

大葉大學國際專修部學生修業辦法

113 年 6 月 6 日第 163 次行政會議修正通過

第一條 大葉大學（以下簡稱本校）國際專修部依據教育部重點產業領域擴大招收僑生港澳學生及外國學生實施計畫招收境外學生，為規範本校國際專修部華語先修班學生（以下簡稱先修生）入學資格、學雜費、課程銜接及華語檢測獎勵機制等事項，訂定本辦法。

第二條 入學資格：

- 一、符合外國學生來臺就學辦法、香港澳門居民來臺就學辦法或僑生回國就學及輔導辦法所定外國學生、港澳生或僑生身分，且具學士班入學資格。
- 二、申請來臺於本校國際專修部先修華語，每人以一次為限，遇特殊事由中斷，經教育部同意後，得再申請一次。

第三條 入學審查：

- 一、申請者通過學系（學位學程）審查資格後，由國際專修部發給先修生入學許可，並將錄取名冊函報教育部，由教育部函轉外交部領事事務局轉知各駐外館處。
- 二、學生所繳入學證明文件如有偽造、假借或塗改等情事，如經查明，應撤銷錄取資格；已註冊入學者，撤銷其學籍，且不發給任何相關學業證明；如畢業後始發現者，由本校撤銷其畢業資格並註銷其學位證書。

第四條 修課規範：

- 一、先修生華語研修期間以一年為限，期間限修讀華語課程，學期間每週二十小時，全學年共修讀七百二十小時。依第二條第二款重新申請入學國際專修部之學生，修讀時數應重新計算，前次修讀之時數亦不予認列。
- 二、先修生學業成績考評，成績評量標準與方式由任課教師依課程實際需要訂定。
- 三、先修生各項成績經教師評定後，教師繳交與更正成績及學生成績複查與申訴事宜，準用本校學生學業成績考核辦法辦理。
- 四、先修生因故缺席，得依照本校學生請假辦法請假。未經請假或請假未准而缺席者，視為曠課。
- 五、先修生於華語研修期間內，應考取華語文能力測驗(TOCFL)之聽力與閱讀測驗達基礎級 A2 以上標準，得接續修讀所屬之學系之一年級課程；未達標準者，採退學處分。
- 六、先修生華語課程研修期間不得轉系或轉學；但於正式修讀學士班課程一年後，得申請轉系或轉學，申請轉系或轉學之學系，

限符合教育部規範之相關學系。

七、先修生修讀之華語課程得視校內開課類型(學分課或非學分課)，學分課程內容達華語文能力測驗(TOCFL)之聽力與閱讀測驗基礎級 A2 以上標準之課程，得依大葉大學學生抵免學分要點辦理抵免，上限為八學分。

八、先修生之入學申請、生活與課業輔導、保險及居留等事宜，由學生所屬學系、教務處、學務處、國際暨兩岸交流處、國際專修部及其他相關單位共同辦理。

九、先修生進入正式學士班課程後，其休學、退學及其他學籍、學業、生活輔導考核等事項，依本校學則及相關法令規定辦理。

第五條 工作許可：先修生於修業期間得比照一般學位生向勞動部申請工作許可，並確保學生工讀符合法令規定「學期期間工讀限二十小時/週；寒暑假不限」。

第六條 學雜費收費標準：

一、先修生於國際專修部研習期間每學期繳交新臺幣二萬一千四百二十元學費，另住宿費及各項代收費用依相關收費規定收費；進入學士班後，依所屬學系繳交學雜費。

二、先修生退學及退費標準依據一般學籍生規定時程辦理；惟必須無任何欠費方得註冊第二學期課程，進入學士班時亦同。未依規定完成學雜費繳費者，應予退學。

第七條 本辦法未盡事宜，依本校相關規定辦理。

第八條 本辦法經行政會議通過後施行，修正時亦同。

Regulations for International Specialized Students at Da-Yeh University

Amended and approved at the 163rd Administrative Meeting on June 6, 2024.

Article 1

Da-Yeh University (hereinafter referred to as "the University") recruits international students for its International Specialized Program based on the Ministry of Education's Implementation Plan for Expanding the Recruitment of Overseas Chinese, Hong Kong, Macau, and Foreign Students in Key Industrial Fields. This regulation is formulated to establish guidelines for the enrollment qualifications, tuition and fees, course alignment, and the Chinese proficiency test reward mechanism for students in the University's International Specialized Program Pre-Chinese Class (hereinafter referred to as "preparatory students").

Article 2: Enrollment Qualifications

Applicants must meet the identity criteria for foreign students, Hong Kong or Macau residents, or overseas Chinese as specified in the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan, the Regulations for Hong Kong and Macau Residents Studying in Taiwan, or the Regulations Regarding Foreign Students Undertaking Studies in Taiwan, and must be eligible for bachelor's degree enrollment.

Applicants may only apply once to the University's International Specialized Program Pre-Chinese Class. In cases of special circumstances leading to interruption, re-application is permitted with approval from the Ministry of Education.

Article 3: Enrollment Review

After applicants pass the department (degree program) eligibility review, the International Specialized Program will issue the preparatory student admission permit, and the list of admitted students will be reported to the Ministry of Education. The Ministry will forward this list to the Bureau of Consular Affairs of the Ministry of Foreign Affairs to inform the respective overseas embassies or offices.

If any of the admission documents submitted by the students are found to be forged, borrowed, or altered, the admission will be revoked. If the student has already registered, their student status will be canceled, and no academic credentials will be issued. If discovered after graduation, the University will revoke the graduation status and nullify the degree certificate.

Article 4: Course Regulations

The duration of the Chinese language study for preparatory students is limited to one year, during which they are only permitted to enroll in Chinese language courses. Students are required to study for 20 hours per week, totaling 720 hours for the entire academic year. For students reapplying to the International Specialized Program as per Article 2, Section 2, the course hours will be recalculated, and previous study hours will not be credited.

The academic performance of preparatory students will be assessed according to the evaluation standards and methods set by the course instructors, based on the actual needs of the course.

After the instructors evaluate the grades of preparatory students, the submission and correction of grades, as well as grade reviews and appeals, shall be handled in accordance with the University's academic performance assessment regulations.

If a preparatory student is absent for any reason, they may apply for leave in accordance with the University's student leave regulations. Unapproved absences or absences without applying for leave will be considered truancy.

During the Chinese language study period, preparatory students must pass the listening and reading sections of the Test of Chinese as a Foreign Language (TOCFL) at or above Level A2 (Basic). Only then can they proceed to the first-year courses of their respective department. Students who do not meet this standard will be dismissed.

During the Chinese language study period, preparatory students are not allowed to transfer to another department or transfer to another university. However, after formally completing one year of bachelor's degree courses, they may apply for a department or university transfer, limited to departments that comply with the Ministry of Education's regulations.

The Chinese language courses taken by preparatory students, depending on the course type offered (credit or non-credit), can be credited if they meet the content requirements for the listening and reading sections of the TOCFL at or above Level A2 (Basic). This can be processed according to the University's credit exemption guidelines, with a maximum of 8 credits.

The application for admission, counseling for life and academics, insurance, and residency matters for preparatory students are jointly handled by the students' departments, the Office of Academic Affairs, the Office of Student Affairs, the Office of International and Cross-Strait Affairs, the International Specialized Program, and other relevant units.

Once preparatory students enter the formal bachelor's degree program, matters related to leave of absence, withdrawal, and other academic, counseling, and student life issues shall be handled in accordance with the University's regulations and relevant laws.

Article 5: Work Permit

Preparatory students may apply for a work permit from the Ministry of Labor under the same conditions as regular degree students. Students must ensure that their work-study complies with legal regulations: "A maximum of 20 hours per week during the semester; no limit during winter and summer breaks."

Article 6: Tuition and Fees Standards

During the period of study in the International Specialized Program, preparatory students must pay a tuition fee of NT\$21,420 per semester. In addition, accommodation fees and other miscellaneous fees will be charged according to the relevant regulations. Once they enter the bachelor's program, tuition and fees will be charged based on their respective department.

The standards for withdrawal and refund follow the schedule for regular students. However, students must have no outstanding fees in order to register for courses in the second semester, and the same applies when entering the bachelor's program. Students who fail to complete the payment of tuition and fees in accordance with the regulations will be dismissed.

Article 7

Matters not covered in this regulation shall be handled in accordance with the University's relevant regulations.

Article 8

These regulations shall come into effect after approval by the Administrative Meeting. Amendments shall follow the same procedure.