委員會設置要點規定辦理。

Article 4

Instructors of off-campus internship courses shall provide assistance for internship course planning, guide students through preparation before internships, conduct guidance and evaluation during students’ internships, handle evaluation after students’ internships, and process matters in accordance with the Enforcement Rules Governing the Management of Off- campus Internship, as well as the Regulations Governing the Establishment of the Internship Committee established by the Alumni Service and Career Development Center.

五、職場實習課程教師鐘點費核算及核發方式:

Article 5

* 1. The procedure for calculating and paying of instructors’ hourly teaching fees for off-campus internship courses is as follows:

(一)本校專任與專案教師依學生職場實習管理實施要點辦理完成職場實習課程檢核表內容者，得支領鐘點費。各教學單位每學期於實習課程完成 後，將實習授課教師鐘點清冊送校友服務暨實習就業中心審核，符合本要點規定之教師鐘點清冊送教務處核發鐘點費。

* + 1. Full-time and project instructors who complete the Checklist for Off- campus Internship Courses in accordance with the Enforcement Rules Governing the Management of Off-campus Internship may receive hourly teaching fees. After the end of internship courses each semester, each teaching unit shall submit the Instructors’ Hourly Remuneration List for Internship Courses to the Alumni Service and Career Development Center for review. A receipt list of instructors’ hourly teaching fees for internship courses that meets the rules stated in these regulations shall be submitted to the Office of Academic Affairs for the payment of hourly teaching fees.

(二)學期實習及學年實習課程併入開課當學期授課時數計算，鐘點時數獨立計算，以加發鐘點方式核發，每位教師每週上限三小時。暑期實習課程鐘點另計，每週上限為二小時。

* + 1. An instructor’s teaching hours for semester internship courses and academic-year internship courses may be aggregated with such instructor’s instruction hours during the respective semesters in which internship courses are offered. Teaching hours shall be calculated independently, with a maximum of three hours per week per instructor. The payment of hourly teaching fees shall be made as

additional hourly fees. For summer internship courses, teaching hours shall be calculated separately, with a maximum of two hours per week.

(三)計入教師當學期基本授課時數之職場實習課程時數，不得支領職場實習鐘點費。

* + 1. Teaching hours for internship courses, when aggregated with basic instruction hours of each semester, shall be excluded from the calculation of hourly teaching fees for off-campus internship courses.

(四)各類職場實習課程鐘點費核算方式如下:

1. 暑期實習：每輔導一生，每週以零點二五小時計，至多發給八週。
2. 學期實習：每輔導一生，每週以零點二五小時計，至多發給十八週。
3. 學年實習：每輔導一生，每週以零點二五小時計，至多發給三十六週。
4. 專案實習：每輔導一生，每週以零點一小時計，至多發給八週。每生教師鐘點費公式=0.1×8 週×教師指導時數/實際實習時數。
   * 1. Teaching hours for each internship course are calculated as follows:
        1. Summer internships: 0.25 hours per week with each student guided, with a maximum of eight weeks.
        2. Semester internships: 0.25 hours per week with each student guided, with a maximum of 18 weeks.
        3. Academic-year internships: 0.25 hours per week with each student guided, with a maximum of 36 weeks.
        4. Project internships: 0.1 hours per week with each student guided, with a maximum of eight weeks.

The calculation of teaching hours with each student guided is as follows: 0.1×eight weeks×instructor’s teaching hours/student’s actual internship hours.

(五)各類職場實習課程遇學生停修，則依教師輔導學生實際實習週數核發教師鐘點費。

* + 1. Should a student withdraw from an off-campus internship course, the hourly teaching fees shall be paid in accordance with such student’s actual internship weeks.

六、日間大學部及五專部學生修習職場實習課程，應依下列規定繳納學雜費及學分費：

Article 6

* 1. Students enrolling in off-campus internship courses within the day-time undergraduate program or five-year junior college program shall pay tuition and miscellaneous fees as well as credit fees in accordance with the following rules:

(一)修習學期、學年實習課程者，若全學期均在校外實習，應繳交該學期全額學費及五分之四雜費，並免繳納網路使用費。每學期實習課程期滿由各系所自行提供實習名單予財務處出納組辦理雜費減免金額退費作業。

* + 1. Should a student enrolling in semester or academic internship courses engage in full-time internship out of the University for an entire semester, such students shall pay full tuition fees and 80% of miscellaneous fees for the semester, with Internet usage fees waived. Each department or institute shall submit the roster of interns to the Cashier Division of the Office of Financial Affairs for a refund for waived miscellaneous fees.

(二)修習校外實習課程並獲實習機構及系所同意返校修習其他課程(含遠距教學課程)者，應繳交全額學雜費。

* + 1. Should a student enrolling in off-campus internship courses be permitted by the internship institution and the department or institute to take other courses (distance learning courses included) at the University, such student shall pay full tuition and miscellaneous fees.

(三)修習暑期實習課程，得免繳納學分費。

* + 1. Credit fees may be waived for students enrolling in summer internship courses.

七、日間部研究生修習職場實習課程，應依下列規定繳納學雜費基數及學分費：

Article 7

* 1. Students enrolling in off-campus internship courses within the day-time master’s program shall pay tuition and miscellaneous fees as well as credit fees in accordance with the following rules:

(一)修習學期、學年實習課程者，若全學期均在校外實習，仍應依本校收費標準繳費。

* + 1. Should a student enrolling in semester or academic-year internship courses engage in full-time internship out of the University for an entire semester, such students shall be charged in accordance with the University’s tuition fee standards.

(二)於暑假及寒假期間修習暑(寒)期實習及專案實習課程者，依本校暑期開班授課辦理要點規定得免繳納學分費。

* + 1. In accordance with the Regulations Governing Summer Courses, credit fees may be waived for students enrolling in summer or winter internship courses during summer and winter vacations.

八、職場實習課程之開課、選課、成績處理及其他未盡事宜，悉依本校教務章則相關規定辦理。

Article 8

Matters regarding off-campus internship course offerings, selection, evaluation, and any other matters not covered herein shall be handled in accordance with the University’s relevant academic regulations.

九、本要點經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 9

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學大學部新生暑期先修課程實施細則**

**National Kaohsiung University of Science and Technology Enforcement Rules Governing Summer Preparation Courses for Freshmen**

107 年 6 月 20 日 106 學年度第 3 次教務會議通過 Passed by the 3rd Academic Affairs Meeting on June 20, 2018. 112 年 3 月 29 日 111 學年度第 3 次教務會議通過

Passed by the 3rd Academic Affairs Meeting on March 29, 2023.

第一條 國立高雄科技大學(以下簡稱本校)為提供日間大學部新生先修大學課程之需要，特依據本校暑期開班授課辦理要點規定，訂定本校大學部新生暑期先修課程實施細則(以下簡稱本細則)。

Article 1

The Enforcement Rules Governing Summer Preparation Courses for Freshmen (hereinafter referred to as “these Rules”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) in accordance with the Regulations Governing Summer Courses to provide readiness courses during the summer for freshmen enrolled in the day time regular undergraduate program prior to the commencement of the semester.

第二條 大學部新生暑期先修課程，由各開課單位開設學分課程供學生修習，至多開設二門或四學分為上限。

開設科目應為課程結構規劃表所訂之課程。

開課單位依教務處公告時程，將暑期先修開課課程科目表送至綜合業務處備查。

Article 2

* 1. The summer preparation courses for freshmen shall be organized by each department and consist of a maximum of two courses, or four credits.
  2. The courses offered must be selected from the current departmental

curriculum.

* 1. The department offering the summer preparation course(s) shall submit the table of curriculum to the Office of General Administration for the purpose of record-keeping according to the timeline determined by the Office of Academic Affairs.

第三條 大學部新生暑期先修課程之開班人數比照本校選課準則規定辦理，學生人數不足不開班。

Article 3

The Regulation Governing Course Selection shall be applied to determine the minimum class capacity of the summer preparation courses for freshmen. If the number of enrolled students is fewer than the minimum amount required, the course will not be offered.

第四條 新生暑期先修課程上課期間以每年八月一日開始上課，八月三十一日結束為原則。

Article 4

Summer preparation courses for freshmen typically commence on August 1 and conclude on August 31st each year.

第五條 新生應依教務處公告時間辦理暑期先修課程選課。

Article 5

Freshmen must enroll in summer preparation courses within the timeframe set forth by the Office of Academic Affairs.

第六條 收費標準：

一、修讀暑期先修課程之新生，免收上課費用。

二、新生參加暑期先修課程期間之保險費及住宿相關事項，依本校學生事務處規定辦理。

Article 6

Fees to be paid by students:

* 1. Enrolled freshmen will not have to pay to take part in summer preparation courses.
  2. Matters regarding student insurance fees and accommodation fees during the summer preparation program shall be handled in accordance with regulations set forth by the Office of Student Affairs.

第七條 教師鐘點費相關規定

一、暑期先修課程教師鐘點費由高等教育深耕計畫或其他教育部補助計畫支應。

二、專兼任教師教授之先修課程數納入暑期授課課程數計算，超授時數部份視為義務教學。

Article 7

Remunerations for instructors

* 1. The hourly pay for instructors of the summer preparation courses is funded by the Higher Education Sprout Project or other subsidy programs of the Ministry of Education.
  2. Instructors, full-time and adjunct, who teach in the summer preparation courses have their hours counted towards their summer teaching quota. Any teaching hours in excess of the quota shall be deemed as voluntary and shall not be remunerated.

第八條 本細則未盡事宜，悉依照本校學則及相關法規辦理。

Article 8

Matters that are not covered by these Rules shall be handled in accordance with the Academic Regulations and relevant regulations of the University.

第九條 本細則經教務會議通過，陳請校長核定後施行；修正時亦同。

Article 9

These Rules shall be passed by the Academic Affairs Meeting and shall take effect upon approval by the President. The same procedure shall apply when these Rules are amended.

**國立高雄科技大學教學意見調查實施辦法**

**National Kaohsiung University of Science and Technology Regulations Governing Course Evaluation**

107 年 10 月 24 日本校 107 學年度第 1 次教務會議通過 Passed by the 1st Academic Affairs Meeting on October 24, 2018. 110 年 6 月 23 日本校 109 學年度第 4 次教務會議通過

Passed by the 4th Academic Affairs Meeting on June 23, 2021.

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| --- |
| 第一條 為瞭解學生對教師教學之意見，以作為教師調整教學方法並提升教  學品質、增進教學效果與師生溝通**，**特訂定國立高雄科技大學教學意見調查實施辦法(以下簡稱本辦法)。  Article 1  These Regulations Governing Course Evaluation (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to understand students’ opinions on teaching methods and to facilitate teachers in adjusting their teaching methods, enhancing the quality of instruction, optimizing teaching effectiveness, and promoting communication between teachers and students. |
| 第二條 教學意見調查分為期中、期末教學意見調查，由學校統一於教學意見調查系統開放：  一、期中教學意見調查：目的在了解學生在學習過程中之學習狀況及遭遇之問題，提供教師能適時調整教學內容與方式。調查時間為開學後第七週至第十週，由教師視其需要自行施作。  二、期末教學意見調查：目的在了解教師教學成效，作為教師提昇教學品質之參考。施作時間為開學後第十四週至第十八週截止。  Article 2  The course evaluation is divided into Mid-term and Final course evaluation questionnaires. These questionnaires shall be administrated through the Course Evaluation System of the University.  2.1 Mid-term course evaluation questionnaire: The purposes are to understand students’ learning status and identify any challenges encountered during the learning process. The questionnaire results |

shall provide suggestions for teachers to adjust the teaching content and methods promptly. The questionnaire shall be available from week seven to week ten of the semester, and teachers may administer it at their own discretion.

2.2 Final course evaluation questionnaire: The purposes are to assess the instructor’s teaching effectiveness and serve as a reference for teachers to enhance the quality of teaching. The questionnaire shall be available from the fourteenth to the eighteenth week of the semester.

第三條 期末教學意見調查問卷依課程性質區分為「一般課程」、「實驗及實習課程」、「體育課程」、「通識課程」等四種。

教學意見調查問卷之研修需經本校教學意見調查委員會審議通過。該委員會組成包括教務長或其指定代理人為召集人，附設進修學院、體育室、各學院代表、院級學術中心代表各一名、學生代表三名及教務長聘任之校外專家學者三至五位。

Article 3

The course evaluation questionnaires shall be carried out in four course categories, including “General Courses,” “Laboratory and Internship Courses,” “Physical Education Courses,” and “General Education Courses.”

Research conducted on the review of the course evaluation questionnaires shall approved by the Course Evaluation Committee. The Committee consists of the Dean of the Office of Academic Affairs or his/her designee as the chair, along with one representative from the Affiliated Institute of Continuing Education, Office of Physical Education, and academic colleges, and three student representatives from college-level academic centers. Additionally, the Dean of the Office of Academic Affairs will appoint three to five external specialists.

第四條 各教學單位所開設課程，除下列課程外，均須實施期҃末教學意見調查：

一、本校實務專題(含跨領域實務專題)、論文、技術報告、專題討論

（含書報討論、專題演講）、校園服務教育、職場（校外）實習、工程實作實習、教學實習、教學實習微學分、自主學習、微學分及英語能力訓練等課程。

二、經教務會議通過免施作之課程。

Article 4

Courses offered by the teaching units shall be evaluated during the final period of the semester, except the following:

* 1. Capstone/Senior Projects (including interdisciplinary projects), Theses, Technical Reports, Project Discussions (including seminars and speeches), Campus Service Education, Off-campus Internships, Engineering Practice Internships, Teaching Internships, Micro-courses for Teaching Internships, Independent/Self-directed Learning, Micro- courses, and English Training Courses.
  2. Courses exempted from conducting the questionnaire as approved by the Academic Affairs Meeting.

第五條 期末教學意見調查結果之計算方式如下：

一、教學意見調查填答率係指有效填答人數與可填答人數之比率。

(一)有效填答人數定義為填答人數扣除無效問卷後之數目。無效問卷係指學生於教學意見調查中，自填缺課週數達七週以上者。

(二)可填答人數定義為總修課人數扣除排除名單後之數目。排除名單由授課教師於期末教學意見調查施作期間提出，以該課程修課人數之十分之ㄧ為上限，未達一人者以一人計。

二、教學意見調查評量值，為有效問卷排除前後極端值各百分之三後之平均值。

三、期末教學意見調查填答率未達百分之二十五（含）之課程，評量值不列入統計分析。但學生反映意見與自評結果，應彙整提供開課單位及教師參考。

四、調查結果之數值及填答率計算至小數點後第一位，小數點後第二位採四捨五入進位方式。

五、共同授課教師之課程，請學生分別填答各授課教師教學意見及自評。

Article 5

The calculation method for the Final course evaluation results is as follows:

* 1. The Course Evaluation Response Rate is calculated as the ratio of valid and eligible respondents.

1. “Valid Respondents” refers to the number of respondents after invalid questionnaires have been excluded. Invalid questionnaires refer to those

filled out by students who confessed to being absent for seven or more weeks in the course evaluation questionnaire.

1. “Eligible Respondents” refers to the total number of enrolled students minus any exclusions. The exclusion list shall be provided by teachers during the final course evaluation period. The number of exclusion lists shall be limited to a maximum of one-tenth of the total number of students enrolled in the course. If the number of students on the exclusion list is less than one, it shall be considered one.
   1. The average value of the course evaluation questionnaire obtained after excluding the top and bottom three percent, serves as the assessment value.
   2. For courses with a Response Rate of 25 percent and below, the assessment value shall not be included in the statistical analysis. However, student feedback and self-assessment results shall be compiled and provided for reference to the teacher and the units offering the course.
   3. The numerical values and Response Rates of the questionnaire results are calculated to a single decimal place, with the second decimal place rounded up to the nearest whole number.
   4. For courses taught by multiple teachers, students shall provide separate course evaluations and self-assessments for each teacher.

第六條 有關教師個人教學意見調查結果及文字意見資料，應嚴予保密。

Article 6

The results of course evaluations and written comments for teachers shall be strictly kept confidential.

第七條 期末教學意見調查結果採質化與量化的雙軌制度，陳校長核閱後分送各院系(所)及中心等業管單位，並提供授課教師自行查詢功能。

專任教師支援非本系(所)授課課程，教學意見調查結果及反映意見等事項，得併送所屬開課系(所)主管參考。

量化統計結果轉換以質化呈現方式，以介於五點零至四點五為接近非常同意，四點四至四點零為同意，三點九至三點五為普通同意，三點四至三點零為接近同意，未達三點零為需調整。

教學意見調查反映意見內容，如有不雅、謾罵等非理性意見圖文，承辦部門得依權責逕予刪除。

各授課教師透過教學意見調查系統上網自選參閱授課科目之量化及質化統計結果及學生建議。

教務長、進修學院主任、各學院院長、學術中心主任、各系(所)主管、業管單位主管，依權限透過教學意見調查系統上網參閱所屬教師與課程之統計結果。

Article 7

A dual-track system of qualitative and quantitative assessment is utilized to compile the final course evaluation results. The results shall be reviewed by the President before being disseminated to the relevant departments, colleges, and centers. Teachers are provided ways to access the results at their discretion.

For full-time teachers who teach courses offered by other departments or institutes, the course evaluation results and feedback may be submitted to the respective department or institute supervisors for reference.

Quantitative statistical results shall be conducted in qualitative presentations. Ratings between 5.0 and 4.5 indicate “Nearly Strong Agree,” 4.4 to 4.0

indicate “Agree,” 3.9 to 3.5 indicate “Moderately Agree,” 3.4 to 3.0 indicate “Nearly Agree,” and scores below 3.0 indicate “Improvements Required.”

In the case of inappropriate comments, including inappropriate or abusive language, the unit in charge shall delete such comments at their discretion.

Each teacher can access the quantitative and qualitative statistical results and students’ feedback for the courses they teach through the online Course Evaluation System.

The Dean of the Office of Academic Affairs, Dean of the Affiliated Institute of Continuing Education, Deans of each college, Directors of academic centers, Chairs (Directors) of the department/institute, and supervisors of relevant units can access the statistical results of their affiliated teachers and courses through the online Course Evaluation System at their discretion.

第八條 教師如有申請、聘任、解聘、停聘、不續聘、升等、進修、延長服務、教師證書等事項、傑出教師甄選及特殊需求等，得經下列方式申請任教科目之教學意見調查結果供其參考：

一、本人提出申請。

二、系(所)、院及中心提出申請，經院長或單位主管核准。

三、專案簽請校長核准確有必要者。

對於教學意見調查結果為需調整者，院系所得訂定相關規定進行必要之處理，以維教學品質。

Article 8

Should a teacher have the following situations, including applications for appointment, dismissal, suspension, non-renewal, promotion, pursuing further education, extension of services, obtaining a teaching certificate, teaching excellence award, or other special needs, the following methods may be used to apply for the course evaluation results for reference:

* 1. Applications submitted by the teacher him/herself.
  2. Applications submitted by the department, college, or center with approval from the Dean or the unit supervisor.
  3. Occasions arise that require direct approval from the President.

Should any course evaluation results be marked “Improvements Required”, the departments and colleges may establish relevant regulations to carry out the necessary procedures to uphold educational standards.

第九條 本辦法經教務會議通過，陳請校長核定後施行；修正時亦同。

Article 9

These Regulations shall be passed by the Academic Affairs Meeting and shall take effect upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學生修讀國外線上平臺課程補助試行要點**

**National Kaohsiung University of Science and Technology Pilot Regulations Governing Subsidies for Students**

**Taking Foreign Online Courses**

111 年 6 月 13 日 111 年度第五次高教深耕管考會議通過

Passed by the 5th Higher Education Sprout Project Evaluation Meeting on June 13, 2022

一、國立高雄科技大學（以下簡稱本校）為培養學生線上自主學習能力，鼓勵學生修讀國外線上平臺課程，特訂定本校學生修讀國外線上平臺課程補助試行要點（以下簡稱本要點）。

Article 1

These Pilot Regulations Governing Subsidies for Students Taking Foreign Online Courses (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to help students develop self-learning skills and encourage them to take foreign online courses.

二、本要點補助之國外線上平臺課程，係指學生可自行安排時間於網際網路修習國外知名大學於國外線上平臺(Coursera、edX、FutureLearn、Udacity)所開設之線上課程。

Article 2

The online courses subsidized under these Regulations refer to those offered by foreign universities on platforms such as Coursera, edX, FutureLearn, Udacity, etc., to which students can independently enroll.

三、本要點適用對象為本校在學學生，於規定時間內，修讀認可之國外線上平臺課程通過，取得修課通過證明者。

符合前項資格者，應於公告受理申請時程內，至指定之線上表單上傳修課通過證明及付費證明等相關文件提出申請。

Article 3

* 1. These Regulations apply to current students at the University who complete and pass foreign online courses within the required timeline.
  2. Students who fulfill the requirements in the preceding paragraph may apply for subsidies by uploading proof of course completion and payment through specified online forms within the timeline as announced.

四、本要點補助項目為課程報名費用或取得修課通過證明費用，每門課程補助上限新臺幣2,000元，每人每年至多補助2門課程。

前項補助之名額，每年度以補助100課次為原則，教務處得視年度經費狀況，調整補助額度與名額。

Article 4

* 1. A subsidy of up to NT$2,000 per course is available to cover the costs for enrolling in and obtaining certificates for online courses, and students may apply for a maximum of two courses annually.
  2. The Office of Academic Affairs shall decide on the number of subsidies allocated for the preceding paragraph, which is typically 100 courses per year, and shall readjust the subsidized amount and number of courses as per the annual budget.

五、國外線上平臺課程之學分抵免事宜，應依本校學生學分抵免要點辦理。

Article 5

Matters regarding credit transfer for foreign online courses shall be handled in accordance with the Regulations Governing Credit Transfers and Course Waivers for Students.

六、本要點補助所需經費由教育部相關計畫經費項下支應。

Article 6

Subsidies under these Regulations shall be allocated from the budgets for relevant projects under the Ministry of Education.

七、本要點如有未盡事宜，依本校相關規定辦理。

Article 7

Matters not mentioned herein shall be handled in accordance with relevant regulations of the University.

八、本要點自111年6月26日起試行2年。

本要點經高教深耕管考會議通過，陳請校長核定後公告實施；修正時亦同。

Article 8

* 1. These Regulations will be in force for a trial period of two years, starting from June 26, 2022.
  2. These Regulations shall be passed by the Higher Education Sprout Project Evaluation Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學生申請休學、復學、退學及退費要點 National Kaohsiung University of Science and Technology Regulations Governing Leave of Absence, Re-enrollment, Withdrawal, and Refunds**

107 年 4 月 25 日 106 學年度第 2 次教務會議通過 Passed by the 2nd Academic Affairs Meeting on April 25, 2018. 108 年 6 月 17 日 107 學年度第 4 次教務會議修正通過

Amended and Passed at the 4th Academic Affairs Meeting on June 17, 2019. 110 年 6 月 23 日 109 學年度第 4 次教務會議修正通過

Amended and Passed at the 4th Academic Affairs Meeting on June 23, 2021.

一、 國立高雄科技大學（以下簡稱本校）為明確規範學生休學、復學、退學及退費事宜，依據本校學則規定，訂定學生申請休學、復學、退學及退費要點(以下簡稱本要點)。

Article 1

The Regulations Governing Leave of Absence, Re-enrollment, Withdrawal, and Refunds (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to clearly define the matters regarding leave of absence, re-enrollment, withdrawal, and refunds for students in accordance with the Academic Regulations.

# 休學

**Leave of absence**

二、休學期滿後若欲繼續休學（休學累計未超過兩學年者），應到校重新申請。

Article 2

The student who wishes to extend their leave (for whose leaves do not exceed 2 academic years) shall re-apply in person upon expiration.

三、學生欲辦理休學者，須持休學申請書及相關證明文件並依規定期限完成離校手續。未成年學生，須檢附家長或監護人同意書。因下列原因申請休學，檢附相關文件核准者，其休學期間不計入休學年限計算。

（一） 因服義務役者，須附徵集令正本(查驗後歸還)及影本。

（二） 休學期間應徵服役者，得於服役期滿後，附退伍令正本(查驗後歸還)及影本或服役截止日期證明，辦理復學，服役期間得不受休學累計二學年之限制。

（三） 因懷孕或分娩者，須附醫院之證明文件。

（四） 因育嬰(三歲以下子女)者，須附戶籍謄本正本。

（五） 因參加教育部「青年教育與就業儲蓄帳戶方案」者，須附教育部核發證明，其休學期間以 3 年為限。

學生於休學或服役期間，不得回校重(補)修不及格或缺修學分(含不得利用暑期回校重(補)修學分)。

Article 3

The student who wishes to apply for leave must submit an application form and relevant documents, and complete the procedures for leaving the school by the prescribed deadline. Underage students must provide a parent’s or legal guardian’s consent form. For students who apply for leave and have their request approved due to the following circumstances, the period of leave of absence is not included when calculating the total duration of the leave.

* 1. Students who request a leave of absence due to military draft must attach the original official draft notice (return after inspection) and its photocopy to their application.
  2. Students who choose to enlist in the military during their leave and intend to resume studies after completing military service must submit the original copy of the Military Discharge Order (return after inspection) and its photocopy or proof of completion of military service along with their application. Military service duration does not count towards the maximum limit of two cumulative academic years of leave.
  3. For pregnancy or childbirth, a hospital certificate must be attached.
  4. The original copy of the household registration must be attached if the student is raising an infant (child under three years old),.
  5. Students participating in the Youth Education and Employment Savings Account Program of the Ministry of Education must provide a certificate issued by the Ministry of Education. The period of leave for such students is limited to three years.

During the period of leave or military service, students may not return to school to retake failed or missing credits. This includes the summer vacation period as well.

四、因令休學者，須辦理休學離校手續。

Article 4

Students who request a leave of absence due to military draft notice must carry out the procedures of applying for leave and leaving the school.

五、辦理休學離校手續時，應親自填妥申請書上各項資料後，按照申請書中各欄順序至有關單位分別辦理休學離校手續。

Article 5

To apply for leave from the school, students shall complete the application form and personally submit it to the designated administrative or academic units listed on the application form for approval.

六、學生休學手續應於提出申請後一週內辦妥，並將休學申請單，繳回綜合業務處，並由本校核發休學證明書。

Article 6

The leave of absence procedures shall be completed within one week. The completed Leave of Absence/Withdrawal Application Form should be submitted to the General Affairs Office, and the University will issue a Certificate of Absence Leave.

七、休學期滿因故無法復學，或休學未滿 4 學期未繼續申請休學者，應予退學。

Article 7

Students who are unable to return to study at the end of the leave period for any reason or fail to apply for an extension when their leave covers a period of fewer than four semesters shall be dismissed from the school.

八、凡於學期開始上課日後申請休學者，須先行完成繳費註冊手續。申請當學期休學必須在行事曆規定期限內辦妥方為有效。

Article 8

Students who apply for a leave of absence after the start of the semester must first complete the registration and payment procedures. The leave of absence application for the current semester is considered valid only if it is completed within the deadline specified in the academic calendar.

九、學生於休學期間，如有表現優良或違犯校規者，本校得視情節輕重，依本校學生獎懲辦法，予以獎勵或處分。

Article 9

During the leave period, the University reserves the right to award or discipline a student based on their performance or violation of school rules. The severity of the violation will be considered, and the appropriate measures may be taken in accordance with the Regulations Governing the Awards of Merit to Students and Disciplinary Sanctions for Misconduct.

# 復學

**Re-enrollment**

十、休學期滿，學生應於規定時間內辦理復學手續。

Article 10

Upon expiration of the leave period, students shall apply for re-enrollment within the prescribed time.

十一、學生申請復學時須填妥復學申請表，並辦理選課。

Article 11

When applying for re-enrollment, students must complete the Resumption of Schooling Application Form and register for courses.

十二、復學學生編入原肄業系(所)相銜接學年或學期；學期中途休學者，復學時，編入原休學之學年或學期。

前項原肄業學系變更或停招時，得輔導轉入至適當學系就讀。

Article 12

Upon re-enrollment, students who have taken a leave of absence after completing a full semester or year are to move on to the subsequent academic semester or year in their affiliated department or institute, continuing from the point where they had left off their study. Students who have taken leave in the middle of a semester shall resume their studies from the beginning of their uncompleted semester or year.

If a student’s affiliated department in the preceding paragraph is restructured or closed, the student may, after consultation, be transferred to an appropriate

department.

# 退學

**Withdrawal or Dismissal**

十三、學生除成績不及格、修業年限屆滿、逾期未註冊及違反校規勒退學者外， 其他原因申請退學，必須繳交家長或監護人同意書(研究生除外)及有關證明，至綜合業務處辦理申請手續。

Article 13

Except for failing grades, expiration of the academic year, overdue registration, and/or violation of university regulations, students must submit a letter of consent from their parents or legal guardians (except for graduate students) and relevant certificates to the Office of General Affairs to apply for withdrawal.

十四、學生自請退學須填妥退學申請單，經核准後，辦理離校手續。

Article 14

Students who withdraw voluntarily from the school must complete the Leave of Absence/Withdrawal Application Form and proceed with the withdrawal procedures upon approval.

十五、勒令退學及自請退學離校手續應於勒令退學及自請退學申請之日起一週內辦妥。退學離校手續得委託他人代辦，受委託人應檢附委託書及身分證明，惟因特殊事故退學無法辦理者，可由所屬院系指派人員代辦。

Article 15

The withdrawal procedures for expulsion and voluntary withdrawal shall be completed within one week from the date of application. Students may authorize a proxy to handle the withdrawal process, who must present an authorization letter and valid identification documents. In exceptional circumstances where the students are unable to complete withdrawal personally, a designated faculty member may handle the process on their behalf.

十六、自請退學及勒令退學如在校肄業滿一學期或以上具有成績，得申請發給修業證明。

Article 16

Students who withdraw voluntarily or are expelled from school after completing

at least one semester may apply for a certificate of completion.

# 退費

**Refunds**

十七、學生註冊後因故申請休、退學均依教育部之規定之標準退還所繳之學雜費。

（一） 開學日（含當日）前申請休退學者免繳費，已收費者，全額退費。

（二） 開學日次日起至學期三分之一申請休、退學者，學費、雜費退還三分之二；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。

（三） 逾學期三分之一，而未逾學期三分之二申請休、退學者，學費、雜費退還三分之一；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。

（四） 逾學期三分之二申請休、退學者，所繳學費、雜費、學雜費基數、學分費，不予退還。

Article 17

Students applying for leave of absence or withdrawal for any reason after enrollment shall be eligible for a refund of the tuition and miscellaneous fees paid in accordance with the standards specified by the Ministry of Education:

* 1. Students applying for leave or withdrawal before or on the commencement date are eligible for a full refund if payment has been made.
  2. Students applying for leave or withdrawal from the second day of classes until 1/3 of the semester shall receive a 2/3 refund. This applies to students who pay credit miscellaneous fees or tuition per credit hour fees, with a 2/3 refund of each of the tuition fees.
  3. Students applying for leave or withdrawal after 1/3 of the semester but not more than 2/3 of the semester shall receive a 1/3 refund. This applies to students who pay credit miscellaneous fees or tuition per credit hour fees, with a 1/3 refund of each of the tuition fees.
  4. Students applying for leave or withdrawal after 2/3 of the semester shall not be refunded for tuition, miscellaneous fees, credit miscellaneous fees, or tuition per credit hour fees.

十八、住宿費及其他費用之退費依本校相關規定辦理。

Article 18

Refunds of accommodation and other fees shall be handled in accordance with relevant regulations of the University.

十九、本要點經教務會議通過，陳請校長核定後施行；修正時亦同。

Article 19

These Regulations shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學研究生學位考試辦法 National Kaohsiung University of Science and Technology Regulations Governing Graduate Degree Examinations**

107 年 4 月 25 日 106 學年度第 2 次教務會議通過

Passed by the 2nd Academic Affairs Meeting on April 25, 2018.

教育部 107 年 5 月 21 日臺教技(四)字第 1070075409 號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1070075409 on May 21, 2018.

107 年 12 月 12 日 107 學年度第 2 次教務會議修正通過 Amended and Passed at the 2nd Academic Affairs Meeting on December 12, 2018.教育部 108 年 1 月 21 日臺教技(四)字第 1080006729 號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1080006729 on January 21, 2019.

108 年 12 月 11 日 108 學年度第 2 次教務會議修正通過 Amended and Passed at the 2nd Academic Affairs Meeting on December 11, 2019.教育部 109 年 2 月 7 日臺教技(四)字第 1090006904 號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1090006904 on February 7, 2020.

109 年 12 月 30 日 109 學年度第 2 次教務會議修正通過 Amended and Passed at the 2nd Academic Affairs Meeting on December 30, 2020.教育部 110 年 3 月 3 日臺教技(四)字第 1100005668 號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1100005668 on March 3, 2021.

110 年 6 月 23 日 109 學年度第 4 次教務會議修正通過 Amended and Passed at the 4th Academic Affairs Meeting on June 23, 2021.教育部 110 年 9 月 13 日臺教技(四)字第 1100108210 號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1100108210 on September 13, 2021.

110 年 10 月 20 日 110 學年度第 1 次教務會議修正通過 Amended and Passed at the 1st Academic Affairs Meeting on October 20, 2021.教育部 110 年 12 月 6 日臺教技(四)字第 1100159395 號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1100159395 on December 6, 2021.

110 年 12 月 29 日 110 學年度第 2 次教務會議修正通過

Amended and Passed at the 2nd Academic Affairs Meeting on December 29, 2021.

教育部 111 年 3 月 3 日臺教技(四)字第 1110010250 號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1110010250 on March 3, 2022.

第一條 國立高雄科技大學(以下簡稱本校)為辦理碩、博士學位考試，依據大學法、大學法施行細則、學位授予法及各類學位名稱訂定程序授予要件及代替碩士博士論文認定準則訂定本校研究生學位考試辦法(以下簡稱本辦法)。

Article 1

The Regulations Governing Graduate Degree Examinations (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) in accordance with the University Act, Enforcement Rules of the University Act, Degree Conferral Act, Regulations Governing Degree Naming, Degree Conferral Requirements, and Alternatives to Thesis/Dissertation.

第二條 研究生符合下列條件者，得申請學位考試：

一、碩士班修業逾一學期，博士班修業逾三學期。 逕行修讀博士學位者，應在碩士班修業滿一年，在博士班修業逾三學期。

二、修滿應修學分，符合畢業條件並提出論文。

Article 2

三、提送之學位論文，應與系所專業領域相符，經指導教授審查通過後，依各系

(所、學位學程)相關會議規定程序審查同意者。

四、已完成論文初稿或經獲准得以作品、成就證明連同書面報告、技術報告或專業實務報告代替論文。初稿經線上偵測剽竊系統檢查，指導教授審查通過後，依各系(所、學位學程)規定程序審查同意者。

五、博士班研究生須通過博士學位候選人資格考核。資格考核實施要點由各系

(所、學位學程)另訂之。

A graduate student who meets the following qualifications may apply for degree examination:

* 1. Have completed at least one semester in a master’s program or at least three semesters in a doctoral program. This requirement also applies to those who apply for direct admission to a doctoral degree.
  2. Complete the required credits, fulfill all graduation requirements, and submit a thesis.
  3. The submitted thesis shall align with the department’s area of expertise and receive approval from the advisor and the relevant department (institute or degree program) based on the established review procedures.
  4. Complete the first draft of a thesis or obtain approval to submit alternative work, a proof of achievement, a written report, a technical report, or a professional practice report in lieu of a thesis. The first draft must pass an online plagiarism check and receive approval from the advisor and conferring department (institute or degree program) based on the established review procedures.
  5. Doctoral students are required to pass a candidacy evaluation for a doctoral program. Each department (institute or degree program) shall set up the regulations for qualification evaluation additionally.

第三條 學位考試申請期限，第一學期為開學日至十二月三十一日止，第二學期為開學日至六月三十日止。學位考試應於研究生申請之該學期學校行事曆規定學期結束日之前舉行。

已申請學位考試之研究生，若因故無法於該學期內完成學位考試，應於學校行事曆規定學期結束日之前報請學校撤銷該學期學位考試之申請。逾期未撤銷者，以一次不及格論。

Article 3

The application deadline for the degree examination is from the commencement date until December 31 for the fall semester and before the end of June for the spring semester. The degree examination shall take place before the end of the semester in the academic calendar in which the student submitted their application.

A graduate student who has applied for the degree examination in a semester but is unable to complete the examination for any reason shall apply for the revocation of the academic

degree examination before the end of the semester as stipulated on the academic calendar. Failure to complete the cancellation process will result in being recorded as having failed the degree examination once.

第四條 學位考試依下列程序進行：

一、組織碩士或博士學位考試委員會。二、辦理學位考試。

Article 4

The degree examination shall be conducted in accordance with the following procedures:

* 1. Establishment of the master’s or doctoral degree examination committee (hereinafter referred to as “the Committee”).
  2. Conducting the degree examination.

第五條 組織碩士或博士學位考試委員會，依下列規定辦理：

一、碩士學位考試委員會置委員三人至五人，其中校外委員不得少於一人；博士學位考試委員會置委員五人至九人，其中校外委員人數須為三分之一以上，召集人由委員互推一人擔任。

二、指導教授得為委員，但不得擔任召集人。三、本校兼任教師得提聘為校外委員。

四、考試委員由各系(所、學位學程)主管提請校長遴聘之。

五、學位考試委員與研究生具有配偶、前配偶、四親等內之血親或三親等內之姻親或曾有此關係者，應自行迴避。如有必要，應重新辦理提聘。

Article 5

The establishment of the Committee shall be conducted in accordance with the following regulations:

* 1. The master’s examination committee is composed of three to five members, including at least one external member. The doctor’s examination committee is composed of five to nine members, with external members comprising at least one-third of the total. The committee selects a convener among its members.
  2. The advisor may be a committee member but not the convener.
  3. Adjunct faculty members may serve as external members of the examination committee.
  4. The committee members shall be recommended by each department (institute or degree program) and appointed by the President.
  5. The appointed committee member shall recuse themselves from serving on an examination committee if they are the student’s spouse, ex-spouse, or a relative within the fourth degree by consanguinity or within the third degree by affinity. If necessary, new members shall be appointed.

第六條 碩士學位考試委員，應對修讀碩士學位學生之研究領域有專門研究，並具有下列資格之一：

Article 6

一、 現任或曾任教授、副教授、助理教授。

二、 中央研究院院士、現任或曾任中央研究院研究員、副研究員、助研究員。三、 獲有博士學位，且在學術上著有成就。

四、 研究領域屬於稀少性、特殊性學科或屬專業實務，且在學術或專業上著有成就。

前項第三款、第四款資格之認定基準，由辦理學位授予之各系、所、院務會議或學位學程會議定之。

Members of the master’s degree examination committee shall possess expertise in the research field relevant to the graduate student and meet one of the following qualifications:

* 1. Individuals who have held or currently hold the position of professor, associate professor, or assistant professor.
  2. Individuals who have held or currently hold the position academician, research fellow, associate research fellow, or assistant research fellow of Academia Sinica.
  3. Individuals who hold a Ph.D. degree and have made significant achievements in their academic field.
  4. Individuals with expertise in unique or specialized disciplines or professional practice and who have made significant contributions in the academic and professional fields.

The specific criteria for the qualification mentioned in Subparagraphs 3 and 4 of the preceding paragraph shall be determined by the respective affairs meeting of the department, institute, college, or degree program responsible for the degree conferment.

第七條 博士學位考試委員，應對博士學位候選人之研究領域有專門研究，並具有下列資格之一:

一、現任或曾任教授、副教授。

二、中央研究院院士、現任或曾任中央研究院研究員、副研究員。三、獲有博士學位，且在學術上著有成就。

四、研究領域屬於稀少性或特殊性學科，且在學術或專業上著有成就。

前項第三款、第四款資格之認定基準，由辦理學位授予之各系、所、院務會議或學位學程會議定之。

碩、博士生之配偶、三親等內之血親、姻親，或曾有上述關係者，不得擔任其論文指導教授。

Article 7

Members of the doctoral degree examination committee shall possess expertise in the research field relevant to the doctoral degree candidate and meet one of the following qualifications:

* 1. Individuals who have held or currently hold the position of professor, associate professor, or assistant professor.
  2. Individuals who have held or currently hold the position of academician, research fellow, associate research fellow, or assistant research fellow of Academia Sinica.
  3. Individuals who hold a Ph.D. degree and have made significant achievements in their academic field.
  4. Individuals with expertise in unique or specialized disciplines and have made significant contributions in academic and professional fields.

The specific criteria for the qualification mentioned in Subparagraphs 3 and 4 of the preceding paragraph shall be determined by the respective affairs meeting of the department, institute, college, or degree program responsible for the degree conferment.

A spouse or any relative within the third degree by blood or marriage, either formerly or currently, of a Ph.D. or graduate student shall not serve as the advisor.

第八條 論文指導教授資格，應依學位授予法之碩士及博士學位考試委員之資格規定辦理。

研究生論文指導教授，應為本校專任（案）教師，必要時得延聘校內外符合本校碩博士學位考試委員聘任資格之學者或專家，擔任共同指導教授。每位研究生之指導教授以二位為上限。

碩、博士生之配偶、三親等內之血親、姻親，或曾有上述關係者，不得擔任其論文指導教授。

Article 8

The qualification of a thesis advisor shall meet the requirements for members of the

master’s or doctoral degree examination committee as specified in the Degree Conferral Act.

A thesis advisor for a Ph.D. or graduate student shall be a full-time or project professor. If necessary, a graduate student may request an internal or external expert who meets the requirements for members of the master’s or doctoral degree examination committee to serve as a co-advisor. Each graduate student is limited to requesting up to two advisors.

A spouse or any relative within the three degree by blood or mirage, either formerly or currently, of a Ph.D. or graduate student shall not serve as the advisor.

第九條 學位論文應符合下列規定:

Article 9

The submitted master’s thesis or doctoral dissertation shall adhere to the following

regulations:

一、藝術類、應用科技類或體育運動類碩、博士班，研究生論文得以作品、成就證明連同書面報告或以技術報告代替；各該類科之認定基準，由各系、所、院務會議或學位學程事務會議通過，經教務會議通過後實施。

* 1. Students enrolled in a master’s or doctoral degree program in the fields of fine art, applied science and technology, or sports may have the option to submit a work, proof of achievement with a written report, or a technical report in place of a traditional thesis

or dissertation. The specific criteria for each discipline shall be determined and approved by the respective affairs meeting of each department, institute, college, or degree program, as well as the Academic Affairs Meeting.

二、碩士班屬專業實務者，其學生碩士論文得以專業實務報告代替；專業實務之認定基準，由各系、所、院務會議或學位學程會議通過，經教務會議通過後實施。

* 1. Students enrolled in a professional practice master’s degree program may submit a professional practice report in place of a thesis. The criteria for determining the fields of professional practice shall be implemented upon approval by the respective affairs meeting of each department, institute, college, or degree program, as well as the Academic Affairs Meeting.

三、前二款之各該類科，得以作品、成就證明連同書面報告、技術報告或專業實務報告，代替碩、博士論文之認定範圍、資料形式、內容項目及其他相關事項之準則，依教育部規範訂定。

* 1. The regulations governing the scope, form, content, and other related matters for each suitable field mentioned in the two preceding subparagraphs, where a work, proof of achievement with a written report, a technical report, or professional practice report may be submitted in place of a traditional thesis or dissertation, are adopted in accordance with the provision set by the Ministry of Education.

四、學位論文以中文或英文撰寫為原則，並包含中英文摘要；提出代替論文之書面報告、技術報告或專業實務報告，應撰寫提要。

* 1. The master’s or doctoral thesis shall be written in Chinese or English and shall include Chinese and English abstracts. A summary shall be written if a written report, technical report, or professional practice report is submitted in lieu of a master’s or doctoral thesis.

五、已於國內、境外取得學位之論文、作品、成就證明、書面報告、技術報告或專業實務報告，不得作為第二條之論文、作品、成就證明、書面報告、技術報告或專業實務報告。但經由學術合作，與境外學校共同指導論文，並分別授予學位者，不在此限。

* 1. A thesis, work, proof of achievement, written report, technical report, or professional practice report that has already acquired a domestic or overseas degree may not be submitted as the thesis, work, proof of achievement, written report, technical report, or professional practice report described in Article 2. This rule does not apply to the thesis completed under the joint supervision of a domestic university and a foreign university for academic cooperation.

六、論文、作品、成就證明、書面報告、技術報告或專業實務報告有抄襲或舞弊情事，經學位考試委員會審查確定者，以不及格論。

* 1. If a thesis, work, proof of achievement, written report, technical report, or professional practice report is found to contain any materials of plagiarism or fraud, the student shall fail the exam after the conduct is evaluated and confirmed by the Committee.

七、學位論文若有與所屬教學單位專業領域不符之情事，由所屬學院查明後，系所得對該案指導教授所指導的學生數稍作限制。

* 1. If the thesis is inconsistent with the professional field of the program, the department will limit the number of students instructed by the advisor of the case after the college investigates to ascertain the situation.

第十條 辦理學位考試，應符合下列規定：

Article 10

When conducting the degree examination, it shall conform to the following regulations:

一、研究生申請學位考試核准備案後，經該系(所)通知並檢具繕印之論文與提要，送請所屬系(所)審查符合規定後，擇期辦理有關學位考試事宜。

* 1. Once the application for the degree examination is approved and reported, the department (or institute) will notify the graduate student. The student must prepare and submit the thesis and its abstract to the department (or institute). Once approved by the department (or institute), the arrangements for the degree exam will be scheduled.

二、舉行學位考試時，學位考試委員應檢視學位論文是否與專業領域相符。

* 1. When the degree exam is held, the Committee members shall review whether the thesis aligns with the department’s area of expertise.

三、考試方式以口試行之，必要時得舉行筆試；口試時得開放旁聽，旁聽者不得有任何足以擾亂口試進行之言行，違者由出席之考試委員勒令離場，在校生另視情節依校規處分。

* 1. The examination shall be conducted in the form of an oral defense, but a written exam may be used if necessary. The oral defense may be open to the public, but the attending observer must not engage in any misconduct that may disrupt the oral defense. Those who violate the regulations may be instructed to leave by the present examiners. If the individual causing disruption is a student of the University, they will be subject to disciplinary measures in accordance with the relevant regulations.

四、雙聯學制外籍生之考試方式依雙方協議書之約定辦理；以視訊方式進行者，系(所)應全程錄影存檔備查。

* 1. The examination for a foreign student of a dual degree program shall be handled in accordance with the agreement between the two parties. If the examination is conducted

by video conferencing, the department (or institute) shall record and store the entire examination for future reference.

五、考試委員應親自出席委員會，不得委託他人為代表。碩士學位考試至少需委員三人出席，且校外委員不得少於一人；博士學位考試至少需委員五人出席，且校外委員須占出席委員三分之一以上，否則不得舉行考試；已考試者，其考試成績不予採認。

* 1. The examination committee members must be physically present, and proxy representation is prohibited. The master’s degree examination requires a minimum of three members, including at least one external examiner, while the doctoral degree examination requires a minimum of five members, with more than one-third of them being external. If these requirements are not met, the degree examination may not proceed, and the scores of those taking the exam in such a situation will not be accepted.

六、學位考試以七十分為及格，一百分為滿分，並以出席委員評定分數平均決定之。但有二分之一以上委員評定不及格者，即以不及格論。評定以一次為限。

* 1. The student must score an average of at least 70 to pass the examination. The highest score is 100. The grade for the examination is determined by average scores from all examiners. If more than half of the Committee gives a score of less than 70, then the student does not pass the examination. The result is assessed only once.

七、學位考試成績不及格而其延長修業年限尚未屆滿者，得於次學期起至修業年限屆滿前重考，重考以一次為限；重考成績仍不及格者，應令退學。

* 1. A student who fails the examination and still has a valid study period extension may retake the examination in the next semester or year, up until the expiration of their study periods. The student is allowed one re-examination attempt. If the student fails the second degree examination, they shall be dismissed from the program.

第十一條 學位考試成績，應於考試完成二週內，將成績送交綜合業務處登錄。學位考試之重考成績以實得分數登錄。

Article 11

The grade of the degree examination shall be submitted to the General Administration Division for registration within two weeks after the examination. The grades for re- examination will be registered based on the received scores.

**已註解** [s1]: 考量前述「文件….或其他方式，連同電子檔」送至國家圖書館乃本校圖書館收到學生資料的後續作法，與教務處討論後，英文翻譯刪除「國家圖書

館」，僅保留學生將「文件….或其他方式，連同電子

檔」送至本校圖書館。

第十二條 通過學位考試之研究生，至遲應於次學期開學日前，繳交學位論文、書面報告、技術報告或專業實務報告(含考試委員簽名之審定書及學位論文著作權歸屬協議書)至圖書館，並以文件、錄影帶、錄音帶、光碟或其他方式，連同電子檔送國家圖書館及所屬學校圖書館保存之；逾期未完成者，次學期仍應繼續註冊。

修業年限屆滿時仍未繳交論文者，學位考試成績視同零分，應予退學。

論文繳交圖書館前，指導教授得再次要求學生進行論文比對，並檢附論文定稿版論文原創性之比對結果表送交系(所、學位學程)存查。

學位論文以公開為原則，不公開為例外。學位論文如為延後公開或不予公開者，應檢附相關申請書及證明文件，由指導教授及各系(所、學位學程)審核認定後，方得辦理。

若通過學位考試，但當學期未修畢規定應修科目與最低畢業學分數或未完成畢業門檻者，該次學位考試成績不予採認，亦不計入學位考試次數。

Article 12

A graduate student who passes the degree examination shall submit a copy of their thesis or dissertation, written report, technical report, or professional practice report, along with the Thesis/Dissertation Oral Defense Approval Form signed by the Committee members and the Thesis/Dissertation Copyright Ownership Agreements, to the library before the start of the next semester. Additionally, a copy in the form of a document, videotape, cassette, disc, or other electronic format must be sent to the University’s library for archiving purposes. Failure to submit the required material on time may result in the student having to register for the following semester.

If a student has reached the maximum allowed period of study and fails to submit the thesis by the specified deadline, the grade of the degree examination will be recorded as zero, and the student will be withdrawn from the University.

Before submitting the thesis to the library, the advisor may require the student to conduct an originality comparison of the thesis. The final version of the thesis shall include an attached originality report, which will be sent to the department (institute or degree program) for archiving purposes and future reference.

In principle, the thesis shall be available for public access, with an exception for non- disclosure. If there is a need to delay or restrict public access to the thesis, students shall submit an application form and supporting documents for approval by the advisor and relevant department (institute or degree program).

If a student passes the degree examination but fails to complete the required courses, minimum credit requirements, or program requirements for graduation within the semester after passing the degree examination, their scores will not be accepted, and the examination will not be counted into the number of degree examinations.

第十三條 研究生畢業日期，以繳交論文之當學期上課週次結束日為準。

參加學位考試之學期，未修習論文以外之科目，得在其通過學位考試且辦妥離校手續後授予學位證書；當學期通過學位考試，論文展延至次學期開學日前繳交者，仍屬當學期。

Article 13

The graduation date for a graduate student is determined by the last teaching day of the semester in which the thesis is submitted.

If the student does not take any other courses in the semester when they take the degree examination, they may be awarded their diploma after passing the examination and completing the school-leaving procedures. Additionally, students are allowed to graduate in the semester in which they pass the degree examination, even if their thesis/dissertation is submitted before the start of the following semester.

第十四條 對於已授予之學位，如發現論文、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，應予撤銷，並公告註銷其已發之學位證書；有違反其他法令者，應依相關法令處理。

依前項規定撤銷學位者，應通知當事人繳還該學位證書，並將撤銷及註銷事項，通知其他專科學校、大學及相關機關（構）。

Article 14

A degree conferred by the University shall be revoked, if a thesis, work, proof of achievement, written report, technical report, or professional practice report is found to contain fabricated, altered, plagiarized material, ghost authorship, or any other forms of fraud. The University shall make an official announcement regarding the invalidation of the conferred diploma. In cases where other regulations have been violated, appropriate actions shall be taken in accordance with the relevant laws and regulations.

If a degree is revoked in accordance with the preceding paragraph, the University shall notify the individual involved to return the degree diploma. Additionally, a public notice shall be issued to inform other junior colleges, universities, and relevant institutions (or agencies) of the revocation and invalidation.

第十五條 本辦法如有未盡事宜，依有關法規及本校相關教務章則辦理。

Article 15

Matters not mentioned herein shall be handled in accordance with relevant laws and the academic regulations of the University.

第十六條 本辦法經教務會議通過，陳請校長核定後施行，並報教育部備查；修正時亦同。

Article 16

These Regulations shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President and submit to the Ministry of Education for recordance. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學碩博士學位論文抄襲代寫舞弊處理要點**

**National Kaohsiung University of Science and Technology Regulations Governing Handling Plagiarism, Ghostwriting, and Fraudulence in Master’s Theses or Doctoral Dissertations**

107 年 4 月 25 日 106 學年度第 2 次教務會議通過 Passed by the 2nd Academic Affairs Meeting on April 25, 2018. 110 年 6 月 23 日 109 學年度第 4 次教務會議修正通過

Amended and Passed at the 4th Academic Affairs Meeting on June 23, 2021.

一、國立高雄科技大學（以下簡稱本校）為維護教育品質與學術倫理，防範本校碩、博士學位論文抄襲、代寫或舞弊等情事發生，並建立公正處理之機制，依據學位授予法訂定碩博士學位論文抄襲代寫舞弊處理要點(以下簡稱本要點)。

Article 1

The Regulations Governing Handling Plagiarism, Ghostwriting, and Fraudulence in Master’s Theses or Doctoral Dissertations (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to maintain educational quality and academic ethics, prevent plagiarism, ghostwriting or fraudulence in the writing of Master’s theses or doctoral dissertations, and establish a mechanism for fair treatment in accordance with the Degree Conferral Act.

二、本校各單位接獲檢舉本校博、碩士學位論文有抄襲或其他舞弊情事時，應將具體違反情形及相關資料，送交教務處受理。

前項檢舉案件以匿名檢舉，非有具體對象及充分事證者，不予受理。

檢舉案於受理及審查過程中，參與調查或審議程序之人員，就所接觸之資訊有予以保密之必要者，應以保密方式為之。

檢舉案經審定之後，對檢舉人之身分應予嚴格保密。

Article 2

Should any unit of the University receive an accusation of plagiarism or other forms of misconduct related to master’s theses and doctoral dissertations, they shall submit the specific evidence and relevant information to the Office of Academic Affairs.

Any anonymous accusation as referred to in the preceding paragraph will not be processed unless the accused is clearly identified and supported by sufficient evidence.

During the process of reviewing the accusation, all personnel involved in the investigation or review procedure shall handle the accessed information with complete confidentiality and in a

confidential manner, as necessary.

The identity of the complainant shall be kept completely confidential after the case is acknowledged.

三、 為處理碩博士學位論文抄襲、代寫或舞弊之檢舉案，本校應組織抄襲代寫舞弊之審議委員會(以下簡稱審議委員會)。審議委員會置委員五人至七人，由被檢舉人所屬學院院長、系

（所、學位學程）主管、所屬學院教師代表一至二名、相關學院教師代表一至二名及法律專家一名組成，並由被檢舉人所屬學院簽請校長遴聘之。

處理過程中之相關人員，與被檢舉人有下列情事之一者，應自行迴避：

（一）曾有指導博士、碩士學位論文之師生關係。

（二）配偶、前配偶、四親等內之血親或三親等內之姻親，或曾有此關係。

（三）近三年發表論文或研究成果之共同參與研究者或共同著作人。

（四）審查該案件時共同執行研究計畫。

（五）現為或曾為被檢舉人之訴訟代理人或輔佐人。

Article 3

The University shall establish the Academic Integrity Review Panel (hereinafter referred to as “the Review Panel”) to handle the accusation of plagiarism or fraudulent practices related to master’s theses and doctoral dissertations. The Review Panel is composed of five to seven members, including the Dean of the college, the Chair of the department (institute or degree program), one to two faculty representatives, and one legal professional. All members shall be recommended by the respective college of the accused and approved by the President.

A member of the Review Panel shall recuse themselves from serving on the panel if they:

* 1. Previously served as the thesis or dissertation advisor of the accused person;
  2. Are spouse, ex-spouse, or a relative within the fourth degree by consanguinity or within the third degree by affinity of the accused person;
  3. Have jointly published theses/dissertations or research results with the accused person within the past three years;
  4. Are involved in a research project jointly with the accused while serving as a Review Panel member for the accusation;
  5. Previously or currently served as the agent ad litem or assistant of the accused person.

四、審議委員會之審議程序如下：

（一）教務處於受理檢舉案後，應於 3 個工作天內通知被檢舉人所屬學院及系（所、學位學程），並將檢舉相關文件送被檢舉人所屬學院。該院應於收件後一個月內成立審議委

員會，本公平、公正、客觀、明快原則，於三個月內完成審定。

（二）審議委員會由院長擔任召集人兼會議主席。若院長應迴避時，則由審議委員互推一人擔任召集人及會議主席。

（三）審議委員會應有三分之二以上委員出席，出席委員二分之一以上同意，方得決議，審議委員應親自出席會議，不得委任他人代理。

（四）審議委員會應推薦校外專業領域公正學者三人審查(檢覈實驗數據之真實性、確認是否由他人代寫、比對文獻引用情形及審查論文原創性、貢獻度等)，審查人於一個月內完成審查並提出審查報告書。被檢舉人之利害關係人不得擔任審查人。審查人身分應予保密。

（五）審議委員會審理時，應尊重審查人基於該專業領域之判斷。

（六）審議委員會必要時得邀請被檢舉人之指導教授、口試委員列席說明。

Article 4

The procedure of the Review Panel is as follows:

* 1. The Office of Academic Affairs shall notify the respective college and department (institute or degree program) of the accused within three business days and provide the necessary documents to the college. Upon receipt of the documents, the college shall form a Review Panel within one month, ensuring fairness, impartiality, objectivity, and decisiveness. The review process must be completed within three months.
  2. The Dean of College shall serve as the convener and chairperson of the Review Panel. Should the Dean of the college recuse himself/herself from the accusation, the members of the Review Panel shall select a convener and chairperson from among themselves.
  3. A meeting of the Review Panel shall be conducted with the presence of at least two-thirds of its members. Resolutions regarding the review shall not be reached without the consent of at least half of its members. All members must attend the meeting in person, and a proxy representative is prohibited.
  4. The Review Panel shall recommend three external and impartial scholars who possess expertise in the research field relevant to the accused. These scholars will be responsible for verifying the authenticity of the experimental results, confirming the authorship of the theses/dissertations, ensuring the accuracy and consistency of the references, and evaluating the originality and contributions of the content. Reviewers shall complete the review and submit a review report within one month. Stakeholders of the accused person shall not serve as reviewers. The identity of the reviewer shall remain confidential.
  5. The judgment of the reviewers, based on their professional knowledge in the relevant discipline, shall be respected by the Review Panel.
  6. The Review Panel may invite the advisor and the oral examination committee members of

the accused to provide information and clarification if deemed necessary.

五、審議委員會應於會議召開之五日前，以書面通知被檢舉人或利害關係人於期限內提出書面說明或到場陳述意見。未於通知期間內提出說明書或到場陳述意見者，視為放棄陳述之機會。

Article 5

The Review Panel shall send a written notice to the accused person or stakeholders, requesting them to submit a written report or make a statement at least five days before the scheduled meeting. Failure to respond in writing within a designated deadline or to attend the meeting in person shall be considered a waiver of the opportunity to make a statement.

六、審議委員會決議之審查報告書及會議紀錄應簽請校長核定後通知教務處，由教務處以書面通知檢舉人、被檢舉人及被檢舉人所屬系(所、學位學程)審定結果，被檢舉人若有異議，得於收受通知後十五日內以書面附具體理由向學生申訴評議委員會提出申訴。

Article 6

The review report and the meeting minutes of the resolution, passed by the Review Panel, shall be submitted to the Office of Academic Affairs upon approval by the President. The Office of Academic Affairs shall provide written notice of the review result to the accuser, the accused, and the respective department (institute or degree program) of the accused. The accused may lodge an appeal in writing with specific reasons to the Student Appeal Review Committee within 15 days of receiving the notice.

七、審議委員會審定被檢舉人學位論文確有抄襲、代寫或舞弊情事屬實者，由教務處撤銷其畢業資格及學位，於校內網頁公告註銷並以書面通知追繳其已發之學位證書。另函請國家圖書館及本校圖書館撤下被檢舉人之紙本論文及電子檔案，並通知其他大專校院、相關機關(構)。

Article 7

If the Review Panel confirms plagiarism, ghostwriting, or fraudulent practices in the accused’s thesis/dissertation, the Office of Academic Affairs shall revoke the diploma and the degree of the accused. The revocation will be announced on the website of the University, and the accused will receive a written notification to return their conferred diploma. The Office of Academic Affairs shall also notify the National Library and the University Library to withdraw the accused’s theses/dissertations and electronic files. Additionally, other universities, colleges, and related institutions (agencies) will be notified of the revocation.

八、經撤銷畢業資格並註銷學位者，以退學論處，即使未屆滿修業年限，亦不得回校繼續修讀。以創作、展演、書面報告或技術報告等取得碩、博士學位者，涉有抄襲、代寫或其他舞弊情

事者，適用本要點處理。

Article 8

A student whose diploma and degree are revoked shall be dismissed from the University, and they may not be allowed to return to study even if they still have a valid study period remaining.

The Regulations shall apply to students who obtain master’s and doctoral degrees through the submission of creative work, performance, written reports, or technical reports but are found to have engaged in plagiarism, ghostwriting, or other forms of misconduct.

九、檢舉案經審定為不成立，除另有新事證外，對於同一案件不予受理。

Article 9

An accusation that has been exonerated after review will not be reopened without new evidence.

十、本要點如有未盡事宜，依教育部及本校相關規定辦理。

Article 10

Matters not mentioned herein shall be handled in accordance with relevant regulations of the University and Ministry of Education.

十一、本要點經教務會議通過後，陳請校長核定後實施，修正時亦同。

Article 11

The Regulations shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學考試規則**

**National Kaohsiung University of Science and Technology Examination Rules**

107 年 6 月 20 日本校 106 學年度第 2 學期第 3 次教務會議審議通過 Examined and Approved at the 3rd Academic Affairs Meeting on June 20, 2018. 109 年 3 月 25 日 108 學年度第 3 次教務會議修正通過

Amended and Passed at the 3rd Academic Affairs Meeting on March 25, 2010.

一、國立高雄科技大學（以下簡稱本校）為維護考試公平及試場秩序，依本校學則訂定考試規則(以下簡稱本規則)。

Article 1

The Examination Rules (hereinafter referred to as “these Rules”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to maintain the examination’s fairness and order in the examination room pursuant to the University’s Academic Regulations.

二、任課教師應自行監考。如有特殊事由無法監考者，應自行協調其他教師代理。學生應服從監考人員之督導。

Article 2

The instructor shall proctor the exam in person. If the instructor is unable to do so for a valid reason, they must arrange for an alternative exam proctor. Students shall comply with the instructions provided by the proctor.

三、學生須於規定之考試時間到場，並攜帶學生證應考備供查驗。遲到逾二十分鐘者不得入場；開始考試三十分鐘內不得出場。教師如有特別規定，不在此限。

Article 3

Students must arrive at the examination venue on time and bring their student ID cards for verification. Latecomers, exceeding 20 minutes, may not be admitted. Students are not allowed to leave the venue during the first 30 minutes, unless otherwise instructed by the instructor.

四、學生除應用文具外，不得帶書籍、講義、筆記、紙張或其他參考資料入座(教師如有特別規定，不在此限)。

Article 4

Students are allowed to bring only essential stationery for the exam. It is strictly prohibited to bring books, handouts, notes, papers, or any other reference materials to their seats, unless

otherwise instructed by the instructor.

五、考試時不得有舞弊情事，如經查獲，該科以零分計算，並通知學務處依校規處分。

Article 5

Students shall not engage in any form of cheating during the examination. Students who are found cheating will receive a score of zero for the examination and be reported to the Office of Student Affairs for disciplinary action in accordance with school regulations.

六、本規則經教務會議通過，陳請校長核定後施行；修正時亦同。

Article 6

These Rules shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Rules are amended.

**國立高雄科技大學學生考試請假補考須知**

**National Kaohsiung University of Science and Technology Regulations Governing Make-up Tests Due to Excused Absences**

107 年 6 月 20 日 106 學年度第 3 次教務會議通過 Passed by the 3rd Academic Affairs Meeting on June 20, 2018. 108 年 6 月 17 日 107 學年度第 4 次教務會議修正通過

Amended and Passed at the 4th Academic Affairs Meeting on June 17, 2019. 108 年 10 月 23 日 108 學年度第 1 次教務會議修正通過

Amended and Passed at the 1st Academic Affairs Meeting on October 23, 2019.

110 年 6 月 23 日 109 學年度第 4 次教務會議修正通過 Amended and Passed at the 4th Academic Affairs Meeting on June 23, 2021. 111 年 3 月 23 日 110 學年度第 3 次教務會議修正通過

Amended and Passed at the 3rd Academic Affairs Meeting on March 23, 2022.

一、 國立高雄科技大學（以下簡稱本校）為明確規範學生期中、期末考試請假補考事宜，依據本校學則，訂定學生考試請假補考須知(以下簡稱本須知)。

Article 1

These Regulations Governing Make-up Test Due to Excused Absences (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to establish standardized procedures for administering make-up tests when students miss their midterm and/or final examinations due to excused absences.

二、 學生申請考試請假補考，應依學務處學生請假辦法之規定辦理請假，並於請假核准後三日內申請補考，經授課教師核准，送綜合業務處備查，始得補考。

Article 2

Students requesting make-up tests due to excused absence shall apply in accordance with the Regulations Governing Student Leave of Absence of the Office of Student Affairs. The application to retake a test shall be submitted within three days of receiving approval for the excuse. The make-up test can only be taken after the application is approved by the instructor and submitted to the Office of General Administration for recordation.

三、 學生考試請假，補考以一次為限。補考時間由授課教師自行決定辦理。但須於考試結束後二週內補考完畢為原則，惟學生若因重病住院或其他重大事故不能參加期末考試，亦無法如期補考者，依第二點規定提出申請並經核准，至遲於在次學期開學日前，完成補考並補登成績，若無法補考者，經系主任、院長及綜合業務處核准，未參加期末考試之學期可追認為休學。

Article 3

When students’ excuses for missing an exam are accepted, they shall be allowed to take only one make-up test. The time for the make-up test will be determined by the instructor, and the test must be administered within two weeks after the original examination. If a student is unable to take the final exam or the scheduled make-up exam due to a serious illness or other compelling reasons, they must apply for and obtain approval in accordance with Article 2 to retake the make-up exam at least before the start of the following semester, have the exam marked and the score entered into the transcript system. If the student who requests a make-up exam for the final exam is still unable to attend the exam, they may be considered as taking an ad hoc leave of absence for the unfinished semester after obtaining approval from the chair of the student’s affiliated department, the dean of their college, and the Office of General Administration.

四、 應行補考學生，不論任何理由均須於授課教師規定時間內參加補考。未參加補考者，該次考試成績以零分計算。

Article 4

Students who are required to take a make-up test must attend the test at the designated time set by the instructor in all circumstances. Students failing to attend the make-up test will get a “zero” for their grade.

五、 公假、懷孕期之生理疾症、分娩假、撫育三歲以下子女、及喪假（限配偶及直系血親）之補考按實際成績計分，其他事故請假補考者，大學部、專科部學生成績超過六十分或研究生成績超過七十分之部分，以百分之八十計算。

Article 5

Students who request a make-up exam for excuses such as official leave, pregnancy complications, maternity leave, providing care to children under three years of age, or bereavement leave (limited to spouses and immediate family members) shall have their make-up test grades recorded as their actual grades. For students with other types of excuses, their grades shall be recorded as 80 if their original grade is above 60 for undergraduate and junior college students, or above 70 for graduate students.

六、 本須知經教務會議通過，陳請校長核定後施行；修正時亦同。

Article 6

These Regulations shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學校際選課實施要點**

**National Kaohsiung University of Science and Technology Enforcement Rules Governing Inter-university**

**Course Selection**

107 年 6 月 20 日 106 學年度第 3 次教務會議通過 Passed by the 3rd Academic Affairs Meeting on June 20, 2018. 110 年 12 月 29 日 110 學年度第 2 次教務會議修正通過

Amended and Passed at the 2nd Academic Affairs Meeting on December 29, 2021.

一、國立高雄科技大學(以下簡稱本校)為促進校際合作，充分利用師資與設備，便利學生修習他校開設之課程，同時因應學生重補修課程之需要，依據大學法及大學法施行細則規定，特訂定本校校際選課實施要點(以下簡稱本要點)。

Article 1

These Enforcement Rules Governing Inter-university Course Selection (hereinafter referred to as “these Rules”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to raise the level of inter-university collaboration, to fully utilize teacher resources and facilities, to increase accessibility for students to take courses offered by other educational institutions, and to meet students’ needs of retaking and making up credits in accordance with the University Act and Enforcement Rules of the University Act.

二、本校學生選修國內大專院校（以下簡稱他校）課程或他校學生選修本校課程及本校實施之遠距教學，均依本要點辦理；遠距教學實施及評鑑作業要點如有其他規定事項，從其規定。

Article 2

Students at the University who select courses in other domestic universities or colleges (hereinafter referred to as “other universities”) or students from other universities who select courses or distance learning courses at the University shall follow the procedure in accordance with these Rules. If there are other regulations stipulated in the Regulations Governing Distance Learning and Evaluation, students must adhere to them.

三、本校學生校際選修他校課程，以本校未開設之科目為原則。但延畢生及應屆畢業生因特殊原因，不在此限。

校際選修他校課程，其上課時間不得與在本校所選修科目時間衝突，否則逕予註銷。

本校學生校際選修他校課程者，其選課、繳費、上課、成績核計等，均應依選課學校之規定辦理。

Article 3

* 1. In principle, students at the University shall select courses that are not offered by the University at other universities. The limitation does not apply to graduating students or students who defer graduation for special reasons.
  2. Students who selected courses at other universities must ensure that the said courses do not conflict with their courses at the University. Should there is a scheduling conflict, the courses at other universities may be canceled.
  3. Students at the University who selected courses at other universities shall comply with the course selection regulations of the respective universities, including course selection, course fees, course enrollment, and course grading.

四、本校大學部學生及五專部四、五年級學生每學期選修他校課程，除延長修業年限者外，以不超過該學期修習總學分數之三分之一為原則，其成績應與在本校該學期所修學分合併累計，且其總學分數仍應受每學期限修學分數之限 制。

研究生每學期校際選課學分數，由相關系所主管核定。但校際選課總學分數不得超過畢業應修學分數之三分之一。

Article 4

* 1. In principle, students enrolled in four-year university programs or fourth- and fifth-year students in five-year junior college programs at the University may take up to one-third of their total course credits at other universities during a semester, except for students who have a valid study period extension. Grades for courses taken at other universities during a semester shall be included in the calculation of the total grades for all courses at the University. The total course credits, including credits from other universities and the University, for a semester shall not exceed the

University’s upper limit for course credits allowed in that semester.

* 1. The number of course credits that graduate students can take at other universities shall be approved by the Chair of the respective department (or institute). However, the total number of course credits taken at other universities shall not exceed one-third of their total course credits counted towards graduation.

五、本校學生申請校際選課之學校、系所，應先經原就讀系所同意，於每學期加退選截止日期內，依規定提出申請，並依他校校際選課之規定辦理選課相關程序。

Article 5

Students at the University enrolled in other universities shall first obtain consent from their department (or institute). They shall then submit their applications following the regulations of the University during the add/drop course selection period of the semester and complete the course selection procedure based on the regulations of the respective universities.

六、他校申請至本校校際選課學生，必須經原就讀學校之同意且遵守本校有關規定，並於每學期本校開學後至加退選截止日期內辦理校際選課手續，逾期不予受理。選課後，本校得收取學分費(依本校當學期收費標準收取，如學分數與上課時數不同者，以較高者計算)、實習費及材料費等費用。他校學生經依規定辦妥選課後，除因開課人數不足停開外，不得辦理退選、退費。

Article 6

Students from other universities enrolled in courses at the University shall obtain consent from their schools first and comply with the University’s course selection procedure and relevant regulations. They shall select courses during the designated course selection periods of the University, which typically run from the beginning of the semester until the deadline for adding and dropping courses. Course selections made after the deadline will not be accepted. After the course selections, the University shall charge enrolled students related fees, including credit fees based on the payment standards of the semester (calculated using the higher value between course credits and course hours), internship program costs, material costs, etc. Once students from other universities have enrolled in the courses, they are not permitted to drop the enrolled courses or request refunds unless the course is closed due to the

number of enrolled students being less than the required minimum.

七、他校至本校校際選課學生，其授課、考試及成績計算均依照本校相關規定辦理；學期成績登錄結束後，由教務處將校際選課學生成績單寄送其原就讀學校。

Article 7

The teaching, examination, and grading calculation for students from other universities but enrolled in courses at the University shall be handled in accordance with the University’s relevant regulations. After the course grades are registered, the Office of Academic Affairs will send the academic transcripts to the students’ affiliated universities.

八、當本校與他校另簽訂合作協議時，則依議定之相關選課辦法辦理。

Article 8

If the University has signed collaboration agreements with other universities, the course selection process for students shall be handled in accordance with relevant regulations specified in these agreements.

九、本校暑(寒)期開班課程或本校學生修習他校暑(寒)期課程，得比照本要點辦理。

Article 9

Students from other universities taking summer and winter courses at the University, as well as students of the University taking summer and winter courses at other universities, shall be handled in accordance with these Rules.

十、本要點經教務會議通過，陳請校長核定後施行；修正時亦同。

Article 10

These Rules shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedures shall apply when these Rules are amended.

**國立高雄科技大學暑期開班授課辦理要點**

**National Kaohsiung University of Science and Technology Regulations Governing Summer Courses**

107 年 3 月 28 日 106 學年度第 1 次教務會議通過 Passed by the 1st Academic Affairs Meeting on March 28, 2018. 107 年 12 月 12 日 107 學年度第 2 次教務會議修正通過

Amended and Passed at the 2nd Academic Affairs Meeting on December 12, 2018. 108 年 10 月 23 日 108 學年度第 1 次教務會議修正通過

Amended and Passed at the 1st Academic Affairs Meeting on October 23, 2019.

109 年 3 月 25 日 108 學年度第 3 次教務會議修正通過 Amended and Passed at the 3rd Academic Affairs Meeting on March 25, 2020. 110 年 6 月 23 日 109 學年度第 4 次教務會議修正通過

Amended and Passed at the 4th Academic Affairs Meeting on June 23, 2021. 110 年 12 月 29 日 110 學年度第 2 次教務會議修正通過

Amended and Passed at the 2nd Academic Affairs Meeting on December 29, 2021.

112年3月29日111學年度第3次教務會議修正通過

Amended and Passed at the 3rd Academic Affairs Meeting on March 29, 2023.

一、 國立高雄科技大學(以下簡稱本校)為辦理暑期開班授課，特訂定本校暑期開班授課辦理要點(以下簡稱本要點)。

Article 1

These Regulations Governing Summer Courses (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to regulate the summer courses.

二、 本校暑期課程，原則以暑假開始後至開學前為起訖時間。但提供學生重補修之必修課程，應於暑假後第三週開始上課。

學分以授課滿十八小時為一學分之原則計算。

Article 2

The summer courses of the University shall begin at the beginning of the summer vacation and shall end before the next semester. However, required courses that students need to make up shall begin in the third week after the

summer vacation.

Each credit is generally provided for 18 hours of instruction.

三、本校開課單位有下列情形之一者，得利用暑期開班授課：

(一)提供學生重補修之必修課程。 (二)職場實習課程。

(三)大學部新生暑期先修課程、碩士在職專班課程。 (四)微學分課程。

(五)微學程選修課程。

(六)邀請國際學者蒞校開設之國際交流課程。

(七)配合政府教育政策需開設之專案教學課程，簽請校長核准開課課程。 (八)其他特殊情形簽請校長核准開課課程。

學生職場實習課程開設要點及大學部新生暑期先修課程實施細則另訂。

Article 3

Departments may offer summer courses under the following circumstances:

* 1. Required courses for students retaking;
  2. Internship courses;
  3. First-year foundation summer programs and in-service master’s programs;
  4. Micro courses;
  5. Elective courses in micro degree programs;
  6. International exchange courses taught by invited international scholars;
  7. Educational courses offered to comply with the government education policies and approved by the President;
  8. Courses offered for specific reasons and approved by the President.

Additionally, the University shall set up the Regulations Governing the Offering of Off-Campus Internship Courses and the Regulations for First-Year Foundation Summer Programs.

四、開課程序：

(一)開課單位得依第三點規定開設暑期課程，開設科目應為課程結構規劃表所訂之課程。

(二)開課單位依教務處公告時程，將暑期開設課程科目表送至綜合業務處備查。

(三)暑期課程由教務處公告。

Article 4

The procedures for providing summer courses are as follows:

* 1. The departments offering summer courses shall provide courses in accordance with Article 3, which must align with the courses established in the department’s course structure plan.
  2. The departments offering summer courses shall submit a tentative curriculum to the Office of General Administration for recordation based on the timing announced by the Office of Academic Affairs.
  3. The approved curriculum for summer courses will be announced by the Office of Academic Affairs.

五、暑期課程開班人數規定：

(一)暑期開班授課每班學生開課人數至少十六人，學生人數不足則不開班。如若學生或相關單位願補足差額人數之學分費，經專案簽請教務長同意者，得予以開班。

(二)課程之限修人數除設備限制外，不得低於五十人，每一課程限開一班為原則。

(三)下列暑期課程不受第一款關於最低開課人數之限制：

* + 1. 國際交流課程及大學部新生暑期先修課程之開班人數比照本校選課準則規定辦理。
    2. 職場實習課程另依學生職場實習課程開設要點規定辦理。
    3. 論文課程不受最低開課人數之限制。
    4. 碩士在職專班課程暑期開班授課每班學生人數至少五人，學生人數不足則不開班，若學生願補足差額人數之學分費，經專案簽請教務長同意者，得開班。
    5. 配合政府教育政策所開設之專案教學課程，得簽請校長核准開班。

Article 5

The number of students and other requirements for opening a summer course are as follows:

* + - 1. The minimum student enrollment for opening a summer course is at least 16 students, or the courses will be canceled. However, if students or related departments are willing to cover the credit fees for the shortfall in the number of students and receive approval from the Dean of the Office of Academic Affairs, the course may still be offered.
      2. The maximum enrollment limit set for a summer course must not be lower than 50 unless there are equipment restraints, and each course shall be limited to one class.
      3. The following summer courses are exempted from the minimum student enrollment restrictions in Paragraph 1 of this article:
         1. The minimum student enrollment for an international exchange course or a first-year foundations summer course shall be specified in accordance with the Regulations Governing Course Selection.
         2. The internship courses shall be conducted in accordance with the Regulations Governing the Offering of Off-Campus Internship Courses.
         3. Thesis/Dissertation courses are not exempted from the restrictions on minimum student enrollment.
         4. The minimum student enrollment for summer courses offered by the in- service master’s program is at least 5 students, or the courses will be canceled. However, if students or related departments are willing to cover the credit fees for the shortfall in the number of students and receive approval from the Dean of the Office of Academic Affairs, the course may still be offered.
         5. Educational courses that offer to comply with government education policies may be opened upon the President’s approval.

六、選課規定

(一)選課時程及方式依教務處之公告辦理，逾期不予受理。

(二)學生暑期選課最多不得超過二科(含校際選課)。但應屆畢業生(含延修生)、轉學生及轉系(所、科、學位學程)學生得酌增二科。

(三)學生修習第三點第四款至第八款課程者，不受前款之限制。

(四)學生辦理選課且經審核符合修課資格者，應於規定時間繳納學分費，始完成選課。

(五)已選暑期課程而未依期限繳費者(含人數不足應分攤部分)，應予剔除修課資格，且不再受理。

(六)依前款規定剔除未繳費者後，如人數不足，依第五點規定辦理。

(七)有暑修未開課或衝堂科目等情事，學生可申請跨部暑修或校際選課。但修習科目數仍受第二款之限制。

(八)休、退學學生不得修習暑期班課程。

(九)申請次一學期休、退學或已符合畢業資格之學生者，可修讀暑期課程。但暑修期間辦理離校者，註銷暑修課程修讀資格，且不退費。

(十)暑期課程以本校學生為優先；他校學生申請修讀本校暑期課程及本校學生申請至他校暑修，依本校校際選課實施要點辦理。

Article 6

The rules for course selection are as follows:

* 1. The course selection schedule and procedure will be announced by the Office of Academic Affairs. Late applications will not be accepted.
  2. Students may not register for more than two summer courses, including inter-university courses. However, graduating students, students who have deferred graduation, transfer students, and program transfer students who transferred from another department (institute, divisions, or degree program) may register for an additional two courses.
  3. Students applying for summer courses mentioned in Paragraphs 4 to 8 of Article 3 are exempt from the above restrictions.
  4. Students who have selected summer courses and received approval shall pay the tuition per credit hour fees within the scheduled time period to complete the course selection process.
  5. Students who have selected summer courses but failed to pay the tuition per credit hour fees on time, including the share of the remaining cost for the shortfall in the number of students, shall be removed from the class, and their re-applications will not be accepted.
  6. If a summer course faces a shortfall of students after removing students who failed to pay the fees, it shall be handled in accordance with Article 5.
  7. If a summer course that students apply for is not scheduled to open or

conflicts with another one, they may select a course provided by other departments or universities. The number of courses shall be limited as mentioned in Paragraph 2.

* 1. Students on a leave of absence or who have withdrawn from school may not enroll in summer courses.
  2. Students who have taken a leave of absence or withdrawn from school for the next semester, or who have met the graduation requirements, may apply for summer courses. However, if students leave or withdraw from school during the summer courses, their qualifications will be canceled, and credit fees shall not be refunded.
  3. Summer courses shall prioritize students of the University. For students from other universities who wish to take summer courses at the University and for students of the University who wish to take summer courses at other universities, they shall follow the procedures in accordance with the Enforcement Rules Governing Inter-University Course Selection.

七、暑期課程收費標準

(一)暑期選課應依本校當學期核收標準繳納學分費，如學分數與上課時數不同者，以較高者計算。

(二)本校日間部學制學生修習日間部開設之暑期實習課程、專案實習及邀請國際學者蒞校開設之國際交流課程得免繳納學分費，修習其他課程須依規定繳費。大學部新生暑期先修課程另依本校大學部新生暑期先修課程實施細則辦理。

(三)學生選課繳費後，除有休、退學或選課人數不足或課程停開之事由，經專案簽奉校長核准外，不得以任何理由請求退費。

(四)論文課程不另收費(碩士在職專班除外)，但一零六學年度(含)以前入學學生在學期間依修讀學分數繳交學分費者，仍須繳交論文學分費。

Article 7

The fee standards for the summer course are as follows:

* 1. Students enrolling in summer courses shall pay the tuition per credit hour fees in accordance with the fee standards of the current semester. If course credits differ from the actual course hours, the fee will be calculated using the higher value.
  2. Day school students taking summer internship courses, internship project courses, and international exchange courses opened by invited international scholars offered by daytime departments are exempt from paying the credit fees. However, for other courses, credit fees must be paid in accordance with the regulations. First-year foundation summer programs shall be handled in accordance with the Regulations for First- Year Foundation Summer Programs.
  3. Once students have completed course registration and paid course fees, they may not request refunds for any reason, except in cases where they have taken a leave of absence or withdrawn from school, or the course failed to enroll enough students or was subsequently canceled, and approval has been obtained from the President.
  4. Thesis or dissertation courses for graduate programs will not be charged, except for in-service master’s program courses. However, students who registered before the academic year 2016-2017 inclusive are required to pay the credit fees for thesis or dissertation courses.

八、暑期課程停修

因重病或重大事故不能完成暑期修課者，須檢具區域級以上醫院診斷證明或其他正式證明文件，於期末考試前經任課教師及系所主任同意，得申請停修課程，所繳學分費概不退還。

Article 8

Withdrawal from summer course

Students who are unable to complete summer courses due to serious illness or a major accident must submit diagnostic certificates from hospitals above the regional level or other official certificates. The student shall apply for course withdrawal before the final exam and receive approval from the Chair of the department and the course instructor. However, there will be no refund for the paid credit fees.

九、學生暑期選課成績考查規定如下：

(一)學生成績考查，應依相關規定辦理。暑期成績繳交期限依本校學期成績登錄要點規定辦理。

(二)成績及格或不及格，均登記於歷年成績表內。

(三)暑期所修學分不與學期所修學分合併累計，暑期成績亦不得與學期成績平均合併核計，但暑期所修學分數及成績應併入畢業成績計算。

(四)成績不及格者，不得補考。

(五)參加暑期課程的學生應攜帶學生證上課備查，凡冒名頂替上課或考試，除該科以零分計外，並依本校考試規則及學生獎懲辦法議處。

Article 9

The assessment and grading of students’ performance for summer courses are as follows:

* 1. The assessment of student’s performance shall be conducted in accordance with relevant regulations. The deadline for grade submission must be adhered to in accordance with the Regulations for Students Grade Submission.
  2. Grades attained in the summer courses, which students have passed or failed, shall be recorded in the annual transcript.
  3. Credits and grades obtained from summer courses shall not count towards a student’s cumulative credits and grade point averages earned in the subsequent semester, but they will be included in the student’s grades and credits for graduation.
  4. No make-up examinations shall be given to students who failed the summer course.
  5. Students taking summer courses must present their student ID cards for reference. In case of imposters taking the class or exams, the student’s grades be recorded as zero, and disciplinary actions will be imposed in accordance with the Regulations Governing Examinations and Regulations Governing the Awards of Merit to Students and Disciplinary Sanctions for Misconduct.

十、教師鐘點費相關規定

(一) 教師鐘點費依照公立大專校院兼任教師鐘點費支給標準及本校課程訂 定準則辦理。

(二) 本校專任(案)教師日間部及進修部暑修授課分別至多二門，兼任教師日間部及進修部暑修授課分別至多一門，超授課程時數視為義務教學。但下列課程，不在此限：

* + 1. 國際學者蒞校開設之國際交流課程。
    2. 配合政府教育政策，簽請校長核准開設之專案教學課程，且教師鐘點費由計畫補助經費支應者。
    3. 職場實習課程。
    4. 微學分課程。
    5. 微學程選修課程。

(三) 職場實習課程另依學生職場實習課程開設要點規定辦理。

(四)碩士在職專班教師鐘點費另有規定者，從其規定。

(五) 暑修教師鐘點由教務處造冊，會辦綜合業務處查核後核發。

Article 10

Instructors’ hourly teaching fee shall be conducted in accordance with the following provision:

* 1. The hourly teaching fee for summer course instructors shall be determined in accordance with the Standards for Hourly Teaching Fee of Adjunct Faculty at National Universities and Colleges issued by the Executive Yuan and the Regulations Governing Curriculum Development issued by the University.
  2. The maximum allowable summer courses for a full-time instructor of the day school or Division of Continuing Education shall be two courses in each division, and for an adjunct instructor shall be one course in each division. Instructors offering extra teaching hours for a summer course shall be deemed as voluntary, except for the following courses:
     1. International exchange courses opened by invited international scholars;
     2. Educational courses offered to comply with government education policies and approved by the President, with hourly teaching fees subsidized by the program;
     3. Internship courses;
     4. Micro courses;
     5. Elective courses in micro degree programs.
  3. Instructor’s hourly teaching fee for internship courses shall be handled in accordance with the Regulations Governing the Offering of Off-Campus Internship Courses.
  4. If there is a specific regulation regarding instructors’ hourly teaching fees for in-service master’s programs, the competent unit shall be handled in accordance with such regulations.
  5. Instructor’s hourly teaching fee for summer courses shall be recorded in a list by the Office of Academic Affairs and referred to the Office of General Administration for verification and payment remittance.

十一、各系(所)如有特殊需要，得於寒假期間開設職場實習、國際學者蒞校開設之國際交流、微學分課程、微學程選修課程及論文課程，其開班規定比照本要點辦理。

Article 11

All departments (or institutes) offering internship courses, international exchange courses, micro courses, elective courses in micro degree programs, or thesis/dissertation courses during the winter vacation, if deemed necessary for specific reasons, shall be conducted in accordance with these Regulations.

十二、本要點未盡事宜，悉依照本校學則及相關法規辦理。

Article 12

Matters not mentioned in these Regulations shall be handled in accordance with the applicable provisions stipulated in the Academic Regulations or other related regulations of the University.

十三、本要點經教務會議通過，陳請校長核定後施行；修正時亦同。

Article 13

These Regulations shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學大學部學生成績優異提前畢業辦法 National Kaohsiung University of Science and Technology Regulations Governing Early Graduation of Undergraduates for Excellent Academic Achievement**

107 年 4 月 25 日 106 學年度第 2 次教務會議通過

Passed by the 2nd Academic Affairs Meeting on April 25, 2018.

教育部 107 年 5 月 21 日臺教技(四)字第 1070075409 號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1070075409 on May 21, 2018.

107 年 10 月 24 日 107 學年度第 1 次教務會議修正通過 Amended and Passed at the 1st Academic Affairs Meeting on October 24, 2018.教育部 107 年 11 月 27 日臺教技(四)字第 1070207590 號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1070207590 on November 27, 2018.

109 年 12 月 30 日 109 學年度第 2 次教務會議修正通過 Amended and Passed at the 2nd Academic Affairs Meeting on December 30, 2020.教育部 110 年 2 月 2 日臺教技(四)字第 1100009960 號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1100009960 on February 2, 2021.

第一條 國立高雄科技大學(以下簡稱本校)為規範大學部學生成績優異提前畢業事宜，依據大學法及其施行細則及本校學則訂定「大學部學生成績優異提前畢業辦法」(以下簡稱本辦法)。

Article 1

These Regulations Governing Early Graduation of Undergraduates for Excellent Academic Achievement (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to regulate matters relating to early graduation of undergraduates for excellent academic achievement in accordance with the University Act and its enforcement rules.

第二條 學生修業期間，合於下列標準者，四年制學生得申請提前一學年或一學期畢業，二年制學生得申請提前一學期畢業：

一、修滿該系畢業應修科目及學分數且成績及格。二、操行成績各學期均在八十分以上。

三、歷年學業總平均成績在八十分以上，且歷年名次(不含畢業當學期)在該系或班(組)學生數前百分之十以內。

四、完成校訂及系訂畢業條件。

Article 2

During the study period, undergraduates from each department who meet the following prerequisites are eligible for early graduation: those from 4-year programs can apply for one semester or one year, while those from 2-year technical programs can apply for one semester.

* 1. Finishing all courses and obtaining all required credits of the department.
  2. Achieving a behavior grade of at least 80 in each semester.
  3. Maintaining a GPA of at least 80 points over academic years and ranking within the top ten in the department (or class) based on total grade (excluding the final semester).
  4. Fulfilling all requirements set by the University and the department.

第三條 學生成績優異合於提前畢業之規定者，應於行事曆中規定之學期結束前提出申請。

Article 3

An undergraduate who plans to graduate one semester earlier must submit the application before the end of a semester based on the academic calendar.

第四條 本辦法經教務會議通過，陳請校長核定後施行，並報教育部備查；修正時亦同。

Article 4

These Regulations shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President and submit to the Ministry of Education for record keeping. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學生請領各項證件須知 National Kaohsiung University of Science and Technology Instructions for Students on How to Apply for and Collect**

**Various Types of Certificates or Documentation**

107 年 4 月 25 日 106 學年度第 2 次教務會議通過

Passed by the 2nd Academic Affairs Meeting on April 25, 2018.

一、國立高雄科技大學(以下簡稱本校)為明確規範學生請領各項證件事宜，訂定

「學生請領各項證件須知」(以下簡稱本須知)。

Article 1

These Instructions for Students on How to Apply for and Collect Various Types of Certificates or Documentation (hereinafter referred to as “these Instructions”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to give students clear instructions on how to apply for and collect types of certificates or documents.

二、本校學生申請下列證件，除學則另有規定外，均依本須知辦理，但開除學籍學生不發給任何學歷證件。

Article 2

Students of the University applying for the following certificates or documents shall adhere to these Instructions, unless otherwise provided in University Academic Regulations. However, students who are expelled will not receive any certifications of their academic records at this University.

三、申請方式及相關說明及費用表列如附件一。繳費方式及領件依網頁公告辦理。

Article 3

For the application process, instructions, and fees, please refer to Appendix 1. Payment and collection shall be handled in accordance with announcements on the University’s website.

四、本須知經教務會議通過，陳請校長核定後施行，修正時亦同。

Article 4

These Instructions shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedures shall apply when the Notice is amended.

附件一

Appendix 1: Types of applications, required forms, fees and processing time

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **項次**  **Item** | **申辦事項**  **Certificates or Documents**  **Applied For** | **應繳表件**  **Required Documentation** | **工本費**  **Fees (NT$)** | **工作天**  **Processing Time** |
| 1 | 中文成績單  Chinese transcripts | 申請表  Request Form | 每份10 元  $10 per copy | 隨到隨辦  Immediately  Upon Request |
| 2 | 英文成績單  English transcripts | 申請表  Request Form | 每份20 元  $20 per copy | 3-5 個工作天  3-5 business days |
| 3 | 中文學位(畢業)證明書 Diploma/Certificate of Graduation (Chinese) | 1. 申請表 Request Form 2. 身分證正反面影本1 份   A photocopy of both sides of  National ID | 每份100 元  $100 per copy | 3-5 個工作天  3-5 business days |
| 4 | 英文學位(畢業)證書  Diploma/Certificate of  Graduation (English) | 申請表  Request Form | 每份50 元  $50 per copy | 3-5 個工作天  3-5 business days |
| 5 | 中文在學證明書  Certificate of Enrollment  (Chinese) | 申請表  Request Form | 免費  Free | 隨到隨辦  Immediately  Upon Request |
| 6 | 英文在學證明書  Certificate of Enrollment  (English) | 申請表  Request Form | 每份20 元  $20 per copy | 3-5 個工作天  3-5 business days |
| 7 | 學生證補發  Replacement of Student ID Card | 申請表  Request Form | 補（換）費用150 元 Reissue  (replacement)  $150 | 5 個工作天  5 business days |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 8 | 中英文修業證明書 Chinese/English Certificate of Study | 1. 申請表 Request Form 2. 身分證正反面影本1 份   A photocopy of both sides of National ID | 每份20 元  $20 per copy | 3-5 個工作天  3-5 business days |
| 9 | 學期成績優良獎狀補發  Reissuance of Certificates of Academic Achievement | 申請表  Request Form | 每份 50 元  $50 per copy | 3-5 個工作天  3-5 business days |
| 10 | 在學成績名次證明書  Certificate of Class  Ranking | 申請表  Request Form | 每份10 元  $10 per copy | 隨到隨辦  Immediately  Upon Request |
| 11 | 中文學程證明書補發  Reissuance of Certificate of Completion (Chinese) | 申請表  Request Form | 每份 50 元  $50 per copy | 3-5 個工作天  3-5 business days |
| 12 | 英文學程證明書補發  Reissuance of Certificate of Completion (English) | 申請表  Request Form | 每份 50 元  $50 per copy | 3-5 個工作天  3-5 business days |
| 13 | 國際商專中文成績單 (代辦)  Chinese Transcript on behalf of International College of Commerce | 申請表  Request Form | 每份10 元  $10 per copy | 1 天  1 day |
| 14 | 國際商專中文學位證明書補發(代辦) Reissuance for Chinese  Diploma on behalf of International College of Commerce | 1. 申請表   Request Form   1. 一吋照片1 張   A 1-inch photo   1. 身分證正反面影本1 份   A photocopy of both sides of  National ID | 每份 100 元  $100 per copy | 1 個月  1 month |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 15 | 國際商專修業證明書補發  (代辦)  Reissuance of Certificate of Study on behalf of International College of  Commerce | 1. 申請表 Request Form 2. 身分證正反面影本1 份   A photocopy of both sides of National ID | 每份 20 元  $20 per copy | 3-5 個工作天  3-5 business days |
| 16 | 中英文立案證明 Chinese/English College Accreditation Certificate | 1. 申請表 Request Form 2. 身分證正反面影本1 份   A photocopy of both sides  of National ID | 免費  Free | 隨到隨辦 Immediately Upon Request |

**國立高雄科技大學學生轉系(所、科、學位學程)辦法**

**National Kaohsiung University of Science and Technology Regulations Governing Students Transferring Department, Institute, Division, or Degree Program**

107 年 4 月 25 日 106 學年度第 2 次教務會議通過 Passed by the 2nd Academic Affairs Meeting on April 25, 2018. 107 年 10 月 24 日 107 學年度第 1 次教務會議修正通過

Revised and Passed at the 1st Academic Affairs Meeting on October 24, 2018. 108 年 6 月 17 日 107 學年度第 4 次教務會議修正通過

Revised and Passed at the 4th Academic Affairs Meeting on June 17, 2019.

108 年 12 月 11 日 108 學年度第 2 次教務會議修正通過 Revised and Passed at the 2nd Academic Affairs Meeting on December 11, 2019. 109 年 12 月 30 日 109 學年度第 2 次教務會議修正通過

Revised and Passed at the 2nd Academic Affairs Meeting on December 30, 2020. 110 年 3 月 17 日 109 學年度第 3 次教務會議修正通過

Revised and Passed at the 3rd Academic Affairs Meeting on March 17, 2021.

110 年 6 月 23 日 109 學年度第 4 次教務會議修正通過 Revised and Passed at the 4th Academic Affairs Meeting on June 23, 2021. 111 年 3 月 23 日 110 學年度第 3 次教務會議修正通過

Revised and Passed at the 3rd Academic Affairs Meeting on March 23, 2022.

112 年 3 月 29 日 111 學年度第 3 次教務會議修正通過

Revised and Passed at the 3rd Academic Affairs Meeting on March 29, 2023.

第一條 國立高雄科技大學（以下簡稱本校）為明確規範學生轉系（所、科、學位學程）事宜，依據大學法及本校學則規定，訂定本校學生轉系（所

、科、學位學程）辦法（以下簡稱本辦法）。

Article 1

These Regulations Governing Students Transferring Department, Institute, Division, or Degree Program (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to provide clear guidelines for the handling of student internal transfers in accordance with the University Act and the Academic Regulations.

第二條 本辦法所稱轉系（所、科、學位學程）係指日間部學生轉至日間部相

同學制其他系（所、科、學位學程）；進修部學生轉至進修部相同學制其他系（不含在職專班）學生。

Article 2

The department (or institute, division, degree program) transfer mentioned in these Regulations refers to students from the day school changing to another department (or institute, division, degree program) of the same academic program in the day school; students from the Division of Continuing Education changing to another department, excluding in-service education program, of the academic program in the Division of Continuing Education.

第三條 學生申請轉系（所、科、學位學程）時，應符合下列規定：

一、四技一年級下學期、二、三年級學生得於申請審查合格之次學期，轉入各系。

二、二技三年級下學期學生得於申請審查合格之次學期，轉入各系。

三、附設專科部五年制一年級下學期至四年級學生得於申請審查合格之次學期，轉入各科。

四、日間部研究生因特殊原因，得於申請審查合格之次學期，轉入他系

（所）、學位學程。

Article 3

Students who apply for department (or institute, division, degree program) transfer shall meet the following requirements:

* 1. If the internal transfer application is approved, first-year undergraduate students who have completed one semester of study, as well as second- or third-year undergraduates, may transfer to another department in the next semester;
  2. If the internal transfer application is approved, third-year students of the two-year technical program who have completed one semester of study may transfer to another division in the next semester;
  3. If the internal transfer application is approved, first-year junior college students who have completed one semester of study, as well as second- to fourth-year students of the five-year junior college program may transfer to another division in the next semester;
  4. If the internal transfer application is approved, graduate students who enrolled in regular classes and have special reasons may transfer to another department, institute, or degree program in the next semester.

第四條 學生有下列情形之一者，不得轉系（所、科、學位學程）：

一、申請轉系後該學期辦理休學，撤銷轉系（所、科、學位學程）。二、應屆畢業生、延修生、休學生。

三、已核准轉系（所、科、學位學程）一次者。四、不同學制學生。

五、學士後學位學程學生。

六、陸生轉系另依教育部相關規定辦理。

七、大學部及專科部各班在學學生不足二十五人不得轉出，博士班學生不得轉出，碩士班不足十人不得轉出。但情況特殊者，經專案簽 請核可，不在此限。

八、招生簡章規定入學後不可轉系者，從其規定。九、其他有特別規定者。

Article 4

Students who meet any of the following conditions are ineligible for a department (or institute, division, degree program) transfer:

* 1. If a student applies for a leave of absence following the submission of an internal transfer application, the department (or institute, division, degree program) transfer will be revoked;
  2. Graduating students and students who have deferred graduation or are taking a leave of absence;
  3. Students who have already transferred to another department (or institute, division, degree program) once;
  4. Students enrolled in different types of academic programs;
  5. Students enrolled in post-baccalaureate degree programs;
  6. Students from Mainland China. (The filing of an internal transfer

application shall follow the regulations prescribed by the Ministry of Education);

* 1. Students in undergraduate and junior college programs are ineligible for internal transfers if their class size is fewer than 25 students, as are Graduate students in classes with fewer than 10 students. Doctoral students are prohibited from transferring. Students in special circumstances may be exempted from these restrictions, provided they have received presidential approval for a submitted project report.
  2. Students whose eligibility for internal transfer is restricted by the NKUST Admissions Guidebook are required to comply with those stipulated regulations;
  3. Other special regulations.

第五條 各系（所、科、學位學程）轉系年級名額為該系科招生時教育部原核定新生名額（不含外加名額）之一成，計算至整數，小數點後不採計

，不足一人以一人計。

Article 5

The maximum quota of students transferred internally in each department (or institute, division, degree program) shall not exceed 10% of the original number of freshmen approved by the Ministry of Education (excluding the additional student admission quota). The quota is calculated to the nearest integer, and decimals are not included in the calculation. If the number is less than one, it shall be calculated as one.

第六條 轉系（所、科、學位學程）申請及審查作業時程，於每學年度上下學期辦理一次，依行事曆公告時程實施。學生申請轉系至多以三系為限

，並提出擬轉入系之志願序。如同時經二系以上同意轉入，以學生志願序為優先。

各系（所、科、學位學程）可招收轉系（所、科、學位學程）之上下學期名額合計，以第五條規定為限。

Article 6

* 1. The application and review for transferring department (or institute, division, degree program) will be conducted twice yearly, in the first and second semesters, as scheduled in the academic calendar. Each

student may apply to transfer up to three departments and must list them in priority order. Students who are admitted by two or more departments at the same time will be placed according to the order of preference.

* 1. The number of students admitted from internal transfers in the first and second semesters combined, for each department (or institute, division, degree program), is subject to the limit set out in Article 5.

第七條 申請轉系（所、科、學位學程）之學生，限於本校規定之時間內提出申請。未成年學生申請者，須出具家長或監護人同意書。

學生轉系（所、科、學位學程），應經轉出、轉入系（所、科、學位學程）之審核及同意，各系（所、科、學位學程）應考量學生興趣等因素

，不得設定學業成績或排名為申請門檻；申請轉系人數逾得轉出人數時

，由轉出各系（所、科、學位學程）依其轉出規定，決定同意轉出學生名單。

各系（所、科、學位學程）轉出規定及轉入審查標準應經系（所、科、學位學程）務會議及院務會議通過後，送教務處備查。

轉系審查同意學生名單由教務處彙整公告，並個別通知。

Article 7

* 1. Students shall submit their applications for transferring department (or institute, division, degree program) within the designated period specified on the academic calendar. Underage applicants must provide a consent form endorsed by their parents or guardians when applying.
  2. The department (or institute, division, degree program) transfer shall be reviewed and approved by the transfer-in and transfer-out department (or institute, division, degree program). Each department (or institute, division, degree program) must consider students’ interests along with other relevant factors. Academic performance or ranking shall not be set as the application threshold. If the number of applicants exceeds the approved number of internal transfers, each transfer-out department (or institute, division, degree program) shall determine the list of transfer- out students in accordance with relevant regulations.
  3. The criteria for transferring into or out of departments (or institutes,

divisions, degree programs) shall be approved by the respective department (or institute, division, degree program) affairs meeting and college affairs meetings, and submitted to the Office of Academic Affairs for record keeping.

* 1. The Office of Academic Affairs will announce the list of approved transfer students in the department (or institute, division, degree program) on a collective basis and issue individual notice to each internal transfer student.

第八條 轉系（所、科、學位學程）一經核准不得再申請轉回原系（所、科、學位學程），學生須修滿轉入系（所、科、學位學程）規定之科目及學分數，方得畢業。降級轉系（所、科、學位學程）者，其在兩系科重複修習之年限，不列入轉入系（所、科、學位學程）之最高修業年限併計

，並以轉入年級收取學雜費。

Article 8

Once approved, applications for changing one’s department (or institute, division, degree program) are final and irreversible. Students who transfer internally must meet the course requirements of their new transfer-in department (or institute, division, degree program) to graduate from the department (or institute, division, degree program). Students transferring to lower academic units do not have their accumulated years of study counted against the maximum years of study of the new department (or institute, division, degree program). Tuition and miscellaneous fees will be charged based on which year of class they transfer into.

第九條 轉系（所、科、學位學程）學生之學分抵免，依「國立高雄科技大學學生學分抵免要點」規定辦理。

Article 9

Applications for course credit waivers of transfer students in each department (or institute, division, degree program) shall be administered according to the Regulations Governing Credit Transfers and Course Waivers for Students.

第十條 本辦法未盡事宜依學則及有關章則之規定辦理。

Article 10

Matters not mentioned herein shall be handled in accordance with the Academic Regulations and relevant regulations of the University.

第十一條 本辦法經教務會議通過，陳請校長核定後施行；修正時亦同。

Article 11

These Regulations shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學生修讀第二專長實施要點**

**National Kaohsiung University of Science and Technology Enforcement Rules Governing Students to Study the Second Specialty**

107 年 6 月 20 日 106 學年度第 2 學期第 3 次教務會議審議通過 Examined and Approved at the 3rd Academic Affairs Meeting on June 20, 2018. 108 年 10 月 23 日 108 學年度第 1 次教務會議修正通過

Amended and Passed at the 1st Academic Affairs Meeting on October 23, 2019. 110 年 6 月 23 日 109 學年度第 4 次教務會議修正通過

Amended and Passed at the 4th Academic Affairs Meeting on June 23, 2021.

一、 本校為鼓勵學生跨領域學習，培養多元專長能力，特訂定學生修讀第二專長實施要點(以下簡稱本要點)。

Article 1

The Enforcement Rules Governing Students to Study the Second Specialty (hereinafter referred to as these Rules) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to encourage students to take interdisciplinary courses and cultivate diverse expertise.

二、本校學生在學期間於不影響原主修系(主系)學習情況時，得自主規劃至本系以外之系院級學術單位修讀第二專長，惟跨系所修課仍須符合本校選課相關規定。

Article 2

During the study period, a student may independently design his/her study plan and apply for the second specialty by taking courses provided by another department or college without impacting their study in their affiliated department. However, students who take courses in other departments or institutes must still comply with relevant requirements regarding course selection.

三、各系院級學術單位規劃第二專長課程(至多二種)供本系以外學生修讀。第二專長名稱、應修課程(至多十門)與學分數由各學術單位訂定，經該學術單位課程委員會通過，並送教務處備查；應修習學分總數以十五至十八學分為原則，第二專長課程應符合產業需求，由基礎至進階，且至少包含一門實務實作課程。

Article 3

Each department or college is limited to providing a maximum of two sets of second specialty courses for students from other departments to take. The name, the number of necessary courses (up to 10 courses), and the required credits for a second specialty are to be determined by the respective academic unit, approved by the respective curriculum committee, and submitted to the Office of Academic Affairs for record keeping. A minimum of 15-18 credits is necessary. and the courses for a second

specialty shall meet the industry needs, from beginner to advanced, including at least one practical course.

四、學生修讀第二專長課程與主系之專業課程名稱或性質相同者，經第二專長開設單位審查後， 可申請認列為第二專長學分。

Article 4

A second specialty course with an identical name or similar nature to a student’s professional course in their department may be recognized for credits toward a second specialty upon review and approval by the unit in charge.

五、學生至遲應於畢業當學期申請修讀第二專長；學生畢業時修畢第二專長規定之課程且成績及格者，其學位證書、歷年成績表及其他相關之證明文件均加註第二專長名稱。

Article 5

Students shall apply for a second specialty in the semester before graduation at the latest. Once students have completed their course requirements for a second specialty and achieved passing grades at the University, the name of their second specialty will be noted in all academic records, including the diploma, degree certificate, and academic transcripts.

六、學生修讀本系以外之學術單位開設第二專長課程，主系應依本校課程訂定準則規定承認學生修習外系學分數。

Article 6

A student pursuing a second specialty from another department, his/her affiliated department shall follow the Regulations Governing Curriculum Development regarding the recognition of the courses and credits.

七、學生符合主系畢業資格者，尚未修滿第二專長規定之課程與學分，如擬繼續修讀第二專長資格者，須申請延長修業年限，延長修業年限至多二年。綜合業務處審核後，尚未修滿第二專長 規定課程與學分，但符合主系畢業資格者，學生 可申請放棄修讀第二專長，以主系畢業。

Article 7

When students have met the graduation requirements of their affiliated departments yet have not finished the courses and credits for their second specialty, they may extend their study period for up to two academic years to complete their second specialty. However, students may apply to relinquish their second specialty upon review and approval by the Office of General Administration.

八、本要點如有未盡事宜，悉依本校相關規定辦理。

Article 8

Matters not mentioned herein shall be handled in accordance with relevant regulations of the University.

九、 本要點經教務會議通過，陳請校長核定後施行；修正時亦同。

Article 9

These Rules shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Rules are amended.

**國立高雄科技大學學生修讀輔科（系、所、學位學程）辦法**

**National Kaohsiung University of Science and Technology**

**Regulations Governing Students Pursuing Minor Division, Department, Institute, or Degree Program**

107年4月25日106學年度第2次教務會議通過 Passed by the 2nd Academic Affairs Meeting on April 25, 2018.

教育部107年5月21日臺教技(四)字第1070075409號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1070075409 on May 21, 2018.

108年3月27日107學年度第3次教務會議修正通過 Revised and Passed at the 3rd Academic Affairs Meeting on March 27, 2018.教育部108年5月2日臺教技(四)字第1080064291號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1080064291 on May 2, 2019.

109年6月24日108學年度第4次教務會議修正通過 Revised and Passed at the 4th Academic Affairs Meeting on June 24, 2020.教育部109年7月21日臺教技(四)字第1090101822號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1090101822 on July 21, 2020.

110年6月23日109學年度第4次教務會議修正通過 Revised and Passed at the 4th Academic Affairs Meeting on June 23, 2021.教育部110年9月16日臺教技(四)字第1100118485號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1100118485 on September 16, 2021.

111年3月23日110學年度第3次教務會議修正通過 Revised and Passed at the 3rd Academic Affairs Meeting on March 23, 2022.教育部111年5月16日臺教技(四)字第1110039405號函同意備查

Approved by the Ministry of Education Letter Tai Jiao Ji (IV) Zi No. 1110039405 on May 16, 2021.

第一條 國立高雄科技大學（以下簡稱本校）依據大學法、大學法施行細則、學位授予法及本校學則，訂定國立高雄科技大學學生修讀輔科（系、所、學位學程）辦法（以下簡稱本辦法）。

Article 1

These Regulations Governing Students Pursuing Minor Division, Department, Institute, or Degree Program (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) in accordance with the University Act, the Enforcement Rules of the University Act, the Degree Conferral Act, and the University’s Academic Regulations.

第二條 各科（系、所、學位學程）可接受輔科（系、所、學位學程）學生之名額、標準與條件，由各科（系、所、學位學程）自訂審查規定，並送教務處備查。

Article 2

學生申請跨校修讀輔科（系）須經本校及申請加修學校同意。

* 1. Each division, department, institute, or degree program is required to stipulate rules regarding their accepted quota for students, criteria, and requirements for a minor and must submit them to the Office of Academic Affairs for record keeping.
  2. Students pursuing a minor at another university must obtain approval from both the University and the applied university.

第三條 本校學生得自入學後第一學年起修讀輔科（系、所、學位學程）；專科部及大學部學生，得修讀本校或他校同級輔科（系）。

修讀碩士學位或博士學位之學生，得申請修讀本校同級或向下一級輔系（所、學位學程）。

Article 3

* 1. Students at the University are eligible to pursue a minor in the division (or department, institute, degree program) starting from their first academic year. Students from undergraduate and junior college programs may pursue a minor either within the University or at another university at the same academic level.
  2. Students from master’s or Ph.D. programs may apply for a minor at the same level or at a lower level.

第四條 學生申請選修輔科（系、所、學位學程），應持在校全部成績單與申請書先向主科（系、所、學位學程）提出申請，經審查認其確具選讀輔科（系、所、學位學程）能力者，送請所選輔科（系、所、學位學程）同意，再送綜合業務處備查。

申請跨校修讀輔科（系）之學生，其申請資格、申請修讀時間、修讀科目及學分數，應依加修輔科（系）學校之相關規定辦理。

Article 4

* 1. Students applying for a minor shall be required to submit their application along with their academic transcripts to their respective division, department, institute, or degree program. Upon review of their eligibility for pursuing a minor, the application shall be forwarded to the

intended division, department, institute, or degree program for approval, and subsequently submitted to the Office of General Administration for record keeping.

* 1. Students applying for a minor at another university shall be required to follow the relevant regulations of the target university regarding eligibility criteria, application timeframe, course, and credit requirements.

第五條 專科部及大學部各科（系）做為他科（系）之輔科（系）時，應就該科（系）必修科目中指定專業（門）科目至少二十學分做為輔科

（系）課程，但主科（系）與輔科（系）之相同必修科目學分，不得兼充為輔科（系）之科目學分，若因此而學分數不足者，應由輔科

（系）指定替代科目以補足所差學分。

申請修讀輔所（學位學程）之最低修讀科目及學分數依各所（學位學程）之規定辦理。

各科（系、所、學位學程）應依前項規定指定輔科（系、所、學位學程）學生應修專業科目學分，經科（系、所、學位學程）會議通過後，送教務處備查。

Article 5

* 1. Students in undergraduate and junior college programs pursuing a minor shall be obliged to complete a minimum of 20 credits in the required professional courses of their minor. If the required professional courses of the minor overlap with the courses of the major, the students shall not be permitted to retake the said courses in their minor. However, if there are not enough credits for a minor due to a shortage of said courses, the minor division (or department) must specify substitute courses to make up for the deficient credits.
  2. The minimum required courses and credits shall be determined in accordance with the regulations of the respective institute (or degree program).
  3. The specified required professional courses and credits for the minor of the division (or department, institute, degree program) must be approved by the respective division (or department, institute, degree program) meeting, and must then be submitted to the Office of Academic Affairs for record keeping.

第六條 學生選修輔科（系、所、學位學程）課程應於每學期選課時與主科（系、所、學位學程） 課程同一次選修， 其每學期主輔科

（系、所、學位學程）合計選課學分數上限，不受每學期應修學分數 上限限制。

Article 6

Courses within the minor division (or department, institute, degree program) should be selected during each semester’s course selection period, concurrently with those offered by the student’s major division (or department, institute, degree program). The cumulative credits for these selected courses will not be subject to an upper credit limit per semester.

第七條 輔科（系、所、學位學程）學分應在主科（系、所、學位學程）規定最低畢業學分數以外加修，其輔科（系、所、學位學程）課程視為學生之選修科目。

Article 7

The credits for a minor division (or department, institute, degree program) shall be deemed as additional credits and elective courses beyond the minimum graduation credits of their major division (or department, institute, degree program).

第八條 修讀輔科（系、所、學位學程）之學生，其每學期學業成績應以其主科（系、所、學位學程）及輔科（系、所、學位學程）課程與學分合併計算。所修課程學分不及格學分數如已達退學標準時，應依照本校學則規定辦理。

輔科（系、所、學位學程）應修專業（門）科目學分如有缺修或成績不及格時，不得請求抵修或免修。

Article 8

* 1. For students pursuing a minor, the credits earned for their minor division (or department, institute, degree program) each semester shall be recorded in their major division (or department, institute, degree program) academic transcript. If students meet the criteria for dismissal due to failing courses, the University’s Academic Regulations will be enforced.
  2. Students who have not completed the required credits or have failed courses for their minor division (or department, institute, degree

program), may not apply for credit transfers or credit waivers.

第九條 修滿本校輔科（系、所、學位學程）規定之科目與學分成績及格者，其學位證書、學位證明書、歷年成績表等學籍紀錄，均加註輔科

（系、所、學位學程）名稱；修滿他校輔科、系規定之科目與學分成績及格者另加註他校及科系名稱，不另授予學位。

畢業時尚未修滿輔科（系、所、學位學程）規定之科目與學分者，學位證書、學位證明書、歷年成績表等學籍紀錄，均不加註輔科（系、所、學位學程）名稱，已修習及格之輔科（系、所、學位學程）科目學分，應由主科（系、所、學位學程）認定得否採計為主科（系、所、學位學程）選修科目學分。

如修業年限未屆滿而欲留校補修輔科（系、所、學位學程)科目與學分，應於應屆畢業最後一學期內，至綜合業務處辦理延長修業年限，至多延長二學年。

Article 9

* 1. Once students have completed their minor course requirements and achieved passing grades at the University, the name of the minor program offered by the division (or department, institute, degree program) will be noted in all academic records, including the diploma, degree certificate, and academic transcripts. No degree will be issued to students who have successfully achieved passing grades in a minor program offered by another university, however, their academic records will document both the name of the university and the program.
  2. In the event that the courses and credits required for graduation by a student’s minor division (or department, institute, degree program) have not been fulfilled, the name of the minor program will not be noted in all academic records, including the diploma, degree certificate, and academic transcripts. Moreover, a student’s major division (or department, institute, degree program) will determine whether credits earned from the minor will be recognized as credits for elective courses.
  3. Students who have not yet reached the maximum allowed study period but who require more time to complete the graduation requirements for their minor, may submit an application for an extension of up to two academic years to the Office of General Administration in their final

semester before graduation.

第十條 凡選修輔科（系、所、學位學程）之學生如修業年限屆滿應畢業時，其主科（系、所、學位學程）應修最低畢業學分內如有非必修之選修科目學分不足時，可申請放棄修讀輔科（系、所、學位學程）資格，而以其所選修輔科（系、所、學位學程）科目學分補足。前述申請放棄時間須於應屆畢業最後一學期內提出申請，並經主輔兩科（系、所、學位學程）主管同意後送綜合業務處備查。

申請跨校修讀輔科（系）的學生，如因故無法繼續修習，應依加修輔科（系）學校之規定提出放棄申請，經加修科（系）及本校科（系）主管同意，並送交兩校教務處備查。其已修輔科（系）之科目得否視為畢業學分，依本校科（系）之相關規定辦理。

Article 10

* 1. Students who are pursuing a minor and who have reached the end of their maximum extended study period, but have not yet met the minimum required elective course credits for graduation in their major division (or department, institute, degree program) may choose to forfeit their minor status. All minor credits earned will then count as elective credits for their major. The students must apply to forfeit the minor qualification in the final semester before graduation. Once the heads of applied major and minor divisions (or departments, institutes, degree programs) approve the request, the application must be forwarded to the Office of General Administration for record keeping.
  2. Students who are pursuing a minor division (or department) at another university and are unable to continue their studies due to unforeseen circumstances must follow the withdrawal in accordance with the regulations of that university. Once approved by the head of the applied university and the University’s divisions (or departments), the request shall be submitted for record keeping to the Office of Academic Affairs of both universities. Whether the credits earned in the minor are recognized as credits for graduation may be determined by the student’s major division (or department) in accordance with relevant regulations of the University.

第十一條 學生於規定修業年限屆滿未修足輔科（系、所、學位學程）之科目

學分，不得申請發給有關輔科（系、所、學位學程）之任何證明。

Article 11

Students who have reached the maximum allowed extended study period but have not met the credit requirements of their minor division (or department, institute, degree program) will not be issued any certificates of the minor’s respective division (or department, institution, degree program).

第十二條 學生因選讀輔科（系、所、學位學程）課程而於規定修業年限內學校需另行開班，應繳學分費。學生因選讀輔科（系、所、學位學程）而延長修業年限，修習學分數在九學分以下者應繳學分費，在十學分以上者，繳交全額學雜費（進修部學生依實際修課時數繳交學分學雜費）。

學生跨校修讀輔科（系）之選課及學分費事宜，依跨校修讀學校之收費規定辦理。

Article 12

* 1. An additional charge will be applied for courses considered as extra classes within the minor division (or department, institution, degree program) provided by the University. Students who requested an additional extension of their study period to finish the said courses yet select 9 or fewer credits must pay the credit fees. If students select 10 or more credits of the said courses, they must pay the full tuition and miscellaneous fees; students of the Division of Continuing Education shall pay tuition and miscellaneous fees per course hour.
  2. Matters related to course selection and credit fees of students pursuing a minor division (or department) at another university shall be handled in accordance with relevant regulations at another university.

第十三條 本辦法經教務會議通過，陳請校長核定後施行，並報教育部備查；修正時亦同。

Article 13

These Regulations shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學生修讀學、碩士一貫學位辦法**

**National Kaohsiung University of Science and Technology** **Regulations Governing Direct Admission into Master’s Programs**

107年4月25日106學年度第2次教務會議通過 Passed by the 2nd Academic Affairs Meeting on April 25, 2018. 109年12月30日109學年度第2次教務會議修正通過

Revised and Passed at the 2nd Academic Affairs Meeting on December 30, 2020.

110年6月23日109學年度第4次教務會議修正通過 Revised and Passed at the 4th Academic Affairs Meeting on June 23, 2021. 111年12月21日111學年度第2次教務會議修正通過

Revised and Passed at the 2nd Academic Affairs Meeting on December 21, 2022.

第一條 國立高雄科技大學（以下簡稱本校）為鼓勵大學部（含進修部）優秀學生繼續留在本校就讀日間部碩士班，以期達到連續學習及縮短修業年限之目的，特訂定本校學生修讀學、碩士一貫學位辦法（以下簡稱本辦法）。

Article 1

These Regulations Governing Direct Admission into Master’s Programs (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”), to encourage outstanding undergraduate students, including students from the Division of Continuing Education, to continue to study in the University’s master’s programs, so as to achieve the purpose of continuous study and shortening the study period.

第二條 大學部學生入學後，四年制及二年制學生得分別於三年級下學期五月一日至五月三十一日或四年級上學期十一月一日至十一月三十日向各系所提出碩士班預備研究生（以下簡稱預研生）資格申請，各系所應於學生申請該學期之七月三十一或一月三十一日前完成審查將名冊送綜合業務處備查，由教務處辦理公告。

各系所得視實際情況需要決定是否招收預研生，預研生申請資格、錄取名額、標準及程序由各系所自訂，並提教務處備查。

Article 2

* 1. After admitting undergraduates, third-year undergraduates and third-year

students of the two-year technical program are eligible to apply for the status of preparatory master’s students (hereinafter referred to as “pre- graduate students”) to each department from May 1st to May 31st in their third-year spring semester or from November 1 to November 30 in their fourth-year fall semester. The respective department or institute shall complete the qualification review before July 31st or January 31st of the semester in which students apply and submit the roster to the Office of General Administration for record keeping. The Office of Academic Affairs will announce the list of approved students.

* 1. Each department or institute must consider and determine whether they should accept pre-graduate students based on their respective current circumstances. The qualifications of pre-graduates, admission quotas, standards, and procedures shall be drafted by the respective department or institute and submitted to the Office of Academic Affairs for record keeping.

第三條 預研生限申請限單一系所碩士班，違反者取消錄取資格。錄取之學生，兼具學士學位候選人及預研生資格。

學生取得預研生資格後，須於本校學則規定之修業期限屆滿前(不含延長修業年限)取得學士學位，並於畢業當學年度參加本校碩士班甄試或碩士班考試，經錄取後始正式取得碩士班研究生資格。如未符合前述規定者，不具預研生資格。

錄取預研生所佔名額，應包含於當學年度碩士班招生名額中。

Article 3

* 1. A pre-graduate student can submit an application to only one department for a master’s program, and violators will be disqualified. Accepted applicants are eligible to become pre-graduates and qualify for bachelor’s degrees.
  2. After obtaining the pre-graduate student qualification, students must gain their bachelor’s degrees before the study period expires, that the Academic Regulations set forth, not including any extension. In their final academic year, pre-graduates must attend the recommendation-and- screening for admission to postgraduate or take the postgraduate entrance exam, and pass the exams to become officially qualified graduate students. Pre-graduate students who fail to comply with the preceding paragraph

will be disqualified.

* 1. The quota for admission of pre-graduate students shall be included in the enrollment quota for the master’s program in the current academic year.

第四條 預研生得依規定選修碩士班課程並免繳學分費，但110學年度(含)以前入學之進修部學生仍需以大學部學分費計算繳交學分費。

Article 4

Pre-graduate students who are required to select master’s courses may be exempted from paying the credit fees. However, students from the Division of Continuing Education who enrolled before and during the Academic Year 2021 are still required to pay credit fees, calculated from the undergraduate credit fees.

第五條 已甄試本校研究所碩士班，經公告錄取，並辦妥報到手續之大學部四年級學生，得於四年級第二學期開學一週內提出申請，經系所主管同意後，比照前條預研生規定修習碩士班課程。

Article 5

A fourth-year undergraduate accepted and completed registration for a graduate program may apply to take master’s courses one week after their second semester starts. Upon approval from the head of the department or institute, a student may take master’s courses in accordance with the preceding article.

第六條 預研生取得碩士班研究生資格後，於本校大學期間所選修之碩士班課程，其成績達七十分以上者可申請抵免，至多可抵免三分之二碩士班研究生應修學分數（不含論文學分），但碩士班課程如已計入大學部畢業學分數內，不得再申請抵免碩士班學分數。

Article 6

Pre-graduate students who have obtained the qualification of graduate students, enrolled in graduate-level courses during their undergraduate studies, and achieved a score of 70 or more can apply for credit transfer and course exemption. Maximum permitted credits for credit transfer and course exemption shall be two-thirds of the total required graduation credits (excluding thesis credits) in the master’s program. However, if graduate-level courses are recognized for pre-graduate students’ undergraduate graduation credits, they are not allowed to use them for credit transfer or course

exemption in a master’s program.

第七條 預研生必須符合原系學士學位與預就讀系所碩士學位之規定，始頒發學士及碩士學位證書。

Article 7

Pre-graduate students must meet the bachelor’s degree requirements of the original department as well as the master’s degree requirements of the department they wish to study in order to receive both bachelor’s and master’s diplomas.

第八條 本辦法經教務會議通過，陳請校長核定後施行，修正時亦同。

Article 8

These Regulations shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學生逕修讀博士學位作業要點 National Kaohsiung University of Science and Technology Regulations Governing Direct Entry Doctoral Programs**

107年4月25日106學年度第2次教務會議通過 Passed by the 2nd Academic Affairs Meeting on April 25, 2018. 108年6月17日107學年度第4次教務會議修正通過

Revised and Passed at the 4th Academic Affairs Meeting on June 17, 2018.

110年6月23日109學年度第4次教務會議修正通過 Revised and Passed at the 4th Academic Affairs Meeting on June 23, 2021.

111年6月6日110學年度第4次教務會議修正通過 Revised and Passed at the 4th Academic Affairs Meeting on June 6, 2022. 112年3月29日111學年度第3次教務會議修正通過

Revised and Passed at the 3rd Academic Affairs Meeting on March 29, 2023.

一、國立高雄科技大學（以下簡稱本校）為明確規範逕修讀博士學位事宜，依據教育部學生逕修讀博士學位辦法規定，訂定本校學生逕修讀博士學位作業要點（以下簡稱本要點）。

Article 1

These Regulations Governing Direct Entry Doctoral Programs (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to provide clear guidelines for the handling of direct entry into doctoral programs in accordance with these Regulations for Direct Entry Doctoral Programs issued by the Ministry of Education.

二、申請逕修讀博士學位學生應符合下列資格之一：

（一）修讀學士學位應屆畢業生，修業期間成績優異，並具有研究潛力。

（二）修讀碩士學位之在學生（含在職專班），修業期間成績優異，並具有研究潛力。

前項成績優異及具有研究潛力之認定標準由各博士班所屬學術單位於相關會議訂定，並送教務處核備。

Article 2

* 1. Students who apply for direct entry into doctoral programs must meet the following qualifications:
     1. Current year’s graduating students holding Bachelor’s degrees, with outstanding academic performance and research promise;
     2. Current postgraduate students (including in-service master’s programs), with excellent academic performance and research potential.
  2. The criteria for superior academic performance and research potential must be established by the affiliated academic units of intended doctoral programs in related meetings and submitted to the Academic Affairs Office for record keeping.

三、各博士班每學年逕修讀博士學位之名額，以該博士班當學年度教育部核定博士班招生名額百分之四十為限，但經同一學院其他系、所、學位學程流用逕修讀博士學位名額者，不在此限。

前項各系、所、院、學位學程之核定招生名額不得全數以逕修讀博士學位方式錄取。但經教育部核定之人才培育計畫或專案，不在此限。

前二項名額應包含於當學年度教育部核定學校招生總量內。各博士班提供之修讀名額，因故產生缺額時，得流用至當學年度各博士班招生名額內使用。

Article 3

* 1. The number of students accepted through direct entry into the respective Ph.D. program must not exceed 40% of the admission quota for doctoral students for the academic year of the respective doctoral program, as set by the Ministry of Education. However, the limitation does not apply to the admission quota for direct-entry doctoral programs that are redistributed between departments, institutes, or degree programs within the same college.
  2. The admission spots for each department, institute, or degree program in the preceding paragraph must not be allocated entirely to direct-entry doctoral students. However, the Ministry of Education’s talent cultivation plan or project is exempt from this constraint.
  3. The admission quota in the preceding paragraphs shall be included in the total admission quota set by the Ministry of Education for the academic year for the University. If the admission quota for a Ph.D. program has spots available, the spots may be redistributed to Ph.D. programs of other departments in the current academic year.

四、學士班應屆畢業生及碩士班研究生申請逕修讀博士學位，於每年四月一日至四月十五日填具申請書向各博士班提出申請。各系所院應於四月三十日

前完成審查，並將相關資料彙送教務處轉陳校長核定後公告錄取名單。

錄取生應於前項規定期限內完成報到手續，逾期未完成報到程序者即以自願放棄入學資格論，事後不得以任何理由要求補報到。

Article 4

* 1. Undergraduates and graduate students looking to apply for a doctoral program through direct entry are required to submit applications to departments between April 1st and 15th each year. Each department, institute, and college must complete the review before April 30th and provide necessary documents to the Office of Academic Affairs, which will announce the list of accepted students upon approval by the President.
  2. The accepted students are required to complete registration procedures before the deadline mentioned in the preceding paragraph. Students who fail to register on time will be regarded as having given up their eligibility for admission voluntarily. Subsequent attempts to register will not be permitted in any case.

五、申請逕修讀博士班學位之學生，應於規定申請時間內，檢具下列各項資料向擬就讀之博士班所屬學術單位提出申請：

(一)申請書一份。

(二)學士班歷年成績單或碩士班（含在職專班）歷年成績單一份。

(三)原就讀或相關系、所、學位學程助理教授以上二人推薦書各一份。 (四)各博士班指定繳交之資料。

前項資料，經擬就讀博士班所屬學術單位之相關會議審查，連同會議紀錄彙送教務處，簽請校長核定後，通過者始得逕修讀博士學位。

Article 5

* 1. Students who apply for a doctoral program through direct entry must prepare the following documents and submit them to the affiliated academic units of intended doctoral programs within the scheduled time:
     1. An application form;
     2. A bachelor’s or master’s (including in-service program) academic transcript;
     3. Two recommendation letters from assistant professors or higher up in the applicants’ original department or related department, institute, or

degree program;

* + 1. Documents required by the respective Ph.D. program.
  1. The affiliated academic units of intended doctoral programs shall screen and review the documentation mentioned in the preceding paragraph in related meetings, and submit it with the meeting minutes to the Office of Academic Affairs. Upon approval by the President, students will be granted admission to a doctoral program through direct entry.

六、核准逕修讀博士學位學生，為本校博士班一年級學生，入學後之修業規定，應依本校相關規章及各院、系、所、學位學程相關規定辦理。

Article 6

Students who are accepted to a doctoral program through direct entry are deemed first-year doctoral students at the University and subject to relevant regulations of the University and their respective department, institute, college, or degree program after enrollment.

七、獲准逕修讀博士學位之學士班應屆畢業生，須於當學年度取得學士學位，並於次學年度就讀博士班，違反者，取消逕修讀博士學位資格。核准逕讀博士學位學生不得申請保留學籍。

前項學生為成績優異提前一學期畢業者，得於取得學士學位之次學期入學就讀博士班。

Article 7

* 1. Students who graduate from undergraduate programs and are accepted to a doctoral program through direct entry are required to obtain their bachelor’s degrees in the graduation year and start the doctoral program in the subsequent semester. Students who fail to do so will be disqualified from admission, and they will not be permitted to apply to retain their student status.
  2. Students graduating with outstanding academic performance and who have completed their degree a semester ahead may enroll in the intended doctoral program the next semester.

八、逕修讀博士學位之學生，因故中止修讀博士學位或未通過博士學位候選人資格考核者，經各博士班所屬學術單位相關會議通過，簽請校長核定後，得轉入（回）原碩士班或相關之碩士班就讀。但轉入（回）碩士班後，不得再申請逕修讀博士學位。

前項學生依規定修畢碩士班應修課程，並提出論文，經碩士學位考試委員會考試通過者，授予碩士學位。

前二項之情形，於博士班修業時間不併入碩士班最高修業年限核計。

Article 8

* 1. Students who study a doctoral program through direct entry but discontinue their study or fail to pass their Ph.D. qualifying examination for some reason may apply to transfer their studies back to the original or related master’s program upon approval by related meetings of affiliated academic units of intended doctoral programs and by the President. After being transferred, students are not allowed to reapply for direct entry into doctoral programs.
  2. Graduates mentioned in the preceding paragraph who have completed all required courses, submitted the thesis, and passed the master’s degree examination administered by the master’s examination committee shall be conferred a master’s degree.
  3. The study period in the Ph.D. program shall not be counted toward the maximum duration of study in the master’s program.

九、逕修讀博士學位之學生修業期滿，通過博士學位候選人資格考核，但未通過博士學位考試者，其博士學位論文、作品、成就證明連同書面報告或技術報告經博士學位考試委員會認定合於碩士學位標準者，得授予現修讀系、所、學位學程或相關之碩士學位。

Article 9

Students who study a doctoral program through direct entry, have completed their studies, and passed their Ph.D. qualifying examination, but failed to pass their Ph.D. dissertation defense shall be conferred a master’s degree of the current department, institute, degree program, or related units, if their dissertation, work, certificate of achievement, along with written report or technical report, is approved by the doctoral examination committee as being qualified for a master’s degree.

十、 本要點經教務會議通過，陳請校長核定後施行；修正時亦同。

Article 10

These Regulations shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply

when these Regulations are amended.

**國立高雄科技大學研究所甄試錄取新生提前入學作業要點 National Kaohsiung University of Science and Technology Regulations Governing Early Admission of Graduate Students Through Recommendation and Screening**

107 年 4 月 25 日 106 學年度第 2 次教務會議通過 Passed by the 2nd Academic Affairs Meeting on April 25, 2018. 109 年 12 月 30 日 109 學年度第 2 次教務會議修正通過

Revised and Passed at the 2nd Academic Affairs Meeting on December 30, 2020.

一、國立高雄科技大學(以下簡稱本校)為辦理研究所甄試錄取新生申請提前入學事宜，特訂定「研究所甄試錄取新生提前入學作業要點」(以下簡稱本要 點)。

Article 1

These Regulations Early Admission of Graduate Students Through Recommendation and Screening (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to handle the screening and test early admission by application for postgraduate students.

二、本要點所稱新生，為各學年度研究所甄試錄取之新生，完成報到後，得依簡章規定之期限及方式申請提前入學。

Article 2

New students in these Regulations refer to the first-year students who apply for admission to the master’s program through the recommendation and screening each academic year. After enrollment, new students must apply for early admission within the timeframe set forth by admission guidebook.

三、提前入學生於開學日前不得申請保留入學或休學，如欲放棄入學資格，應比照在校生辦理離校手續，並附放棄入學資格聲明書。已放棄入學資格並完成離校手續者，不再受理申請恢復資格。

Article 3

New students are not allowed to retain admission status and take a leave of absence before the first day of a new semester. In the event that new students intend to forfeit their admission status, they shall follow the procedures for leaving the school and submit a Declaration of Admission Status Abandonment. People who have been deprived of admission status and

completed the steps for application to leave school will not be approved for re-enrollment.

四、經核准提前入學之新生，須完成註冊繳費，其學雜費及學分費收費標準，比照提前入學學年度之標準收費。(以後學年度之收費標準，悉依各學年度之公告標準收費)；畢業條件依照招生學年度之課程規劃為準。

自 110 學年度起碩士班甄試錄取新生，申請提前入學經核准者，畢業條件 依照提前入學學年度之課程規劃為準。

Article 4

* 1. New students who have been accepted for early admission must complete the registration process and pay their tuition fees. The tuition and miscellaneous fees shall be charged at the rate set for the academic year that the students enrolled early. (In the following academic years, the students shall be charged at the rate announced every academic year.) The graduation requirements are contingent upon the curriculum plan for the academic year of enrollment.
  2. For new students who are admitted to master’s programs through the recommendation and screening in the Academic Year 2021 and have received approval for early admission, their graduation requirements are contingent upon the curriculum plan for the academic year that the students enrolled early.

五、申請提前入學者，若經審核不符合提前入學規定或未依期限完成註冊程序者，一律於招生學年度第一學期註冊入學。

Article 5

Students applying for early admission who do not meet the requirements or do not complete the registration process by the deadline will be enrolled in the first semester of the enrollment year.

六、提前入學之修業規定、就學貸款、獎助學金、師資(指導教授)、課程安排、宿舍、生活輔導等及其他未盡事項，悉依本校、各系(所)及相關法令規定辦理。

Article 6

Matters regarding enrollment regulations for early admission, student loans, scholarships, faculty (advisors), curriculum, dormitories, life counseling, and other matters not mentioned herein shall be handled in accordance with relevant regulations of the University, respective department (or institute), and

laws.

七、本要點經教務會議通過，陳請校長核定後實施，修正時亦同。

Article 7

These Regulations shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學生證使用暨遺失申請補發須知**

**National Kaohsiung University of Science and Technology Instructions for the Use, Loss, and Replacement of Student ID Cards**

107 年 6 月 20 日 106 學年度第 3 次教務會議審議通過 Examined and Approved at the 3rd Academic Affairs Meeting on June 20, 2018. 108 年 6 月 17 日 107 學年度第 4 次教務會議修正通過

Revised and Passed at the 4th Academic Affairs Meeting on June 17, 2019. 110 年 6 月 23 日 109 學年度第 4 次教務會議修正通過

Revised and Passed at the 4th Academic Affairs Meeting on June 23, 2021.

一、本校為明確規範學生證使用暨遺失申請補發事宜，訂定學生證使用暨遺失申請補發須知（以下簡稱本須知）。

Article 1

These Instructions for the Use, Loss, and Replacement of Student ID Cards (hereinafter referred to as “these Instructions”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to explicitly regulate the matters regarding the use, lost, or replacement of student ID cards.

二、新生、轉學生完成註冊後，由綜合業務處核發學生證，作為本校學生之身分及在學證明之用。

Article 2

After new and transfer students have completed their registration, the Office of General Administration will issue a student ID card as proof of student status and enrollment at the University.

三、本校學生每學期註冊後，學生證不需加蓋註冊印章。如需在學證明者，可持學生證正卡及影本至綜合業務處辦理或至校務行政系統下載列印。

Article 3

Students are not required to have their student ID cards stamped after registering for each semester. If students require a Certificate of Enrollment, they can obtain one at the Office of General Administration with their student ID card and a photocopy, or they can access and print the form from the Student Portal.

四、學生證不得塗改，不得轉借他人或作其他不正當使用，若有冒用或不當使用情事，依校規議處。

Article 4

Student ID cards may not be stained, lent to others, or misused. Should the student ID cards be misused for impersonation, the user will be thus subject to disciplinary actions in accordance with Academic Regulations.

五、學生證應妥善保管及使用，遺失或污損不堪使用時，應儘速至本校學生證掛失系統申請掛失註銷，並依規定繳交費用後申請補（換）發。繳交費用另依相關規定辦理。

Article 5

A student must use and store his/her student ID card responsibly. If a student ID card is lost or damaged to the extend that cannot be used, the cardholder must apply for cancellation on the Student Card Lost System immediately and apply for a replacement after paying the reissuance fee based on relevant instructions. The replacement fees shall follow in accordance with the Instructions for Students on How to Apply for and Collect Various Types of Certificates or Documentation.

六、學生辦理休學、退學或畢業時，應依規定辦理相關離校手續，並至綜合業務處將學生證變更為普通卡身分，未依規定者所衍生法律或賠償問題，學生須自行負責。學生復學或延修者，須持學生證至綜合業務處辦理展期手續。

Article 6

Students applying for leave, dismissal, or graduation must adhere to relevant procedures for leaving the school and also update their iPass card status from student to adult at the Office of General Administration. Students will be held accountable for any legal or financial repercussions resulting from failure to comply. Students must apply to the Office of General Administration to change or extend their student ID card status if they readmit or extend their studies.

七、本須知經教務會議通過，陳請校長核定後施行；修正時亦同。

Article 7

These Instructions shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學生赴國外或大陸地區修讀學分及學位學籍處理要點**

**National Kaohsiung University of Science and Technology Regulations Governing Students Studying Abroad or in Mainland China for Acquiring Credits and Degree**

107 年 4 月 25 日 106 學年度第 2 次教務會議通過

Passed by the 2nd Academic Affairs Meeting on April 25, 2018.

一、國立高雄科技大學（以下簡稱本校）為明確規範學生於肄業期間出國及赴大陸地區，有關學業與學籍之處理，特訂定**「**學生赴國外或大陸地區修讀學分及學位學籍處理要點**」**(以下簡稱本要點)。

Article 1

These Regulations Governing Students Studying Abroad or in Mainland China for Acquiring Credits and Degree (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to regulate the handling of students’ study and status when they go abroad or to Mainland China during their enrollment at the University.

二、本辦法適用之學生如下：

(一)經所屬系、所推薦並經學校核准至國外大學院校研究、修讀學分或雙聯學位者。

(二)政府機關遴選至國外大學院校研究或修讀科目學分者。 (三)經本校選派為有合作關係之國外大學院校交換學生者。

(四)經所屬研究所推薦並經學校核准出國從事學位論文有關研究者。

(五)依就讀系、所課程或研究需要經系所推薦出國觀摩、實習或見習者。 (六)代表學校或國家出國參加國際性活動或會議者。

(七)代表國家出國參加國際性技能(藝)競賽者。

(八)獲選為國家運動代表出國移地訓練或參加競賽者。

(九)因直系血親或配偶病危或死亡必須出國探病或奔喪者。 (十)其他特殊事故經學校核准者。

Article 2

These Regulations shall apply to students who meet the following conditions:

* 1. Recommended by an affiliated department or institute and approved by the University to conduct research, obtain credits, or pursue a dual degree at a foreign university;
  2. Selected by government agencies to conduct research or obtain credits at a foreign university;
  3. Selected by the University to be exchange students at a foreign university partnered with the University;
  4. Recommended by an affiliated master’s program and approved by the University to engage in research related to a thesis in abroad;
  5. Recommended by an affiliated department or institute to go abroad for observation, internship, or training according to the curriculum or research needs of the said department or institute;
  6. Representing the University or country at international events or conferences;
  7. Represent the country to participate in international skill (art) competitions;
  8. Selected as national sports representatives to train or compete abroad;
  9. Must go abroad to visit or mourn due to the illness or death of an immediate family member or spouse;
  10. Other special conditions approved by the University.

三、學生出國研究或進修之國外大學校院，以教育部建立之參考名冊或認可名冊所列者為限。

Article 3

Students who go abroad for research or study shall be limited to those listed in the reference list or approved list established by the Ministry of Education.

四、學生出國期限規定如下：

(一)以事假出國者，以未達學期授課時間三分之一為限。

(二)以公假出國者，以未達學期授課時間三分之一為原則。 (三)以休學出國者，以學則規定休學之期限為限。

(四)以實習或見習出國者，以一學期為原則。

(五)依第二點第一、二、三、四款之規定出國進修者，以一年為限。進修期間得視實際需要選擇是否辦理休學。

(六)特殊情形，得專案簽請校長核准，按核定內容辦理。 Article 4

The period for students to go abroad is as follows:

* 1. Going abroad on personal leave is limited to one-third of the academic teaching time;
  2. Going abroad on official leave is limited to one-third of the semester in principle;
  3. Going abroad on leave is limited to the period stipulated in the Academic Regulations;
  4. Going abroad for an internship or traineeship is limited to one semester;
  5. The period for students who study abroad for the reasons in Article 2, Paragraphs 1 through 4 of these Regulations shall be limited to one year. During the study period, students may decide whether to apply for a leave of absence depending on their actual needs;
  6. In exceptional cases, a going abroad project may be approved by the President and executed according to the approved content.

五、學生依第二點第一、二、三、四款規定出國，未辦理休學者，其出國進修時間列入修業年限計算，其於出國期間所修習之科目成績及學分應依本校

「學生學分抵免要點」辦理學分抵免。

Article 5

For students who go abroad for the reasons in Article 2, Paragraphs 1 through 4 of these Regulations but do not take a leave of absence, their time spent studying abroad is included in the calculation of their years of

study. The grades and credits of the subjects they took while abroad should be applied for credit transfer and course waiver in accordance with Regulations Governing Transfer Credits and Course Waivers for Students.

六、學生未辦理休學申請出國者，除合約另有規定依其規定，或情形特殊經專案簽准外，仍須辦理註冊依規定繳費(寒暑假期間免)。出國期間影響註冊選課者，須委託他人辦理註冊選課；影響學期考試者，得准返校後補行考試。

Article 6

Students who have not applied for a leave of absence from school to go abroad are required to register and pay tuition fees in accordance with the regulations (except during summer and winter vacations), unless otherwise stipulated in the contract or approved by the project under special circumstances. Students who are abroad and unable to register or select courses may entrust a proxy for registration and course selection. If students go abroad and are unable to attend exams during the semester, they are allowed to take a make-up exam upon returning to school.

七、學生赴國外或大陸地區進修之科目與學分採計之認定標準由各系(所)自訂。

Article 7

The criteria for recognizing credits for students who study abroad or in Mainland China are determined by respective department (or institute).

八、學生赴國外或大陸地區進修，應於返國後第一學期開學一個月內申請學分抵免。

Article 8

Students who have studied abroad or in Mainland China must apply for credit transfer and course waiver within one month of the start of their first semester back in their home country.

九、本校學生出國期間，如有違反校規或其他不端情事或逾期未返校者，依本校學則及學生獎懲辦法之規定處理。

Article 9

Students who violate school rules or engage in other misconduct while abroad or who fail to return to school after the deadline will be handled in accordance with the Academic Regulations and Regulations Governing

the Awards of Merit to Students and Disciplinary Sanctions for Misconduct.

十、尚未履行兵役義務之學生，依內政部役男出境處理辦法及相關法規規定辦理。

Article 10

Students who have not yet fulfilled their military service obligations shall be handled in accordance with relevant regulations and the Ministry of the Interior’s Regulations for Exit of Draftees.

十一、本校學生出國，有關申請護照及入出境許可，支領、停發或賠償公費及獎學金，或其他未規定事項，另依有關法規之規定辦理。

Article 11

When students go abroad, the applications for passports, entry and exit permits, receiving, suspending, or compensating for public funds and scholarships, or other unspecified matters shall be handled in accordance with the provisions of relevant laws and regulations.

十二、本要點經教務會議通過，陳請校長核准後實施，修正時亦同。

Article 12

These Regulations shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學雜費調整審議作業要點 National Kaohsiung University of Science and Technology Regulations for Tuition and Miscellaneous Fees Adjustment**

110 年 8 月 18 日 110 學年度第 1 次行政會議通過

Passed by the 1st Administrative Meeting on August 18, 2021.

一、國立高雄科技大學(以下簡稱本校)依據教育部專科以上學校學雜費收取辦法，訂定本校學雜費調整審議作業要點，以使本校學雜費調整合理並符合相關程序。

Article 1

These Regulations for Tuition and Miscellaneous Fees Adjustment (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to ensure the adjustment in a reasonable manner and in accordance with the relevant procedures and the Ministry of Education’s Regulations Governing the Collection of Tuition and Miscellaneous Fees for Colleges, Universities, and Institutes.

二、調整本校學雜費之基準，應組成學雜費調整審議小組（以下簡稱審議小組）。

審議小組置委員 19 人，以副校長、主任秘書、教務長、學務長、財務處處長、

主計室主任、教師代表 9 人(各學院推選委員一人)、學生會具代表性之學生

代表 4 人(日間大學部、日間碩博士班、碩士在職班、進修大學部各一人)組成，並由副校長擔任會議主席兼召集人。

Article 2

* 1. A Tuition and Miscellaneous Fees Adjustment Panel (hereinafter referred to as “the Panel”) shall be established by the University to adjust the benchmark for the tuition and miscellaneous fees of the University.
  2. The Panel shall consist of 19 members, including the Vice President, the Secretary-General, the Deans of the Office of Academic Affairs, the Office of Student Affairs, the Office of Financial Affairs, the Comptroller, nine faculty representatives (each college shall

recommend one member), and four student representatives from the Student Association (who represented their respective programs from undergraduate program, master’s program, master’s in-service program, and Division of Continuing Education). The Vice President shall act as the chairperson and convener of the Panel.

三、審議小組任務如下：

（一）依據本校財務狀況、助學機制、辦學綜合成效及校務基金管理委員會建議，研議學雜費調整案。

（二）製作審議結論報告及詳實會議紀錄。

（三）出席相關會議向學生公開溝通說明及回應。

Article 3

The duties and responsibilities of the Panel are as follows:

* 1. Rigorously scrutinize the adjustment proposal of tuition and miscellaneous fees by investigating the financial situation, financial aid mechanism, and the overall effectiveness of the school and assessing recommendations from the University Endowment Fund Management Committee;
  2. Prepare reports of the concluding deliberations and detailed proceedings;
  3. Participate in pertinent meetings to communicate with students openly and respond.

四、本校各相關單位應依教育部頒專科以上學校學雜費審議基準表列各審議項目及其指標，協助檢視及分析本校各項指標現況並提供相關資料，作為審議小組討論之依據，其分工如下：

Article 4

Each unit shall list criteria for evaluation and the corresponding indicators in accordance with the Ministry of Education’s Standards for Tuition and Miscellaneous Fees for Colleges, examine the current status of each indicator, and provide relevant information to the Panel for their deliberations. The division of work is specified as follows:

(一) 教務處

1. 成立及召開學雜費調整審議小組。
2. 負責學雜費調整審議會議之召集、紀錄與攝影。
3. 協調學雜費規劃書之製作。
4. 彙整各相關單位提供之各項指標及資料。
5. 辦理向學生公開溝通說明會議，彙整有關學雜費調整之意見。
6. 將審議結論報告書、會議紀錄及相關學生意見提本校行政會議審議。
7. 負責學雜費報部作業。
   1. Office of Academic Affairs:
      1. Establish and convene the Tuition and Miscellaneous Fees Adjustment Panel meetings;
      2. Convene the Panel, keep record of, and photograph the meetings;
      3. Prepare the tuition and miscellaneous fee adjustment plan;
      4. Compile all indicators and information provided by relevant units;
      5. Organize public meetings to communicate with students and collect their opinions on tuition and miscellaneous fees adjustments;
      6. Submit the Review Report, meeting minutes, and student comments to the Administrative Meeting;
      7. Submit the tuition and fee adjustment review to the Ministry of Education.

（二）主計室

1. 檢視及分析財務指標是否達成。
2. 提供學雜費使用狀況、學雜費收入分配情況及相關資料。
   1. Accounting Office:
      1. Examine whether financial metrics are met;
      2. Provide information on the use of tuition and miscellaneous fees, the distribution of tuition and fee income, and related information.

（三）學務處

1. 檢視及分析助學指標是否達成。
2. 選定及通知學雜費調整審議會議學生代表。
   1. Office of Student Affairs:
      1. Examine whether financial aid is met;
      2. Select and notify student representatives for the Tuition and Miscellaneous Fee Adjustment Meeting.

五、調整學雜費時，由審議小組依據教育部核算公告之每年學雜費收費基準調整幅度，並舉辦向學生公開溝通說明會議及設置學生意見陳訴管道。

前項學雜費收費調整之校內決策、組成成員及審議過程均應公開。

Article 5

* 1. When adjusting the tuition and miscellaneous fees, the Panel shall adjust the annual tuition and miscellaneous fees in accordance with the yearly tuition and miscellaneous fee benchmarks announced by the Ministry of Education. Public meetings with students and channels for students to express their opinions should be set up.
  2. The decision-making, panel members, and deliberation process of adjusting the tuition and miscellaneous fees in the preceding Paragraph shall be open to the public.

六、審議小組必須二分之一（含）以上委員出席始得開議，出席委員二分之一（含）以上同意始得決議。

審議小組委員應親自出席會議，因故不能出席時，當然委員應委託其職務代理人代理出席，選任委員得委託原推選單位之成員代理出席，並享有會議委員的權利及義務，非本會議委員始得受委託為代理人，每位以代理一人為限。

Article 6

* 1. A meeting of the Panel shall be conducted with the presence of at least half of its members. Resolutions regarding the review shall not be reached without the consent of at least half of its members.
  2. All members must attend the meetings in person. However, those who are unable to attend the meetings, due to unforeseen circumstances,

may appoint a proxy. The apparent member shall appoint their duty agents to attend on their behalf. The elected members may appoint members from their original recommended unit to attend and enjoy the rights and duties of the meeting members. A non-member may be entrusted to act as a proxy for a Panel member, but no non-member can serve as a proxy for more than one member.

七、審議期間之各項會議紀錄、學生意見與學校回應說明等資訊，應於審議期間公開。

Article 7

All meeting minutes, student comments, and school responses shall be made public during the review period.

八、調整學雜費時，應舉辦公開溝通說明會後，由審議小組作成學雜費調整規劃書陳報校長，並提行政會議審議(會議應有學生代表參加)後函報教育部同意後施行，前述所有過程均應公告在本校資訊公開網。

Article 8

When adjusting the tuition and miscellaneous fees, the Panel shall hold a public meeting, submit a tuition and miscellaneous fee adjustment plan to the President, and deliver the plan to the Administrative Meeting, where student representatives will be invited, for examination and approval. Then, the competent unit shall submit an official letter along with the plan to the Ministry of Education for approval and will take effect once approved. All the aforementioned processes shall be announced on the University website.

九、本校個別學院之學雜費收費標準調整，得比照本要點原則辦理，並由該院組成院學雜費審議小組，審議院調整學雜費規劃書等資料，向該院學生辦理公聽會及蒐集意見後，經院務會議及行政會議審議通過，報請教育部同意後施行。

前項院學雜費審議小組應有學生代表至少二名，其組成方式由學院自訂。院務會議及行政會議審議學雜費調整時，應有該院學生代表出席。

Article 9

* 1. The adjustment of tuition and miscellaneous fees for individual college shall be handled in accordance with these Regulations. The college must establish a college-level tuition and miscellaneous fee

adjustment panel to review the college tuition and miscellaneous fee adjustment plan, hold public hearings, collect opinions from the college students, and then submit their decision to the College Affairs meetings and the Administrative Meeting for approval. The college shall submit an official letter along with the plan to the Ministry of Education for approval and will take effect once approved.

* 1. The panel in the preceding paragraph must have at least two student representatives, the composition of which should be determined by the college. The College Affairs meetings and the Administrative Meeting shall also invite student representatives to attend relevant meetings.

十、本要點經行政會議通過，陳請校長核定後施行，修正時亦同。

Article 10

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學術研究倫理教育實施要點**

**National Kaohsiung University of Science and Technology Enforcement Rules Governing Academic Research Ethics Education**

107 年 4 月 25 日 106 學年度第 2 次教務會議通過 Passed by the 2nd Academic Affairs Meeting on April 25, 2018. 107 年 12 月 12 日 107 學年度第 2 次教務會議修正通過

Amended and Passed at the 2nd Academic Affairs Meeting on December 12, 2018.

110 年 6 月 23 日 109 學年度第 4 次教務會議修正通過

Amended and Passed at the 4th Academic Affairs Meeting on June 23, 2021.

一、國立高雄科技大學（以下簡稱本校）為使本校學生具備從事研究工作所需之正確倫理認知與態度，特訂定學術研究倫理教育實施要點（以下簡稱本要點）。

Article 1

These Enforcement Rules Governing Academic Research Ethics Education (hereinafter referred to as “these Rules”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to help students develop correct ethical knowledge and attitudes necessary for engaging in research work.

二、107 學年度(含)起入學之研究生，應至臺灣學術倫理教育資源中心修習研究生指定 課程。已修過相關課程者，應檢附修課證明，經各系(院、所、學位學程)同意得免修習。

Article 2

Master or doctoral students who matriculated in the Academic Year 2018 shall complete the mandatory courses on the Center for Taiwan Academic Research Ethics Education platform. Those who have completed and passed related courses may have an exemption with a certificate of course completion, which shall be validated by the affiliated department (or college, institute, degree program).

三、實施方式：

(一)教務處每學年將學生資料上傳至臺灣學術倫理教育資源中心線上平台，以協助建置帳號。

(二)學生應於提出學位考試前，至臺灣學術倫理教育資源中心線上平台修習指定課程，共 18 個單元，時數 6 小時，並通過課程總測驗，即可取得修課證明。

Article 3

Operation processes:

* 1. The Office of Academic Affairs shall upload student information to the Center for Taiwan Academic Research Ethics Education platform each academic year to activate students’ accounts.
  2. Students shall complete the mandatory courses, which are eighteen units and six hours accumulated, on the Center for Taiwan Academic Research Ethics Education platform and pass the final examination to receive a certificate of course completion prior to the degree examination application.

四、各系(院、所、學位學程)得依特性與需求，訂定學術研究倫理教育相關課程或替代措施，需符合學術倫理教育內容，且需經三級課程委員會審議通過，送教務處備查，修訂時亦同。

Article 4

Departments (or colleges, Institutes, degree programs) may designate courses or alternatives corresponding with instructional materials for academic research ethics education in consideration of their own characteristics and requirements. Related courses shall be examined and approved by the three-tiered curriculum committee and submitted by the Office of Academic Affairs for record keeping. The same procedure shall apply when these Rules are amended.

五、學生申請學位考試時，須檢附修課證明，或免修習或相關替代措施等證明，方得申請學位考試，本項資格由各系(所、學位學程)認定。

Article 5

Students are qualified for degree examination with a certificate of course completion, course exemption, or other alternatives by the affiliated department (or institute, degree program) validated.

六、本要點經教務會議通過後，陳請校長核定後施行；修正時亦同。

Article 6

These Rules shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Rules are amended.

**國立高雄科技大學名譽博士學位頒授辦法**

**National Kaohsiung University of Science and Technology Regulations Governing Honorary Doctorate Degree Conferral**

107 年 6 月 21 日本校 106 學年度第 2 學期第 3 次校務會議通過 Passed by the 3rd University Affairs Meeting on June 21, 2018. 109 年 4 月 22 日 108 學年度第 3 次校務會議修正通過

Amended and Passed at the 3rd University Affairs Meeting on April 22, 2020.

第一條 國立高雄科技大學（以下簡稱本校）為表彰對學術、文化或專業上有特殊成就或貢獻者，依據學位授予法訂定「名譽博士學位頒授辦法」 (以下簡稱本辦法)。

Article 1

These Regulations Governing Honorary Doctorate Degree Conferral (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to recognize those who have shown noticeable achievements or contributions in academia, culture, or a specialized field, in accordance with the Degree Conferral Act.

第二條 本國或外國人士具有下列條件之一者，得為名譽博士學位候選人：

一、在學術或專業上有特殊成就或貢獻，有益人類福祉者。二、對文化、學術交流或世界和平有重大貢獻者。

Article 2

Eligibility for honorary doctoral candidacy is open to citizens or non-citizens who meet the following requirements:

* 1. Those with remarkable achievements or contributions to academia or specialized fields benefiting human welfare;
  2. Those with significant contributions to cultural or academic exchange or world peace.

第三條 名譽博士學位候選人由校長或各學院推薦，推薦書應載明候選人姓名、性別、國籍、出生年月日、學歷、經歷、著作、擬授予學位名稱及第二條所適用條件及說明，經本校名譽博士學位審查委員會審查通過後

頒授之。

Article 3

An honorary doctoral candidate shall be nominated by the President or any relevant College. The letter of recommendation shall specify the candidate’s name, gender, nationality, date of birth, education level, experience, representative writings, and the title of the degree awarded. It shall also provide the necessary requirements and explanations as mentioned in Article 2. Upon approval of the Honorary Doctorate Review Committee, the candidate will be conferred with an honorary doctorate degree.

第四條 名譽博士學位審查委員會由校長擔任主席，並聘請副校長、教務長、有關學院院長、系（所）主管，以及教授代表五至七人組織之。

名譽博士學位審查委員會開會時，須有三分之二(含)以上委員出席始得開議，出席委員二分之一(含)以上同意始得決議。審查委員應親自出席，不得委任他人代理。

Article 4

* 1. The Honorary Doctorate Review Committee consists of the President as the chairperson and appointed Vice President, the Dean of the Office of Academic Affairs, the Dean of the affiliated college or the Chair of the affiliated department (institute), and five to seven professors.
  2. The Honorary Doctorate Review Committee shall not commence without a quorum of more than two-thirds of its members to attend the meeting. Resolutions of discussed matters shall not be reached without the consent of at least half of the members in attendance. The committee members must be present in person, not by proxy.

第五條 經獲本校頒授名譽博士學位人士日後如發生對本校名譽造成損害情事，得由名譽博士學位審查委員會審議撤銷其名譽博士學位。

Article 5

The Honorary Doctorate Review Committee may exercise its right to revoke a previously conferred degree in the case of personal misconduct that damages the University’s reputation.

第六條 本辦法經校務會議通過，陳請校長核定後公布施行；修正時亦同。

Article 6

These Regulations shall be passed by the University Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學國內交換學生實施作業要點**

**National Kaohsiung University of Science and Technology Regulations Governing Domestic Exchange Students**

107 年 6 月 20 日 106 學年度第 2 學期第 3 次教務會議通

Passed by the 3rd Academic Affairs Meeting on June 20, 2018.

一、國立高雄科技大學（以下簡稱本校）為促進校際合作，共享教學資 源，並鼓勵學生多元學習，特訂定國內交換學生實施要點（以下簡稱本要點）。

Article 1

These Regulations Governing Domestic Exchange Students (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to promote inter-university cooperation, share teaching resources, and encourage diverse learning among students.

二、國內交換學生名額及申請時間依本校與合作學校之協議辦理

Article 2

The number of domestic exchange students and the application period are based on the agreement between the University and the partner school.

三、交換學生申請資格及限制：

(一)本校日間部專科四、五年級學生、大學部及研究所學生，修業一學年以上，歷年學業 成績總平均達七十五分以上、歷年操行成績總平均達八十分以上者。休學生不得提 出申請。

(二)交換期間為一學期或一學年，以一次為限。若有特殊原因欲延長交換時間者，須經雙 方學校同意。

Article 3

Eligibility and Restrictions for Exchange Students:

* 1. Students in the fourth and fifth grades of a junior college program, in an undergraduate program, or in a master’s program who have completed at least one academic year and who have attained an average of at least 75 points in their academic performance and 80 points in their conduct performance in the previous year. Students who

take a leave of absence are not allowed to apply.

* 1. The exchange period is limited to one semester or one academic year. Both schools must agree if there are special reasons to extend the exchange period.

四、申請人應檢具下列表件提出申請：

(一)申請表一份。

(二)歷年學業成績單正本一份。

(三)學習計畫書一份（撰寫格式自行設計）。 (四)家長同意書。

(五)合作學校所需之各項文件。

(六)其他能說明申請人優異性之相關資料(如作品檔案或參賽獲獎證明等) Article 4

Applicants should submit the following documents:

* 1. A copy of the application form;
  2. Original academic transcript from previous years;
  3. Study plan (written in a self-designed format);
  4. Parental consent letter;
  5. Documents required by the partner school;
  6. Information that demonstrates the merit of the applicant (e.g., the file of the work or the proof of winning the competition)

五、辦理流程：

(一)教務處公告甄選交換學校與名額等相關訊息。

(二)申請人應於公告期限內備妥申請資料，經導師(指導教授)、系(科、所)主管核准後送教務處。

(三)教務處彙整，並陳請教務長核定後，將推薦名冊送合作學校審查。

(四)合作學校審核通過後，教務處公告錄取名單，並通知學生及其所 屬系(科、所)。

(五)本校接到他校申請名冊時，由教務處轉送各學術單位進行審查，陳請教務長核定後， 通知對方學校。

Article 5

Application procedures:

* 1. The Office of Academic Affairs will announce the selection of exchange schools and places*;*
  2. Applicants should prepare application materials within the announcement period and send them to the Office of Academic Affairs after approval by the academic advisor (advisor) and department (or division, institute) head;
  3. The Office of Academic Affairs will compile and present the list of recommendations to the partner school for review after receiving approval from the Dean of the Office of Academic Affairs;
  4. After the partner school approves the list, the Office of Academic Affairs will announce it and notify the students and their departments;
  5. When the University receives the application list from another school, the Office of Academic Affairs will forward it to each academic unit for review and notify the other school after it has been submitted to the provost for approval;

六、交換學生因故無法如期前往交換學校學習，應於合作學校開學前向教務處申請撤銷，俾使教務處能通知合作學校與相關系(科、所)，並不得申請延後或替補。未依前項規定申請撤銷者，不得再申請甄選。

Article 6

If the exchange student is unable to attend the exchange school as scheduled, he/she should apply for cancellation before the start of the semester at the partner school so that the Office of Academic Affairs can notify the partner school and the affiliated department (or department, institute). A postponement or replacement cannot be applied.

七、學生交換學習期間併計修業年限內，申請休學須依本校學則辦理。

Article 7

Students who apply for a leave of absence during their exchange study period must follow the Academic Regulations.

八、本校交換學生於交換學習期間仍應辦理本校註冊手續並繳交全額學雜費，無須至合作學校繳費，但合作協議另有繳費規定者，從其規定。

Article 8

Exchange students, during the exchange period, are only required to register and pay the complete tuition and miscellaneous fees at the University; no need to pay the fee at the partner school. However, if there are other payment regulations stipulated in the cooperation agreement, students shall follow those regulations.

九、本校學生至合作學校交換學習，其修習學分上限為兩校學則規定修習上限之較低者，修習學分下限則為兩校學則規定之較高者。

Article 9

The number of credits that students of the University can take in a partner school must be the minimum of what is laid out in both schools’ academic regulations. The minimum number of credits shall be the greater of either school’s academic regulations.

十、學生交換期滿，應向合作學校申請具科目名稱及學分數之正式成績單或成績證明，依本校學分抵免辦法辦理抵免。其修習科目、學分數之採認或抵免由各系(科、所)認定。

Article 10

At the end of the exchange period, students should apply to the partner school for an official academic transcript or certificate with the name of the subject and the number of credits and apply for credit transfers or course waivers in accordance with the Regulations Governing Transfer Credits and Course Waivers for Students. The recognition, credit transfers, or course waivers of subjects and credits are determined by each department (or division, institute).

十一、交換學生於交換學習期間之成績不適用於校內各種獎學金之申請。

Article 11

During the exchange period, students are not eligible to apply for various scholarships within the University.

十二、學生於交換學習期間，應遵守合作學校學生事務相關規定

Article 12

During the exchange period, students should adhere to relevant student affairs regulations stipulated by the partner school.

十三、他校交換生在本校修讀期間本校規定與雙方學校之合作協議外，依下列各款規定辦理：

(一)選課與學習輔導：由相關系(科、所)輔導選課及學習輔導。

(二)交換學生在本校期間之住宿，由本校輔導安排，並由學務處生活輔導組提供生活輔導。

Article 13

During the period of study in our school, exchange students from other schools shall be subject to the following provisions, except for the cooperation agreement:

* 1. Course selection and study counseling: the affiliated department (or division, institute) shall provide counseling for course selection and study counseling.
  2. The University will arrange the student’s accommodation during their exchange period. Assistance will be provided by the Campus Life Coaching Center of the Office of Student Affairs.

十四、本要點經教務會議審議通過，陳請校長核定後施行；修正時亦同。

Article 14

These Regulations shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學維護突遭重大災害學生學習權益處理要點 National Kaohsiung University of Science and Technology Regulations Governing the Protection of Students’ Learning Rights After Major Incidents**

107 年 6 月 20 日 106 學年度第 3 次教務會議通過 Passed by the 3rd Academic Affairs Meeting on June 20, 2018. 108 年 6 月 17 日 107 學年度第 4 次教務會議修正通過

Revised and Passed at the 4th Academic Affairs Meeting on June 17, 2019. 110 年 6 月 23 日 109 學年度第 4 次教務會議修正通過

Revised and Passed at the 4th Academic Affairs Meeting on June 23, 2021.

一、國立高雄科技大學(以下簡稱本校)為協助突遭重大災害影響正常學習之學生，從寬適用彈性修業機制，依教育部專科以上學校維護突遭重大災害學生學習權益處理原則及本校學則，訂定維護突遭重大災害學生學習權益處理要點(以下簡稱本要點)。

Article 1

These Regulations Governing the Protection of Students’ Learning Rights After Major Incidents (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to support students affected by major incidents to resume normal study and to provide them with more flexible support, in alignment with the Ministry of Education’s Regulations Governing the Protection of Students’ Learning Rights After Major Incidents in Higher Education Institutions and the University’s Academic Regulations.

二、本要點所稱影響學生無法正常學習之重大災害，由教育主管機關認定之。

Article 2

The major incident that hinders students from studying normally in these Regulations shall be determined by the educational authority.

三、入學考試及資格

(一)報名入學考試：本校協助提供考場應試服務；如學生未能應試，得申請退費。

(二)招生報到：學生得以通訊方式向本校綜合業務處辦理報到及檢具相

關證明補辦程序，並得委託他人辦理相關作業。

(三)保留入學資格：學生得以通訊方式向本校綜合業務處申請保留入學資格及檢具相關證明補辦程序，並得委託他人辦理相關作業，毋須註冊及繳納相關學雜費用；保留入學資格期滿仍無法入學者，得視個案需求專案延長保留入學資格期限。

Article 3

The supporting procedures for a student who encounters a major incident during the college entrance examination, enrollment, and retention of enrollment status are as follows:

* 1. During the entrance examination: the University shall provide corresponding support depending on the student’s need at the exam venue. If the student is still unable to attend the exam, he/she may apply for a refund.
  2. During the enrollment process: a student may submit supporting documentation to the Office of General Administration either by mail or fax to complete the enrollment or entrust a proxy to do so.
  3. Retention of enrollment status: a student may submit supporting documentation to the Office of General Administration either by mail or fax to retain their enrollment status, or entrust a proxy to do so. No registration or tuition and miscellaneous fees are required. If a student has reached the end of their retention period yet is still unable to complete their enrollment, depending on the case, the competent unit may submit a special report to request approval to extend the student’s retention period.

四、註冊、繳費及選課

(一)每學期最低應修科目及學分：本校選課機制得予放寬，使學生選課不受每學期最低應修科目學分數限制。

(二)註冊及繳費：

* + 1. 學生得以通訊方式向本校綜合業務處申請延後註冊及檢具相關證明補辦程序，並得委託他人辦理相關作業。
    2. 學生所修科目學分如未達每學期最低應修科目學分，得依所修學分數繳交學分費， 毋須繳交全額學雜費。

Article 4

(三)跨校選課：

1. 學生如有就近修課之特殊需求，本校得主動聯繫鄰近學校，協 調學生就近跨校修讀課程，並得視個案情形，酌情收取學分費。
2. 本校跨校選課條件得予放寬，使學生選課不受重補修課程、原就讀學校未開課程及修讀科目學分數限制。

(四)資格權利之保留：本校得審酌學生身心狀況及學習需要，協助學生保留赴境外修讀雙聯學位、研修或交換之資格；參與職訓課程、建教或產學合作計畫等之資格。

The supporting procedures for the registration, payment, and course selection are as follows:

* 1. The minimum required courses and credits for each semester should be adjustable so that students are not restricted to a set minimum of credits.
  2. Registration and payment:
     1. A student may submit supporting documentation to the Office of General Administration either by mail or fax to defer registration, or entrust a proxy to do so.
     2. A student who does not meet the minimum credits required for each semester may choose to pay credit fees based on the number of credits taken instead of the full tuition and miscellaneous fees.
  3. Inter-university course selection:
     1. If there is a particular need for a student to take courses in nearby universities, the University will facilitate communication with the neighboring university for the student to take courses at the said school. Credit fees of these courses may be charged depending on the student’s situation.
     2. The requirements for inter-university course selection should be flexible, allowing students to avoid restrictions such as repeating courses, taking courses not available at their original school, or limitations on the number of credits they can take.
  4. Reservation of eligibility rights: The University may take into account

the student’s physical and mental condition and learning needs and assist the student in retaining his/her eligibility to pursue a dual degree, training or exchange abroad, and his/her qualifications for participating in vocational training courses, educational development, or industry- academia cooperation programs.

五、請假、成績考核及學分抵免

(一)修課方式：本校於確保學生學習品質之前提下，得以彈性措施，如同步或非同步之遠 距教學協助學生修讀課程。

(二)缺課請假：學生得以通訊方式向本校學務處請假及檢具相關證明補辦程序，並得委託他人辦理相關作業。

(三)成績考核：本校得依科目性質，調整成績評定方式，以補考或其他補救措施處理科目成績，補考成績並按實際成績計算。

(四)學分抵免：本校得予放寬學生申請抵免之科目學分數。

(五)轉系：學校得審酌學生身心狀況，協助學生轉入適當系所修讀。

Article 5

The supporting procedures for student’s leave of absence, grade evaluation, credit transfers and course waivers are as follows:

* 1. Taking courses: the University provides flexible measures, such as synchronous or asynchronous distance learning, to assist students in their academic pursuits while ensuring the quality of student learning.
  2. Absence from class: a student may submit supporting documentation to the Office of General Administration either by mail or fax to apply for a leave of absence, or entrust a proxy to do so.
  3. Grade assessment: the University can adapt the assessment method of the course depending on its nature by using make-up exams or other measures. The score from the make-up exams will be accepted as the final grades of the course.
  4. Credit transfers and course waivers: the University can modify the number of transfers and course waivers for students.
  5. Internal transfer: the University may consider the student’s physical and mental status and assist the student in transferring to an appropriate

department.

六、休退學、復學、退費及修業期限

(一)學生得以通訊方式向本校綜合業務處申請休學及檢具相關證明補辦 程序，並得委託他人辦理相關作業，毋須註冊及繳納相關學雜費用，不受學期考試開始後不得申請休學規定之限制；休學期限屆滿仍無法復學者，得予專案延長休學期限。

(二)本校得退回相關學雜費用，不受學生休、退學時間點限制。

(三)本校得審酌學生身心狀況及學習需要，使學生不受學業成績不及格退學規定限制。

(四)若學生復學時遇有原肄業系所變更或停辦時，得輔導學生至適當學系所修業，且系所應對學生進行選課輔導。

(五)若學生修業期限屆滿仍無法修畢應修科目學分者，得專案延長其修業期限。

Article 6

The supporting procedures for a student’s leave of absence, withdrawal, re- enrollment, and term of study are as follows:

* 1. A student may submit supporting documentation to the Office of General Administration either by mail or fax to apply for a leave of absence after the major incident occurred, or entrust a proxy to do so. There is no need to register and pay the relevant tuition and miscellaneous fees. A student is allowed to apply for a leave of absence after mid-term or final-term exams. If a student is still unable to return to study at the end of the leave period for any reason, he/she may be allowed to extend the leave period with the approval of a project report.
  2. Whenever a student applies for a leave of absence and withdrawal, the University shall refund the relevant tuition and miscellaneous fees in a set proportion.
  3. In applying the relevant regulations, the University shall consider the student’s physical and mental condition, as well as their learning needs, to ensure the student is not made subject to dismissal from the school due to failing grades unduly.
  4. If the student’s affiliated department is restructured or closed, the student may be transferred to an appropriate department and the department following consultation, and the department will provide guidelines on course selection for the student.
  5. A student who is unable to obtain the required credits at the maximum term of study may be granted an extension of study with the approval from a project report.

七、畢業資格條件

(一)畢業應修科目學分：本校依課程之科目性質，酌情調整課程(如實習、體育及服務學習)之學習內涵及學習時數。

(二)其他畢業資格條件：各系得放寬學生畢業資格條件，提供學生替代方案。

Article 7

Graduation requirements

* 1. Required credits: the University may adjust the learning content and duration of the course (such as internship, physical education course and service learning) to suit the features of the subjects, at its discretion.
  2. Other required conditions for graduation: departments may relax the requirement and provide alternatives for the student.

八、適用本要點之學生，應向所屬系所提出申請，並送綜合業務處彙整，移送教務處提經本校教務會議通過後辦理。

Article 8

Students who meet the requirements in these Regulations must file an application to his/her affiliated department. The application will be compiled by the Office of General Administration and forwarded to the Office of Academic Affairs for processing upon approval from the Academic Affairs Meeting.

九、本要點如有未盡事宜，依相關法令規定辦理。

Article 9

Matters not mentioned herein shall be applied in accordance with relevant regulations.

十、本要點經教務會議通過，陳請校長核定後施行；修正時亦同。

Article 10

These Regulations shall be passed by Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學新生健康檢查實施要點**

**National Kaohsiung University of Science and Technology Regulations Governing the Implementation of**

**Freshman Health Examinations**

107 年 5 月 16 日本校 106 學年度第 2 學期學生事務會議通過

Passed by the 2nd Student Affairs Meeting on May 16, 2018.

一、為健全及落實本校健康管理與健康促進，依據教育部學校衛生法第八條，學生健康檢查實施辦法第四條，特訂定本校「新生健康檢查實施要點」（以下簡稱本要點）。

Article 1

These Regulations Governing the Implementation of Freshman Health Examinations (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to promote health management within the University, in alignment with Article 8 of the Ministry of Education’s School Health Act and Article 4 of the Regulations Governing the Implementation for Student Health Examinations.

二、新生健康檢查（以下簡稱健檢）由學務處衛生保健組（以下簡稱本組）負責規劃與實施，並應委託行政院衛生福利部評鑑合格之醫療機構執行。

Article 2

The Freshman Health Examinations (hereinafter referred to as “the Examinations”) are planned and implemented by the Health Division of the Office of Student Affairs (hereinafter referred to as “the Division”) and shall be entrusted to a medical institution assessed and accredited by the Ministry of Health and Welfare of the Executive Yuan.

三、健檢項目：依據教育部學生健康檢查實施辦法第二條規定之學生健康檢查基準表辦理。

Article 3

Examination Content: The Examinations shall conform to the standard table for student health examinations as outlined by Article 2 of the Ministry of Education’s Regulations Governing the Implementation for Student Health Examinations.

四、健檢實施對象及規範如下：

（一）本校各學制新生、轉學生、境外生與復學新生均應參加健檢。健檢費用由受檢學生自行負擔。

（二）轉學生得繳交原學校健檢報告(有效期必須為 3 個月內)，以免除健檢，但胸部X 光報告異常者(如肺浸潤)須再次複檢。

（三）本辦法實施對象可參加校內健檢，或自行繳交於開學前 3 個月內在合格醫療機構完成之健檢報告，惟報告須涵蓋第三點規定之所有項目，最遲於開學 2 週內繳交；未繳交者，本組將進行催檢並轉請系所導師協助輔導催檢，以維護團體公共衛生安全。

Article 4

Implementation Guidelines:

* 1. All freshmen, transfer students, international students, and returning freshmen of the University are obliged to participate in the Examinations. The costs associated with the Examinations shall be borne by the students.
  2. Transfer students may submit their health examination report from their previous school (valid for up to 3 months) to be exempted from the Examinations. However, those with abnormal chest X-ray reports (e.g., lung infiltration) must undergo a follow-up examination.
  3. Those subject to these Regulations may partake in on-campus health examinations or submit a health examination report, obtained from an accredited medical institution within three months before the beginning of the semester. The report must encompass all items specified in Article 3 and must be submitted within two weeks of the semester’s commencement. Non- compliant individuals will receive a reminder from the Division, and the assistance of department advisors will be sought to urge them to undergo the examination in order to preserve public health within the University community.

五、健檢結果異常者，採取下列措施：

（一）有重大疾病或嚴重異常者，個別通知該生儘速至醫療院所複檢及治療並追蹤管理。

（二）對罹患特殊疾病學生，進行個案管理，必要時轉介相關單位妥適安排其參與之活動或共同關懷。

（三）罹患傳染性疾病者，應依衛生主管機關相關法令辦理。

（四）一般體格異常者，提供健康衛教，通知其 3 個月內至醫療院所接受複檢並追蹤管理。

Article 5

Measures for cases involving abnormal health examination results shall be conducted as follows:

* 1. In cases of severe diseases or significant abnormalities, the concerned student shall be directly informed to undergo further-examinations and seek treatments promptly at suitable healthcare institutions. Continuous monitoring and management will be carried out.
  2. In cases of special diseases, case management should be undertaken. If necessary, referrals shall be made to relevant units for suitable arrangements of their participation in activities or for appropriate collective care.
  3. In cases of infectious diseases, students should be managed in accordance with the regulations of the health authorities.
  4. In cases of common physical abnormalities, students shall receive health education and be advised to undergo re-examinations within three months at medical institutions. Follow-up tracking and management should be implemented.

六、本組應於新生入學時，進行健康基本資料調查，並做成紀錄，由本組保存至少 7 年，學生健康資料應予保密，並遵守個人資料保護法規定，不得無故洩漏。但因教學、輔導、醫療之需要，經學生本人或監護人同意或其他法律規定應予提供者，不在此限。

Article 6

Upon enrollment, the Division will conduct basic health data surveys for freshmen, record the results, and retain these records for at least seven years.

Students’ health data must be treated with confidentiality in compliance with the Personal Data Protection Act and will not be disclosed without justifiable cause. However, exceptions apply if the student or their guardian consents to data usage for teaching, counseling, or medical treatment purposes, or if disclosure is done by other legal regulations.

七、本組應於實施健檢後，將結果通知受檢者，並將健檢結果，予以紀錄、建檔、統計與追蹤；必要時知會相關人員共同維護受檢者之健康安全，並依檢查結果進行輔導、轉介、個案管理與辦理健康促進活動。

Article 7

The Division will notify the examinee of the health examination results, with the results duly recorded, filed, statistically analyzed, and tracked. If necessary, relevant personnel will be informed to jointly maintain the health and safety of the examinee. According to the examination results, activities such as counseling, referrals, case management, and health promotion will be conducted.

八、本要點未盡事宜，依教育部與衛生主管機關規定辦理。

Article 8

Matters not mentioned herein shall be handled in accordance with relevant regulations of the Ministry of Education and the health authorities.

九、本要點經學務會議通過，陳請校長核定後公布施行；修正時亦同。

Article 9

These Regulations shall be passed by the Student Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學服務教育實施辦法**

**National Kaohsiung University of Science and Technology**

**Regulations Governing the Implementation of Campus Service Education**

107 年 6 月 13 日 106 學年度第 6 次行政會議通過 Passed by the 6th Administrative Meeting on June 13, 2018. 110 年 7 月 14 日 109 學年度第 12 次行政會議修正通過

Amended and Passed at the 12th Administrative Meeting on July 14, 2021.

第一條 國立高雄科技大學(以下簡稱本校) 為培養學生具備良好之工作態度與服務熱忱，以形塑學生健全人格及正確價值觀念，依據本校學則開設服務教育課程，並訂定本校服務教育實施辦法(以下簡稱本辦法)。

Article 1

These Regulations Governing the Implementation of Campus Service Education (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) with the aim to foster a strong work ethic and enthusiasm for service through the provision of campus service education courses, thereby shaping students’ personal characters and value orientations.

第二條 服務教育為一門將服務與學習相互結合的課程，透過專業與實務應用、統整自學、溝通合作、自律負責、人文關懷等五大核心能力之培養，讓學生能運用服務教育所學貢獻於社會。

Article 2

Campus service education program is a program that integrates service activities with academic learning. The development of five core competencies-- professional and practical application, self-directed learning, communication and cooperation, self-discipline, and humanistic care--empowers students to utilize the knowledge acquired from campus service education for societal benefit.

第三條 服務教育課程由學務處服務學習組(以下簡稱服學組)統籌，其負責規劃、研議及審訂服務教育課程，並設置服務教育課程委員會（以下簡稱課程委員會），組成及召開 方式如下：

一、由學務長擔任召集人，服學組組長兼任執行秘書，教務長、總務長、共同育

Article 3

學院院長、學院院長代表五人及學生代表五人組成委員會。

二、課程委員會委員開會時由召集人擔任主席，召集人不能出席時，由各委員互選

一人擔任之。

三、每學期應召開一次課程委員會會議，必要時得召開臨時會議。 前項第一款學生代表依本校學生參加校內各級會議代表遴選要點產生。

The Campus Life Coaching Center of the Office of Student Affairs (hereinafter referred to as “the Center”) is tasked with coordinating campus service education courses. They are responsible for planning, deliberating, and approving campus service education courses. A Campus Service Education Curriculum Committee (hereinafter referred to as “the Committee”) is also established, formed and convened as follows:

* 1. The Committee is chaired and convened by the Dean of the Office of Student Affairs, with the Director of the Center serving as the executive secretary. The Committee’s membership includes the Dean of the Office of Academic Affairs, the Dean of the Office of General Affairs, the Dean of the College of General Education, five representatives from the various college Deans, and five student representatives.
  2. If the convener, who normally serves as the chair during the Committee meetings, is unable to preside over a meeting, one of the members shall be elected to act in their stead.
  3. The Committee meets once per semester, with additional interim meetings convened if necessary. The student representatives referred to in Paragraph 1 are selected in accordance with the University’s Regulations Governing Student Representatives Selection for Various Levels of Internal Meetings.

第四條 服務教育課程內容及實施方式

一、課程類別：

(一)專業服務教育:係指開設融入學術單位專業、服務教育理念為原則之專業性課程及學習活動等，促使學生應用專業所學知能，提升教學與學習成效並形塑和發展關懷他人的能力。

(二)環境服務教育:係以建構服務與學習理念、關懷校園生活

Article 4

環境為原則，於校內進行公共性服務，包含至各學術、行政單位從事公共空間之環境清潔維護工作。

(三)社會服務教育：係以逕赴校外進行具社會公益之各項輔助性服務為原則， 校外服務者可自尋服務對象或配合學校提供之弱勢、非營利組織或公益服務對象進行服務。

二、環境服務教育學生於校內課程期間，參加融入服務教育內涵之校 內、外活動， 得於一週前提書面資料審查，經服學組審查通過後，申請抵免服務教育課程時數，每學期至多四小時為限；於服務單位從事具有報酬性之服務時數，不納入折抵時數採計範圍。

三、社會服務教育學生須配合公告申請作業時程，經審核通過後始得進行服務；服務完竣須檢附服務單位開立之服務教育時數證明並繳交反思回饋報告書，由服學組審查通過，則可認定為完成服務教育課程。

四、授課教師應於授課大綱中，明列服務教育課程之活動內容，指導 學生服務及反 思回饋，並參加服務教育課程競賽暨成果發表活動。

五、身心障礙之學生修習服務教育課程，得由學生主動提出申請，經授課教師同意， 依實際狀況作適當調整或指派。

六、服務教育課程得設教學助理 TA，協助授課教師帶領班級考察紀錄，作為學期 成績考評之依據，並為利教學助理 TA 之培訓與管理，各 校區得設教學助理指導老師。

Guidelines for Campus Service Education Courses Implementation and Procedures

* 1. Course Types:
     1. Professional Service Education: Refers to professional courses and learning activities incorporated based on the principles of integrating the academic unit’s professionalism with the ethos of campus service education. This type aspires to stimulate students to apply their professional knowledge and skills, improve teaching and learning outcomes, and develop a capacity for empathy.
     2. Environmental Service Education: Relates to environmental sanitation and maintenance work across academic and administrative units, founded on the principles of constructing philosophies of service and learning and nurturing respect for the campus environment.
     3. Social Service Education: Encompasses offering supportive social welfare services outside the University, anchored in the principle of assisting public welfare. Off-campus service providers may choose their service targets or collaborate with vulnerable groups, non-profit organizations, or public service objectives recommended by the University.
  2. During the Environmental Service Education course term, students participating in on-campus or off-campus activities embodying the ethos of campus service education may submit written materials for review at least one week in advance. Upon approval from the Center, they may apply for a reduction in their campus service education course hours, limited to four hours per semester, excluding remunerated service hours.
  3. Students participating in Social Service Education must adhere to the announced application timeline. Service commencement is only permissible upon approval. Upon service completion, students must attach a campus service education hours certificate issued by the service provider and submit a reflective feedback report. Upon approval by the Center, this can be recognized as fulfilling the campus service education course requirement.
  4. Course instructors must provide a detailed outline of campus service education course activities in the syllabus, mentor students in service and reflective feedback, and engage in campus service education course competitions and outcome presentation events.
  5. Students with physical or mental disabilities may voluntarily apply for campus service education courses. With the agreement of the instructor, appropriate adjustments or assignments may be tailored based on actual conditions.
  6. Teaching Assistants (TAs) may be appointed for campus service education courses to support instructors with class management and record-keeping, which form the basis for semester grade evaluations. To streamline the training and management of TAs, each campus may appoint a TA advisor.

第五條 課程開課及審查方式

一、服務教育課程應配合教務處開課及排課作業時程，每學期修習時數三十六小時

(含基礎能力研習、實作服務及學期成果報告與反思回饋)，經課程

Article 5

委員會審核 通過後始得開課，並由服學組負責開課期間之輔導、訪視、執行成效評估。

二、專業服務教育及環境服務教育依各學術或行政單位選派授課教師，由導師或輔 導教官優先，次之以系推薦專任(案)、兼任教師擔任；服務教育課程時數不併 入教師授課基本時數。

三、專業服務教育課程每週授課二小時，每學期核給教師鐘點時數十八小時及課程 活動費，以每位學生每學期新台幣一百元計算之，核實報支。

四、環境服務教育課程不支領鐘點費且不受最低開課人數限制，但核給課程活動費， 每位學生每學期新台幣一百元計算之，核實報支。

五、專業服務教育課程補助標準：課程委員會得視經費預算就申請課程之相關經費 擇優補助，補助金額每門課程以不超過業務費新臺幣五千元為原則。

六、修習服務教育課程之學生因故不能出席者，須依規定請假，未經請假或請假未 准而缺席者，以曠課論，曠課時數逾全學期上課時數九分之一，該學期成績以 不通過評定之。

七、於他校曾修習相關服務教育課程並及格者，得依本校學生學分抵免要點辦理。

Course Provision and Review Procedures

* 1. Campus Service Education Courses must be coordinated with the Office of Academic Affairs for scheduling and class arrangements. Each semester, the course duration must total 36 hours (including basic skill workshops, practical service, end-of-semester achievement reports, and reflective feedback). The course commencement is only permissible upon approval by the Committee. The Center oversees guidance, visitation, and effectiveness evaluation throughout the course term.
  2. For Professional Service Education and Environmental Service Education, instructors are drawn from each academic or administrative unit, with priority given to mentors or counseling military instructors, followed by full-time (case-based) and part-time teachers nominated by the department. The hours dedicated to the campus service education course do not count toward the teacher’s basic teaching hours.
  3. The Professional Service Education Course runs for two hours weekly. Each

semester, teachers are allocated eighteen clock hours and course activity fees, which are calculated at NT$100 per student per semester, subject to verification and approval for reimbursement.

* 1. The Environmental Service Education Course does not entail hourly fees and is not bound by minimum enrollment requirements, but course activity fees are allocated and calculated at NT$100 per student per semester, subject to verification and approval for reimbursement.
  2. Subsidy standards for the Professional Service Education Course: The Committee may select exemplary courses to subsidize relevant expenses of the application courses according to the budget. In principle, the subsidy amount for each course must not surpass NT$5,000 in operational costs as a principle.
  3. Students who cannot attend campus service education courses due to specific circumstances must apply for leave in accordance with regulations. Students who are absent without leave or whose leave application is denied are considered truant. If truant hours exceed one-ninth of the total class hours in a semester, the student’s grade for that semester will be recorded as a failure.
  4. Students who have completed related campus service education courses at other universities and have passed may transfer these credits in accordance with the University’s Regulations Governing Transfer Credits and Course Waivers for Students.

第六條 獎勵方式

一、教師參與服務教育課程之成果得列入教師評量（如績優教師、優良教師、導師、 教官等之評選）。

二、每學期末辦理全校服務教育課程競賽暨成果發表活動並擇優核予獎勵，其競賽 規定暨獎勵內容依服學組公告辦理。

三、辦理服務教育課程表現優異之教職員及學生，得由各學術、行政單位簽報學校 予以獎勵。

Article 6

Award Procedures:

* 1. The outcomes of the faculty’s involvement in the campus service education courses may be included in teacher evaluations (such as excellent teachers,

outstanding teachers, mentors, military instructors, etc.).

* 1. A competition for the University’s campus service education course and a results presentation event are held at the end of each semester, with outstanding work selected for awards. The competition rules and award details are announced by the Center.
  2. Outstanding faculty and students participating in the campus service education courses may be nominated by their academic and administrative units for the University’s awards.

第七條 本辦法如有未盡事宜，悉依本校相關規定辦理。

Article 7

Matters not mentioned herein shall be handled in accordance with relevant regulations of the University.

第八條 本辦法經行政會議審議通過，陳請校長核定後施行；修正時亦同。

Article 8

These Regulations shall be passed by the Administrative Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學生請假辦法**

**National Kaohsiung University of Science and Technology Regulations Governing Student Leave of Absence**

107 年 6 月 13 日 106 學年度第 6 次行政會議通過 Passed by the 6th Administrative Meeting on June 13, 2017. 107 年 11 月 21 日 107 學年度第 3 次行政會議修正通過

Amended and Passed at the 3rd Administrative Meeting on November 21, 2018.

1. 年 10 月 16 日 108 學年度第 3 次行政會議修正通過 Amended and Passed at the 3rd Administrative Meeting on October 16, 2019. 108 年 12 月 18 日 108 學年度第 5 次行政會議修正通過

Amended and Passed at the 5th Administrative Meeting on December 18, 2019.

1. 年 6 月 17 日 108 學年度第 11 次行政會議修正通過 Amended and Passed at the 11th Administrative Meeting on June 17, 2019. 110 年 4 月 21 日 109 學年度第 9 次行政會議通過

Passed by the 9th Administrative Meeting on April 21, 2020.

1. 年 8 月 18 日 110 學年度第 1 次行政會議修正通過 Amended and Passed at the 1st Administrative Meeting on August 18, 2021. 111 年 6 月 8 日 110 學年度第 11 次行政會議修正通過

Amended and Passed at the 11th Administrative Meeting on June 8, 2021.

第 一 條 國立高雄科技大學(以下簡稱本校)為實現研究學術及培育人才之教育目的或維持學校秩序，依據大學法及本校學則等規定，特訂定國立高雄科技大學學生請假辦法(以下簡稱本辦法)。

Article 1

The Regulations Governing Student Leave of Absence (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to realize educational purposes of seeking academic truth and cultivating talent as well as to maintaining campus order based on the University Act and the Academic Regulations.

第 二 條 學生請假之種類分事假、病假、公假、喪假、產假、生理假六種。

Article 2

Student leave of absence is classified into six categories: personal leave, sick leave, official leave, bereavement leave, maternity leave, and menstrual leave.

第 三 條 學生有下列情形者，必需辦理請假手續，作為缺課或缺席銷假之憑證；未請假或請假手續未經核准者，視為曠課。

一、因故不能參加上課或集會時，須完成請假手續，准假權責依本辦法第四條規定辦理。但課程成績由授課教師依教務處相關規定辦理。

二、學生於期中考試或期末考試週期間，因病假、公假、喪假或不可抗力事由

Article 3

未能參加考試，應依本辦法完成請假手續。補考申請，獲課程授課教師同意後，依本校教務處（組）學生考試請假補考須知辦理。

三、學生修習之課程，於課程加退選期間完成退選程序後，退選課程之缺曠課紀錄得予以取消。但學生修習之課程辦理停修，於停修程序完成前，停修課程缺勤紀錄仍保留，其紀錄依本校學生操行成績評定辦法規定計算操行成績。

Under any of the following circumstances, students must apply for a leave of absence as proof to delete records for an excused absence or truancy. Those who fail to complete their application or receive approval of their application shall be considered absent from class.

* 1. Students who fail to attend class or school assembly must complete the leave application. The leave approval process shall be handled in accordance with Article 4 of these Regulations. Course grades shall be graded by the instructors pursuant to relevant regulations of the Office of Academic Affairs.
  2. Students who fail to take the midterm or final exam due to sick leave, official leave, bereavement leave, or other unforeseen contingencies shall apply for a leave under these Regulations. The make-up exam may be taken with the instructor’s permission in accordance with the Notice for the Make-up Tests Due to Leave of Absence from the Office of Academic Affairs.
  3. Absence records may be deleted when students drop the course(s) during the add and drop period. However, if a student withdraws from a course, absence records will be kept until the withdrawal procedure is completed, and the student’s conduct grades will be calculated in accordance with the Regulations Governing the Assessment of Students’ Conduct Grades.

第 四 條 准假權責如下：

一、三日(含)內由導師（導師請假由系主任或院長代理批核）核准。二、四至六日(含)內經逐級核簽後，由系主任或院長核准。

三、七日(含)以上經逐級核簽後，由綜合業務處處長或進修學院校務主任核准，並副知學務長。

四、因公務派遣七日內的公假，由派遣單位主管簽准；因公務派遣七日(含)以上的公假，由派遣單位簽奉校長核准。前述派遣單位於核准後，將學生名冊輸入公假請假系統，依系統流程陳送派遣單位主管核准後，送至綜合業務處或進修學院請假權責單位轉載登錄請假系統，並通知公假學生之導師知悉。

五、非因公務派遣的公假准假權責，依本條第一項第一至三款規定辦理。

Article 4

The leave approval process is as follows:

* 1. Within three days inclusively, the student’s leave application shall be approved by the homeroom teacher within three days, and the instructor’s leave application shall be approved by the Chair of the affiliated Department or the Dean of the affiliated College.
  2. Within four to six days inclusively, the leave application shall be approved by the Chair of the affiliated Department or the Dean of the affiliated College upon the approval of each level.
  3. For leave of absence for seven days inclusively and above, the leave application shall be approved by the Dean of the Office of General Administration or the Dean of the Affiliated Institute of Continuing Education upon the approval of each level, with a copy to the Dean of the Office of Students Affairs.
  4. For official leave within seven days of official business, leave application shall be approved by the supervisor of the dispatching departments. For official leaves above seven days inclusively, the dispatching department shall report to the President for approval and apply for official leaves for students in the Student Leave Application System. All leave applications will be approved by the supervisor of the dispatching departments and sent to the Office of General Administration or the Affiliated Institute of Continuing Education to input the Student Leave Application System, with a copy to the homeroom teacher.
  5. For official leave on non-official business, the leave application shall be handled in accordance with Article 4, Paragraph 1, Subparagraphs 1 to 3 of these Regulations.

第 五 條 學生請假手續如下：

一、從校務系統入口主機上網請假（未於一周內完成請假程序者，需檢附逾時請假的證明文件），並依網路流程陳送准假權責導師或主管核准後，再由學務單位網路轉登錄請假系統。

二、依請假規定須上傳證明文件者，若未能依規定傳送附件資料，導致不予准假者，視同未核假，由學生自行承擔責任。

三、公假程序依本辦法第四條第一項第四及第五款規定辦理。

Article 5

Procedures for leave application are as follows:

* 1. Students must log in to the Student Portal to apply for leave. Those who fail to complete the application within a week shall specify reasons for overdue application with certificates. The application shall be approved by the homeroom teacher or the head of the designated approval authority and be passed to the Office of Student Affairs to input the Student Leave Application System;
  2. Leave application may be disapproved for uploading requested files failed. It will be regarded as an incomplete procedure. All consequences are at the student’s own risk;
  3. Official leave procedures shall be handled in accordance with Article 4, Paragraph 1, Subparagraphs 4 and 5 of these Regulations.

第 六 條 學生請假一般規定及須檢附證明文件如下：

一、事假：一般個人事務之請假，請假天數達三日以上須檢附證明文件；請假天數三日以下(含)，得要求檢附證明文件。另未成年者需請家長通知導師知悉。

二、病假：身體不適無法上課時之請假，請假天數達三日以上須檢附健保局特約醫院或診所出具之證明書或收據；請假天數三日以下(含)，得要求檢附證明文件。另未成年者需請家長通知導師知悉。

三、公假：

（一）經選派代表學校參加校內或校外活動，有相關單位出具證明文件者。

（二）經選派擔任公務活動，有單位主管出具證明文件者。

（三）各系所因課程需要舉辦之教學活動，經單位主管同意者，於該課程上課時間內辦理。

（四）屬於兵役事項者：須有兵役機關之證明：如兵役體檢、兵役抽籤及身家調查等，以公假一日為原則。

（五）具原住民族身分，依行政院原住民委員會公告所屬族群之歲時祭儀，並檢附戶籍謄本、戶口名簿或政府機關所開具證明其族別之文件者，得申請公假一日。

（六）參加國家考試者（含技能檢定），需檢附相關證明文件。

（七）基於法定義務出席作證或擔任刑事被告出庭答辯，有相關單位出具證明文件者。

（八）其他依法規定應給公假者。

（九）集體公假申請應由公假派遣師長或社團等權責人員，依實際出席狀況予以公假申請，必要時需檢附相關附件。

四、喪假：父母、祖父母、外祖父母、監護人及配偶死亡得請喪假七日，兄弟姐妹得請喪假五日。限百日內完成。

五、產假：應檢具健保局特約醫院或診所出具之證明書。學生無法親自辦理請假時，得以電話、書信、或請委託人先向系（所）及學務單位報備，並於二週內補辦請假手續。

（一）產前假：分娩前給產前假八日，得分次申請，不得保留至分娩後。

（二）分娩假：給予分娩假八週（請假計算含例假日）。

（三）流產假：

* + 1. 妊娠十二週（含）以上流產者，給予流產假四週（請假計算含例假日）。

Article 6

* + 1. 妊娠十二週流產者，給予流產假一週（請假計算含例假日）。

（四）陪產假：配偶分娩者，陪產假五日，得分次申請。須於配偶分娩日前後五日內檢附相關文件完成請假程序。

六、生理假：女性學生因生理期身體不適，每月得請生理假一日，得免附證明文件。特殊體質需請超過一日者，請另檢附診斷證明。

上列未明列之假別，以事假申請。請假需附證明文件者，如有偽造或向師長強索情事，一經查實，從嚴議處。

General regulations for leave application and requested certificates or documents are as follows:

* 1. Personal leave: granted for personal affairs. Relevant documents are required for leave of more than three days; optional by approval authority for within three days inclusively. The legal guardian of a minor shall inform the homeroom teacher;
  2. Sick leave: failure to attend class due to illness. For three days and above, applicants shall submit a certificate or receipt of medical treatment issued by hospitals or clinics contracted to the Bureau of National Health Insurance; relevant documents are an optional requirement within three days. The legal guardian of a minor shall inform the homeroom teacher;
  3. Official leave:
     1. Applicants are assigned to represent the University at intramural or extramural activities with relevant documents issued by the unit concerned;
     2. Applicants are assigned to engage in official business with relevant documents issued by the head of the unit concerned;
     3. Departmental instructional events organized for courses shall be approved by the head of the unit concerned and held on the class schedule;
     4. Military service involved one-day leave granted for physical examination, drawing of lots, background investigation, etc., with certificates from the military service department attached;
     5. Indigenous people are granted one-day leave on seasonal ritual holidays announced by the Council of Indigenous Peoples, Executive Yuan, with a household certificate transcript, household certificate, or proof of indigenous identities issued by government agencies attached;
     6. Applicants are taking national examinations (including skill tests) with relevant documents attached;
     7. Applicants are obligated to testify in court or make pleas as the criminal defendant with relevant documents issued by competent authorities;
     8. Other types of official leave are granted pursuant to laws;
     9. Authorized teacher(s) or club(s) shall refer to attendances to approve group official leave, with relevant documents attached if necessary.
  4. Bereavement leave: seven days given due to the passing away of parents, paternal or maternal grandparents, legal guardian, or spouse; five days given due to the passing away of siblings. The procedures shall be completed within one hundred days, calculated from the date of the relative’s death.
  5. Maternity leave: Applicants shall submit certificates of diagnosis issued by hospitals or clinics contracted to the Bureau of National Health Insurance. Students who cannot apply in person may notify the affiliated department (institute) and the Office of Student Affairs by phone call, written notice, or assigning others to pass on the message. The procedures shall be carried out within two weeks.
     1. Prenatal care: eight days given prior to delivery, which may be taken separately but not allowed to carry over to postnatal care;
     2. Postnatal care: eight weeks given (including holidays);
     3. Miscarriage:
        1. Four weeks are given for a pregnancy of twelve weeks and above (including holidays);
        2. One week is given for a pregnancy of fewer than twelve weeks (including holidays);
     4. Paternity leave: five days given for delivery accompaniment, which may be taken separately. The procedures shall be completed during the five days window before and after the delivery with relevant documents attached;
  6. Menstrual leave: for female students feeling discomfort during the menstrual period. One day of leave is given per month without needing to provide any certificates. Those with the individual condition may request one day and above with a certificate of diagnosis attached.

Types of leave not mentioned above are personal leave. Forgery of certificates and emotional blackmail are forbidden. Violators will be punished to the maximum extent possible.

第 七 條 請假時應注意事項：

一、請假必須事先申請（重大事故或疾病除外）。

二、續假：准假後如不能在假期屆滿到校者，請再依請假手續辦理續假。

三、學生可由校務系統查詢個人准假情形，若有假單延遲五日以上未批核者請向導師反映。

Article 7

Notice for leave application:

* 1. A leave of absence shall be applied for in advance, except for the major incident or the illness;
  2. Leave extension: those who cannot attend class when leave expires, please apply for extended leave following the procedures;
  3. Students are allowed to check out the approval status through the Student Portal. If there is any delay in approval for more than five days, please report upward to the homeroom teacher.

第 八 條 本辦法經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 8

These Regulations shall be passed by Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學生宿舍申請及退離宿作業要點 National Kaohsiung University of Science and Technology Regulations Governing Application for**

**Dormitory and Moving Out**

108 年 1 月 7 日 107 學年度第 3 次臨時行政會議通過 Passed by the 3rd Interim Administrative Meeting on January 7, 2019. 108 年 12 月 18 日 108 學年度第 5 次行政會議修正通過

Amended and Passed at the 5th Administrative Meeting on December 18, 2019. 110 年 4 月 21 日 109 學年度第 9 次行政會議修正通過

Amended and Passed at the 9th Administrative Meeting on April 21, 2021. 111 年 4 月 20 日 110 學年度第 9 次行政會議修正通過

Amended and Passed at the 9th Administrative Meeting on April 20, 2022.

一、國立高雄科技大學(以下簡稱本校)依據國立高雄科技大學學生宿舍管理辦法第十三條規定，特訂定國立高雄科技大學學生宿舍申請及退離宿作業要點(以下簡稱本要點)。

Article 1

The Regulations Governing Application for Dormitory and Moving Out (hereinafter referred to as these Regulations) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) in accordance with Article 13 of the Regulations Governing Dormitory Management.

二、新生住宿之申請依下列身分排定優先順序。但依各校區床位之狀況不同，本校保有調整之權。

（一）領有身心障礙證明或特殊教育學生鑑定證明書，及就學輔導會特殊教育學生鑑定證明書，或縣市政府核定低收入或中低收入戶證明之學生。

（二）境外生。

（三）五專一至三年級學生。

（四）離外島新生。

（五）大學部四技及二技新生。

（六）研究所一年級學生。

（七）轉、復學生。

（八）在學學生，於每學年度第二學期，申請下一學年度之住宿時，應參與抽籤(視各校區實際床位狀況決定)。

Article 2

Applications for freshman dormitories are prioritized in the following order. However, the

University reserves the right to adjust the order of precedence according to the number of beds on each campus.

* 1. Students with a certificate of physical or mental disability or a certificate of identification for special education students, and students who have been certified as special education students by the Committee Responsible for Identification and Placement of Gifted and Disabled Students, or students who have been certified as low- or moderate-income households by the county or city government.
  2. Oversea students
  3. Junior college in first to third years
  4. Freshman from outlying islands
  5. Freshman in the four-year and two-year technical program at the University
  6. First-year in graduate institute
  7. Transfer or resumption of schooling
  8. Current students should participate in the lottery in the spring semester of each academic year when applying for a dormitory for the following academic year. (Depending on the actual bed capacity on each campus)

三、住宿申請：

（一）新生於收到入學註冊須知後，依規定時間以網路申請方式辦理；舊生住宿申請於學期結束前辦理 (申請期限以住服組公告為主)。

（二）獲床位分配者，應自行上網下載繳費單，並於所列期限繳交住宿相關費用；延遲入住者，應於開學前提出床位保留申請。

（三）未於期限內完成住宿相關費用繳交，或未提出保留申請者，視同放棄，住服組有權逕行遞補。

（四）住宿期限自第一學期開學日起，至第二學期期末考結束日止（不包含寒、暑假）；另為考量同學權益，每學年第二學期放棄住宿者，應於第一學期期末考結束日前一周提出不續住申請，俾利床位遞補作業。

（五）為利審查，得減免住宿費用之住宿生，應於住宿申請時，以郵寄或傳真等方式提供相關證明文件。

（六）前款之住宿生，依規定應完成生活服務學習時數。

（七）住宿之分配，由住服組依各校區實際入住狀況編排，並以補滿房間空床位為原則；住宿生如有特殊因素，應向住服組提出，並由住服組協助處理。

Article 3

Dormitory Application:

* 1. New students must apply online upon receiving the enrollment notice. Returning students

must submit their housing applications by the end of the semester (application period subject to the announcement of the Student Housing Service Division).

* 1. Assigned students shall download the online payment form and pay accommodation fees by the deadline. For delayed move-in, a bed reservation application must be submitted prior to the start of the current semester.
  2. Failure to pay accommodation fees by the deadline or submit a bed reservation application constitutes a voluntary waiver. The Student Housing Service Division may arrange for a replacement in such cases.
  3. Dorm accommodation is valid from the beginning of the fall semester until the end of the final examination period in the spring semester, excluding winter and summer breaks.

In addition, to ensure students’ rights and interests, those who wish to give up their accommodation in the spring semester must apply for non-renewal one week before the end of the fall semester’s final examination period to facilitate bed replacement.

* 1. Students eligible for accommodation fee waivers must submit relevant documents by mail or fax during the accommodation application process.
  2. The residential students in the preceding paragraph shall complete volunteering service in accordance with the regulations.
  3. The Student Housing Service Division will allocate accommodations based on the current occupancy status of each campus and the principle of filling vacant beds in rooms. If a resident student has special needs, they should inform the Student Housing Service Division and the Division, which will provide assistance accordingly.

四、短期住宿申請(寒、暑假及學期中少於十二週)：

（一）申請對象：

* + 1. 因參加考試、專題研究、實驗、實習、學校工讀及各項活動、集訓或其他特殊原因之本校學生，得出具證明辦理申請，惟曾有退宿紀錄者不予受理申請。
    2. 本校國際處冊列之境外生。
    3. 參加學術研究、社團活動等校外之個人或團體，經簽奉核可者（住宿團體須安排隨隊住宿輔導人員，負責生活管理）。

（二）申請程序：

1. 本校學生，於學期中短期住宿，應於住宿前兩週提出申請；寒、暑假之住宿申請，應於學期期末考結束二週前，至住服組申請。
2. 校友、校外團體及個人，應於住宿前一個月出具奉准公文至各校區學生宿舍提出申請並辦理繳費。
3. 第一款第三目之申請者 ，於每學年第一學期開宿前二週、第二學期開宿前一週及農曆春節期間，不得申請。
4. 申請住宿之期程應以連續住宿為原則；如因故需區分多次住宿期程，則每次應間隔至少十日以上。
5. 床位分配以補滿各房床位為原則，如另有需求，申請時可以每房為單位。前項申請住宿之收費標準依申請對象區分如下，收費標準如附表。
   1. 本校學生：每人每日住宿費依本校宿舍收費標準表計算。
   2. 校友：每人每日住宿費依本校宿舍收費標準表二倍計算。
   3. 校外團體或個人：每人每日住宿費依本校宿舍收費標準表三倍計算。
   4. 以房為單位者：每日費用依據宿舍收費標準表，以每房滿床位總價三倍計算。申請核准後，需於入住前出具繳費證明方能辦理入住。

Article 4

Short-term Dormitory Application (Winter and Summer Breaks, and less than twelve weeks in the semester):

* 1. Applicants:
     1. Students engaged in exams, special studies, experiments, internships, school work- study, activities, training, or other exceptional circumstances may apply with supporting documentation. However, applicants with a history of discharge will not be accepted.
     2. Overseas students have been registered at the Office of International Affairs.
     3. Non-affiliated individuals or groups may apply for accommodation to participate in academic study and club activities upon approval. The group is required to arrange accompanying dormitory counselors responsible for dormitory management.
  2. Application Procedures:
     1. Current students applying for short-term dormitory accommodations must submit their applications within two weeks before the moving-in date. Applications for dormitories during winter and summer breaks should be submitted to the Student Housing Service Division within two weeks before the end of the current semester’s final examination.
     2. Alumni, non-affiliated groups, or individuals must submit applications and payments to the respective campus within one month before the move-in date, accompanied by the required approved documentation.
     3. Applicants mentioned in the preceding Paragraph 1, Subparagraph 3 are restricted from applying during the two weeks before the start of fall semester’s accommodation, one week before the start of spring semester’s accommodation, and the Chinese New Year holidays.
     4. Accommodation applications should follow the principle of continuous stay. If there is a need to divide the accommodation period into multiple segments, each segment must be separated by a minimum of ten days.
     5. Beds allocation is based on the principle of filling the vacant beds in each room. Applications will be accepted for room-based units if needed.

The accommodation rates for different applicants are listed as follows and specified details in the attached table.

* + - 1. The University Students: The daily accommodation fee per person is calculated in accordance with our dormitory rate.
      2. Alumni: The daily accommodation fee per person is calculated at two times the standard rate of our dormitory.
      3. Off-campus groups or individuals: The daily accommodation fee per person is calculated at three times the standard rate of our dormitory.
      4. For room-based units: The daily accommodation fee is calculated at three times the total price of a fully occupied room on the standard rate of our dormitory.

Upon the application’s approval, applicants must submit proof of payment before proceeding with the check-in process.

五、離宿：

（一）每學期離宿作業於期末考當週星期六、日執行，並配合完成寒、暑假入住作業。

（二）離宿時，個人之貴重或必要物品應自行帶離，未帶離之物品即視為廢棄物，由住服組逕行處理，住宿生不得異議。

（三）離宿時，應交還所持鑰匙、磁卡(鑰匙遺失應由住宿生自行配製；磁卡遺失請至出納單位繳費新台幣一百元，持收據至住宿服務組開卡)，並將宿舍回復原狀；如有缺損或髒亂，住宿生經通知改善仍拒不改善且情節重大者，將通知家長及相關單位協處。

（四）為維護安全，農曆春節假期期間宿舍關閉水、電及大門，住宿生不得留宿。

Article 5

Moving Out of the Dormitory:

* 1. Moving out of the dormitory should be done on Saturday and Sunday during the final exam week, aligning with the commencement of moving into the dormitory for winter and summer vacations.
  2. Residents are responsible for removing their personal valuables and essential items when vacating the dormitory. Any belongings left behind will be deemed abandoned and disposed of by the Student Housing Service Division without further notice or objection.
  3. Upon leaving the dormitory, residents must clean rooms and return their keys and magnetic cards. Lost keys must be replaced at the resident’s expense, while lost magnetic cards require the residents to pay NT$100 at the Cashier Division to replace the cards at the Student Housing Service Division along with the accompanying receipt. Failure to address damages

or cleanliness issues after prior notice may result in notification of parents and relevant authorities if the situation is deemed severe.

* 1. During the Lunar New Year holidays, the water, electricity, and access to dormitory doors will be temporarily suspended. Residential students are not permitted to stay overnight during this period.

六、退宿與退費

（一）學期中：

* + 1. 違反住宿規定，經核定受退宿處分者，一律不予退費。
    2. 自行申請退宿者(含喪失學籍之住宿生)，須完成退宿申請表填寫且經家長同意。
    3. 退宿者，應於核定日起三日內完成物品清空、公物繳交、環境清潔，經檢查後遷離宿舍。
    4. 開學日（含當日）前申請退宿者免繳費，已收費者，全額退費；開學日次日起未滿六週申請退宿者，住宿費退還三分之二；未滿十二週申請退宿者，住宿費退還三分之一；滿十二週申請退宿者，所繳住宿費不予退費。

（二）短期(含寒、暑假)住宿申請退宿者，住宿費與冷氣儲值卡不予退費。

Article 6

Dorm Withdrawal and Refund

* 1. During the Semester:
     1. No refunds will be given to individuals who have violated accommodation regulations and have been subjected to a dorm withdrawal penalty.
     2. Students who wish to move out independently, including those who have lost their student status, must submit a moving-out application form and obtain parental consent.
     3. Upon receiving approval of dorm withdrawal, residents must vacate the dormitory within three days. This entails removing personal belongings, returning public items, and clean the environment, and undergoing the final inspection before moving out.
     4. For applicants who apply to move out before or on the commencement day without paying the fee, the housing fee will be waived. Those who have already paid the fee will receive a full refund. Applicants staying in the accommodation for less than six weeks from the day after the first day of class will receive a two-thirds fee refund. Similarly, applicants staying for less than twelve weeks will receive a one-third refund. No refund will be issued for applicants who stay for twelve weeks or longer.
  2. Short-term accommodation fees and air conditioning cards are non-refundable for applicants

who apply for moving out, including summer and winter vacations.

七、 本要點經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 7

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學生宿舍宿舍收費標準表**

**National Kaohsiung University of Science and Technology Student Dormitory Housing Fees**

**建工校區**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 宿舍名稱 | 每學期收費金額 | 每日收費  金額（學期中） | 短期住宿每日收  費金額(寒暑假) | 房型 |
| 弘德樓(男) | 8,250 元 | 65 元 | 100 元 | 雅房(四人房) |
| 慧樓(女) | 9,250 元 | 73 元 | 120 元 | 套房(四人房；大房) |
| 慧樓(女) | 8,250 元 | 65 元 | 100 元 | 套房(四人房；小房) |
| 慧樓(女) | 12,300 元 | 98 元 | 150 元 | 套房(兩人房) |
| 勤業樓(男) | 8,800 元 | 70 元 | 130 元 | 雅房(兩人房) |
| 毅志樓(男) | 16,300 元 | 130 元 | 250 元 | 雅房(四人房) |

**Jiangong Campus**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dorm | Each Semester per Person | Each Day per Person  during Semester | Short-term Dormitory Fees for Each Day per Person during  Winter/Summer Break | Room Type |
| Hong-De (Male) | NT$ 8,250 | NT$ 65 | NT$ 100 | Quadruple Room |
| Huei (Female) | NT$ 9,250 | NT$ 73 | NT$ 120 | Quadruple Suite (Large) |
| Huei (Female) | NT$ 8,250 | NT$ 65 | NT$ 100 | Quadruple Suite (Small) |
| Huei (Female) | NT$ 12,300 | NT$ 98 | NT$ 150 | Twin Suite |
| Chin-Ye (Male) | NT$ 8,800 | NT$ 70 | NT$ 130 | Twin Room |
| Yi-Jhih (Male) | NT$ 16,300 | NT$ 130 | NT$ 250 | Quadruple Room |

**燕巢校區**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 宿舍名稱 | 每學期收費金額 | 每日收費  金額（學期中） | 短期住宿每日收費金額(寒暑假) | 房型 |
| 樂知樓(男) | 10,000 元 | 79 元 | 150 元 | 套房(四人房) |
| 詠絮樓(女) | 10,000 元 | 79 元 | 150 元 | 套房(四人房) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 涵芳樓(女) | 10,000 元 | 79 元 | 150 元 | 套房(四人房) |
| 樂知樓(男) | 13,600 元 | 108 元 | 200 元 | 套房(兩人房) |
| 詠絮樓(女) | 13,600 元 | 108 元 | 200 元 | 套房(兩人房) |
| 涵芳樓(女) | 13,600 元 | 108 元 | 200 元 | 套房(兩人房) |

**Yanchao Campus**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dorm | Each Semester per Person | Each Day per Person  during Semester | Short-term Dorm Fees for Each Day per Person during  Winter/Summer Break | Room Type |
| Le-Zhi (Male) | NT$ 10,000 | NT$ 79 | NT$ 150 | Quadruple Suite |
| Yong-Xu (Female) | NT$ 10,000 | NT$ 79 | NT$ 150 | Quadruple Suite |
| Han-Fang (Female) | NT$ 10,000 | NT$ 79 | NT$ 150 | Quadruple Suite |
| Le-Zhi (Male) | NT$ 13,600 | NT$ 108 | NT$ 200 | Twin Suite |
| Yong-Xu (Female) | NT$ 13,600 | NT$ 108 | NT$ 200 | Twin Suite |
| Han-Fang (Female) | NT$ 13,600 | NT$ 108 | NT$ 200 | Twin Suite |

**楠梓校區**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 宿舍名稱 | 每學期收費金額 | 每日收費金額  （學期中） | 短期住宿每日收費金額(寒暑假) | 房型 |
| 東海樓(女) | 7,800 元 | 62 元 | 100 元 | 雅房(五人房) |
| 東海樓(女) | 8,550 元 | 68 元 | 120 元 | 套房(四人房；4 間) |
| 黃海樓(女) | 7,800 元 | 62 元 | 100 元 | 雅房(五人房) |
| 南海樓(男) | 7,800 元 | 62 元 | 100 元 | 雅房(五人房) |
| 南海樓(男) | 8,550 元 | 68 元 | 120 元 | 套房(四人房；3 間) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 慧海樓(男) | 7,800 元 | 62 元 | 100 元 | 雅房(五人房) |

**Nanzih Campus**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dorm | Each Semester per Person | Each Day per Person  during Semester | Short-term Dorm Fees for Each Day per Person during  Winter/Summer Break | Room Type |
| Tung-Hai (Female) | NT$ 7,800 | NT$ 62 | NT$ 100 | Five-person Room |
| Tung-Hai (Female) | NT$ 8,550 | NT$ 68 | NT$ 120 | Quadruple Suite  (four rooms) |
| Huang-Hai (Female) | NT$ 7,800 | NT$ 62 | NT$ 100 | Five-person Room |
| Nan-Hai (Male) | NT$ 7,800 | NT$ 62 | NT$ 100 | Five-person Room |
| Nan-Hai (Male) | NT$ 8,550 | NT$ 68 | NT$ 120 | Quadruple Suite  (three rooms) |
| Hui-Hai (Male) | NT$ 7,800 | NT$ 62 | NT$ 100 | Five-person Room |

**第一校區**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 宿舍名稱 | 每學期收費金額 | 每日收費金額  （學期中） | 短期住宿每日收費金額(寒暑假) | 房型 |
| 敬業樓(男) | 7,500 元 | 60 元 | 100 元 | 雅房(四人房) |
| 敬業樓(男) | 8,000 元 | 63 元 | 100 元 | 套房(四人房) |
| 敬業樓(男) | 8,700 元 | 69 元 | 150 元 | 雅緻套房(四人房) |
| 樂群樓(女) | 8,200 元 | 65 元 | 100 元 | 雅房(四人房) |
| 樂群樓(女) | 8,700 元 | 69 元 | 150 元 | 套房(四人房) |

**First Campus**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dorm | Each Semester per Person | Each Day per Person during  Semester | Short-term Dorm Fees for Each Day per Person during  Winter/Summer Break | Room Type |
| Jing-Ye (Male) | NT$ 7,500 | NT$ 60 | NT$ 100 | Quadruple Room |
| Jing-Ye (Male) | NT$ 8,000 | NT$ 63 | NT$ 100 | Quadruple Suite |
| Jing-Ye (Male) | NT$ 8,700 | NT$ 69 | NT$ 150 | Quadruple Suite |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Le-Chun (Female) | NT$ 8,200 | NT$ 65 | NT$ 100 | Quadruple Room |
| Le-Chun (Female) | NT$ 8,700 | NT$ 69 | NT$ 150 | Quadruple Suite |

**旗津校區**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 宿舍名稱 | 每學期收費金額 | 每日收費金額  （學期中） | 短期住宿每日收費金額(寒暑假) | 房型 |
| 渤海樓(男) | 7,450 元 | 59 元 | 100 元 | 套房(四人房) |
| 渤海樓(女) | 7,450 元 | 59 元 | 100 元 | 套房(四人房) |

**Cijin Campus**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dorm | Each Semester per Person | Each Day per Person  during Semester | Short-term Dorm Fees for Each Day per Person during  Winter/Summer Break | Room Type |
| Bo-Hai (Male) | NT$ 7,450 | NT$ 59 | NT$ 100 | Quadruple Suite |
| Bo-Hai (Female) | NT$ 7,450 | NT$ 59 | NT$ 100 | Quadruple Suite |

附註：寒、暑假住宿須另行繳費及申請。

Note1: Additional dormitory applications and accommodation fees are required for winter and summer break.

Note2: In the event of any discrepancy between the English and Chinese versions, the Chinese version shall take precedence.

**國立高雄科技大學學生獎懲辦法**

**National Kaohsiung University of Science and Technology Regulations Governing the Awards of Merit to Students and Disciplinary Sanctions for Misconduct**

107 年 5 月 3 日 106 學年度第 2 次校務會議通過

Passed by the 2nd University Affairs Meeting on May 3, 2018.

教育部107年6月5日臺教學（二）字第1070080189號函核定通過

Ratified by the Ministry of Education Letter Tai Jiao Xue (II) Zi No. 1070080189 on June 5, 2018.

107年12月26日107學年度第2次校務會議修正通過 Amended and Passed at the 2nd University Affairs Meeting on December 26, 2018.教育部108年3月5日臺教學（五）字第1080030208號函備查

Submitted to the Ministry of Education Letter Tai Jiao Xue (V) Zi No. 1080030208 on March 5, 2019 for recordance.

109年1月8日108學年度第1次臨時校務會議修正通過 Amended and Passed at the 1st Interim University Affairs Meeting on January 8, 2020.教育部109年2月11日臺教學（二）字第1090017834號函備查

Submitted to the Ministry of Education Letter Tai Jiao Xue (II) Zi No. 1090017834 on February 11, 2020 for recordance.

110年10月27日110學年度第1次校務會議修正通過 Amended and Passed at the 1st University Affairs Meeting on October 27, 2021.教育部110年12月1日臺教學（二）字第1100162431號函備查

Submitted to the Ministry of Education Letter Tai Jiao Xue (II) Zi No. 1100162431 on December 1, 2021 for recordance.

第 一 條 國立高雄科技大學(以下簡稱本校)依據大學法第三十二條之規定，訂定國立高雄科技大學學生獎懲辦法（以下簡稱本辦法）。

Article 1

The Regulations Governing the Awards of Merit to Students and Disciplinary Sanctions for Misconduct (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) in accordance with Article 32 of the University Act.

第 二 條 凡學生獎懲事宜，除另有規定外，悉依本辦法之規定辦理。

Article 2

Unless otherwise specified in special provisions, all affairs regarding student awards and disciplinary sanctions shall be handled in accordance with these Regulations.

第 三 條 學生幹部或特殊優良表現學生，每學期末綜合敘獎之權責及獎勵等級區分如下：一、班級幹部：由導師建請敘獎，敘獎等級依本辦法辦理。

二、學生自治會幹部、學生社團幹部及系（所）學會幹部：由學生事務處課外活動組根據社團評鑑成績建請敘獎，敘獎等級依本辦法辦理。

三、宿舍幹部及賃居中心幹部：由權責單位建請敘獎，敘獎等級依本辦法辦理。

四、學生參加校內外單項活動表現優良學生：由主辦單位建請敘獎，敘獎等級依本辦法辦理。

五、特殊優良表現學生：由各處室、學院系所、導師、教官建請敘獎，敘獎等級依本辦法辦理。

Article 3

Student leaders or students with exceptional excellent performances shall be assessed and awarded at the end of each semester. The assessment responsibilities and award levels are categorized as follows:

* 1. Class officers: The award proposals shall be provided by homeroom teachers. The award level shall be determined pursuant to these Regulations;
  2. Self-governing student organization officers, student club officers, and department (institute) student association officers: The award proposals shall be provided by the Extracurricular Activities Division of the Office of Student Affairs based on the club performance evaluation. The award level shall be determined in accordance with these Regulations;
  3. Dormitory officers and rental housing center officers: The award proposals shall be provided by the Campus Security Center. The award level shall be determined in accordance with these Regulations;
  4. Students with outstanding achievement in a single activity on and off campus: The award proposals shall be provided by the organizer. The award level shall be determined in accordance with these Regulations;
  5. Students with exceptional excellent performances: The award proposals shall be provided by supervisors, department (institute) directors, homeroom teachers, or instructors. The award level shall be determined in accordance with these Regulations.

第 四 條 獎勵區分嘉獎、小功、大功、特別獎勵表揚等四種。學生個人之獎懲記錄，記嘉獎三次視同記小功一次；記小功三次視同記大功一次。

一、嘉獎：凡有下列各種情形之一者，得予以記嘉獎：

（一）熱心公益、熱心助人或協助校務，有具體事蹟者。

（二）品行端正，足資示範者。

（三）參加校內外各項活動、比賽、服務工作，熱心服務表現優良者。

（四）拾金（物）不昧者；如情形特殊，得另行敘獎。

（五）住宿生內務優良，足資模範者。

（六）協助處理、參與性別相關事件調查處置者。

（七）擔任社團或班級幹部，認真負責，表現良好者。

（八）其他相當於以上各目情事者。

二、小功：凡有下列各種情形之一者，得予以記小功：

（一）熱心公益活動，獲有成績者。

（二）遇有特殊事故，處理得宜者。

（三）擔任社團或班級幹部，負責盡職，表現優良者。

（四）代表學校參加校外活動成績優異者（前三名）。

（五）協助處理、參與重大性別相關事件調查處置者。

（六）主辦或協辦社團活動，經社團評鑑評列乙等以上者。

（七）其他相當於以上各目情事者。

三、大功：凡有下列各種情形之一者，得予以記大功：

（一）有特殊之義勇行為，經查明屬實者。

（二）有特殊優良行為，堪為全校模範者。

（三）代表學校參加全國性或國際性之各項活動，成績優異者（前三名）。

（四）其他相當於以上各目情事者。

四、特別獎勵：依各相關辦法規定予以獎勵。

Article 4

Awards are divided into four categories: commendation, minor merit, major merit, and special recognition. Regarding award and disciplinary sanction records, three commendations are equivalent to receiving one minor merit, and three minor merits are equivalent to one major merit.

* 1. Students with performances meeting one of the following conditions shall be awarded a commendation:
     1. Students who demonstrate concrete achievements in displaying compassion, enthusiasm toward helping others, and involvement in school affairs;
     2. Students who exhibit moral integrity and serve as exemplary role models;
     3. Students who participate in activities, competitions, and public service work on and off campus with enthusiasm and excellent performance;
     4. Students who responsibly return lost property without claiming ownership, with potential rewards in special circumstances;
     5. Dormitory residents who excel in housekeeping and serve as exemplary role models;
     6. Students who assist in processing and engaging in investigations and managing gender-related incidents;
     7. Students who serve as club or class officers and are diligent, responsible, and outstanding;
     8. Students with distinguished performances equivalent to those mentioned above.
  2. Students with performances meeting one of the following conditions shall be awarded with a minor merit:
     1. Students who show enthusiastic efforts in commendable charitable activities;
     2. Students who handle special incidents with appropriate manners;
     3. Students who serve as club or class officers and are diligent, responsible, and outstanding;
     4. Students who represent the University in extramural activities and performed prominently (place in the top three);
     5. Students who assist in processing and engaging in investigations and managing major gender-related incidents;
     6. Students who organize or co-organize club activities and acquire level B and above for the club performance evaluation;
     7. Students with distinguished performance equivalent to those mentioned above.
  3. Students with performances meeting one of the following conditions shall be awarded with a major merit:
     1. Students who exhibit righteous and courageous behaviors and have verifiable evidence;
     2. Students with exceptional achievements who serve as exemplary role models for the University;
     3. Students who represent the University in national or international activities and performed prominently (place in the top three);
     4. Students with distinguished performance equivalent to those mentioned above.
  4. Special awards shall be awarded to students in accordance with related regulations.

第五條 懲罰分申誡、小過、大過、定期察看、退學、開除學籍六種。學生個人之獎懲記 錄，記申誡三次視同記小過一次；記小過三次視同記大過一次。

Article 5

Disciplinary sanctions are divided into six categories: reprimand, minor demerit, major demerit, probation, expulsion, and revocation of student status. For student awards and disciplinary sanction records, three reprimands are equivalent to receiving one minor demerit; three minor demerits are equivalent to one major demerit.

一、申誡：凡有下列各種情形之一者，予以申誡：

（一）不守秩序者。

（二）擔任社團或班級幹部，未盡職責。

（三）言行不檢有失學生儀態者。

（四）上課、集會時間以通信器材擾亂團體秩序，經勸止不聽者。

（五）違反學生宿舍管理規則，情節輕微者。

（六）海報或其他告示，未依程序張貼於校內適當場所，或毀損、妨害合法張貼之告示者。

（七）違反性別平等教育或防制校園霸凌相關法令規定，情節輕微者。

（八）無正當理由不參加各院或系所重要集會或活動者。

（九）違反道路交通安全規則者。

（十）攜帶或使用危害校園安全之物品者。

（十一）故意污損或破壞公物者。

（十二）言行越軌或有欺騙行為或破壞團體秩序者。

（十三）於校園內非吸菸區抽菸，經輔導後再犯或拒絕輔導者。

（十四）以文字圖畫，詆毀他人名譽。

（十五）進入不當場所。

（十六）違反網路使用規範或侵犯他人智慧財產權。

（十七）違反考試規定或違反學術倫理。

（十八）違反學生宿舍管理規則。

（十九）對師長言行傲慢無禮或有欺騙行為。

（二十）有鬥毆、賭博或偷竊、舞弊等行為。

（二十一）其他相類似以上各目之情形者。

* 1. Students who exhibit behaviors meeting any of the following conditions shall be subject to a reprimand:
     1. Disturbing class orders;
     2. Failure to fulfill the duties and responsibilities of club or class officers;
     3. Behaving egregiously deemed unfit as a student;
     4. Persistently disrupting group order with communication devices and disregarding instructions during classes or assemblies;
     5. Minor violations of Rules of Student Dormitory Management;
     6. Improperly displaying posters and signs without following procedures or vandalizing approved posters or signs;
     7. Minor violations of the Gender Equality Education Act, the Regulations Governing Prevention of Campus Bullying, or relevant regulations;
     8. Takes absence of important college or department (institute) assemblies or activities without proper cause;
     9. Violation of road traffic safety rules;
     10. Possession or use of items that pose a threat to campus safety;
     11. Intentional vandalism or destruction of public property;
     12. Deviant, deceptive behaviors that disrupt group orders;
     13. Despite being caught smoking on campus, either repeatedly offend or ignore dissuasion from smoking;
     14. Defaming other people through words or graphics;
     15. Patronizing premises deemed inappropriate for students;
     16. Violation of internet usage policy or infringement of another party’s intellectual property rights;
     17. Violation of exam rules or academic ethics;
     18. Violation of Rules of Student Dormitory Management;
     19. Behaving arrogantly, disrespectfully, or deceitfully towards teachers and staff;
     20. Engaging in physical altercations, gambling, theft, or cheating;
     21. Other behaviors similar to those mentioned above.

二、小過：凡有下列各種情形之一者，予以記小過：

（一）違反前款各目之情形經申誡後仍犯同一過失或情節較重者。

（二）有鬥毆、賭博或偷竊、舞弊等行為。

（三）持有凶器，致危害校園安全。

（四）擅自入侵他人資訊系統或設備。

（五）以跟蹤、偷拍、威脅、恐嚇、限制或其他違反他人意願等方法造成他人 身心恐懼。

（六）其他與本款第二至五目相類似之情形，而有可懲行為者。

* 1. Students with behaviors meeting one of the following conditions shall be disciplined with minor demerits:
     1. Repeat offenders or those who commit a more serious offense, as described in the preceding paragraph;
     2. Engaging in physical altercations, gambling, theft, or cheating;
     3. Possession of weapons that endanger campus safety;
     4. Unauthorized intrusion into others’ information systems or devices;
     5. Engaging in activities such as stalking, surreptitious photography, threat, intimidation, coercion, or any behavior that violates the will of others, causing physical and psychological fear;
     6. Other punishable behaviors similar to those prescribed in the preceding subparagraphs 2 to 5.

三、大過：凡有下列各種情形之一者，予以記大過：

（一）違反前款各目規定且情節重大者或經記過處分仍犯同一過失，經輔導仍不悛悔者。

（二）建立色情暴力網站或利用網路從事不法行為情節嚴重，影響校園安全者。

（三）參加校外不良幫派製造事端，致影響校園安全者。

（四）住宿生未經核准於宿舍內，留宿異性、親友者。

（五）不正當行為，嚴重影響校譽者。

（六）觸犯法律，經法院有罪判決確定，且受有緩刑宣告。

（七）其他與本款第二至六目相類似之情形，而有可懲行為者。

* 1. Students with behaviors meeting one of the following conditions shall be disciplined with a major demerit:
     1. Repeat offenders who commit a more serious offense, as described in the preceding paragraph, or who have already received minor demerits and counseling without showing repentance;
     2. Hosting pornographic or violent websites, or engaging in serious illegal activities online, thereby jeopardizing campus safety;
     3. Participating in off-campus gangs, causing disturbances, and compromising campus safety;
     4. Residents of dormitory who allow friends of the opposite sex or family members to stay overnight without permission;
     5. Misconduct detrimental to the reputation of the University;
     6. Criminal conviction with probation possibility;
     7. Other punishable behaviors similar to those prescribed in the preceding subparagraphs 2 to 6.

四、定期察看：凡有下列各種情形之一者，予以定期察看：

定期察看以一個學期或一個學年為限（懲處決議時即應明訂時限），受懲處之學生，於定期察看期間，系（所）主任、班導師、系（所）輔導教官等，得依其改過自新情形，向學生獎懲審議委員會提出建議，縮短（為一學期）或延長（為一學年）時限：

（一）違反前款各目規定經大過以上處分後仍犯相同重大過失或情節極為重大者。

（二）在校期間，獎懲相抵，記滿大過二次及小過二次者。

（三）觸犯法令，經法院判刑確定，未受緩刑之宣告者。

（四）其他與本款第二至三目相類似之情形，而有可懲行為者。

* 1. Students with behaviors meeting any of the following conditions shall be placed on

probation:

The probation period shall be one semester or one academic year, as decided by the Award and Disciplinary Sanction Review Committee. Subject to their evaluation of the student on probation, the department (or institute) chair, homeroom teacher, or military instructor may submit a recommendation to the Award and Disciplinary Sanction Review Committee to shorten the probation from one year to one semester or extend one semester to one academic year.

* + 1. Repeat offenders who commit extremely serious offenses, as described in the preceding paragraph, and have already received major demerits or higher;
    2. Students who, during the academic term, have a record of two major and two minor demerits, even with awards offsetting disciplinary sanctions;
    3. Criminal conviction with probation possibility;
    4. Other punishable behaviors similar to those prescribed in the preceding subparagraphs 2 to 3.

五、退學：凡有下列各種情形之一者，予以退學：

（一）違反前款各目規定，情節嚴重者。

（二）功過相抵，累積滿三大過者。

（三）操行成績未滿六十分者。

（四）偽造文書、證件或冒用他人印章，情節嚴重者。

（五）有辱罵施暴、糾眾械鬥、勒索敲詐或盜用公物等違法行為情節嚴重，影響校園安全者。

（六）違反性別平等教育或防制校園霸凌相關法令規定，經輔導後仍再犯且惡行重大者。

（七）其他相類似本款第二至六目之情形，而有可懲行為者。

* 1. Students with behaviors meeting any of the following conditions shall be subject to expulsions:
     1. Serious offenders who violate the provisions outlined in the preceding paragraph.
     2. Cumulatively receiving three major demerits after offsetting demerits with merits earned by the students;
     3. Grade of conduct falls below 60;
     4. Engaging in serious acts of forgery, identity theft, or misuse of another party’s personal seals;
     5. Engaging in serious acts of insult, violence, instigation of fights with weapons, blackmail, extortion, embezzlement, and similar behaviors that pose a threat to campus safety;
     6. Repeat offenders who ignore dissuasion continue to commit more serious offenses in violation of the Gender Equality Education Act, the Regulations Governing Prevention of Campus Bullying, or relevant regulations;
     7. Other punishable behaviors similar to those precribed in the preceding subparagraphs 2 to 6.

六、開除學籍：凡有下列各種情形之一者，予以開除學籍：

（一）觸犯前款所列各目規定且情節極為重大者。

（二）假借、冒用、偽造或變造學經歷證件入學者。

（三）入學或轉學資格經審核不合格者。

（四）其他與本款第二至三目相類似之情形，而有可懲行為者。

* 1. Students with behaviors meeting any of the following conditions shall face revocation of student status:
     1. Serious offenders who violate the provisions outlined in the preceding paragraph;
     2. Enrolling in the University using false, impersonated, fabricated, or altered proof of qualification;
     3. Being found unqualified for enrollment or transfer to the University;
     4. Other punishable behaviors similar to those prescribed in the preceding subparagraphs 2 to 3.

第 六 條 獎懲相抵之規定（大過含以下）：

一、嘉獎一次可以抵申誡一次，小功一次可以抵小過一次，大功一次可以抵大過一次，以此類推；惟同一事件之奬勵，僅能申請一次抵銷。

二、學生在校期間受懲處後，得以事後所記嘉獎、記功獎勵相抵銷，事件紀錄均不列載於學生獎懲證明書，但不得取消本校奬懲紀錄。

三、退學、開除學籍之重大懲處，不得以嘉獎、記功獎勵減輕或抵銷。四、當學期獎勵與懲處相抵，應於當學期提出申請，不得跨越學期。

Article 6

Awards and disciplinary sanctions offset policy (major demerits and lower):

* 1. A commendation can offset a reprimand, a minor merit can offset a minor demerit, a major merit can offset a major demerit, and so forth. An award obtained from a single event can only be used to offset a disciplinary sanction once.
  2. Students who receive disciplinary sanctions during the academic terms are allowed to offset those sanctions with commendations and merits. Records of incidents will not be stated on the Certificate of Student Awards and Disciplinary Sanctions, but the

documents will remain.

* 1. Students who have been expelled or had their student status revoked are not eligible to use pre-existing commendations or merits to offset or mitigate their disciplinary sanctions.
  2. Applications for awards and disciplinary sanctions offset of the current semester shall be submitted within the semester, and submissions spanning two semesters are not allowed.

第 七 條 行善銷過之規定：

一、學生受申誡、小過（含）以下之懲處得依本校學生行善銷過實施要點，申請行善銷過之作業。

二、學生合予記大過（含）以上處分之行為，經學生獎懲委員會議討論者，依其決議辦理。

三、行善銷過執行結果陳請學務長簽核後，懲處紀錄將不列載於學生獎懲證明書，惟本校懲處紀錄仍會留存，操行分數之扣減依規定辦理。

Article 7

Disciplinary sanctions cancellation policy:

* 1. Students with disciplinary records of reprimand and minor merits are eligible to apply for the cancellation of their sanctions in accordance with the Regulations Governing the Cancellation of Student Disciplinary Sanctions.
  2. Students with disciplinary records of major demerits and higher will be handled in accordance with the decision made by the Award and Disciplinary Sanction Review Committee.
  3. Disciplinary cancellation records that have been submitted and approved by the Dean of the Office of Student Affairs will be excluded from the Certificate of Student Awards and Disciplinary Sanctions, but they will remain in the University records. Deductions of conduct grades will be handled in accordance with related regulations.

第 八 條 定期察看之學生受下列各款之限制：

一、定期察看之學生，該學期之操行成績概以六十分計算。

二、定期察看期間，如再有記小過（含）以上之處分，如情況嚴重，得經會議決議退學。

三、定期察看之學生時限屆滿後，於次學期起，其操行成績得依正常標準評定之。四、定期察看學生申請休學者，當學期其所受定期察看之懲處，應延至復學後第一

學期執行之，且該學期之操行成績概以六十分計算。

五、定期察看之學生時限屆滿後，提學生獎懲委員會決議，原處分若經會議決議撤

銷者，仍保留至多**二**大過，**二**小過之紀錄。

Article 8

Students who receive the disciplinary sanction of probation are bounded by the following conditions:

* 1. Students who are subject to probationary disciplinary sanctions will have their conduct grades recorded as 60 for the semester;
  2. If a student receives disciplinary sanctions of minor demerits or higher during the probationary period, and if the circumstances are deemed severe, the committee has the authority to determine whether the student shall be subject to the sanction of expulsion;
  3. Upon completion of the probation period, a student’s grades of conduct will resume to normal standards in the following semester;
  4. For students who receive probationary disciplinary sanctions and apply for suspension from the University, the probation period shall be postponed until the student resumes studies. The grade of conduct for the semester during which the student returns to studies is recorded as 60;
  5. Upon completion of the probation period, if the Award and Disciplinary Sanction Review Committee decides to revoke the probationary disciplinary sanction, the student’s records will remain with a maximum of two major demerits and two minor demerits.

第 九 條 學生之獎懲除依前列標準辦理外，並得將下列因素酌予列入考慮變更調整其獎懲等第：

一、年級之高低。二、動機與目的。三、悔過之態度。四、行為之影響。

Article 9

Student awards and disciplinary sanctions shall be handled in accordance with the preceding paragraphs, and the levels of awards and sanctions shall be adjusted, considering the following factors:

* 1. Class year of the student.
  2. Motivation and purpose of the student.
  3. Remorseful attitude of the student.
  4. Influence of the student’s behaviors.

第 十 條 獎懲申訴規定：

一、獎懲經核定後，當事人倘對其事實不服者，於收到學校處分通知書後，得依本校

學生申訴辦法向本校學生申訴評議委員會（諮商輔導組）提出申訴。

二、凡經申訴獎懲類別經查證屬實者，應簽請學務長以上核定，依規定更正或註銷。三、捏造不實證明偽造者，另依獎懲辦法議處。

Article 10

Appeal Policy

* 1. After receiving notifications of the disciplinary actions from the University, students who are unsatisfied with the facts may follow the Regulations Governing Student Appeal and submit a petition to the Student Appeal Review Committee of Student Counseling Division.
  2. Appeals that are proven to be true are submitted to the Dean of the Office of Student Affairs or higher-ranking officers for approval of amendments or revocation.
  3. Fabrication of untruthful facts will be punished otherwise.

第 十一 條 一般注意事項：

一、學生獎懲案件得通知學生列席學生獎懲審議委員會給予說明之機會，以維護學生權益。

二、學生一般優劣事蹟之嘉獎、記功、申誡、記過，全校教職員均有建議之權責，分由學務處生活輔導組、綜合業務處彙辦處理；除需經學生獎懲委員會審議之事件外，餘均由權責單位主管核定。

三、大功（不含）以上、大過、定期察看、退學、開除學籍，由學生獎懲審議委員會決議並經校長核定後實施，並函文予家長、學生及該系所。

四、學生記懲戒之處份均應通知當事人及其家長（監護人）、導師、系所主管及系輔導教官（校安人員）

五、體育運動表現優劣者，由體育室建議。

六、除考試違規者由授課教師建議外，凡在各單位服務之幹部或工讀生概由各單位承辦人簽請各單位主管統一建議。

七、各級幹部之獎懲建議表，於每學期第十五週前定期辦理，情況特殊者，如考試違規，日常行為表現等，為收獎懲之時效，得隨時建議之。

Article 11

General Notices:

* 1. The Student Awards and Disciplinary Review Committee may notify students about disciplinary actions and require their presence at a hearing to provide a statement.
  2. The staff and faculty members of the University are authorized and responsible for recommending commendations, merits, reprimands, and demerits based on students’ general conduct. These recommendations will be handled by the Student Administration and Assistance Division of the Office of Student Affairs and the Office of General

Affairs. Incidents that do not require review by the Award and Disciplinary Sanction Review Committee will be approved by the relevant authorities.

* 1. Awards above the level of major merit, as well as disciplinary sanctions such as major demerit, probation, expulsion, and revocation of student status, will be handled upon approval by the Student Awards and Disciplinary Review Committee and the President. Notifications regarding these actions will be sent to the parents, student and the department to ensure appropriate communication and awareness.
  2. Disciplinary sanctions imposed on students shall be notified to the students themselves, their parents or legal guardians, homeroom teachers, department (institute) directors, and military instructors (or security staff).
  3. The Office of Physical Education shall be responsible for submitting recommendations of awards or disciplinary sanctions for any student’s performance in physical education.
  4. The handling personnel of the unit shall compile a list of student officers and part-time employees to the unit supervisor for approval. The unit supervisor shall submit recommendations for awards or disciplinary sanctions, except for exam rule violators, who will be recommended by the course instructor.
  5. The Student Officers Awards and Disciplinary Sanctions Recommendation Forms are processed before week 15 of each semester. However, awards and disciplinary sanctions for special occasions, such as exam rule violations and daily misconduct, can be recommended at any time for prompt action.

第 十二 條 本辦法經校務會議通過，陳請校長核定後施行，並報教育部備查；修正時亦同。

Article 12

These Regulations shall be passed by the University Affairs Meeting and shall take force upon approval by the President and submit to the Ministry of Education for recordance. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學校園性侵害性騷擾或性霸凌防治辦法**

**National Kaohsiung University of Science and Technology Regulations Governing the Prevention of Sexual Assault, Sexual Harassment, or Sexual Bullying on Campus**

107 年 3 月 22 日本校 106 學年度第 1 次臨時校務會議通過 Passed by the 1st Interim University Affairs Meeting on March 22, 2018. 109 年 6 月 30 日本校 108 學年度第 2 次臨時校務會議修正通過

Amended and Passed at the 2nd Interim University Affairs Meeting on June 30, 2020. 110 年 10 月 27 日本校 110 學年度第 1 次校務會議修正通過

Amended and Passed at the 1st University Affairs Meeting on October 27, 2021.

111 年 4 月 27 日本校 110 學年度第 3 次校務會議修正通過

Amended and Passed at the 3rd University Affairs Meeting on April 27, 2022.

**第一章 總則**

**Chapter 1 General Provisions**

第一條 國立高雄科技大學為落實性別地位之實質平等，預防與處理校園性侵害、性騷擾或性霸凌事件，特依 （以下簡稱性平法）與教育部頒布校園性侵害、性騷擾或性霸凌防治準則（以下簡稱防治準則）規定，訂定本辦法(以下簡稱本辦法)。

Article 1

The Regulations Governing the Prevention of Sexual Assault, Sexual Harassment, or Sexual Bullying on Campus (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to promote substantive gender equity and prevent and handle sexual assault, sexual harassment, or sexual bullying incidents on the campus pursuant to the Gender Equity Education Act (hereinafter referred to as “the Act”) and the Regulations on the Prevention and Handling of Sexual Assault, Sexual Harassment, or Sexual Bullying on Campus (hereinafter referred to as “the Prevention Regulations”).

第二條 本辦法所稱性侵害、性騷擾及性霸凌定義如下：

一、性侵害：指性侵害犯罪防治法所稱性侵害犯罪之行為。

二、性騷擾：指符合下列情形之一，且未達性侵害之程度者：

（一）以明示或暗示之方式，從事不受歡迎且具有性意味或性別歧視之言詞或行為，致影響他人之人格尊嚴、學習、或工作之機會或表現者。

（二）以性或性別有關之行為，作為自己或他人獲得、喪失或減損其學習或工作有關權益之條件者。

三、性霸凌：指透過語言、肢體或其他暴力，對於他人之性別特徵、性別特質、性傾向或性別認同進行貶抑、攻擊或威脅之行為且非屬性騷擾者。

Article 2

“Sexual Assault,” “Sexual Harassment,” and “Sexual Bullying” in these Regulations are hereby defined as follows:

* 1. Sexual assault: any sexual offense defined by the Sexual Assault Crime Prevention Act.
  2. Sexual harassment: cases that do not constitute sexual assault, but involve inappropriate behavior as described below:
     1. unwelcome remarks or conduct that explicitly or implicitly carry a sexual or gender discrimination connotation and thereby adversely affect the other party’s human dignity, or the opportunity or the performance of her or his learning or work.
     2. a conduct of sexual or gendered nature that causes one or others to gain or lose rights or interests in learning or work.
  3. Sexual bullying: ridicule, attacks, or threats directed at a person’s gender characteristics, gender temperament, sexual orientation, or gender identity by using verbal, physical or other forms of violence (not classified as sexual harassment).

第三條 本辦法所指校園性侵害、性騷擾或性霸凌事件，係性侵害、性騷擾或性霸凌之當事人於事件發生時為本校教師、職員、工友或學生，且一方為學生者。受性侵害、性騷擾或性霸凌之學生，包括其他學校之學生在內。

前項所稱之教師、職員、工友及學生之定義如下：

一、教師：指專任(案)教師、兼任教師、代理教師、代課教師、護理教師、教官及運用於協助教學之志願服務人員、實際執行教學之教育實習人員及其他執行教學或研究人員。

二、職員、工友：指前款教師以外，固定或定期執行學校事務，或運用於協助學校事務之志願服務人員。

Article 3

三、學生：指具有學籍、學制轉銜期間未具學籍者、接受進修推廣教育者、交換學生、教育實習學生或研修生。

The incidents of sexual assault, sexual harassment, or sexual bullying on campus, as defined in these Regulations, refer to incidents involving the University’s faculty or staff members, maintenance workers, or students as one party, and students from the University as the other party. Students from other universities are also counted as victims in cases of sexual assault, sexual harassment, or sexual bullying.

The “faculty members”, “staff”, “maintenance workers”, and “students” in the preceding paragraph are defined as follows:

* 1. Faculty members: full-time (project) teachers, adjunct teachers, supply teachers, substitute teachers, nursing teachers, military training instructors, teaching volunteers, educational interns involved in teaching, and other personnel engaged in teaching or research activities.
  2. Staff and maintenance workers: individuals regularly involved in school affairs, including employed staff members and volunteers, who are not defined as teachers in the preceding subparagraph.
  3. Students: individuals with student status, including those without student status during the academic system transition, as well as those participating in continuing education, exchange programs, educational internships, and deferred graduation.

第四條 性別平等教育委員會（以下簡稱性平會）為本校教職員工生所設之性騷擾、性侵害或性霸凌事件之專責機構，應蒐集校園性侵害、性騷擾或性霸凌防治及救濟等資訊，以編製手冊或設置網站之方式公告周知，並於處理校園性侵害、性騷擾或性霸凌事件時主動提供予相關人員。

前項資訊應包括下列事項：

一、校園性騷擾、性侵害或性霸凌事件之界定、類型及相關法規。二、被害人之權益保障及本校所提供之必要協助。

三、申請調查、申復及救濟之機制。四、相關之主管機關及權責單位。 五、提供資源協助之團體及網絡。六、其他本會認為必要之事項。

Article 4

The “Gender Equity Education Committee” (hereafter referred to as “the Committee”) is the designated entity established to address incidents of sexual assault, sexual harassment, or sexual bullying. The Committee shall compile information on the prevention and remedy measures for campus sexual assault, sexual harassment, and sexual bullying. This information shall be incorporated into brochures or websites for public dissemination. The Committee shall proactively provide the pertinent information to relevant personnel while handling such cases.

The aforementioned information shall contain the following items:

* 1. Definition, classification, and applicable laws pertaining to campus sexual assault, sexual harassment, and sexual bullying cases.
  2. Rights of the victim and the necessary assistance provided by the University.
  3. Procedures for applying for investigation, reapplication, and remedy.
  4. Related competent authorities and authorized agencies.
  5. Organizations and networks that provide resources and support.
  6. Any additional matters deemed necessary by the Committee.

第五條 本校為積極推動校園性侵害、性騷擾或性霸凌防治教育，以提升教職員工生尊重他人與自己性或身體自主之知能，應採取下列措施：

一、針對教職員工生，每年定期舉辦校園性侵害、性騷擾或性霸凌防治之教育宣導活動，並評鑑其實施成效。

二、針對性平會及負責校園性侵害、性騷擾或性霸凌事件處置相關單位之人員，每年定期辦理相關之在職進修活動。

三、鼓勵前款人員參加校內外校園性侵害、性騷擾或性霸凌事件處置研習活動，並予以公差登記及經費補助。

四、利用多元管道，公告周知本辦法所定之事項，並納入教職員工聘約及本校官網之新生專區。

五、鼓勵校園性侵害、性騷擾或性霸凌事件被害人或檢舉人儘早申請調查或檢舉，以利蒐證及調查處理。

六、人事室、國際事務處、學務處、綜合業務處、進修學院學務組，應協助性平會推動教職員工生增進性平教育宣導事宜。

Article 5

The University shall proactively promote prevention education on campus sexual assault, sexual harassment, and sexual bullying. This aims to enhance the

understanding and capabilities of faculty, staff, and students in fostering a culture of respect for sexuality and bodily autonomy of others and for one’s own. The following measures shall also be taken:

* 1. Regularly offering educational programs each year for faculty, staff, and students to prevent campus sexual assault, sexual harassment, and sexual bullying. The effectiveness of these programs shall be regularly evaluated.
  2. Conducting annual in-service education programs for members of the Committee and relevant agencies responsible for addressing campus sexual assault, sexual harassment, or sexual bullying cases.
  3. Encouraging the aforementioned personnel to attend on and off-campus seminars on the handling of campus sexual assault, sexual harassment, or sexual bullying cases and permitting them to register official leaves and reimburse any associated expenses.
  4. Announcing all items listed in these Regulations through various channels, including them in faculty and staff employment contracts, and uploading them onto the section of Freshmen on the University’s website.
  5. Encouraging victims or complainants in cases of campus sexual assault, sexual harassment, or sexual bullying to apply for an investigation or file a report at the earliest possible time in order to facilitate evidence collection, investigation, and other appropriate handling of the matter.
  6. The Personnel Office, the Office of International Affairs, the Office of Student Affairs, the Office of General Administration, and the Student Affairs Division of the Affiliated Institute of Continuing Education shall provide assistance to the Committee to promote gender equity education among faculty, staff, and students.

**第二章 校園安全規劃**

**Chapter 2 Planning for Campus Safety**

第六條 總務處為防治校園性侵害、性騷擾或性霸凌，應採取下列措施改善校園危險空間：

一、依空間配置、管理與保全、標示系統、求救系統與安全路線、照明與空間穿透性及其他空間安全要素等，定期檢討校園空間與設施之規劃與使用情形及檢視校園整體安全。

二、記錄校園內曾經發生性侵害、性騷擾或性霸凌事件之空間，並按實際需要繪製校園危險地圖。

三、本校空間與設施之規劃，應考慮教職員工生之身心功能或語言文化差異之特殊性，提供符合其需要之安全規劃及說明方式；其範圍應包括校園內所設之宿舍、衛浴設備、校車等。

四、總務處應設單一聯繫窗口，負責校園安全相關事項之聯繫、統整工作

Article 6

In order to prevent incidents of campus sexual assault, sexual harassment, and sexual bullying, the Office of General Affairs shall implement the following measures to enhance campus safety:

* 1. Regularly inspect the planning for and usage of campus grounds and facilities and evaluate overall campus safety by assessing the arrangement, management, and security of indoor and outdoor areas, signage systems, emergency help systems and secure routes, lighting and visibility, and other important safety factors.
  2. Record the locations where incidents of sexual assault, sexual harassment, or sexual bullying have occurred on campus and produce a map to mark danger areas, if necessary.
  3. Planning for the use of campus grounds and facilities shall take the different physical and mental capabilities, or different languages and cultural backgrounds of faculty, staff, and students into consideration, and safety planning and description shall be provided to meet their needs. The scope of these considerations shall be extended to on-campus dormitories, bathing and restroom facilities, campus transport, and other relevant locations.
  4. The Office of General Affairs shall designate a single point of contact responsible for communication and coordination of campus safety matters.

第七條 總務處應定期舉行校園空間安全檢視說明會，邀集專業空間設計者、教職員工生及其他校園使用者參與，公告前條檢視成果及相關記錄，並檢視校園危險空間改善進度。

Article 7

The Office of General Affairs shall conduct regular campus safety review briefings, inviting professional space designers, faculty, staff, students, and other campus users to participate. The conclusions and pertinent records mentioned in

the preceding Paragraph shall be made public, and the progress in enhancing the safety of high-risk areas on campus shall be inspected.

**第三章 校內外教學與人際互動注意事項**

**Chapter 3 Matters to Notice Regarding Instruction and Interpersonal Interaction on and off Campus**

第八條 本校教職員工生於進行校內外教學活動、執行職務及人際互動時，應尊重性別多元與個別差異。

Article 8

Faculty, staff, and students shall respect gender diversity and individual differences when conducting teaching activities, administrative tasks, and interpersonal interactions on and off campus.

第九條 教師或職員於執行教學、指導、訓練、評鑑、管理、輔導或提供學生工作機會時，在與性或性別有關之人際互動上，不得發展有違專業倫理之關係。教師或職員發現其與學生間之關係有違反前項專業倫理之虞，應主動迴

避或陳報本校相關單位主管處理。

教師或職員如違反前二項規定者，本校應依法為適當之處置。

Article 9

Faculty or staff members shall not develop intimate relationships with students that violate professional ethics under their instruction, guidance, training, evaluation, management, consultation, or when providing students employment opportunities.

If a faculty or staff member finds that his or her relationship with a student violates the code of professional ethics mentioned in the previous paragraph, he or she shall voluntarily avoid further interaction with the student or report the matter to the University for further handling.

If a faculty or staff member violates the provisions, as referred to in the two preceding paragraphs, the University shall take appropriate measures to address the situation.

第十條 教職員工生應尊重他人與自己之性或身體之自主，不得有下列行為：一、不受歡迎之追求行為。

二、以強暴或脅迫之手段處理與性或性別有關之衝突。三、其他與性或性別有關之不當行為。

Article 10

The faculty, staff, and students shall respect the autonomy of others and themselves regarding their sexuality and body. The following behaviors are prohibited:

* 1. Unwanted sexual advances or requests for dates.
  2. Using forcible or violent means to handle conflicts related to sex or gender.
  3. Other misconduct related to sex or gender.

**第四章 校園性侵害、性騷擾或性霸凌事件之處理機制、程序及救濟方法**

**Chapter 4 Handling Mechanisms, Procedures, and Remedy Procedures of Campus Sexual Assault, Sexual Harassment, and Sexual Bullying**

第十一條 本校校園性侵害、性騷擾及性霸凌申請案件之收件單位為性平會，性平會之電話與電子郵件等資訊於本校網頁公布，學務處及人事室協助業務執行。

校園性侵害、性騷擾或性霸凌事件之被害人或其法定代理人（以下簡稱申請人）、檢舉人，得以書面向行為人於行為發生時所屬之學校（以下簡稱事件管轄學校）申請調查或檢舉。但行為人於行為時或現職為學校首長者，應向現職學校所屬主管機關（以下簡稱事件管轄機關）申請調查或檢舉。

前項事件管轄學校，於行為人在兼任學校所為者，為該兼任學校。

行為人於行為發生時，同時具有校長、教師、職員、工友或學生二種以上不同身分者，以其與被害人互動時之身分，定其受調查之身分及事件管轄學校或機關；無法判斷行為人於行為發生時之身分，或於學制轉銜期間，尚未確定行為人就讀學校者，以受理申請調查或檢舉之學校為事件管轄學校，相關學校應派代表參與調查。但於申請調查或檢舉時，行為人及被害人已具學生身分，由行為人所屬學校為事件管轄學校。

本校接獲申請或檢舉而無管轄權者，應將該案件於七日內移送其他有管轄權者，並通知當事人。對於已公開之相關案件雖未經當事人提出申請調查，為維護校譽與本校教職員工生之權益，性平會應主動處理。

本校接獲校園性侵害、性騷擾及性霸凌之申請案件後，應於三個工作日內將該事件交由本校性平會調查處理。

Article 11

The Committee is responsible for receiving reports of campus sexual assault, sexual harassment, and sexual bullying. The contact phone number and email address shall be published on the University’s website. The Office of Student Affairs and the Personnel Office shall provide support in handling these cases.

The victim or their legal representative (hereafter referred to jointly as “the Applicant”), as well as a complainant, may apply for an investigation or submit a written report regarding a campus sexual assault, sexual harassment, or sexual incident. These applications shall be directed to the school where the alleged offender was employed or enrolled at the time of the incident (hereafter referred to as “the School with Jurisdiction”). If the alleged offender was, at the time of the offense, or is presently the principal or president of a school, the application or report shall be made to the competent authorities with administrative jurisdiction over the school (hereafter referred to as “the Agency with Jurisdiction”) where the alleged offender is presently employed.

In cases where the incident occurred at a school where the alleged offender was employed part-time, this school shall be considered the School with Jurisdiction.

If the alleged offender held two or more roles, such as president, teacher, employee, maintenance worker, or student, at the time of the offense, the investigation shall be conducted based on the specific identity and the corresponding School or Agency with Jurisdiction through which he/she interacted with the victim. If the specific identity of the alleged offender at the time of the incident cannot be determined, or if the corresponding school is not known during a school transition period when the alleged offender is admitted to another school, the School with Jurisdiction responsible for handling the case shall be the school where the application for investigation or complainant’s report is received. All schools involved in the incident shall appoint a representative to participate in the investigation. If both the alleged offender and the victim are students, the School with Jurisdiction for the investigation or report shall be the school where the alleged offender is enrolled.

If the University receives an application for investigation or a complainant's report but lacks jurisdiction over the matter, it shall transfer the case to the relevant authority with jurisdiction within 7 working days and shall notify the involved persons. Regarding disclosed cases that have not been filed by the parties involved,

the Committee shall proactively handle the case to protect the reputation of the University and the rights and interests of its faculty, staff, and students.

After the University receives an application for campus sexual assault, sexual harassment and sexual bullying, the incident shall be forwarded to the Committee for investigation and handling within 3 working days.

第十二條 校園性侵害、性騷擾及性霸凌事件之被害人或其法定代理人（以下簡稱申請人）、檢舉人，得以正式具名之書面資料、言詞方式或電子郵件提出申請調查或檢舉；其以言詞或電子郵件為之者，應作成紀錄，經向申請人或檢舉人朗讀或使閱覽，確認其內容無誤後，由其簽名或蓋章。

前項書面、言詞或電子郵件作成之紀錄，應載明下列事項：

一、申請人或檢舉人姓名、身分證明文件字號、服務或就學之單位及職稱、住居所、聯絡電話及申請調查日期。

二、申請人委任代理人者，應檢附委任書，並載明其姓名、身分證明文件字號、住居所、聯絡電話。

三、申請調查或檢舉之事實內容及其相關證據。如有相關證據，亦應記載或附卷。

Article 12

The victim or their legal representative (hereinafter referred to as “the Applicant”), as well as a complainant, may submit an official application for investigation or a complaint in writing, verbally, or via email, providing their names. If the application or report is made verbally or via email, a written record of the application shall be created. The record will be read out to the Applicant or complainant, or they will be requested to read it themselves to ensure its accuracy. The written record shall be signed or sealed by the Applicant or complainant.

The written record resulting from a written, verbal, or email application or report in the preceding paragraph shall include the following items:

* 1. Name and ID number or passport number of the Applicant or the complainant. Name of the institution and school where the Applicant serves or studies, along with their title. Their domicile or address, phone number, and the date of the application for investigation.
  2. If the Applicant has an attorney, the attorney’s name, identity document, domicile or address, phone number, and power of attorney shall be attached.
  3. Factual materials presented in an application for an investigation or complainant’s report—for example, the relevant evidence—shall be documented in writing or included as attachments.

第十三條 性平會應於收件單位接獲申請調查或檢舉日起二十日內，經性平會指派之事件處理小組審查是否受理後，以書面通知申請人或檢舉人受理結果。不受理之書面通知應敘明理由，並告知申請人或檢舉人申復之期限及受理單位。

申請調查或檢舉時，有下列情形之一者，應不予受理：一、非屬本法所規定之事實者。

二、申請人或檢舉人未具真實姓名。三、同一事件已處理完畢者。

申請人或檢舉人於前項之期限內，未收到通知或接獲不受理通知之次日起二十日內，得以書面具明理由，向性平會提出申復；其以言詞為之者，應作成紀錄，經向申請人或檢舉人朗讀或使閱覽，確認其內容無誤後，由其簽名或蓋章。不受理之申復以一次為限。

性平會接獲申復後，應於二十日內以書面通知申復人申復結果。申復有理由者，性平會應即進行調查。

Article 13

The Committee shall send a written notification to the Applicant or the complainant within 20 days of receiving the application for investigation or the complainant’s report, indicating whether it has been accepted for further handling. The written notification of rejection shall contain reasons, and the Applicant or the complainant shall be notified of the deadline for reapplication and the office where the reapplication can be submitted.

If any of the following incidents happen during the submission of an application for investigation or any complaint, the application shall not be accepted:

* 1. Facts specified in the application are not covered by these Regulations.
  2. The applicant or complainant fails to provide their real name.
  3. The same incident has been addressed previously.

If the Applicant or the complainant does not receive a notification within the deadline described in the preceding paragraph or receives a notification stating that an investigation will not be conducted, they may submit a written reapplication with stated reasons to the Committee within 20 days from the second date following the receipt of the notification. If the Applicant re-applies verbally, the Committee will document the reapplication and read it out to the Applicant or the complainant or request them to read it themselves to ensure its accuracy. The record shall then be signed or sealed by the Applicant or the complainant. A reapplication can only be made once, and no further reapplications will be accepted.

After receiving a reapplication, the Committee shall send a written notification regarding the decision on the application to the Applicant within 20 days. In cases where reapplications are submitted with reasons, the Committee shall handle the investigation promptly.

第十四條 經媒體報導之校園性侵害、性騷擾及性霸凌事件，應視同檢舉，本校應主動將事件交由性平會調查處理。疑似被害人不願配合調查時，仍應提供必要之輔導或協助。

本校處理霸凌事件，發現有疑似性侵害、性騷擾或性霸凌情事者，應視同檢舉，由學校依前條規定辦理。

Article 14

Incidents of campus sexual assault, sexual harassment, or sexual bullying that have received media coverage shall be treated as reported cases. The University shall proactively refer these incidents to the Committee for investigation. If a suspected victim is unwilling to cooperate with the investigation, the Committee shall offer necessary counseling or assistance.

If the University discovers that sexual assault, sexual harassment, or sexual bullying may have occurred during the handling of a bullying incident, it shall consider this discovery equivalent to a complainant’s report. The case shall be processed in accordance with the preceding Article.

第十五條 性平會受理申請調查或檢舉後，應於二個月內完成調查，必要時，得延長之，延長以二次為限，每次不得逾一個月，並應通知申請人、檢舉人

及行為人。處理期間，當事人可以要求輔佐人陪同接受調查。輔佐人得由當事人自行指定，性平會亦得邀請相關人員參與調查工作。

性平會調查結束後應就調查過程及決議，向學生獎懲委員會、校教師評審委員會、人事室或總務處提出報告與處理建議。

Article 15

The Committee shall complete its investigation of a case within two months from the date the application or report is accepted. The investigation may be extended at most twice if necessary, and each extension of deadline may not exceed one month. The applicant, complainant, and offender shall be notified of the extension. During the handling of the case, the two parties of the case can invite an agent to take part in the investigation, and an agent can be designated by both parties. The Committee may invite other relevant personnel to take part in the investigation.

After the investigation is completed, the Committee shall submit a written report containing the final decision and suggestions to handle the case to the Student Awards and Disciplinary Review Committee, the Faculty Evaluation Committee, the Personnel Office, or the Office of General Affairs.

第十六條 為調查校園性侵害、性騷擾及性霸凌的申請調查或檢舉案件，性平會得指派性平委員三人組成事件處理小組，進行案件初步審查。處理小組得決定是否受理，惟受理後若性平會未能於二週內召集會議，得授權事件處理小組決定是否需成立調查小組及調查小組成員名單，但須簽呈主任委員同意，並於下次性平會中報告；調查小組設置以三人或五人為原則，其成員之組成，女性人數比例，應占成員總數二分之一以上，必要時，部分或全部小組成員得外聘。

校園性侵害、性騷擾及性霸凌事件當事人之輔導人員，應迴避該事件之調查工作；參與校園性侵害、性騷擾及性霸凌事件之調查及處理人員，亦應迴避對該當事人之輔導工作。本校對於擔任調查小組之成員，得予公差假登記，並得依法令或學校規定支給交通費或相關費用。

Article 16

To investigate incidents or complaints of campus sexual assault, sexual harassment, and sexual bullying, the Committee shall designate three committee members to form an Evaluation Team to preliminarily examine the case. The Evaluation Team shall come to a reasoned judgment on whether to accept the case

for investigation. If the Committee is unable to hold a meeting within two weeks of accepting the application, the Evaluation Team may be authorized, with written approval from the Chairperson, to form an Investigation Team and provide the list of team members. The Investigation Team is required to submit a report to the Gender Equity Education Committee at its next meeting. The Investigation Team shall consist of three to five experts, with at least half of the team members being female. In certain cases, external hires may be included as part of the team, either partially or entirely, as needed.

Persons serving as counselors to the victim or alleged offender in cases of campus sexual assault, sexual harassment, or sexual bullying shall avoid participation in the investigation. Similarly, individuals involved in the investigation and handling of such cases shall also avoid providing counseling to the victim or alleged offender. The University shall grant official leave to a member of the investigation team as needed and cover any relevant expenses, such as transportation, in accordance with its applicable regulations.

第十七條 本校校長、教師、職員或工友知悉校園性侵害、性騷擾及性霸凌事件時，應即通知本校校園安全中心(二十四小時通報窗口)，由校園安全中心、諮商輔導組依權責實施相關通報。

除有調查必要、基於公共安全考量或法規另有特別規定者外，本校進行 通報時，對於當事人及檢舉人之姓名或其他足以辨識其身分之資料，應予以保密。

Article 17

When the University’s president, faculty, staff, or maintenance workers become aware of a possible incident of campus sexual assault, sexual harassment, or sexual bullying, they shall immediately notify the Campus Safety Center (active contact 24/7). The case shall be reported by the Campus Safety Center and Student Counseling Division based on their administrative responsibility.

The University shall ensure the confidentiality of the names and other information that may identify the victim, offender, or complainant when reporting a case, except when necessary for the investigation, public safety, or as required by law.

第十八條 校園性侵害、性騷擾及性霸凌事件之當事人、檢舉人及證人之姓名及 其他足以辨識身分之資料，除有調查之必要或基於公共安全之考量者外，應予保密。

負有保密義務者，包括參與處理校園性侵害、性騷擾及性霸凌事件之所 有人員。

負保密義務者洩密時，應依刑法或其他相關法規處罰。

本校就記載有當事人、檢舉人、證人姓名之原始文書應予封存，不得供 閱覽或提供予偵查、審判機關以外之人。但法律另有規定者，不在此限。

除原始文書外，調查處理校園性侵害或性騷擾事件人員對外所另行製作 之文書，應將當事人、檢舉人、證人之真實姓名及其他足以辨識身分之資料刪除，並以代號為之。

Article 18

Information that may lead to the identification of the victim, offender, complainant, and witness shall be kept confidential, except when necessary for the investigation , public safety, or as required by law.

All individuals involved in handling an incident of campus sexual assault, sexual harassment, or sexual bullying are bound by the obligation of confidentiality.

Violation of the obligation of confidentiality by individuals shall result in penalties in accordance with Criminal Laws and other pertinent regulations.

The University shall be responsible for securely sealing and storing all original documents that contain the names of the victim, offender, complainant, and witness. Access to these documents should be limited to the authorized agency in charge of legal investigation or trial unless other laws specify otherwise.

All documents produced by investigators of campus sexual assault, sexual harassment, or sexual bullying cases shall have the names and information that may lead to the identification of a victim, offender, complainant, or witness deleted and replaced with codes, except for the original documents.

第十九條 本辦法所指具性侵害、性騷擾及性霸凌事件調查專業素養之專家學者，應符合下列資格之一：

一、持有中央或直轄市、縣（市）主管機關校園性侵害、性騷擾及性霸凌調查知能培訓結業證書，且經中央或直轄市、縣（市）主管機關所設性別平等教育委員會核可並納入調查專業人才庫者。

二、曾調查處理校園性侵害、性騷擾及性霸凌事件有具體績效，且經中央或直轄市、縣（市）主管機關所設性別平等教育委員會核可並納入調查專業人才庫者。

Article 19

An expert specializing in the investigation of campus sexual assault, sexual harassment, or sexual bullying incidents, as described in these Regulations, shall meet one of the following qualifications:

* 1. Holding a certificate of completion for an advanced training program provided by a competent authority at the central, municipality, county or city level for investigators of campus sexual assault, sexual harassment, and sexual bullying. The person(s) should also be recognized by the Gender Equity Committee of the competent authority at the central, municipality, county or city level and included in its investigation specialist database.
  2. Having a proven performance record in the investigation of a campus sexual assault, sexual harassment, or sexual bullying case, having been approved by the Gender Equity Committee of a competent authority at the central, municipality, county or city level, and included in its investigation specialist database.

第二十條 性平會調查處理校園性侵害、性騷擾及性霸凌事件時，依下列方式辦理：

一、行為人應親自出席接受調查；當事人為未成年者，接受調查時得由法定代理人陪同。

二、行為人與被害人、檢舉人或證人有權力不對等之情形者，應避免其對質。

三、基於調查之必要時，得於不違反保密義務之範圍內另作成書面資料，交由行為人閱覽或告以要旨。

四、申請人撤回申請調查時，為釐清相關法律責任，得經性平會之決議或行為人之請求，繼續調查處理。

Article 20

五、被害人或其法定代理人要求不得通知現所屬學校時，得予尊重，且得不通知現就讀學校派員參與調查。

六、當事人持有各級主管機關核發之有效特殊教育學生鑑定證明者，調查小組成員應有具備特殊教育專業者。

七、就行為人、被害人、檢舉人或受邀協助調查人之姓名及其他足以辨識身分之資料，應予保密。但有調查之必要或基於公共安全考量者，不在此限。

八、依性平法第三十條第四項規定以書面通知當事人、相關人員或單位配合調查及提供資料時，應記載調查目的、時間、地點及不到場所生之效果。

九、前款通知應載明當事人不得私下聯繫或運用網際網路、通訊軟體或其他管道散布事件之資訊。

十、事件管轄學校或本校所屬人員不得以任何名義對案情進行瞭解或調查，且不得要求當事人提交自述或切結文件。

The Committee shall investigate and handle a campus sexual assault, sexual harassment, or sexual bullying case according to the following principles:

* 1. An alleged offender shall personally attend the investigation, and if the involved person is a minor, they may have a legal guardian accompany them during the process.
  2. In cases where there is an imbalance of power between the offender and the victim, complainant, or witness, efforts shall be made to avoid direct confrontation.
  3. Written information may be provided to the alleged offender and victim during the investigation, either for reading or in a summarized form, as needed. It shall be ensured that the information does not violate the obligation of confidentiality.
  4. When the Applicant withdraws an investigation application, the investigation may still proceed if there is a decision from the Committee or a request from the offender to clarify the relevant legal liability.
  5. If a victim or their legal guardian requests that the victim’s current school not be notified of the case, the request shall be respected. The school shall not be notified, and no representative from the school shall participate in the investigation.
  6. When an involved person possesses a valid certificate of identification for special education students issued by competent authorities at various levels, a special education professional shall be included as a member of the investigation team.
  7. Names and other identifying information of the alleged offender, victim, complainant, or individuals assisting in the investigation shall remain confidential except when necessary for the investigation or public safety.
  8. Written notifications, in accordance with Article 30, Paragraph 4 of the Gender Equity Act, shall include the investigative purpose, time, location, and consequences of absence when notifying individuals involved, relevant personnel, or agencies to cooperate with investigations and provide relevant information.
  9. The notification referenced in the preceding subparagraph shall explicitly prohibit individuals involved from engaging in private communications or using the Internet, messaging software, or any other means to disseminate information about the case.
  10. Persons affiliated with the School or Agency with Jurisdiction shall not, under any pretense, attempt to understand or investigate the incident, and may not request individuals involved to provide a first-hand account or affidavit.

第二十一條 性平會之調查處理不受該事件司法程序是否進行及處理結果之影響。前項調查程序，不因行為人喪失原身分而中止。申請人如因個人權益

考量要求暫緩調查，性平會得視情況決定之。

Article 21

The investigation and handling by the Committee shall not be affected by ongoing judicial proceedings and conclusions of the case.

The investigation procedure described in the preceding paragraph shall not be suspended even if the offender loses their status during the procedure. If the Applicant requests a halt to the investigation based on their rights, the Committee shall decide based on the case’s specific circumstances.

第二十二條 為保障校園性侵害、性騷擾及性霸凌事件當事人之受教權或工作權，本校在受理申請調查或檢舉時，得為下列處置：

一、彈性處理當事人之出缺勤紀錄或成績考核，並積極協助其課業或職務，得不受請假、教師及學生成績考核相關規定之限制。

二、尊重被害人之意願，減低當事人雙方互動之機會。三、避免報復情事。

四、預防、減低行為人再度加害之可能。五、其他性平會認為必要之處置。

當事人非本校之人員時，應通知當事人所屬學校，依前項規定處理。

前二項必要之處置，應經性平會決議通過後執行。

Article 22

In order to protect the right to education and to work for victims of campus sexual assault, sexual harassment, or sexual bullying incidents, the University may conduct the following measures upon accepting an investigation application or complaint.

* 1. Providing flexible handling of attendance records and achievement assessments for the victim, actively supporting their studies or work. Leaves of absence for the victim and performance appraisals of teachers and students may not be restricted by relevant regulations.
  2. Respecting the willingness of the victim and minimizing interactions between the involved parties.
  3. Preventing vengeful behavior from occurring.
  4. Preventing or minimizing the risk of further assault or harassment by the offender.
  5. Implementing any other necessary measures as determined by the Committee.

If the person involved is not employed by or enrolled at the School with Jurisdiction, the relevant school where he/she is employed or enrolled shall be notified for further follow-up actions in accordance with the preceding paragraphs.

The required measures, as referred to in the two preceding paragraphs, shall be executed upon approval and decision during the Committee Meeting.

第二十三條 性平會應視當事人之身心狀況，主動轉介至各相關機構，必要時對當事人提供下列適當協助：

一、心理諮商輔導。二、法律諮詢管道。三、課業協助。

四、經濟協助。

五、其他性平會認為必要之保護措施或協助。

當事人非本校之人員時，應通知當事人所屬學校，依前項規定提供適當協助。

前二項協助得委請醫師、心理師、社會工作師或律師等專業人員為之。

Article 23

If necessary, the Committee shall proactively refer the individual involved to relevant agencies for assistance based on their physical and mental condition, which may include:

* 1. Psychological counseling.
  2. Legal consultation services.
  3. School work assistance.
  4. Financial support.
  5. Other necessary assistance or protective measures as determined by the Committee.

If the victim is not employed by or enrolled at the School with Jurisdiction, the relevant school where they are employed or enrolled shall be notified and shall provide assistance in accordance with the preceding paragraphs.

The assistance, as referred to in the two preceding paragraphs, shall be provided by the hired professionals, such as doctors, psychiatrists, social workers, or lawyers.

第二十四條 基於尊重專業判斷及避免重複詢問原則，本校對於與校園性侵害、性騷擾及性霸凌事件有關之事實認定，應依據性平會之調查報告。

性平會召開會議審議調查報告認定性侵害、性騷擾或性霸凌行為屬實，提出改變身分之處理建議者，依其事實認定檢附經性平會審議通過之調查 報告，通知行為人依性平法第二十五條第五項規定，限期提出書面陳述意見。

前項行為人不於期限內提出書面陳述意見者，視為放棄陳述之機會；有書面陳述意見者，性平會應再次召開會議審酌其書面陳述意見，除有性平法第三十二條第三項所定之情形外，決定議處之權責單位不得要求性平會重新調查，亦不得自行調查。

Article 24

To defer to expert judgment and avoid repetitive questioning, the University shall accept the findings contained in its Committee investigation report in determining the facts relating to an alleged incident of campus sexual assault, sexual harassment, or sexual bullying.

If the Committee holds a meeting to review an investigation report and concludes that a case of sexual assault, sexual harassment, or sexual bullying has occurred, and if the Committee recommends a change in status for the offender based on the finding, the University shall provide the offender with an approved investigation report approved from the Committee meeting. The offender will be notified to submit a written statement within a specified timeframe in accordance with Article 25, Paragraph 5 of the Act.

Failure to submit the written statement within the specified timeframe, as referred to in the preceding paragraph, shall be deemed as a renouncement. If the offender does submit a written statement, the Committee shall reconvene to consider the statement. The competent authority may not request the Committee to reopen the investigation or undertake its own investigation, except in the cases stipulated in Article 32, Paragraph 3 of the Act.

第二十五條 校園性侵害、性騷擾及性霸凌事件經性平會調查屬實後，依相關法律或法規規定處理。若其他機關依相關法律或法規有處理權限時，本校應將該事件移送其他權責機關處理。本校為懲處時，依性平法第二十五條規定，應命行為人接受心理輔導之處置，並得命其為下列一款或數款之處置：

一、經被害人或其法定代理之同意，向被害人道歉。二、接受八小時之性別平等教育相關課程。

三、其他符合教育目的之措施。

性騷擾或性霸凌事件情節輕微者，得僅依前項各款規定為必要之處置。本校執行第一項處置時，應採取必要之措施，以確保行為人之配合遵

守。

依第一項實施性別平等教育相關課程之性質、執行方式、執行期間及費用之支應事宜及不配合執行之法律效果，應載明於處理結果之書面通知中。

性平會若證實申訴不實或有誣告之事實者，應依法對申請人或檢舉人為適當之處理。學生交由學生事務處，職工分別交由人事室或總務處，教師交由校教師評審委員會處理。

Article 25

After the Committee confirms an incident of sexual assault, sexual harassment, or sexual bullying on campus, it shall be handled in accordance with applicable laws and regulations. If authorized agencies have jurisdiction to determine the punishment according to relevant laws or regulations, the University shall transfer the case to them. The University shall require the offender to undergo psychological counseling and shall also impose one or more disciplinary actions of the following measures in accordance with Article 25 of the Gender Equality Education Act:

* 1. Apologizing to the victim with consent from the victim or their legal guardian.
  2. Completing eight hours of gender equity education courses.
  3. Implementing other educational measures as deemed necessary.

In less serious cases of sexual harassment or sexual bullying on campus, the Committee may follow the handling procedures outlined in the preceding subparagraphs and paragraphs to address the case accordingly.

The University shall take appropriate measures to ensure the cooperation and compliance of the offender when implementing measures mentioned in Paragraph 1.

The written notification of case conclusion shall contain explicit details about the gender equality education courses mentioned in Paragraph 1, including their character, administration method, timing, and expenses. Non-cooperation by the offender shall be addressed in the notification, specifying their legal responsibilities and consequences of on-compliance.

If a case is confirmed to be a false accusation, the Committee shall impose an appropriate sanction on the Applicant or complainant in accordance with regulations. The disciplinary sanction for students shall be determined by the Office of Student Affairs, for staff members by the Personnel Office or the Office of General Affairs, and for teachers by the Faculty Evaluation Committee.

第二十六條 性平會將處理結果以書面通知申請人及行為人時，應一併提供調查報告，並告知申復之期限及受理單位。

申請人或行為人對性平會處理之結果不服者，得於收到書面通知次日起二十日內，以書面具明理由向本校秘書室申復；其以言詞為之者，受理單位應作成紀錄，經向申請人或行為人朗讀或使閱覽，確認其內容無誤後，由其簽名或蓋章。

Article 26

The Committee shall provide the Applicant and the offender with a written notification, including the handling conclusions and an investigation report. The notification shall explicitly state the deadline for reapplication and the unit responsible for handling the reapplication.

The Applicant or offender who disagrees with the Committee’s conclusion may submit a written reapplication to the Office of the Secretariat within 20 days of receiving the written notification, stating their reasons for objection. Verbal reapplications will be recorded by the unit handling the reapplication, and the text record will be read out to the Applicant or offender, or they will be requested to read it themselves to ensure its accuracy. Once confirmed, the Applicant or offender shall sign or seal the documentation.

第二十七條 本校發現調查程序有重大瑕疵或有足以影響原調查認定之新事實、新證據時，得要求性平會重新調查。

性平會於接獲前項重新調查之要求時，應另組調查小組。另組之調查小組處理程序，亦應依本辦法規定辦理。

Article 27

The University has the authority to request the Committee to reinvestigate a case if significant flaws in the investigation procedure, or new facts or evidence that could impact the investigation are discovered.

Upon receiving a reinvestigation request as mentioned in the preceding paragraph, the Committee shall form an Investigation Panel to conduct the investigation in accordance with relevant regulations outlined in these Regulations.

第二十八條 本校秘書室接獲申復後，依下列程序處理：

一、應即組成審議小組，並於三十日內作成附理由之決定，以書面通知申復人申復結果。

二、前款審議小組應包括性別平等教育相關專家學者、法律專業人員三人或五人，其小組成員之組成，女性人數應占成員總數二分之一以上，具校園性侵害或性騷擾調查專業素養人員之專家學者人數應占成員總數三分之一以上。

三、原性平會委員及原調查小組成員不得擔任審議小組成員。 四、審議小組召開會議時由小組成員推舉召集人，並主持會議。

五、審議會議進行時，得視需要給予申復人陳述意見之機會，並得邀請性平會相關委員或調查小組成員列席說明。

六、申復有理由時，將申復決定通知相關權責單位，由其重為決定。七、申復人於審議期間內得撤回之。

Article 28

Upon receiving a reapplication, the Office of the Secretariat shall follow the procedure outlined below:

* 1. The Office of the Secretariat shall establish an Evaluation Panel to provide the reapplicant with a written notification containing a reasoned judgment on reapplications within 30 days.
  2. The Evaluation Panel shall consist of three to five experts in gender equity education or legal professionals, with at least half of the panel members being female. Additionally, at least 1/3 of the panel members at schools should have expertise in investigating campus sexual assault, sexual harassment, or sexual bullying.
  3. Members of the Committee or the Investigation Team may not serve as members of the Evaluation Panel.
  4. The Evaluation Panel meeting shall appoint a convener to chair the proceedings.
  5. During the meeting, the Panel may allow the reapplicant to make a statement if needed, and the Committee or Investigation Team members may sit in on the meeting to provide explanations.
  6. Upon a valid reapplication, the relevant authorized agencies will be notified of the decision, and it shall be the responsibility of the authorized agencies to make a new decision.
  7. The reapplicant has the right to withdraw their reapplication before a decision is made.

第二十九條 申請人或行為人對申復結果不服者，得於接獲書面通知書之次日起三十日內，向本校學生申訴評議委員會、教師申訴評議委員會、職工申訴委員會提出申訴。

Article 29

If the Applicant or offender is dissatisfied with the decision of the reapplication, they are entitled to lodge an appeal within 30 days to the Student Appeals Review Committee, Faculty Grievance Review Committee, and Administrative Personnel Grievance Review Committee.

第三十條 性平會建立之檔案資料，分為原始檔案與報告檔案，並由性平會以密件文書歸檔保存。

前項原始檔案應予保密，其內容包括下列資料：一、事件發生之時間、樣態。

二、事件相關當事人（包括檢舉人、被害人、行為人）。三、事件處理人員、流程及紀錄。

四、事件處理所製作之文書、取得之證據及其他相關資料。五、行為人之姓名、職稱或學籍資料、家庭背景等。

第一項報告檔案，包括下列資料：

一、事件發生之時間、樣態以及以代號呈現之各該當事人。二、事件處理過程及結論。

Article 30

The data collected by the Committee shall be classified into original documents or report documents. These data shall be treated as confidential and preserved accordingly.

The original documents referred to in the preceding paragraph shall consist of the following information:

* 1. The date and time of the occurrence, and nature of the incident.
  2. The parties involved in the incident, including the complainant, victim, and offender.
  3. The individuals responsible for handling the incident, overseeing the process, and maintaining incident records.
  4. Text documents, collected evidence, and any other pertinent information related to the incident.
  5. The name, job title or student status records, and family background of the offender.

The report documents mentioned in the preceding Paragraph 1 shall contain the following information:

1. The date and time of the occurrence, the type of incident, and the codes that used to refer to the parties involved.
2. The steps taken to handle the incident and the final conclusion reached.

第三十一條 本校於校園性侵害、性騷擾或性霸凌事件調查處理完成，調查報告經性平會議決後，應將處理情形、處理程序之檢核情形、調查報告及性平會之會議紀錄報主管機關。申請人及行為人提出申復之事件，並應於申復審議完成後，將申復審議結果報主管機關。

Article 31

Upon completing of the investigation and resolution of the investigation report by the Committee regarding an incident of campus sexual assault, sexual harassment, or sexual bullying, the University shall dutifully submit the handing process, procedural validation, investigation report, and Committee’s meeting minutes to the competent authority. In cases where a reapplication is filed by the Applicant or offender, the results of the reapplication shall be reported to the competent authority upon a decision being made.

第三十二條 申請人撤回調查申請時，為釐清相關法律責任，本會得依職務或依行為人請求決議繼續調查處理。

Article 32

If the Applicant withdraws their appeal for investigation, the Committee may continue the investigation based on their jurisdiction or the offender’s application to clarify the relevant legal liability.

第三十三條 調查小組調查完成後，應將調查報告移送性平會決議。

經性平會決議校園性侵害、性騷擾或性霸凌事件成立者，應將前項之決議及調查報告送交學校相關單位，並於調查報告中檢附懲處建議。

經性平會決議校園性侵害、性騷擾或性霸凌事件不成立者，應將調查結果以書面載明事實及理由，附記申復之期限及受理單位，通知申請人及行為人，並應一併提供去識別化之完整調查報告。

Article 33

The Investigation Team shall submit the investigation report to the Committee for a final decision upon completion of the investigation.

If the Committee determines that an incident of campus sexual assault, sexual harassment, or sexual bullying has occurred, it shall notify the relevant school units of its decision and provide the investigation report along with a recommendation for disciplinary action.

If the Committee determines that no incident of campus sexual assault, sexual harassment, or sexual bullying occurred, it shall provide a written investigation report to the Applicant and the Offender. The report shall include the factual findings, reasons for the conclusion, reapplication deadline (if applicable), and the responsible unit for handling the reapplication. The report shall be provided in full, without codes, to maintain confidentiality.

第三十四條 本校相關單位於接獲前條第二項之調查報告後二個月內，應依法議處，並將處理結果通知性平會。對於校園性侵害、性騷擾或性霸凌事件有關之事實認定，應依據性平會所提出之調查報告。

Article 34

The relevant school units shall impose disciplinary sanctions in accordance with the applicable laws and inform the Committee of the final results within two months of receiving the investigation report referred in the preceding Paragraph 2, Article 33. The University shall reply on the Committee’s investigation report to verify cases of campus sexual assaults, sexual harassment or sexual bullying.

第三十五條 行為人轉至其他學校就讀或服務時，本校應於知悉後一月內，通報行為人現就讀或服務之學校。其通報內容應限於行為人經查證屬實之校園性侵害、性騷擾或性霸凌事件時間、樣態、行為人姓名及職稱或學籍資料。

本校接獲他校通報行為人檔案資料，應對行為人為必要之追蹤輔導，非有正當理由並不得公布行為人之姓名或其他足以識別其身分之資料。

Article 35

If the offender transfers to another school for study or employment, the University shall notify the relevant institute within one month of obtaining the investigation results regarding confirmed cases of campus sexual assault, sexual harassment, or sexual bullying. The notification shall include limited information such as the incident date, type, the offender’s name, and their title or other status.

The University shall keep track of the offender’s counseling as needed upon receiving notification from another school. The school shall not disclose the offender’s name or any identifying information without legitimate reasons.

第三十六條 校園性侵害、性騷擾或性霸凌之行為人，不得對申請人及其親屬或處理本事件有關人員為任何報復、恐嚇、威脅、傷害或其他不法、不當之行為，違反者本校應依刑法或相關法律規定處理之。

Article 36

The offender of campus sexual assault, sexual harassment, and sexual bullying may not engage in any form of revenge, intimidation, threats, harm, or other illegal and inappropriate conduct. Violator of this provision shall be subject to penalties in accordance with applicable criminal laws and regulations.

**第五章 附則**

**Chapter 5 Supplementary Provisions**

第三十七條 本校相關單位應將本辦法第八條、第九條及第十條規定納入教職員工聘約及本校官網之新生專區。

前項規定之內容，應包括下列事項：一、校園安全規劃。

二、校內外教學及人際互動注意事項。

三、禁止校園性侵害、性騷擾或性霸凌之政策宣示。四、校園性侵害、性騷擾或性霸凌之界定及樣態。

五、校園性侵害、性騷擾或性霸凌之申請調查或檢舉之收件單位、電話、電子郵件等資訊及程序。

六、校園性侵害、性騷擾或性霸凌之調查及處理程序。七、校園性侵害、性騷擾或性霸凌之申復及救濟程序。八、禁止報復之警示。

九、隱私之保密。

十、其他校園性侵害、性騷擾或性霸凌防治相關事項。

Article 37

The University shall include Articles 8, 9, and 10 of these Regulations in the employment contracts for faculty and staff, as well as publish them in the freshmen section on the official website of the University.

The preceding paragraph shall contain the following matters:

* 1. Campus safety plans and arrangements.
  2. Matters concerning instruction and interpersonal interactions on and off campus.
  3. Announcements of policies to prevent campus sexual assault, sexual harassment, and sexual bullying.
  4. Definition and classification of incidents of campus sexual assault, sexual harassment, and sexual bullying.
  5. Information and process related to the investigation application or complaint of a campus sexual assault, sexual harassment, or sexual bullying incident. The designated agencies’ contact phone numbers and email addresses.
  6. Procedures for investigating and handling campus sexual assault, sexual harassment, and sexual bullying incidents.
  7. Procedures for lodging an appeal for investigation and remedial measures for a campus sexual assault, sexual harassment, or sexual bullying incident.
  8. Warnings regarding the prohibition of revenge prohibition.
  9. Protection of privacy.
  10. Other relevant matters related to the prevention of campus sexual assault, sexual harassment, and sexual bullying.

第三十八條 本辦法若有未盡事宜，準用或適用其他相關法規。

Matters not mentioned herein shall be applied or applied mutatis mutandis in accordance with relevant regulations.

第三十九條 本辦法經校務會議通過，陳請校長核定後施行；修正時亦同。

These Regulations shall be passed by the University Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學防制校園霸凌執行辦法**

**National Kaohsiung University of Science and Technology Regulations Governing the Prevention of Campus Bullying**

108 年 2 月 27 日 107 學年度第 6 次行政會議通過 Passed by the 6th Administrative Meeting on February 27, 2019. 108 年 12 月 18 日 108 學年度第 5 次行政會議修正通過

Amended and Passed at the 5th Administrative Meeting on December 18, 2019.

109 年 10 月 21 日 109 學年度第 3 次行政會議通過

Passed by the 3rd Administrative Meeting on October 21, 2020.

第一條 國立高雄科技大學(以下簡稱本校)依據教育部「校園霸凌防制準則」以及「各級學校防制校園霸凌執行計畫」，訂定國立高雄科技大學防制校園霸凌執行辦法（以下簡稱本辦法）

Article 1

The Regulations Governing the Prevention of Campus Bullying Law (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) in accordance with the Ministry of Education’s Regulations Governing the Prevention of Campus Bullying and the Implementation Plan for Campus Bullying Prevention in Educational Institutions at all Levels.

第二條 鑑於校園霸凌事件為學生嚴重偏差行為，對兩造當事人、旁觀者身心均將產生嚴重影響，為防制校園霸凌事件，建立有效之預防機制及精進處理相關問題，特訂定本辦法。

Article 2

These Regulations are established to prevent campus bullying, which is recognized as severe deviant behavior with a significant impact on all parties involved and bystanders. The purpose is to develop effective prevention mechanisms and streamline the handling of related issues.

第三條 本辦法用詞，定義如下：

一、 學生：事件之一方具有本校學籍、學制轉銜期間未具學籍者、接受

進修推廣教育者、交換學生、教育實習學生或研修生。

二、 教師：指專任教師、兼任教師、代理教師、代課教師、教官、運用 於協助教學之志願服務人員、實際執行教學之教育實習人員及其他執行教學或研究之人員。

三、 職員、工友：指前款教師以外，固定、定期執行學校事務，或運用 於協助學校事務之志願服務人員。

四、 霸凌：指個人或集體持續以言語、文字、圖畫、符號、肢體動作、 電子通訊、網際網路或其他方式，直接或間接對他人故意為貶抑、排擠、欺負、騷擾或戲弄等行為，使他人處於具有敵意或不友善之校園學習環境，或難以抗拒，產生精神上、生理上或財產上之損害，或影響正常學習活動之進行。

五、 校園霸凌：指相同或不同學校校長及教師、職員、工友、學生(以下 簡稱教職員工生)對學生，於校園內、外所發生之霸凌行為。

前項第四款之霸凌，構成性別平等教育法第二條所稱性霸凌者，依該法規定處理。

Article 3

The following terms used in these Regulations are defined as follows:

* 1. Students: individuals with student status, including those without student status during the academic system transition, as well as those participating in continuing education, exchange programs, educational internships, and deferred graduation.
  2. Faculty: full-time teachers, adjunct teachers, supply teachers, substitute teachers, military training instructors, teaching volunteers, educational interns involved in teaching, and other personnel engaged in teaching or research activities.
  3. Staff and maintenance workers: individuals regularly involved in school affairs, including employed staff members and volunteers, who are not defined as teachers in the preceding subparagraph.
  4. Bullying: Intentionally and continuously inflicting comments, graphics, symbols, physical actions, or using electronic communications, the Internet, or other means, individuals or groups directly or indirectly belittle, exclude, oppress, or harass others. This behavior creates an unfriendly, hostile school environment, causing psychological or physical harm, property damage, or disruptions to victim’s normal learning activities.
  5. Campus Bullying: Acts of bullying inflicted on students by the University or other school’s Presidents, faculty, staff, maintenance workers, or students (hereinafter referred to as “Staff and Students”).

If acts of bullying mentioned in Subparagraph 4 of the preceding paragraph meet the criteria for sexual bullying, as defined in Article 2 of the Gender Equity Education Act, they will be handled in accordance with the provision of the Act.

第四條 通報與處理原則：

一、 校長及教職員工知有疑似校園霸凌事件時，均應立即通知本校校安中心，至遲不得超過二十四小時，並應視事件情節，另依兒童及少年福利與權益保障法等相關規定，向直轄市、縣（市）社政主管機關進行通報。

二、 依前項規定為通報時，除有調查必要、基於公共利益考量或法規另 有規定者外，對於行為人及被霸凌人（以下簡稱當事人）、檢舉人、證人及協助調查人之姓名或其他足以辨識其身分之資料，應予以保密。

三、 本校於校園霸凌事件宣導、處理或輔導程序中，得由學務處召集導師、 學輔人員及系（所）主任研討及善用修復式正義策略辦理，必要時可由學務處召開相關會議，以降低衝突、促進和解及修復關係。

Article 4

Principles for reporting and handling campus bullying cases

* 1. The President, faculty, or staff shall report any suspected campus bullying incidents to the University’s Campus Security Center immediately or within 24 hours. If necessary, the case shall be reported to local social affairs authorities in accordance with the Protection of Children and Youths Welfare and Rights Act.
  2. The University shall ensure the confidentiality of the names and other information that may identify the victim, offender (hereinafter referred to as “the Parties”), complainant, or witness, when reporting a case, except when necessary for the investigation, public safety, or as required by law.
  3. During the campaign, handling, or counseling of campus bullying cases,

the Office of Student Affairs shall involve homeroom teachers, counselors, and department (institute) directors in discussing and implementing restorative justice strategies. If necessary, relevant meetings may be convened to address conflicts, facilitate reconciliation, and repair relationships.

第五條 防制校園霸凌因應小組會議組成及開會：

一、防制校園霸凌因應小組(以下簡稱因應小組)負責處理校園霸凌事件之防制、調查、確認、輔導及其他相關事項，以校長或副校長為召集人，成員包括教務長、學務長、學輔人員五人、專家學者三人、家長代表一人、教師代表三人、學生代表二人；另得視學生身分、學制或所屬校區，邀請相關人員列席參加。

二、開會時由召集人擔任主席，若因故不能主持會議時，由召集人就委員中指定一人代理之。

三、受調查人為校長時，學校所屬主管機關應組成校園霸凌事件審議小 組，由機關首長或副首長為召集人，其成員應包括校長代表、輔導人員、家長代表、學者專家及民間團體代表，負責處理校長對學生霸凌事件之調查及審議事項。

四、校園霸凌事件如疑似性侵害、性騷擾或性霸凌情事者，由因應小組 將事件移請性別平等教育委員會調查處理。

Article 5

Composition and meetings of the Campus Bullying Prevention Response Team:

* 1. The Campus Bullying Prevention Response Team (hereinafter referred to as the Response Team) is responsible for addressing the prevention, investigation, confirmation, counseling, and other relevant matters related to campus bullying. The Response Team is chaired by the President or Vice President of the University, who serves as the convener. The team consists of the Directors of the Office of Academic Affairs and the Office of Student Affairs, five counseling personnel, three experts, one parent representative, three faculty representatives, and two student representatives. Additionally, other relevant personnel may be invited to attend meetings based on the student’s identity, academic system or campus.
  2. The convener shall serve as the meeting chairperson. If the convener cannot preside, they shall appoint a team member as a representative to act in their place.
  3. If the subject of an investigation is the President, the competent authority with administrative jurisdiction over the school shall establish an Evaluation Team. The head or deputy head of the authority shall serve as the convener, and the team members shall include the President’s representative, counseling personnel, parent representatives, experts and representatives of private organizations. The Team is responsible for investigating the President’s bullying of students and reviewing related matters.
  4. If sexual assault, sexual harassment, or sexual bullying is suspected while handling a campus bullying incident, the Response Team shall refer the matter to the Gender Equity Education Committee for investigation and action.

第六條 學校於接獲申請調查或檢舉時，應於二十日內以書面通知申請人或檢舉人是否受理。

接獲申請調查或檢舉時，有下列情形之一者應不予受理：一、 非屬本辦法所規定之事項。

二、 無具體之內容或申請人、檢舉人未具真實姓名。 三、 同一事件已處理完畢。

前項不受理之書面通知應敘明理由。

學校接獲申請調查或檢舉後，除有本條第二項所定事由外，應於三個 工作日內召開因應小組會議，開始調查處理程序。

申請人或檢舉人於第一項之期限內未收到通知或接獲不受理通知之 次日起二十日內，得以書面具明理由，向學校申復。

前項不受理之申復以一次為限。

學校接獲申復後，應將申請調查或檢舉案交因應小組重新討論受理事 宜，並於二十日內以書面通知申復人申復結果；申復有理由者，因應小組應依本辦法調查處理。

Article 6

The University shall send a written notification to the Applicant or complainant within 20 days of receiving their application or report, indicating whether it has been accepted for investigation.

If any of the following incidents happened when receiving an application for investigation or complaint, the application shall not be accepted:

* 1. Facts specified in the application are not covered by these Regulations.
  2. The applicant or complaint fails to provide their real name.
  3. The same incident has been addressed previously.

The written notification in the preceding paragraph shall provide reasons for non-acceptance.

The University shall convene a Response Team meeting and initiate the investigation within three days of receiving the application for investigation or the complaint unless otherwise specified in Paragraph 2 of this article.

Should the Applicant or the complainant not receive a notification within the deadline described in Paragraph 2 of this article, or should they receive a notification stating that no investigation will be conducted, they may appeal with a written statement containing the specific reasons to the University within 20 days from the next day after their receipt of the notification.

A reappraisal shall be limited to once.

Upon receiving a reappraisal, the University shall refer it to the Response Team for discussion. The applicant will be notified of the decision within 20 days. Should the reappraisal submit with valid reasons, the Response Team shall investigate in accordance with these Regulations.

第七條 校園霸凌處理程序：

一、申請調查：

（一） 疑似校園霸凌事件之被霸凌人或其法定代理人（以下簡稱申請人），得向學務處生活輔導組（以下簡稱生輔組）申請調查。

（二） 任何人知悉有疑似校園霸凌事件時，得依程序規定向學校檢舉之。

（三） 經大眾傳播媒體、警政機關、醫療或衛生福利機關（構）等之 報導、通知或陳情而知悉者，視同檢舉。

（四） 接獲申請調查或檢舉，應先初步了解是否為調查學校。

（五） 非調查學校接獲申請、通報、檢舉或通知，知有疑似校園霸凌

Article 7

事件時，除依校安通報外，應於三個工作日內將事件移送調查學校處理，並通知當事人。

（六） 校園霸凌事件之申請人或檢舉人得以言詞、書面或電子郵件申請調查或檢舉；其以言詞或電子郵件為之者，由生輔組或校安中心作成紀錄，經向申請人或檢舉人朗讀或使其閱覽，確認其內容無誤後，由其簽名或蓋章；申請人或檢舉人未具真實姓名者，除已知悉有霸凌情事者外，得不予受理。

Procedures for handling campus bullying incidents:

* 1. Investigation application
     1. The applicant, who is the suspected victim or their legal guardians (hereinafter referred to as “the Applicant”), may apply to the Student Administration and Assistance Division of the Office of Student Affairs for an investigation of the campus bullying incidents.
     2. Anyone aware of suspected campus bullying incidents shall follow the prescribed procedures and report the incidents to the University.
     3. Incidents covered by the media, notified or submitted by law enforcement or governmental agencies, as well as medical or health welfare institutions, shall be considered valid reports.
     4. Upon receiving investigation applications or reports, the University shall initially determine if the incident falls within its jurisdiction and is thus responsible for conducting the investigation (hereinafter referred to as “Investigating School”).
     5. If the University receives an application, report, complaint, or notification of a suspected campus bullying incident that falls outside its jurisdiction (hereinafter referred to as “Non-Investigating School”), within three working days, it shall report the incident to the Campus Security Center, promptly forward it to the relevant School with Jurisdiction, and notify the related Parties.
     6. Applicants or complainants of campus bullying incidents may submit a written, verbal, or email application or complaint, providing their names. In cases of verbal or email submissions, the Student Administration and Assistance Division or the Campus Security Center shall create a written record, which will be read out or reviewed with the Applicant or complainant for accuracy. The written

record shall be signed or sealed by the Applicant or complainant. Applications shall not be accepted without the provision of a real name, except in cases where the existence of a campus bullying incident is known.

二、調查程序：

(一) 當事人分屬不同學校者，以先接獲申請調查或檢舉之學校負責調查，相關學校應派代表參與調查。

前項事件行為人已非調查學校或參與調查學校之教職員工生時，調查學校應以書面通知行為人現所屬學校派代表參與調查，被通知之學校不得拒絕。

學制轉銜期間接獲申請調查或檢舉之事件，管轄權有爭議時，由其共同主管機關決定之；無共同主管機關時，由各該主管機關協議定之。

* 1. Investigation procedures
     1. When the Parties from different schools are involved, the school that receives the investigation application or report first shall be responsible for conducting the investigation, with participation from representatives of other relevant schools.

If the offender is no longer employed or enrolled at the Investigating School or Non-Investigating School, the Investigating School shall send a written notification to the current employer or educational institution of the offender, requesting their representative’s participation in the investigation. The notified school shall comply without refusal.

When an offender is admitted or transferred from one school to another during a school transition, if both respective schools receive an investigation application or report and it is uncertain which school has jurisdiction, the Investigation School shall be determined by the competent authority supervising both schools. If there is no mutual competent authority, respective schools’ authorities shall discuss and decide regarding the Investigation School.

(二) 調查處理校園霸凌事件時，應依下列方式辦理：

1. 調查時，應給予雙方當事人陳述意見之機會；當事人為未成年者，得由法定代理人陪同。
2. 不得令當事人與檢舉人或證人對質。但經因應小組徵得雙方及 其法定代理人之同意，且無權力、地位不對等之情形者，不在此限。
3. 申請人撤回申請調查時，為釐清相關法律責任，得經防制因應小組決議，或經行為人請求，繼續調查處理。
   * 1. The Response Team shall investigate and handle a campus bullying incident according to the following principle:
4. During the investigation, the Response Team shall allow both Parties to make a statement. If the Parties is a minor, they may have a legal guardian accompany them.
5. The Response Team shall not order the Parties, complainant, or witness to be confronted with each other unless explicit consent is obtained from all parties and their legal guardians, and there are no circumstances of unequal power or status.
6. When the Applicant withdraws the investigation application, the investigation may still proceed if there is a decision from the Response Team or a request from the offender to clarify the relevant legal liability.

(三) 行為人及其法定代理人、檢舉人、證人，應配合調查程序及處置。於調查程序中，遇被霸凌人不願配合調查時，應提供必要之輔導或協助。

* + 1. The offender and their legal guardian, complainant, and witness shall cooperate with the investigation procedures and process. During the investigation, if the victim is unwilling to cooperate, the Response Team shall offer necessary counseling or assistance.

(四) 因應小組之調查處理，不受該事件司法程序是否進行及處理結果之影響。調查程序不因行為人喪失原身分而中止。

* + 1. The investigation and handling by the Response Team shall not be

affected by ongoing judicial proceedings and conclusions of the incident. The investigation shall not be suspended even if the offender loses their status during the procedure.

(五) 學校應於受理疑似校園霸凌事件申請調查、檢舉、移送之次日起 二個月內完成調查；必要時，得延長之，延長以二次為限，每次不得逾一個月，並應通知申請人及行為人。

* + 1. The University shall complete its investigation of a case within two months from the day the application or report is accepted or the suspected campus bullying case is transferred. The investigation may be extended at most twice if necessary, and each extension of deadline may not exceed one month. The Applicant and offender shall be notified of the extension.

(六) 防制校園霸凌因應小組調查完成後，應將調查報告及處理建議， 以書面向其所屬學校提出報告。

* + 1. After the investigation is completed, the Response Team shall submit a written investigation report and suggestions to the current school of the offender to handle the case.

(七) 學校應於接獲前項調查報告後二個月內，自行或移送相關權責機關依相關法律、法規或學校章則等規定處理，並將處理之結果， 以書面載明事實及理由通知申請人、檢舉人及行為人。

* + 1. Within two months of receiving the investigation report, the University shall take disciplinary measures or refer the case to the competent authority, in accordance with the applicable laws, regulations, or school policies. A written notification shall be provided to the Applicant, complainant, and offender, outlining the final results, factual findings, and reasons for the conclusion.

三、輔導機制與追蹤：

(一) 確認成立校園霸凌事件後，由諮輔組立即啟動霸凌輔導機制，並持續輔導當事人改善。輔導機制，應就當事人及其他關係人訂定輔導計畫，明列懲處建議或管教措施、輔導內容、分工、期程，

完備輔導紀錄，並定期評估是否改善。

當事人經定期評估未獲改善者，得於徵求其同意後，轉介專業諮商、醫療機構實施矯正、治療及輔導，或商請社政機關（構）輔導安置；其有法定代理人者，並應經其法定代理人同意。

（二） 學校執行輔導工作之人員，應謹守專業倫理，維護學生接受輔 導專業服務之權益；必要時，曾參與調查之防制校園霸凌因應小組成員，應迴避同一事件輔導工作。

(三) 霸凌事件情節嚴重者，應即請求警政、社政機關(構)或司法機關協處，並依少年事件處理法、權益保障法、社會秩序維護法等相關規定處理。

(四) 行為人非本校學生時，應將調查報告、輔導或懲處建議，移送行為人現所屬學校處理。

* 1. Counseling mechanism and follow-up:
     1. Upon confirmation of a campus bullying incident, the Student Counseling Division shall promptly establish a counseling mechanism for the offender and provide ongoing counseling. The mechanism shall be tailored to the offender and other individuals involved in the bullying case. It will include a detailed plan outlining proposed disciplinary measures, counseling content, assigned responsibilities, schedule, comprehensive counseling records, and periodic assessments to monitor progress.

If the offender fails to show improvement during the periodical assessments, the offender or their legal guardians, with their consent, may be transferred to professional counseling or medical institutions for corrective treatments and counseling. Alternatively, they may seek assistance from social governmental institutions for further arrangements. In cases where the offender has a legal representative, the Student Counseling Division shall request consent from the legal representative before taking any further actions.

* + 1. Individuals serving as counselors at the University shall uphold professional ethics and respect students’ rights to psychological counseling and professional services. In necessary cases, members of

the Response Team involved in the investigation shall recuse themselves from counseling the victim or offender of the current incident.

* + 1. In severe campus bullying incidents, the Student Counseling Division shall seek immediate assistance from law enforcement, governmental, social, or judicial institutions. The cases shall be handled in accordance with relevant laws, such as the Juvenile Justice Act, the Protection of Children and Youths Welfare and Rights Act, the Social Order Maintenance Act, and other applicable regulations.
    2. If the offender is not a student of the University, the investigation report and recommendations for counseling or disciplinary measures shall be forwarded to the offender’s respective school.

第八條 校園霸凌之申復及救濟程序：

一、將調查及處理結果，以書面通知申請人及行為人時，應一併提供調查報告，並告知不服之申復方式及期限。

二、申請人或行為人對學校調查及處理結果不服者，得於收到書面通知次日起二十日內，以書面具明理由，向生輔組申復；其以言詞為之者，應作成紀錄，經向申請人或行為人朗讀或使閱覽，確認其內容無誤後，由其簽名或蓋章。

Article 8

Campus bullying appeal and remedy procedures:

* 1. Upon completion of the investigation, the Applicant and the offender shall receive a written notification containing the investigation report as well as details regarding the reappraisal deadline and procedure in case of disagreement with the results.
  2. Should the Applicant or offender disagree with the University’s investigation and results, they may request an appeal by submitting a written account of the reasons for objection to the Student Administration and Assistance Division within 20 days from the next day after their receipt of the written notification. Verbal reappraisal will be recorded by the Division, and a written record will be read out to the Applicant or offender, or they will be requested to read it themselves to ensure its accuracy. The confirmed record shall then be signed or sealed

by the Applicant or the offender.

三、前款申復以一次為限，並依下列程序處理：

(一) 受理申復後，應即組成審議小組，並於三十日內作成附理由之決定，以書面通知申復人申復結果。

(二) 前款審議小組應包括防制校園霸凌領域之相關專家學者、法律專業人員或實務工作者。

(三) 原防制校園霸凌因應小組成員不得擔任審議小組成員。

(四) 審議小組召開會議時由小組成員推舉召集人，並主持會議。

(五) 審議會議進行時，得視需要給予申復人陳述意見之機會，並得邀所設防制校園霸凌因應小組成員列席說明。

(六) 申復有理由時，由學校重為決定。

(七) 前款申復決定送達申復人前，申復人得準用前項規定撤回申復。

* 1. A reappraisal, as mentioned in the preceding paragraph, shall be limited to once and be processed as the following procedures:
     1. Upon accepting a reappraisal, the Student Administration and Assistance Division shall establish an Evaluation Panel to provide the applicant with a written notification containing a reasoned judgment on reappraisals within 30 days.
     2. The Evaluation Panel shall comprise experts in campus bullying prevention, legal professionals, or practitioners.
     3. Members of the Response Team may not serve as members of the Evaluation Panel.
     4. The Evaluation Panel meeting shall appoint a convener to chair the proceedings.
     5. During the meeting, the Panel may allow the applicant to make a statement if needed, and the Committee or Investigation Team members may sit in on the meeting to provide explanations.
     6. Should a reappraisal submit with valid reasons, the case shall be reappraised by the University.
     7. The applicant may withdraw their reappraisal before the decision is delivered, following the procedures mentioned in the preceding paragraph.

四、當事人對於學校處理校園霸凌事件之申復決定不服，或因校園霸凌事件受學校懲處不服者，得依教師法、學校學生申訴之相關規定提 起申訴，或相關規定提起其他行政救濟。

* 1. Parties dissatisfied with the results of the reappraisal for the handling of campus bullying incidents or the imposed disciplinary sanctions by the University may lodge further appeals in accordance with the Teachers’ Act, the University’s Regulations Governing Student Appeals, or other related regulations to seek administrative remedy.

第九條 學校校長、教職員工生或其他人員有違反本辦法之規定者，應視情節輕重，分別依成績考核、考績、懲戒或懲處等相關法令規定及學校章則辦理。

Article 9

Violations of these Regulations by the President, Staff and Students, or other personnel shall be addressed based on the severity of the violation. The University shall take appropriate action in accordance with relevant regulations, such as grades assessment, performance appraisal, disciplinary measures, and other applicable policies.

第十條 學校於校園霸凌事件調查處理完成，調查報告經防制校園霸凌因應小組議決後，應將處理情形、調查報告及防制校園霸凌因應小組之會議紀錄，報所屬主管機關。

Article 10

Upon completing the investigation and resolution of the investigation report by the Response Team regarding a campus bullying incident, the University shall dutifully submit the handling process, the investigation report, and meeting minutes to the competent authority with jurisdiction over the school.

第十一條 防制校園霸凌由校內各處室分工，單位分工相關經費由各處室預算勻支。

Article 11

The University shall specify the roles and functions of its departments in preventing campus bullying. Each department shall allocate funds from its

own budget to support campus bullying prevention efforts.

第十二條 本辦法經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 12

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學 學生團體保險要點**

**National Kaohsiung University of Science and Technology Regulations Governing Student Group Insurance**

107 年 7 月 16 日 106 學年度第 7 次行政會議通過

Passed by the 7th Administrative Meeting on July 16, 2018.

一、 國立高雄科技大學（以下簡稱本校）依據大學法第 34 條規定，為協助疾病或遭遇意外事故之學生，並發揮社會救助功能，特訂定本校「學生團體保險要點」（以下簡稱本要點）。

Article 1

These Regulations Governing Student Group Insurance (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to provide assistance to students in the event of illness or accidents and fulfill the social assistance function in accordance with Article 34 of the University Act.

二、具本校正式學籍學生均應參加學生團體保險（以下簡稱本保險），以維護其權益。

如選擇不參加本保險者，除不予補助外，並須由本人（未滿二十歲者需由法定代理人）簽署切結書。

Article 2

All students officially enrolled at the University shall be required to participate in the student group insurance (hereinafter referred to as “the Insurance”) to protect their rights and interests.

Students who choose not to participate in the Insurance shall not be eligible for any subsidy and must sign an affidavit to acknowledge their decision.

三、 本校以公開招標方式，選擇有利於被保險人之保險公司為承保機構。本校校長或其職務代理人為要保人。

被保險人為受益人，若被保險人身故則其法定繼承人為受益人。

Article 3

In open tendering procedures, the University shall select the insurance company that offers advantageous terms to the insured as the insurer. The proposer of the Insurance shall be either the President or their designated deputy.

The insured shall be the beneficiary, and in case of their death, the heir apparent shall receive the benefits.

四、 被保險人於契約有效期間內，因疾病或遭遇意外事故，致死亡、殘廢或受傷需要治療者，均屬本保險責任範圍。

詳細保險內容以簽約保單內容為準。

Article 4

The Insurance provides the insured coverage for medical treatment related to illness or accident resulting in death, disability, or injury during the active period of the contract.

The specific terms and conditions of the Insurance are detailed in the contracted policy.

五、 每一被保險人之保險金額以本校學生團體保險契約書所訂保險金額為準。

Article 5

The coverage amount for each insured individual is determined by the specified insurance amount in the University’s student group insurance contract.

六、 被保險人應繳之保險費，本校補助部分依教育部之規定，其餘由被保險人分二次繳納，於每學期註冊時各繳納二分之一。

下列被保險人應由本校審核有關證明文件，依教育部規定之最高金額分上下學期補助，惟補助金額外之不足部分，仍由被保險人負擔：

1. 免繳學雜費之學生：係指低收入戶、重度、極重度身心障礙學生及重度、極重度身心障礙人士之子女，惟不含公費生。
2. 原住民身分學生。

Article 6

A portion of the insurance premiums shall be subsidized by the University in accordance with the regulations prescribed by the Ministry of Education. The remaining premiums shall be paid in two installments by the insured, with half of the premiums paid during each semester’s registration.

The University will provide subsidies to the following insured individuals in the subsequent two semesters, in accordance with the maximum amount set by the Ministry of Education, upon reviewing the relevant documents. However, the insured individuals will remain responsible for any shortfall in the subsidy amount.

* 1. Eligible students for tuition and miscellaneous fee exemptions include low- income households, students with severe and profound physical and mental disabilities, and children of individuals with severe or profound physical or mental disabilities. This does not include state-financed students.
  2. Students with the indigenous status.

七、 本保險之承保期限及相關規範：

1. 本保險有效期間上學期自八月一日起至翌年一月三十一日止，下學期自二月一日起至七月三十一日止。
2. 參加本保險之學生，註冊繳納保險費上學期在八月一日以後及下學期在二月一日以後者，保險效力仍溯自八月一日及二月一日零時起

生效。

1. 有學籍的學生休學時，如欲參加本保險，應於休學期間（每年二月或八月起）繼續交付當學期保險費參加保險，逾期未繳費者，視同

自願放棄本保險。

1. 應屆畢業生，在學年結束前畢業離校者，其保險有效期間仍至該年度八月三十一日止。
2. 學期開學後中途入學者，自入學核准之日零時起發生保險效力，並扣除入學前期間之保險費。
3. 喪失學籍者，其保險效力自喪失學籍之次月一日零時止，承保機構應依所剩月數比例退還保險費。

Article 7

Insurance coverage period and regulations:

* 1. The Insurance coverage is valid from August 1st of the fall semester to January 31st of the following year and from February 1st of the spring semester to July 31st.
  2. Insurance coverage is retroactively effective from August 1st and February 1st at 12 o’clock midnight if students enrolled in the Insurance pay the premiums for the fall semester after August 1st and for the spring semester after February 1st.
  3. Students on study suspensions but wish to maintain their insurance coverage shall continue paying the premiums for the suspended semester, starting from February or August each year. Failure to make timely payments will be considered as voluntarily abandoning the Insurance.
  4. Insurance coverage for recent graduates who leave the school before the end

of the academic year will remain in effect until August 31st of that year.

* 1. When a student enrolls in the school during the semester, the insurance coverage will start at midnight on the date of enrollment approval. The insurance premium for the period before enrollment will be prorated and deducted.
  2. When a student loses their enrollment status, the insurance coverage will end at midnight on the first day of the following month. The insurance premium shall be prorated and refunded based on the remaining months.

八、 本校應於每學期註冊時，在收取學生代收費用收據明列「保險費」一項，併同學雜費收取，並於收取完畢後彙總保險費交付承保機構或其指定機構，由承保機構製發保險費收據，交由本校存執核報。

Article 8

During semester registration, the University shall include insurance premiums in the charge for additional expenses collected and disbursed by the school. Students are required to pay these expenses along with their tuition and miscellaneous fees. The University remits the insurance premiums to the insurer or its designated institution upon collection, and the insurer issues insurance premium receipts to the University for disbursement.

九、 本要點未規定事項，依我國保險法及政府監管單位等相關保險法令辦理。

Article 9

Matters not mentioned herein shall be handled in accordance with the Insurance Act and relevant regulations.

十、 本要點經行政會議通過，陳請校長核定後施行，修正時亦同。

Article 10

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學生申訴辦法**

**National Kaohsiung University of Science and Technology Regulations Governing Student Appeals**

107 年 5 月 3 日 106 學年度第 2 次校務會議通過

Passed by the 2nd University Affairs Meeting on May 3, 2018.

107 年 6 月 12 日教育部臺教學（二）字第 1070088039 號函核定

Ratified by the Ministry of Education Letter Tai Jiao Xue (II) Zi No. 1070088039 on June 12, 2018.

109 年 4 月 22 日 108 學年度第 3 次校務會議修正通過 Amended and Passed at the 3rd University Affairs Meeting on April 22, 2020. 109 年 5 月 20 日教育部臺教學（二）字第 1090072200 號函核定

Ratified by the Ministry of Education Letter Tai Jiao Xue (II) Zi No. 1090072200 on May 20, 2020.

109 年 12 月 23 日 109 學年度第 2 次校務會議修正通過 Amended and Passed at the 2nd University Affairs Meeting on December 23, 2020. 110 年 1 月 29 日教育部臺教學（二）字第 1100014961 號函核定

Ratified by the Ministry of Education Letter Tai Jiao Xue (II) Zi No. 1100014961 on January 29, 2021.

第一條 國立高雄科技大學（以下簡稱本校）為保障學生學習、生活及受教權益，增進校園和諧，依據大學法第五章第三十三條第四項暨本校組織規程規定訂定國立高雄科技大學學生申訴辦法(以下簡稱本辦法)。

Article 1

The Regulations Governing Student Appeals (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) in accordance with Chapter 5, Article 23, Paragraph 4 of the University Act and the University’s Organizational Regulations to safeguard the interests of the student’s studies, campus life and right to education as well as to promote harmony on campus.

第二條 本校為處理學生、學生會及其他相關學生自治組織申訴案件，爰依本辦法設置「學生申訴評議委員會」（以下簡稱申評會）。申評會之組織運作及會議召開依下列規定行之：

Article 2

The Student Appeals Review Committee (hereinafter referred to as “the Committee”) is established by the University in accordance with the Regulations to deal with appeals lodged by individual students of the University, NKUST Student Association, and any other self-governing student organizations. The Committee’s formation and meetings shall be processed as follows:

一、申評會由本校學生代表、教師代表及社會公正人士擔任委員組成之；其中未兼行政職務之教師不得少於委員總數之二分之一；任一性別委員應占委員總數三分之ㄧ以上。擔任學生獎懲委員會之委員或負責學生獎懲決定、調查之人員，不得擔任申評會委員。

* 1. The Committee consists of student representatives, faculty representatives, and disinterested social members. A minimum of half of the faculty members shall be non-administrators; members of either gender shall account for at least one-third of all members of the Committee. Any member of the Award and Disciplinary Sanction Review Committee or any personnel in charge of determining or investigating student awards and disciplinary sanctions shall not be a member of the Committee.

二、學生代表由學生會推薦學生代表五人及備取代表五人。

* 1. NKUST Student Association shall recommend five student representatives and five alternate student representatives.

三、教師代表由各學院（不含共同教育學院及創新創意教育中心） 推薦講師（含）以上代表二人，陳請校長遴選教師代表計十人。

* 1. Ten faculty representatives shall be selected by the President, with each college (excluding the College of General Education and the Center for Innovation and Entrepreneurship Education) recommending two faculty members who are at lecturer level or above.

四、社會公正人士代表，由校長遴選醫學、法學、社會學、心理學及輔導等專業人士四人擔任委員。

* 1. Four professionals from the fields of medicine, law, sociology, psychology, and counseling shall be selected by the President as the disinterested social members of the Committee.

五、申評會校內委員均為無給職，校外委員出席本會議時，得依規定支給交通費、出席費。

* 1. Internal members of the Committee are positions without remuneration. External members of the Committee may claim reimbursement of travel expenses and attendance fees in accordance with the University's relevant rules.

六、學生委員配合本校學生自治幹部改選有關規定任期一年，其餘委員任期二年。

* 1. To comply with pertinent regulations for the re-election of officers in the self-governing student organization, student members of the Committee serve a term of one year. The rest of the Committee members serve a term of two years.

七、若為處理特殊教育學生申訴案件，應另聘請與特殊教育需求情況相關之特殊教育學者專家、特殊教育家長團體代表或其他特殊教育專業人員至少二人擔任委員，其會議召開、陳述意見、表

決、評議決定及保密等規定，依「特殊教育學生申訴服務辦法」規定辦理。惟校外專家出席本會議時，得依規定支給交通費、出席費。

* 1. Should an appeal be lodged by the student with special educational needs, at least two experts specializing in fields related to such student’s needs, representatives from special education parents’ organizations, or other special education specialists shall be appointed as the members of the Committee. Meetings, statements of opinion, votes, review decisions, and confidentiality for such appeal cases shall be processed in accordance with the Regulations Governing Grievance Issues for Special Education Students. External specialists may claim reimbursement of travel expenses and attendance fees for attending such appeal meetings in accordance with the University’s relevant rules.

八、申評會召集人、副召集人由教師代表相互推選各一人擔任之

* 1. Faculty representatives shall select among themselves a Committee convener and a vice-convener.

九、申評會開會時，由召集人擔任會議主席；召集人未能主持會議時，由副召集人代理之。

* 1. When the Committee conducts a meeting, the convener shall be the Chairperson. In cases where the convener is unable to chair a meeting, the vice-convener shall act on his/her behalf.

十、 討論申訴案件時，應有委員二分之一（含）以上出席始得開會，其討論事項及評議決定書之決議均需出席委員三分之二（含）以上同意後行之。

* 1. A meeting of the Committee conducted to discuss the appeal case shall not commence without a quorum of half of its members. Resolutions of discussed matters and review decisions shall not be reached without the consent of at least two-thirds of the members in attendance.

十一、申評會設「程序審議小組」，由申評會委員互選五人組成之。申評會召集人為小組當然委員並擔任小組召集人，審查申訴案是否符合受理之資格。

* 1. The Committee shall select from itself five members to set up a Procedure Review Panel at which the eligibility of lodged appeals is reviewed. The Committee convener serves as the apparent member and the convener of the Panel.

十二、本會所需經費由學生事務處編列專款支應。

* 1. The Committee’s funding shall be provided by a budget dedicated by the Office of Student Affairs.

十三、申評會委員若為被申訴人或有應迴避事項時，應迴避該次申訴案件所有申訴程序。

* 1. Should a member of the Committee be a respondent in a case, or a case involves matters that require recusal of such member, he/she shall recuse himself/herself from all appeal procedures of the case.

十四、召集人若為被申訴人時，應迴避該次申訴案件所有申訴程序；並由副召集人為該案代理召集人，並在評議決定書上代表召集人簽章。

* 1. The Committee convener shall recuse himself/herself from all appeal procedures in cases where he/she is a respondent. The vice-convener shall be the acting convener of such case and sign the Appeal Review Decision Letter on the Committee convener’s behalf.

第三條 凡本校學生、學生會及其他相關學生自治組織對學校之懲處、其他措施或決議，認為違法或不當，致損害其權利或利益者，得依本辦法之規

定，向申評會提出申訴。學生、學生會及其他相關學生自治組織就同一案件向學校提起申訴以一次為原則。

本辦法所稱學生，係指學校對其為懲處、其他措施或決議時，具有學籍者。

Article 3

Any individual student of the University, NKUST Student Association, and any other self-governing student organization that believes the penalties/punishments, other measures, or resolutions imposed by the University have violated the law or their rights and interests may lodge an appeal to the Committee in accordance with these Regulations. In principle, the same case may be filed only once by individual students, NKUST Student Association, or other student self-governing organizations.

“Student,” as mentioned in these Regulations, refers to those who have been enrolled as a student at the time when the University imposes disciplinary actions, other measures, or resolutions against them.

第四條 本校學生、學生會及其他相關學生自治組織申訴及處理程序依下列規定行之：

Article 4

Procedures of appeals lodged by individual students of the University, NKUST Student Association, and other self-governing student organizations shall be conducted as follows:

一、本校對於學生獎懲通知書或與學生權益有關處分，應附載申訴期限和程序。

* 1. The University shall provide information about lodging deadlines and appeal procedures in Award and Disciplinary Action Notices or notification of sanctions regarding students’ rights and interests.

二、學生、學生會及其他相關學生自治組織之申訴，應於收到或接受學校對於個人生活、學習、獎懲之相關懲處、措施或決議之次日起三十日內以書面提起申訴，逾期學校不受理。申訴人因天災或其他不應歸責於己之事由，至遲誤前項申訴期間者，於其原因消滅後十日內，得以書面敘明理由向學校申評會申請受理評議。但遲誤申訴期間已逾一年者，不得為之。

* 1. Individual students of the University, NKUST Student Association, and other self-governing student organizations are entitled to lodge an appeal in written form within 30 days from the next day after their receipt of the notification of, or the imposition on them, the disciplinary sanctions, other measures, or resolutions regarding their campus life, studies or awards, and discipline. Late appeals shall not be processed by the Committee. Where a complainant fails to appeal by the aforementioned deadline due to natural disasters or other causes not attributable to him/her, such complainant may request an appeal by submitting a written account of the reasons for the delay to the Committee within 10 days after the termination of the cause. However, if one year or more has passed since the appeal deadline, the request shall not be accepted.

三、申訴書應記載申訴人姓名、性別、出生日期、班級、學號、電話、住址、申訴之事實及理由、希望獲得之補救措施等，並應檢附有 關之文件及證據。申訴書之格式另定之。

* 1. An Appeal Form shall include the complainant’s name, gender, date of birth, class, student ID number, phone number, contact address, facts and reasons for appeal, and the anticipated remedies, with relevant documents and supporting evidence provided. The format of an Appeal Form will be separately set forth.

四、申訴案件須先經申評會「程序審議小組」審查，程序審議小組得決定是否受理。

* 1. Appeals shall first be examined by the Procedure Review Panel, which may determine if the lodged appeal is accepted or rejected.

五、申評會僅就書面資料評議，會議以不公開為原則，但必要時得通知申訴人、關係人及原處分單位代表到會說明。學校受理學生申訴事件時，應秉持客觀、公正、專業之原則，給予充分陳述意見及答辯之機會。若有調查或實地了解之必要時，得於召開程序審議會議決議受理時，推派三至五人成立調查小組調查。

調查小組得邀請申訴人、關係人及原處分單位代表到會說明，申訴人及受邀協助調查之人或單位，應予配合，並提供相關資料，調查過程應尊重當事人之隱私權。調查小組調查完成後，應將書面調查報告送交學生申訴評議委員會議評議。

* 1. In principle, the Committee shall review written appeal documents in a closed meeting, provided however otherwise, if there is a necessity to invite the complainant, relevant parties, or the sanctioning unit to attend the meeting and provide appropriate explanations. When handling appeal cases, the University shall uphold the principles of objectivity, impartiality, and professionalism and shall provide sufficient opportunity to make a statement or defense. If an investigation is required, an Investigation Panel, consisting of three to five Committee members, may be established upon the resolution of accepting the appeal during a procedure review meeting.

An Investigation Panel may invite the complainant, relevant parties, or the sanctioning unit to attend the meeting and provide an appropriate explanation. The invited parties shall cooperate and provide relevant information. The investigation shall be carried out in a way that respects all parties’ rights to privacy. The investigation report shall be sent to the Committee in written form for review after the Investigation Panel has completed the investigation.

六、 申訴提起後，於申訴評議決定書送達前，申訴人得撤回申訴。

* 1. A lodged appeal may be withdrawn by the complainant before the receipt of the Appeal Review Decision Letter.

七、 申評會於收受申訴書後，應於三十日內完成評議，必要時得予延長，並通知申訴人，延長以一次為限，最長不得逾二個月。涉及退學、開除學籍或類此處分之申訴案，不得延長。

* 1. Upon receipt of an appeal, the Committee shall complete its review within 30 days. If necessary, the Committee is entitled to extend its review period, with the complainant being notified of this measure. Such extensions shall be limited to once for a period of no more than two months. Appeals involving dismissal or expulsion from school or similar sanctions shall not be extended.

八、 申評會認為申訴書不合規定，而其情形可補正者，應通知申訴人於七日內補正。其補正期間應自評議期間內扣除。

* 1. Should the Committee deem the Appeal Form to be inconsistent with the provisions but believe it can be corrected or supplemented, the Committee shall notify the complainant to correct the appeal or

otherwise add supplemental information within seven days. The correction time shall be deducted from the review period.

九、 退學、開除學籍或類此處分之申訴案件，於評議決定確定前，學生得以書面向學校提出繼續在校肄業之請求。

* 1. Before the review of the Committee on an appeal against a sanction of dismissal or expulsion from the University is finalized, the student concerned is entitled to make a written request to maintain matriculation at the University.

十、 申評會得推舉含會議主席在內之委員三人，並授權草擬評議決定書之結論。評議決定書由召集人署名。申評會之表決、委員意見均應保密。

* 1. The Committee may select three members among itself (the Chairperson included) and entitle the selected members to draft the conclusion in the Appeal Review Decision Letter. The Appeal Review Decision Letter shall be signature approved by the Committee convener. The vote conducted by the Committee and the opinions expressed by the Committee members shall be kept confidential.

十一、評議決定書應記載主文、事實、理由等內容，如有建議補救措施者應提出具體建議。不受理之申訴案件，亦應做成評議決定書僅記載主文與理由。申訴所作成之評議決定書，若為行政處分，應記載「如不服本申訴決定，得自申訴評議決定書送達次日起三十日內，繕具訴願書，檢附學校申訴評議決定書，經學

校向教育部提起訴願」；行政處分以外之懲處、其他措施或決議，應記載「如不服本申訴決定，得自申訴評議決定書送達次日起

三十日內，得按其性質依法提起訴訟，請求救濟」。

* 1. An Appeal Review Decision Letter shall include the main text, an account of facts, and a statement of reasons. A suggestion about remedial measures, if applicable, should be concretely stated. An Appeal Review Decision Letter shall also be made for rejected appeals, containing the main text and a statement of reasons. Should an appeal be against the University regarding administrative sanctions, the Committee shall note in the Appeal Review Decision Letter for such appeal that “in cases where the complainant disagrees with the Committee’s decision regarding the appeal, he/she is entitled to file a

petition to the Ministry of Education via the University with the Appeal Review Decision Letter attached within 30 days from the next day after his/her receipt of the Appeal Review Decision Letter.” Should an appeal be against the University regarding penalties/punishments, other measures, or resolutions other than administrative sanctions, the Committee shall note in the Appeal Review Decision Letter that “in cases where the complainant disagrees with the Committee’s decision regarding the appeal, he/she is entitled to, depending on the particular nature of what the appeal is against, file a lawsuit for remedy within 30 days from the next day after his/her receipt of the Appeal Review Decision Letter.”

十二、申訴人或其他關係人，就申訴事件或牽連之事項，若有涉及訴願、行政訴訟、民事訴訟或刑事訴訟者，應以書面通知學校申評會，申評會獲知上情後，應即停止評議，並通知申訴人；俟停止評議的原因消滅後，經申訴人書面請求，應繼續評議，並以書面通知申訴人。惟涉及退學、開除學籍或類此處分之申訴不在此限。

* 1. Should a complainant or any other related parties have filed a petition or lawsuit (administrative, civil, or criminal) regarding the appeal or related matters while a review is being conducted, the Committee shall be notified of such petitions or lawsuits in written form. The Committee shall suspend the review and inform the complainant upon receipt of such notification; the Committee shall continue the review and notify the complainant in written form upon receipt of the complainant’s written request after the termination of the cause of suspension. However, this shall not apply where an appeal is against a sanction of dismissal or expulsion from the University or similar sanctions.

十三、凡涉及退學、開除學籍或類此處分之申訴案件，經評議確定維持原處分者，並依下列規定辦理：

* 1. If the Committee upholds the sanction in an appeal regarding dismissal, expulsion, or similar sanction, the complainant shall be academically dealt with as follows:

(一) 開除學籍或取消入學資格者，不得發給與修業有關之任何證明文件。退學者，如在校肄業滿一學期且有成績者，得申請發給修業證明書，修業證明書所載修業截止日期，以原處分日期為準，評議未確定期間申訴人所修習科目及成績不予採認。

* + 1. An expulsed or disqualified complainant may not receive any certificate regarding attendance. A dismissed complainant whose matriculation lasts a semester or more and who possesses an academic record may submit an application for the Certificate of Attendance which shall bear the date of the sanction as the final date of attendance. Any course completed and any academic record acquired during the review period may not be recognized.

(二) 申訴人若屬役男身分者，學校於申訴結果確定後三十日內冊報「離校學生緩征原因消滅名冊」。

* + 1. Should a complainant be a draftee, the University shall put such a complainant on the List of Deferred Enlistment Revocations for School-leaving Students within 30 days after the appeal result is finalized.

(三) 退費基準依專科以上學校向學生收取費用辦法第八條及專科以上學校學雜費收取辦法第十五條規定辦理。

* + 1. Tuition refunds shall be processed in accordance with Article 8 of the Regulations Governing Fee Collection for Colleges, Universities, and Institutes and Article 15 of the Regulations Governing the Collection of Tuition and Miscellaneous Fees for Colleges, Universities, and Institutes.

十四、申評會評議決定書經陳報校長核閱後，應以書面送達申訴人、必要之關係人及原處分單位，並告知不服決議之救濟程序。

* 1. An Appeal Review Decision Letter made by the Committee shall be approved by the President and sent in written form to the complainant, relevant parties, and the sanctioning unit with notification of remedy procedures which the complainant may follow in cases where he/she disagrees with the resolution.

第五條 本校學生申訴結果依下列規定執行之：

Article 5

A finalized decision of appeal lodged by an individual student of the University shall be processed as follows:

一、評議決定書陳校長核定時，應知會原為懲處、措施或決議之單位。原為懲處、措施或決議之單位認有牴觸法令或窒礙難行者，應於 收到評議決定書後三日內，以書面敘明具體事實及理由，陳報校長，並副知申評會；校長如認為有理由者，得移請申評會再議，並以一次為限。

評議決定經核定後，學校應依評議決定執行，並依評議決定書所議定時間內完成建議事項後函覆申評會。

* 1. When submitting an Appeal Review Decision Letter for the approval of the President, the Committee shall notify the unit issuing the outcome of penalties/punishments, measures, or resolutions. Should the unit issuing the outcome of penalties/punishments, measures, or resolutions deem the decision to be in violation of any regulations or find it difficult to execute, it shall submit to the President a written statement containing the specific facts and its reasons, with a copy of the statement to the Committee within three days upon the unit’s receipt of the Appeal Review Decision Letter. Should the President find the statement reasonable, the appeal case may be reappraised by the Committee. Reappraisal shall be limited to once.

The University shall execute an approved review decision, act on the suggestions by the deadline stated in the Appeal Review Decision Letter, and then report to the Committee.

二、申訴人就學校所為之行政處分，經向申評會提起申訴而不服其決定，得自申訴評議決定書送達次日起，三十日內繕具訴願書，檢附學校申訴評議決定書，經學校向教育部提起訴願。學校收到前項訴願書，應儘速附具答辯書，並將必要之關係文件，送交教育部。申訴人就學校所為之行政處分，未經學校申訴途徑逕向教育部提起訴願者，學校應接受由教育部移轉之案件，並依照本辦法申訴程序處理。

* 1. Should a complainant disagree with the appeal decision regarding the University’s administrative sanctions, he/she is entitled to file a petition with the Appeal Review Decision Letter attached to the Ministry of Education via the University within 30 days from the next

day after his/her receipt of the Appeal Review Decision Letter. Upon receipt of the aforementioned petition, the University shall prepare a statement of defense with all due speed and submit it with relevant documents to the Ministry of Education. Should a complainant file a petition regarding the University’s administrative sanctions to the Ministry of Education without following the appeal procedures and the case be transferred back to the University, the University shall accept such a case and process it in accordance with the Regulations.

三、評議決定、訴願決定或行政訴訟判決撤銷學校原退學、開除學籍或類此處分者，其因特殊事故無法及時復學時，應輔導其復學；對已入營無法復學之役男，學校應保留其學籍，俟其退伍後，輔導優先復學；復學前之離校期間並得補辦休學。

* 1. Should a dismissal, expulsion, or similar sanction be overturned by a review decision, petition decision, or verdict of the administrative lawsuit, yet the student is not able to immediately reenroll due to special circumstances, the University shall offer to assist such student in reenrollment. Should a student, as a draftee, has entered military service and is unable to reenroll, the University shall retain such student’s status and assist him/her in reenrollment after they are discharged; such student may be granted a suspension of studies during the leave period before they resume studies at the University.

第六條 學生申訴制度屬學生權益救濟性質，應以學生個人權益受損為前提，並應於學生事務處官網廣為宣導，使學生了解申訴制度之功能及流程。

學生因校園性侵害、性騷擾或性霸凌事件提起申訴，其屬性別平等教育法第二十八條第二項申請調查之性質者，依性別平等教育法相關規定處理。

Article 6

The student appeal system is established for remedies regarding rights and interests and shall be utilized based on the premise that an individual student’s rights and interests are infringed. Details of the student appeal system shall be uploaded to the Office of Student Affairs’ official website and be widely publicized so as to bring an understanding of the functions and procedures of the system to the students.

An appeal involving sexual assault, sexual harassment, or sexual bullying incidents that require an investigation as defined in Article 28, Paragraph 2 of the Gender Equity Education Act shall be processed in accordance with the relevant provisions of the Gender Equality Education Act.

第七條 本辦法經校務會議通過並經教育部核定後施行；修正時亦同。

Article 7

These Regulations shall be passed by the University Affairs Meeting and shall take force upon approval by the Ministry of Education. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學生宿舍管理辦法**

**National Kaohsiung University of Science and Technology Regulations Governing Dormitory Management**

# 第一章 總則

**Chapter 1 General Provisions**

107 年 6 月 13 日第 6 次行政會議通過

Passed by the 6th Administrative Meeting on June 13, 2018.

110 年 4 月 21 日第 9 次行政會議通過

Passed by the 9th Administrative Meeting on April 21, 2021.

第一條 國立高雄科技大學（以下簡稱本校）為敦促住宿學生生活之教育目 的，特訂定國立高雄科技大學學生宿舍管理辦法（以下簡稱本辦法），以完善學生宿舍之管理。

Article 1

The Regulations Governing Dormitory Management (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to ensure a high-quality environment for resident students and enhance the management of all student dormitories.

第二條 本校學生宿舍之管理，除法令另有規定外，依本辦法為之。

Article 2

The management of all students’ dormitories shall adhere to these Regulations unless otherwise provided for in the law and the regulation.

第三條 本校學生事務處住宿服務組（以下簡稱住服組）依本校組織規程之規定執行下列事項，並督導學生宿舍之管理。

一、依學生宿舍相關法令對住宿學生行生活輔導。二、輔導學生宿舍自治幹部委員會工作之推展。

三、有關住宿學生生活行為獎懲事項之處理及呈報。四、學生宿舍安全措施之建議、策畫並督導實施。

五、學生宿舍各項設備維護、改良、修繕、補充等事項申請施工督導與協助驗收。

六、學生宿舍工讀生之工作分配及督導考核。

七、學生住宿申請及宿舍床位分配工作策畫與執行。

Article 3

Student Housing Service Division (hereinafter referred to as “the Housing Service Division”) of the Office of Student Affairs shall execute and manage the following matters related to students’ dormitories in accordance with the provisions of the University Organizational Regulations:

* 1. Offer counseling and guidance to resident students based on relevant laws and regulations for college dormitories;
  2. Aid the Self-governing Committee of Student Dormitories in organizing events;
  3. Manage awards and disciplinary actions concerning resident students’ daily behavior and report any relevant matters;
  4. Propose, develop, and implement safety measures for campus dormitories;
  5. Oversee and conduct inspections of equipment maintenance, upgrades, repairs, and additions in dormitories;
  6. Assign tasks to work-study students in dormitories and assess their performance;
  7. Design the accommodation application process and allocate dormitory beds for students.

# 第二章 學生宿舍管理委員會之設置

**Chapter 2 The Establishment of Student Dormitory Management Committee**

第四條 為有效管理本校五校區之學生宿舍，設置學生宿舍管理委員會（以下簡稱宿舍管委會），並由下列人員組成：

一、當然委員：學務長（兼任主任委員）、住服組組長（兼執行秘書），及經遴選之三位學務處主管。

二、選任委員：

由本校五校區推選宿舍輔導員代表各二位，及學生代表各三位，其任一性別之比例不得低於三分之一。前項選任委員之任期為一年，得連任之；新任學生代表當選後由住服組簽奉學務長核定。宿舍管委會每學期應至少開會一次，每次開會人數須超過會議人數二分之

一、議決提案需超過開會人數二分之一，必要時得召開臨時會議。

Article 4

To effectively manage students’ dormitories on five campuses, Student Dormitory Management Committee (hereinafter referred to as “the

Dormitory Management Committee”) is established and comprised of the following staff:

* 1. Apparent members: Dean of the Office of Student Affairs (Adjunct Chairperson), Division Chief of the Housing Service Division (Adjunct Executive Secretary), and three selected Directors of the Office of Student Affairs;
  2. Selected members: Two residential counselor representatives and three student representatives are selected from the University’s five campuses. The ratio of any gender may not be less than one-third. The term of the aforementioned selected members shall be one year and selected members may serve a second term when reelected. After the new student representatives are elected, the election result will be submitted by the Housing Service Division and approved by the Dean of the Office of Student Affairs. The Dormitory Management Committee shall convene a meeting at least once per semester. The number of attendance at each meeting shall exceed half of the total number of attendees. To pass draft resolutions, the number of attendance shall exceed half of the number of attendees. An interim meeting may be held if necessary.

第五條 本校為規範住宿學生之宿舍生活並推行學生宿舍自治，各校區宿舍應成立學生宿舍自治幹部委員會（以下簡稱學生宿委會）。 學生宿委會之權責為規範宿舍生活公約、爭取住宿學生正當權益，及協助輔導住宿生。

第一項有關學生宿委會幹部之組織、考核、獎懲及優惠作法，由宿舍管委會另訂定組織及考核要點施行。

Article 5

The dormitories on each campus shall establish a Self-governing Committee of Student Dormitories (hereinafter referred to as “the Student Dormitories Committee”) to regulate the daily behavior of resident students and to promote self-governance of students’ dormitories. The responsibilities of the Student Dormitories Committee are to formulate the life conventions in dormitories, to strive for the legitimate rights and interests of resident students, and to assist in counseling resident students.

With respect to the provisions of the preceding paragraph regarding the

organization, assessment, awards and disciplinary sanctions, and preferential treatment of dormitory officers in the Student Dormitories Committee, the Dormitory Management Committee shall set up organization and assessment regulations additionally for the Student Dormitories Committee to implement.

第六條 宿舍管委會負責本校學生宿委會組織章程之訂定、考核及宿舍管理作業細則之訂定。

Article 6

The Dormitory Management Committee shall set up the articles of organization and the assessment criteria for the Student Dormitories Committee as well as regulations for dormitory management.

# 第三章 宿舍之管理

**Chapter 3 The Management of Dormitory**

第七條 宿舍之安寧管理規定及住宿生活公約，由各校區之學生宿委會另訂之。

Article 7

The Student Dormitories Committee on each campus shall set up the regulations of door access control in dormitories and life conventions of accommodations additionally.

第八條 有下列情形之一且經查屬實者，應開立違規自我說明表，並列入缺失紀錄乙次； 屢勸不聽且情節重大者，依本辦法第十二條規定處理。一、擅自頂讓、調換、霸佔床位或拒絕他人合法進住。

二、擅自取用、侵佔他人財、物。

三、賭博、飲酒、鬥毆、吵雜，嚴重影響安寧。四、儲放、使用危險物品或違禁品。

五、未經同意私帶異性、非住宿生於宿舍逗留、留宿。六、引介商人或自行於宿舍販賣物品。

七、擅自於寢室炊膳。

八、任意修改及私接電路、毀損宿舍公共設施與設備。九、在宿舍飼養動物、植物。

十、不配合宿舍規定執行者。

十一、於宿舍各場所吸菸或吸電子菸。

Article 8

十二、利用網路從事不法行為。

Students who exhibit behaviors meeting any of the following conditions, which are proven to be true, shall receive a self-explanation form for violations, and their error records will be marked once. In case of repeat offenders, disciplinary actions will be taken in accordance with Article 12 of these Regulations.

* 1. Selling, exchanging, occupying beds, or denying a resident student who has the right to live legally access to their room without permission;
  2. Taking or embezzling other people’s property without any permission;
  3. Engaging in gambling, drinking, fighting, making noise, or disrupting tranquility;
  4. Storing or using dangerous goods or prohibited articles;
  5. Allowing opposite-sex friends or non-resident students to linger or stay in the dormitory without approval;
  6. Introducing businessmen or selling items in the dormitory independently;
  7. Cooking in the bedroom without permission;
  8. Illegally modifying and connecting the circuit, damaging the public facilities or equipment in the dormitory;
  9. Keeping pets or plants in the dormitory;
  10. Not cooperating with the implementation of dormitory regulations;
  11. Smoking or vaping in any area of the dormitory;
  12. Engaging in delinquent activities using the Internet.

第九條 宿舍各項設施應妥慎使用，如有損壞應依程序申請維修，人為蓄意破壞須照價賠償，情節重大者依本校學生獎懲辦法處理。

Article 9

The facilities of the dormitory should be used cautiously. In case of any damage, resident students should follow the proper procedures to apply for repair. Deliberate damages will result in compensation based on the item’s price. Serious offenses will be dealt with in accordance with the Regulations Governing the Awards of Merit to Students and Disciplinary Sanctions for Misconduct*.*

第十條 為維護環境衛生，住宿生應依學生宿委會幹部之分配，實施環境清潔打掃，並配合定期環境衛生檢查。

Article 10

To uphold environmental cleanliness, resident students are required to follow the assigned cleaning duties given by the Student Dormitories Committee officers and participate in regular environmental sanitation inspections.

第十一條 為維護宿舍住宿學生正常作息，於夜間二十三時三十分，至次日清晨六時三十分實施夜間安寧管理。

Article 11

To ensure the normal daily routine for resident students, door access control will be enforced from 23:30 in the evening to 6:30 the next morning.

第十二條 違反本章之規定，經查證屬實，由學生宿委會會議依本校獎懲辦法及相關規定予以議處建議，並提由宿舍管委會決議。前項關於決議之結果應另行通知住宿生家長知悉。

Article 12

In case of a violation of the provisions in this Chapter, if the fact is confirmed, the Student Dormitories Committee will hold a meeting to discuss disciplinary actions based on the Regulations Governing the Awards of Merit to Students and Disciplinary Sanctions for Misconduct and relevant provisions. The resolution will be made by the Dormitory Management Committee, and the parents of the resident student will also be informed of the outcome of the resolution.

# 第四章 附則

**Chapter 4 Supplementary Provisions**

第十三條 學生宿舍住宿申請及退離宿之作業要點由宿舍管委會另訂之。

Article 13

The Dormitory Management Committee shall establish additional regulations for student dormitory accommodation application, withdrawal, or check-out procedures.

第十四條 本辦法經行政會議通過，陳請校長核定後施行；修正

時亦同。

Article 14

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學研究獎助生作業要點 National Kaohsiung University of Science and Technology Regulations Governing Research Scholarship Recipients**

108 年 5 月 8 日 107 學年度第 10 次行政會議通過

Approved by the 10th Administrative Meeting on May 8, 2019.

ㄧ、國立高雄科技大學（以下簡稱本校）為鼓勵學生參與研究計畫，學習研究相關知能，並培育優秀研究人才，特依據教育部訂頒「專科以上學校獎助生權益保障指導原則」訂定「國立高雄科技大學研究獎助生作業要點」(以下簡稱本要點)。

Article 1

These Regulations Governing Research Scholarship Recipients (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) in accordance with the Ministry of Education’s Guidelines on the Protection of Rights for Research Scholarship Holders in Higher Education Institutions with the aim of encouraging students to participate in research projects, acquire research-related knowledge, and nurture excellent research skills.

二、本校及外校學生參與以學習為主要目的之研究學習活動者，得申請及擔任本校研究獎助生。

Article 2

Students from the University and other universities who participate in research-study activities primarily for learning purposes are eligible to apply for and serve as research scholarship recipients at the University.

三、研究奬助生之研究學習活動，係為發表論文或符合畢業條件，參與與自身研究相關之研究計畫或修習研究課程，在接受教師之指導下，協助相關研究執行，學習並實習研究實務，以提升研究能力及發展研究成果為目的者。

Article 3

The research-study activities for research scholarship recipients include the publication of academic papers or fulfillment of graduation criteria, participation in research projects or enrollment in research courses

relevant to their research, and assisting in executing research tasks under the guidance of faculty, with the aim of enhancing research abilities and contributing towards the development of research outcomes.

四、研究獎助生之研究學習活動，應符合下列原則：

(ㄧ)該學習活動之主要目的，應與第三點所定範疇有直接相關性，並於授課或指導教師之指導下，經學生與指導教師同意為之。

(二)應有明確對應之論文研究指導、研究課程或相關學習活動實施計畫，並就其相關學習準則、評量方式、學分或畢業條件採計及獎助方式等予以明定且公告之。

(三)教師應有指導學生學習專業知識之行為。

(四)研究獎助生申請資格、擔任期間所領取費用及相關權利義務依計畫委託、補助機關（構）及本校相關規定辦理。

(五)針對研究獎助生從事研究學習活動期間，除原有學生團體保險外，本校應參照勞動基準法規定職業災害補償額度以加保商業保險方式增加其保障範圍，並由學校編列經費或以研究計畫相關經費支應。

Article 4

Principles for research-study activities for research scholarship recipients are as follows:

* 1. The main purpose of the learning activity should be directly relevant to the scope defined in Article 3 and should be conducted under the guidance of an instructor or advisor, contingent upon the mutual agreement of the student and the advisor;
  2. An organized plan should be in place for corresponding thesis or research guidance, research courses, or related learning activities. There should be a clear definition and announcement of related learning rules, evaluation methods, credit count, or graduation requirements, and scholarship distribution methods;
  3. Teachers are responsible for guiding students in acquiring domain-specific professional knowledge;
  4. The eligible criteria for research scholarship recipients, the expenses received over the period of service, and related rights and obligations shall be handled in accordance with relevant regulations of the project commissioning institutions, grant providing agencies (or institutions), and the University.
  5. For research scholarship recipients engaged in research-study activities, in addition to the original student group insurance, the University should extend the scope of their protection beyond the original student group insurance by procuring additional commercial insurance commensurate with the compensation amount for occupational accidents as outlined by the Labor Standards Act. The cost of such insurance should be covered by the University’s budget or by the research project’s related funds.

五、歸屬研究學習範疇之研究獎助生，應經下列程序認定：

(一)本校研發處應邀集執行計畫之教師及學生代表定期召開學習範疇共識協調會議。

(二)各系所及計畫執行單位應依本校研究發展處公告實施之全校性研究獎助生之要件及分流基本規範，辦理關係認定。

(三)關係認定應經計畫執行單位或指導教師與學生在前款規範下，於進用研究計畫研究獎助生之前，循校內行政程序填報「研究獎助生學習關係與勞動權益協議書」進行雙方書面合意。

Article 5

Recognition procedures for research scholarship recipients under the scope of research-study activities are as follows:

* 1. The University’s Office of Research and Development should engage faculty and student representatives involved in the project to periodically convene learning area consensus coordination meetings.
  2. Each department and project execution unit must follow the requirements and basic standards set by the Office of Research and Development when managing relationship recognition for university research scholarship recipients.
  3. Before employing research scholarship recipients for a research project, the project execution unit or advisor must first validate the relationship recognition with the student outlined in the preceding paragraph by signing the Research Scholarship Recipients Learning Relationship and Labor Rights Agreement through the University’s administrative procedures, with mutual written approval.

六、研究獎助生於研究學習活動之相關研究成果著作權與專利權之歸屬，應依教育部「專科以上學校獎助生權益保障指導原則」辦理。研究獎助生

與指導教師間，應事先就相關研究成果著作權之歸屬及事後權利行使方式等事項，達成協議或簽訂契約。

Article 6

The ownership of copyright and patent rights related to the research outcomes of research scholarship recipients’ research-study activities should be handled in accordance with the Ministry of Education’s Guidelines on the Protection of Rights for Research Scholarship Holders in Higher Education Institutions. Research scholarship recipients and their advisors are expected to reach a prior agreement and sign a contract delineating the ownership of the copyright of the pertinent research outcomes and the modality of rights exercise thereafter.

七、本校各系所、計畫執行單位或指導教師於進用研究獎助生前，應檢附相關書面合意資料並循校內行政程序經學生、指導教師/計畫主持人、系所

（用人單位）與校長（或授權學院主管）確認。

Article 7

Before employing a research scholarship recipient, each department, project execution unit, or advisor should attach relevant written agreements, which shall be affirmed by the student, the advisor/project host, the department (employer), and the President of the University (or designated college supervisor) through the internal administrative procedures.

八、本校及外校學生不符合研究獎助生要件，與學校間存有提供勞務獲取報酬之工作事實，且具從屬關係者，屬僱傭關係，其兼任樣態，包括研究助理、教學助理、研究計畫臨時工及其他不限名稱之學生兼任助理工作者等，應依勞動相關法規規定辦理。

Article 8

Students from both the University and from other universities who are not eligible for research scholarships, but are working for remuneration, form an employment relationship with the University. All types of part-time positions, such as research assistants, teaching assistants, temporary workers for research projects, and other student part-time assistant positions with varying titles, must abide by relevant labor regulations.

九、研究獎助生對於研究學習活動之措施或處置，認為違法或不當，致損害其權利或利益者，得依教育部「專科以上學校獎助生權益保障指導原則」及本校相關規定辦理。

Article 9

If research scholarship recipients believe that the measures or dispositions concerning their research-study activities are illegal or inappropriate, resulting in harm to their rights or interests, they can address the situation in accordance with the Ministry of Education’s Guidelines on the Protection of Rights for Research Scholarship Holders in Higher Education Institutions and relevant regulations of the University.

十、本要點經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 10

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學培育優秀博士生獎學金要點**

**National Kaohsiung University of Science and Technology Regulations Governing the Scholarship to Cultivate Outstanding Doctoral Students**

108年9月25日108學年度第2次行政會議通過 Passed by the 2nd Administrative Meeting on September 25, 2019. 109年8月26日109學年度第1次行政會議修正通過

Amended by the 1st Administrative Meeting on August 26, 2020.

111年11月16日111學年度第4次行政會議修正通過

Amended by the 4th Administrative Meeting on November 16, 2022.

一、國立高雄科技大學（以下簡稱本校）為培育基礎科學研究人才，獎勵具有研究潛力之優秀博士生，支持其安心、專心從事研究工作，依據國家科學及技術委員會（以下簡稱國科會）補助大學校院培育優秀博士生獎學金試辦方案，特訂定本校培育優秀博士生獎學金要點（以下簡稱本要點）。

Article 1

These Regulations Governing the Scholarship to Cultivate Outstanding Doctoral Students (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) in accordance with National Science and Technology Council’s (hereinafter referred to as “the Council”) pilot scholarship program to subsidize outstanding doctoral students, aiming to foster talent in fundamental scientific research, reward excellent doctoral students with research potential, and support them in their focus on research work.

二、本要點所需經費由國科會補助專款經費、教育部暨其他政府機關補助款、本校學生公費分配預算、本校預算分配款（含自籌收入分配）、其他受贈收入等經費支應。如未獲國科會補助，不適用本要點。

Article 2

The funds required for the execution of these Regulations are derived from a special grant by the Council, subsidies from the Ministry of Education and other government agencies, the University’s budget allocation for student

public expenses, the University’s budget allocation (including self-raised income allocation), and other donations. If the subsidy from the Council is not obtained, these Regulations are not applicable.

三、本校招收之博士班一年級新生，除有下列情形之一者，不得請領本獎學金外，一次補助四年，補助期間自當年度九月一日起至第四年八月三十一日止：

（一）於公私立機構從事專職工作、以在職身分報考者。

（二）錄取當學年度休學、保留入學資格或未完成註冊者。

（三）已有領取退休俸或經系所審查不符資格者。

（四）已受領其他獎學金、就學獎助金或其他津貼者，但參與執行研究計畫之研究津貼不在此限。

前項所稱博士班一年級新生，含本校外國學生，但不包括大陸地區、香港及澳門學生。

Article 3

* 1. First-year doctoral students admitted by the University are eligible to apply for this scholarship for a one-time grant for four years, beginning on September 1 of the first academic year and ending on August 31 of the fourth year. This scholarship does not apply to individuals who meet the following conditions:
     1. Engaging in full-time employment in public or private institutions and applying for admission under a working status;
     2. Having suspended their studies, retained their admission status, or not completed registration within the admitted academic year;
     3. Having already received a retirement pension or are deemed unqualified after the department’s review;
     4. Having already received other scholarships, student aid, or other subsidies. However, research grants for participating in research projects are exempt from this restriction.
  2. The first-year doctoral students referred to in the preceding paragraph include international students at the University, but exclude students from Mainland China, Hong Kong, and Macau.

四、每名博士生每月獎學金新臺幣四萬元，獎勵期間自博士班一年級起至博士班四年級止。

第一年及第二年就讀期間，由國科會每月獎勵新臺幣三萬元、本校獎勵新臺幣一萬元；第三年及第四年就讀期間，由國科會每月獎勵新臺幣二萬元、本校獎勵新臺幣二萬元。

Article 4

* 1. Each doctoral student will receive a monthly scholarship of NT$40,000, from the first year to the fourth year of the doctoral program.
  2. During the first and second years of study, the Council will provide NT$30,000 per month, and the University will provide NT$10,000 per month. During the third and fourth years of study, the Council and the University will each provide NT$20,000 per month.

五、每年博士班新生獎勵名額，依國科會當年度通知核配本校之名額為準。 各學院博士生獎勵名額分配依前四年度各學院獲國科會具研究性質之研究計畫總經費為基準，核算該院占比為原則。但基於各領域平衡之考量，管理學院、海洋商務學院、商業智慧學院、人文社會學院、外語學院及共同教育學院之研究計畫總經費以加權百分之一百五十計算。

前項具研究性質之研究計畫，包含專題研究計畫、產學合作研究計畫及國際合作研究計畫，多年期計畫依年度分算計畫金額。

Article 5

* 1. The annual allotment of new doctoral students receiving scholarships is based on the quota assigned to the University by the Council for the current academic year.
  2. The allocation of scholarship quotas for doctoral students in each college is based on the total funding of research-oriented projects received from the Council over the past four years, with the principle of calculating the proportion of each college. However, for the balance of each field, the total funding of research projects from the Management College, Marine Commerce College, Business Intelligence College, College of Humanities and Social Sciences, College of Foreign Languages, and the College of Common Education is calculated at 150% weight.
  3. The research-oriented projects in the preceding paragraph include thematic research projects, industry-academic cooperation research projects, and international cooperative research projects. Multi-year projects are calculated according to the annual amount of the project.

六、申請方式：

（一）申請時間依研發處公告辦理。

（二）申請應檢附資料如下：

* + 1. 博士錄取證明。
    2. 自碩士一年級起在校期間之每一學期成績單或歷年成績單，成績單上必須由校方註明班上總人數及排名。
    3. 研究計畫書。
    4. 在學期間曾發表之論文、專利，或參加國際及全國性比賽之資料，若無則免附。
    5. 曾（或現）就讀之大學校院獎懲證明。
    6. 其他各類優秀事蹟影本，若無則免附。

Article 6

Procedures for application shall be conducted as follows:

* + - 1. The application period shall be based on the announcement from the Office of Research and Development;
      2. The following documents must be attached to the application:
         1. Certificate of doctoral admission;
         2. Transcripts for each semester starting from the first year of the Master’s program or a complete academic transcript. The total number of students in the class and the applicant’s rank must be indicated on the transcript by the University;
         3. Research proposal;
         4. Published papers, held patents, or records of participation in international or national competitions during the study period. If none, submission is not required;
         5. Certificates of awards and penalties from the university currently or previously attended;
         6. Photocopies of other significant achievements. If none, submission is not required.

七、獎學金之核定，由研發處召開評審會議，依據博士生所提研究計畫完整性、研究期程規劃合理性、預期成效及所附申請資料進行評選。

評審委員會由副校長、研發長及校長延聘之校內、外專家三至五人組成。由校長指派一位副校長擔任召集人及會議主席，研發長擔任副召集人，必要時得邀請相關單位或人員列席。召集人因故無法出席會議時，由副召集人代理之。會議應有二分之一以上人員出席，始得開議；出席人員二分之一以上同意，始得決議。

前二項關於遴選獎勵對象及審查作業，評審委員會委員及相關業務承辦同仁應遵守利益迴避及保密原則。

Article 7

* 1. The approval of scholarships is determined by the review committee convened by the Office of Research and Development. This committee shall evaluate the completeness of the doctoral student’s research proposal, the feasibility of the research schedule, the expected outcomes, and the attached application materials.
  2. The review committee comprises the Vice President, the Dean of the Office of Research and Development, and three to five experts appointed by the President from within or outside the University. The President designates the Vice President to serve as the convener and meeting chair, with the Dean of Research and Development serving as the deputy convener. Relevant units or personnel may be invited to attend if necessary. Should the convener be unable to attend, the deputy convener shall preside. The meeting can only be convened with the attendance of over half of the committee members, and decisions can only be made with the consent of over half of the attending members.
  3. Regarding the selection of scholarship recipients and review processes stipulated in the two preceding paragraphs, committee members and colleagues in charge of related affairs must adhere to the principles of conflict of interest avoidance and confidentiality.

八、受獎學生每年至少應參與執行一項研究計畫。

博士班二年級至四年級之受獎學生，每年須至少發表二篇國際研討會論文或一篇收錄於國際期刊論文。未達標者，應於六個月內補正，期限內無法補正者，自次月起停發；補正後自當月起重新核發獎學金。

前項國際期刊論文係指，除指導教授外，須為第一作者之SCI（E）、SSCI、 A&HCI、ABI 或 ABDC 期刊論文。

Article 8

* 1. Scholarship recipients are required to participate in at least one research project every year.
  2. Scholarship recipients in their second to fourth year of the program should publish a minimum of two international conference papers or one paper in an international journal annually. If students do not fulfill these requirements, they must publish papers within the next six months, or the scholarship will be suspended from the month after the due date. Upon completion of the task, the scholarship will be reinstated from the same month.
  3. The international journal paper mentioned in the preceding paragraph should have the recipient as the first author in an SCI (E), SSCI, A&HCI, ABI, or ABDC journal, with the advisor also included.

九、受獎學生應於每年九月底前繳交前一年度成果報告；博士班第四年須繳交獎學金領取期間完整之績效報告。

前項報告未如期繳交者，視同未達標。

為利獎勵成果效益追蹤，受獎學生應於畢業後三年內配合本校之流向追蹤，包括就業狀況及職涯規劃等事項。

Article 9

* 1. Scholarship recipients must submit an annual report of the previous year’s performance before the end of September every year. Doctoral students in their fourth year must submit a comprehensive performance report covering the scholarship collection period.
  2. Students who fail to submit reports on time will be deemed as non-compliant.
  3. To facilitate the tracking of the effectiveness of the scholarship, scholarship recipients are required to cooperate with the University’s follow-up tracking within three years after graduation, including aspects related to employment status and career planning.

十、受獎學生如有下列情事，本校得立即取消受獎資格並自次月起停發獎學金， 其出缺名額得依本要點第六點及第七點由同年入學之博士生重新徵件遞補，並溯自名額出缺次月起核發獎學金：

（一）休、退學。

（二）經指導教授通報，未辦理休、退學，但已放棄繼續就學。

（三）在校生逾期未註冊。

（四）在學期間已離境超過一個月或修業情形不佳，經指導教授、各系所或經其他單位通報確認。

（五）在學期間於公私立機構從事專職工作者。

Article 10

Should a scholarship recipient fall under any of the following circumstances, the University reserves the right to immediately cancel the scholarship eligibility and suspend the scholarship disbursement from the subsequent month. The vacancies may be filled in accordance with Articles 6 and 7 of these Regulations by inviting applications from doctoral students who enrolled in the same year. The scholarship will be granted from the month after the vacancy is confirmed:

* 1. Students who apply for leave or withdraw from the school;
  2. Students, as reported by their advisors, who have not applied for leave of absence or withdrawn from the school but have abandoned their studies;
  3. Current students who fail to register on time;
  4. Students who leave the country for more than a month during their studies or whose academic performance is deemed unsatisfactory by the advisor, respective departments, institutions, or other units;
  5. Students who hold full-time jobs at public or private institutions during their studies.

十一、本要點未盡事宜，應依相關規定辦理。

Article 11

Matters not mentioned herein shall be handled in accordance with relevant regulations.

十二、本要點經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 12

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學術倫理規範及審議辦法**

**National Kaohsiung University of Science and Technology Regulations Governing Review Procedures for Academic Ethics**

107年3月22日106學年度第1次臨時校務會議通過 Passed by the 1st Interim University Affairs Meeting on March 22, 2018. 110 年 10 月 27 日 110 學年度第 1 次校務會議修正通過

Amended and Passed at the 1st University Affairs Meeting on October 27, 2021.

111 年 12 月 28 日 111 學年度第 2 次校務會議修正通過

Amended and Passed at the 2nd University Affairs Meeting on December 28, 2022.

第一條 國立高雄科技大學（以下簡稱本校）為使本校師生及研究人員具備從事學術研究工作所需的正確倫理認知與態度，並確立違反學術倫理事件客觀公正之處理程序，依據教育部專科以上學校學術倫理案件處理原則及國家科學及技術委員會（以下簡稱國科會）研究人員學術倫理規範、學術倫理案件處理及審議要點，特訂定本校學術倫理規範及審議辦法（以下簡稱本辦法）。

Article 1

These Regulations Governing Academic Ethics and Research Misconduct (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to ensure that faculty, students, and researchers have the correct ethical understanding and attitudes required for conducting academic research. Furthermore, these Regulations set forth a fair and impartial process for handling violations of academic ethics based on the Ministry of Education’s Regulations Governing Handling Research Misconduct in Higher Education Institutions and the National Science and Technology Council’s (hereinafter referred to as the “the Council”) Academic Ethics Guidelines for Researchers and the Guidelines for Handling and Investigating Research Misconduct.

第二條 本辦法適用於本校全體教師（含專任、編制外專任教學人員）及研究人員（以下簡稱教研人員）及在學學生。

Article 2

These Regulations apply to all faculty members (including full-time and non-

tenure teaching personnel), researchers, and students at the University.

第三條 本校學術倫理統籌窗口為研究發展處（以下簡稱研發處）。研發處依權責整合相關單位，分工如下：

一、計畫管理：由研發處辦理教師申請研究計畫資格審查，及覆核參與計畫之人員完成學術倫理教育課程訓練之基本時數。

二、案件審理區分為教研人員與學生，並依下列規定辦理：

（一）教研人員：本校編制內專任（案）教師之新聘、升等等教師資格送審案件，涉及違反學術倫理行為者，應依人事室之教師違反送審教師資格相關規定辦理；其他學術倫理案件則由研發處依本辦法規定事項辦理。

（二）學生：依教務處碩博士學位論文抄襲代寫舞弊處理要點辦理。

Article 3

* 1. The Office of Research and Development serves as the coordination center for academic ethics at the University.
  2. The Office of Research and Development, in conjunction with relevant departments, assigns responsibilities as follows:
     1. Project Management: The Office of Research and Development reviews the qualifications of research project applications from faculty members and verifies that all personnel involved in the project have completed the required hours of academic ethics educational courses.
     2. Case review is divided into teaching and research personnel and students, as follows:
        1. Teaching and Research Personnel: Cases involving allegations of academic ethics violations related to new appointments, promotions, and other qualification reviews for full-time (or project-based) faculty within the University’s establishment are handled in accordance with the Regulations Governing Violation of the Accreditation of Teacher Qualifications stipulated by the Personnel Office. Other academic ethics cases are handled by the Office of Research and Development in line with these Regulations.
        2. Students: Cases are handled in accordance with the Regulations Governing Handling Plagiarism, Ghostwriting, and Fraudulence in Master’s Theses or Doctoral Dissertations set by the Office of Academic Affairs.

第四條 本校學術倫理自律規範，依下列原則辦理：

一、研究資料或數據應客觀蒐集與分析，不得捏造竄改，並避免對資料或數據作選擇性處理。

二、應根據研究內容描述研究方法及成果，不做無根據且與事實不合的詮釋及推論。

三、研究紀錄的完整保存與備查。 四、研究資料與結果的公開與共享。五、註明他人的貢獻。

六、避免自我抄襲，且不應將已發表之成果當作將要進行之研究，誤導審查人對其貢獻及創見之判斷。

七、避免一稿多投，造成審查資源之重複及浪費。

八、共同作者應為對論文有相當程度的實質學術貢獻始得列名，並在合理範圍內應對論文內容負責。

九、教研人員參與同儕審查時，應保密並給予及時、公正、嚴謹的評價，並遵守利益迴避準則。

十、教研人員應揭露有可能損及其計畫或評審可信性之相關資訊，以落實利益迴避原則。

十一、發現有涉嫌偽造、篡改、剽竊或其他違反學術倫理的研究行為，教研人員有責任向適當主管單位舉報。

Article 4

The University’s academic ethics guidelines are guided by the following principles:

* 1. Research data or information must be objectively collected and analyzed. The fabrication or falsification of data, as well as the selective handling of the data or information, is strictly prohibited.
  2. Research methods and results must be described based on the research content. Unsupported interpretations or inferences inconsistent with the facts are prohibited.
  3. Comprehensive preservation of research records is mandatory, and they should be available for inspection.
  4. Research data and results should be published and shared.
  5. Acknowledgment of others’ contributions is required.
  6. Self-plagiarism is to be avoided, and already published results should not

be presented in ongoing research in a manner that could mislead reviewers about the contributions and originality of the ongoing research.

* 1. Multiple submissions of the same manuscript are to be avoided as they may result in duplication and the waste of review resources.
  2. Co-authors should only be named if they have made significant academic contributions to the paper, and they should bear responsibility for the content of the paper to a reasonable extent.
  3. When teaching and research personnel participate in peer reviews, they must maintain confidentiality, provide timely, fair, and rigorous evaluations, and adhere to the principles of conflict of interest avoidance.
  4. Teaching and research personnel are required to disclose any information that could potentially affect the credibility of their projects or reviews, upholding the principles of conflict of interest avoidance.
  5. If fabrication, falsification, plagiarism, or other violations of academic ethics are suspected, teaching and research personnel are obliged to report it to the appropriate supervisory authority.

第五條 學術倫理課程依本校教師及研究人員學術倫理教育實施要點辦理。

Article 5

Academic ethics courses shall be conducted according to the University’s Regulations Governing Academic Ethics Education for Faculty and Researchers.

第六條 教研人員有下列之情事，致有嚴重影響評審判斷或資源分配公正之虞者，屬違反學術倫理：

一、造假：虛構不存在之申請資料、研究資料或研究成果。二、變造：不實變更申請資料、研究資料或研究成果。

三、抄襲：援用他人之申請資料、研究資料或研究成果未註明出處。註明出處不當情節重大者，以抄襲論。

四、隱匿其部分內容為已發表之成果或著作。

五、未經註明而重複發表，致研究成果重複計算。

六、研究計畫或論文大幅引用自己已發表之著作，未適當引註。七、以違法或不當手段影響論文審查。

八、其他違反學術倫理之行為。

Article 6

Teaching and research personnel are deemed to be in violation of academic ethics if they engage in any of the following behaviors that pose a serious risk of adversely affecting evaluation judgment or compromising the fairness of resource allocation:

* 1. Fabrication: The creation of nonexistent application materials, research data, or research results.
  2. Falsification: The intentional alteration of application materials, research data, or research results.
  3. Plagiarism: The unauthorized use of another’s application materials, research data, or research results without proper citation. Instances of substantial improper citation may also be considered plagiarism.
  4. Concealment: The hiddenness part of the contents is published results or works.
  5. Duplicate Publication: Multiple publications of identical research results without appropriate acknowledgment, leading to duplicate credit for the same research outcome.
  6. Self-plagiarism: Extensive quotations from one’s own previously published work within a research project or paper without proper citation.
  7. Interference: The use of illegal or improper means to influence the paper review process.
  8. Other behaviors in violation of academic ethics.

第七條 本校為處理有關教研人員違反學術倫理案件時，設學術倫理委員會

（以下簡稱委員會），負責違反規定案件之審理、查證及建議事宜。

前項委員會由副校長擔任召集人，視需要召集並主持會議。召集人因故不能主持會議時，由委員互推一人代理之。

教務長、研發長、各學院院長為當然委員，另由校長聘請校內外學者專家三至五人組成，任期二年，得連任。委員會委員均為無給職，校外委員得依規定支給出席費及交通費。

委員會開會時，應有三分之二以上委員出席，並經出席委員三分之二以上審議通過。

委員會之委員與被檢舉人有下列情事之一者，應自行迴避：

Article 7

（一）現有或曾有指導博士、碩士學位論文之師生關係。

（二）配偶、前配偶、四親等內之血親或三親等內之姻親，或曾有此關係。

（三）近三年發表論文或研究成果之共同參與研究者或共同著作人。

（四）審查該案件時共同執行研究計畫。

（五）現為或曾為該案件被檢舉人之訴訟代理人或輔佐人。

（六）其他依法規應予迴避者。

* 1. An Academic Ethics Committee (hereinafter referred to as “the Committee”) shall be established by the University to investigate cases involving teaching and research personnel who violate academic ethics. The Committee’s responsibilities include the investigation, verification, and suggestion of dispositions for such cases.
  2. The Vice President of the University shall act as the convener of the Committee, calling and presiding over meetings if needed. If the convener is unable to preside over a meeting, one of the Committee members shall be elected to act in their stead.
  3. The Deans of the Office of Academic Affairs, the Office of Research and Development, and of all colleges shall serve as apparent members of the Committee. Further, the President shall appoint three to five internal and external experts to serve on the Committee for a term of two years. Such appointments may be renewed. All Committee members shall serve without remuneration, but external members may be reimbursed for attendance and transportation costs according to regulations.
  4. A quorum for Committee meetings shall consist of more than two-thirds of the members, and the decisions should be passed with the consent by more than two-thirds of the attending members.
  5. A member of the Committee shall recuse themselves serving on the committee if they:
     1. Currently or previously served as the thesis or dissertation advisor of the accused person;
     2. Are the spouse, ex-spouse, a relative within the fourth degree by

consanguinity or within the third degree by affinity, or has had such a relationship with the accused person;

* + 1. Have jointly published theses/dissertations or research results with the accused person within the past three years;
    2. Are involved in a research project jointly with the accused while serving as a Committee member for the accusation;
    3. Previously or currently served as the agent ad litem or assistant of the accused person;
    4. Have other circumstances that necessitate recusal under applicable law or regulations.

第八條 學術倫理案件處理，依下列程序辦理：

一、檢舉人應具真實姓名及聯絡方式，具體指陳檢舉對象、內容及附證據資料，向研發處提出檢舉。檢舉案件收件後由研發處向檢舉人查證，確認為其檢舉後，應即進入校內處理程序。對檢舉人與被檢舉人身分及審議過程，應予保密。

二、檢舉人提供之身份資料有不實情事者，以未具名檢舉論。以未具名檢舉但具體指陳對象且違反內容充分舉證者，得依前款規定辦理。

三、經教育部、國科會或其他主管機關函本校予以調查說明之涉及違反學術倫理案件，應即進入校內處理程序。

四、檢舉案由調查小組召開審查會議，確認檢舉案件是否立案並調查審理。調查小組成員由召集人、研發長、教務長、被檢舉人所屬學院院長及另由召集人視個案性質聘請校內外相關領域學者專家一至三人組成。

五、前款調查小組開會時應有三分之二以上委員出席，出席委員應有三分之二以上同意，方得決議。

六、立案之檢舉案件，調查小組視需要於三十日內以書面敘明檢舉事由及證據，通知被檢舉人於接獲告知之日二十日內提出書面答辯，逾期不為答辯，視同放棄答辯。

七、關於檢舉案件，委員會應於立案後三個月內完成審議，必要時，得予延長，並以書面通知檢舉人及被檢舉人。委員會應於審議後，將審議結果以書面通知檢舉人、被檢舉人及相關單位。

八、經委員會審議確認違反學術倫理行為之案件，委員會應提出具體之處分種類及額度建議，移請校教評會作為審議之參考。

檢舉案件經委員會審議判定未有違反相關規定，但檢舉人再次提出檢舉者，檢舉人應提出原檢舉案審議決議及具體新證據。有提出者，應依本辦法進行調查及處理；未能提出者，應即依原審議結論逕復檢舉人。

被檢舉人於收到委員會通知後，如有不服，得於收受通知三十日內，以書面敘明具體事實，向委員會提出申復，申復以一次為限。委員會於收受申復書之次日起，應於二個月內完成審議。

前三項所稱之日，指工作日。

Article 8

* 1. Procedures for handling academic ethics cases shall be conducted as follows:
     1. The complainant should provide a real name and contact information, clearly state the allegations against the respondent, including the pertinent details and supporting evidence, and submit the allegations to the Office of Research and Development. Upon receipt, the Office of Research and Development shall verify the information with the complainant. Once confirmed, the Office of Research and Development shall commence internal handling proceedings promptly. The identities of the complainant and the respondent, as well as the deliberative process, shall be kept confidential.
     2. If the complainant provides false identification information, the case shall be treated as an anonymous complaint. Anonymous complaints that adequately identify the respondent and provide sufficient evidence of violation may proceed as described in the preceding paragraph.
     3. Cases involving violations of academic ethics requested for investigation and clarification by the Ministry of Education, the Council, or other competent authorities should immediately commence internal handling proceedings.
     4. The Investigation Panel shall convene a meeting to determine whether to file the allegation case and proceed with the investigation and adjudication. The Panel is comprised of a convener, the Dean of the Office of Research and Development, the Dean of the Office of Academic Affairs, the Dean of the respondent’s affiliated college, and one to three internal and external experts from relevant fields appointed by the convener as appropriate to the case.
     5. A quorum for the Investigation Panel meetings shall be constituted by more than two-thirds of its members. Resolutions shall be passed with the approval of more than two-thirds of attending members.
     6. For filed cases, if deemed necessary, the Investigation Panel shall inform the respondent with a written notice of the allegations and evidence within 30 days, and request the respondent to provide a written defense within 20 days from the receipt of the notice. Failure to provide a defense within this period shall be construed as a waiver of defense.
     7. The Investigation Panel shall complete the deliberations of the case within three months after the filing. This period may be extended if necessary, with written notification given to both the complainant and the respondent. The Investigation Panel shall provide written notification of its decision to the complainant, the respondent, and any related units after the deliberation.
     8. If the Investigation Panel confirms a violation of academic ethics after the deliberations, it shall recommend appropriate sanctions for consideration by the University’s Faculty Evaluation Committee.
  2. If the Investigation Panel determines no violation has occurred, but the complainant submits a subsequent complaint regarding the same matter, the complainant must provide the original decision and specific new evidence. Upon receipt of such evidence, the case shall be re-examined pursuant to these Regulations. If no new evidence is provided, the original decision shall be reissued to the complainant.
  3. If the respondent is unsatisfied after receiving the Investigation Panel’s notice, a written appeal, detailing specific facts, may be submitted to the Investigation Panel within 30 days of the notice receipt. Appeals are limited to one instance. The Investigation Panel shall complete its deliberation of the appeal within two months from the day following receipt.
  4. The term “days” as used in the three preceding paragraphs refers to working days.

第九條 經前條之相關調查及申復程序，確認被檢舉人之違反學術倫理行為屬實，陳由校長核定後，移請本校教評會依涉案情節輕重，以下列方式為適當之處分：

一、一定期間內不予晉薪、不得申請升等、借調、在外兼職或兼課。

二、一定期間內不得申請教授休假研究、延長服務或擔任校內各級教評會委員或學術行政主管職務。

三、一定期間內不得申請進修、講學或專案研究計畫。

四、一定期間內不得申請研究計畫或停止研究補助，已核定之補助，應予撤銷或終止補助。

五、追回已撥付之部份或全部補助費用、獎勵（費）、獎金或獎勵金。六、依教師法規定予以解聘、停聘、不續聘。

七、其他停權措施之處分。

人事室應轉知相關單位前項之處分內容。

相關單位對於受處分人，應依下列原則建立輔導及教育機制：

一、依本校教評會決議事項，聘任單位之主管須確實執行相關之懲處，必要時須另為輔導及管理。

二、受處分人除需依相關規定修習學術倫理教育課程外，亦需額外研習至少6小時學術倫理課程。

三、研發處應定期追蹤執行情形，違反學術倫理案件如遇涉及公共利益、本校聲譽、嚴重影響社會觀感，本校得依情節輕重適切公開相關資訊，以利形塑良好學術倫理風氣。

受處分人如不服校教評會之審議結果，得於收受決議通知書之次日起三十日內以書面敘明理由，向本校教師申訴評議委員會提起申訴。

Article 9

* 1. Upon conducting relevant investigations and response procedures as stated in the preceding article, and verifying that the respondent has indeed violated academic ethics, the following sanctions may be applied by the University’s Faculty Evaluation Committee upon approval from the President, contingent upon the severity of the transgression:
     1. For a specified period, the respondent will be prohibited from receiving salary progression or applying for promotion, secondment, or part-time work or teaching outside the University;
     2. For a specific period, the respondent will not be allowed to apply for a professor’s sabbatical or extension of service, serve on any level of the University Evaluation Committee, or hold any academic or administrative supervisory positions;
     3. The respondent will not be allowed to apply for further studies, lectures, or special research projects for a specific period;
     4. The respondent will be prohibited from applying for research projects or receiving research subsidies for a specific period. Any approved subsidies may be revoked or terminated;
     5. Reclaiming all or part of the disbursed subsidies, rewards (fees), bonuses, or incentive payments;
     6. According to the Teachers’ Law, the respondent may be dismissed, suspended, or have their contract not renewed.
     7. Other suspension measures may be applied as punishment.
  2. The Personnel Office should notify relevant units of the disciplinary measures mentioned above.
  3. Relevant units involved with the punished individual should establish a guidance and education mechanism based on the following principles:
     1. The supervising personnel of the respondent’s employing units, in accordance with the University’s Faculty Evaluation Committee’s resolutions, must faithfully enforce the relevant sanctions and provide additional guidance and management as necessary.
     2. In addition to attending mandatory academic ethics educational courses in accordance with relevant regulations, the respondent must also attend at least an additional six hours of academic ethics courses.
     3. The Office of Research and Development should regularly track the enforcement of these sanctions. If violations of academic ethics involve public interests, the reputation of the University, or severely affect social perceptions, the University may disclose relevant information as deemed appropriate to foster an ethical academic environment.
  4. If the respondent is unsatisfied with the University’s Faculty Evaluation Committee’s deliberation decision, they may file an appeal in writing, stating the reasons, to the University’s Faculty Grievance Review Committee within 30 days from the day after receiving the decision notice.

第十條 本校教師之產學合作成果涉及違反學術倫理、抄襲、剽竊或其他舞弊情事，依本辦法辦理之。

Article 10

Should the industry-academic collaboration outcomes of the University’s

faculty members involve violations of academic ethics, plagiarism, theft, or other fraudulent acts, these incidents shall be handled in accordance with these Regulations.

第十一條 本辦法未盡事宜，應依教育部及國科會等相關規定辦理。

Article 11

Matters not mentioned herein shall be handled in accordance with relevant regulations of the Ministry of Education and the Council.

第十二條 本辦法經校務會議通過，陳請校長核定後施行；修正時亦同。

Article 12

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學教師及研究人員學術倫理教育實施要點**

**National Kaohsiung University of Science and Technology Regulations Governing Academic Ethics Education for Faculty and Researchers**

107年3月14日106學年度第3次行政會議通過 Passed by the 3rd Administrative Meeting on March 14, 2018. 111年11月16日111學年度第4次行政會議修正通過

Amended and Passed at the 4th Administrative Meeting on November 16, 2022.

一、國立高雄科技大學（以下簡稱本校）為培養本校教師及研究人員對學術倫理之涵養，精進學術研究之品質，訂定本校教師及研究人員學術倫理教育實施要點（以下簡稱本要點）。

Article 1

These Regulations Governing Academic Ethics Education for Faculty and Researchers (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) with the aim of fostering a comprehensive understanding of academic ethics among its faculty and researchers, thereby enhancing the quality of academic research.

二、本要點生效前聘任之專任教師（含編制外專任教學人員）、研究人員及專業技術人員應於生效日後三年內完成至少六小時學術倫理教育課程研習；新進教師應於應聘起始日起一年內完成至少六小時學術倫理教育課程研習。

Article 2

All full-time faculty members (including contract-based faculty), researchers, and professional technical personnel appointed before the implementation of these Regulations shall complete a minimum of six hours of academic ethics educational courses within three years of the effective date of these Regulations. Newly employed faculty members are required to complete a minimum of six hours of academic ethics educational courses within the first year of their employment.

三、前點適用人員，應參與下列任一學術倫理研習課程，獲得認證，並有各主辦單位核發之研習證明：

（一）臺灣學術倫理教育資源中心線上研習課程。

（二）本校各單位辦理之學術倫理相關研習課程。

（三）教育部及國家科學及技術委員會（以下簡稱國科會）等政府機構及其委託單位辦理之學術倫理相關課程。

（四）國內大專院校或相關機構辦理之學術倫理研習課程。

（五）國際學術倫理相關線上研習課程（CITI, EPIGEUM）。

（六）國際學術倫理研討會。

（七）其他前六款未列舉之學術倫理研習課程。

Article 3

The individuals specified in the preceding article are required to participate in one of the following academic research ethics courses, receive certification, and secure a course completion certificate issued by the organizing unit:

* 1. Online courses from the Center for Taiwan Academic Research Ethics Education;
  2. Academic ethics-related courses organized by various units within the University;
  3. Academic ethics-related courses organized by the Ministry of Education, National Science and Technology Council (hereinafter referred to as “the Council”) and other governmental organizations and their delegated units;
  4. Academic ethics courses offered by domestic higher education institutions or related organizations;
  5. International online academic ethics courses (CITI, EPIGEUM).
  6. International academic ethics conferences;
  7. Other academic ethics courses not delineated in the six preceding paragraphs.

四、自一百零六年十二月一日起，首次申請國科會計畫之計畫主持人及申請書內首次執行國科會計畫之參與研究人員，應於本校函送國科會申請研究計畫之日前三年內，完成至少六小時學術倫理教育課程訓練，並檢附相關證明文件送本校研究發展處備查；計畫開始執行後所聘首次執行國科會計畫之參與研究人員應於起聘日起三個月內，檢附修習至少六小時之學術倫理教育課程訓練相關證明文件送本校研究發展處備查。

Article 4

Effective from December 1, 2017, both project hosts and listed participating

researchers applying for research projects under the Council for the first time must complete a minimum of six hours of academic research ethics educational courses within the three years preceding the University’s submission of their research project application to the Council. They must also provide relevant certification documentation to the University’s Office of Research and Development for record-keeping. For researchers who are employed after the commencement of the project and are participating in the Council’s projects for the first time, they must submit relevant certification documentation proving the completion of a minimum of six hours of academic ethics educational courses within three months from their employment date to the University’s Office of Research and Development for record-keeping.

五、本要點經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 5

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學學生取得專業證照獎勵辦法**

**National Kaohsiung University of Science and Technology Regulations Governing Rewards for Students**

**Acquiring Professional Certifications**

108年12月18日108學年度第5次行政會議通過

Passed by the 5th Administrative Meeting on December 18, 2019.

第一條 為鼓勵本校學生培養專業實務能力提升專業素養、增加競爭力，特訂定「國立高雄科技大學學生取得專業證照獎勵辦法」(以下簡稱本辦法)。

Article 1

These Regulations Governing Rewards for Students Acquiring Professional Certifications (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to encourage students to cultivate professional practical skills, enhance professional literacy, and boost their competitiveness.

第二條 獎勵範圍

一、本辦法所稱專業證照依獎勵方式區分為三級。

(一)第一級：考選部專門職業及技術人員高等考試、勞動部全國技術士甲級技能檢定或取得同等級資格者、交通部航海人員測驗(一等船副、一等管輪)、國際高階證照。

(二)第二級：考選部專門職業及技術人員普通考試、勞動部全國技術士乙級技能檢定或取得同等級資格者、國際證照。

(三)第三級：參加其他政府機構舉辦之證照檢定、或政府委託專業職業類機構(如學會、協會、公會及法人機構等)所舉辦之專業技能檢定且發照單位為政府機構取得資格者。

第一款及第二款所訂之國際證照，其認定標準為與同款同等級資格相同，但不得重覆領取獎勵金，且不含大陸港澳地區。

二、語言類證照依「國立高雄科技大學學生英(外)語文檢定考試獎勵補助要點」辦理。

Article 2

Scope of Rewards:

* 1. The professional certifications referred to in these Regulations are categorized into three levels as per the method of reward:
     1. First Level: Students who pass the Ministry of Examination’s Senior Professional and Technical Examinations, the Ministry of Labor’s National Class-A Technician Certification Examinations or equivalent qualifications, the Ministry of Transportation’s Examination for Marine Personnel (including First Class Officers and First Engineers), or international high-level certifications.
     2. Second Level: Students who pass the Ministry of Examination’s Junior Professional and Technical Examinations, the Ministry of Labor’s National Class-B Technician Certification Examinations or equivalent qualifications, or international certifications.
     3. Third Level: Students who participate in certification examinations held by other governmental organizations, or professional practical skill examinations conducted by professional vocational institutions commissioned by the government, such as societies, associations, chambers, and corporate bodies, with the certification being issued by government agencies.

International certifications specified in the first and second subparagraphs must be on par with the equivalent level of qualifications. However, reward money may not be claimed more than once, and certifications obtained from Mainland China, Hong Kong, and Macau are not recognized under these Regulations.

* 1. Language certifications will be handled in accordance with the University’s Regulations Governing Rewards and Subsidies for Students’ English (Foreign) Language Examination.

第三條 申請資格：本校各學制在學學生於在校期間取得之專業證照。

Article 3

Application Eligibility: Students in all academic programs who obtain professional certifications during their enrollment period are eligible to apply in accordance with these Regulations.

第四條 獎勵方式：

一、本辦法之獎勵金(或禮券)金額計算方式如下，惟獎勵金金額得依各年度可運用經費調整之，並劃分為第一、二、三級。

二、第一級證照獎勵新臺幣一萬元。

三、第二級認列三點、第三級認列一點。每點以補助新臺幣一千元為上限，如獎勵經費不足，則依下列公式調整比例：該梯次獎勵金額除以該梯次審核後總獎勵點數。

四、列為畢業門檻之專業證照不得依本辦法申請獎勵。

五、以上各類專業證照申請校級獎勵，每張證照以申請一次為限，如有重複申請者須繳回重複申請之獎勵金。

Article 4

六、各系所視需要得依本辦法訂定獎勵學生取得專業證照實施要點，經系務會議後，送研究發展處備查。

Reward Methods:

* 1. The calculation method for monetary rewards (or vouchers) under these Regulations is as follows. The amount of the rewards can be adjusted based on the available budget of each year and is divided into first, second, and third levels.
  2. First-level certification rewards shall be NT$10,000.
  3. Second-level certifications shall be counted as three points, and third-level certifications shall be counted as one point. Each point shall be subsidized up to NT$1,000. In the event of insufficient reward funds, the proportion shall be adjusted according to the following formula: the monetary reward for that level divided by the total number of reward points post-review at that level.
  4. Professional certifications enlisted as graduation prerequisites shall not be eligible for rewards under these Regulations.
  5. Duplication applications are not allowed for each type of professional certification applying for a university-level reward. Students who have submitted duplicates must return the duplicated reward they have received.
  6. Each department and institution may, in accordance with its specific

requirements, establish its own implementation regulations for rewarding students who acquire professional certifications under these Regulations. Upon approval by department affairs meetings, these regulations should be submitted to the Office of Research and Development for record keeping.

第五條 申請時間及流程：

一、學生及各系、所應按照下列各梯次所規定時間辦理，逾期之申請案件將不再受理。

(一)第一梯次

* + 1. 證照獲證時間：前一年八月一日至一月三十一日。
    2. 學生申請時間：三月十五日至三月三十一日。
    3. 系所審核時間：四月十日前完成審核，於四月十五日前彙整資料經系、院主管核章後送至研究發展處。

(二)第二梯次

1. 證照獲證時間：二月一日至七月三十一日。
2. 學生申請時間：九月二十日至十月五日。
3. 系所審核時間：十月十五日前完成審核，於十月二十日前彙整資料經系、院主管核章後送至研究發展處。

二、申請案件由各系、所審查相關資料，通過名冊經系、院主管核章後送研究發展處彙整，簽陳經校長核定後核撥獎勵金。

Article 5

Timeline and Procedure for Applications:

* 1. Students, respective departments, and institutions must process applications according the timelines prescribed for each stage herein. Applications received after the deadline shall not be accepted.
     1. First Stage:
        1. Certificate Acquisition Period: From August 1 of the preceding year to January 31 of the current year.
        2. Student Application Period: From March 15 to March 31.
        3. Department Review Period: Reviews must be finalized by April 10. Consolidated data, once approved by the Chair and Dean of the respective department and college, should be submitted to the Office of Research and Development by April 15.
     2. Second Stage:
        1. Certification Acquisition Period: From February 1 to July 31.
        2. Student Application Period: From September 20 to October 5.
        3. Department Review Period: Reviews must be finalized by October

15. Consolidated data, once approved by the Chair and Dean of the respective department and college, should be submitted to the Office of Research and Development by October 20.

* 1. The applications shall be reviewed by each department and institution. Upon approval by the Chair and Dean of the respective department and college, a list of approved applicants shall be submitted to the Office of Research and Development for consolidation. Upon approval by the President, the rewards shall be disbursed.

第六條 經費來源：由學務處就學獎補助經費、本校年度分配預算或教育部相關計畫項下支應。

Article 6

Source of Funds: The funding for the rewards shall be sourced from the Office of Student Affairs’ scholarship and subsidy budget, the University’s annual budget allocation, or the funds allocated under relevant projects of the Ministry of Education.

第七條 本辦法經行政會議通過，陳請校長核定後施行**；**修正時亦同。

Article 7

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學師生參與專業競賽補助及獎勵要點(尚未簽准)**

**National Kaohsiung University of Science and Technology Regulations Governing Subsidies and Rewards for**

**Faculty and Student Participation in Professional Competitions**

107 年 10 月 17 日 107 學年度第 2 次行政會議通過 Passed by the 2nd Administrative Meeting on October 17, 2018. 112 年 4 月 19 日 111 學年度第 9 次行政會議修正通過

Amended and Passed at the 9th Administrative Meeting on April 19, 2023.

一、國立高雄科技大學（以下簡稱本校）為培育專業技術人才，鼓勵教師指導學生參與各類專業競賽，以開發專業技術之潛能與創意並爭取校譽，特訂定本校師生參與專業競賽補助及獎勵要點（以下簡稱本要點）。

Article 1

These Regulations Governing Subsidies and Rewards for Faculty and Student Participation in Professional Competitions (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) with the aim to foster professional technical talents, promote faculty involvement in guiding students to participate in various professional competitions, nurture potential and creativity of professional skills, and enhance the University’s reputation.

二、本要點適用對象為本校專任教師（含編制外專任教學人員）指導本校學生，於在學期間以學校名義參加與所屬系所專長相關之專業競賽（不含發明展、創新創業、學術論文、研討會論文、體育類、聯誼性質之競賽或無校外單位參與之校內主辦競賽），如純屬展示而未評定得獎等級者，不得申請。

創新創業相關競賽依本校鼓勵教師推動創新創業計畫要點及學生參加創業競賽補助暨獎勵要點辦理。

Article 2

* 1. These Regulations are applicable to full-time faculty members of the University (including contract-based faculty) who guide students in participating in professional competitions related to their majors’ expertise

in the name of the University during their study period. These competitions do not apply to invention exhibitions, innovation entrepreneurship, academic papers, conference papers, sports events, social networking events, or competitions held by the University without external partners. Competitions focusing solely on presentations without determining award determination levels are also excluded.

* 1. Competitions centered on innovation and entrepreneurship fall under the University’s Regulations Governing Innovation and Promotion for Teachers and Regulations Governing Student Entrepreneurship Competition Subsidies and Rewards.

三、同一作品參加同一競賽之補助及獎勵各以一次為限，且應未曾獲校內其他單位補助或獎勵。

前項規定，同一作品如獲不同獎項，以獲最高獎金、禮券或獎品等價金額為獎勵依據。

Article 3

* + - 1. Each work entered in a specific competition is limited to one subsidy and one reward. The work should not have received subsidies or rewards from other University departments.
      2. In accordance with Article 2, if the same work wins different awards, the reward will be based on the highest monetary prize, gift voucher, or comparable award.

四、競賽補助標準及項目：

(一)補助標準依競賽地點（須實際到現場參賽）所在區域核給：

* + - * 1. 北部（基隆、臺北、新北、宜蘭、桃園、新竹）、東部與離島地區（臺東、花蓮、澎湖、金門、馬祖）：單件補助上限新臺幣七千五百元。
        2. 中部（苗栗、臺中、彰化、雲林、南投）：單件補助上限新臺幣五千五百元。
        3. 南部（嘉義、臺南、高雄、屏東）：單件補助上限新臺幣三千五百元。
        4. 在國外舉辦者：單件補助上限新臺幣一萬元（補助報名費、材料費、印刷費、運費）。

(二)補助項目如下：

1. 交通費、住宿費：依國內出差旅費報支要點辦理，學生補助數額比照簡任級以下人員等級報支。
2. 以報名費、材料費、印刷費、運費為原則。

Article 4

Standards and items for competition subsidies:

* 1. Subsidy standards depend on the competition’s location (actual on-site participation):
     1. Northern area (Keelung, Taipei, New Taipei, Yilan, Taoyuan, Hsinchu), Eastern and offshore areas (Taitung, Hualien, Penghu, Kinmen, Matsu): Maximum subsidy per item is NT$7,500;
     2. Central area (Miaoli, Taichung, Changhua, Yunlin, Nantou): Maximum subsidy per item is NT$5,500;
     3. Southern area (Chiayi, Tainan, Kaohsiung, Pingtung): Maximum subsidy per item is NT$3,500;
     4. Overseas: Maximum subsidy per item is NT$10,000 (covering registration fees, material costs, printing costs, and shipping fees).
  2. Subsidy items include:
     1. Transportation and accommodation expenses: Administered according to the Regulations Governing Domestic Travel Expenses Reimbursement. Student subsidies are aligned with those of members under the level of senior rank civil service;
     2. Subsidies cover registration fees, material costs, printing costs, and transportation expenses.

五、競賽獎勵標準：

(一)本校專任教師（含編制外專任教學人員）指導本校學生參加第二點所列專業競賽獲獎者，依參加專業競賽所獲獎金、禮券或獎品等價金額之半 數獎勵師生，教師核發業務費（須檢據核銷），學生核發獎金及記小功二次；如無獎金、禮券或獎品等價金額之競賽，獲獎學生得予以記小功一次。

(二)參加教育部鼓勵學生參加藝術與設計類國際競賽獎勵要點附表所列競 賽獲獎，依參加專業競賽所獲獎金、禮券或獎品等價金額之半數，或依教育部獎勵基準之半數，擇優獎勵師生，教師核發業務費（須檢據核銷），學生核發獎金及記大功一次。

(三)獎勵以決賽獲獎者為限，僅入圍、入選、初賽或分區賽獲獎者不予獎勵，但符合教育部鼓勵學生參加藝術與設計類國際競賽獎勵要點附表所列

競賽之入選，不在此限。

(四)前述獎勵分配比例為師生各百分之五十，學生敘獎依本校學生獎懲辦法辦理。

Article 5

Standards for competition rewards:

* 1. Full-time University faculty (including contract-based faculty) guiding students to win awards in the professional competitions listed in Article 2 will receive half of the prize money, gift vouchers, or equivalent value prize to both faculty and students. Faculty will be reimbursed for any operational costs incurred (backed by documented proof for verification), and students will be issued prize money and awarded two minor merits. In the absence of monetary or equivalent awards from the competition, the student will earn one minor merit.
  2. Students winning a competition listed in the appendix of the Ministry of Education’s Regulations Governing Rewards for Encouraging Student Participation in Art and Design International Competitions will receive half of the received prize money, gift vouchers, or equivalent value, or half of the Ministry of Education’s reward standard--whichever is the most beneficial option for both the faculty and students. Faculty will be reimbursed for operational costs incurred (backed by documented proof for verification), and students will be obtain any prize money awarded along with one major merit.
  3. Rewards are limited to final competition winners; shortlisted, selected, or preliminary or regional competition winners are excluded. Exceptions apply to competitions listed in the appendix of the Ministry of Education’s Regulations Governing Rewards for Encouraging Student Participation in Art and Design International Competitions.
  4. The reward distribution detailed in the preceding paragraph is 50 percent each to faculty and students. Student rewards will be handled in accordance with the University’s Regulations Governing the Awards of Merit to Students and Disciplinary Sanctions for Misconduct.

六、申請及審查方式：

(一)競賽補助：

* + 1. 申請人應於參加競賽後二週內檢附下列文件，向研究發展處提出申請。 (1)補助申請表一份。
       1. 競賽辦法、簡章。
       2. 競賽報名表、報名完成之證明文件及參賽照片等相關證明文件。
    2. 審查採隨到隨審，申請期限自當年度一月一日起至當年度補助經費用罄。審查通過後，經費將授權指導教師會計帳號（無指導教師者授權至系辦），於當年度循校內程序檢據核銷。

(二)競賽獎勵：

1. 申請人（申請時須為在學學生）須於得獎六個月內，備齊下列文件，上傳至系統，並列印申請表，經院系（所）初審後，繳送研究發展處辦理。如申請資料不齊，經通知補正逾期未補正者，喪失獎勵資格。
   1. 參與比賽之競賽辦法及證明參加該競賽所獲獎金、禮券或獎品等價金額等相關資料一份。
   2. 獲獎證明文件。
   3. 獲獎作品照片或影音檔資料。 (4)技職風雲榜登錄填報完成畫面。
2. 每年度審查二次（每年三月審查前一年度八月至當年度一月收件資料，每年九月審查當年度二月至七月收件資料）。
3. 前目所稱之審查，以審查委員會採書面審查為原則，必要時得召開審查會。書面審查應經全體委員半數以上同意，始為通過，審查結果陳請校長核定後公告。審查委員會由研發長、學務長及各學院院長組成，並由研發長擔任召集人。

Article 6

Application and Review Method:

* 1. Contest Subsidy:
     1. Applicants must submit an application along with the required documentation as specified below:
        1. One copy of the subsidy application form;
        2. Competition regulations and prospectus;
        3. Competition registration form, confirmation of completed registration, competition-related photos, and other supporting documents.

Applications and required documentation must be provided to the Office of Research and Development within two weeks after participation in the competition.

* + 1. Applications are reviewed on a rolling basis commencing from January 1 and closing when all the subsidy funds for the year have been exhausted. When approved, the funds will be transferred to the advisor’s account (or to the department office if no advisor is present) and will be reimbursed in line with the University’s internal procedures for the year.
  1. Competition Reward:
     1. Within six months of receiving the award, the applicant (who must be a currently enrolled student) must prepare the following documents, upload them to the system, and print out the application form.
        1. One copy of the competition regulations and proof of prize money, vouchers, or equivalent cash value of the prize.
        2. Certificate of the award.
        3. Photos or video files of the award-winning work.
        4. Screenshot of completion of entry in Technical Vocational Leaderboard.

Following a preliminary assessment by the relevant department, institution, or college, these documents must then be submitted to the Office of Research and Development. Should the application documents be found to be incomplete, and are not rectified upon notification, the applicant will be deemed ineligible for the award.

* + 1. Review sessions will occur semi-annually. March reviews will evaluate applications from the preceding August to January of the current year. September reviews will evaluate applications from February to July of the same year.
    2. Reviews mentioned in the preceding subparagraph will primarily be written assessments from the Review Committee, with meetings convened as needed. Written reviews require the approval of over half of all committee members to pass. The results will be announced upon approval by the President. The Review Committee is composed of the Dean of the Office of Research and Development, the Dean of the Office of Student Affairs, and the Deans of all Colleges, with the Dean of the Office of Research and Development serving as the convener.

七、經費來源與分配：

(一)競賽補助：由年度分配預算或教育部補助經費支應。 (二)競賽獎勵：

1. 教師部份：由年度分配預算或教育部補助經費支應，每次審查以該年度經費半數進行分配，若遇經費不足時，則依比例調整發放，核定後 離職或退休者不予獎勵。
2. 學生部份：由學務處就學獎補助經費或教育部補助經費支應，以每年授權額度進行分配，如遇經費不足時，依比例調整發放。
3. 同一年度經費如第一次分配額度尚未用罄，剩餘經費得併入下次使用。 Article 7

Funding Sources and Allocation:

* 1. Competition Subsidy: Funded by the annual budget allocation or subsidies from the Ministry of Education.
  2. Competition Reward:
     1. For faculty: Supported by the annual budget allocation or subsidies from the Ministry of Education. Half of the annual budget is allocated for each review. If the budget is insufficient, allocations will be adjusted proportionally. Faculty who leave or retire after approval will not receive rewards.
     2. For students: Supported by the Office of Student Affairs’ admission subsidies or subsidies from the Ministry of Education, with the annual quota allocated each year. If the budget is insufficient, the allocation will be adjusted proportionally.
     3. Any remaining funds from the current year’s budget after the first allocation may be used for subsequent allocations.

八、申請人所提申請資料，如經證實為偽造、抄襲或侵害他人智慧財產權等不當情事，應退還已領補助經費、獎金及註銷敘獎獎勵。

Article 8

If the applicant’s submitted documents are proven to be falsified, plagiarized, or violate others’ intellectual property rights, the applicant must return all received subsidies or rewards, and revoke all awards.

九、本要點經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 9

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學圖書館閱覽規則**

**National Kaohsiung University of Science and Technology Rules Governing the Use of Libraries**

107 年 9 月 19 日 107 學年度第 1 次行政會議通過 Passed by the 1st Administrative Meeting on September 19, 2018. 111 年 12 月 14 日 111 學年度第 5 次行政會議修正通過

Passed by the 5th Administrative Meeting on December 14, 2022.

第一條 國立高雄科技大學(以下簡稱本校)圖書館(以下簡稱本館)為服務讀者並提供優良閱覽環境，訂定本館閱覽規則(以下簡稱本規則)。

Article 1

These Rules Governing the Use of Libraries (hereinafter referred to as “these Rules”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to provide readers with a pleasant reading environment and relevant services in the Libraries (hereinafter referred to as “the Libraries”).

第二條 本館依公告之開館時間開放讀者入館，開館時間由本館另定之。

Article 2

The Libraries are available to readers during the opening hours determined and announced by the Libraries.

第三條 入館應憑下列有效證件之一種：一、本校核發之有效證件。

二、校外人士年滿七歲者，得憑具相片之個人有效證件(身分證、

健保卡、駕照、他校學生證、護照)換發臨時閱覽證入館，並須於當日離館時繳回；未滿七歲者，應由成人陪同入館。

各校區圖書館依其區域特性及師生使用需求，得暫停或限制校外人士入

館之人數。

Article 3

* 1. To enter the Libraries, readers shall present one of the following valid IDs:
     1. Valid IDs issued by the University;
     2. Visitors who are not affiliated with the University and are seven years old and above may exchange their personal valid photo IDs (including National Identification Cards, National Health Insurance Cards, driver’s licenses, student identification cards of other schools, and passports) for temporary library cards, which shall be returned on the day they leave the Libraries. Readers under seven years old shall enter the Libraries in the company of adults.
  2. Libraries on each campus may, depending on their individual functions and special needs of the students and faculties of that campus, temporarily disallow entry of visitors not affiliated with the University or restrict the number of such visitors.

第四條 入館證件限本人使用，不得轉借他人。

讀者持有本館依前條第一項第二款換發之臨時閱覽證如有遺失，應即向本館辦理掛失，並繳交工本費新臺幣一百元；如有折損，關於繳交工本費之規定，亦適用之。

前項掛失前，如證件遭人冒用致館藏、設備蒙受損失，原持證人應負賠償責任。

Article 4

* 1. Library cards can only be used by the cardholders and shall not be lent to others.
  2. If a temporary library card issued pursuant to Article 3, Paragraph 1, Subparagraph 2 is missing, the cardholder shall report the loss to the Libraries instantly and pay a replacement fee of NT$100. The same procedure also applies to a library card suffering damage.
  3. Should the temporary library card be misused in any case of impersonation prior to the report of loss, which thereby causes damage to the collections and the equipment in the Libraries, the original card owner shall be responsible for compensation.

第五條 使用館藏及設備，不得污損、破壞及擅自攜出。違反者，本館除得請求賠償及中止借閱權利外，並得依其情節追究相關責任。

Article 5

Readers shall not stain or damage the collections and equipment in the Libraries or take anything out of the Libraries without permission. The Libraries may claim damages against people violating the rule, suspend their borrowing rights, and investigate relevant liabilities depending on the circumstances.

第六條 入館應注意衣履整齊、保持安靜、維護清潔，不得吸煙、飲食、攜帶寵物或使用館內插座電源從事非關圖書資訊用途；經規勸無效者，館員得令其立即離館。

Article 6

Readers shall dress themselves decently, stay quiet, and keep the environment clean in the Libraries. Smoking, eating, and drinking in the Libraries, bringing pets into the Libraries, or using electrical outlets in the Libraries for purposes not related to book information are forbidden. The librarians may demand

those failing to heed their advice to leave the Libraries instantly.

第七條 館內嚴禁預占座位；個人物品需自行保管，如有遺失，本館概不負責。

Article 7

Occupying seats in advance is strictly forbidden in the Libraries. Readers shall keep their personal belongings safe. The Libraries are not held responsible for items missing.

第八條 使用館藏應遵守著作權法相關規定，如有違法，須自負法律責任。

Article 8

Users shall observe the Copyright Act and relevant regulations when using the collections from the Libraries. They shall be held legally liable if they infringe upon any copyright laws or regulations.

第九條 本規則經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 9

These Rules shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Rules are amended.

**國立高雄科技大學圖書館借書規則**

# National Kaohsiung University of Science and Technology Rules Governing Books Loan

107年9月19日107學年度第1次行政會議通過 Passed by the 1st Administrative Meeting on September 19, 2018.

第一條 國立高雄科技大學圖書館(以下簡稱本館)，為支援本校教職員工生教 學、研究及學習，並使館藏資源充分發揮效益，訂定「國立高雄科技大學 圖書館借書規則」(以下簡稱本規則)。

Article 1

These Rules Governing Books Loan (hereinafter referred to as “these Rules”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as the University) to support the teaching, research and study of the faculty, staff and students of the University, and to make good use of the resources in the Libraries (hereinafter referred to as “the Libraries”).

第二條 讀者應憑以下有效證件辦理借閱：一、教職員工憑教職員證。

二、學生憑學生證。

三、推廣教育班學員憑學員證。

四、退休人員憑身分證或本館借閱證。五、永久會員憑永久會員證。

六、校友憑校友中心製發之校友證或本館借閱證。

七、兼任教師、研究助理、志工、教職員工(含退休人員)之眷屬、社區及館際合作單位憑本館借閱證。證件不得轉借他人，違者停止其在本學期內之借閱權，並追還所借館藏。本館核發之借閱證如有遺失應即向本館辦理掛失並申請補發，繳交工本費新臺幣一百元。

Article 2

To borrow the collections or equipment from the Libraries, readers shall present one of the following valid IDs:

* 1. Faculty and staff IDs;
  2. Students IDs;
  3. Students certificates from the continuing education courses;
  4. Retirees who retired from the University may present their National Identification Cards or the library cards;
  5. Permanent member IDs;
  6. Alumni may present Alumni IDs issued by the Alumni Service and Career Development Center or the library cards;
  7. Adjunct teachers, research assistants, volunteers, dependents of the faculty and staff (including retirees), and members from community and inter-library cooperation units shall borrow the collections with the library borrower card. Library cards can only be used by the cardholders and shall not be lent to others. The Libraries may suspend those who violate the rules the borrowing rights during the semester, and request them to return all borrowed collections. If a library card is missing, the cardholder shall report the loss to the Libraries instantly, apply for a replacement, and pay a replacement fee of NT$100.

第三條 珍貴圖片、輿圖、教師指定參考資料、期刊、報紙、本校學生學位論文、視聽資料(不含家用版)及其他經指定之館藏，限館內閱覽

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Article 3

Precious pictures, maps, reference materials designated by teachers, periodicals, newspapers, student’s theses and dissertations, audio- visual materials (excluding home editions), and other designated materials are limited to reading in the Libraries.

第四條 借閱規定如下： 一、借閱冊(件)數及借期：

(一)本校教職員工、學生、永久會員：借閱六十冊(件)，借期三十天。

(二)兼任教師、研究助理、退休人員、校友、志工、學員、教職員工(含退休人員)之眷屬：借閱三十冊(件)，借期三十天。

(三)社區及館際合作單位：另定之。

二、教師依其教學研究需要，得就其可借冊(件)數內指定二十冊(件)

為教學用資料，借期最高為一百八十天。

三、「24 小時圖書自助服務站」之圖書：借期十四天。

Article 4

The number of books borrowed by readers and loan period are as follows:

* 1. The number and period of borrowing books (pieces):
     1. Faculty, staff, students, and permanent members of the University: 60 books (pieces) for 30 days.
     2. Adjunct teachers, research assistants, retirees, alumni, volunteers, students from the continuing education courses, dependents of the faculty and staff (including retirees): 30 books (pieces) for 30 days.
     3. Members from community and inter-library cooperation units: to be determined separately.
  2. Teachers, depending on their special needs of that campus, may designate 20 books (pieces) as teaching materials within the number of books (pieces) they borrowed, and the maximum loan period is 180 days.
  3. Books borrowed from the 24/7 Self-service Book Station: the loan period is 14 days.

第五條 讀者所借館藏應依規定如期歸還；寒暑假期間，以本館公告日期為歸還日。閉館期間，可逕擲還書箱，本館將於下一開館日處理，還期設定為前一開館日，實際歸還數量，以本館點收為準，逾期歸還所產生之滯還金，系統將自動核計。

Article 5

The library materials borrowed by readers shall be returned before the due date. During the winter and summer vacations, the due date shall be adhered to the date announced by the Libraries. In the event of Libraries being closed, readers must drop off books in the library book return box. Upon the Libraries’ reopening, any books that were returned will be logged and the return record will be updated to the prior library opening day. The exact number of books returned shall be determined by the Libraries. The library system will automatically calculate the late fines for overdue returns.

第六條 借期將滿且無預約者，得至線上公用目錄系統(WebPAC)辦理續借，借期由續借日起重新計算；惟逾期資料、「24 小時圖書自助服務站」之圖書不得續借。

Article 6

Readers may extend the loan period by using the Online Public Access Catalog System (WebPAC) if the loan period is close to its expiration date and no reservation of certain books is made. The loan period will be reset beginning from the date of renewal. Books that have been borrowed from the 24/7 Self-service Book Station and are overdue cannot be renewed.

第七條 外借中或展示中之館藏，可逕於線上公用目錄系統 (WebPAC)辦理預約， 每名讀者可預約二十冊(件)，預約書到館或展期結束即寄發電子郵件通知， 保留七日，逾期未借者取消該預約。 Article 7

Reservation of materials on loan or display can be made through the Online Public Access Catalog System (WebPAC). Every reader can reserve up to 20 books (pieces). An email notification will be sent when the books reach the library or the exhibition concludes. Reserved books that have been delivered to the Libraries are subject to a seven- day reservation period, and the reservation will be canceled if the books are not borrowed within that time.

第八條 借出館藏如遇本館需清查整理、裝訂或被列為教師指定參考資料時， 得通知讀者限期歸還所借館藏。

Article 8

If the borrowed materials need to be checked, sorted, bound or are designated as reference materials by teachers, readers must be informed to return them within a set deadline.

第九條 借閱館藏如有遺失(破損、缺頁情形者，視同遺失)，讀者應立即至本館辦理遺失登記並照價賠償，賠償計算方式如下：

一、可查得價格者，依其價格賠償，基價以乘五十倍計算。

二、無法查得價格者得以頁數計算：中文出版品每頁以新臺幣二元計；其他語文出版品每頁以十元計；無法查得頁數者，以二百頁計。

Article 9

If the reader causes any damage or loss (including missing pages) to the collections, they must promptly inform the Libraries and pay the replacement cost. The cost is calculated as follows:

* 1. The compensation fee shall be 50 times the cost of the collection, in the event that the cost is identifiable.;
  2. If the cost cannot be identified, the compensation fee shall be calculated in accordance with the number of pages: Chinese publications per page shall be charged NT$2; publications in other languages shall be charged NT$10; publications with unknown number of pages shall be charged at 200 pages.

第十條 逾期歸還處理原則及滯還金計算方式：

一、借期屆滿仍未歸還者，逾期一日每冊(件)應繳納滯還金新臺幣五元，惟於三日寛限期內歸還則免計滯還金。

二、滯還金累計總額達新臺幣一百五十元者，暫停其外借權利。逾期三十日仍未歸還者視同遺失，除繳納一百五十元滯還金外，並照價賠償，惟本館未購置該資料前讀者仍可歸還館藏。

三、如有特殊原因，經本館核准後得以義務服務方式代替繳納滯還金。

四、逾期日之計算以日為單位，不滿一日者以一日計算。

Article 10

As a rule, late returns and late fines shall be handled as outlined below:

* 1. In the event that borrowed materials are not returned before the due date, late fines of NT$5 per book and per day will be charged starting from the day after the due date. If the borrowed materials are returned within three days after the due date, there shall be no overdue fines.
  2. If the amount of late fines reaches NT$150 in total, the borrowing privileges of readers shall be suspended. If the borrowed materials are not return for more than 30 days after it is due, the borrowed materials shall be deemed as lost. The reader shall be subject to pay the replacement cost of the lost materials in addition to a NT$150 overdue fines, unless the readers return the borrowed materials before the library replaces them.
  3. Individual with special reasons may receive approval from the Libraries to replace the payment of late fines with voluntary service.
  4. Late fines are charged by “days” and hours that do not reach 24 hours in full are counted as “a day.”

第十一條 教職員工離職、學生離校或借閱證期限屆滿前，應結清所借館藏、滯還金及賠償金。

Article 11

All readers must return the collections they borrowed and settle their late fines and compensation fees before the faculty and staff resign, students leave the school, or library cards expire.

第十二條 本規則經行政會議通過，陳請校長核定後施行；修正時亦同

。

Article 12

These Rules shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Rules are amended.

**國立高雄科技大學圖書館空間使用要點**

**National Kaohsiung University of Science and Technology Regulations Governing the Use of Space in the Libraries**

107 年 9 月 19 日 107 學年度第 1 次行政會議通過

Passed by the 1st Administrative Meeting on September 19, 2018.

一、國立高雄科技大學圖書館(以下簡稱本館)為有效管理館內空間與設備，便利讀者研究與學習，並提升使用效能，訂定「國立高雄科技大學圖書館空間使 用要點」(以下簡稱本要點)。

Article 1

These Regulations Governing the Use of Library Space in the Libraries” (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as the University) to promote better management of space and facilities within the libraries (hereinafter referred to as “the Libraries”) and, by making these space and facilities available, facilitate library users’ research and learning in the libraries.

二、本要點所稱空間為館內個人用之電腦座位、視聽座位、研究小間，團體用之 討論室、視聽室及其他多功能空間。

Article 2

For purposes of these Regulations, Library Space shall mean: (1) Individual computer carrels, personal audio-visual carrels, study rooms intended for use by individuals; (2) Discussion rooms or audio-visual rooms and other

multi-purpose spaces intended for use by a group of library users.

三、本要點適用對象為本校教職員工及在學學生。

Article 3

These Regulations apply to the faculty, staff, and students currently enrolled at the University.

四、使用空間須利用本館空間管理系統申請預約借用，各空間規範如下：

(一)電腦座位、視聽座位：

* + 1. 可預約七日內之座位，同一證號於同一時段僅可預約一個座位。
    2. 借用時間以三十分鐘為單位，每次借用最長為三小時，後續時段若無預約者，可於到期前申請續借。須輸入證號啟用，逾借用時間十五分 鐘未啟用，或借用期間離開逾三十分鐘，系統將自動釋出該空間。

(二)研究小間

1. 可預約七日內之空間，同一證號於同一時段僅可預約一個空間。
2. 借用時間以三十分鐘為單位，每次借用最長為一日，須刷證(教職員證、學生證)啟用，使用期間須持證進出。逾借用時間十五分鐘未啟 用，或借用期間離開逾一小時，系統將自動釋出該空間。

(三)討論室、視聽室

1. 可預約七日內之空間，預約時須輸入三位共同借用人之證號，同一證號於同一時段僅可預約一個空間。
2. 借用時間以三十分鐘為單位，每次借用最長為三小時，後續時段若無預約者，可於到期前申請續借。預約使用時間內，三位共同借用人須同時刷證(教職員證、學生證)啟用，使用期間須持證進出。逾借用時間十五分鐘未啟用，或借用期間離開逾三十分鐘，系統將自動釋出該空間。

(四)其他多功能空間

1. 以單位借用為原則，可於線上預約七日內之空間並填具本館多功能空間借用申請表申請使用。
2. 逾借用時間十五分鐘未啟用，系統將自動釋出該空間。

Article 4

Users shall make reservation of Library Space through the University’s Library Space Management System as stipulated below:

* 1. Computer carrels or audio-visual carrels:
     1. To reserve an individual computer carrel or an audio-visual carrel, users shall make a reservation within seven days ahead of their planned occupancy. One user’s faculty/staff/student ID number is limited to one carrel space during a specified period.
     2. Reserved periods shall be calculated on a thirty-minute basis. Users may reserve up to a maximum of three hours per reservation, provided, however, that if no other users reserve the same carrel after the reserved period, they may apply to extend their occupancy of the

space before the reserved duration expires. Users shall sign in with

their ID numbers to activate the use of the reserved space. If a reserved carrel is not activated for use 15 minutes past its reservation time, or if the user of the reserved carrel leaves the space for over 30 minutes, the reservation shall automatically be released by the Library’s Space Management System.

* 1. Personal Study Room:
     1. To reserve a personal study room, users shall make a reservation within seven days ahead of their planned occupancy. One library card may only be used to reserve one space during a specified period.
     2. Reserved periods shall be calculated on a thirty-minute basis. A study room may be reserved up to one day per reservation. A user shall sign in with his/her library card to activate the reservation and carry the card with him/her when entering or leaving the room during the reserved period. If a reserved study room is not activated for use 15 minutes past its reservation time, or if the user of the reserved room leaves the space for over one hour, the space will automatically be released by the Library’s Space Management System.
  2. Group discussion rooms and audio-visual rooms
     1. To reserve a group discussion room or a group audio-visual room, users shall make a reservation by entering three co-users’ faculty/staff/student ID numbers on the reservation system within seven days ahead of their planned occupancy. One faculty/staff/student ID number shall only be used to reserve one space during a specified period.
     2. Reserved periods shall be calculated on a thirty-minute basis. Users may reserve up to a maximum of three hours per reservation, provided, however, that if no other users reserve the same space after their reserved period, they may apply to extend their use of the space before the reserved duration expires. The three co-users shall sign in with their cards together to activate the occupancy of the reserved space. Users shall carry their cards with them when entering and leaving the room during the reserved period. If a reserved room is not activated

for use 15 minutes past its reservation time, or if the users of the

reserved room leave the space for over 30 minutes, the space will automatically be released by the Library’s Space Management System.

* 1. Other multi-purpose spaces
     1. In principle, multi-purpose spaces are meant to be reserved and used by academic or administrative units. To reserve a multi-purpose space, an academic or administrative unit shall make an on-line reservation by filling out a multi-purpose space reservation application form within seven days ahead of the planned occupancy.
     2. If a reserved space is not activated for use 15 minutes past its reservation time, the space will automatically be released by the Library’s Space Management System.

五、使用時應注意事項如下：

(一)館內電腦限供查詢圖書館館藏目錄、電子資源及學術網路資源之用，使用時應遵守著作權法相關規定，檢索所得之資料不得非法流通或為營利使用，同時嚴禁運用軟體大量複製、下載、列印電子資源內容，或複製 其軟體。如有違法須自負法律責任。

(二) 研究小間使用後應將私人物品移出，不得與他人交換、轉借他人使用或 作為討論室之用。

(三) 視聽座位、視聽室限播放具校內公開上映授權之視聽資料，不得私帶影 片要求播放，每次使用以一部片為限。

(四) 使用館內各種空間均不得喧嘩，對各項設備應盡妥善使用及保管之責，如有毀損應負責修繕或照價賠償。

(五) 本館得於必要時通知借用人暫停使用或取消預約。

Article 5

When using the library spaces, users must observe the following rule:

* 1. The computers in the Libraries shall only be used to conduct research in the libraries’ collection catalogues, electronic resources, and academic internet resources. Users shall comply with relevant copyright laws and regulations, and information searched may not be transmitted or be used for profit. Users must not use any software to massively copy, download, or print out electronic materials, or make copies of the software from the

libraries’ computers. They shall be held legally liable should their action results in any infringement of copyright laws and regulations.

* 1. Users shall remove their personal belongings when they finish using the study room. They are not allowed to exchange room with others, transfer the room to others, or use the study room as a discussion room.
  2. The audio- or visual-materials that users play in the audio-visual carrels or audio-visual rooms must be licensed with public broadcasting rights on campus. Users may not request to play videos that they bring to the library and they are limited to playing one video per application.
  3. Users shall maintain serenity of the space during their occupancy of a space inside the Libraries. They shall exercise due care while using the facility, and shall be responsible for repair or restitution if their use causes any damage to the facility.
  4. If occasion arises, the Libraries may recall the room before the reserved period ends or cancel users’ reservation of a library space.

六、本要點未盡事宜，悉依本館相關規定辦理。

Article 6

Matters that are not covered by these Regulations shall be handled in accordance with relevant regulations of the Libraries.

七、本要點經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 7

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學圖書館電子書閱讀器借用要點**

**National Kaohsiung University of Science and Technology Regulations Governing the Loan of E-Book Readers**

**from the Libraries**

107 年 9 月 19 日 107 學年度第 1 次行政會議通過

Passed by the 1st Administrative Meeting on September 19, 2018.

一、 國立高雄科技大學圖書館(以下簡稱本館)，為提供電子書閱讀器(以下簡稱閱讀器)以推廣數位閱讀及行動學習，訂定「國立高雄科技大學圖書館電子 書閱讀器借用要點」(以下簡稱本要點)。

Article 1

These Regulations Governing the Loan of E-Book Readers from the Libraries (hereinafter referred to as “these Regulations) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to make e-book reading devices (“hereinafter referred to as “e-reader[s]”) available for library users to promote digital reading and mobile learning.

二、 本要點適用對象為本校教職員工及在學生。

Article 2

These Regulations shall apply to the faculty, staff, and current students of the University.

三、 每人限借一部，借期十四天；如無人預約得續借；外借中可辦理預約；借期屆滿仍未歸還者，逾期一日每部應繳滯還金新臺幣五元，滯還金累計總額達一百五十元者，暫停其外借權利。逾期三十日仍未歸還者視同遺失，除繳納一百五十元滯還金外，並照價賠償。

Article 3

Each patron is limited to borrowing one e-reader at a time for a period of 14 days. An e-reader on loan is kept available for reservation; if no one else requests a reservation of the loaned device, the borrower may renew his or her

loan of the e-reader. A borrower who fails to return his or her borrowed device when it is due shall be charged with an overdue fine of NT$5 per day. If the overdue fine exceeds NT$150, the borrower’s borrowing privileges shall be suspended. If the borrowed e-reader is not returned for more than 30 days after it is due, the e-reader shall be deemed as lost, and the borrower shall be subject to pay the replacement cost of the lost device in addition to a NT$150 overdue fine.

四、 借用與歸還時，應於服務檯點收配件並確認是否正常運作。借用後衍生之毀 損問題應由借用人自行負責，歸還時應回復借用時之原狀，且不得投還書箱歸還。歸還後本館一律還原軟體及資料檔案狀態，對個人存放閱讀器內資料不負任何保管責任。

Article 4

Borrowers shall verify that the e-reader is in good working condition with proper accessories when checking out and returning it at the circulation counter. Borrowers shall bear full responsibility of any damage that arises after the e-reader is checked out. Borrowers shall return the e-reader in its original condition upon returning, and they may not use the Library’s book drop to return the e-reader. After the e-reader is returned, the Library will return the device to its default setting and will not bear any safekeeping responsibility of borrowers’ personal materials stored in the e-reader.

五、 借用期間應盡妥善使用及保管之責，閱讀器或儲存內容如有損壞應負責修繕； 如有遺失應購置原物或照價賠償。

Article 5

Borrowers shall exercise due care while using the borrowed device, and they are responsible for the safekeeping of the e-reader during the loan period. If the e-reader or the stored content is damaged, borrowers shall be liable for repairing the damaged device. In the event that a borrowed e-reader is found lost, its borrower shall purchase an exact replacement or pay an amount to cover the costs of the original device.

六、使用閱讀器須遵守著作權法相關規定，如有違法須自負法律責任。

Article 6

Borrowers shall observe relevant copyright laws and regulations while using

the borrowed e-reader. They shall be liable for their own action if they infringe upon any laws or regulations.

七、本館因專案推廣活動或其他業務需要時，得通知讀者限期歸還。

Article 7

Should occasions arise that the Libraries need to recall the borrowed e-reader due to promotions or activities that are held by the Libraries, the Libraries may inform borrowers to return the e-reader on a designated time before it is due.

八、本要點未盡事宜，悉依本館相關規定處理。

Article 8

Matters that are not covered in these Regulations shall be handled by the Library’s relevant laws and regulations.

九、本要點經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 9

These Regulations shall be adopted by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學圖書館館際合作服務要點**

**National Kaohsiung University of Science and Technology Regulations Governing Interlibrary Cooperation Services**

107 年 9 月 19 日 107 學年度第 1 次行政會議通過

Passed by the 1st Administrative Meeting on September 19, 2018.

一、國立高雄科技大學圖書館(以下簡稱本館)為擴展書刊資料取得管道，促進資源共享，訂定「國立高雄科技大學圖書館館際合作服務要點」(以下簡稱本 要點)。

Article 1

These Regulations Governing Interlibrary Cooperation Services (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as the University) to increase availability of books and periodicals for users of the University’s libraries (hereinafter referred to as “the Libraries”) and to enhance resource sharing [with other non-campus libraries].

二、本要點適用對象如下：

(一)本校教職員工及在學學生。

(二)與本館簽訂館際合作協議或本館參與之館際合作組織會員館(以下簡稱合作館)之讀者。

Article 2

These Regulations apply to the following library users:

* 1. Faculty, staff, and students currently enrolled at the University;
  2. Users from a library with which the Libraries has entered into an interlibrary cooperation agreement or readers from a member library of an interlibrary cooperation association of which the Libraries is a member.

三、本要點提供服務項目如下: (一)圖書互借服務。

(二)資料複印服務。

Article 3

The services provided under these Regulations are as follows:

* 1. Interlibrary loans service;
  2. Photocopy service.

四、圖書互借服務之方式暨其規定如下：

(一)館際借書證合作館借用館際借書證(實體證件)，自行前往合作館借閱：

* + 1. 憑教職員證、學生證親至本館服務檯辦理借用館際借書證，不得委託他人代辦亦不得轉借他人使用。
    2. 適用之合作館為與本館簽訂圖書互借協議書之圖書館，借書規定依協議書辦理。
    3. 歸還館際借書證前務必先至合作館歸還所借圖書及繳交相關滯還金，如有借書滯還金未清，不得辦理還證。
    4. 館際借書證借用期限為三十天，逾期歸還同圖書逾期滯還金計算。
    5. 證件如有遺失，應向本館掛失，並依合作館協議書規定繳交工本費，掛失前向合作館借閱之圖書資料，概由借用人負責。
    6. 館際借書證僅供持至合作館借書之用，不得向合作館要求其他服務，並須遵守合作館各項規定。

Article 4

Interlibrary book loan service shall be carried out in accordance with the following procedures and regulations:

* 1. Where users go in person to a reciprocal library by using an Interlibrary Loan Card (a physical card) borrowed from the Libraries:
     1. Users shall first go in person and present their faculty, staff, or student ID cards to a Library’s circulation counter to borrow an interlibrary loan card. Users may not entrust a proxy to borrow the interlibrary loan card, and the borrowed interlibrary loan card may not be given for use by any other person;
     2. Users shall then go in person and borrow books from a library with which the Libraries has entered into an interlibrary loan agreement. Users shall borrow books in accordance with the terms and conditions set out by the agreement;
     3. Before returning the Interlibrary Loan Card to the Libraries, users shall return the borrowed books or materials to the reciprocal

supplying library. If there are any fees or overdue fines, users shall first make payments to the supplying library before returning the Interlibrary Loan Card to the Libraries;

* + 1. The term of the Interlibrary Loan Card is limited to 30 days. Overdue fines of late return are calculated in the same manner as that of borrowed books or materials [from the University’s libraries];
    2. In the event that a borrowed Interlibrary Loan Card is lost, the user shall immediately notify the Libraries to register its loss. The borrower shall pay any/all card reissuance fees pursuant to the provisions of the Interlibrary Loan Cooperation Agreement and assume full responsibility for the books and materials borrowed from a supplying library before the loss is registered.
    3. The Interlibrary Loan Card shall only be used by users to request book loan from a reciprocal library. Users shall comply with rules set out by the supplying library and shall not request services other than requesting book loan.

(二)「中華圖書資訊館際合作協會」Interlibrary Cooperation Association 會員館於「全國文獻傳遞服務系統」提出借書申請，由圖書館代借代還：

1. 向合作館申請借書，依合作館之規定。
2. 合作館向本館申請借書，依本館借書規則暨下列規定辦理：

(1)借書規定：借期二十一天，不得續借或預約。 (2)圖書逾期：同本館圖書逾期滯還金計算。

(3)收費標準：每冊新臺幣一百元(含服務費及郵寄費)。

* 1. Where a member library of the Interlibrary Cooperation Association requests a book loan through the Nationwide Document Delivery Service (herein after referred to as “NDDS”) on a user’s behalf, the request and return of the loaned materials shall be processed by the reciprocal member library:
     1. The lending rules of the supplying library shall be honored when a book is requested through NDDS.
     2. If a participating member library requests a book from the Libraries collection, the Libraries’ lending rules shall apply, and the loan shall be processed as follows:

1. The book requested shall be borrowed for 21 days and may not be renewed or reserved again.
2. Overdue fines are calculated in the same manner as overdue books are charged by the Libraries.
3. The service and postage fees are charged NT$100 per item.

(三)其他合作系統另依其協議規定辦理。

* 1. Requests through other cooperation systems shall be processed pursuant to the provisions of their respective loan agreements with the Libraries.

(四)使用圖書互借服務並應遵循以下規定：

1. 本館讀者向合作館借書前，應先查詢本館館藏目錄，凡本館可借閱 之圖書資料，不得向合作館申請借閱。
2. 如有逾期或遺失所發生之費用均由借閱者自行負擔，並依該合作館規定辦理。
   1. Users shall comply with the following rules when requesting an interlibrary loan service:
      1. Users of the Libraries shall first conduct a search in the Libraries collections, and should the searched books or materials be available for check-out from the Libraries, users will not be allowed to request an interlibrary loan service.
      2. Fees or charges incurred from overdue or lost items shall be borne by the user requesting the service in accordance with the supplying library’s regulations.

五、資料複印服務之方式暨規定如下：

(一)「中華圖書資訊館際合作協會」會員館

1. 透過線上「全國文獻傳遞服務系統」提出複印申請；經確認為本館 未收藏之各類資料，方可向合作館申請複印。
2. 合作館向本館申請資料複印，依以下收費標準計費：

(1)資料複印：每頁新臺幣三元。 (2)服務費：每件二十元。

* + 1. 以紙本郵寄者，每件另收三十元。 (二)其他合作系統另依其協議規定辦理。

Article 5

Photocopy service shall be processed as follows:

* 1. Where the photocopy service is requested by a member library of Interlibrary Cooperation Association, the following regulations shall apply:
     1. Users shall only apply for photocopy service after confirmation is given that their requested materials are not in the Libraries collections. Photocopy requests shall then be made online through the Nationwide Document Delivery Service;
     2. Fees are charged as stipulated below if a photocopy service is rendered to a member library by the Libraries:
        1. Photocopy: NT$3 per page;
        2. Photocopy service: NT$20 per service;
        3. Postage of physical copies: NT$30 per requested item.
  2. Requests through other cooperation systems shall be processed pursuant to the provisions of their respective loan agreements with the Libraries.
  3. The requesting user shall bear the fees and charges associated with the requested photocopy, postage, fax, or any other services rendered by the supplying collaborative library.

六、所借閱之圖書或複印之資料，應遵守著作權法等相關規定，如有違法自負法 律責任。

Article 6

The requesting users shall comply with copyright laws and regulations applicable to the requested use of their borrowed books or photocopied materials. They shall be held liable if their use of the borrowed books or materials results in any copyright infringement.

七、本要點經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 7

These Regulations shall be passed by the Administrative Meeting and take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學圖書館志願服務工作人員服務要點 National Kaohsiung University of Science and Technology Regulations Governing Library Volunteer Service Staff**

107年9月19日107學年度第1次行政會議通過 Passed by the 1st Administrative Meeting on September 19, 2018.

一、國立高雄科技大學圖書館(以下簡稱本館)為充分運用校內外人力資源，協助 推展圖書館業務，以提升服務品質，訂定「國立高雄科技大學圖書館志願服 務工作人員服務要點」(以下簡稱本要點)。

Article 1

These Regulations Governing Library Volunteer Service Staff\ (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to make good use of human resources inside and outside the University to promote library affairs and improve service quality.

二、本校學生、教職員工或其眷屬、退休教職員工及其他國中以上在學學生，具 有服務熱忱者，均可申請。申請通過且參加職前講習、訓練合格後始成為本館志願服務工作人員(以下簡稱志工)。

Article 2

Students, faculty members or their dependents, retired faculty and staff, and other students with degrees higher than junior high and a passion for service may apply to be a volunteer at the University Libraries. Only after being approved, attending the orientation training, and meeting the training requirements can one become a volunteer of the Libraries (hereinafter referred to as “Volunteer”).

三、志工應每週服務二小時或每月服務八小時以上。

Article 3

Volunteers shall serve at least two hours a week or eight hours a month.

四、志工服務項目依本館實際需求分派，且須依服務內容填寫工作紀錄表

，並接受負責指導館員之督導與考核。

Article 4

Volunteer service activities are assigned based on the library’s current needs, and a work record form with the service content must be completed. The process shall be under the supervision and assessment of the instructing librarians.

五、志工之考核包括出勤、訓練、服務態度、工作知能等，服務優良且達規定時 數者予以獎勵。

Article 5

The assessment of Volunteers includes attendance, training, service attitude, work knowledge, etc. Those who serve well and reach the specified number of hours shall be rewarded.

六、志工之獎勵如下：

(一)服務達八小時以上：

1. 發給志工服務證明書。
2. 表現優良者，致贈感謝狀。

(二)服務優良且達三十二小時以上者，並可免費辦理志工借閱證乙張，享有借書服務，借閱證有效期限為發證日起一年。

Article 6

Rewards for Volunteers are as follows:

* 1. Service for more than eight hours:
     1. A Volunteer Service Certificate shall be issued;
     2. Those who perform well shall be given a Certificate of Appreciation.
  2. If his/her service is excellent and lasts for more than 32 hours, a Volunteer Card shall be issued for free, and she/he can enjoy the book-borrowing service. The validity period of the Volunteer Card is one year from the date of issuance.

七、有下列情形之一者得撤銷其志工資格：

(一)無故未到勤達三次者。

(二)無故不接受本館派任工作者。 (三)言行有損本校聲譽或權益者。

Article 7

In any of the following circumstances, the Volunteers’ qualification may be revoked:

* 1. Those who fail to attend without reason three times;
  2. Those who refuse, without reasonable justification, the assignments given by the Library;
  3. Those whose words and deeds are detrimental to the reputation or rights of the University.

八、本要點經行政會議通過，陳請校長核定後公布施行，修正時亦同。

Article 8

These Regulations shall be adopted by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學資通安全暨個人資料保護管理要點 National Kaohsiung University of Science and Technology Regulations Governing Cyber Security**

**and Personal Data Protection**

107 年 9 月 19 日 107 學年度第 1 次行政會議通過 Passed by the 1st Administrative Meeting on September 19, 2018. 107 年 12 月 19 日 107 學年度第 4 次行政會議修正通過

Amended and passed at the 4th Administrative Meeting on December 19, 2018. 111 年 12 月 14 日 111 學年度第 5 次行政會議修正通過

Amended and passed at the 5th Administrative Affairs Meeting on December 14, 2022.

一、國立高雄科技大學(以下簡稱本校)為強化本校各單位(以下簡稱各單位)資訊資產之安全 管理及規範個人資料之蒐集、處理及利用，落實個人資料之保護及管理，並依據資通安全管理法(以下簡稱資安法)、個人資料保護法

（以下簡稱個資法）及相關法令，訂定本校資通安全暨個人資料保護管理要點（以下簡稱本要點）。

Article 1

These Regulations Governing Cyber Security and Personal Data Protection (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to strengthen the information assets security of each office of the University (hereinafter referred to as “each office”) and standardize the collection, processing, and utilization of personal data, and protect and manage personal data, in accordance with the Cyber Security Management Act (hereinafter referred to as “the Cyber Security Act”) and the Personal Data Protection Act (hereinafter referred to as “the Personal Data Act”) and related regulations.

二、各單位自行或委外開發之資通系統應依資通安全責任等級分級辦法附表九所訂資通系統防護需求分級原則完成資通系統分級，並依附表十所定資通系統防護基準執行控制措施。

Article 2

Self-developed or outsourced information and communication systems by each office shall be classified with information and communication security levels in accordance with the Principles of Classification of Levels of Defense Requirements of Information and Communication System specified in

Appendix 9 of the Regulations on Classification of Cyber Security Responsibility Levels, and each office shall implement relevant control measures based on the Defense Standards of Cyber Systems specified in Appendix 10.

三、各單位委外辦理資通系統之建置、維運或資通服務之提供，選任及監督受託者時，應注意資通安全管理法施行細則第四條第一項第一款至第九款，並要求委外服務人員每年簽署保密同意書。

Article 3

When outsourcing for the construction, maintenance, and operation or provision of the information and communication system services and when selecting and supervising the contractors, each office shall take note of Article 4, Paragraph 1, Subparagraphs 1 to 9 of the Enforcement Rules of the Cyber Security Management Act, and require outsourced service personnel to sign a confidentiality agreement annually.

四、各單位蒐集、處理或利用個人資料之特定目的，以本校依適當方式公開者為限；有變更者，亦同。

Article 4

Personal data collected, processed, or utilized for specific purposes by each office shall be limited to those allowed to be disclosed by the University in an appropriate manner; the same shall apply when changes are made.

五、各單位對於個人資料之蒐集、處理或利用，應依個資法第五條規定為之。

Article 5

The collection, processing, or utilization of personal data by each office shall be conducted in accordance with Article 5 of the Personal Data Act.

六、各單位蒐集當事人個人資料時，除符合個資法第八條第二項規定情形之一者外，應依個資法第八條第一項規定，明確告知當事人下列事項：

(一)本校名稱。

(二)蒐集之目的。

(三)個人資料之類別。

(四)個人資料利用之期間、地區、對象及方式。

(五)當事人依個資法第三條規定得行使之權利及方式。

(六)當事人得自由選擇提供個人資料時，不提供對其權益之影響。 Article 6

When collecting personal data from data subjects, except for situations that

meet one of the conditions specified in Article 8, Paragraph 2 of the Personal Data Act, each office shall explicitly inform the data subject of the following matters, in accordance with Article 8, Paragraph 1 of the Personal Data Act:

1. the name of the University;
2. the purpose of the collection;
3. the categories of the personal data to be collected;
4. the time period, territory, recipients, and methods of which the personal data is used;
5. the data subject’s rights under Article 3 of the Personal Data Act and the methods for exercising such rights; and
6. the data subject’s rights and interests that will be affected if he/she chooses not to provide his/her personal data.

七、各單位蒐集非由當事人提供之個人資料，應依個資法第九條第一項規定，於處理或利用前，向當事人告知個人資料來源及前點第一款至第五款所列事項。但符合個資法第九條第二項規定情形之一者，得免為告知。

前項告知，依個資法第九條第三項規定，得於首次對當事人為利用時併同為之。

Article 7

* 1. Before processing or using personal data not provided by the data subject, each office shall inform the data subject, in accordance with Article 9, Paragraph 1 of the Personal Data Act, of its source of data and other information specified in Subparagraphs 1 to 5 of the preceding article. However, the obligation to inform may be exempted under the circumstances specified in Article 9, Paragraph 2 of the Personal Data Act.
  2. The obligation to inform as prescribed in the preceding paragraph may be performed at the time of the first use of the personal data concerning the data subject pursuant to Article 9, Paragraph 3 of the Personal Data Act.

八、各單位依個資法第十五條第二款及第十六條但書第七款規定經當事人同意者，應取得當事人同意。

Article 8

Each office shall obtain the consent of the data subject when applying Article 15, Subparagraph 2, and the exception specified in Article 16, Subparagraph 7 of the Personal Data Act, where consent has been given by the data subject.

九、各單位依個資法第十五條或第十六條規定對個人資料之蒐集、處理、利用時，應詳為審核， 並簽奉核定後為之；依個資法第十六條但書規定對個人資料為特定目的外之利用，應將個人資料之利用歷程做成紀錄。

前項對於個人資料之利用，不得為資料庫之恣意連結，且不得濫用。

Article 9

* 1. When collecting, processing, and utilizing personal data in accordance with Article 15 or Article 16 of the Personal Data Act, each office shall conduct a detailed review and proceed with signed approval. In the case of using personal data for purposes other than the specific purposes specified in the exceptions of Article 16 of the Personal Data Act, the utilization history of personal data shall be recorded.
  2. The use of personal data in the preceding paragraph shall not involve arbitrary linking of databases and shall not be abused.

十、本校保有之個人資料有錯誤或不完整時，應由資料蒐集單位簽奉核定後，移由資料保有單位，依個資法第十一條第一項規定，更正或補充之，並留存相關紀錄。因可歸責於本校之事由，未為更正或補充之個人資料，應依個資法第十一條第五項規定，於更正或補充後，由資料蒐集單位以通知書通知曾提供利用之對象。

Article 10

In the case of incorrectness or incompleteness of personal data retained by the University, the office responsible for data collection shall proceed with signed approval and transfer the data to the office responsible for data retention to make corrections and supplements, as prescribed in Article 11, Paragraph 1 of the Personal Data Act, and keep relevant records. If any failure to correct or supplement any personal data is attributable to the University, the office responsible for data collection shall send a written notification to the persons who have been provided with this personal data after the correction or supplement is made, as prescribed in Article 11, Paragraph 5 of the Personal Data Act.

十一、本校保有之個人資料正確性有爭議者，應由資料蒐集單位簽奉核定後，移由資料保有單位停止處理或利用該個人資料。但符合個資法第十一條第二項但書情形者，不在此限。個人資料已停止處理或利用者，資料保有單位應確實記錄。

Article 11

In the event of a dispute regarding the accuracy of the personal data retained by the University, the office responsible for data collection shall proceed with signed approval and transfer the data to the data retention office to cease processing or using the personal data, except for the conditions specified in Article 11, Paragraph 2 of the Personal Data Act. The data retention office shall accurately record the cessation of processing or using

personal data.

十二、本校保有個人資料，其蒐集之特定目的消失或期限屆滿時，應由資料蒐集單位簽奉核定後，移由資料保有單位刪除、停止處理或利用。但符合個資法第十一條第三項但書 情形者，不在此限。個人資料已刪除、停止處理或利用者，各該單位應確實記錄。

Article 12

When the specific purpose of data collection no longer exists, or upon expiration of the relevant time period, the office responsible for data collection shall proceed with signed approval and transfer the data to the data retention office to erase or cease processing or using the personal data, apart from the conditions set forth in Article 11, Paragraph 3 of the Personal Data Act. Each respective office shall accurately record the erasure of personal data and the cessation of processing or using personal data.

十三、各單位依個資法第十一條第四項規定應主動或依當事人之請求刪除、停止蒐集、處理或利用個人資料者，應簽奉核定後，移由資料保有單位為之。個人資料已刪除、停止蒐集、處理或利用者，資料保有單位應確實記錄。

Article 13

In the case pursuant to Article 11, Paragraph 4 of the Personal Data Act, where each office shall, on its own initiative or upon the request of the data subject, erase the personal data collected or cease collecting, processing or using the personal data, the office shall proceed with signed approval and transfer the data to the data retention office to do so. The data retention office shall accurately record the erasure of personal data and the cessation of collecting, processing or using personal data.

十四、本校遇有個資法第十二條所定個人資料被竊取、洩漏、竄改或其他侵害情事者，經查明後，應由資料外洩單位以適當方式儘速通知當事人。

Article 14

In the event that the University encounters a situation of personal data theft, leakage, alteration, or other infringements as defined in Article 12 of the Personal Data Act, the office responsible for the data leakage shall promptly notify the data subject via appropriate means after the relevant facts have been clarified.

十五、當事人依個資法第十條或第十一條第一項至第四項規定向本校為請求時，應填具申請書，並檢附相關證明文件。

前項書件內容，如有遺漏或欠缺，應通知限期補正。申請案件有下列情形之一者，應以書面駁回其申請：

(一)申請書件內容有遺漏或欠缺，經通知限期補正，屆期仍未補正。 (二)有個資法第十條但書各款情形之一。

(三)有個資法第十一條第二項但書或第三項但書所定情形之一。 (四)與法令規定不符。

Article 15

* 1. Where a request is made by a data subject to the University pursuant to Article 10 or Article 11, Paragraphs 1 to 4 of the Personal Data Act, the data subject shall fill out an application form attached with relevant supporting documents.
  2. If there is any omission or deficiency in the contents of the aforementioned documents in the preceding paragraph, a notification shall be given to make corrections within a specified period.
  3. The application shall be rejected in writing if the application case falls under any of the following circumstances:
     1. where omissions or deficiencies in the content of the application documents are still uncorrected by the deadline after the notification has been made;
     2. under any of the exceptions provided in Article 10 of the Personal Data Act;
     3. under any of the exceptions provided in Article 11, Paragraphs 2 or 3 of the Personal Data Act; or
     4. where the application is not compliant with the law.

十六、本校就當事人依個資法第十條規定提出答覆查詢、提供閱覽或製給複製本之請求，應依個資法第十三條第一項規定，於十五日內為准駁之決 定。

前項之准駁決定，必要時得予延長，延長期間不得逾十五日，並應將其原

因以書面通知請求人。

當事人依第一項准予閱覽其個人資料時，應由承辦單位派員陪同為之。當事人依第一項請求查詢、閱覽或製給個人資料複製本者，本校得收取必要成本費用。

Article 16

* 1. Where a request is made by a data subject to the University, pursuant to Article 10 of the Personal Data Act, to reply to the data subject’s inquiry, to allow the review of personal data collected, or to provide a copy thereof, the University shall determine whether to accept or reject such request within fifteen days in accordance with Article 13, Paragraph 1 of the Personal Data Act. This deadline may be extended by up to fifteen days if necessary, and the data subject shall be notified in writing of the reason for the extension.
  2. When the data subject is allowed to read his/her personal data in accordance with the preceding paragraph, he/she shall be accompanied by personnel sent by the department in charge.
  3. The University may charge a fee to cover necessary costs from the data subject who, pursuant to the preceding paragraph, makes an inquiry or a request to review or obtain copies of the personal data.

十七、本校就當事人依個資法第十一條第一項至第四項規定提出個人資料更正或補充之請求時，應依個資法第十三條第二項規定，於三十日內為准駁之決定。前項准駁決定，必要時得予延長，延長期間不得逾三十日，並應將其原因以書面通知請求人。

Article 17

Where a request is made by a data subject to the University, pursuant to Article 11, Paragraphs 1 to 4 of the Personal Data Act, to correct or supplement personal data, the University shall determine whether to accept or reject such a request within thirty days in accordance with Article 13, Paragraph 2 of the Personal Data Act. Such a deadline may be extended by up to thirty days if necessary, and the data subject shall be notified in writing of the reason for the extension.

十八、個人資料檔案如有其他法律規定不得公開或應限制公開其檔案名稱者，依其規定辦理。

Article 18

If there are any laws or regulations that prohibit or restrict the disclosure of

personal data file names, such disclosure should be handled in accordance with the said laws or regulations.

十九、本要點經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 19

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學電子郵件服務管理要點 National Kaohsiung University of Science and Technology Regulations Governing the Management of E-mail Services**

110 年 5 月 19 日 109 學年度第 10 次行政會議修正通過 Revised and Passed at the 10th Administrative Meeting on May 19, 2021. 111 年 3 月 16 日 110 學年度第 8 次行政會議修正通過

Revised and Passed at the 8th Administrative Meeting on March 16, 2022.

一、國立高雄科技大學(以下簡稱本校)為管理教職員生電子郵件帳號與雲端服務資源，特訂定國立高雄科技大學電子郵件服務管理要點(以下簡稱本要點)。

Article 1

These Regulations Governing the Management of Email Services (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to manage e-mail accounts of the faculty, staff, students, and the cloud services.

二、本校電子郵件與相關雲端服務係架構在Google Workspace (原G-Suite)平台下，由本校電算與網路中心(以下簡稱電算中心)管理，使用者必須遵循 Google 服務條項與Google 隱私權政策及本要點規定。

Article 2

Google Workspace (formerly known as G-suite) is the platform on which the University’s e-mail and cloud services are built and maintained by the Computer and Network Center (hereinafter referred to as “the Center”). Users must abide by the Google Terms of Use, Google Privacy Policy, and these Regulations.

三、電子郵件服務適用對象：

(一) 本校在職專任/專案教師、職員、兼任教師、約用人員、計畫人員。

(二) 本校退休教職員。

(三) 本校在學學生及畢業校友。

(四) 本校各學術、行政單位辦公室（公務信箱）。

(五) 本校各相關之法人社團（公務信箱）。

(六) 其他經本校行政程序核定者。

Article 3

The University’s e-mail services are provided to the following users:

* 1. Employed full-time (project-based) teachers, staff, adjunct teachers, contracted staff, and project staff;
  2. Retired faculty and staff;
  3. Enrolled students and alumni;
  4. Academic and administrative units (the official e-mail accounts);
  5. Relevant organizations at the University (the official e-mail accounts);
  6. Other users who have been approved through the administrative process.

四、電子郵件帳號申請規則：

(一) 符合第三點之適用對象，申請帳號時應填寫電子郵件帳號服務申請單，經單位主管核定後，送交電算中心建立電子郵件帳號。

(二) 申請對象為本校相關之法人社團、或其他經本校行政程序核定者，應透過對口行政單位或學術單位提送帳號服務申請，經對口單位主管核定後，送交電算中心審核，通過後得建立帳號。

(三) 帳號一經申請建立後，無故不得更改帳號。每一申請對象以一個帳號為原則，若有特殊需求，得經單位主管同意後，另行提出申請，經電算中心審核，通過後得建立帳號。

(四) 新生入學以學號作為帳號名稱，應自行至電算中心網站啟用電子郵件帳號，不可更改帳號名稱或設定別名。

(五) 兼任教師使用期限以聘任期間為主，由各系所通報教務處彙整的名單為建立帳號依據。

(六) 民國 107 年 2 月 1 日合校前畢業的校友，得透過校友服務系統申請校

友信箱，每位校友僅限申請一次。民國 107 年 2 月 1 日合校後畢業的校友得繼續使用在學時之帳號。

Article 4

An email account shall be applied in accordance with the following procedures

and rules:

* 1. All users qualified under Article 3 must submit the application form to acquire an e-mail account. Upon approval from the unit’s supervisor(s), the Center will be notified to create a new e-mail account.
  2. Users from affiliated organizations of the University or those who have been authorized by administrative units must apply for an e-mail account through the corresponding administrative or academic unit. Once the supervisor of the respective administrative or academic departments has given their approval, the application documents shall be directed to the Center for review. The e-mail account shall be created upon the Center’s approval.
  3. Once the e-mail account is created, an amendment to the e-mail account without reason may not be considered. Each application can apply for one e-mail account. If there are special needs, a separate application can be submitted with the approval of the unit supervisor. The e-mail account shall be created upon the Center’s approval.
  4. The student number is used as the account name for new students. New students shall browse the Center's official website and activate their e- mail accounts. New students are not allowed to change the account name or set a nickname as their account name.
  5. The term of use of part-time teachers is mainly based on the period they are employed. The account creation is based on the compiled list from the Office of Academic Affairs, which receives reports from each department.
  6. Alumni who graduated before February 1st, 2018 (i.e., before the merger of three universities) may apply for an alumni e-mail account only once. Alumni who graduated after February 1st, 2018 (i.e., after the merger of three universities) may continue using their student e-mail account.

五、使用規範：

(一) 本校電子郵件帳號均為公務或學術帳號，應以公務或學術使用於從事教學輔助、學術研究、行政業務等相關活動。

(二) 本校已建置公務電子郵件寄發平台，各單位公務郵件均應透過該平台寄發。

(三) 本校各學術及行政單位辦公室公務信箱，已由電算中心統一建立，限公務使用為原則。公務信箱基於識別度或業務需求考量，如須變更，得向電算中心提出申請，且經單位及電算中心主管核定後，始得更 新、更名電子郵件帳號(名)。

(四) 帳號開通之後，使用人應儘速修改密碼，並妥善保管密碼。禁止不法使用他人帳號。如帳號使用人忘記密碼，應洽電算中心辦理重新設定密碼。另為保障資訊安全，須配合電算中心通知，定期更換密碼。

(五) 禁止從事違反法令或危害本校校譽之行為，包含傳輸、放置、散播任何病毒、非法軟體、廣告信件、詐騙、色情、毀謗、猥褻、騷擾、威脅之內容，並應尊重他人權益及隱私，委婉用詞，避免造成誤解及糾紛。

(六) 不得從事營利性商業活動。

(七) 不得發送匿名或假造他人名義之信件。

(八) 尊重智慧財產權，不使用、儲存、傳遞任何盜版軟體。

(九) 未經許可，不得移動、修改、窺視任何不屬於個人所有之檔案及目錄。

(十) 禁止破壞系統、意圖干擾系統運作、竊聽網路傳輸訊息或從事任何影響系統安全與入侵之行為。

(十一) 電子郵件與Google Workspace 相關雲端服務所使用之儲存空間大小，分配如下：

* + 1. 專任/專案教師:70GB
    2. 兼任教師：5GB
    3. 職員：20GB
    4. 退休教職員：5GB
    5. 公務信箱：20GB
    6. 在學學生：3GB
    7. 畢業校友：1GB

(十二) 所使用電子郵件與 Google Workspace 相關雲端服務空間超過分配空間時，定期寄發通知提醒，期限內未改善者，將停用帳號。帳號停用起一個月內未申請復權者，將刪除帳號，並清除使用空間。

(十三) 電子郵件與Google Workspace 相關雲端服務中之重要資料應自行備

Article 5

份，電算中心不負保管及賠償責任。

Email usage rules:

* 1. All e-mail accounts issued by the University are official or academic in nature and should be utilized for educational, teaching, research, administrative, and related purposes.
  2. The University has set up a platform for delivering official e-mails. All e-mails from all departments must be sent via this platform.
  3. The Center has set up the official e-mail accounts for the academic and administrative offices in the University, which should only be utilized for official purposes. Should any alteration (update or rename) be required in light of the need for recognition or consideration, then the application shall be approved by the respective unit and Center’s supervisors.
  4. Upon activation of the account, users must immediately change their password and store it securely. Any unauthorized use of other users’ accounts is not allowed. Should account holders forget their passwords, they should contact the Center to reset them. Furthermore, for the purpose of maintaining information security, users should comply with the Center’s instructions and reset their passwords regularly when they get a notification from the Center.
  5. Any behavior that violates the laws and regulations or tarnishes the reputation of the University shall be prohibited. These behaviors include transmission, placement, and dissemination of any virus, illegal software, advertising letters, fraud, pornography, defamation, obscenity, harassment, and threats. The rights and interests of other people and their privacy shall be respected and described euphemistically to avoid misunderstandings and disputes.
  6. E-mail operations shall not be engaged in for-profit business activities.
  7. E-mail shall not be used to send anonymous or false letters in the name of others.
  8. E-mail users shall respect intellectual property rights and shall not use, store or transmit any pirated software.
  9. E-mail users are not allowed to move, modify or read any files and directories which do not belong to them, without permission.
  10. E-mail users shall not destroy the system, interfere with the system’s operation, eavesdrop on the network-transmitted information, or engage in any behavior that affects the security related to the system’s intrusion.
  11. The allocation of the storage space used for e-mail and Google Workspace-related cloud services is as follows:
      1. Full-time/project-based teachers: 70GB;
      2. Adjunct teacher: 5GB;
      3. Staff: 20GB;
      4. Retired staff: 5GB;
      5. Official mailbox: 20GB;
      6. Current students: 3GB;
      7. Alumni: 1GB.
  12. When the space used in e-mail and Google Workspace-related cloud service exceeds the allotted space, users will be sent a reminder notice on a regular basis. If no action is taken within the stipulated timeframe, the account will be deactivated. If the account holder does not request re- activation within one month of deactivation, the Center shall delete the account and clear the used space.
  13. Users are responsible for backing up essential data stored in e-mail and Google Workspace-related cloud services. The Center will not be held accountable for any damages.

六、不當使用電子郵件帳號之處理：

(一) 依情節之輕重，電算中心有權暫停不當使用者之使用權限，直至帳號持有者提出相關說明並經調查後，確認無再犯之虞或有其他資安疑慮後，恢復使用。情節重大者，除停權外，學生部分，通報學務處懲 處；現職之職員工部分，通報考績會處理；教師部分，通報教評會處理。

(二) 違反使用規範或其他未載明之規定而觸犯法律者，須自負法律責任。

(三) 不得使用電子郵件與 Google Workspace 相關雲端服務進行任何不當

濫用、違法之行為。如帳號有不當濫用、違法之行為，或是帳號遭盜用，電算中心及 Google 公司有權對該帳號做緊急處分，如：暫時或永久停用該帳號等措施。

(四) 違反使用規範受停權處分者，如對處分不服，得於受處分有效日起二星期內向電算中心提起書面申訴，逾期未提出申訴者，視為對處分結果無異議。申訴以一次為限。

Article 6

Handling process of improper use of e-mail accounts:

* 1. The Center reserves the right to suspend the use of accounts belonging to users who violate these Regulations, and their e-mail accounts will be suspended until the account holder provides explanations. Once the evaluation has determined that no further offenses have been committed or other security breaches have taken place, the suspension will be lifted. If the circumstances are serious and were conducted by the students, the suspension will be made, and the cases will be reported to the Office of Student Affairs to impose disciplinary sanctions on students. If the circumstances are serious and were conducted by the staff, the cases will be transferred to the Staff Evaluation Committee for further proceeding. If the circumstances are serious and were conducted by the teachers, the cases will be reported to the Faculty Evaluation Committee for further proceeding.
  2. Anyone who violates the e-mail usage rules or other unspecified regulations and thus violates the law shall take on legal responsibilities by themselves.
  3. E-mail and Google Workspace-related cloud services must not be used for any type of illegal or inappropriate activity. Should an account be misused, employed for illegal conduct, or stolen, the Center and Google are entitled to take emergency measures on the account, such as disabling it either temporarily or permanently.
  4. Those who violate the e-mail usage rules and are thus subject to suspension and disciplinary actions may submit a written appeal to the Center within two weeks from the date the account is suspended if they refuse to accept it. Submitting an appeal is limited to one attempt.

七、使用期限：

(一) 學生畢業後，依教務資料將電子郵件帳號與相關系統設定轉換為畢業校友身份。若一年內無登入紀錄，電算中心因應資安要求，得逕行註銷該帳號之使用權。

(二) 學生退學，依教務資料保留電子郵件帳號六個月，期滿電算中心得逕行註銷。

(三) 專任教師退休，依人事資料將電子郵件帳號與相關系統設定轉換為退休教職員身份。若一年內無登入紀錄，電算中心因應資安要求，得逕行註銷該帳號之使用權。

(四) 專任/專案教師離職，得依人事資料保留電子郵件帳號六個月，期滿電算中心得逕行註銷。

(五) 職員工退休，依人事資料將電子郵件帳號與相關系統設定轉換為退休教職員身份。若一年內無登入紀錄，電算中心因應資安要求，得逕行註銷該帳號之使用權。

(六) 職員工離職，依人事資料保留電子郵件帳號六個月，期滿電算中心得逕行註銷。

(七) 經本校核准電子郵件帳號申請之社團法人解散時，其公務信箱之電子郵件帳號將保留六個月，期滿電算中心得逕行註銷。

(八) 兼任教師之電子郵件帳號於聘期結束停權，若連續續聘，將重新開放帳號。逾二年未續聘，得依人事資料保留電子郵件帳號六個月，期滿電算中心得逕行註銷。

Article 7

Period of use:

* 1. After students’ graduation, the Center shall change their e-mail accounts and related system settings to a graduate alum status based on academic records. If there is no activity within one year, the Center may deactivate the account in accordance with information security requirements.
  2. If a student withdraws from the school, the e-mail account shall be kept for six months, according to the academic records. The Center may delete their accounts immediately upon expiration.
  3. When the full-time teachers retire, the e-mail accounts and related system settings shall be converted into the status of retired teachers. If

there is no login record within one year, the Center may cancel the teachers’ right to use the account based on the information security requirements.

* 1. When the full-time/project-based teachers resign, their e-mail accounts shall be retained for six months based on their employment information. The Center may delete their accounts immediately upon expiration.
  2. When members of staff retire, the e-mail accounts and related system settings must be converted into the status of retired staff. If there is no activity within one year, the Center may cancel the staff’s access to the account in accordance with the information security requirements.
  3. When a member of staff resigns, their e-mail account shall be retained for six months based on their employment information. The Center may delete their accounts immediately upon expiration.
  4. Should an organization who has obtained approval for an e-mail account through the University disband, their official e-mail accounts will be retained for six months, after which the Center may delete their accounts immediately upon expiration.
  5. The e-mail accounts of adjunct teachers shall be suspended at the end of the term of employment. The e-mail account shall be reopened if the employment is continued. If the employment has not been renewed for more than two years, the e-mail account shall be retained for six months based on the employment information, and the Center may delete the accounts immediately upon expiration.

八、本要點未盡事宜，依教育部校園網路使用規範、臺灣學術網路管理規範相關規定辦理。

Article 8

Matters not mentioned herein shall be handled in accordance with the Ministry of Education’s Guidelines for Campus Network Usage and the Taiwan Academic Network Management and Norms.

九、本要點經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 9

These Regulations shall be adopted by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學校園網路使用管理規範**

**National Kaohsiung University of Science and Technology Regulations Governing Campus Network Use and Management**

107 年 9 月 19 日 107 學年度第 1 次行政會議通過

Passed by the 1st Administrative Meeting on September 19, 2018.

一、國立高雄科技大學(以下簡稱本校)電算與網路中心(以下簡稱電算中心)為強化校園網路及相關網路資源使用管理，依據「教育部校園網路使用規範」、「臺灣學術網路管理規範」訂定「國立高雄科技大學校園網路使用管理規範」(以下簡稱本規範)。

Article 1

These Regulations Governing Campus Network Use and Management (hereinafter referred to as “these Regulations”) are adopted by the Computer and Network Center (hereinafter referred to as “the Center”) at National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to reinforce the use and management of the campus network and its related network resources in accordance with the Ministry of Education’s Regulations for Campus Network Usage and Taiwan Academic Network Management and Norms.

二、本規範之校園網路包含本校校內電腦及網路相關之所有軟硬體設備，相關網路資源泛指對全體學生、教師、職員在研究教學及校務行政上所提供的相關服務。

Article 2

The campus network specified in these Regulations covers all software and hardware connected to the University’s computers and networks. The related services, which can be used by students, teachers, and staff for research, teaching, and administrative activities, are generally known as the relevant network resources.

三、網路使用者應尊重智慧財產權，避免下列可能涉及侵害智慧財產權之行為：

(一) 使用未經授權之電腦程式。

(二) 下載或重製受著作權法保護之著作。

(三) 未經著作權人之同意，將受保護之著作公開於網路上。

(四) 任意轉載電子佈告欄或其他線上討論區之文章。

(五) 其他可能涉及侵害智慧財產權爭議之行為。

Article 3

Internet users should respect intellectual property rights and avoid any of the following practices that might constitute infringement of such rights:

* 1. Using unauthorized computer programs;
  2. Downloading or reproducing works protected by copyright law;
  3. Publishing protected work online without the author’s consent;
  4. Re-posting any articles from the electronic bulletins or any online forums;
  5. Other practices that may lead to a dispute over infringement of intellectual property rights.

四、各單位應尊重網路隱私權，不得任意窺視使用者之個人資料或有其他侵犯隱私權之行為。但有下列情形之一者，不在此限：

(一) 為維護或檢查系統安全。

(二) 依合理之根據，懷疑有違反校規之情事時，為取得證據或調查不當行為。

(三) 為配合司法機關之調查。

(四) 其他依法令之行為。

Article 4

All units must adhere to internet privacy regulations and avoid prying into the user’s confidential information or any other activities that infringe on their privacy rights, except in the following cases:

* 1. Cases involving maintenance or inspection of security systems;
  2. Cases involving gathering evidence when there’s a suspicion of a violation of the University’s regulations, during the investigation of

misconduct charges;

* 1. Cases that require cooperation with investigations conducted by judiciary authorities;
  2. Other activities that are conducted in accordance with laws.

五、本校對外連接學術網路之線路及校園骨幹網路所需之設備與網路佈線等，由電算中心統籌規劃建置。

Article 5

The Center is tasked with the planning and arrangement of all network wiring connected to the external academic network, any equipment related to the campus network, and other related wiring.

六、為維護本校校園網路正常運作及網路資訊安全，電算中心得依實際情況對校園內外網路流量與通訊協定做適當控管，及對於不符校園學術網路設置目的、影響校園網路正常運作、惡意或異常之網路行為者，電算中心有權中斷其網路連線或停用相關網路資源。

Article 6

The Center may appropriately supervise the network traffic and communication protocols on and off campus so as to maintain the standard operation of the University network and the safety of network information. In addition, the Center can disrupt network connections or terminate the usage of network resources in the case of members who do not adhere to the objective of the campus network, interfere with the normal operation of the campus network, or demonstrate malicious or irregular network conduct.

七、本校校園網路禁止使用點對點傳輸分享軟體，如因教學或研究需求欲使用， 得向電算中心提出申請。

Article 7

The University campus network does not permit the application of peer- to-peer transmission-sharing software unless an application is submitted to the Center due to teaching or research requirements.

八、電算中心負責本校網際網路網域名稱(Domain Name)管理事宜，校內各單位得向電算中心申請設定各類型資源記錄、子網域、委派網域，電算

中心有權依實際情況同意或拒絕申請。

Article 8

The Center is responsible for the management of the University’s domain name. All units in the University may apply to the Center for setting up various types of resource records, sub-domains, and delegated domains. The Center has the right to approve or reject the application based on the current situation.

九、電算中心負責本校校園網路使用之 IP 位址(Internet Protocol Address)管理及分配，電算中心得依實際情況授權校內學術單位自行管理及分配 IP 位址，校內資訊設備不可使用未經授權之 IP 位址，電算中心有權中斷使用未經授權 IP 位址之資訊設備網路連線。

Article 9

The Center is responsible for the management and allocation of the Internet Protocol (IP) addresses used by the University’s campus network. The Center may authorize the academic units on campus to manage and allocate IP addresses based on the current situation. Unapproved IP addresses are not permissible for the campus information equipment. The Center has the authority to disconnect information equipment’s network connection if it is using unauthorized IP addresses.

十、電算中心負責本校校園無線網路統籌規劃建置，電算中心得依實際情況授權校內單位自行建置管理，如有私設無線網路基地台干擾本校無線網路正常運作者，電算中心有權令其關閉。

Article 10

The Center is responsible for the overall planning and construction of the University’s campus wireless network. The Center may authorize units on campus to build and manage themselves on their own, according to the current situation. If a private wireless network base station interferes with the normal operation of the campus wireless network, the Center has the right to disconnect the private wireless network.

十一、本校各單位所架設提供服務之伺服器，各單位主管應指定專人管理，定期執行安全性之維護與更新，若有管理不善或違反本校相關管理規範時，電算中心有權中斷伺服器網路連線。

Article 11

The servers set up by other units in the University shall be managed by the person assigned by the supervisors in each unit. The servers shall be maintained and updated regularly. If any mismanagement or violation of the relevant management regulations of the University occurs, the Center has the right to terminate the server network connection.

十二、本規範未盡事項，依「教育部校園網路使用規範」、「臺灣學術網路管理規範」、「台灣學術網路智慧財產權疑似侵權處理程序」相關規定辦理。

Article 12

Matters not mentioned herein shall be handled in accordance with the Ministry of Education’s Guidelines for Campus Network Usage and Taiwan Academic Network Management and Norms, Procedures for Handling Suspected Intellectual Property Rights and Infringement of Taiwan Academic Network, and relevant regulations.

十三、本規範經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 13

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學交通車搭乘管理規則**

**National Kaohsiung University of Science and Technology Rules for Riding the School Bus**

110年6月9日109學年度第11次行政會議通過 Passed by the 11th Administrative Meeting on June 9, 2021. 111年6月8日110學年度第11次行政會議修正通過

Revised and Passed at the 11th Administrative Meeting on June 8, 2022.

一、國立高雄科技大學(以下簡稱本校)為有效提高交通車乘車效率並避免資源浪費，訂定國立高雄科技大學交通車搭乘管理規則(以下簡稱本規則)

Article 1

These Rules for Riding the School Bus (hereinafter referred to as “these Rules”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to effectively improve the efficiency of school-bus riding and avoid waste of resources.

二、交通車預約及搭乘：

（一）欲搭乘交通車者，須至本校校車預約系統辦理預約，各班次有人預約始予派車，無人預約則不予派車。

（二）上午九時以前發車班次，須於前一日十七時三十分前預約，其餘發車班次，須於發車前四個小時預約；預約取消時間亦同。

（三）搭乘時須持學生證或教職員證或身分證。

（四）預約者須依預約班次搭乘，逾時、未預約欲搭乘或未攜帶證件者應至候補車道排隊候補上車。

（五）候補者需等待同一時段班次預約人員上車後，若仍有空位始可依序遞補上車。

Article 2

Reservation and riding of a school bus:

* 1. Those who want to take the bus must make a seat reservation on the University’s Bus Reservation System. The bus shall be dispatched if there

is a seat reservation for each shift, and no bus shall be dispatched if no reservation is made.

* 1. For the bus departing from the beginning stop before 9:00 am, the reservations shall be made before 17:30 pm on the previous day. For other shifts, reservations shall be made four hours before the departure schedule; the same shall be made for the cancellation of reservations.
  2. Student ID card or staff ID card or ID card shall be present when getting on the bus.
  3. Passengers who booked a seat must board the bus at the appointed time. Passengers who would like to get on the bus but have been kept overtime, or not making a reservation or not presenting their certificate (such as student or staff ID card) shall wait in line at the waiting lane to get on the bus.
  4. Passengers on the waiting list shall wait until passengers who booked seats to get on the bus. If there are still unoccupied spaces, they can board the bus in order.

三、交通車收費標準及方式：

（一）交通車單程收費二十元。

（二）僅提供以一卡通或悠遊卡付款。

（三）教職員因公務需搭乘本校交通車至各校區之車資，由本校編列預算支付。

（四）兼任助理、臨時工及公務來賓因公務需要由其服務單位向總務處事務組申請乘車證，於乘車時出示後即可上車，其車資由本校編列預算支付。

Article 3

Standard rates and payment methods for riding school bus:

* 1. The one-way fare on the school bus costs NT$20.
  2. Payment is only accepted from iPass or EasyCard.
  3. The fares for teachers and staff who must take the school bus to each campus for official affairs shall be covered by the University’s budget.
  4. For the bus pass for part-time assistants, temporary workers, and guests, their service units shall send the application to the Office of General Affairs

for official needs. They can get on the bus after showing the bus pass when boarding the bus. The University’s budget shall cover the bus fare.

四、違規之處理：

（一）未取消預約且未依預約班次搭乘者即視為違規，每班次記違規點數一次。

（二）違規前三次不記點，第四次起即開始違規記點，每點應繳納等同車資之違規處理費；違規處理費可至自動繳費機繳款，並持繳費證明至有交通車校區之綜合業務處第三組消除違規紀錄，或至有交通車校區之綜合業務處第三組洽詢列印繳費單，並至出納組繳費，再持繳費證明至綜合業務處第三組消除違規紀錄。

（三）學期間違規點數累計至十點即停止預約權限，並將後續日期已預約之班次刪除，違規處理費繳清或違規紀錄註銷後即恢復預約權限，前述已刪除班次須再自行重新預約。

（四）違規點數累計至下學期開學前為止，新學期違規點數重新計算。當學期罰款未繳清者，次學期停止預約權限至違規處理費繳清為止。

（五）因教師臨時請假、臨時調課致使需提前或延後搭車，得於違規發生日起十日內至事務申請系統申請註銷違規紀錄，並由系所審核後，由總務處事務組註銷違規紀錄。

（六）因個人病假、公假而無法搭乘交通車所產生之違規紀錄，得於違規發生日起十日內憑簽准之假單，親洽有交通車校區之綜合業務處第三組辦理註銷。

（七）因病假無法於前款期限內親自辦理者，得出示代理證明由代理人攜帶所需證明文件洽有交通車校區之綜合業務處第三組辦理註銷。

（八）教職員工生因特殊原因而無法搭乘交通車所產生之違規紀錄，得於違規發生日起十日內至事務申請系統申請註銷違規紀錄，並經單位主管簽核後，由總務處事務組辦理註銷。

（九）全校性臨時停課統一由總務處事務組辦理違規紀錄註銷。

Article 4

Handling of violations of these Rules:

* 1. Those who do not cancel the reservation and fail to take the scheduled bus shall be deemed to have violated these Rules. The Violation Points shall be recorded once for each no-show.
  2. Violation Points will not be logged for the first three occurrences, and from the fourth offense onward, they will be registered. For each Violation Point, the violator must pay a handling fee equivalent to the cost of a bus ride. The Violation Points handling fees can be paid for through the automated payment machine or at the counter of the Cashier Division with a hard copy of the bill from the Third Division of the Office of General Administration located on the campus that provides bus services. Those who have paid the fee must present the payment receipt to delete the violation record in the Third Division of the Office of General Administration.
  3. If the total number of Violation Points reaches 10 points during the semester, the reservation rights shall be revoked, and the seat reservation on the subsequent bus shall be deleted. The reservation rights shall be restored after the Violation Points handling fees are paid in full, or the Violation Points records are canceled.
  4. Violation Points shall be accumulated until the start of the next semester, and the Violation Points shall be recalculated in the new semester. If the Violation Points handling fees are not paid in the current semester, the reservation rights shall be suspended for the next semester until the Violation Points handling fees are paid.
  5. If the teacher needs to take the bus earlier or later due to the temporary leave or class adjustment, he/she may send the application via the Affairs Application System to cancel the Violation Point records within 10 days from the date of the violation. The application shall be approved by his/her department and the records shall be eliminated by the General Service Division of the Office of General Affairs.
  6. Violations resulting from personal sick leave or official leave can be resolved within 10 days of the violation, with the required leave form included. The violator shall contact the Third Division of the Office of General Administration located on campuses with bus services in person to have their Violation Point records clear.
  7. If one is unable to apply in person within the limited time period listed in the preceding Subparagraph due to sick leave, they may assign an agent to bring the required certificate to the Third Division of the Office of General Administration located on campuses with bus services to have their

Violation Point records clear.

* 1. Faculty, staff, and students who are unable to take the bus because of special circumstances resulting in violations may submit an application to the Affairs Application System within 10 days from the date of the violation to have the Violation Point records wiped. Once approved by their unit supervisors, the record must be deleted by the General Service Division of the Office of General Affairs.
  2. Should there be a University-wide temporary suspension of classes, the Office of General Affairs must remove the passengers’ violation point records.

五、本規則經行政會議通過，陳請校長核定後施行，修正時亦同。

Article 5

These Rules shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學場地設備收支暨管理使用要點 National Kaohsiung University of Science and Technology Regulations Governing Facility Revenues, Expenditures, Management and Utilization**

108年4月22日 107學年度第4次校務基金管理委員會議通過 Passed by the 4th University Endowment Fund Management Committee Meeting on April 22, 2019.

111年7月25日110學年度第6次校務基金管理委員會議通過 Passed by the 6th University Endowment Fund Management Committee Meeting on July 25, 2022.

一、 國立高雄科技大學（以下簡稱本校）依國立大學校院校務基金管理及監督辦法、國有財產法及本校自籌收入收支管理辦法等規定，特訂定本校場地設備收支暨管理使用要點(以下簡稱本要點)。

Article 1

These Regulations Governing Facility Revenues, Expenditures, Management, and Utilization (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) in accordance with the Regulations Governing the Management and Supervision of the National University Endowment Fund, the National Property Act, and the Regulations Governing Revenue and Expenditure Management of Self-Generated Endowment Fund.

二、 本校場地之管理及借用，應依本要點之規定辦理。但必要時，各管理單位得另訂管理使用須知。

Article 2

Management and Rentals of the University’s facilities shall be processed in accordance with these Regulations, except for when the management unit finds it necessary to set up separate regulations for utilization.

三、 除法令另有規定或本校另訂有相關法規外，關於本校場地設備之經費收支及其分配比率，應依本要點辦理。

Article 3

Except as otherwise provided in the University’s related regulations or other regulations, the facility revenues, expenditures, and allocation shall be

processed in accordance with these Regulations.

四、 本校各場地，應優先提供校內行政、教學單位及學生團體活動之用。各場地未使用期間，得提供政府機關、其他學校或依法登記有案之公司行號、團體機構、自然人舉辦集會活動。

Article 4

Internal administrative units, teaching units, and student clubs shall be given preference on the utilization of the University’s facilities. Government agencies, other schools, legally registered companies, organizations, institutions, and natural persons may be permitted to rent the University’s unused facilities for gatherings and events.

五、 使用本校各場地設備，得參照場地清潔維護成本、設備成本等，由管理單位訂定場地設備借用收費基準。收取之費用中之營業稅採外加方式。

各場地之使用、清潔、維護、修繕、財產保管、門禁管理、系統資料更新 (含管理者、場地照片)等，應由各該場地之管理單位負責，所需之費用支出，亦應由管理單位自行支付。

Article 5

* 1. The management unit shall set the rental fee for the use of the University’s facilities with reference to the cost of cleaning and maintenance of the facilities and the cost of equipment. Business taxes are added to the fees collected.
  2. The management units shall be in charge of their facilities regarding cleaning, maintenance, repair, safekeeping of assets, access management, and update on the facility rental system (managers and photos of facilities included). The management units shall also pay the expenses of the above- mentioned items.

六、 本要點關於場地收入之分配比率，應依下列規定辦理：

(一)學術單位：管理之場地，有費用收入時，其收入數額中之百分之五，應交予總務處事務組或綜合業務處，百分之四十五交付校務基金，剩餘之百分之五十由場地管理單位依相關規定留用。

(二)行政單位：除海事人員訓練處場地租借管理及學務處管理之學生宿舍住宿費收入，其他單位管理之場地費收入，百分之五十五交予總務處統籌

分配運用，其餘百分之四十五交付校務基金。前項場地費收入，得作為分攤及支應以下費用：

（一）電話費、場地維護、保養、修繕及設備購置等費用。

（二）支應與場管有關業務之人員所需之加班費、聘請兼任助理、臨時人員及其他編制外人員之相關費用。但加班費與編制外人員人事費用支用之比率上限為百分之五十。

（三）其他經專案核准支用項目之費用。

水電費收入應全數用於支應場地設備之水費、電費。

回饋金(包含商品禮劵)由本校依法令規定繳交營業稅，所需費用由場地費收入支應。

指定用於獎學金及社團補助收入，依指定用途支用。如有收支結餘款，應全數撥入校務基金。

Article 6

* 1. Allocation of facility revenues shall be handled as follows:
     1. Academic units: Of the total amount of facility revenues, if there is any, 5% shall be allocated to the General Service Division of the Office of General Affairs or the Office of General Administration, 45% shall be allocated to the University Endowment Fund, and the remaining 50% shall be kept by the management units in accordance with relevant regulations.
     2. Administrative units: Of the total amount of facility revenues, 55% shall be allocated to the Office of General Affairs, and the remaining 40% shall be allocated to the University Endowment Fund. This, however, may not apply to the revenues from the facilities managed by the Maritime Training Center and room fees for student dormitories managed by the Office of Student Affairs.
  2. The aforementioned facility revenues may be used to apportion and pay the following expenses:
     1. Telephone fees, costs of facility management, maintenance and repair, and purchases of equipment.
     2. Overtime for facility management personnel and other costs of hiring

part-time assistants, temporary personnel, and other contracted personnel. Overtime and contracted personnel costs may not exceed a maximum of 50% of the allocated revenues.

* + 1. Other expenses approved by the special report are to be paid using facility revenues.
  1. All utility revenues shall be used to pay facilities’ utility expenses.
  2. The University shall pay the business tax in rebates (gift vouchers included). The expenses shall be paid using facility revenues.
  3. The revenues designated for scholarships and student club subsidies shall be duly expended.
  4. The balance of revenues, if there is any, shall all be allocated to the University Endowment Fund.

七、 申請借用本校場地設備，其期間、時段及收費方式，應依下列規定辦理：

(一)申請期間：

1. 校外單位申請，應於借用日前五個月內至二週前(不含借用日)以本校場地借用系統向本校場地管理單位申請，經總務處事務組或綜合業務處同意後，於借用日前或借用當日(如遇假日提前一個工作日)至出納組繳納水電費、場地費後始得借用。但遇有特殊情事函請借用者，不在此限。
2. 校內單位申請，應於借用日前五個月內至一週前(不含借用日)以本校場地借用系統向本校場地管理單位提出申請，經由各場地管理單位同意後，始得借用。

(二)借用時段：

1. 借用時間，除各管理單位另有規定外，原則以四小時為一時段，分別為上午八時至十二時、下午十三時至十七時及夜間十八時至二十二時，活動辦理每次至少申請二小時，並應確實估算使用時間。
2. 借用時間逾三小時者以一時段計。借用一時段以上者，每逾一小時按四分之一時段之費用收費。彩排、預演、場地佈置及撤場等，亦應計入借用時間。
3. 各項活動應於午後十時前結束。

(三)收費標準及方式，如下：

1. 校外借用，依場地設備借用收費標準收取費用。
2. 校外單位與本校合辦或協辦之活動，得依收費標準場地費用五折計費。如獲有學校經費補助或另有收取費用者，得依收費標準場地費用七折計費，另水電費用需依收費標準計費。(申請時應檢附證明)。
3. 校內單位(含學生社團)申請，除另有規定外，免繳交場地費用及水電費用。但活動有編列場地費用或另有收費者(申請時應檢附證明)，得依場地費用三折計費，另水電費用需依收費標準計費。
4. 本校海事人員訓練處管理之場地，不適用前二目關於折扣之規定。
5. 場地收費基準表未列入之場地，經核准使用者，按其容量比照本表類似場地收費。但特殊用途場地之收費另議。
6. 校內單位申請未收費者，經本校評估應派兼任助理或交管人員支援者，另依勞基法規定支付兼任助理費用。
7. 借用逾時，借用單位需負擔場地管理人員之加班費，其費用以勞動基準法規定每小時基本工資加計補充保費計算，不足一小時者以一小時計。
8. 借用遇有特殊情形，經場地管理單位同意，並經校長批准者，校外單位得免收取場地費用，或折扣場地費用，另水電費用需依收費標準計費；校內單位得免收取水電費用。
9. 管理單位、總務處事務組或綜合業務處得收取場地保證金新臺幣三千元，或要求借用單位出具切結書，以確保借用之場地設備功能合於約定使用之狀態，及場地環境確實清潔、復原等無待處理事項後，始得同意出借。
10. 為獎勵節約能源及撙節電費支出，借用室內場地不使用空調者，水電費用依場地收費基準表五折計費。

Article 7

Application periods, rental sessions, and rental rates for facility rentals are specified as follows:

* 1. Application period:
     1. External units shall submit an application to the facility management

units via the University’s facility rental system five months to two weeks (rental date not included) before the rental date. Facilities shall be utilized by the user unit upon the approval of the General Service Division of the Office of General Affairs or the Office of General Administration, and after such user unit pays a utility fee to the Cashier Division on, or a day before, the rental date (a working day earlier if overlapping with a holiday). This, however, shall not apply to user units with a particular situation.

* + 1. Internal units shall submit an application to the facility management units via the University’s facility rental system five months to one week (rental date not included) before the rental date. Facilities shall be utilized by the user unit upon the approval of the facility management unit.
  1. Rental session:
     1. Except as otherwise provided by the management units, available sessions, each of which shall be 4 hours in principle, are 8:00 to 12:00, 13:00 to 17:00, and 18:00 to 22:00, respectively. An event shall be at least 2 hours in a session, and the time shall be accurately estimated.
     2. Any rental of more than 3 hours shall be deemed as a full session rental. If an event lasts longer than a session, the user shall be charged an additional one-fourth of the rate of a session for each extra hour. Rehearsal, dress rehearsal, venue decoration, and move-out shall be included in rental time.
     3. All events shall finish before 22:00.
  2. Rental rate:
     1. External units shall be charged at the rate set for facility rentals.
     2. External units co-hosting or co-organizing an event with the University may be charged 50% of the rate set for facility rentals. Should an external unit be subsidized or separately charged by the University, such an external unit may be charged at 70% of the rate set for facility rentals. Utility fees shall be charged at a regular rate (supporting documents shall be attached when applying).
     3. Except as otherwise provided, internal units (student clubs included)

shall not be charged for facility rentals and utility fees provided; however, that the event held by such units budgets or charges for facility rentals (relevant documents shall be attached when applying), in which cases such units shall be charged at 30% of the rate set for facility rentals. Utility fees shall be charged at a regular rate.

* + 1. Facilities managed by the Maritime Training Center of the University are not subject to the discount rules mentioned in the two preceding subparagraphs.
    2. If a facility is not listed in the Table of Rates for Facility Rentals and is approved to be utilized, the user shall be charged at the same rate as a listed facility with a similar capacity. Rates for special use facilities shall be negotiated separately.
    3. Should an internal unit not be charged, yet the University’s assessment indicates that part-time assistants or traffic controllers are needed for the event held, such unit shall pay the support personnel in accordance with the Labor Standards Act.
    4. If an event lasts longer than initially scheduled, the user unit shall pay the facility management personnel for overtime. Such personnel shall be paid at the hourly rate of minimum wage specified in the Labor Standards Act plus a supplementary premium. In cases where the above additional work time is less than one hour, a one-hour fee shall still be charged.
    5. External units with the particular situation may not be charged for facility rentals or may enjoy a discount after the approval of the facility management unit and of the President. Utility fees shall be charged at the regular rate; internal units may not be charged for utility fees.
    6. Before being permitted to use a facility, a user unit may be required by facility management units, the General Service Division of the Office of General Affairs, or the Office of General Administration to pay a deposit of NT$3000 or provide an affidavit so as to ensure that after the event, the equipment in the facility is in a condition fit for the stipulated use, the facility is duly cleaned and restored, and no matter remains undone.
    7. To reward energy conservation and reduce electricity expenses, indoor facility users who do not use air conditioning shall be charged 50% of the rate set for utility.

八、 申請借用單位應以善良管理人之注意，使用借用之場地設備，並應遵守借用注意事項(如附表) 。

前項附表之修正得依本要點第十二點之修正程序為之。

Article 8

* 1. User units shall be bound to use facilities with the care of a good administrator and shall comply with the Notice for Facility Utilization (see appendix).
  2. The aforementioned appendix may be amended in accordance with Article 12 of these Regulations.

九、 借用取消與變更程序：

(一)因不可預知之情事，本校需使用場地設備時，應立即通知申請借用單位；申請借用單位若無法改期或更換場地放棄借用時，本校應無息退還原繳之費用，申請借用單位不得異議。

(二)申請借用單位如因故停止借用，應於借用日**十日**前通知本校，未通知或未於期限內通知者，則不退還已繳納之費用。但因天災或不可抗力之因素無法如期辦理活動，應檢具可資證明文件申請延期或申請無息退還所繳費用；延期使用者，除有歸責於本校之事由或不可抗力因素外，同一案件限申請一次，並限二個月內辦理完成。

Article 9

Procedure of cancellation and change:

* 1. Should the University need to use a rented facility due to unforeseen circumstances, the user unit shall be notified immediately. Should the user unit be unable to change the rental date or facility, the University shall refund the user unit the amount of the paid fee without interest. The user unit shall raise no objection.
  2. Should a user unit need to terminate its rental due to specific reasons, such a user unit shall notify the University 10 days before the rental date. A user unit shall not be refunded if it sends a late notification or fails to notify the

University. Should an event fail to be held as scheduled due to natural disasters or force majeure factors, a user unit must submit an application with supporting documents attached for deferments or full refunds without interest. Deferments, unless caused by reasons attributable to the University or situations of force majeure, shall be limited to once, and deferred events shall be held within two months.

十、 本校停車場地之相關收支，應以年度為原則，並應專款專用，於年度結束後，如有結餘款，則應轉入校務基金。

Article 10

In principle, revenues and expenditures of the University’s parking space shall be calculated based on the fiscal year and shall be earmarked. The balance of revenues, if there is any, shall all be allocated to the University Endowment Fund after a fiscal year-end.

十一、場地設備之收入應掣發收據。有關收據之印製、保管及使用，依本校相關規定辦理。

Article 11

Facility fee receipts shall be provided. Printing, safekeeping, and use of receipts shall be handled in accordance with relevant regulations.

十二、場地設備借用收費基準表另訂之，經校務基金管理委員會議通過後，校務基金管理委員會得授權總務處視需要於總務會議檢討修正，並於修正後，陳請校長核定施行。

Article 12

The Table of Rates for Facility Rentals shall be set up separately and shall be passed by University Endowment Fund Management Committee Meeting, which may authorize Office of General Affairs to amend the rates for facility rentals at their meetings. In the event that the table is amended, it shall take force upon approval by the President.

十三、本要點經校務基金管理委員會議通過，陳請校長核定後施行；修正時亦同。

Article 13

These Regulations shall be passed by the University Endowment Fund Management Committee Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

附表 國立高雄科技大學場地設備借用注意事項表

1. 憑繳費收據出借場地。如未依時繳費，借用申請將視為撤回。
2. 學生自治團體、社團、碩士生、博士生申請使用本校場地集會活動，應經所屬輔導單位學生事務處、進修學院或院系所核准，學生團體於本校場地集會活動期間之秩序管理與安全維護等事項，輔導單位或院所系應指派人員，依本辦法及相關規定進行督導。
3. 申請單位應負責維護場地之整潔及安全，歸還前需將場地復原。現有設備如有損壞，應予賠償或維修，使用場地內影音器材、設備等，使用者應指派專人接受場地管理人員指導後，方可自行操作。
4. 申請使用本校活動場地，如有下列情事之一者，本校有權婉拒申請使用、要求立即改善或停止使用，並依法處理，申請者不得異議：
   1. 違背政府相關法令規章或妨害善良風俗。
   2. 使用事實與申請內容不符或擅自轉讓他人使用，或向他人收費。 (3)使用時損壞本校場地建築與設備。
5. 參與活動人員不遵守本校規定、不接受管理人員之指導勸告、有妨害本校

正常活動或影響校區安全行為。

1. 違反本辦法或本校各場地之管理使用須知。
2. 申請使用場地者張貼宣傳海報、標幟、停放車輛等，須依本校相關之規定辦理。
3. 使用場地期間，嚴禁施放乾冰、煙火、營火、鞭炮、天燈、煙霧等危險性物品， 使用室內場所時，通道及避難逃生門須開啟並保持順暢，以利人員疏散。
4. 校內單位借用場地，如需辦理外燴宴會或是小吃攤位等相關戶外膳食活動，應專案簽准，並知會本校學生事務處衛保組、環境安全衛生中心環境保護組及總務處事務組或綜合業務處，且限校內單位辦理。
5. 申請使用場地辦理活動期間，未經許可不得有販（預）售商品等行為。臨時攤位除不得販賣餐飲或食品外，所售商品如有侵害智慧財產權時，應自負法律責任。

# Appendix NKUST Notice for Facility Utilization

1. A facility rental is determined by receipt. Late payment shall be deemed as cancellation of the application.
2. An application for facility rental submitted by self-governing student organizations, student clubs, graduate students, and Ph.D. students shall be approved by affiliated guidance and counseling units, the Office of Student Affairs, the Affiliated Institute of Continuing Education, or affiliated colleges/departments.
3. User units shall be in charge of facility management regarding cleaning and safety and shall restore a facility before returning it. Should equipment in facilities be damaged, the user unit shall be responsible for compensation or repair. After an assigned person from a user unit receives instructions on audiovisual equipment from facility management personnel, the user unit may operate such equipment in facilities on its own.
4. The University is entitled to refuse applications, request improvement or terminate rentals, and act in accordance with relevant rules if any of the following situations occur. The user unit shall raise no objection.
5. The government’s relevant regulations or moral order is violated.
6. An event is inconsistent with the purpose stated in the application, or the facility is loaned or rented out to another party.
7. The University’s facilities or equipment is damaged.
8. Where a participant in an event violates the University’s rules, ignores the facility management personnel’s dissuasion, hinders the University’s functioning, or poses a threat to campus safety.
9. These Regulations or the University’s notice for utilization are violated.
10. Poster and sign arrangement and vehicle access shall be processed in accordance with relevant regulations.
11. Dangerous goods such as dry ice, firework, campfire, firecracker and sky lanterns are not allowed when using facilities. Passages and emergency exits shall be open and accessible when using indoor facilities.
12. If an internal unit rents a facility for an outdoor dining event involving catering or street vendors, such unit shall submit a special report for approval and shall notify the Health Division of the Office of Student Affairs, the Environmental Protection

Division of the Environmental, Occupational Safety, and Health Center and the General Service Division of the Office of General Affairs or the Office of General Administration. Outdoor dining events shall be held by internal units only.

1. Selling (or preselling) without approval shall not be allowed during an event. A temporary vendor shall not sell food and beverage and shall take legal responsibility if the goods it sells violate intellectual property rights.

**國立高雄科技大學監視錄影系統管理及調閱要點 National Kaohsiung University of Science and Technology Regulations Governing Surveillance System**

**Management and Retrieval**

109 年 4 月 15 日 108 學年度第 9 次行政會議通過

Passed by the 9th Administrative Meeting on April 15, 2020.

一、國立高雄科技大學(以下簡稱本校)為健全管理本校監視錄影系統設置與調閱，以充分發揮其效能及維護校園安全，並兼顧師生之權益，特訂定國立高雄科技大學監視錄影系統管理及調閱要點（以下簡稱本要點）。

Article 1

These Regulations Governing Surveillance System Management and Retrieval (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to ensure its robust management and efficiency maximization for surveillance system construction and video records retrieval, and to enhance campus security and protect the rights and interests of faculty, staff, and students.

二、本校校區周邊、停車場及非屬各單位管理之公共空間區域之監視錄影系統，由總務處事務組規劃設置，並委由各校區綜合業務處管理，負責報修、維 護及監視錄影資料之建檔調閱與複製。

總務處事務組裝設之監視錄影系統，校安中心得申請同步監看。

Article 2

* 1. The General Services Division of the Office of General Affairs is in charge of installing the surveillance system for areas surrounding campuses, parking lots, and public space (management unit non-designated). The General Administration Division on each campus may be entrusted by the Office of General Affairs with processing the fault repair and maintenance, video records archiving, retrieval, and duplication.
  2. The Campus Security Center may monitor the surveillance system set up by the General Services Division of the Office of General Affairs in real-

time at the same time.

三、本校各單位為維護公務設施、設備或避免財物遺失、毀損，得自行規劃建置監視錄影系統，並指派專人負責管理、操作及維修。

Article 3

Each unit shall organize and install its own surveillance system and assign a person to manage, operate, and maintain public facilities and equipment in order to prevent property loss or damage.

四、監視錄影資料保密及保管，依下列方式辦理：

(一)監視錄影設備所攝錄之影音資料應予保密，並遵守個人資料保護法等相關法令規定，如有發現不當使用或洩密情事，依法追究行政或民、刑事責任。

(二)管理人員離職或調職後，對在職期間攝錄之影音資料，仍負保密義務。

(三)監視錄影設備應持續正常運作，不可無故中斷，所攝錄之資料應保存至少十日以上。

(四)遇有特殊情形，影音資料有另外保存之必要者，各管理單位應複製一份妥善保管，如無保存之必要時，得予以銷毀。

(五)監視錄影系統影音資料，除其他法律另有規定或因調查犯罪及其他違法 行為，有繼續保存之必要者外，至遲應於攝錄完畢時起一年內銷毀之。

Article 4

The confidentiality and archiving of video records shall be handled as follows:

* 1. Video records acquired from the surveillance system shall be kept confidential in accordance with the Personal Data Protection Act and related regulations. In case of improper use of records or breach of personal data, violators shall be held administratively, civilly, or criminally liable.
  2. When personnel in charge of surveillance system management resigns or transfers to another post, they are obligated to keep video records acquired during the tenure confidential.
  3. The surveillance system must continuously operate without pausing or being turned off for no reason. Video records shall be preserved for at least 10 days and beyond.
  4. Video records necessary for special circumstances shall be kept in duplicate by each management unit. Such records may be destroyed when no longer necessary.
  5. Video records shall be destroyed within one year, calculated from the moment of recording, unless laws or regulations require them to be kept for the investigation of criminal activities or other illegal acts.

五、調閱或複製監視錄影資料，應依下列方式辦理：

(一)校內調閱或複製：校內單位或教職員工生因涉及個人權益維護所必要時，應填具監視錄影系統調閱複製申請表(以下簡稱申請表)，敘明案由及指 明特定調閱時段，經所屬單位主管同意，並會辦校安中心後向綜合業 務處提出申請。經核准後，由綜合業務處派員陪同調閱。

(二)校外調閱或複製：檢警調單位、或校外當事人、利害關係人應會同檢警調單位填具申請表，經會辦校安中心後向綜合業務處提出申請。經核准後，由綜合業務處派員陪同調閱。

(三)若遇緊急狀況需於非上班時間申請調閱或複製，申請人應會同檢警調單位填具申請表，並經值勤保全通報綜合業務處後至警衛室辦理。

(四)調閱或複製影音資料，應由管理單位設專簿登記備查。 Article 5

Viewing or duplicating video records shall be handled as follows:

* 1. Requested by internal units and personnel: In circumstances necessitating the safeguarding of their personal rights, internal units, faculty, staff, or students must complete the Surveillance Records Retrieval / Duplicate Form (hereinafter referred to as “the Form”), and describe the reasons and specify the timeframe of footage requested in the Form. The application shall be approved by the head of the affiliated unit, countersigned by the Campus Security Center, and submitted to the Office of General Administration. Once the application is approved, the applicant will be accompanied by designated personnel of the Office of General Administration when viewing or duplicating the video records.
  2. Requested by external units or personnel: prosecutors or police units, external party or interested party shall jointly complete the Form with the Campus Security Center countersigned and submit it to the Office of

General Administration. Once the application is approved, the applicant will be accompanied by designated personnel of the Office of General Administration when viewing or duplicating the video records.

* 1. For emergencies during non-working hours, the applicant shall jointly complete the Form with prosecutors or police units and submit it to the on- duty security guard to inform the Office of General Administration and handle related procedures at the security office.
  2. The management unit must keep a record of any viewings or duplications of video records in the register specified for future reference.

六、有下列各款情形之一者，應不予提供調閱或複製：

(一)依法應保持秘密之事項。

(二)提供資訊有妨害犯罪之偵查、追訴、 執行或足以妨害刑事被告公正之裁判或有危害他人生命、身體、自由、財產之虞者。

(三)有侵害第三人隱私之虞者。但經該當事人書面同意者，不在此限。 Article 6

Video records shall not be viewed or duplicated if situations meet one of the conditions specified as follows:

* 1. the data must be kept confidential in accordance with laws;
  2. when providing information that will obstruct the investigation, prosecution, or law enforcement of a crime, impair the fair trial of a criminal defendant, or injure other people’s life, body, freedom, or property;
  3. the information is likely to infringe on the right of any third party; unless the data subject has given written consent.

七、監視錄影系統調閱複製申請表及登記簿至少應保存一年。

Article 7

All applications to view or duplicate the surveillance records along with the register shall be preserved for at least one year.

八、本要點經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 8

These Regulations shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

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| **國立高雄科技大學○○校區監視錄影系統調閱複製申請表**  **NKUST Campus Surveillance Records Retrieval / Duplicate Form** | | | | | | | | | |
| 申請日期  Date of Application | 年 月 日  Year-Month-Date | | | 攝影機地點  Place of Camera | | |  | | |
| 調閱日期及時間  Timeframe of Footage  Requested | 年 月 日 時 分Year-Month-Date HH:mm  至 to  年 月 日 時 分Year-Month-Date HH:mm | | | | | | | | |
| 事由或用途說明  Brief Description for Reasons or  Intended Purposes |  | | | | | | | | |
| 是否需複製  Duplication | □不需要No □需要Yes（請自備空白光碟或隨身碟）  (Please bring your CD-R or USB flash drive.) | | | | | | | | |
| 申請人  Applicant |  | 聯絡電話  Phone No. | | |  | | | 單 位 Affiliated Unit (系所年級) (Dept. / Grade) |  |
| 單位主管  Head of Unit  concerned |  | | | | | | | | |
| 會辦單位  Countersigning Unit  校安中心  Campus Security  Center |  | | | | | | | | |
| 綜合業務處 Office of General Administration  承辦人  Handling Personnel |  | | 綜合業務處 Office of General Administration 組長  Division Chief | | |  | | | |
| 調閱結果  Review Results |  | | | | | | | | |

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| --- | --- |
| 切結  Declaration | 本人確實遵守規定，不將錄影資料私自拷貝複製或任意公開散布，並應遵守「個人資料保護法」，以維護當事人之隱私權益；同時，錄影監視系統影音資料，除其他法律另有規定或因調查犯罪及其他違法行為，有繼續保存之必要者外，至遲應於攝錄完畢時起一年內銷毀之。  I assure to comply with relevant regulations to not privately duplicate or randomly publicize backup data in accordance with the Personal Data Protection Act to respect the data subject’s right to privacy. Furthermore, video records shall be destroyed within one year calculated from the date of duplication unless provided by laws or required to be kept for investigation of crimes or other illegal  acts. |
| 申請人簽章  Applicant’s Signature |  |
| 說明：Explanatory Comment:  1、調閱或複製監視錄影資料應依本校監視錄影系統管理及調閱要點辦理。  2、如奉准複製，請自備空白光碟或隨身碟並交由綜合業務處協助拷貝。  3、管理人員應於調閱結果欄註記辦理情形，並登記專簿。   1. Viewing or duplication of surveillance records shall be handled in accordance with the Regulations Governing Surveillance System Management and Retrieval. 2. Please bring your own CD-R or USB flash drive for the Office of General Administration to copy related data if the application is approved. 3. The custodian shall record the case status in the review results field and designated register. | |

**國立高雄科技大學監視錄影系統調閱複製登記簿**

**NKUST Surveillance Records Retrieval / Duplicate Register**

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| --- | --- | --- | --- | --- | --- | --- |
| 編號  No. | 申請日期 Date of Application | 申請人  Applicant | 單位/系所 Affiliation / Dept. | 聯絡電話  Phone No. | 管理單位  Management Unit  陪同人員  Personnel  accompanying | 備註  Notes |
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**國立高雄科技大學車輛管理要點**

**National Kaohsiung University of Science and Technology Regulations Governing Vehicle Management**

107 年 4 月 18 日 106 學年度第 4 次行政會議通過 Passed by the 4th Administrative Meeting on April 18, 2018. 107 年 7 月 16 日 106 學年度第 7 次行政會議修正通過

Revised and Passed at the 7th Administrative Meeting on July 16, 2018. 108 年 6 月 19 日 107 學年度第 12 次行政會議修正通過

Revised and Passed at the 12th Administrative Meeting on June 19, 2019.

109 年 6 月 17 日 108 學年度第 11 次行政會議修正通過 Revised and Passed at the 11th Administrative Meeting on June 17, 2020. 110 年 6 月 9 日 109 學年度第 11 次行政會議修正通過

Revised and Passed at the 11th Administrative Meeting on June 9, 2021. 111 年 6 月 8 日 110 學年度第 11 次行政會議修正通過

Revised and Passed at the 11th Administrative Meeting on June 8, 2022.

一、國立高雄科技大學（以下簡稱本校）為維護校園安寧及師生安全，及加強車輛管理秩序，並有效使用停車設施場地，特依本校車輛管理委員會(以下簡稱本會)設置要點第六點規定，訂定國立高雄科技大學車輛管理要點（以下簡稱本要點）。

Article 1

These Regulations Governing Vehicle Management (hereinafter referred to as “these Directives”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to ensure safety, enhance the management of vehicles, and efficiently utilize the parking spaces on campuses in accordance with Article 6 of the Regulations for the Establishment of the Vehicle Management Committee (hereinafter referred to as “the Committee”).

二、車輛憑各校區車證進出，由警衛、保全及相關協助人員查驗管制，並依規定禁聲、慢行並整齊停放於規定之停車地點。

Article 2

Vehicle access to each campus shall be granted by a parking permit issued by the University and shall be inspected and controlled by the guards, security officers, and relevant assistants. Vehicles shall be driven quietly and slowly on campus and shall be aligned properly in designated parking spaces.

三、特殊工作需求之車輛，如貴賓禮車、救護車、消防車、警車、郵務車、捐血車、銀行公務車、電信（力）公務車、垃圾車、計程車及遊覽車等，准予在無本校車證之

情形下，由警衛室放行進入校園。

Article 3

Vehicles with special duties such as limousines, ambulances, fire engines, police vehicles, postal vehicles, bloodmobiles, banks’ company vehicles, telecommunications (electric power) carriers’ company vehicles, garbage trucks, taxis, and tour buses may be given access to campus by security offices without a parking permit.

四、車證之申請、審核，應依以下規定向總務處事務組提出：

（一） 學生、教職員工之車證，由本人提出。

（二） 合約廠商車證由發包單位代為提出。

（三）專案簽准之車證由上簽單位代為提出。

（四）營繕工程、廠商技術服務、建教合作單位、臨時洽公及送貨等外來車輛，由警衛室管制登記查驗無訛後換發臨時車證並得依各校區規定予以收費，離校時再由警衛室查驗並收回。

（五）每週自校門進入校區一次以上之廠商及其供應商之車輛應辦理車證。

（六）以上之申請與審核作業得由總務處委由各校區綜合業務處代為行之。

Article 4

Parking permit applications shall be submitted to and reviewed by the General Service Division of the Office of General Affairs in accordance with the following rules:

* 1. Parking permit applications from students, faculty, or staff members shall be submitted individually;
  2. Parking permit applications for contractors shall be submitted by contract issuing units;
  3. Applications for parking permits approved by special report shall be submitted by approval requesting units;
  4. Security offices shall inspect vehicles driven by external units such as construction and maintenance units, technical services providers, cooperative education units, units on non-regular official business, or units conducting goods delivery, and shall provide temporary parking permits after inspection and charge external units for parking fees in accordance with the rules on each campus. When external units exit campus, temporary parking permits shall be returned to security offices after inspection.
  5. Contractors and contracted suppliers that enter campus through the University’s gates more than once a week shall apply for parking permits.
  6. The Office of General Administration on each campus may be entrusted by the Office of General Affairs with processing the abovementioned applications and reviews.

五、車證採學年制，依種類及發放對象，同一車種以一人一證為限，除收費標準如附表一外，其他規定如下：

Article 5

Parking permits shall be issued once an academic year and shall be based on vehicle type and recipient. Parking permits issued for a particular vehicle type shall be limited to one per individual. Except for the fee standards specified in Appendix 1, the other rules are as follows:

（一） 學生、教職員工應於各原所屬學習或服務之校區申請車證並繳費。

* 1. Students, faculty, and staff members shall submit their applications for a parking permit and pay the fees to the respective units on the campus on which they study or serve.

（二）建工、楠梓、旗津校區，以及第一校區一百零八學年度起入學之日間部學生汽車車證，因車位有限不提供申請，除特殊情形經專案簽准外，得比照該校區博士生車證標準收費。

* 1. Due to space constraints, no car parking permit shall be provided to day school students on Jiangong Campus, Nanzih Campus, Cijin Campus, or day school students enrolling on First Campus after Academic Year 2019. Specific cases that have been approved are excluded. A student who applies for a parking permit shall be charged at the same rate as a doctoral student.

（三）大型重型機車除第一及楠梓校區比照汽車車證規定外，其他校區比照機車規定及停放。

* 1. Big-sized heavy motorcycles shall be driven and parked in accordance with the rules for scooters and motorcycles on all campuses except for First Campus and Nanzih Campus, on which big-sized heavy motorcycles shall be driven and parked in accordance with the rules for cars.

（四）各校區車證原則限於該校區所指定之地區使用。但使用車證者如因公務、教學或上課需求，得於各校區間通行及停放，不在此限。

* 1. In general, parking permits issued by a campus may be used only in designated

areas on that campus. This, however, shall not apply to a parking permit holder who needs to enter each campus for official business, teaching, or course attendance; a parking permit holder may drive and park on each campus.

（五）非屬總務處事務組所統一調派之其他單位公務用或實驗用車輛，應依本要點規定申辦車證及繳費。

* 1. Applications and the fees for parking permits shall be required for any official or experimental vehicle that belongs to other units and cannot be dispatched by the General Service Division of the Office of General Affairs in accordance with these Regulations.

（六）身心障礙及低收入戶者，檢附相關證明（須有申請人姓名），免收車證費用。中低收入戶者，檢附相關證明（須有申請人姓名），車證費用減免十分之三。

* 1. An applicant with disabilities or from a low-income household may possess a parking permit free of charge if he/she provides supporting documents (such an applicant’s name shall be stated). The fees for a parking permit may be reduced by three-tenths for an applicant from a middle-low-income household if he/she provides supporting documents (such an applicant’s name shall be stated).

（七）下學期二月一日後申請者，依原車證費用二分之一收費。

* 1. Applicants who apply for a parking permit after February 1st in the spring semester shall be charged at half of the rate set for a parking permit.

（八）汽車車證限本人、配偶、直系血親或旁系血親二親等之車輛方得申請，申請時應檢附行車執照影本，如行車執照記載之車主非申請者本人，另需檢附車主身分證明或相關證明文件影本；五專及大學新生入學後初次申請車證時應檢附駕駛執照影本。

* 1. An applicant may apply for a parking permit for a vehicle owned by the applicant, his/her spouse, a lineal relative by blood, or a collateral relative by blood within the 2nd degree of kinship. A photocopy of the vehicle license shall be attached when submitting an application. Should the owner of the vehicle stated on the vehicle license not be the applicant, such applicant shall submit a photocopy of the owner’s identification or relevant supporting documents. A new student enrolled in the five-year junior college program or the undergraduate program shall submit his/her first application with a photocopy of the applicant’s driving license attached.

（九）學生及教職員工之車證因特殊原因不再使用，經審查核准後，可至原申請單位繳回原有車證並申請退費，其餘車證不予退費，退費期限及標準如下：

* + 1. 該學年上學期十月三十一日以前：全額退費。
    2. 十一月一日至下學期三月三十一日：退還二分之一費用；
    3. 下學期申辦通行證者，於三月三十一日前退還所繳全額費用。
    4. 該學年下學期四月一日後：不退還費用。
  1. Where a parking permit possessed by a student, faculty, or staff member is no longer in use due to special reasons, the parking permit holder, after being approved in a review, may return such a parking permit to the competent unit that has handled his/her application, and may apply for a refund. Refunds shall not be granted to a parking permit holder who returns his/her permit without special reasons. The time limit and standards regarding refunds are as follows:

1. Returning a parking permit prior to October 31st in the fall semester of the current academic year: full refund;
2. Returning a parking permit between November 1st in the fall semester and March 31st in the spring semester: a refund of 50% of the fees;
3. Returning a parking permit issued for the spring semester prior to March 31st: full refund;
4. Returning a parking permit after April 1st in the spring semester of the current academic year: no refunds.

（十）車證補發：申請補發酌收工本費，汽車新臺幣五十元、機車新臺幣二十元、腳踏車新臺幣二十元。如因車輛遺失、車輛事故致車證毀損須補發者，檢附報案三聯單或車輛事故處理單，得免費辦理新車證。

* 1. Parking permit reissue: Applicants will be charged NT$50 for reissuing a car parking permit and NT$20 for reissuing scooter, motorcycle, and bicycle parking permits. Should an applicant apply for reissuance due to a loss of vehicle or damage to a parking permit caused by a car accident, and he/she provides the triplicate report form or traffic accident disposition form, such an applicant may apply for reissuance free of charge.

（十一）使用中之車證，如遇換車時，應繳回原車證，連同新車之行車執照影印本及相關證件，至原申請單位換領新證，並酌收工本費汽車新臺幣五十元，機車新臺幣二十元；另車輛由本校協助黏貼ETAG後，因損壞或換車需重新黏貼時，酌收工本費新臺幣一百元。

* 1. Should a parking permit holder change his/her vehicle, such a parking permit holder shall return the parking permit in use to the competent unit that has handled

his/her application and submit an application for reissuance with a copy of the new vehicle license and relevant documents. NT$ 50 shall be charged for the reissuance of car parking permit, and NT$ 20 shall be charged for the reissuance of a scooter or motorcycle parking permit. If an eTag sticker that was originally attached with the University’s assistance needs to be reattached due to damage or a vehicle change, a fee of NT$ 100 will be charged.

（十二）校友總會及各系友會之停車證應每年專案簽准後，分別核發收費與不收費車證。

* 1. Regular and free parking permits shall be issued to the University’s Alumni Association and each department’s Alumni Association every year after being approved as specific cases.

（十三）本校卸任校長、名譽博士，以及卸任校友總會總會長之車證，不予收費。

* 1. Ex-presidents of the University, honorary doctorates, and ex-presidents of the University’s Alumni Association may possess parking permits free of charge.

（十四）經專案簽准後核發之貴賓車證，得不予收費，但應每年專簽為之。

* 1. Parking permits issued to the honored guest may be free of charge if certain conditions are met. Specific cases for approval shall be filed every year for the issuance of such permits.

（十五）汽車車證可登記第二台車號。但同一時間僅限一台車輛可進入本校其中一個校區。

* 1. A parking permit may include the second vehicle registration number. Only one vehicle, however, shall be allowed on one of the University’s campuses at a time.

（十六）持有身心障礙者專用停車位識別證明停放於身心障礙專用停車位但非本人駕駛且車上亦無身心障礙者時，警衛或保全人員得予以勸離並請其改停至一般車位。

* 1. If a driver with a disability parking permit parks in a disabled parking space but is not the permit holder and no one with disabilities is in the vehicle, the University’s guards or security officers may request that the driver move the vehicle to a regular parking space.

（十七）電動機車及電動自行車比照機車車證收費。

* 1. Parking permits for electric scooters and bikes shall be charged at the same rate as parking permits for scooters and motorcycles.

（十八）退休人員車輛不得過夜亦不可停放於地下室停車場。

* 1. University retirees are not permitted to park vehicles overnight or in basement parking spaces.

（十九）自第一百一十學年度起，學生機車證逐年度調整增加新臺幣五十元整至上限新臺幣三百元整止。

* 1. Beginning in Academic Year 2021, the fees for scooter and motorcycle parking permits will increase by NT$50 per academic year until a maximum of NT$300 is reached.

六、建工校區其他車輛管理規定如下：

Article 6

The other rules for vehicle management on Jiangong Campus are as follows:

（一）建工校區除身心障礙者車輛、工程、保全、環境安全衛生中心、以及郵務用等之公務機車或腳踏車外，校區內禁行機車、腳踏車，並應經由側門經查驗後進入，整齊停放於車棚內，非經許可不得由正門進出。

* 1. No scooters, motorcycles, or bicycles shall be allowed inside Jiangong Campus except for vehicles driven by people with disabilities and official scooters, motorcycles, or bicycles used by people with duties such as engineering affairs, security affairs, postal service, or by personnel from the Environmental, Occupational Safety, and Health Center. All scooters, motorcycles, and bicycles shall enter parking spaces through the side entrance after inspection and shall be aligned properly in parking sheds. No scooters, motorcycles, or bicycles shall enter parking spaces through the main entrance without permission.

（二）建工校區汽車位主要優先提供教職員工上班及洽公人員停車。其他臨時收費標準如下：

* + 1. 六十分鐘內免費，超過時每三十分鐘計時收費新臺幣十五元(未滿三十分鐘以三十分鐘計)。
    2. 十七時以後進入之車輛得以計次收費新臺幣一百元或計時收費為之。
    3. 十七時以後進入之車輛當日收費上限為新臺幣一百元。
    4. 每日收費上限為新臺幣二百元，隔日另計(以晚上十二點為基準)；離開校門再進入者重計之。
    5. 於建工校區辦理各項活動，除專案簽准另案辦理外，應依本項標準計時或計次收費之。
    6. 身心障礙人士合法持有加註車號之身心障礙者專用停車位識別證或懸掛身心障礙專用車輛牌照者，停車前四小時內免費，第五小時起依停車費率全額計收。
  1. Faculty, staff, and people on business will be given priority when it comes to parking spaces. The fee standards for temporary parking are as follows:

1. Temporary parking is free of charge for the first 60 minutes after entry and costs NT$15 for each additional 30 minutes and a fraction thereof.
2. Starting from 17:00, temporary parking may be charged NT$100 per entry or at an hourly rate.
3. Starting from 17:00, temporary parking will be charged at a maximum of NT$ 100 per day.
4. Temporary parking will cost a maximum of NT$200 per day. Overnight parking is considered another day (once past 24:00). Re-entries shall be charged separately.
5. Except in approved specific cases, temporary parking for events held on Jiangong Campus shall be charged per entry or at an hourly rate in accordance with this paragraph provided.
6. The disabled possessing a disability parking permit or with a disability license plate on their vehicle shall be free of charge for the first 4 hours from entry and shall be charged at a regular rate for temporary parking from the 5th hour.

（三）建工校區汽車車證通行時間如附表二，該表時間以外進入校區停車或仍停放於校內時，得依前項標準收費。

* 1. The timetable for permit holders’ car parking periods on Jiangong Campus is specified in Appendix 2. Vehicles that enter or park on Jiangong Campus during the unpermitted parking periods may be charged in accordance with the preceding paragraph.

（四）建工校區教職員工汽車車證除居住職務宿舍者外，其因公務、教學、研究需要得以過夜，可過夜天數每學年以三十天為限，超過時得以逕行註銷車證，如仍有停車需求時，可重新申請車證，其收費標準仍以一學年計。

* 1. Except for the residents of the Faculty and Staff Dormitory, faculty and staff members in need of parking overnight owing to official business, teaching, or research may be granted overnight parking at a maximum of 30 days per academic year. If a permit holder’s overnight parking exceeds the maximum limit, the

University may revoke his or her parking privilege; if he/she is still in need of parking, he/she may reapply for a parking permit and shall be charged at a rate for an academic year.

（五）汽車車證登記二台車號時，如同一時間其第二台車輛進入建工校區者，以外來車輛收費之。

* 1. Should a car parking permit include two vehicle registration numbers, and one of the vehicles be already on Jiangong Campus, the entry of the second vehicle shall be charged at the rate set for the visitor vehicle.

（六）所有進出校園之車輛應低於時速二十公里行駛。

* 1. Drivers shall not drive at a speed greater than 20 km per hour.

（七）持思賢樓車證者(雄工新村思賢樓宿舍借用人)，應停於指定停車區域內(思賢樓地下停車場)，不得停放於校園內之停車格；宿舍借用人之訪客比照外來車輛收費。

* 1. Si-Xian Building parking permit holders (borrowers of the Si-Xian Faculty and Staff Housing in KIHS New Village) shall park their vehicles in the designated parking spaces (the basement parking spaces under the Si-Xian Building) and shall not park in the parking spaces on campus. A borrower’s visitor shall be charged for parking on campus at the same rate set for visitor vehicles.

七、第一校區其他車輛管理規定如下：

Article 7

The other rules for vehicle management on First Campus are as follows:

（一）圖資館地下室汽車車證申請對象以教職員工為限，於開放申請期限截止後，視申請人數及停車位數辦理抽籤，如遇學年中空位出缺，依據前次抽籤之候補人員排序號碼遞補；另申請不足一年則依申請日期每月減收新臺幣四百元；因故停止使用，應將原證繳回並得依剩餘月份每月新臺幣四百元申請退費，另身心障礙者減收或退費依前列費用九折計。

* 1. The applicants for a parking permit for the basement parking spaces under the Library and Information Center shall be limited to faculty and staff members. After the application deadline, a lottery will be conducted depending on the number of applicants and available basement parking spaces. Should a basement parking space become available during an academic year, priority shall be given to those on a waiting list decided by the lottery conducted. If a parking permit is valid for less than a year, the fees will be reduced by NT$400 per month in proportion to the number of months passed. If a parking permit is no longer in use for any reason,

the holder must return it and may apply for refunds of NT$400 per month in proportion to the number of months remaining. The decrease in fees and refunds will be processed at 90% of the rates mentioned above for people with disabilities.

（二）社區居民運動於入校時持個人證件向警衛換發臨時車證，收費標準視需要另行訂定。

* 1. A community resident entering the campus for exercise shall present his/her identification card to the guard and obtain a temporary parking permit. The fees for a temporary parking permit, if necessary, may be stipulated separately.

（三）除特殊工作需求外，非經核准之汽、機車、電動輔助自行車及電動自行車均不得駛入徒步區內。

* 1. Except for vehicles with special duties, no cars, scooters, motorcycles, electrical power assisted bicycles, or electric bikes are allowed in pedestrian areas without approval.

（四）卸貨車輛可暫停於規劃之卸貨車位，但以六十分鐘為限，必要時得向警衛申請延長之。

* 1. Vehicles entering the campus for unloading may be temporarily parked in the designated unloading parking spaces for a maximum of 60 minutes. An extension may be requested from the guard if necessary.

（五）週一至週五每日六時起至十八時止，學生汽車限停第四停車場。但經本校公告行事曆為休假日、寒假或暑假者不在此限。

* 1. Students shall park their cars only in Parking Lot No. 4 from 6:00 to 18:00, Monday through Friday. This, however, shall not apply to a student who parks on campus during holidays, summer vacation, or winter vacation specified in the University’s calendar.

（六）所有進出校園之車輛應低於時速三十公里行駛。

* 1. Drivers shall not drive at a speed greater than 30 km per hour.

八、楠梓及旗津校區其他車輛管理規定如下：

Article 8

The other rules for vehicle management on Nanzih Campus and Cijin Campus are as follows:

（一）學生機車、腳踏車經查驗後進入，整齊停放於學生車棚或指定之停車區域內。機車應由柵欄機刷卡進入停車場，自行車經警衛驗證後進入。

* 1. Students’ scooters, motorcycles, and bicycles shall be allowed in parking spaces after inspection and shall be aligned properly in student parking sheds or designated parking spaces. Scooter and motorcycle riders shall swipe their cards before the barrier gate to enter parking spaces. Bicycles shall enter parking spaces after inspection by the guard.

（二）除公務車輛或申請臨時車證者外，下列區域全天禁止各種車輛行駛、進入或停放，包含各建築物走廊、中庭、運動場、各球場、學生宿舍區，以及綠地。

* 1. Except for official vehicles or vehicles with a temporary parking permit, all types of vehicles shall not be driven, given access to, or parked at all times in the following areas: corridors in each building, courtyards, sports grounds, sports venues, student dormitory areas, and green areas.

（三）學生之汽車、機車嚴禁駛入教學區，應至校方指定之停車場停放。但博士生汽車或推廣教育中心學員之車輛不在此限。

* 1. Students’ cars, scooters, and motorcycles shall be prohibited from entering the teaching area and shall be parked in the parking spaces designated by the University. This, however, shall not apply to doctoral students or students in the Continuing Education Center.

（四）側門開放時間：每日六時三十分起至二十三時三十分止。

* 1. Side entrance opening hours: 6:30 to 23:30 every day.

（五）借用臨時感應磁卡需付押金新臺幣一百元，使用畢即歸還；倘有遺失，視為同意該押金作為工本費，不予返還。

* 1. The borrowing of the temporary key card will require a NT$100 deposit. Key cards shall be returned immediately after use. A loss of key card shall be deemed consent for the University to keep the deposit, which shall not be returned to the borrower, as a key card cost.

（六）地下室汽車車位不得過夜停放，如違規停放達三次以上，得註銷予以收回車證

。

* 1. Cars shall not be parked in basement parking spaces overnight. The University may revoke and retrieve a permit holder’s parking permit if this rule is violated by the holder three or more times.

（七）所有進出校園之車輛應低於時速三十公里行駛。

* 1. All drivers shall not drive at a speed greater than 30 km per hour.

九、燕巢校區其他車輛管理規定如下：

Article 9

The other rules for vehicle management on Yanchao Campus are as follows:

（一）本校教職員工及學生，無論是否持有車證，除購物時得短暫臨時停車外，均不得占用燕巢校區便利商店外停車場。

* 1. Regardless of possession of a parking permit, the University’s students, faculty, and staff members shall not occupy the parking spaces beside the convenience store on Yanchao Campus as that temporary parking is needed for facilitating store purchases.

（二）燕巢校區僅限持有燕巢校區宿舍區車證之機車行駛，其行駛校園之開放時間如下：

* + 1. 星期一至星期五：八時三十分以前、十二時起至十三時三十分止、十七時以後、例假日全天。
    2. 未開放時段，應停放於校門口西側停車棚。
  1. Only scooters and motorcycles with Yanchao Campus dormitory parking permits shall be allowed on Yanchao Campus. The opening hours are as follows:

1. Monday through Friday: prior to 8:30, 12:00 to 13:30, after 17:00, and all day during weekends.
2. Scooters and motorcycles shall be parked in the parking sheds near the west entrance during closing hours.

（三）燕巢校區在汽車停車位足夠之前提下，學生得申請汽車通行證，但其數量以一百張為上限，亦不可停放於地下室停車場。

* 1. Students may apply for a car parking permit provided that car parking spaces are sufficient on Yanchao Campus. Car parking permits, however, shall be limited to 100 and not grant permission to students to park in basement parking spaces.

（四）教職員生之汽車、機車駛入校園，應至校方指定之停車場停放，亦不得過夜停放地下室停車場。

* 1. Faculty and staff members shall park their cars, scooters, and motorcycles in designated parking spaces on campus and shall not park in basement parking spaces overnight.

（五）除身心障礙人士騎乘可明顯辨識車身改造之機車，併同該車輛合法持有之行照

(需加註該改裝車輛文字說明)、或因公(勤)務執行所需申請之機車外，非經核

准之車輛均不得駛入校園。

* 1. Except for highly recognizable modified scooters used by people with disabilities who legally possess the vehicle license (a description of the modified vehicle shall be added) or official scooters and motorcycles, other vehicles are allowed on campus without approval.

（六）所有進出校園之車輛應低於時速三十公里行駛。

* 1. Drivers shall not drive at a speed greater than 30 km per hour.

十、各單位辦理各項活動，致影響校內車位數量或有影響交通安全之虞時，活動之主辦單位應自行指派交管人員維持交通停車秩序，若需委託本會代為執行時，相關費用由活動主辦單位負擔。

Article 10

Where an event may affect the number of parking spaces or traffic safety, the unit organizing such an event shall dispatch traffic controllers to maintain traffic order. Should an organizing unit request the Committee to act on such a unit’s behalf, relevant fees shall be paid by such a unit.

十一、本校發給車證僅表示允許該車輛通行與停放，不負責車輛保管及賠償責任；另基於安全管理及校園美觀考量，非因特別需要並經申請獲准者，不得將車輛加裝車罩。

Article 11

All parking permits issued by the University are valid only for vehicles that are permitted to drive or park on campus. The University shall not be responsible for the safekeeping of any vehicle or the compensation for vehicle damage. Regarding safety management and campus appearance, no vehicles shall be put on car covers without special reasons and approval.

十二、車輛因上、下車、裝卸物品，其引擎未熄火保持立即行駛之狀態者得臨時停車，惟車輛怠速時間不得超過三分鐘；遊覽車及大客車，得於乘客上車前十五分鐘啟動引擎，乘客下車停妥後，須關閉引擎。

Article 12

A vehicle with its engine on and ready to depart at any time may be parked temporarily for passengers to get on and off, or for loading and unloading. Such a vehicle, however, shall not remain idle for more than 3 minutes. Tour buses and bus drivers may start the engine 15 minutes before passengers board and must turn it off after passengers exit the parked vehicle.

十三、車證之發放數量，由本校依當年評估可運用之停車位數量決定之，必要時由本會

採分區抽籤方式辦理。

Article 13

The number of parking permits shall be determined by the University based on the assessment of available parking spaces in the current academic year. If necessary, the Committee shall conduct a separate lottery for the issuance of a parking permit.

十四、所有騎乘機車人員進入或行駛於校園都必須戴安全帽。

Article 14

All scooter and motorcycle drivers shall be required to wear helmets when entering or driving on campus.

十五、廢棄車輛處理規定如下：

Article 15

Rules for handling discarded vehicles are as follows:

（一）每學期開學之初（二月、九月），未張貼當年度有效通行證且久未移動之機車、自行車，由本會通知車主，若仍未領回或未依規定張貼通行證者，則視同無主車輛處理，本會得逕行移置於適當場所，無法查明所有人者，亦同。

* 1. At the beginning of every semester (February and September), the Committee shall notify the owners of scooters, motorcycles, and bicycles that have no valid parking permit attached and that have not been moved for a long time. Should an owner fail to retrieve his/her scooter, motorcycle, or bicycle or fail to attach a renewed parking permit in accordance with the rules, the said vehicle shall be deemed a vehicle without an owner and shall be moved by the Committee to a proper space. The same shall apply to vehicles with unknown owners.

（二）前項移置之車輛，由本會公告處理，於公告之日起一個月內未領回，則視為廢棄車輛處理，自行車由本會依廢棄物清除、公告拍賣或作為校園愛心腳踏車使用，機車則請警察局依法處理。

* 1. The Committee shall issue an announcement regarding the aforementioned moving vehicles. A vehicle failing to be retrieved within a month upon the issuance of the announcement shall be regarded and disposed as a discard vehicle. Discarded bicycles may be deemed waste and disposed of, sold in an announced auction, or used as courtesy bicycles. Discarded scooters and motorcycles shall be disposed of by a police department in accordance with the law.

（三）拍賣對象以本校教職員工生為限，每次拍賣每人限購一台。自行車拍賣之價格，應依其狀況分級訂價。

* 1. Bidders in an auction shall be limited to the University’s students, faculty, and staff members. A bidder shall be permitted to purchase one vehicle only in an auction. The starting price of a bicycle shall be rated and determined based on its condition.

十六、有下列各款情形者屬違規行為：

Article 16

Violations of the rules are specified as follows:

（一）未在劃定位置停放之車輛。

* 1. Failing to park a vehicle in designated spaces;

（二）未在規定區域內行駛之車輛。

* 1. Failing to drive a vehicle in a designated area;

（三）未依規定申領車證。

* 1. Failing to apply for a parking permit in accordance with the rules;

（四）未依指定方向行駛。

* 1. Failing to follow the driving direction;

（五）通行證未張貼（放置）於機車或腳踏車上可辨識處。

* 1. Failing to attach or place a parking permit on a conspicuous part of a scooter, motorcycle, or bicycle;

（六）偽造、變造、借予他人或使用他人通行證。

* 1. Counterfeiting, falsifying, lending others, or borrowing a parking permit;

（七）申請車證之車輛非屬申請人自行駕駛。

* 1. Vehicle registered under a parking permit not being driven by the applicant;

（八）校園行車時速超過速限。

* 1. Speeding on campus;

（九）無身心障礙者專用停車位識別證明占用身心障礙專用停車位者。

* 1. Parking in disabled parking spaces without the possession of a disability parking permit;

（十）其他違反本要點規定或妨礙交通安全之行為。

* 1. Other behaviors that violate these Regulations or pose a threat to traffic safety;

十七、違規處理規定如下：

Article 17

People involved in a violation shall be handled as follows:

（一）對於車輛未停放於停車格及違反本要點規定者，除另有規定外，屬第一次違規時開立違規勸導單，第二次起即開具違規單並收取違規處理費新臺幣二百元，違規行為未改善者並得按日收取違規處理費新臺幣二百元。

* 1. Except as otherwise provided, people failing to park in designated parking spaces or violating these Regulations shall be given a warning for the first violation and shall be given a violation ticket and charged NT$200 in violation fees starting from the second violation. Violation fees of NT$200 per day may be charged for unimproved violation behaviors.

（二）對於未申請通行證或機車未張貼通行證者，處理方式如下：

* + 1. 開學日起一個月內為宣導期，該期間針對未申請通行證或機車未張貼通行證者開立違規勸導單。
    2. 取締執行日起，針對未申請通行證或機車未張貼通行證者即開具違規單並收取違規處理費新臺幣二百元，違規行為未改善者並得按日收取違規處理費新臺幣二百元。
  1. People failing to apply for a parking permit, or failing to attach a parking permit to a scooter or motorcycle shall be handled as follows:

1. The first month from the first day of class shall be a dissemination period, during which warnings shall be given to people who fail to apply for a parking permit or who fail to attach a parking permit to a scooter or motorcycle.
2. People who fail to apply for a parking permit or fail to attach a parking permit to a scooter or motorcycle will be issued a violation ticket and charged NT$200 in violation fees beginning on the day the ban is enforced. Violation fees of NT$200 per day may be charged for unimproved violation behaviors.

（三）車輛違規紀錄達三次以上，除可採上鎖或拖吊處理外，並得註銷並收回車證

，所繳費用不予退還；違規自告發日起未於三十日曆天內繳清違規處理費者

，亦同。

* 1. In addition to locking or towing vehicles, the University may revoke and retrieve the parking permit if a parking permit holder violate the rules three or more times. No refunds shall be granted to such parking permit holders. The same shall apply

to people who fail to pay off the violation fees within 30 calendar days from the day the violation is reported.

（四）車輛違規經告發後，於學年度結束前仍不繳納違規處理費者，停發下年度車證，直到繳清為止。退休、離職、畢業或其他原因辦理離校手續時，應查驗有無違規及積欠違規處理費之事項。

* 1. After violations are reported, people who fail to pay off the violation fees before the end of the current academic year shall not be eligible to apply for a parking permit in the following academic year until the fees are paid off. When people submit school leave applications due to retirement, resignation, graduation, or other reasons, the University shall examine violation records and unpaid violation fees when processing the applications.

（五）偽、變造車證或借予他人使用者，一經查獲即開具違規單並收取違規處理費新臺幣二百元，同時立即沒收且至該學年度結束前不得再辦理任何車證，並依身分別送相關單位處理。車證原持有人提供他人偽、變造者，亦依身分別送相關單位處理。

* 1. Anyone counterfeiting, falsifying, or lending others a parking permit shall be given a violation ticket and charged NT$200 in violation fees once the violation behavior is confirmed. The University shall have the violator’s parking permit retrieved immediately, prohibit him/her from applying for any type of parking permit before the end of the academic year, and refer him/her to the relevant unit based on his/her status. A parking permit holder who provides his/her parking permit for counterfeiting or falsification shall also be referred to the relevant unit based on his/her status.

（六）屬第十六點第九款違規行為者，違規即開具違規單並可立即執行上鎖或拖吊處理方式，另收取違規處理費新台幣六百元。違規行為未改善者並得按日收取違規處理費新臺幣六百元。

* 1. The University may give a violation ticket to anyone in violation of Article 16, Paragraph 9 of these Regulations once the violation is confirmed, and may lock or tow the violator’s vehicle immediately. Such violations may result in additional fines of NT$600. Violation fees of NT$600 per day may be charged for unimproved violation behaviors.

（七）學生得繳交與違規處理費同額之保證金後申請勞動服務抵銷違規處理費，每小時勞動服務折抵新臺幣一百元，並於完成勞動服務後即退還保證金；如二次通知勞動服務無故不到或未於申請日起三十日曆天內完成勞動服務者，取消其申請抵銷之資格，其所繳交之保證金不予發還並轉為違規處理費。勞動

服務工作項目，由總務處事務組指派。

* 1. A student may apply for offsetting violation fees via labor service after paying a deposit equal to the violation fees due. For each hour of labor service, NT$100 may be deducted from the violation fees. The deposit shall be returned after the required number of hours of labor service is completed. Should a student, after being notified twice, fail to attend labor service without certain reasons or fail to complete the required number of hours of labor service within 30 calendar days from the application day, he/she shall no longer be eligible for an offsetting application. In addition, the deposit paid shall not be refunded and shall be kept as payment for violation fees. The General Service Division of the Office of General Affairs will be in charge of assigning labor service tasks.

（八）對於違規取締內容有異議者，應於收到違規單之日起七日曆天內向總務處事務組提出申訴，同一申訴案件以一次為限。

* 1. Anyone who disagrees with the content stated in the violation report is entitled to lodge an appeal with the General Service Division of the Office of General Affairs within 7 calendar days upon his/her receipt of the violation ticket. The same case may be filed only once.

（九）違規案件後續協助處理單位如下：

* + 1. 學生：送學生事務相關單位按情節輕重議處。
    2. 教職員：送人事室協調有關單位處理。
    3. 工友：送人事室協調有關單位處理。
    4. 其他：送交原代申請車證單位處理。
  1. Relevant units to which violation cases shall be referred for subsequent handling are as follows:

1. Students: cases shall be referred to relevant units of student affairs for a decision in accordance with their seriousness.
2. Faculty and staff members: cases shall be referred to relevant units of personnel coordination.
3. School coworkers: cases will be referred to relevant personnel coordination units.
4. Others: cases shall be referred to units that have handled the application for a parking permit on behalf of the competent unit.

十八、相關單位權責區分如下：

Article 18

Division of authority and responsibility is specified as follows:

（一）總務處事務組：

* + 1. 統籌車輛管理及停車場清潔督導事宜。
    2. 車輛管理相關契約簽約之處理協調及監督。
    3. 停車場設施之維護與改善。
    4. 違規處理協調事宜。
    5. 其他車輛管理有關事宜。
  1. The General Service Division of the Office of General Affairs:
     1. Coordination of vehicle management and supervision of the cleaning of parking spaces;
     2. Coordination and supervision of contracts regarding vehicle management;
     3. Parking facility maintenance and improvement;
     4. Coordination of violations;
     5. Other affairs regarding vehicle management.

（二）學生事務相關單位（含學務處生活輔導組、進修推廣處學務組及進修學院學務組）：

1. 學生違規事項之協助處理。
2. 其他有關學生車輛管理事宜。
   1. Relevant units of student affairs (the Campus Life Coaching Center of the Office of Student Affairs, the Student Affairs Division of the Office of Continuing and Extension Education, and the Student Affairs Division of the Affiliated Institute of Continuing Education included):
      1. Assistance regarding violations caused by the student;
      2. Other affairs regarding student vehicle management.

（三）其他（受託廠商、臨時人員或兼任助理）：

1. 車輛進出校門之查驗管制及校園車輛停放管制及疏導。
2. 受委託執行車輛車證發放事宜。
3. 停車場地清掃及整潔之維護。
4. 違規車輛之登記查報及開具違規單事宜。
   1. Others (trustee contractors, temporary personnel, or part-time assistants):
      1. access control, parking control, and traffic control;
      2. being entrusted with the issuance of a parking permit;
      3. the cleaning and maintenance of parking spaces;
      4. violation report and issuance of the violation ticket.

十九、本要點未盡事宜，經本會召開會議後，由總務處事務組執行之。總務處亦得委由各校區綜合業務處執行本要點相關任務。

Article 19

Matters not mentioned herein shall be conducted by the General Service Division of the Office of General Affairs in the meeting of the Committee. The Office of General Affairs may also entrust the Office of General Administration on each campus with conducting relevant duties specified in these Regulations.

二十、本要點經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 20

These Regulations shall be passed by the Academic Affairs Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

國立高雄科技大學 各校區車證收費標準表

附表一

單位：新台幣(元)/學年

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **停車證種類/校區別** | | **建工** | **燕巢** | **第一** | **楠梓** | **旗津** |
| **汽車** | 教職員工( 含退休人員) | 日間 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 夜間 6,000  (僅限專任、專  案教師辦理) | 圖資館地下室  5,000 |
| 兼任教師 | 1,000 | | | | |
| 社團老師 | 500/學期 | | | | |
| 博士生 | 2,400 | 1,000 | 1,000 | 1,000 | 1,000 |
| 日間部學生 |  | 1,000 | 1,000 |  |  |
| 進修部學生 | 2,400 |  | 1,000 | 1,000 |  |
| 進修學院學生 | 建工 2,400  雄工 2,000 |  |  |  |  |
| 推廣 教 育中 心學 生、學分班或短期課程學員(6 個月以下) | 600/期 | 300/期 | 300/期 | 300/期 | 1,500/期 |
| 廠商 | 2,400/學年 400/月 (可跨校區停放) | | | | |
| **機車** | 教職員工( 含退  休人員) | 300 | | | | |
| 兼任教師 | 300 | | | | |
| 社團老師 | 300 | | | | |
| 日間部學生 | 200 | | | | |
| 進修部學生 | 200 |  | 200 | 200 |  |
| 進修學院學生 | 200 |  |  |  |  |
| 推廣 教 育中 心學 生、短期進修或研習班學員(6 個月以下) | 150/期 | | | | |
| 廠商 | 500 (可跨校區停放) | | | | |
| **腳踏**  **車** | 不分對象 | 免費 | 免費 | 免費 | 免費 | 免費 |
| **其他** | 身心障礙者 | 免費 | 免費 | 室外免費室內九折 | 免費 | 免費 |

National Kaohsiung University of Science and Technology Fee Standards for Parking Permit on Each Campus

Appendix 1

Unit: NTD (yuan) / academic year

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of parking permit / Campus** | | **Jiangong** | **Yanchao** | **First** | **Nanzih** | **Cijin** |
| **Car** | Faculty and staff member (retiree included) | Daytime:  1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Nighttime: 6,000  (Full-time faculty and project faculty  only) | basement parking spaces under the Library and Information Center:  5,000 |
| Adjunct faculty | 1,000 | | | | |
| Student club  instructor | 500 / semester | | | | |
| Doctoral student | 2,400 | 1,000 | 1,000 | 1,000 | 1,000 |
| Day school  student |  | 1,000 | 1,000 |  |  |
| Student in the Division of Continuing  Education | 2,400 |  | 1,000 | 1,000 |  |
| Student in the Affiliated Institute of Continuing  Education Center | Jiangong: 2,400 KIHS: 2,000 |  |  |  |  |
| Student in the Continuing Education Center, credit course student or short-term course student (less than 6  months) | 600 /  instalment | 300 /  instalment | 300 /  instalment | 300 /  instalment | 1,500 /  instalment |
| Contractor | 2,400/academic year 400/month  (Parking on all campuses allowed) | | | | |
| **Scooters and motorcycles** | Faculty and staff  member (retiree included) | 300 | | | | |
| Adjunct faculty | 300 | | | | |
| Student club | 300 | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | instructor |  | | | | |
| Day school  student | 200 | | | | |
| Student in the Division of Continuing  Education | 200 |  | 200 | 200 |  |
| Student in the Affiliated Institute of Continuing  Education Center | 200 |  |  |  |  |
| Student in the Continuing Education Center, credit course student or short-term course student (less than 6  months) | 150 / instalment | | | | |
| Contractor | 500 (Parking on all campuses allowed) | | | | |
| **bicycles** | Driver-at-large | Free | Free | Free | Free | Free |
| **Others** | Person with disabilities | Free | Free | Outdoor spaces: free Indoor spaces: 90%  discount | Free | Free |

附表二

國立高雄科技大學 建工校區汽車通行證可通行時間一覽表

|  |  |  |  |
| --- | --- | --- | --- |
| **編號** | **身份別** | **可通行時間** | **備註** |
| 1 | 教職員工 | 0000-2400(每日) | 因公務、教學、研究需要得以過夜，每學年上限為  30天 |
| 2 | 兼任教師 | 0600-2400(每日) | 不可過夜 |
| 3 | 退休人員 | 0600-2400(每日) | 不可過夜 |
| 4 | 廠商及校外人士 | 0600-2400(每日) | 不可過夜 |
| 5 | 社團指導老師 | 0600-2400(每日) | 1. 限上課時段停放 2. 不可過夜 |
| 6 | 日間部學生 | 0600-2400(每日) | 不可過夜 |
| 7 | 進修部學生 | 1700-2400(周一至周五)  0600-2400(周六至周日) | 1. 限上課時段停放 2. 不可過夜 |
| 8 | 進修學院學生 | 1700-2400(周一至周五)  0600-2400(周六至周日) | 1. 持有雄工車證者周六不可停放 2. 限上課時段停放 3. 不可過夜 |
| 9 | 進修推廣處  推廣教育中心學生 | 0600-2400(每日) | 1. 限上課時段停放 2. 不可過夜 |
| 10 | 禮遇通行證  (卸任校長、名譽博士、  卸任總會長) | 0000-2400(每日) |  |
| 11 | 禮遇通行證  (專案簽准) | 0600-2400(每日) | 不可過夜 |
| 12 | 其他車證  (專案簽准、上網登錄) | 0600-2400(每日) | 不可過夜 |

Appendix 2

National Kaohsiung University of Science and Technology Timetable for Permit Holder’s Car Parking Periods on Jiangong Campus

|  |  |  |  |
| --- | --- | --- | --- |
| **Item no.** | **Status** | **Car Parking Periods** | **Notes** |
| 1 | Faculty and staff member | 0000-2400 (every day) | Faculty and staff members in need of parking overnight owing to official business, teaching and research may be granted overnight parking at a maximum of 30 days per  academic year. |
| 2 | Adjunct faculty | 0600-2400 (every day) | Overnight parking not allowed |
| 3 | Retiree | 0600-2400 (every day) | Overnight parking not allowed |
| 4 | Contractor and non-university member | 0600-2400 (every day) | Overnight parking not allowed |
| 5 | Student club instructor | 0600-2400 (every day) | 1. Course period only 2. Overnight parking not allowed |
| 6 | Day school student | 0600-2400 (every day) | Overnight parking not allowed |
| 7 | Student in the Division of Continuing Education | 1700-2400 (Monday to Friday) 0600-2400 (Saturday to Sunday) | 1. Course period only 2. Overnight parking not allowed |
| 8 | Student in the Affiliated Institute of Continuing Education Center | 1700-2400 (Monday to Friday) 0600-2400 (Saturday to Sunday) | 1. No parking allowed for KIHS parking permit holders on Saturdays 2. Course period only 3. Overnight parking not allowed |
| 9 | Student in the Office of Continuing and Extension Education and the  Continuing Education | 0600-2400(every day) | 1. Course period only 2. Overnight parking not allowed |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Center |  |  |
| 10 | Courtesy parking permit (ex-president of the University, honorary doctorate and  ex-president of the  University’s Alumni Association) | 0000-2400(every day) |  |
| 11 | Courtesy parking permit  (approved by special report) | 0600-2400(every day) | Overnight parking not allowed |
| 12 | Other parking permit (approved by special report or registered  online) | 0600-2400(every day) | Overnight parking not allowed |

**國立高雄科技大學交通車搭乘管理規則**

**National Kaohsiung University of Science and Technology Rules for Riding the School Bus**

110年6月9日109學年度第11次行政會議通過 Passed by the 11th Administrative Meeting on June 9, 2021. 111年6月8日110學年度第11次行政會議修正通過

Amended and Passed at the 11th Administrative Meeting on June 8, 2022.中華民國 111 年 11 月 16 日 111 學年度第 4 次行政會議修正通過 Amended and Passed at the 4th Administrative Meeting on November 16, 2022

一、國立高雄科技大學(以下簡稱本校)為有效提高交通車乘車效率並避免資源浪費，訂定國立高雄科技大學交通車搭乘管理規則(以下簡稱本規則)

Article 1

These Rules for Riding the School Bus (hereinafter referred to as “these Rules”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to effectively improve the efficiency of school-bus riding and avoid waste of resources.

二、交通車預約及搭乘：

（一）欲搭乘交通車者，須至本校校車預約系統辦理預約，各班次有人預約始予派車，無人預約則不予派車。

（二）中午十二時以前發車班次，須於前一日十七時三十分前預約，其餘發車班次，須於發車前四個小時預約；預約取消時間亦同。

（三）搭乘時須持學生證或教職員證或身分證。

（四）預約者須依預約班次搭乘，逾時、未預約欲搭乘或未攜帶證件者應至候補車道排隊候補上車。

（五）候補者需等待同一時段班次預約人員上車後，若仍有空位始可依序遞補上車。

Article 2

Reservation and riding of a school bus:

* 1. Those who want to take the bus must make a seat reservation on the University’s Bus Reservation System. The bus shall be dispatched if there is a seat reservation for each shift, and no bus shall be dispatched if no reservation is made.
  2. For the bus departing before 12:00 pm (at noon) shall be made before 17:30 pm on the previous day. For other shifts, reservations shall be made four hours before the departure schedule; the same shall be made for the cancellation of reservations.
  3. Student ID card or staff ID card or ID card shall be present when getting on the bus.
  4. Passengers who booked a seat must board the bus at the appointed time. Passengers who would like to get on the bus but have been kept overtime, or not making a reservation or not presenting their certificate (such as student or staff ID card) shall wait in line at the waiting lane to get on the bus.
  5. Passengers on the waiting list shall wait until passengers who booked seats to get on the bus. If there are still unoccupied spaces, they can board the bus in order.

三、交通車收費標準及方式：

（一）交通車單程收費二十元。

（二）僅提供以一卡通或悠遊卡付款。

（三）教職員上下班搭乘本校交通車須自費。但因公務需搭乘者，於出示相關證明後即可乘車，其車資由本校編列預算支付。

（四）兼任助理、臨時工及公務來賓因公務需要由其服務單位向總務處事務組申請乘車證，於乘車時出示後即可上車，其車資由本校編列預算支付。

Article 3

Standard rates and payment methods for riding school bus:

* 1. The one-way fare on the school bus costs NT$20.
  2. Payment is only accepted from iPass or EasyCard.
  3. The fares for teachers and staff must be paid on their own; but for those

who must take the school bus to each campus for official affairs shall be covered by the University’s budget. Those taking school bus for official affairs shall provide proof before getting on.

* 1. For the bus pass for part-time assistants, temporary workers, and guests, their service units shall send the application to the Office of General Affairs for official needs. They can get on the bus after showing the bus pass when boarding the bus. The University’s budget shall cover the bus fare.

四、違規之處理：

（一）未取消預約且未依預約班次搭乘者即視為違規，每班次記違規點數一次。

（二）違規前三次不記點，第四次起即開始違規記點，每點應繳納等同車資之違規處理費；違規處理費可至自動繳費機繳款，並持繳費證明至有交通車校區之綜合業務處第三組消除違規紀錄，或至有交通車校區之綜合業務處第三組洽詢列印繳費單，並至出納組繳費，再持繳費證明至綜合業務處第三組消除違規紀錄。

（三）學期間違規點數累計至十點即停止預約權限，並將後續日期已預約之班次刪除，違規處理費繳清或違規紀錄註銷後即恢復預約權限，前述已刪除班次須再自行重新預約。

（四）違規點數累計至下學期開學前為止，新學期違規點數重新計算。當學期罰款未繳清者，次學期停止預約權限至違規處理費繳清為止。

（五）因教師臨時請假、臨時調課致使需提前或延後搭車，得於違規發生日起十日內至事務申請系統申請註銷違規紀錄，並由系所審核後，由總務處事務組註銷違規紀錄。

（六）因個人病假、公假而無法搭乘交通車所產生之違規紀錄，得於違規發生日起十日內憑簽准之假單，親洽有交通車校區之綜合業務處第三組辦理註銷。

（七）因病假無法於前款期限內親自辦理者，得出示代理證明由代理人攜帶所需證明文件洽有交通車校區之綜合業務處第三組辦理註銷。

（八）教職員工生因特殊原因而無法搭乘交通車所產生之違規紀錄，得於違規發生日起十日內至事務申請系統申請註銷違規紀錄，並經單位主管簽核後，由總務處事務組辦理註銷。

（九）全校性臨時停課統一由總務處事務組辦理違規紀錄註銷。

Article 4

Handling of violations of these Rules:

* 1. Those who do not cancel the reservation and fail to take the scheduled bus shall be deemed to have violated these Rules. The Violation Points shall be recorded once for each no-show.
  2. Violation Points will not be logged for the first three occurrences, and from the fourth offense onward, they will be registered. For each Violation Point, the violator must pay a handling fee equivalent to the cost of a bus ride. The Violation Points handling fees can be paid for through the automated payment machine or at the counter of the Cashier Division with a hard copy of the bill from the Third Division of the Office of General Administration located on the campus that provides bus services. Those who have paid the fee must present the payment receipt to delete the violation record in the Third Division of the Office of General Administration.
  3. If the total number of Violation Points reaches 10 points during the semester, the reservation rights shall be revoked, and the seat reservation on the subsequent bus shall be deleted. The reservation rights shall be restored after the Violation Points handling fees are paid in full, or the Violation Points records are canceled.
  4. Violation Points shall be accumulated until the start of the next semester, and the Violation Points shall be recalculated in the new semester. If the Violation Points handling fees are not paid in the current semester, the reservation rights shall be suspended for the next semester until the Violation Points handling fees are paid.
  5. If the teacher needs to take the bus earlier or later due to the temporary leave or class adjustment, he/she may send the application via the Affairs Application System to cancel the Violation Point records within 10 days from the date of the violation. The application shall be approved by his/her department and the records shall be eliminated by the General Service Division of the Office of General Affairs.
  6. Violations resulting from personal sick leave or official leave can be resolved within 10 days of the violation, with the required leave form included. The violator shall contact the Third Division of the Office of General Administration located on campuses with bus services in person to

have their Violation Point records clear.

* 1. If one is unable to apply in person within the limited time period listed in the preceding Subparagraph due to sick leave, they may assign an agent to bring the required certificate to the Third Division of the Office of General Administration located on campuses with bus services to have their Violation Point records clear.
  2. Faculty, staff, and students who are unable to take the bus because of special circumstances resulting in violations may submit an application to the Affairs Application System within 10 days from the date of the violation to have the Violation Point records wiped. Once approved by their unit supervisors, the record must be deleted by the General Service Division of the Office of General Affairs.
  3. Should there be a University-wide temporary suspension of classes, the Office of General Affairs must remove the passengers’ violation point records.

五、本規則經行政會議通過，陳請校長核定後施行，修正時亦同。

Article 5

These Rules shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

**國立高雄科技大學監視錄影系統管理及調閱要點 National Kaohsiung University of Science and Technology Regulations Governing Surveillance System**

**Management and Retrieval**

109 年 4 月 15 日 108 學年度第 9 次行政會議通過 Passed by the 9th Administrative Meeting on April 15, 2020. 111 年 11 月 16 日 111 學年度第 4 次行政會議通過

Passed by the 4th Administrative Meeting on November 16, 2022. 112 年 8 月 23 日 112 學年度第 1 次行政會議通過

Passed by the 1st Administrative Meeting on August 23, 2023.

一、國立高雄科技大學(以下簡稱本校)為健全管理本校監視錄影系統設置與調閱，以充分發揮其效能及維護校園安全，並兼顧師生之權益，特訂定國立高雄科技大學監視錄影系統管理及調閱要點（以下簡稱本要點）。

Article 1

These Regulations Governing Surveillance System Management and Retrieval (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to ensure its robust management and efficiency maximization for surveillance system construction and video records retrieval, and to enhance campus security and protect the rights and interests of faculty, staff, and students.

二、本要點用詞，定義如下：

(一)系統：指本校對於公共區域實施跨校區監控儲存伺服器整合系統。 (二)監看：指觀看攝影機當下所錄到之即時影像。

(三)回放：指觀看回溯時間攝影機所錄到之過時影像。 (四)調閱：指調取回溯影像並下載檔案觀看。

(五)複製：指將調閱之影像另外存至其他電腦或其他儲存裝置。 Article 2

The definition for terms used in these Regulations:

* 1. System: represents the cross-campus integrated storage server system for

surveillance of the public areas.

* 1. Monitor: symbolizes to view the videos recorded by the camera at the certain periods.
  2. Replay: represents to watch the videos recorded at the certain period.
  3. Transfer: presents to access the videos and download the videos.
  4. Duplication: represents to copy the transferred videos to other computers or other storage devices.

三、本校校區周邊、停車場及非屬各單位管理之公共空間區域之監視錄影系統，其分工事項如下：

(一)總務處：負責規劃設置及系統總管理。

(二)各校區綜合業務處：負責管理、維護、小額修繕及監視錄影資料之調閱與複製。

(三)校安中心：協助巡檢、報修，並得依職權分配監看或回放職權所屬校區之監視影像資料。

Article 3

The General Services Division of the Office of General Affairs is in charge of installing the surveillance system for areas surrounding campuses, parking lots, and public space (management unit non-designated). The labor of division is as followed:

* 1. The Office of General Affairs shall be in charge of planning, deployment, and overall system management.
  2. The Office of General Administration in each campus shall be in charge of management, fault repair and maintenance, and transfer and copy of surveillance videos.
  3. The Campus Safety Center shall be in charge of inspection, application for repair and may monitor or replay distributed video archives within their authority.

四、本校各單位為維護公務設施、設備或避免財物遺失、毀損，得自行規劃建

置監視錄影系統，並指派專人負責管理、操作及維修。

本校各單位得申請系統權限，並對於其負責建置之管理區域監視器監看、回放、調閱與複製。

行政單位建置監視錄影系統如涉及監看公共區域者，應納入系統中。

Article 4

* 1. Each unit shall organize and install its own surveillance system and assign a person to manage, operate, and maintain public facilities and equipment in order to prevent property loss or damage.
  2. Each unit of the University may apply for system access and shall be in charge of monitor, replay, transfer and duplication for the areas under their own governance.
  3. For personnel involving in monitoring for public areas shall be included in the system as the administrative units set up the surveillance system.

五、監視錄影資料保密及保管，依下列方式辦理：

(一)監視錄影設備所攝錄之影音資料應予保密，並遵守個人資料保護法等相關法令規定，如有發現不當使用或洩密情事，依法追究行政或民、刑事責任。

(二)管理人員離職或調職後，對在職期間攝錄之影音資料，仍負保密義務。

(三)監視錄影設備應持續正常運作，不可無故中斷，所攝錄之資料應保存至少十日以上。

(四)遇有特殊情形，影音資料有另外保存之必要者，各管理單位應複製一份妥善保管，如無保存之必要時，得予以銷毀。

(五)監視錄影系統影音資料，除其他法律另有規定或因調查犯罪及其他違法 行為，有繼續保存之必要者外，至遲應於攝錄完畢時起一年內銷毀之。

Article 5

The confidentiality and archiving of video records shall be handled as follows:

* 1. Video records acquired from the surveillance system shall be kept confidential in accordance with the Personal Data Protection Act and related regulations. In case of improper use of records or breach of personal

data, violators shall be held administratively, civilly, or criminally liable.

* 1. When personnel in charge of surveillance system management resigns or transfers to another post, they are obligated to keep video records acquired during the tenure confidential.
  2. The surveillance system must continuously operate without pausing or being turned off for no reason. Video records shall be preserved for at least 10 days and beyond.
  3. Video records necessary for special circumstances shall be kept in duplicate by each management unit. Such records may be destroyed when no longer necessary.
  4. Video records shall be destroyed within one year, calculated from the moment of recording, unless laws or regulations require them to be kept for the investigation of criminal activities or other illegal acts.

六、調閱或複製監視錄影資料，應依下列方式辦理：

(一)校內調閱或複製：校內單位或教職員工生因涉及個人權益維護所必要時，應填具監視錄影系統調閱複製申請表(以下簡稱申請表)，敘明案由及指 明特定調閱時段，經所屬單位主管同意，並會辦校安中心後向綜合業 務處提出申請。經核准後，由綜合業務處派員陪同調閱或複製。

(二)校外調閱或複製：檢警調單位、或校外當事人、利害關係人應會同檢警調單位填具申請表，經會辦校安中心後向綜合業務處提出申請。經核准後，由綜合業務處派員陪同調閱或複製。

(三)若遇緊急狀況需於非上班時間申請調閱或複製，申請人應會同檢警調單位填具申請表，並經值勤保全通報綜合業務處後至警衛室辦理。但如有校安中心人員在場，經校安中心或綜合業務處單位主管同意准予先行調閱或複製，並應於事後補行申請程序。

(四)調閱或複製影音資料，應由管理單位設專簿登記備查。 Article 6

Viewing or duplicating video records shall be handled as follows:

* 1. Requested by internal units and personnel: In circumstances necessitating the safeguarding of their personal rights, internal units, faculty, staff, or students must complete the Surveillance Records Retrieval / Duplicate

Form (hereinafter referred to as “the Form”), and describe the reasons and specify the timeframe of footage requested in the Form. The application shall be approved by the head of the affiliated unit, countersigned by the Campus Security Center, and submitted to the Office of General Administration. Once the application is approved, the applicant will be accompanied by designated personnel of the Office of General Administration when viewing or duplicating the video records.

* 1. Requested by external units or personnel: prosecutors or police units, external party or interested party shall jointly complete the Form with the Campus Security Center countersigned and submit it to the Office of General Administration. Once the application is approved, the applicant will be accompanied by designated personnel of the Office of General Administration when viewing or duplicating the video records.
  2. For emergencies during non-working hours, the applicant shall jointly complete the Form with prosecutors or police units and submit it to the on- duty security guard to inform the Office of General Administration and handle related procedures at the security office. However, if the personnel of the Campus Safety Center is on the spot and the head of the Campus Safety Center and the Office of General Administration have approved the application for transfer or duplication in advance, the application process shall be completed afterwards.
  3. The management unit must keep a record of any viewings or duplications of video records in the register specified for future reference.

七、有下列各款情形之一者，應不予提供調閱或複製：

(一)依法應保持秘密之事項。

(二)提供資訊有妨害犯罪之偵查、追訴、 執行或足以妨害刑事被告公正之裁判或有危害他人生命、身體、自由、財產之虞者。

(三)有侵害第三人隱私之虞者。但經該當事人書面同意者，不在此限。 Article 7

Video records shall not be viewed or duplicated if situations meet one of the conditions specified as follows:

* 1. the data must be kept confidential in accordance with laws;
  2. when providing information that will obstruct the investigation, prosecution, or law enforcement of a crime, impair the fair trial of a criminal defendant, or injure other people’s life, body, freedom, or property;
  3. the information is likely to infringe on the right of any third party; unless the data subject has given written consent.

八、監視錄影系統調閱複製申請表及登記簿至少應保存一年。

Article 8

All applications to view or duplicate the surveillance records along with the register shall be preserved for at least one year.

九、本要點經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 9

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.

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| **國立高雄科技大學○○校區監視錄影系統調閱複製申請表**  **NKUST Campus Surveillance Records Retrieval / Duplicate Form** | | | | | | | | | |
| 申請日期  Date of Application | 年 月 日  Year-Month-Date | | | 攝影機地點  Place of Camera | | |  | | |
| 調閱日期及時間  Timeframe of Footage  Requested | 年 月 日 時 分Year-Month-Date HH:mm  至 to  年 月 日 時 分Year-Month-Date HH:mm | | | | | | | | |
| 事由或用途說明  Brief Description for Reasons or  Intended Purposes |  | | | | | | | | |
| 是否需複製  Duplication | □不需要No □需要Yes（請自備空白光碟或隨身碟）  (Please bring your CD-R or USB flash drive.) | | | | | | | | |
| 申請人  Applicant |  | 聯絡電話  Phone No. | | |  | | | 單 位 Affiliated Unit (系所年級) (Dept. / Grade) |  |
| 單位主管  Head of Unit  concerned |  | | | | | | | | |
| 會辦單位  Countersigning Unit  校安中心  Campus Security  Center |  | | | | | | | | |
| 綜合業務處 Office of General Administration  承辦人  Handling Personnel |  | | 綜合業務處 Office of General Administration 組長  Division Chief | | |  | | | |
| 調閱結果  Review Results |  | | | | | | | | |

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| 切結  Declaration | 本人確實遵守規定，不將錄影資料私自拷貝複製或任意公開散布，並應遵守「個人資料保護法」，以維護當事人之隱私權益；同時，錄影監視系統影音資料，除其他法律另有規定或因調查犯罪及其他違法行為，有繼續保存之必要者外，至遲應於攝錄完畢時起一年內銷毀之。  I assure to comply with relevant regulations to not privately duplicate or randomly publicize backup data in accordance with the Personal Data Protection Act to respect the data subject’s right to privacy. Furthermore, video records shall be destroyed within one year calculated from the date of duplication unless provided by laws or required to be kept for investigation of crimes or other illegal  acts. |
| 申請人簽章  Applicant’s Signature |  |
| 說明：Explanatory Comment:  1、調閱或複製監視錄影資料應依本校監視錄影系統管理及調閱要點辦理。  2、如奉准複製，請自備空白光碟或隨身碟並交由綜合業務處協助拷貝。  3、管理人員應於調閱結果欄註記辦理情形，並登記專簿。   1. Viewing or duplication of surveillance records shall be handled in accordance with the Regulations Governing Surveillance System Management and Retrieval. 2. Please bring your own CD-R or USB flash drive for the Office of General Administration to copy related data if the application is approved. 3. The custodian shall record the case status in the review results field and designated register. | |

**國立高雄科技大學監視錄影系統調閱複製登記簿**

**NKUST Surveillance Records Retrieval / Duplicate Register**

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| 編號  No. | 申請日期 Date of Application | 申請人  Applicant | 單位/系所 Affiliation / Dept. | 聯絡電話  Phone No. | 管理單位  Management Unit  陪同人員  Personnel  accompanying | 備註  Notes |
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