

大葉大學境外學生輔導暨管理辦法

Regulations for the Guidance and Management of International Students at Da-Yeh University

115 年 07 月 09 日第 181 次行政會議修正通過

Amended and approved at the 181st Administrative Meeting on July 9, 2026

第一條 本校為協助境外學生適應校內環境與融入校園生活，依教育部相關法令及本校章則，訂定大葉大學境外學生輔導暨管理辦法（以下簡稱本辦法）。

Article 1 These Regulations for the Guidance and Management of International Students (hereinafter "these Regulations") are established by Da-Yeh University in accordance with relevant Ministry of Education regulations and University bylaws, to assist international students in adapting to the campus environment and integrating into campus life.

第二條 本辦法所稱境外學生，指依相關法規入學就讀之外國學生、大陸地區學生、僑生、港澳學生等學位生，及參與各類專班、交換生、研習或短期研修等非學位生。

Article 2 For these Regulations, "international students" refer to degree-seeking students—including foreign students, students from Mainland China, overseas Chinese students, and students from Hong Kong and Macau—admitted under relevant regulations, as well as non-degree students in special programs, exchange programs, or short-term study or training programs.

第三條 本校境外學生事務由下列單位依職掌辦理：

Article 3 International student affairs at the University shall be handled by the following units according to their respective duties:

一、國際暨兩岸交流處（以下簡稱國際處），統籌協調規劃、跨單位聯繫及出入境行政等事務：

1. Office of International and Cross-Strait Affairs (hereinafter "OIA"): overall coordination and planning, inter-unit liaison, and entry/exit administrative matters, including:

(一) 招生宣傳、招生簡章、境外聯繫、合作拓展、入學文件核發。

(1) Recruitment promotion, admission brochures, liaison with overseas contacts, partnership development, and issuance of admission documents.

(二) 受理入學申請、辦理資格審查及會辦學系專業審查。

(2) Processing admission applications, conducting eligibility review, and coordinating with departments on professional review.

(三) 提供境外學生入校前資訊彙整。

(3) Compiling pre-arrival information for international students.

(四) 協助報到、註冊等行政作業。

(4) Assisting with check-in, registration, and related administrative procedures.

(五) 協助抵臺未滿六個月之境外學生辦理商業保險。

(5) Assisting international students who have been in Taiwan for less than six months with commercial insurance enrollment.

(六) 受理校內外各類獎助學金之申請、審核、通知。

(6) Processing applications, review, and notification for on- and off-campus scholarships and grants.

(七) 負責國際專修部華語先修生之退學通報。

(7) Handling withdrawal notifications for pre-enrollment Chinese-language students at the International College.

二、教務處，負責學位生學籍、課程及教學管理等事務：

2. Office of Academic Affairs: in charge of students' academic degree records, curriculum, and instructional management, including:

(一) 負責學生報到後之資料製作與異動通報。

(1) Preparing student records after check-in and reporting changes thereto.

(二) 督導各院系辦理教學管理與培育事務。

(2) Supervising colleges and departments in instructional management and student development.

(三) 協助特殊情況之選課作業，惟不得逾學期三分之一期間。

(3) Assisting with course registration under special circumstances, provided this does not extend beyond one-third of the semester.

(四) 審核畢業資格、學位授予及核發成績證明。

(4) Reviewing graduation eligibility, conferring degrees, and issuing transcripts.

(五) 負責外國學生及僑、港澳等學位生之退學通報。

(5) Handling withdrawal notifications for foreign, overseas Chinese, Hong Kong, and Macau degree students.

三、學生事務處（以下簡稱學務處），負責生活輔導、職涯發展、衛生保健及心理諮商等事務：

3. Office of Student Affairs (hereinafter "OSA"): in charge of life guidance, career development, health care, and psychological counseling, including:

(一) 生活輔導、住宿安排、管理及工讀實習媒合。

(1) Life guidance, housing arrangement and management, and work-study/internship placement.

(二) 辦理新生訓練、節慶活動及輔導社團活動參與。

(2) Organizing freshman orientation and festival activities and encouraging participation in student clubs.

(三) 促進性平意識、深化多元文化內涵。

(3) Promoting gender-equality awareness and cultural diversity.

(四) 協助獎助學金發放作業。

(4) Assisting with scholarship and grant disbursement.

(五) 職涯輔導及畢業生就業追蹤。

(5) Career counseling and graduate employment tracking.

(六) 協助境外學生工作許可證申請及提供居留諮詢。

(6) Assisting international students with work-permit applications and residency consultation.

(七) 全民健保、團體醫療保險投保及健康檢查。

(7) National Health Insurance and group medical insurance enrollment, and health examinations.

四、華語教學中心：負責華語文能力提升，並協助相關輔導管理事務。

4. Chinese Language Center: responsible for enhancing Chinese-language proficiency and assisting with related guidance and management matters.

五、各學院、學系及導師，負責課業輔導管理、生活協助：

5. Colleges, departments, and academic advisors: in charge of academic guidance and life assistance, including:

(一) 落實師徒制，導師每月應至少輔導二次，除瞭解其校內外工讀之情形，並關懷學習與生活狀況。

(1) Implementing the mentorship system, whereby advisors provide guidance at least twice per month, keep informed of students' on- and off-campus work-study status, and attend to their academic and life conditions.

(二) 負責學生上課請假、缺曠課約談輔導等事項，並依規定啟動預警機制。

(2) Handling matters regarding students' class leave requests and absences, conducting counseling interviews, and initiating the early-warning mechanism as required.

(三) 協助工讀相關法令宣導，預防違反就業服務法。

(3) Assisting in publicizing work-study-related regulations to prevent violations of the Employment Service Act.

第四條 國際專修部華語先修生應依規定居住於本校學生宿舍。

Article 4 Pre-enrollment Chinese-language students at the International College shall reside in University dormitories as required.

第五條 境外學生於學校、宿舍、實習場所之獎懲、請假、休學、退學等事宜，依本校學生相關規定辦理。

Article 5 Matters concerning rewards, disciplinary action, leave, suspension, and withdrawal of international students at the University, in dormitories, or at internship sites shall be handled in accordance with relevant University student regulations.

第六條 特殊情況處理程序：

Article 6 Procedures for handling special cases:

一、心理諮商：由系所轉介至學務處輔導暨健康中心。

1. Psychological counseling: The department shall refer the student to the OSA Counseling and Health Center.

二、緊急事故：由學務處通知系所導師及國際處並共同處理。

2. Emergencies: OSA shall notify the department advisor and OIA, and the matter shall be handled jointly.

三、意外傷亡：由學務處、國際處及系所導師共同處理。

3. Accidents involving injury or death: OSA, OIA, and the department advisor shall jointly handle the matter.

前項如有醫療看護費用，除依相關法令規定外，由學生自行負擔。

Any medical or care expenses arising under the preceding paragraph shall, except as otherwise provided by law, be borne by the student.

第七條 國際專修部華語先修生無故失聯四十八小時以上、或未到課、未回宿舍或住所等其他未經請假及告知所在之情形、或經導師確認無法聯繫者，應啟動失聯通報程序，由國際處於事實發生起三個工作天內，登錄教育部系統並通報移民署。

Article 7 If a pre-enrollment Chinese-language student at the International College is unreachable without cause for forty-eight hours or more, fails to attend class or return to the dormitory or residence without leave or notice, or is confirmed by the advisor to be unreachable, the loss-of-contact reporting procedure shall be initiated. OIA shall, within three working days of the occurrence, register the case in the Ministry of Education system and report it to the National Immigration Agency.

第八條 國際專修部華語先修生違反獎懲規定達退學標準時，由本校學生獎懲委員會決議。退學者由國際處於三個工作天內完成教育部及移民署通報，並依限登錄教育部境外生資料管理資訊系統及通報移民署。

Article 8 Where a pre-enrollment Chinese-language student at the International College violates disciplinary regulations to an extent warranting withdrawal, the decision shall be made by the University Student Reward and Discipline Committee. For a withdrawn student, OIA shall, within three working days, notify the Ministry of Education and the National Immigration Agency, register the case in the Ministry of Education's International Student Information Management System, and report it to the National Immigration Agency within the prescribed period.

第九條 國際專修部華語先修生失聯時，應依本校國際專修部學生出缺勤管理與輔導實施辦法辦理。該辦法由國際處另定之。

Article 9 In the event of loss of contact with a pre-enrollment Chinese-language student at the International College, the matter shall be handled in accordance with the University's Regulations on Attendance Management and Guidance for International College Students, which shall be separately established by OIA.

第十條 本辦法未盡事宜，依相關法令及本校章則規定辦理。

Article 10 Matters not covered by these Regulations shall be handled in accordance with relevant laws and regulations and the University's bylaws.

第十一條 本辦法經行政會議通過後施行，修正時亦同。

Article 11 These Regulations shall take effect upon approval by the Administrative Council, and the same procedure shall apply to any amendments.