

臺北基督學院學則
Academic Regulations of Christ's College Taipei

- 101年8月8日教育部臺高(二)字第1010145035號函准備查
104年1月8日臨時教務會議通過修訂第18條
104年7月8日臨時教務會議通過修訂第28條
104年10月23日臨時行政會議通過修訂第18、28條
105年03月16日教務會議通過修訂第12條之1
105年04月21日行政會議通過修訂第12條之1
105年4月28日校務會議通過修訂第12條之1、第18條、第28條
105年7月5日教育部臺高(二)字第1050075891號函准備查 修訂第12條之1、第18條
106年12月7日106學年度第2次教務會議通過修訂第50條
106年12月14日106學年度第5次行政會議通過修訂第50條
107年1月11日106學年度第1次臨時校務會議通過修訂第50條
108年2月14日教育部臺教高(二)字第1080015635號函准備查 修訂第50條
112年3月7日111學年度第4次教務會議通過修正第28條
112年3月21日111學年度第8次行政會議通過修正第28條
112年4月25日111學年度第2次校務會議通過修正第28條
112年10月3日112學年度第1次教務會議通過修訂第12條之2
112年10月17日112學年度第3次行政會議通過修訂第12條之2
112年10月24日112學年度第1次校務會議通過修訂第12條之2
112年11月17日教育部臺教高(二)字第1120105652號函修正第12條之1、第28條、第15條、第16條、第17條、第51條
112年12月5日112學年度第2次教務會議通過修正第12條之1、第28條、第15條、第16條、第17條、第51條
112年12月19日112學年度第5次行政會議通過修正第12條之1、第28條、第15條、第16條、第17條、第51條

第 壹 章 總 則
Section 1 – General Rules and Regulation

第 一 條 本學則依據大學法及其施行細則、學位授予法及其施行細則等相關法規訂定之。

Article 1: The Academic Affairs Regulations at Christ's College Taipei are based on the University Act, Enforcement Rules of the University Act, Degree Conferral Law, Enforcement Rules of Degree Conferral Law and other pertinent legislation.

第 二 條 本校辦理學生入學、保留入學資格、註冊、成績考核、學分抵免、休學、復學、退學、轉學、畢業、開除學籍、校際選課、暑修、國外學歷之採認、出國期間學業及學籍相關事項，除法令另有規定外，悉依本學則規定辦理之。

Article 2: Unless specified by additional laws, Christ's College Taipei shall administer academic affairs such as admissions, deferred admissions, school registration, grading policies, transfer credits and course waivers, suspension, class resumption, withdrawals, transfers, graduation, disciplinary expulsion, taking intercollegiate courses, summer school, recognition of foreign academic credentials for Institutions of Higher Education, and academic and student-status related matters while traveling according to this regulation.

第 貳 章 入 (轉) 學、保留入學資格
Section 2 – Admission, Transfer and Deferred Admission

第 三 條 凡在公立或已立案之私立高級中等學校，或同等學校畢業，或具有同等學力資格，經本校學士班公開招生錄取者，得入本校學士學位班就讀。

Article 3: Any candidate having i) a diploma from a public high school, accredited private high school or equivalent high school, or an equivalent qualification, and ii) a passing grade on the entrance exam through Christ's College Taipei's public open-enrollment process shall be admitted to the Freshman Class of a bachelor's degree program.

第 四 條 具下列資格之一，並經本校轉學生招生錄取者，得轉入本校相當年級就讀：
一、國內公立或已立案之私立大學或符合大學辦理國外學歷採認辦法規定之國外大學肄業生，修業累計滿二個學期以上者。
二、國內公立或已立案之私立專科學校或專修科畢業或符合大學辦理國外學歷採認辦法規定之國外專科以上學校畢業者。
三、具下列資格之一者，得以專科畢業同等學力報考：
（一）修滿規定修業年限之專科肄業生。
（二）持有專科同等學力鑑定考試及格證明書。
（三）在大學或空中大學累計修得大學程度學分或大學規定推廣教育學分達二年制專科學校畢業學分（八十學分以上）。
四、空中大學肄業全修生，修得三十六學分者，得報考性質相近學系二年級，修得七十二學分者，得報考性質相近學系三年級。

Article 4: Any candidate with one of the following qualifications and passing grades of transfer entrance exams shall be admitted to the appropriate Classes as described below:
1. A student from a domestic public college or accredited private college, or an accredited foreign college, who has accumulated college credits equivalent to two semesters at Christ's College Taipei.
2. A graduate from a public vocational/junior college, accredited private vocational/junior college, or an accredited foreign vocational/junior college.
3. A candidate with one of the following qualifications equivalent to vocational/junior degrees is eligible to take the transfer entrance exams:
i. Fulfilling credit requirements for vocational/junior college degrees
ii. Possessing an equivalent Certificate of Vocational/Junior College Degree.
iii. Having accumulated a total of eighty (80) or more college-level and/or continuing-education credits from colleges and/or correspondence colleges.
4. Students in correspondence-college who have completed thirty-six (36) credit hours are eligible to take the transfer entrance exams for Sophomore Class enrollment within similar academic fields; and students with seventy-two (72) credit hours are eligible to take the transfer entrance exams for Junior Class enrollment in a similar department.

第 五 條 凡因操行成績不及格退學者，均不得報考本校轉學考試。

Article 5: Students expelled from other colleges due to failing conduct grades are not eligible to take the transfer entrance exams.

第 六 條 外國學生得依本校「外國學生入學辦法」之規定申請入學。辦法另訂之，並報教育部核定後實施。

Article 6: Foreign students must meet the requirements and conditions of "International Student

Admissions Regulations”. The rules shall be prepared by Christ’s College Taipei and submitted to the Ministry of Education for approval and implementation.

第七條 經錄取之新生及轉學生有下列情形之一者，即撤銷入學資格：

- 一、未於規定日期來校辦理報到及入學手續。
- 二、入學考試舞弊，經學校查證屬實或判刑確定。

Article 7: Freshmen and transfer students who have committed one of following violations shall lose their enrollment:

1. Failure to report or register at Christ’s College Taipei on the designated registration day.
2. Entrance exam fraud documented by Christ’s College Taipei or district courts.

第八條 本校入學考試（含轉學生考試）須訂定公開招生辦法，並報教育部核定後實施。

Article 8: “Open Enrollment Rules and Regulations” governing entrance exams and transfer entrance exams shall be prepared by Christ’s College Taipei and submitted to the Ministry of Education for approval and implementation.

第九條 新生有下列情形之一者，得於註冊開始前，向教務處申請保留入學資格：

- 一、因重病須長期療養，並持有全民健康保險醫事服務機構之醫院及診所出具之證明。
- 二、持有鄉鎮市區公所以上出具之低收入戶證明書。
- 三、因服兵役持有入營服役通知書或在營服役證明書。
- 四、僑生及外籍生因故不能按時來校報到入學。
- 五、因其他不可抗力因素而無法於當學期註冊入學。
- 六、因懷孕、分娩或撫育三歲以下子女等因素並持有證明者。保留入學資格以一年為限，惟保留期間應徵服義務役者，得檢具在營服役證明，申請延長保留期限，俟保留期滿，檢具退伍證明，申請入學。轉學生除因懷孕、分娩或撫育三歲以下子女等因素並持有證明者外，不得申請保留入學資格。

Article 9: Freshman students meeting one of following conditions may apply for “deferred admissions” at Office of Academic Affairs prior to the registration date:

1. Serious illness requiring long-term therapy and certified by a National Health Insurance accredited hospital or clinics.
2. Economic difficulties with a Low-income Household certificate issued by their Township, Municipal or District Office.
3. Military service with an official military-service notice or an active military-service Certificate.
4. Overseas Chinese or foreign students who cannot report and register for enrollment due to family or personal reasons.
5. An Act of God natural disaster preventing the student from enrollment registration.
6. Pregnancy, childbirth or caring for children under age of three, as certified by Social-Welfare Services.

Deferred admission shall be limited to one year. However, if a student enters military service during the deferment period, he or she can apply for an extension with an active military service certificate until honorary discharge from the military and, then, he or she may apply for enrollment.

Transfer students cannot apply for deferred admission, with the exception of the condition of pregnancy, childbirth or caring for children under age of three, as certified by Social-welfare Services.

第十條 新生或轉學生所繳證明文件，如有假借、冒用、偽造或變造等情事，一經查明，即開除學籍，不發給任何學歷證明，並由學校通知其家長或監護人。畢業後始發覺者，除勒令繳回銷毀其畢業證書外，並公告撤銷其畢業資格。

Article 10: Any Freshman or transfer student, who submits fraudulent documents, such as impersonation, fake documents, or altered documents, shall be expelled once the event is documented to be true. Christ's College Taipei shall inform such student's parent(s) or guardian and will not issue any academic certificate on his or her behalf.

Any graduate who has committed the same fraud while seeking admission to Christ's College Taipei shall be required to return his or her Bachelor's Degree Diploma for destruction once the event is documented to be true. In addition, Christ's College Taipei shall publicly revoke such person's graduation qualification in the newspaper.

第三章 註冊、選課、繳費、退費

Section 3 - Registration, Course Selection, Payment and Refunds

第十一條 學生應於每學期規定日期，親自到校辦理繳費註冊，每學期應繳之各項費用及其數額，於每學期開學前公佈之。學期開始上課後，學生因故申請休、退學經核准者，其退費標準依教育部規定辦理。

Article 11: Each semester, students are required to register and pay fees, in person, during the specified registration period. All fees and the amounts shall be announced prior to the beginning of each semester. After classes start, a student is entitled to certain refunds according to the Refunds Policy specified by the Ministry of Education when his/her application for voluntary suspension or withdrawal is approved by Christ's College Taipei.

第十二條 學生因重病、婚喪、簽證或因懷孕引發之事(病)假、產假、撫育幼兒之突發狀況等重大事故，無法於規定期限內繳納各項費用或繳交規定之文件者，應於事前檢具報告及證明文件向教務處申請註冊假。未經核准逾期者，應予勒令休學。但修業年限屆滿，或休學累計達兩學年者，應予勒令退學。

Article 12: Students who are unable to pay the fees or submit the required documents within the stipulated period due to sudden major incidents, such as serious illnesses, weddings, funerals, visas, or pregnancy-caused leaves, maternity leaves, and child rearing, must submit reports and certified documents to the Office of Academic Affairs for registration deferment. Students who are late for registration without prior written approvals shall be suspended. Students who have exceeded the allowed time for graduation or accumulated two suspensions shall be ordered to withdraw from Christ's College Taipei.

第十二條之一 為維護突遭重大災害學生之學習權益，其適用彈性修業機制及相關配套措施，依據教育部訂定之「專科以上學校維護突遭重大災害學生學習權益處理原則」辦理。

Article 12-1: To maintain study right of those students who meet disaster, the flexible study mechanism, is according to MOE set university/college principle of maintaining study right of those students who meet disaster”

第十二條之二 有關94年次以後出生，自113年1月1日起回復徵集服常備兵現役之學士班就學役男彈性修業措施，由本校另訂之。

Article 12-2: Flexible Academic Measures for Male Students Enrolled in Bachelor's Degree Programs Subject to Active Duty Conscription for Regular Forces, Effective January 1, 2024, for Those born in 2005 or later to be separately stipulated by this institution.

第十三條 學生應按照本校每學期公佈之課程表及選課相關規定辦理選課。已註冊學生於加選截止日仍未選課者，應勒令休學。但已休學期滿者應勒令退學。

Article 13: Every semester, students are required to select courses according to the requirements for courses and the curriculum published by Christ's College Taipei. Registered students who have not selected courses by the required date for course selection shall be suspended from school. Students who have been suspended twice shall be ordered to withdraw from Christ's College Taipei.

第十四條 學生每學期所修科目以其選課記錄為準，凡未選之科目，雖有成績，不予登記；已選之科目，未經退選不得中途放棄，否則成績以零分登錄，併入學期總平均計算。

Article 14: A student may earn grades for selected courses, which are on the course enrollment record and shall not earn grade(s) for any un-selected course(s), which may have been inadvertently graded by the instructors. In the event that a selected course has been abandoned by the student without written approval to withdraw from it shall be given a grade of zero (0) for the calculation of his/her grade average point (GPA).

第十五條 本校學生得申請選修其他大學院校課程，但以本校未開授之課程為限；申請選修他校課程者，應經本校與他校之同意。學生選修外校課程依本校校際選課實施辦法辦理。校際選課實施辦法另訂之。

Article 15: Students may apply to take some courses in other universities, courses which are not offered by Christ's College Taipei. Students must obtain prior permission from both Christ's College Taipei and the other university to apply for courses there. Students shall take courses outside Christ's College Taipei according to Implementation Rules of Intercollegiate Course Selection. The Implementation Rules of Intercollegiate Course Selection shall be prepared and submitted to the Ministry of Education for future reference.

第十六條 學生得於暑假期間申請修習暑期開授之課程，學生修習暑期班課程依本校暑期開班授課辦法辦理。暑期開班授課辦法另訂之。

Article 16: Students may apply to take summer school classes according to the Rules of Summer School Class Curriculum. The Rules of Summer Class Curriculum shall be prepared by Christ's College Taipei and submitted to the Ministry of Education for future reference.

第十七條 學生修業期間因故出國，依本校學生出國期間有關學業及學籍處理要點辦理。處理要點另訂之。

Article 17: During any semester, students who leave Taiwan due to emergencies shall be subject to the Guidelines of Academic Standing and Student Status While Traveling.

第 肆 章 學分、成績、修業年限
Section 4: Credits, Grades and Length of Schooling

第 十 八 條 本校採學年學分制，學生均須在校四年修畢128學分。
畢業年級相當於國內高級中等學校二年級之國外或香港、澳門同級同類學校畢業生，以同等學力入學學士班者（不含已離校兩年以上及以僑生先修部結業成績分發入學者），除畢業應修總學分外，另應補修至少十二學分，依本校學生選課辦法之規定辦理。
學生應修科目學分，悉照學系各年級必修科目表實施，未修畢該科目表所列科目學分者不得畢業。學系必修科目表，應經學校課程委員會研議審訂，課程委員會組織規程另訂之。

Article 18: According to Christ's College Taipei's school-year credit system, students must complete 128 credits within 4 years in order to graduate with a Bachelor's Degree.

Those senior graduates who are from foreign country, Hong Kong, or Macau equals to finish the second years of Taiwan senior high school are admitted to Christ's College Taipei by equivalent academic qualification. They need complement twelve credits except the total credits to meet graduate requirement. They should follow school course selecting regulations.

Students must complete the required subject credits within the department for each Class as specified by the List of Required Courses. Students who do not complete all of the required courses shall not graduate. List of Required Courses for department shall be deliberated and established by the Curriculum Committee. The Organizational Rules of Curriculum Committee shall be prepared by Christ's College Taipei.

第 十 九 條 各科學分之計算，原則以授課滿十八小時為一學分，實習或實驗每週二至三小時滿一學期為一學分。

Article 19: For credit calculation, every eighteen (18) hours of classroom instruction shall be equivalent to one (1) credit. Every two to three hours of internship or laboratory per week in a semester shall be equivalent to one (1) credit.

第 廿 條 本校學生修習學分之規定如下：

- 一、第一、二、三學年，每學期不得少於十二學分，最多不得超過廿二學分。
- 二、第四學年，每學期不得少於九學分，最多不得超過廿二學分。
- 三、延長修業年限之學生，不受最低選課學分之限制。
- 四、懷孕學生不受最低選課學分限制，但每學期至少需修習一門課程。
- 五、修習學分數超過上限未依規定期限自行退選者，依其必選修及選課先後順序，由教務處刪除之。
- 六、修習學分數低於下限未依規定期限自行加選者，即予勒令休學。

Article 20: The credit requirements for Christ's College Taipei students are governed by the following requirements:

1. For the 1st, 2nd and 3rd school years, students must not take less than 12 credits and not more than 22 credits.
2. In the 4th year, students must not take less than 9 credits and not more than 22 credits.
3. Students who have extended beyond the 4-year period of schooling are not restricted by any minimum or maximum limits.

4. Pregnant students are not restricted by any minimal credit requirements; however, they must take one (1) course each semester.
5. When a student has exceeded the 128 credits and does not voluntarily withdraw from Christ's College Taipei, the Office of Academic Affairs shall delete the oldest required course(s) and elective course(s) systematically.
6. When a student selects fewer than the minimum of credits, he or she shall be suspended by Christ's College Taipei

第 廿一 條 體育課每週授課為一小時，必修一學年，給予一學分。成績不及格者，必需重修。重度身心障礙學生，檢具全民健康保險醫事服務機構之醫院及診所開立不宜參與體育課程之證明，經教務處核准者，得免修體育課程。

Article 21: The physical Education course includes one hour of instruction once a week. One-year Physical Education is required for all students and is one credit. Students who fail it must repeat the course. Students with severe disabilities certified by the National Healthcare System hospitals or clinics as unfit for Physical Education shall be excused from the Physical Education course once the Office of Academic Affairs approves the excuse.

第 廿二 條 學生入學前已修習及格之科目與學分，得由本校酌予抵免其已修習及格之科目與學分，並得視抵免學分多寡提高編入年級，惟至少須在本校修業兩學年。學生抵免學分依本校抵免學分辦法辦理，其相關辦法另訂之，並報部備查。

Article 22: Previous college-level credits that have been earned by new or transfer students shall be accepted as transfer credits. With sufficient amounts of transfer credits, students may be promoted to either the Sophomore or Junior Class; however, they must be residential students at Christ's College Taipei for a minimum of two (2) years in order to graduate. Students' transferred credits shall be accepted according to the Rules for the Acceptance of Transferred Credits. Such Rules shall be prepared by Christ's College Taipei and submitted to the Ministry of Education for future reference.

第 廿三 條 學生成績分學業、操行二種。成績之評定以採用百分計分法為原則。以一百分為滿分，六十分為及格。成績不及格者，不給學分；性質特殊的科目，經系務會議及教務會議通過後，得採等第計分法或「通過」、「不通過」之考評方式。學生重覆修習業已及格之科目，其重複修習及格之學分不予採計。

Article 23: Student's achievement is divided into two types: academic and conduct. Assessment of achievement is based on a scale from zero (0) to one hundred (100) points - one hundred points being a full score and sixty (60) points being a passing grade. Student with fewer than sixty (60) points will not receive course credits. For special subjects, the Department Affairs Committee and Academic Affairs Committee shall confer and apply either level scoring method or Pass/Fail. When a student re-takes a course, which was given a passing grade previously, the new grade and credit shall not be taken into account.

第 廿四 條 學生學業成績，依照下列規定計算之：

一、學期平均成績（含暑修）：

- (一) 積分：以科目之學分乘該科目所得之成績。
- (二) 學期學分和：該學期所修各科目學分總和。
- (三) 成績積分和：該學期所修各科目積分之總和。
- (四) 學期平均成績：成績積分和除以學期學分和。

二、畢業成績：各學期「成績積分和」之總和除以各「學期學分和」之總和。

Article 24: Student's academic performance is calculated based on the following stipulates:

- I) Semester Grade Point Average (including Summer School):
 - i) Cumulative Points: Multiply the course GPA by the number of credits in the course.
 - ii) Semester Credits: Sum of credits earned in a semester.
 - iii) Semester Cumulative Points: Sum of all cumulative points earned in the semester.
 - iv) Semester GPA: Semester Cumulative Points divided by Semester Credits.
- II) Graduation Grade: Sum of all Semester Cumulative Points divided by all Semester Credits.

第 廿五 條 學生學期成績經教師送交教務處登錄後不得更改，但因教師疏忽造成錯誤者，須由授課教師以書面檢附足資證明之資料，提出更正申請，經由系主任提報教務會議通過後，始可更正。申請成績更正至遲應於次一學期結束前辦理。

Article 25: A student's grade(s) cannot be changed once it is submitted by the instructor for recording at the Office of Academic Affairs. However, should the instructor have made an error, the responsible instructor shall submit written application with evidence to Department Chairperson, who shall report it to the Office of Academic Affairs for the approval to change the grade. Such application must be submitted prior to the end of the subsequent semester.

第 廿六 條 學業成績換算為等第或G.P.A.之標準規定如下：

Article 26: Conversion of Academic Scores to Grade or G.P.A Standardized Chart:

分數	等第	平均點數(GPA)
90-100	A	4.0
87-89	A-	3.7
83-86	B+	3.3
80-82	B	3.0
77-79	B-	2.7
73-76	C+	2.3
70-72	C	2.0
67-69	C-	1.7
63-66	D+	1.3
60-62	D	1.0
59以下	F	不及格 Failure
	P	及格 Passing
	AU	旁聽 Audit

第 廿七 條 學生如對成績有所質疑，須於次學期期中考前向教務處申請查詢，如係教師之疏誤或遺漏者，得由任課教師申請調閱存檔之考試卷冊，但學生不得為之。

Article 27: If a student questions his or her grade, an application for investigation must be submitted prior to the Mid-term exam in the following semester. IF the instructor has made an error or omission; the responsible instructor shall apply for the temporary release of the exam paper for re-evaluation. In any event, students are not allowed to apply for the release of exam papers.

第 廿八 條 (刪除)

Article 28: The provision is repealed.

第 廿九 條 學生因公、重病、親喪、重大事故、懷孕、分娩或撫育三歲以下子女等因素，不能參加期中或學期考試者，應按照規定請假，核准後始准予補考。補考規定及成績計算如下：

- 一、請假未獲核准或曠考者，不准補考。
- 二、期中考試補考者，由教師自行舉行。期末考試補考者，由學校統一舉行。補考以一次為限，屆時不到者，不得再行補考。
- 三、補考成績作為期中或期末考試實際成績，再與其他考試或作業成績按照比率合併計算所得成績，作為學期成績。

Article 29: Students who are unable to take the Mid-term Exam or Final Exam due to sudden major incidents, such as serious illnesses, weddings, funerals, visas or pregnancy-caused leaves, maternity leaves, and child rearing, must submit reports and certified documents to the Office of Academic Affairs for approved leave of absence. Upon approval, students shall be able to take a makeup exam. Stipulations for makeup exams and the calculation of exam grades are described below:

- I) No makeup exam is allowed for any student who has not attended the exam session or has no approval from the Office of Academic Affairs.
- II) The instructor shall arrange for the makeup Mid-term Exam. For the makeup final exams, Christ's College Taipei shall administer them at the same time. Students who fail to attend the makeup exams shall not be eligible for another makeup opportunity.
- III) The grade from either a makeup Mid-term Exam or a makeup Final Exam shall be the actual grades, which will be used for the calculation for the semester grade for such course.

第 卅 條 學生未經准假而缺考者，該次缺考科目之成績以零分計算。

Article 30: When a student fails to show up for an exam or test without an approval from the Office of Academic Affairs, such exam or test shall be given a score of zero (0).

第 卅一 條 期中考試、期末考試、畢業考試，考試舞弊科目學期成績以零分計算。

Article 31: When a fraud is committed during the mid-term exam, final exam or graduation exam, the semester grade of such course shall be zero (0).

第 卅二 條 學生所修習之科目，成績雖已及格，但有下列情形者不給學分：

- 一、有先後修習順序之科目，未依先後順序修習者。
- 二、已修習及格之科目，重複修習者。

Article 32: Under one or both of following conditions, the course credits shall be denied even though the student has obtained a Passing grade:

- i) When there is a prerequisite course for a selected course and the student has not fulfilled such prerequisite prior to taking it.
- ii) When a student re-takes a course for which he or she has previously been given a passing grade.

第 卅三 條 學生考試違規，依考試規則處理，考試規則另訂之。

Article 33: When a student violates any exam rule, he or she shall be dealt with in accordance with the Regulations of the Examination, which shall be prepared by Christ's College Taipei.

第 五 章 請 假、曠 課

Section 5: Absence and Pre-approved Leave of Absence

第 卅 四 條 學生因故不能上課者，須依請假規則辦理，學生請假規則另訂之。

Article 34: Students who cannot attend classes may apply for pre-approval for leave of absence. Rules for Pre-approved Leave of Absence shall be prepared by Christ's College Taipei.

第 卅 五 條 未經准假而缺課者，以曠課論。曠課一小時，由任課教師扣該科目學期成績一分；遲到或請事假者，扣該科目學期成績0.5分；請病假者，扣該科目學期成績0.2分。

Article 35: An absence is recorded when the student fails to attend a class without a pre-approved leave of absence. The instructor shall deducted one (1) point from the student's grade for an unexcused absence. Half a point shall be deducted for each tardiness or absence due to sudden event. Two tenth (0.2) of a point shall be deducted for each absence due to documented illness.

第 卅 六 條 曠課時數達該科目學分數之兩倍者，一律扣考，該科成績以零分計算。

Article 36: When a student has been absent for an amount of hours equal to twice the number of course credits, he or she will not be allowed to take any exam and the grade for such course shall be zero (0).

第 卅 七 條 學生因懷孕、分娩或撫育三歲以下子女，而核准之事(病)假、產假，其缺席不扣分。

Article 37: When a student has been pre-approved for sick leave due to pregnancy, childbirth, or caring for children under age of three, there is no penalty to her grade.

第 卅 八 條 學生全學期請假日數達該學期實際授課總日數三分之一者，應勒令休學。

Article 38: When a student has accumulated the pre-approved leave-of-absence periods equal to one third of the instruction periods, he or she will be suspended.

第 卅 九 條 一、學生因故申請休學，須經家長或監護人之同意，向教務處及學務暨福音事工處申請辦理休學，休學一次以一學年為限（延修生可申請一學期），休學累計以二學年為限。因重病或特殊事故無法及時復學者，應檢具相關證明，提請教務處核准後，酌予延長修業年限一學年。新生及轉學生入學第一學期，須於完成註冊手續後，始得申請休學。

二、學生因服役、懷孕、分娩或撫育三歲以下子女而申請休學者，其休學期間不計入休學年限計算。

三、學生辦妥休學手續後，如已逾兩週，或其兵役緩征、儘後召集經向縣市兵役單位已報離校者，不得請求撤銷。

四、休學手續自教務處受理申請日起學生應於一週內完成，逾期未完成者，以未申請休學論。

Article 39: 1. A student who voluntarily apply for withdrawal from Christ's College Taipei due to personal reasons must have written consent from either a parent(s) or a legal guardian. The student shall submit application to the Academic Affairs Office and the Student affairs and Ministry Office. Each suspension is limited to one school year (Seminarians may apply for a semester). The allowance for accumulated withdrawals is limited to two school years. Due to serious illness, the voluntary suspension could be extended for another school year after

- submitting the certified documents and obtaining approval from the Academic Affairs Office.
2. When a student applies for voluntary temporary Leave due to active military service, pregnancy, childbirth and child rearing of children under the age of three, the withdrawal period is not taken into account toward the 2-year withdrawal limit.
 3. When a student completes the voluntary temporary Leave due to active military service for more than two weeks, the temporary Leave cannot be revoked in the event that the need to serve has been changed by the military.
 4. Students must complete all paper work within a week from the date of submitting application for suspension. In the event that a student fails to complete the suspension process in a week, the incomplete application is deemed voided and the student retains his or her active student status at Christ's College Taipei

第四十條 學生有下列情形之一者，應予休學：

- 一、患法定傳染性疾病，經全民健康保險醫事服務機構之醫院及診所檢驗，依傳染病防治法規定，經主管機關基於傳染病防治需要規定，認為有因公共防治要求而必須休學者。
- 二、符合本學則其他規定應勒令休學者。

Article 40: A student with one of following conditions must be withdrawal.

1. Students who have communicable diseases, and have been diagnosed by National Health Care certified hospitals or clinics must be withdrawal from Christ's College Taipei, in order to isolate such student by the CDC.
2. Students who meet other academic regulations shall be suspended.

第四十一條 學生申請休學，至遲應在該學期期末考試開始日前辦理並完成休學程序，逾期不准申請（依學生申訴制度提起申訴、訴願、行政訴訟，須另為處分，致需補辦休學手續者，不在此限）。休學學生申請復學時，由學生本人提出申請，並繳還休學證明書。其因病休學者，須檢附全民健康保險醫事服務機構之醫院及診所開立之健康證明書，經核准後方得復學。

Article 41: A student who applies for a semester's leave of absence shall complete the process by the first day of Final Exams. Afterwards, applications are not allowed.
(Students who initiate the Student Appeal Process, file a complaint in the Administrative Litigation, shall have another disciplinary action, or need retroactive suspension procedures are not included hereby.) Students must apply for return to Christ's College Taipei in person and return the certificate of withdrawal. Should the suspension be related to illness, Good-Health Certificate issued by a National Health Insurance accredited hospital or clinics must also be submitted for approval.

第四十二條 休學生復學時，應入原肄業相銜接之學年或學期肄業，學期中途休學者，復學時應入原休學之學年或學期肄業。

Article 42: A student who returns from withdraw/suspension shall enroll at the beginning of academic semester or Class that follows the end of semester where he or she has left. A student who has suspended studies at Mid-term of a semester shall enroll at the same academic semester or Class.

第四十三條 學生有下列情形之一者，應予退學：

- 一、入學或轉學資格，經審核不合者。

- 二、逾期未註冊或休學期滿未復學者。
- 三、在規定修業年限屆滿，經依規定延長二學年，仍未修足應修之科目與學分者。
- 四、符合本學則其他規定應予退學者。

Article 43: Students in any of the following situations shall be ordered to withdraw from school:

1. Either their entrance records or transfer records has been found to not meet CCT criteria.
2. They failed to register for enrollment or failed to return at the end of suspension or leave of absence.
3. At the end of a two-year extension, the student remains unable to complete the required courses and credits.
4. One or more rules in this Academic Affairs Regulation initiate the withdrawal process of a student.

第四十四條 自行申請退學者，須有家長或監護人之書面同意，退學手續自教務處受理申請日起，學生應於一週內完成，逾期未完成者，以未申請退學論。

Article 44: Students who voluntarily withdraw from Christ's College Taipei must have the written consent from either parent(s) or a legal guardian. Students must complete all paperwork within a week from the date of submitting application for withdrawal. In the event that a student fails to complete the withdrawal process in a week, the incomplete application is deemed voided and the student retains his or her active student status at Christ's College Taipei.

第四十五條 學生如有違犯校規或違反國家法令，情節重大者，即予開除學籍，凡開除學籍之學生，不發給任何證明。

Article 45: Students who violate Christ's College Taipei's rules and regulations or State Laws shall be expelled. No documents or certificates shall be issued to such expelled students.

第四十六條 學生修業一學期以上有成績者，退學時得依規定手續向學校申請發給轉學或修業證明書，但有下列情形之一者，不得發給與修業有關之證明文件：
一、入學或轉學資格，經審核不合者。二、開除學籍者。

Article 46: Students who complete one semester with credits can apply for transfer documents or certificates of attendance. However, certificates of attendance shall not be issued to students who meet one of the following two conditions:

1. Either entrance records or transfer records have been found to not met CCT criteria.
2. The student was expelled from Christ's College Taipei.

第四十七條 學生轉學他校，凡辦妥離校手續，不得申請返校肄業。

Article 47: Students who complete a transfer to other colleges or universities cannot apply to return to Christ's College Taipei for future studies.

第 柒 章 修業年限、畢業、授予學位 Section 7: Program Period, Graduation, and Degree-Granting

第四十八條 學生成績優異，在規定修業年限屆滿前一學期或一學年，修滿該主修規定全部

學分，具備下列各款標準者，得提前畢業。

- 一、前三年學業成績在該年級之前百分之五、操行及專業課程平均85分以上。
 - 二、曾擔任二學期以上班代表、社團負責人或正、副室長。
- 如不合前項各款規定者，仍應註冊入學。本辦法不適用於轉學生。

Article 48: Students who complete all required credits for their Major one or two semesters early and have excellent grades and meet both two qualifications shall be eligible for early graduations.

1. Students ranks in the top 5 percent for the first three school years with an average of 85 or higher in both conduct and professional courses.
2. Students who have been Class leader, leader of an association or a club, leader or assistant Leader of a dormitory room for two semesters or longer.

Students who are not qualified for early graduation shall register for continuing enrollment. This early graduation mechanism is not suitable for transfer students.

第四十九條 學生在規定修業年限內未能修足應修之科目與學分數者，得申請延長修業年限，以二年為限。身心障礙學生修讀學士學位，因身心狀況及學習需要，得延長修業期限四學年。學生另因懷孕、生產之需要，並持證明文件向學校再申請延長修業年限，至多一學年；因哺育幼兒之需要，並持證明文件向學校再申請延長修業年限，至多三學年。延長修業年限之第一學期無學分修習者，得於註冊前申請休學，免予註冊，註冊者至少應選修一科目。

Article 49: Students who cannot complete all required courses and credits may apply for study extension of up to two (2) years.

Students with disabilities may apply for extension up to four (4) years.

A student who needs to extend her studies due to pregnancy or childbirth may apply for a one-year extension, with certified documents.

A student who needs an extending due to child rearing, can apply for an extension up to three (1) years with certified documents.

Students with study extensions may apply for leave of absence in the first semester without paying any fees. Once registered, students must select at least one course.

第五十條 本校學生修業期滿，修足應修之科目與學分數成績及格，兩個學期體育成績及格，並通過「學術倫理教育」總測驗及格者，其畢業資格經審核通過，由本校發給學士學位證書，其審核辦法另訂於本校應屆及畢業資格審核辦法，並報部備查。

Article 50: Christ's College Taipei awards Bachelor's Degrees to students who have satisfactorily completed four (4) years of studies, the required courses for their Major with passing grades, and the assessment for graduation eligibility. Including his/her conduct grade is above 60, and passing the academic ethics education test. Review of Academic Status and Assessment for Graduation Eligibility shall be prepared and submitted to the Ministry of Education for future reference.

第五十一條 為提昇大學國際化及國際競爭力，本校得與國外大學合作辦理雙聯學制，建立認可雙邊課程機制，共同或分別頒授學位，「雙聯學制實施辦法」另訂之。

Article 51: In order to be an internationally competitive college, Christ's College Taipei and several foreign colleges and universities are jointly offer students double-degree programs with an established of mechanism for the bilateral recognition of courses in order to jointly or individually award degree(s). Implementation of Double Degree Program shall be prepared and submitted to Ministry of Education.

第 捌 章 推廣教育學分班學員
Section 8: Continuing Education Students

第五十二條 凡具學士班入學資格者，均可申請登記為推廣教育隨班附讀學員，其隨班附讀人數依「專科以上學校推廣教育實施辦法」之規定辦理，經審查合格後，即可選讀學分。

Article 52: A student who is qualified to enter bachelor program may apply to be a special admitted student of extension program. The number of special admitted student of the extension program shall follow the stipulations of the “College Extension Education Implement Regulation”. The student may select courses if he/she passes the qualification evaluation.

第五十三條 推廣教育學分班學員選讀期滿成績及格，由本校發給推廣教育學分證明書。

Article 53: Christ’s College Taipei shall issue an Extension Program Credit Certificate to all students who have satisfactory completed the course(s) with passing grade(s).

第五十四條 推廣教育學分班學員，經本校相關入學考試錄取為正式生時，已選讀及格之科目學分得依本校辦理學生抵免學分審核要點酌予抵免，並得縮短修業年限，但至少必須在校修業兩年。

Article 54: When a student who was an extension program student passes the CLAD entrance examination and enrolls in class, his or her prior college-level credits shall be transferred according to Rules for the Review Guidelines of Course-Credit Transfers. Such student may shorten the length of their study years at the college; however, he or she must be a student at the college for a minimum of two (2) years in order to graduate.

第五十五條 推廣教育學分班學員經核可選讀後，應遵守本校有關規定。

Article 55: When a student enrolled in the Extension Program class is accepted by Christ’s College Taipei as a new or transfer student, he or she shall be obligated to following all of Rules and Regulation issued by Christ’s College Taipei.

第 玖 章 附 則
Section 9: Supplementary

第五十六條 本校學生學籍資料，詳細登錄其學號、姓名、性別、出生年月日、戶籍地址、身分證統一編號、外國學生國籍、僑生僑居地、入學身分別、入學學歷、入學年月、所屬學系、休學、退學、開除學籍、復學、所修科目學分及成績、畢業年月、授 予學位、家長或監護人姓名、通訊地址等。
前項學生學籍資料，永久保存。
在校生及畢（肄）業校友申請更改姓名或出生年月日者，應檢具戶政機關核發之戶籍謄本向教務處申請辦理。

Article 56: Student registry information, such as student number, name, sex, Date of Birth, birth place, I.D. number, nationality of a foreign student, residency of an overseas Chinese student, entrance school records, starting school year, department and major study, suspension, withdrawal, expulsion, class resumption, courses taken, credits, GPA, graduation month and year, degree(s) earned, names of parent(s) or legal guardian,

mailing address...etc shall be forever kept by Christ's College Taipei.

Current students, alumni, and former students who want to change names or DOBs must submit official documents certified by Household Registration Office to the Office of Academic Affairs.

第五十七條 依規定應予退學或開除學籍學生，依本校學生申訴制度提出申訴者，申訴結果未確定前，不因申訴之提起，而停止原處分之執行。但在校生得繼續在校肄業。前項受處分學生經校內申訴，未獲救濟者，得依法提起訴願及行政訴訟；原處分經上級主管機關決定，或行政法院判決顯係違法或不當時，本校應另為處分。依前項規定經本校另為處分得復學之學生，因特殊事故無法及時復學者，本校應輔導復學，並得補辦休學。

Article 57: If a student who has been suspended or expelled by Christ's College Taipei starts the Student Appeal Process and is waiting for the outcome of the appeal, the student may continue studies on campus.

Any student who fails to reverse Christ's College Taipei's actions via the Student Appeal Process may start a legal law suits. In the event that the court rules against Christ's College Taipei's action toward the student as illegal or inappropriate, Christ's College Taipei shall change its action.

If a result of the above modified action the student can return to Christ's College Taipei and if the student cannot apply for the return in time due to certain personal matters, Christ's College Taipei shall assist such student to return to school and provide retro-activated Temporary Leave.

第五十八條 合乎申辦緩徵及儘召之役男學生，應依有關規定，自行申辦。停役者，一旦接獲回役令而須續服現役時，其學籍依兵役相關規定辦理。

Article 58: Male student shall conform to the deferred enlistment and the military drafts. When students who are former enlisted men are activated for military service, their student registries and status will be managed under military service related regulations.

第五十九條 本學則如有未盡事宜，依大學法及其施行細則、學位授予法及其施行細則及相關法令規定辦理。

Article 59: Matters that are not addressed by this Academic Affairs Regulation, will be handled by the University Act with accompanying rules of enforcement, Degree Conferral Law with accompanying enforcing rules, and other pertinent legislations.

第六十條 本學則應經本校教務會議及校務會議通過後施行，並報請教育部備查，修正時亦同。

Article 60: This Academic Affairs Regulations shall be passed by the Academic Affairs and the College Affairs meetings for implementation and submission to the Ministry of Education for future reference. All revisions thereafter shall be processed accordingly.