

# 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

115 年 4 月 30 日第 179 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、先修生因故不能上課者，應依本校學生請假規則請假。學生單月缺課超過十五小時者，由國際專修部進行輔導，以瞭解學生的學習狀況。
- 五、先修生有下列情形之一者，應予退學。但因重大事故缺課者，經核准者，不在此限：
  - （一）單學期累計三次單月缺課超過十五小時。

(二) 單學期累計兩次單月缺課超過三十小時。

(三) 單學期單月缺課超過四十五小時。

六、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，應予退學。

七、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。

八、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。

九、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、學生事務處、國際暨兩岸交流處、國際專修部及其他相關單位共同辦理。

十、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。

先修生累計缺課時數達前項第五款退學標準者，由國際暨兩岸交流處召開會議討論，必要時得邀請華語教學中心人員列席，以專案辦理退學。

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修期間，每學期繳交學費新臺幣二萬一千四百二十元，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 Mandarin study period for pre-degree students shall be limited to one year. During this period, students may enroll only in Mandarin language courses, with 20 hours of instruction per week and a total of 720 hours for the entire academic year. Students who reapply for admission to the International Foundation Program in accordance with Article 2, Paragraph 2 shall have their study hours recalculated; previously completed hours shall not be recognized.

The evaluation of pre-degree students' academic performance, including grading standards and assessment methods, shall be determined by the course instructor in accordance with the actual needs of the course.

After instructors have assessed students' grades, matters concerning grade submission and correction, as well as students' requests for grade review and appeals, shall be handled in accordance with the University's Regulations Governing Student Academic Assessment.

If a pre-degree student is absent for any reason, the student shall apply for leave in accordance with the University's Student Leave Regulations. Absences without prior approval or without an approved leave request shall be considered unexcused. If a student accumulates more than 15 hours of absence in a single month, the International Foundation Program shall provide counseling to understand the student's learning status.

A pre-degree student shall be dismissed under any of the following circumstances, except in cases of absence due to major incidents:

(1) Accumulating three instances in a single semester in which monthly absences exceed 15 hours.

(2) Accumulating two instances in a single semester in which monthly absences exceed 30 hours.

(3) Monthly absences exceeding 45 hours in a single semester.

During the Mandarin study period, pre-degree students must achieve at least the A2 (Basic) level in the Listening and Reading sections of the Test of Chinese as a Foreign Language (TOCFL) in order to proceed to first-year courses in their designated department. Those who fail to meet this requirement shall be dismissed.

During the Mandarin study period, pre-degree students may not apply for a change of department or transfer to another university. However, after completing one year of formal bachelor's degree studies, they may apply for a change of department or transfer, provided that the intended department complies with relevant regulations of the Ministry of Education.

Mandarin courses taken by pre-degree students may be credit-bearing or non-credit-bearing, depending on course offerings. Credit-bearing courses whose content meets the A2 (Basic) level or above in the Listening and Reading

sections of the TOCFL may be eligible for credit transfer in accordance with the University's Regulations Governing Credit Transfer, with a maximum of eight credits.

Matters related to admission applications, student life and academic counseling, insurance, residency, and other related affairs for pre-degree students shall be jointly handled by the student's department, the Office of Academic Affairs, the Office of Student Affairs, the Office of International and Cross-Strait Affairs, the International Foundation Program, and other relevant units.

After pre-degree students enter formal bachelor's degree programs, matters concerning leave of absence, withdrawal, student status, academic performance, and student life counseling and evaluation shall be handled in accordance with the University's Academic Regulations and other relevant laws and regulations.

If a student's cumulative number of absences reaches the dismissal threshold, the Office of International Affairs shall convene a meeting for deliberation. When necessary, representatives from the Chinese Language Center may be invited to attend. The dismissal shall then be processed through a formal administrative approval procedure.

#### 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.