

國立暨南國際大學教育政策與行政學系學士班學生修業規則

National Chi Nan University Department of Educational Policy and Administration Academic Regulations for Undergraduate Students

第一章 總則	Chapter I General Principles
<p>第一條 國立暨南國際大學（以下簡稱本校）教育政策與行政學系（以下簡稱本系），為規範本系學士班學生修業相關事宜，特依據本校學則第六十二條之規定訂定本規則。</p>	<p>Article 1 The Department of Educational Policy and Administration (hereinafter the Department) of National Chi Nan International University (hereinafter the University) hereby establishes these rules and regulations in accordance with Article 62 of the University's Academic Regulations in order to regulate matters related to the study of undergraduate students in the Department.</p>
<p>第二條 學士班採學年學分制，其修業年限依教育部及本校學則之規定辦理。其他有關須延長修業年限，或成績優異得提前畢業者，適用本校學則之規定。</p>	<p>Article 2 Bachelor classes are credit-bearing and the years of study are subject to the regulations of the Ministry of Education and the University's Academic Regulations. For those who need to extend their years of study, or those who have outstanding academic performance and can graduate early, the regulations of the University are applicable.</p>
<p>第三條 本系學士班學生修滿下列之一百二十八學分，且學業與操行成績及格者，准予畢業，由本校授予學士學位：</p> <p>一、全校共同基本課程、共同選修課程及通識領域課程三十一學分。</p> <p>二、本系專業課程必修至少三十三學分，其中必須包含「教育行政實習」、「公文處理與應用文」二門課程，選修與必修學分合計為七十三學分，分成專業基礎、教育領導與管理、教育政策三個領域課程。</p> <p>三、其他選修課程二十四學分(不包含通識課程)。 前項全校共同基本課程、共同選修課程及通識領域</p>	<p>Article 3 Students who have completed the following 128 credits and passed the academic and conduct examinations will be allowed to graduate with a bachelor's degree from the University:</p> <ol style="list-style-type: none">1. Thirty-one credits of common basic courses, common elective courses, and general area courses across the university.2. The department's major courses must include at least thirty-three credits, including " Internship in Educational Administration " and " Writing of Official Documents and Letter ". The total number of elective and required credits is seventy-three, divided into courses in the areas of Professional Foundations, Educational Leadership and Management, and Educational Policy.3. 24 credits of other elective courses (not including general courses). The recognition of the above common basic

課程、系訂必修科目與學分之認定，以本校與本系該學年度公布者為準。

第四條

本系學士班學生選修全校共同課程之學分，超過第三條第一項第一款之規定者，其超修學分得以第三條第一項第三款之學分認定之。但同一課程之學分，不得分割計算。

第五條

本系學士班學生修讀輔系、雙主修，如因放棄或修業年限屆滿而未修畢規定之科目學分者，其所修讀科目之學分得以第三條第一項第三款之學分認定之。

第六條

本系學士班學生修習本校外系開設課程之學分，得以第三條第一項第三款之學分認定之。

本系學士班學生自三年級第二學期起，得申請修習本校外系課程採認第三條第一項第二款之選修學分，以本系當學期及前一學期末開設之選修課程為限。

前項申請應填具申請書，檢附擬修外系課程大綱，徵詢擬採認課程之授課教師同意，於每學期校訂開學日（含）前提出，經系務會議通過後，始認定其學分。

採認學分之原則規定如下：

- 一、課程名稱相同者。
- 二、課程名稱不同但性質相同者。

courses, common elective courses, general area courses, and departmental required elective subjects and credits is based on the academic year announced by the University and the Department.

Article 4

If the number of credits taken by undergraduate students in the Department exceeds the number of credits required by Article 3, Paragraph 1, Subparagraph 1, the excess credits will be recognized by the number of credits in Article 3, Paragraph 1, Subparagraph 3. However, credits from the same course may not be divided for calculation.

Article 5

If a student enrolled in a minor or double major in this department has not completed the required number of credits because he/she has dropped or expired the year of study, the credits of the subject he/she is enrolled in will be recognized by the credits in Article 3, Paragraph 1, Subparagraph 3.

Article 6

The credits obtained by the undergraduate students of this department for taking courses offered by other departments of this university can be recognized as the credits in Article 3, Paragraph 1, Subparagraph 3.

Starting from the second semester of their third year, undergraduate students may apply for elective credits for courses outside of the University under Article 3, Paragraph 1, Subparagraph 2. Only those elective courses not offered in the current semester or the previous semester in the department.

The student should fill out an application form, attach the course outline of the proposed course, and seek approval from the instructor of the course to be recognized. The application should be submitted before the semester start date (inclusive). The course will be recognized for credit only after it is approved by the Departmental Council.

The principles of credit recognition are as follows:

1. Courses with the same title.
2. Courses with different titles but the same nature.

三、採認之課程學分不同者，應以多認少。

採認學分總數以四學分為限。

第七條

本系學士班學生依據本校學生自主學習作業要點，經審查通過並獲得學分者，得以第三條第一項第三款之學分認定之。

本系學士班學生得自獲得自主學習學分之次一學期起，申請以第三條第一項第二款之選修學分認定之。

前項申請應填具申請書，檢附自主學習成果報告及中文歷年成績單，於每學期校定開學日（含）前提出，經系務會議通過後，始認定其學分。

第八條

本系學士班學生修習同一名稱之課程，依本校學則第十七條第二項之規定，其學分不予重複採計。

第九條

轉入本系之轉學生、轉系生應修習之課程及學分，依其轉入該年級學生畢業所需修習之科目及學分之規定。其入學前在其他大專院校修習之課程及學分，得依本校抵免學分辦法辦理抵免。

第十條

本系學生如曾辦理休學者，其應修課程及學分，以其原先入學註冊年級所需修習之科目及學分之規定。

第十一條

本規則未盡事宜，依相關法令及本校之相關規定辦

3. If the course credits are different, the more credits should be recognized. The total number of credits to be adopted is limited to four credits.

Article 7

Students in the Department's undergraduate classes who have been examined and approved for credit in accordance with the University's independent study assignment requirements will be recognized for credit under Article 3, Paragraph 1, Subparagraph 3.

Students of the undergraduate program of this department may apply for recognition as elective credits in Article 3, Paragraph 1, Subparagraph 2 starting from the semester following the semester in which credits for self-study are obtained.

The application should be completed and accompanied by a report of independent study results and Chinese transcripts, and submitted before the start date of each semester (inclusive).

Article 8

Students enrolled in undergraduate courses of the same title will not be given duplicate credit in accordance with Article 17, Paragraph 2 of the University's Academic Regulations.

Article 9

The courses and credits to be taken by transfer students and students transferring to this department will be based on the subjects and credits required for graduation in the year to which they are transferring. The courses and credits taken at other colleges and universities prior to admission may be credited in accordance with the University's Credit Transfer Regulations.

Article 10

Students who have taken a leave of absence from the Department will be required to take the courses and credits required for their original grade level of enrollment.

Article 11

Matters not covered by these rules and regulations shall be

理。

第十二條

本規則第三條第一項第二款有關必修學分之規定，得溯自101學年度入學學生適用，不足之學分應由本系專業選修課程補足。

本規則第六條有關申請修習本校外系課程採認第三條第一項第二款之選修學分，得溯自103學年度入學學生適用。

本規則第七條有關申請自主學習學分以第三條第一項第二款之選修學分認定，得溯自106學年度入學學生適用。

第十三條

本規則經系務會議及院務會議通過，送請教務會議備查後實施。

governed by the relevant laws and regulations of the University.

Article 12

The provisions of Article 3, Paragraph 1, Subparagraph 2 of this rule regarding required credits shall apply retroactively to students entering the 101st academic year, and any shortfall in credits shall be made up by the Department's major elective courses.

Article 6 of these rules and regulations concerning the recognition of elective credits in Article 3, Paragraph 1, Subparagraph 2 for courses outside of the University may be applied retroactively to students entering the 103rd academic year.

Article 7 of these regulations concerning the application for independent study credits is recognized as elective credits in Article 3, Paragraph 1, Subparagraph 2, and is applicable retroactively to students entering the 106th academic year.

Article 13

The Regulation were approved by the Departmental Council and the Faculty Council and sent to the Faculty Senate for review and implementation.