

# 國立成功大學會計系

## 113 學年學士班學生手冊

中華民國 113 年 8 月

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# 壹、會計人生活須知

## 1-1. 會計系館之樓層平面圖

BIF	63X09 研究室		63X07 在職專班研討室		63X06 研究室			
			63X01 研究室		63X02 研究室			
1 F					63104 教室			
					63101 教室		63102 教室	
2 F	63211 演講室			63210 教室			63209 教室	
				助教室		電腦教室		
	系辦公室							
4 F				63415 研討室			63411 博士班 研究室	63410 兼任助理 研究室
			63404 研討室		63405 研討室		63406 研討室	

## 1-2. 會計系行政人員及助理之工作執掌

人員	工作執掌
楊玉惠小姐	<ol style="list-style-type: none"> <li>1. 門禁管制及教學設備保管。</li> <li>2. 系館環境及教學空間維護。</li> <li>3. 導師業務。</li> <li>4. 其它行政支援。</li> </ol>
李岱蓉小姐	<ol style="list-style-type: none"> <li>1. 會議事務及法規彙編等系務。</li> <li>2. 教師升等及教師應聘等教務。</li> <li>3. AACSB 認證。</li> <li>4. 其它行政支援。</li> </ol>
陳玉亭小姐	<ol style="list-style-type: none"> <li>1. 在職專班業務(含招生、排課、畢業)。</li> <li>2. 推廣教育業務(含招生、排課、結業)。</li> <li>3. 系所務經費控管、核銷。</li> <li>4. 其它行政支援。</li> </ol>
沈修緯先生	<ol style="list-style-type: none"> <li>1. 一般生業務(含招生、排課、畢業)</li> <li>2. 系上軟硬體設備採購維護。</li> <li>3. 其它行政支援。</li> </ol>
柯依姍小姐	<ol style="list-style-type: none"> <li>1. 產業碩士專班業務(含招生、排課、畢業)。</li> <li>2. 系友、會計文教基金會事務。</li> <li>3. 其它行政支援。</li> </ol>



# 1-3. 會計學系暨財務金融所導師制度實施細則

88.9.22 系務會議通過

94.9.14 系務會議通過後實施

96.9.20 系務會議修正通過

98.1.14 系務會議修正通過

102.10.8 系務會議修正通過

105.4.12 系務會議修正通過

108.8.30 系務會議修正通過

- 一、本細則依國立成功大學導師制實施辦法之規定訂定之。
- 二、為落實導師輔導工作，提昇教育品質，培養德智兼備之人才，達成大學教育目的，特訂定本細則。
- 三、本系專任講師以上教師均有擔任導師之義務，導師工作做為獎勵、升等、教師評鑑之參考。另由具國家執照之心理師協助導師之輔導工作。
- 四、導師之職責如下：
  - 1、了解導生性向、興趣、人格特質、生活與家庭狀況，協助導引其身心發展。必要時可連絡心理師實施性向、興趣或人格測驗。
  - 2、協助導生課業學習、選課及生涯規劃等事宜。若導生學期成績不及格達三分之一以上或受記過處分時，結合學務處各組、家長或有關人員施予適切輔導。
  - 3、於每學期結束前，依據各導生平日生活言行表現，評定其操行成績，送交學務處生活輔導組。
  - 4、依學生事務活動實施預定表，舉行導師談話（班會）活動；另應運用課餘舉行師生座談、聯誼或其他團體活動，以增進師生情感。
  - 5、若導師發現導生出現適應欠佳、偏差行為、或其他特殊事件時，請告知其家長、監護人或緊急聯絡人，並轉介給心理師實施心理諮商與治療。
- 五、因實施輔導所獲得導生個人或家庭資料，相關人員依法有保密的義務。
- 六、若導生有下列情形之一者，當事人、發現者或事發單位，請迅速通報校安中心（分機 55555），協助進行危機處理與後續處置。
  - 1、其言行、情緒或精神異常，有可能發生自我傷害或傷害他人之行為時，應依據「本校校園精神疾病及自我傷害個案處置之作業流程」處理。
  - 2、其遭受意外、交通事故或其他需緊急就醫之情形，應依據「本校學生緊急傷病就醫處理流程」處理。
  - 3、其行為有嚴重危害校園安全及安寧，而屬於校園緊急安全事件時，應依據「本校校園事件通報系統暨處理流程」處理。導師制度之編組方式為小組導師制，每位導師輔導大學部導生以二十名為原則。班級各項活動，由小組及組群導師督導。
- 七、每學期每位學生至少應與小組導師單獨會談一次，並視情況需要增加次數。
- 八、若學生未主動與導師約談，導師應主動約談導生，但學生之主動性將列入操行成績評核。
- 九、導師經費依學生人數計算，每學期每導生以新台幣 1000 元計算。其中 **650 元** 為小組導師人事費，**300 元** 為學生輔導活動費，50 元為系主任導師人事費。學生輔導活動費之支用，請各班級系學會於每學期開學後提出申請，經由導師會議核定各項活動之費用，並按實際支用情形核銷；其餘經費用於小組導師與學生聯誼活動支用。導師人事費由學務處撥入導師帳戶；學生輔導活動費撥入本系帳戶，專用於學生輔導。
- 十、學生輔導活動費之支用項目如下：
  - 1、教師與學生聯誼活動之費用。
  - 2、配合系辦舉辦之活動。
  - 3、其他。
  - 4、學生輔導活動費之支用，小組導師與學生聯誼活動費用，應於學期結束前檢據核銷。承辦業

務之助教，應主動負責所有行政工作之執行。

- 十一、系辦應於每學期開學一週內，彙送每位授課老師一份全系導師、導生名單，以便授課教師與導師聯絡。
- 十二、導師於輔導學生過程中，須視情況照會其他教師協助輔導或提系務會議中討論。
- 十三、每學期至少召開導師會議一次，討論工作實施情形，檢討並改進導師制實施情形。系主任及導師應出席每學期由學生事務處召開之全校導師輔導工作研討會或各項輔導知能研習活動，以增進專業知能。
- 十四、本系導師之排定，配合必修課程安排、年資、輪流順序等考量，以全系老師參與為原則，由系主任排定之。
- 十五、研究生以指導教授為導師，不另支導師費，未確定指導教授前以系主任或所長為導師。研究所碩士班（不含在職專班）每名研究生每學期之「學生輔導活動費」配合學校之規定做調整，以辦理各項輔導活動。學生輔導活動費撥入各所，專款專用，並需檢具核銷。
- 十六、本細則經系務會議通過後施行，修正時亦同。

# 1-4. 國立成功大學學生獎懲要點

## National Cheng Kung University Directions for Student Rewards and Penalties

93 年 1 月 14 日 92 學年度第 2 次校務會議通過  
Approved at the 2nd meeting of the University Affairs Council in the 2003-04 academic year on Jan. 14, 2004  
93 年 2 月 12 日教育部臺訓(二)字第 0930018037 號書函  
Ratified by the Ministry of Education on Feb. 12, 2004, as written in its official letter coded as Tai-Xun (II) Zi, No. 0930018037  
94 年 10 月 5 日 94 學年度第 1 次校務會議修正通過  
Amended at the 1st meeting of the University Affairs Council in the 2005-06 academic year on Oct. 5, 2005  
94 年 11 月 28 日教育部臺訓(二)字第 0940161561 號書函  
Ratified by the Ministry of Education on Nov. 28, 2005, as written in its official letter coded as Tai-Xun (II) Zi, No. 0940161561  
95 年 3 月 15 日 94 學年度第 4 次校務會議修正通過  
Amended at the 4th meeting of the University Affairs Council in the 2005-06 academic year on March 15, 2006  
95 年 4 月 20 日教育部臺訓(二)字第 0950054459 號書函  
Ratified by the Ministry of Education on April 20, 2006, as written in its official letter coded as Tai-Xun (II) Zi, No. 0950054459  
95 年 6 月 21 日 94 學年度第 5 次校務會議修正通過  
Amended at the 5th meeting of the University Affairs Council in the 2005-06 academic year on June 21, 2006  
95 年 8 月 30 日教育部臺訓(二)字第 0950126035 號函  
Ratified by the Ministry of Education on Aug. 30, 2006, as written in its official letter coded as Tai-Xun (II) Zi, No. 0950126035  
99 年 4 月 28 日 98 學年度第 4 次校務會議延會修正通過  
Amended at the 4th meeting of the University Affairs Council in the 2009-10 academic year on April 28, 2010  
99 年 6 月 07 日教育部臺訓(二)字第 0990089490 號書函  
Ratified by the Ministry of Education on June 7, 2010, as written in its official letter coded as Tai-Xun (II) Zi, No. 0990089490  
100 年 1 月 05 日 99 學年度第 2 次校務會議修正通過  
Amended at the 2nd meeting of the University Affairs Council in the 2010-11 academic year on Jan. 5, 2011  
100 年 3 月 08 日教育部臺訓(二)字第 1000032359 號書函  
Ratified by the Ministry of Education on March 8, 2011, as written in its official letter coded as Tai-Xun (II) Zi, No. 1000032359  
100 年 10 月 26 日 100 學年度第 1 次校務會議修正通過  
Amended at the 1st meeting of the University Affairs Council in the 2011-12 academic year on Oct. 26, 2011  
101 年 10 月 31 日 101 學年度第 1 次校務會議延會修正通過  
Amended at the 1st meeting of the University Affairs Council in the 2012-13 academic year on Oct. 31, 2012  
103 年 6 月 25 日 102 學年度第 6 次校務會議延會修正通過  
Amended at the 6th meeting of the University Affairs Council in the 2013-14 academic year on June 25, 2014  
103 年 8 月 13 日教育部臺教學(二)字第 1030117976 號函  
Ratified by the Ministry of Education on March 8, 2011, as written in its official letter coded as Tai-Jiao-Xue (II) Zi, No. 1030117976  
106 年 12 月 20 日 106 學年度第 2 次校務會議修正通過  
Amended by the 2nd meeting of the University Affairs Council in the 2017-18 academic year on Dec. 20, 2017  
107 年 2 月 7 日教育部臺教學(二)字第 1070010047 號函  
Ratified by the Ministry of Education on Feb. 7, 2018, as written in its official letter coded as Tai-Jiao-Xue (II) Zi, No. 1070010047  
107 年 10 月 31 日 107 學年度第 1 次校務會議修正通過  
Amended at the 1st meeting of the University Affairs Council in the 2018-19 academic year on Oct. 31, 2018  
109 年 10 月 21 日 109 學年度第 1 次校務會議修正通過  
Amended at the 1st meeting of the University Affairs Council in the 2020-21 academic year on Oct. 21, 2020  
109 年 11 月 17 日教育部臺教學(二)字第 1090163755 號函  
Ratified by the Ministry of Education on Nov. 17, 2020, as written in its official letter coded as Tai-Jiao-Xue (II) Zi, No. 1090163755  
111 年 4 月 20 日 110 學年度第 4 次校務會議修正通過  
Amended at the 4th meeting of the University Affairs Council in the 2021-22 academic year on April 20, 2022  
112 年 4 月 19 日 111 學年度第 3 次校務會議修正通過  
Amended at the 3rd meeting of the University Affairs Council in the 2022-23 academic year on April 19, 2023  
112 年 12 月 20 日 112 學年度第 2 次校務會議修正通過  
Amended at the 2nd meeting of the University Affairs Council in the 2023-24 academic year on December 20, 2023  
113 年 1 月 19 日教育部臺教學(二)字第 1130004578 號函  
Ratified by the Ministry of Education on Jan. 1, 2024, as written in its official letter coded as Tai-Jiao-Xue (II) Zi, No. 1130004578

一、本校為樹立優良校風，確收教育功效，依據大學法第 32 條，訂定本要點。

I. These Directions are formulated in accordance with Article 32 of the University Act to develop NCKU into a school of high morality in pursuit of its educational objectives.

二、凡本校學生於在學期間按其所表現之優劣事實，須予獎勵或懲罰者，依本要點辦理之。

II. NCKU students shall be rewarded or disciplined for their performance during their years of studies according to these Directions.

### 三、獎懲區分：

(一) 獎勵：記嘉獎、記小功、記大功、其他獎勵(獎章、獎牌、獎狀、獎金)。

(二) 懲罰：記申誡、記小過、記大過、定期察看、退學、開除學籍。

學生之獎懲紀錄，記嘉獎三次視同記小功一次；記小功三次視同記大功一次；記申誡三次視同記小過一次；記小過三次視同記大過一次。

### III. Types of rewards and penalties:

(I) Rewards: commendation, minor merit, major merit, or other rewards (e.g., decoration, medal, certificate of award, or cash prize).

(II) Penalties: reprimand, minor demerit, major merit, regular surveillance, dismissal or expulsion.

Conversion of rewards and penalties on record:

Three commendations can be converted into one minor merit.

Three minor merits can be converted into one major merit.

Three reprimands can be converted into one minor demerit.

Three demerits can be converted into one major demerit.

### 四、學生有下列情形之一者，予以記嘉獎。

(一) 服務公勤，熱心努力，有具體優良成績者。

(二) 參加校內各種正規比賽，努力認真，堪為表率及成績特優者。

(三) 維護校產，愛惜公物，堪為表率有具體事實者。

(四) 有其他相當於上列各款情事，殊堪嘉許者。

IV. A student whose performance meets one of the following conditions should be rewarded with a commendation:

- (I) A student commendable for a concrete achievement in public service as a result of personal efforts on duty.
- (II) A student commendable for an outstanding performance in an official intra-school competition.
- (III) A student commendable for a concrete performance in the preservation of school assets and property.
- (IV) A student commendable for any other distinguished performance equivalent to the aforementioned achievements.

五、學生有下列情形之一者，予以記小功。

- (一) 服行公勤，成績特優，堪為表率者。
- (二) 參加校外各種正規比賽，成績特優(前三名)，為校爭光者。
- (三) 代表學校參加各種競賽與活動，表現優異，堪為嘉許者。
- (四) 熱心助人，扶助同學，有事實證明者。
- (五) 熱心公益，增進團體福利，具有確切事實者。
- (六) 急公好義，見義勇為，符合公益具有事實者。
- (七) 有其他相當於上列各款情事者。

V. A student whose performance meets one of the following conditions should be rewarded with a minor merit:

- (I) A student commendable for an outstanding achievement in public service as a result of personal efforts on duty.
- (II) A student commendable for an outstanding performance (as a finalist among the top three) in an official extra-school competition.
- (III) A student commendable for an outstanding performance in any contest or activity as a representative from the University.
- (IV) A student certified by evidence for an enthusiastic effort to help other schoolmates.
- (V) A student certified by evidence for an enthusiastic effort to improve the public interest and welfare.
- (VI) A student certified by evidence for an outstanding performance with regard to public affairs in terms of justice and righteousness.
- (VII) A student commendable for any other distinguished performance equivalent to the aforementioned achievements.

六、學生有下列情形之一者，予以記大功或其他獎勵(獎章、獎牌、獎狀、獎金)等。

- (一) 擔任公勤或社團工作，成績特優，且對樹立校風有特殊貢獻者。
- (二) 在校期間，創造發明，或發表甚具價值之學術論文，有特殊貢獻者。
- (三) 冒險犯難，捨己救人，堪為他人矜式，有益國家社會者。
- (四) 具有傑出表現，有益於國家社會，具確切事實者。
- (五) 參加全國性正規比賽，榮獲第一名，爭取校譽者。
- (六) 有其他相當於上列各款情事者。

VI. A student whose performance meets one of the following conditions should be rewarded with a major merit or other rewards (decoration, medal, certificate of award, or money prize):

- (I) A student working for a public service or a student society whose outstanding performance is recognized as a special contribution to the promotion of school morale.
- (II) A student whose novel invention or academic publication is recognized as a special contribution to the University.
- (III) A student whose unselfish and courageous actions to save others is recognized as a model conduct conducive to the development of our country or society.
- (IV) A student whose performance is certified by evidence to be outstanding and conducive to the betterment of our country or society.
- (V) A student whose performance in an official national contest results in the first prize and thus boosts the reputation of the University.
- (VI) A student whose outstanding performance is equivalent to the aforementioned achievements.

七、學生有下列情形之一者，予以記申誡。

- (一) 擔任公勤幹部或其他工作，無故規避服務。
- (二) 故意毀壞或污損公物，情節輕微者。
- (三) 應經許可之公物未經許可而擅自使用，或逾期未還公物，情節輕微者。
- (四) 違反學生宿舍管理規則，情節輕微者。
- (五) 對他人有性騷擾、性別歧視之行為，情節輕微者。
- (六) 有其他相當於上列各款情事者。

VII. A student whose performance meets one of the following conditions should be disciplined with a reprimand:

- (I) A student appointed as a public service worker who evades due responsibilities under normal circumstances.
- (II) A student who carries out vandalism to any public property, which has a minor adverse impact.
- (III) A student who uses a public facility without official approval or fails to duly return an item of public property, which has a minor adverse impact.

- (IV) A student who violates dormitory rules, which has a minor adverse impact.
- (V) A student who commits sexual harassment, which has a minor adverse impact.
- (VI) A student whose misconduct is equivalent to the aforementioned actions.

八、學生有下列情形之一者，予以記小過。

- (一) 故意擾亂學校行政，妨害教職員或同學執行公務。
- (二) 故意毀壞或污損公物，情節較重者。
- (三) 違反校園車輛行車安全，不聽勸告。
- (四) 違反學生宿舍管理規則，情節較重者。
- (五) 在校內外舉辦或參加活動，影響校園安全或安寧，經勸導仍不改正。
- (六) 違反考試規則或學術倫理，情節輕微者。
- (七) 違反網路使用規範或公約，情節重大者。
- (八) 侵害著作人的法定權益。
- (九) 對他人有性騷擾、性別歧視之行為，情節較重者。
- (十) 對他人有性霸凌之行為，情節輕微者。
- (十一) 有施暴、竊盜、侵佔、毀損、滋事、霸凌或其他侵害他人權益之行為，情節輕微或其情可憫者。
- (十二) 觸犯法律，經檢察官宣告受緩起訴處分確定者。
- (十三) 有其他相當於上列各款情事者。

VIII. A student whose performance meets one of the following conditions should be disciplined with a minor demerit:

- (I) A student who deliberately disrupts the school administration, hindering any faculty member or student from performing a public duty.
- (II) A student who carries out vandalism to any public property, which has a more than minor adverse impact.
- (III) A student who fails to respond to a correct instruction with regard to any traffic violation on campus.
- (IV) A student who violates dormitory rules, which has a more than minor adverse impact.
- (V) A student who fails to respond to a correct instruction with regard to any risks or undue noise incurred by their activities on and off campus.
- (VI) A student who violates examination rules or academic ethics to a minor extent.
- (VII) A student who violates computer network norms or conventions, which has a major adverse impact.
- (VIII) A student who deliberately infringes the legal rights of any authors.
- (IX) A student who commits sexual harassment, which has a more than minor adverse impact.
- (X) A student who commits sexual bullying, which has a minor adverse impact.



- (XI) A student whose misconduct, such as acts of violence, theft, conversion of another's property, vandalism, making trouble and bullying, infringes upon the rights of others to a minor extent.
- (XII) A student whose act of law-breaking is pronounced by the prosecutor as a case of deferred prosecution under the final rule of the court.
- (XIII) A student whose offensive actions are equivalent to the aforementioned acts.

九、學生有下列情形之一者，予以記大過。

- (一) 惡意批評或侮辱他人，情節重大者。
- (二) 未經許可，撕揭或塗汙校內公告，或其他公用表冊文件，情節重大者。
- (三) 故意擾亂學校行政，妨害教職員或同學執行公務，情節重大者。
- (四) 故意毀壞或污損公物，情節重大者。
- (五) 違反學生宿舍管理規則，情節重大者。
- (六) 在校內外舉辦活動，影響校園安全，情節重大者。
- (七) 違反考試規則或學術倫理，情節較重者。
- (八) 竄改成績或學籍等相關資料，情節輕微者。
- (九) 建立色情網站或利用網路從事不法行為者。
- (十) 侵入他人資訊系統或設備者。
- (十一) 侵害著作人的法定權益，情節重大者。
- (十二) 對他人有性騷擾、性別歧視之行為，情節重大者。
- (十三) 對他人有性霸凌之行為，情節較重者。
- (十四) 對他人有性侵害之行為，非屬情節重大者。
- (十五) 有施暴、竊盜、侵佔、毀損、滋事、霸凌或其他不良行為，情節較重者。
- (十六) 觸犯法律，經法院有罪判決確定，且受有緩刑宣告。
- (十七) 有其他相當於上列各款情事者。

學生懲處案若因情節較為重大，應予以記二次大過者，應具體敘明加重處罰之理由。

IX. A student whose performance meets one of the following conditions should be disciplined with a major demerit:

- (I) A student who maliciously criticizes or insults others, which has a major adverse impact.
- (II) A student who deliberately tears down or does graffiti on campus notices, directory boards, or other official forms/documents, which has a major adverse impact.
- (III) A student who deliberately disrupts the school administration, hindering any faculty member or student from performing a public duty.
- (IV) A student who deliberately vandalizes any public property, which has a major adverse impact.
- (V) A student who violates dormitory rules, which has a major adverse impact.
- (VI) A student who holds any activity on or off campus that jeopardizes the campus to a severe degree.
- (VII) A student who violates examination rules or academic ethics, which has a more than minor adverse impact.
- (VIII) A student who forges a transcript or a certificate of student status, which has a minor adverse impact.



- (IX) A student who constructs any pornographic/violent website or conducts any unlawful acts on the Internet.
- (X) A student who intrudes into another person's personal information system or equipment.
- (XI) A student who infringes the legal rights of any authors to a severe extent.
- (XII) A student who commits sexual harassment, which has a major adverse impact.
- (XIII) A student who commits sexual bullying of others, which has a more than minor adverse impact.
- (XIV) A student who commits sexual assault, which has a less severe adverse impact.
- (XV) A student whose misconduct, such as acts of violence, theft, conversion of another's property, vandalism, making trouble and bullying, infringes upon the rights of others, which has a more than minor adverse impact.
- (XVI) A student who is convicted and placed on probation by a law court.
- (XVII) A student whose offensive actions are equivalent to the aforementioned acts.

Reasons shall be specified in a written resolution for the aggravated discipline of any student with two major demerits for a more severe violation.

十、學生有下列情形之一者，予以記定期察看。

- (一) 違反考試規則或學術倫理，情節重大者。
- (二) 竄改成績或學籍等相關資料，情節較重者。
- (三) 建立色情網站或利用網路從事不法行為，情節重大者。
- (四) 侵入他人資訊系統或設備，情節重大者。
- (五) 對他人有性霸凌或性侵害之行為，情節重大者。
- (六) 有侮辱或施暴力於他人、竊盜、侵佔、縱火等具體事實，情節重大者。
- (七) 觸犯法律，經法院有罪判決確定，未受有緩刑宣告。

X. A student whose behavior meets one of the following conditions should be disciplined with regular surveillance:

- (I) A student who violates examination rules or academic ethics, which has a major adverse impact.
- (II) A student who forges a transcript or a certificate of student status, which has a more than minor adverse impact.
- (III) A student who constructs any pornographic/violent website or conducts any unlawful acts on the Internet, which has a major adverse impact.
- (IV) A student who deliberately intrudes into another person's personal information system or equipment, which has a major adverse impact.
- (V) A student who commits sexual assault or bullying of others, which has a major adverse impact.
- (VI) A student who insults others, uses violence against others, or commits such acts as theft, conversion, or arson, which has a major adverse impact.
- (VII) A student who is convicted and placed on probation by a law court.

十一、學生有下列情形之一者，予以退學。

- (一) 違反考試規則或學術倫理，情節重大，無悔悟實據或連續違反者。
- (二) 竄改成績或學籍等相關資料，情節重大者。
- (三) 在校內販賣、製造違禁品，儲存危險物或非法持有違禁物品者。

- (四) 有施暴力於他人、竊盜、侵佔、縱火等具體事實，情節重大、影響校園秩序與安寧者。
- (五) 觸犯法律，經法院有罪判決確定，未受緩刑宣告，情節重大者。
- (六) 所受處分累計滿三大過。
- (七) 定期察看期間再受申誡以上之處分。
- (八) 依研究生章程第十二條之一予以退學者。

XI. A student whose behavior meets one of the following conditions should be disciplined with a dismissal:

- (I) A student who violates examination rules or academic ethics repeatedly or with no evidence of repentance, which has a major adverse impact.
- (II) A student who forges a transcript or a certificate of student status, which has a major adverse impact.
- (III) A student who sells drugs, produces or possesses prohibited items, or stores dangerous items on campus.
- (IV) A student whose misconduct such as acts of violence, theft, conversion of another's property, or arson disrupts campus order or peace.
- (V) A student who violates the law and is convicted without probation by a law court, which results in a major adverse impact.
- (VI) A student who has been disciplined with a total of three major demerits.

(VII) A student who is disciplined with a penalty of reprimand or above during their surveillance period.

(VIII) A graduate student who is disciplined with an ordered dismissal according to Article 12.1 of NCKU Graduate Student Policies and Rules.

十二、學生有下列情形之一者，予以開除學籍。

- (一) 連續違反考試規則或學術倫理，且情節極為嚴重者。
- (二) 在校內販賣、製造違禁品，儲存危險物或非法持有違禁物品，情節重大者。
- (三) 觸犯法律，經法院有罪判決確定，未受緩刑宣告，情節極為嚴重者。

XII. A student whose behavior meets one of the following conditions should be disciplined with expulsion:

- (I) A student who repeatedly violates examination rules or academic ethics, which has a major adverse impact.
- (II) A student who sells drugs, produces or possesses prohibited items, or stores dangerous items on campus, which has an extreme adverse impact.
- (III) A student who violates the law and is convicted without probation by a law court, which has an extreme adverse impact.

十二之一、學生有違反學術倫理情事，依本校學生學術倫理案件審議辦法辦理。

XII.1. An academic ethics violation committed by students shall be administered by the NCKU Regulations for the Review of Student Academic Ethics Violation Cases.

十三、學生個人行為之懲戒，得酌量下列各款之情形，認定違規情節之輕重：

- (一) 行為之動機、目的。
- (二) 行為時所受之刺激。
- (三) 行為之手段。
- (四) 行為人之身心狀況、品行。
- (五) 行為人與被害人平日之關係。
- (六) 行為所生之危險或損害程度。
- (七) 行為後之態度。

XIII. The severity of any violation/wrongdoing committed by a student shall be defined in consideration of the following factors:

- (I) Motive or purpose of the conduct
- (II) Any stimulation at the time of the conduct
- (III) Means of the conduct
- (IV) Personal physical and mental conditions or usual conduct

- (V) Relationship between the violator and the victim
- (VI) Severity of danger or damage as a consequence of the violation
- (VII) Personal attitude following the violation

十四、學生觸犯校規，在學校未發覺其犯有本規定之懲罰行為前，即主動向校方報告者，減輕其處分。

XIV. A student violating a school rule who turns himself/herself in before the school discovers the violation shall be disciplined with a lighter penalty.

十五、學生經處分後，如再犯有相同之行為者，得加重其處分。

XV. A student who was disciplined for a violation before shall be disciplined with a heavier penalty should he/she commit the same violation again.

十六、學生獎懲之處理程序，依下列規定辦理。

- (一) 學生獎懲案件，均應提經學生事務處生活輔導組，依程序辦理。
- (二) 記小功或記小過以下之獎懲，應會同導師及系所主管處理，經學生事務長核定後，通知學生本人。獎勵予以公告，懲處則以書面通知系所主管。
- (三) 記大功或記大過以上之重大獎懲，應提獎懲委員會議審議通過，經校長核定後，以書面通知系所主管、學生本人及其家長或監護人，並予以公告。
- (四) 但記大功以上，符合本要點第六點第五款規定，得採通訊方式投票，經本會委員總數三分之二以上同意後通過。
- (五) 獎懲委員會議審議有關學生重大獎懲時，除應通知有關係所主管、班級導師、及有關人員列席外，並應通知當事學生列席說明。
- (六) 退學之處分，應移請教務處依有關規定辦理。
- (七) 學生受記大功，或記大過以上之獎勵或處罰，應通知其家長或監護人。

XVI. A student shall be rewarded or disciplined in accordance with the following procedures:

- (I) A case of student reward or discipline should be submitted to the Student Assistance Division under the Office of Student Affairs to be further processed.
- (II) A reward of minor merit or below, as well as a penalty of minor demerit or below, shall be approved by the department head/institute director in conjunction with the advisor. The student concerned shall be informed of the reward or penalty upon ratification by the Vice President for Student Affairs. A reward shall be publicized while a penalty shall be notified in writing to the department head/institute director.
- (III) A reward of major merit or above, as well as a penalty of major demerit or above, shall be approved by the Student Rewards and Disciplinary Committee. Upon ratification by the NCKU President, the reward or penalty shall be notified in writing to the

department head/institute director, the student concerned, parents or guardians, and shall be publicized.

(IV) A reward of major merit for the condition specified in Subparagraph (V) of Direction VI can be approved by vote via mail with the consent of more than two-thirds of the members of the Committee for Student Rewards and Penalties.

(V) In addition to the relevant personnel, including the department head and the class advisor, the Committee for Student Rewards and Penalties should inform the student concerned to attend and present a report in its meeting to review a major reward or penalty case.

(VI) An expulsion order shall be transferred to the Office of Academic Affairs to be further processed according to relevant rules.

(VII) A reward of major merit or a penalty of major demerit issued to a student should be made known to the parent(s) or guardian concerned.

十七、學生之獎懲，在校期間內，功過可以互抵，但不能取消紀錄；退學者不得因以前曾受之獎勵，要求折抵減免；定期察看亦同。

學生對於學校之獎懲處分，認有違法或不當並損及其個人權益者，得依學校申訴辦法之規定，向學生申訴評議委員會提出申訴。

XVII. A student is entitled to have a penalty offset with an equivalent reward within their years of study. A student with a penalty of expulsion is not allowed any offset, nor is a student with a penalty of regular surveillance.

A student who considers a reward or disciplinary resolution illegal or improper to the extent that damages personal rights may appeal to the Student Appeals Committee according to relevant rules.

十八、定期察看以一學年為原則，期間定期察看之學生的操行基本分數為六十分。

定期察看之學生，同時予以記二大過、二小過之處分；如於處分日前已有其他懲處者，則累計至二大過、二小過。

XVIII. A penalty of regular surveillance shall be effective for a span of one year, with 60 as the basic grade of conduct (on a scale of 0 to 100) for a disciplined student. A penalty of regular surveillance is seen as equivalent to a total of two major demerits and two minor demerits. A student disciplined with surveillance shall receive a maximum of two major demerits and two minor demerits including any former penalties.

十九、學生復學後，其原有獎懲仍屬有效。

XIX. Any former rewards or penalties shall remain valid for a re-enrolled student.

二十、依本要點合予記小過以下之處分者，得視其情節輕重與輔導之成效，以校園服務代替懲處，其實施分則由學生事務會議訂定之。

XX. A student who is disciplined with a penalty lighter or no more than a minor demerit may seek to have this commuted into a campus service, whose enforcement shall be regulated by the Student Affairs Council.

二十一、學生於在學期間涉及下列情事之一，於畢業後，獎懲委員會仍得懲處之：

(一) 違反學術倫理事件。

(二) 校園性侵害、性騷擾或性霸凌事件。

(三) 懲處事由達退學或開除學籍，且於畢業後五年內經提報者。

前項情形，應通知受懲處人到場陳述意見。受懲處人經通知後，無正當理由不到場者，學生獎懲委員會得不待其陳述，作成處分。

第一項懲處，受懲處人認為違法或不當，致損其權利或利益者，得依第十七點第二項規定，向學生申訴評議委員會提出申訴。

XXI. A student who is discovered to have committed any of the infractions below while enrolled at NCKU may be subject to retroactive penalties, given by the Committee for Student Rewards and Penalties:

(I) A violation of academic ethics.

(II) A conviction for a crime of campus sexual assault, harassment or bullying.

(III) An incident whose severity should be disciplined with a penalty of expulsion or termination of student status, if it is reported to the Committee within five years after graduation.

In any of the instances specified in the preceding paragraph, the student to be disciplined shall be notified to attend a related meeting to make a personal statement. If the student to be disciplined fails to attend the meeting without justifiable reasons after being notified, the Student Rewards and Punishment Committee may reach a disciplinary resolution without the personal statement.

In the instance specified in Subparagraph 1 under Paragraph 1, if the student considers the punishment to be illegal, inappropriate or infringing upon his or her rights or interests, s/he may submit an appeal to the Student Appeals Review Committee in accordance with Paragraph 2 of Direction 17.

二十二、本要點經校務會議通過後實施，並報教育部備查，修正時亦同。

XXII. These Directions shall be approved by the University Affairs Council and ratified by the Ministry of Education before taking effect. Any revision shall be processed accordingly.

*The English version was translated from the original Chinese text. In the event of any discrepancy, the Chinese will take precedence.*



## 1-5. 緊急事件協助

### 1-5-1. 國立成功大學學生團體保險辦法

96.5.25 九十五學年度第二學期學生事務會議通過

111.12.16 一百一十一學年度第一學期學生事務會議通過

第一條 國立成功大學（以下簡稱本校）為照顧學生，補償學生因疾病或意外事故造成家庭經濟上之損失，以發揮社會救助之功能，特訂定本辦法。

Article 1. National Cheng Kung University (hereinafter referred to as “the University”) promulgated the following regulations to compensate students for financial loss caused by diseases or accidents and to provide social assistance to them.

第二條 凡本校在學學生（含實習老師）均有參加學生團體保險（以下簡稱學生團保）成為被保險人之權益。

有關保險契約之訂定，應得被保險人之同意。

Article 2. Students of the University (including student teachers) are entitled to become the insured for student group insurance.

An insurance contract shall be drawn up upon agreement by the insured.

第三條 學生團保由本校以公開招標方式，選擇有利於被保險人之保險公司為承保機構。

本校校長或其職務代理人為要保人。

被保險人未滿十八歲者，以被保險人學籍資料所載之法定代理人為受益人。已滿十八歲者，以被保險人指定之人為受益人。

Article 3. Through open bids, the University selects insurance companies proposing policies beneficial to the insured as the insurer.

The President of the University or the substitute President is considered the proposer.

Where the insured is under 18 years old, the beneficiary shall be the legal representative as stated in the student status sheet of the insured. Where the insured is aged 18 years or older, the beneficiary shall be the insured.

第四條 被保險人因疾病或遭遇意外事故，致死亡、殘廢或受傷需治療者，均屬學生團保責任範圍。但疾病治療不含門診部分。

下列事項，不屬於學生團保責任範圍：

一、被保險人個人眼鏡或其他附屬品。眼鏡包括檢查、驗光等情事。

二、健康檢查、醫療或特別護理。

三、掛號診斷證件、運送傷患、病房陪護或指定醫師等費用。

Article 4. The group insurance for students stated in these regulations cover death, disability, or injuries caused by diseases or accident. However, the injury treatment does not include outpatient treatment.

Said insurance does not cover:

1. eyeglasses or other accessories used by the insured, including subsequent eye and optometric examinations

2. health examination, healthcare, or special care

3. expenses for issuance of doctor's appointment certificate and diagnosis certificate, transportation of injured person, ward caregiving, or appointment of preferred physicians.

第五條 每一被保險人之保險金額，以本校學生團體保險契約書所訂保險金額為準。

## 1-5-2. 國立成功大學學生緊急紓困及家庭急難慰助金實施辦法

### National Cheng Kung University Regulations for Emergency and Condolence Allowances

94 年 12 月 16 日 94 學年度第 1 學期學生事務會議通過

95 年 12 月 27 日 95 學年度第 1 學期學生事務會議通過

98 年 12 月 18 日 98 學年度第 1 學期學生事務會議通過

99 年 3 月 5 日 98 學年度第 2 學期學生事務會議通過

113 年 5 月 24 日 112 學年度第 2 學期學生事務會議通過

Approved by the meeting of the Student Affairs Committee in the first semester of the 2005 Academic Year on December 16, 2005

Approved by the meeting of the Student Affairs Committee in the first semester of the 2006 Academic Year on December 27, 2006

Approved by the meeting of the Student Affairs Committee in the first semester of the 2009 Academic Year on December 18, 2009

Approved by the meeting of the Student Affairs Committee in the second semester of the 2009 Academic Year on March 5, 2010

Approved by the meeting of the Student Affairs Committee in the second semester of the 2024 Academic Year on May 24, 2010

第一條 國立成功大學（下稱本校）為使罹患重大疾病、遭逢意外傷害或家庭變故之本校在學學生及其家庭獲得適時扶助，並協助其順利完成學業，特訂定本辦法。

#### Article 1

For students at National Cheng Kung University (hereinafter referred to as the University) who suffer from major illnesses, accidental injuries, or whose families encounter significant changes, the University has established these Regulations to provide timely assistance to students and their families, helping them complete their studies.

第二條 經費來源：本辦法所需經費，由本校校務基金自籌收入支應。

前項扶助對象，不包括依大陸地區人民來臺就讀專科以上學校辦法入學之大陸地區學生。

#### Article 2

Funding Source: Scholarship from tuition and fees.

The assistance mentioned in the previous section does not include students from Mainland China who are enrolled under the regulations for Mainland Chinese students studying in Taiwan.

第三條 本學生在學期間發生下列情事之一，得核發慰助金：

一、不幸亡故者：新臺幣（下同）伍萬元整。

二、重傷或重病就醫者：壹萬元整。

三、符合全民健保重大傷病標準者：壹萬元整。

四、家庭遭逢重大變故致財物嚴重損失者：

（一）因天然災害（如風災、水災、震災、土石流或法定災害等）致房屋半毀（倒）

以上或私有田地流失：貳萬元整。

（二）因火災或公共意外災害等，致財物嚴重損失者，壹萬元整。

五、配偶、子女因傷病而死亡者：貳萬元整。

六、一等尊親屬任一方死亡者：貳萬元整。

七、同一事件致一等尊親屬雙方死亡者：伍萬元整。



八、符合前項條件，如為低收入戶或中低收入戶，得分別加發貳萬元整及壹萬元整。

### Article 3

During their studies, students who encounter any of the following situations may receive a condolence allowance:

1. In the event of a student's death: NT\$50,000.
2. In the event of serious injury or illness requiring medical treatment: NT\$10,000.
3. If the student meets the criteria for catastrophic illness under National Health Insurance: NT\$10,000.
4. If the student's family experiences significant financial loss due to major changes:
  - (1) If the loss is due to natural disasters (such as typhoons, floods, earthquakes, landslides, or other legally recognized disasters) that result in the destruction (or severe damage) of their home or loss of privately owned farmland: NT\$20,000.
  - (2) If the loss is due to fire or public accidents resulting in significant property damage: NT\$10,000.
5. In the event of the death of a spouse or child due to injury or illness: NT\$20,000.
6. In the event of the death of one parent: NT\$20,000.
7. In the event of the death of both parents in the same incident: NT\$50,000.
8. For students who meet any of the above criteria and are from low-income or lower-middle-income households, an additional NT\$20,000 and NT\$10,000 may be issued respectively.

第四條 申請急難慰助金，除須檢附學生證正、反面影本外，應依第三條申請類別，分別檢具下列相關文件：

- 一、不幸亡故者：死亡證明書或相驗屍體證明書及新式戶口名簿或戶籍謄本（含除戶）。
- 二、重傷或重病就醫者：附診斷證明書（須住院一週以上）。
- 三、符合全民健保重大傷病標準者：健保署「全民健康保險重大傷病核定審查通知書」。
- 四、家庭遭受重大變故者：消防、警政機關或鄉鎮市區公所證明文件（僑外生檢具駐外單位認可之證明文件）。
- 五、配偶、子女因傷病而死亡者：死亡證明書及戶籍謄本正本（僑外生檢具與申請者關係之相關證明文件）。
- 六、一親等尊親屬一方死亡者：死亡證明書及戶籍謄本正本（僑外生檢具與申請者關係之相關證明文件）。
- 七、一親等尊親屬雙方死亡者：死亡證明書及戶籍謄本正本（僑外生檢具與申請者關係之相關證明文件）。
- 八、低收入戶、中低收入戶者：直轄市、縣、市政府機關核定之當年度證明。

### Article 4

To apply for emergency and condolence allowances, students must provide a copy of their Student ID card (front and reverse side) and the following relevant documents based on the application category specified in Article 3:

1. In the event of death: Death certificate or autopsy report and the updated household registration or household registration transcript (including the removal from household registration).
2. For serious injury or illness requiring hospitalization: Certificate of diagnosis (must show hospitalization for more than one week).

3. For students meeting the catastrophic illness criteria under National Health Insurance: Notification of Approval for Catastrophic Illness from the National Health Insurance Administration.
4. For families experiencing significant changes: Documents from the Fire Department, Police Department, or Township (City) Office (Overseas Chinese students and international students must provide documents approved by the Ministry of Foreign Affairs' overseas embassies).
5. In the event of the death of a spouse or child due to illness or injury: The death certificate and original copy of the household registration transcript (Overseas Chinese students and international students must provide documents showing their relationship to the applicant).
6. In the event of the death of one parent: The death certificate and original copy of the household registration transcript (Overseas Chinese students and international students must provide documents showing their relationship to the applicant).
7. In the event of the death of both parents: The death certificate and original copy of the household registration transcript (Overseas Chinese students and international students must provide documents showing their relationship to the applicant).
8. Low-income and lower-middle-income households: The current year's certification is approved by the municipal, county, or city government authorities.

**第五條 本辦法之申請期限及核發程序如下：**

一、各學系所發現有學生符合本辦法申請條件時，應由學生或系所師長填寫「國立成功大學學生緊急紓困及家庭急難慰助金申請表」，由導師及系(所)主管晤談後，檢附該生在學及相關證明文件，向學生事務處（下稱學務處）軍訓室提出申請。

二、申請期限應於各項事故發生後，三個月內提出申請。由學務處進行審查，並依行政程序送交相關單位審核，經核准核發後，慰助金直接匯入受慰助者本人帳戶或由出納組開據支票轉發受慰助者本人或一親等尊親屬。

三、同一事件之申請，以一年（365天）一次為原則。

**Article 5**

The application period and issuance procedure for these Regulations are as follows:

1. When a department or instructor identifies a student who meets the application criteria of these Regulations, the student or the instructor shall fill out the "National Cheng Kung University Emergency and Condolence Allowances Application Form." After the advisor and department (or institute) head review and approve, the application, along with the student's enrollment and relevant supporting documents, should be submitted to the Military Training Division of the Office of Student Affairs (hereinafter referred to as the Office).
2. Applications must be submitted within three months of the incident. The Office will conduct an initial review, and then forward the application to the relevant units for further review according to administrative procedures. Once approved, the allowance will be directly transferred to the recipient's account or a check will be issued by the Cashier Division and forwarded to the recipient or their immediate family member.
3. Applications for the same incident are limited to once per year (365 days).

**第六條 本辦法經學生事務會議通過，校長核定後施行，修正時亦同。**

**Article 6**

The Regulations are approved by the meeting of the Student Affairs Council and President before taking effect. Any amendments shall be processed accordingly.

國立成功大學學生緊急紓困及家庭急難慰助金申請表						填表時間： 年 月 日	
學生姓名		系級		學號		郵局帳號	
				身分證字號			
				手機			
家長姓名		與學生之關係		通訊住址		電話	宅
							手機

National Cheng Kung University Emergency and Condolence Allowances Application Form							
Date:							
Student's name		Department (Class) and grade		Student ID No.		Post-office account	
				ID card No.			
				Mobile No.			
Parent's name		Relationship to the student		Correspondence address		Phone No.	House
							Mobile

壹、遭遇急難原因：請在□內打✓

一、學生發生意外事故或傷病：

- ☐不幸亡故者：核發新臺幣（下同）伍萬元整。
- ☐重傷或重病就醫者：壹萬元整。
- ☐符合全民健保重大傷病標準者：壹萬元整。

二、學生家庭遭逢重大變故致財物嚴重損失者，核發金額如下：

- ☐因天然災害（如風災、水災、震災、土石流或法定災害等）致房屋半毀（倒）以上或私有田地流失：貳萬元整。
- ☐因火災或公共意外災害等致財物嚴重損失：壹萬元整。
- ☐配偶、子女因傷病而死亡者：貳萬元整。
- ☐一親等尊親屬任一方死亡者：貳萬元整。
- ☐同一事件致一親等尊親屬雙方死亡者：伍萬元整。

三、☐符合前項條件，如為低收入戶或中低收入戶，得分別加發貳萬元整及壹萬元整。

I. Emergency Reasons: Please tick (✓) the relevant box below as appropriate.

1. Students encounter accidents or suffer from illnesses or injuries:

For deceased students: NT\$50,000.

For students hospitalized due to serious injuries or illnesses: NT\$10,000.

For students who meet the criteria for catastrophic illness under National Health Insurance: NT\$10,000.

2. Students' families experience significant changes resulting in severe financial losses:
  - Due to natural disasters (such as typhoons, floods, earthquakes, landslides, or other legally recognized disasters) causing the house to be half-destroyed (or worse) or the loss of privately owned farmland: NT\$20,000.
  - Due to fire or public accidents causing significant property damage: NT\$10,000.
  - In the event of the death of a spouse or child due to injury or illness: NT\$20,000.
  - In the event of the death of one parent: NT\$20,000.
  - In the event of the death of both parents in the same incident: NT\$50,000.
3. For those who meet the above conditions and belong to low-income or lower-middle-income households, an additional NT\$20,000 and NT\$10,000 may be issued respectively.

貳、申請急難慰助金，除須檢附學生證正、反面影本外，應依上點申請類別，分別檢具下列相關文件：

- 一、不幸亡故者：死亡證明書或相驗屍體證明書及新式戶口名簿或戶籍謄本（含除戶）。
- 二、重傷或重病就醫者：診斷證明書（須住院一週以上）。
- 三、符合全民健保重大傷病標準者：健保署「全民健康保險重大傷病核定審查通知書」。
- 四、家庭遭受重大變故者：消防、警政機關或鄉鎮市區公所證明文件（僑外生檢具駐外單位認可之證明文件）。
- 五、配偶、子女因傷病而死亡者：死亡證明書及戶籍謄本正本（僑外生檢具與申請者關係之相關證明文件）。
- 六、一親等尊親屬任一方死亡者：死亡證明書及戶籍謄本正本（僑外生檢具與申請者關係之相關證明文件）。
- 七、一親等尊親屬雙方死亡者：死亡證明書及戶籍謄本正本（僑外生檢具與申請者關係之相關證明文件）。
- 八、低收入戶、中低收入戶者：直轄市、縣、市政府機關核定之當年度證明。

II. To apply for emergency and condolence allowances, students must provide a copy of their Student ID card (front and reverse side) and the following relevant documents based on the application category specified above:

1. In the event of death: Death certificate or autopsy report and the updated household registration or household registration transcript (including the removal from household registration).
2. For serious injury or illness requiring hospitalization: Certificate of diagnosis (must show hospitalization for more than one week).
3. For students meeting the catastrophic illness criteria under National Health Insurance: Notification of Approval for Catastrophic Illness from the National Health Insurance Administration.
4. For families experiencing significant changes: Documents from the Fire Department, Police Department, or Township (City) Office (Overseas Chinese students and international students must provide documents approved by the Ministry of Foreign Affairs' overseas embassies).
5. In the event of the death of a spouse or child due to illness or injury: The death certificate and the original copy of the household registration transcript (Overseas Chinese students and international students must provide documents showing their relationship to the applicant).
6. In the event of the death of one parent: The death certificate and the original copy of the household registration transcript (Overseas Chinese students and international students must provide documents showing their relationship to the applicant).

7. In the event of the death of both parents: The death certificate and the original copy of the household registration transcript (Overseas Chinese students and international students must provide documents showing their relationship to the applicant).
8. Low-income and lower-middle-income households: The current year's certification approved by the municipal, county, or city government authorities.

參、注意事項：

- 一、前項扶助對象，不包括依大陸地區人民來臺就讀專科以上學校辦法入學之大陸地區學生。
- 二、各學系所發現有學生符合本辦法申請條件時，應由學生或系所師長填寫「國立成功大學學生緊急紓困及家庭急難慰助金申請表」，由導師及系(所)主管晤談後，檢附該生在學及相關證明文件，向學生事務處（下稱學務處）軍訓室提出申請。
- 三、申請期限應於各項事故發生後，三個月內提出申請。由學務處進行審查，並依行政程序送交相關單位審核，經核准核發後，慰助金直接匯入受慰助者本人帳戶或由出納組開據支票轉發受慰助者本人或一親等尊親屬。
- 四、同一事件之申請，以一年（365 天）一次為原則。

III. Notes:

1. The assistance mentioned above does not include students from Mainland China who are enrolled under the regulations for Mainland Chinese students studying in Taiwan.
2. When a department or instructor identifies a student who meets the application criteria of these Regulations, the student or the instructor shall fill out the "National Cheng Kung University Emergency and Condolence Allowances Application Form." After the advisor and department (or institute) head review and approve, the application, along with the student's enrollment and relevant supporting documents, should be submitted to the Military Training Division of the Office of Student Affairs (hereinafter referred to as the Office).
3. Applications must be submitted within three months of the incident. The Office will conduct an initial review, and then forward the application to the relevant units for further review according to administrative procedures. Once approved, the allowance will be directly transferred to the recipient's account or a check will be issued by the Cashier Division and forwarded to the recipient or their immediate family member.
4. Applications for the same incident are limited to once per year (365 days).

導師	系主任 (所長)	軍訓 室 承辦 人	軍訓 室 主任	學務長

Advisor	Chairperson (Director)	Military Training Division Officer	Director of the Military Training Division	Dean of Student Affairs

## 貳、大學部課程資訊

### 2-1. 必修、選修科目表

112 學年度入學會計系日間部學士班必選科目表 (2023-8-1 起適用)

年級	必修				必選	專業選修	
	上學期		下學期				
	科目	學分	科目	學分			
一年級	服務學習(一) 初級會計學(一)及實習 經濟學(一) 微積分(一)	0 3 3 3	服務學習(二) 初級會計學(二)及實習 經濟學(二)	0 3 3	民法概要 微積分(二)	企業經營與會計實務 商業應用軟體 營業稅法及稅捐稽徵法 會計師實務及管理顧問專題 公司治理與財務報導 政府會計 證券交易法 固定收益型證券 公司理財 財務風險管理 行為財務學 投資學 財務管理 國際財務管理 管理決策會計 期貨與選擇權 土地稅法與遺產及贈與稅法 稅務專題研討	
二年級	服務學習(三) 中級會計學(一)及實習 成本會計學(一)及實習 統計學(一)	0 4 3 3	基本財務學 中級會計學(二)及實習 成本會計學(二)及實習 統計學(二)	3 4 3 3			
三年級	中級會計學(三)及實習 高級會計學(一)及實習 公司法及商業會計法	4 3 3	企業資源規劃與資料探勘 高級會計學(二)及實習 審計學(一)及實習	3 3 3			衍生性金融商品導論 財務報表分析
四年級	審計學(二)及實習	3					所得稅法
本系最低畢業學分 128 學分，通識教育 28 學分，必修 60 學分，選修 40 學分							

## 2-2. 學生課程 Q&A

Q：是否可以選修外系課程？

A：選修其他系所課程以 8 學分為上限，且不得與本系課程雷同(建議同學選修外系課程前，先向系辦諮詢)。

Q：是否可修習外院系專業基礎課程當作跨領域通識學分？

A：1、欲選修外院系之基礎課程不可與管院課程性質相近，請先至系辦與助教確認。

2、每學期按通識中心規定之期限前至系統完成申請：<http://sys.cge.ncku.edu.tw/sfa/index.php>。

Q：轉學生抵免課程條件？

A：1、限抵本系大一課程，上限 21 學分(包含系外選修最多 8 學分)。

2、欲抵免之科目需五年內修過，檢具成績單及課程大綱經系所審核小組審核通過。

Q：雙主修與輔系生之課程與原系科目有重疊者應如何處理？

A：原系科目如與本系科目相同者，可不必重修，但需選修本系其他科目補足規定之學分數。例：經濟系學生雙主修會計系，其中經濟學(一)(二)為經濟系必修科目，該生必須另選會計系專業選修 6 學分課程以補足學分數。

Q：可否請系辦提前審查學分？

A：請至系網下載入學年度的必選修科目表，自行檢視修課科目與學分數是否符合該表之規定。

Q：加簽相關事宜

A：1、請同學注意系網公告，依規定做法辦理。

2、加選人數仍須以教室容量為主，若超過教室可納人數亦不予加選。



## 2-3. 國立成功大學「外國語言」英文課程修課規定

### NCKU General Education English Course Enrollment Notes

104.05.06 103 學年度第 2 次通識教育委員會訂定實施  
105.04.13 104 學年度第 3 次通識教育委員會修正通過  
106.05.17 105 學年度第 2 次通識教育委員會修正通過  
110.06.10 109 學年度第 2 次通識教育委員會修正通過  
111.06.02 110 學年度第 2 次通識教育委員會修正通過  
112.12.06 112 學年度第 1 次通識教育委員會修正通過

Approved at the Meeting of General Education Committee on May 06, 2015  
Amended at the Meeting of General Education Committee on April 13, 2016  
Amended at the Meeting of General Education Committee on May 17, 2017  
Amended at the Meeting of General Education Committee on June 10, 2021  
Amended at the Meeting of General Education Committee on June 02, 2022  
Amended at the Meeting of General Education Committee on December 06, 2023

一、國立成功大學（以下簡稱本校）為提升學士班學生之英文能力，依據本校通識課程選修要點第二點第二款規定，訂定本規定。

1. NCKU enacts the following Notes in accordance with Item 2, Article 2 of NCKU General Education Course Enrollment Guidelines for enhancing the undergraduate students' English proficiency.

二、英文課程修課規定：

(一) 學生須於畢業前修畢「外國語言」必修 4 學分之英文課程。

(二) 根據開課單位所定之英語能力標準，學生須依其英語能力至不同模組選課，除重修外，修習課程不得重複。

2. Enrollment regulations

(1) Students are required to complete four credits of English courses before their graduation.

(2) Students should take the courses from one of the three Modules according to their proficiency levels.

三、模組課程分級標準與科目名稱如下：

(一) 模組一：英語能力測驗成績符合歐洲語言學習評量共同參考架構（CEFR）標準 B1 及其以下等級。開設科目每學期至少 4 門。

(二) 模組二：英語能力測驗成績符合歐洲語言學習評量共同參考架構（CEFR）標準 B2 等級。開設科目每學期至少 10 門。

(三) 模組三：英語能力測驗成績符合歐洲語言學習評量共同參考架構（CEFR）標準 C1 以上等級。開設科目每學期至少 3 門。

英語修課分級與抵免對照表如本規定之附表。

3. The Modules with the corresponding levels and the courses

(1) Module I: Courses in Module I are designed for students with B1 proficiency level or below according to the CEFR. At least four different courses are offered per semester.

(2) Module II: Courses in Module II are designed for students with B2 proficiency level according to the CEFR. At least ten different courses are offered per semester.

(3) Module III: Courses in Module III are designed for students with C1 proficiency level or above according to the CEFR. At least three different courses are offered per semester.

See the Appendices for the proficiency levels of the three modules and the course exemption requirements.



#### 四、英文課程抵免：

(一) 檢附官方檢測機構開立之英語檢定測驗成績證明者，得抵免部分或全部學分。

1. 符合下列情形之一者，得抵免英文課程必修 2 學分：

- (1) GEPT 全民英語能力分級檢定中高級複試以上。
- (2) TOEFL iBT 83 分以上。
- (3) IELTS 國際英語測試 6.5 級以上。
- (4) TOEIC 多益測驗 860 分以上。
- (5) Cambridge Main Suite 劍橋大學英語能力認證分級測驗 First (FCE)。
- (6) BULATS 劍橋大學國際商務英語能力測驗 75 分以上。
- (7) Oxford Online Placement Test 牛津英語線上測驗 90 分以上。
- (8) 曾受高中以上以英語為主要授課語言之正式教育滿兩年。
- (9) TOEFL ITP 627 分以上。
- (10) TOEIC Speaking and Writing Tests 多益口說寫作測驗總分 330 分以上。
- (11) BESTEP 培力英檢聽力及閱讀平均分數 100 分以上。
- (12) BESTEP 培力英檢口說及寫作測驗總分 560 分以上。
- (13) Linguaskill Business 劍橋領思-職場英語聽力及閱讀平均分數 160 分以上。
- (14) Linguaskill Business 劍橋領思-職場英語口說及寫作測驗總分 320 分以上。
- (15) Linguaskill General 劍橋領思-實用英語聽力及閱讀平均分數 160 分以上。
- (16) Linguaskill General 劍橋領思-實用英語口說及寫作測驗總分 320 分以上。

2. 符合下列情形之一者，得抵免英文課程必修 4 學分：

- (1) GEPT 全民英語能力分級檢定高級初試以上。
- (2) TOEFL iBT 95 分以上。
- (3) IELTS 國際英語測試 7.0 級以上。
- (4) TOEIC 多益測驗 945 分以上。
- (5) Cambridge Main Suite 劍橋大學英語能力認證分級測驗 Advanced (CAE)。
- (6) BULATS 劍橋大學國際商務英語能力測驗 90 分以上。
- (7) Oxford Online Placement Test 牛津英語線上測驗 110 分以上。
- (8) 英語系國家之外籍生。
- (9) 曾受高中以上以英語為主要授課語言之正式教育滿三年。
- (10) TOEFL ITP 653 分以上。
- (11) TOEIC Speaking and Writing Tests 多益口說寫作測驗總分 380 分以上。
- (12) BESTEP 培力英檢聽力及閱讀平均分數 130 分以上。
- (13) BESTEP 培力英檢口說及寫作測驗總分 660 分以上。
- (14) Linguaskill Business 劍橋領思-職場英語聽力及閱讀平均分數 180 分。
- (15) Linguaskill Business 劍橋領思-職場英語口說及寫作測驗總分 360 分。
- (16) Linguaskill General 劍橋領思-實用英語聽力及閱讀平均分數 180 分。
- (17) Linguaskill General 劍橋領思-實用英語口說及寫作測驗總分 360 分。

3. 符合前兩款情形者，須於第一學期 8 月 1 日起、第二學期 2 月 1 日起，自行於相關網站登記抵免，並於當學期選課第三階段結束前，持成績證明正本至外語中心辦理驗證，如資格不符，學生仍須按規定修習必修英文課程。除特殊情況專案簽准外，逾期不予以受理。

4. 身心障礙學生仍須符合英文課程修課規定，但因聽障、視障或其他障礙因素，無法修課者，由各學系專簽會辦學務處心理健康與諮商輔導組資源教室，經教務長同意得另案處理。未經核准者，仍須依本規定修畢英文必修課程。

(二) 轉系、轉學、重考等學生，得依「國立成功大學學生學分抵免辦法」之規定辦理學分抵免。

4. Credit exemptions

- (1) Students who have reached the following proficiency levels with a score report issued by the official testing institute may apply for credit exemptions.
- A. Students may apply for a two credit exemption with a valid certificate of one of the following:
- a. Passing the GEPT second stage at the high-intermediate level
  - b. Score of more than 83 on TOEFL iBT
  - c. Score of more than 6.5 on IELTS
  - d. Score of more than 860 on TOEIC
  - e. Passing Cambridge Main Suite at the FCE level
  - f. Score of more than 75 on BULATS
  - g. Score of more than 90 on the Oxford Online Placement Test
  - h. Receiving high school education where English is the instructional language for more than two years
  - i. Score of more than 627 on TOEFL ITP
  - j. Score of more than 330 on TOEIC Speaking and Writing Tests
  - k. Average score of more than 100 on BESTEP Listening and Reading Tests
  - l. Score of more than 560 on BESTEP Speaking and Writing Tests
  - m. Average score of more than 160 on Linguaskill Business Listening and Reading Tests
  - n. Score of more than 320 on Linguaskill Business Speaking and Writing Tests
  - o. Average score of more than 160 on Linguaskill General Listening and Reading Tests
  - p. Score of more than 320 on Linguaskill General Speaking and Writing Tests
- B. Students may apply for a four credit exemption with a valid certificate of one of the following:
- a. Passing the GEPT first stage of the advanced level or above
  - b. Score of more than 95 on TOEFL iBT
  - c. Score of more than 7.0 on IELTS
  - d. Score of more than 945 on TOEIC
  - e. Passing Cambridge Main Suite at the CAE level or above
  - f. Score of more than 90 on BULATS
  - g. Score of more than 110 on the Oxford Online Placement Test
  - h. Foreign students from countries where English is an official language
  - i. Receiving high school education where English is the instructional language for more than three years
  - j. Score of more than 653 on TOEFL ITP
  - k. Score of more than 380 on TOEIC Speaking and Writing Tests
  - l. Average score of more than 130 on BESTEP Listening and Reading Tests
  - m. Score of more than 660 on BESTEP Speaking and Writing Tests
  - n. Average score of 180 on Linguaskill Business Listening and Reading Tests
  - o. Score of 360 on Linguaskill Business Speaking and Writing Tests
  - p. Average score of 180 on Linguaskill General Listening and Reading Tests
  - q. Score of 360 on Linguaskill General Speaking and Writing Tests

- C. Applications for credit exemptions shall be completed online between August 1 in the fall semester or February 1 in the Spring Semester till the third stage course election period closes of the concerned semester. Applicants should have their original proficiency certificates verified in person at the Foreign Language Center before the end of the third stage enrollment period. Those who don't meet any of the above proficiency levels or fail to adhere to the application and verification deadlines should take the courses as required.
  - D. Students with disabilities should take the English courses as required. Students with server disabilities in vision, hearing or other aspects may apply for course exemption. The application should be submitted by the student's department to the Counseling and Wellness Service Division of Office of Student Affairs, and approved by the Dean of Academic Affairs.
- (2) Transfer, returning, and readmitted students may apply for credit exemptions according to the "NCKU Regulations of Course Exemption".

#### 五、英語能力分級：

- (一) 一年級學生須參加本校舉辦之英語能力分級測驗。英語能力分級測驗舉辦日期另行公告。
- (二) 具有前點各模組 CEFR 對照等級之英語能力測驗證明者，得不參加分級測驗。惟須於相關「英語能力分級系統」上傳成績證明，並登記符合模組。俟驗證通過後，始得於選課期間上網選課。每學期申請期限，另行公告之。逾期末申請者，應於補辦登記期限內，持學生證及英語能力成績證明正本至開課單位補辦模組登記。
- (三) 未參加本測驗且無具 CEFR 英語能力測驗證明者，該學期不得修課。須自行參加校外英語檢定測驗取得成績證明後，再持學生證及該成績證明正本，至開課單位補辦模組登記。復學生、交換生及轉學生不在此限。
- (四) 補辦模組登記期限，為每學期第五週起至第十七週截止。辦理完成，始得於次一學期選課。
- (五) 身心障礙學生若無提出申請英文抵免者，須參加英語能力分級測驗，但因身心障礙因素無法參加測驗者，得於選課第三階段結束前，至開課單位提出申請，人工加選尚有缺額之班級。
- (六) 學生經分級後，因取得具 CEFR 較高等級測驗證明欲轉換至較高階模組課程者，應於當學期選課第三階段結束前，至開課單位提出申請，人工加選尚有缺額之班級。

#### 5. The Placement Test

- (1) All first year students should take English Proficiency Placement Test, except for those who possess an English proficiency certificate with the CEFR alignment.
- (2) Students using existing proficiency certificates for enrollment should apply for the desired courses online from the English Placement System with the corresponding score reports. Students are eligible to elect the courses only after the applications are verified by the course offering authority. The opening period of the application is to be announced. Students who fail to register on-line before the deadline should bring their original proficiency score reports in person to the course offering authority before the announced make-up registration period.

- (3) Degree-seeking students without any English proficiency scores equivalent to CEFR standard cannot enroll in any English course. Except for transfer, exchange, returning, and readmitted students, those who miss the entrance proficiency English test should take an equivalent test outside the University and register for a module course after obtaining the official score report.
- (4) The make-up registration period starts from the 5<sup>th</sup> week and ends in the 17<sup>th</sup> week in each semester. Students can enroll in a module course from the following semester after completing the make-up registration.
- (5) Disabled students, unless applying for course exemption and being approved by the concerned authorities, should take the placement test. Those who cannot take the test due to particular disabilities may apply for manual enrollment before the end of the third stage enrollment period based upon class vacancies.
- (6) Students who have obtained a higher level proficiency certificate after the module placement may apply for upgrading their modules before the end of the third stage enrollment period based upon class vacancies.

六、本規定經通識教育委員會會議通過後，公布實施，修正時亦同。

- 6. The Notes, after adoption by the General Education Committee, apply from the date of promulgation. The same procedure is applicable to the amendment of the Notes.



附表 國立成功大學英語修課分級與抵免對照表

## CEFR 與成功大學英語模組課程對照表 NCKU English Module Courses with their CEFR Alignments

112.12.06 112 學年度第 1 次通識教育委員會修正通過

對照模組課程 (Modules)	牛津英語 分級檢定 測驗 (OOPT)	托福 iBT (TOEFL)	托福 ITP (TOEFL)	新制多益 聽力閱讀 (TOEIC)	多益 口說寫作 (TOEIC SW)	全民英檢 (GEPT)		培力英檢 (BESTEP)		劍橋領思-職場英語 (Linguaskill Business)、 劍橋領思-實用英語 (Linguaskill General)		雅思 (IELTS)	劍橋大學英 語能力認證 分級測驗 (Cambridge Main Suite)	劍橋大學國 際商務英語 能力測驗 (BULATS)	語言能力參考指標 Common European Framework of Reference
						聽力閱讀	口說寫作	聽力閱讀	口說寫作	聽力閱讀	口說寫作				
模組一 Module 1	0-20 分			總分 120-220	總分 80-150			平均分數 30-39 分	總分 240-290 分	平均分數 100-119 分	總分 200-238 分	2.0 級		0-19 分	A1
模組一 Module 1	21-40 分		337-459 分	總分 225-545	總分 160-230	初級初試 通過	初級複試 通過	平均分數 40-69 分	總分 300-450 分	平均分數 120-139 分	總分 240-278 分	3.0 級	Key (KET)	20-39 分 (ALTE Level 1)	A2(基礎級) Waystage
模組一 Module 1	41-60 分	42-71 分	460-542 分	總分 550-780	總分 240-300	中級初試 通過	中級複試 通過	平均分數 70-99 分	總分 460-550 分	平均分數 140-159 分	總分 280-318 分	4.0-5.0 級	Preliminary (PET)	40-59 分 (ALTE Level 2)	B1(進階級) Threshold
模組二 Module 2	61-80 分	72-82 分	543-626 分	總分 785-855	總分 310-350	中高級初 試通過	中高級複 試通過	平均分數 100-129 分	總分 560-650 分	平均分數 160-179 分	總分 320-358 分	5.5-6.5 級	First (FCE)	60-74 分 (ALTE Level 3)	B2(高階級) Vantage
		83-94 分		總分 860-940											
模組三 Module 3	81-89 分	95 分以上	627 分以上	總分 945 以上	總分 360 以上	高級初試 通過	高級複試 通過	平均分數 130 分以上	總分 660-720 分	平均分數 180 分	總分 360 分	7.0-8.0 級	Advanced (CAE)	75-89 分 (ALTE Level 4)	C1(流利級) Effective Operational Proficiency
	90-120 分														
模組三 Module 3						優級初試 通過	優級複試 通過					8.5-9.0 級	Proficiency (CPE)	90-100 分 (ALTE Level 5)	C2(精通級) Mastery
英文 抵免 門檻	抵 2 學分	90 分以上	83 分以上	627 分以上	860 分 以上	總分 330 分以上	中高級複試	平均分數 100 分以上	總分 560 分以上	平均分數 160 分以上	總分 320 分以上	6.5 級以上	FCE	75 分以上	
	抵 4 學分	110 分以上	95 分以上	653 分以上	945 分 以上	總分 380 分以上	高級初試	平均分數 130 分以上	總分 660 分以上	平均分數 180 分	總分 360 分	7.0 級以上	CAE	90 分以上	

備註：

1. 牛津英語分級檢定測驗(OOPT)僅作為申請分模組或英文抵免之用。若欲以牛津英語分級檢定測驗(OOPT)作為其他英文能力證明，請自行審慎評估。外語中心恕不負認證之責。

The Oxford English Placement Test (OOPT) is only for course waiver or module registration. If you wish to use the score on OOPT as proof of your English proficiency, your discretion should be needed. The Foreign Language Center takes no responsibility for the validity.

2. 托福ITP於110學年度起適用。TOEFL ITP is effective from Aug. 1, 2021.

3. 多益口說寫作測驗於111學年度起適用。學生須同時考取多益口說及寫作測驗始得以測驗成績辦理模組分類歸類或英文學分抵免。僅考取單一項目者，無法辦理模組歸類及英文學分抵免。

TOEIC Speaking & Writing is effective from Aug. 1, 2022. Students who apply for course waiver or module registration with TOEIC speaking and writing tests must provide both speaking and writing tests scores.

4. 培力英檢(BESTEP)於112學年度起適用。若以培力英檢口說及寫作測驗申請分模組或英文抵免，學生同時考取培力英檢口說及寫作測驗，始得拿成績分模組或辦理抵免。僅考取單一項目者，無法辦理模組歸類及英文學分抵免。BEST Test of English Proficiency is effective from Jan. 1, 2024. Students who apply for course waiver or module registration with Speaking & Writing test of BEST Test of English Proficiency must provide both speaking and writing tests scores.

5. 劍橋領思(Linguaskill)(包含Linguaskill Business劍橋領思-職場英語、Linguaskill General 劍橋領思-實用英語)於112學年度起適用。若以劍橋領思口說及寫作測驗申請分模組或英文抵免，學生須同時考取劍橋領思口說及寫作測驗，始得拿成績分模組或辦理抵免。僅考取單一項目者，無法辦理模組歸類及英文學分抵免。

Linguaskill Business and Linguaskill General are effective from Jan. 1, 2024. Students who apply for course waiver or module registration with Speaking & Writing test of Linguaskill Business or Linguaskill General must provide both speaking and writing tests scores.

## 2-4. 國立成功大學線上補強英文課程選課與學習評量規定

104.05.28 103 學年度第 2 次教務會議通過  
105.05.19 104 學年度第 3 次教務會議修正通過

一、為滿足學士班學生修習「線上補強英文」課程（以下簡稱本課程），以符合 各學系訂定英語能力指標之需求，依據「國立成功大學學士班學生英語能力 指標檢核辦法」第五條第二項，訂定本規定。

二、修畢核心通識外國語言之英語課程 4 學分，未能達到就讀學系訂定之英語相 關能力指標學生，始得修習本課程。

三、本課程為零學分，修課期間為一學期，成績以六十分為及格。成績及格方可 畢業，不及格者得重複選修。

四、本課程評量項目及比例：

（一）一般生：

1. 網路課程內容評量，占學期總分 30%。
2. 期末英語綜合能力評量，占學期總分 70%；本綜合能力評量相當於 CEFR 之 B2 等級。

（二）身心障礙學生：

1. 網路課程內容評量，占學期總分 50%。
2. 期末紙筆網路課程總結評量，占學期總分 50%。

五、期末英語線上測驗：

（一）一般生：

1. 採用線上測驗，於每學期期末舉行，學生須注意日期、地點及場次，依規定參加評量。
2. 每學期第 9 週後開放網路報名、繳費及場次選擇。若考試當天因故 未能到考，可於原登記場次考試結束後進入報名系統辦理補考登記。報名網址、報名日期及補考日期，另行公告。

（二）身心障礙學生：

1. 無法參加期末線上測驗者，應於每學期退選截止日前，向學務處心 理健康與諮商輔導組資源教室提出申請。經資源教室輔導老師評估 確認後，由資源教室統一彙整名單提供授課教師，適用身心障礙學 生之課程評量方式。未提出申請者，視為一般生，須參加期末英語 線上測驗，並依照一般生課程評量方式計算成績。
2. 經確認適用身心障礙學生之課程評量方式者，一律採用紙筆測驗， 由授課教師出題，測驗內容為網路課程內容。測驗時間比照全民英 檢測驗時間規定，得延長原時間 1.5 至 2 倍。但有特殊個案情形， 經資源教室輔導老師評估後，得予延長。考試時間及地點，另行通知。

六、收費：

（一）學士班學生：

1. 正常學期：
  - （1）每人每次參加期末英語線上測驗，酌收檢測費新臺幣 200 元整。
  - （2）延畢生修課需繳交 1 學分之學分費及檢測費新臺幣 200 元整。
2. 暑修：學生應繳交檢測費新臺幣 200 元整，學分費則依本校「暑期開班授 課實施辦法」收費規定辦理。

（二）碩博士班學生：本校碩博士班學生如選修「研究所線上英文課程」，準用前款規定，酌 收 1 學分之學分費及檢測費新臺幣 200 元整。

七、本規定經教務會議通過後公布實施，修正時亦同。

（如有變更請以本校公告為準）

## 2-5. 國立成功大學會計學系暨財務金融研究所外國語言能力指標檢核辦法

1051007 105 學年度第 1 次系務會議通過

1060629 105 學年度第 4 次系務會議通過

1070402 106 學年度第 4 次系務會議通過

- 第一條 為培養本系所學生在學術及職場上之英語能力，並配合本系所專業學術領域之差異性，特訂定本辦法。
- 第二條 學生應於畢業前，達成本系所規定之英語能力指標，或 CEFR 其他外國語言能力檢定指標始得畢業。
- 第三條 依本系所專業學術領域，選擇下列規定，作為學生之外語能力指標：
- 具 CEFR 對應 B2 等級之英語能力檢定成績證明：
- (一)GEPT 全民英檢中高級。
  - (二)TOEFL iBT 托福 iBT87 分以上。
  - (三)IELTS 雅思國際英語測驗 5.5 級以上。
  - (四)TOEIC 多益測驗 785 分以上。
  - (五)Cambridge Main Suite 劍橋大學英語能力認證分級測驗 First(FCE)。
  - (六)BULATS 劍檢大學國際商務英語能力測驗 60 分以上。
  - (七)或其它同等級之英語或外語能力檢定證明。
- 第四條 以英語或其他外國語言為母語或受高中外國語言正規教育之境外生，需以其他外國語言能力檢定證明。
- 第五條 身心障礙學生仍須符合本系所訂定之英語能力指標或其他外國語言能力指標，但因聽障、視障或其他障礙因素，無法達成指標者，由本系所專簽會辦學務處心理健康與咨商輔導組資源教室，另案處理。
- 第六條 學生未達成本系所訂定之英語能力指標，應要求修畢「線上補強英文」課程(選修 2 小時，0 學分)，且成績及格，始視為達成指標。
- 前項線上補強英文課程相關規定，依本校成鷹計畫規定之。
- 第七條 本系所訂定英語能力指標及未達指標替代課程之規定，須經本系所系務會議通過，送註冊組備查；並應於新生入學前公告周知。
- 第八條 學生如通過本系所訂定之外國語言能力指標，應於畢業前至「外國語言能力及成就檢定系統」登錄，並上傳相關成績證明文件，本系所審核通過始完成認證程序。送審文件若有造假，須自負法律責任。
- 第九條 106 學年度以前入學之學生，得自選本系所訂定之舊制英語畢業門檻或新制外國語言能力指標。
- 第十條 本辦法經系務會議通過，提交教務處備核後實施，修正時亦同。

## 參、其他修課規定

### 3-1. 國立成功大學會計學系雙主修作業辦法

951018 系務會議通過  
980610 系務會議修正通過  
1010920 課程委員會會議修正通過  
1030617 課程委員會會議修正通過  
1040603 課程委員會會議修正通過  
1060629 課程委員會會議修正通過  
1070622 課程委員會會議修正通過  
1090609 系務會議修正通過  
1091203 系務會議修正通過

- 一、國立成功大學會計學系（以下簡稱本系）雙主修相關規定辦法，依本系學生選課 悉依據「國立成功大學學則」第十五條及「國立成功大學各學系學生修讀雙主修辦法」規定辦理。
- 二、本校各院系學生申請時學業總平均達 80 分以上或平均成績名次名列該班前 25%者，方得申請。成績及名次之總平均，自入學起計算至申請當年度 1 月 31 日止。
- 三、本系雙主修應修滿本系全部專業科目共 78 學分，雙主修科目原則上必須在本系修讀。本系雙主修科目及學分數如下：

初級會計學(一)(二)	6	經濟學(一)(二)	6
中級會計學(一)(二)(三)	12	統計學(一)(二)	6
成本會計學(一)(二)	6	微積分(一)(二)	6
高級會計學(一)(二)	6	民法概要	3
審計學(一)(二)	6	管理學	3
財務報表分析	3	基本財務學	3
企業資源規劃與資料探勘	3	衍生性金融商品導論	3
公司法及商業會計法	3		
所得稅法	3		

- 四、原系科目與本系雙主修科目相同或雷同者，需以其它本系所開設之專業科目取代。
- 五、本系辦法適用於 110 學年度(含)以後申請通過之學生。
- 六、本系雙主修學生事後若想轉為輔系生，須重新申請並經本系審查委員會審核通過，始具有輔系資格。
- 七、本系雙主修學生，延長修業年限二年屆滿，已修畢主系應修畢業科目學分，而另一主修學系之專業必修科目學分未修畢時，如願放棄雙主修資格者，主系准予畢業，但畢業後不得申請返校補修另一主修學系學分或發給任何修讀雙主修證明。若不願放棄雙主修資格者得再延長修業年限一學年，仍未修畢另一主修學系規定學分者，即取消雙主修資格，但其所修科目學分，如已達輔系規定標準者，仍可取得輔系畢業資格。
- 八、欲申請本系為雙主修之學生，應依學校規定期限送交申請表及系所規定資料，以供審查小組審查。
- 九、如有未盡事宜，依據「國立成功大學學則」及「國立成功大學各學系學生修讀雙主修辦法」辦理。



## 3-2. 國立成功大學會計學系輔系作業辦法

951018 系務會議通過  
980610 系務會議修正通過  
1010920 課程委員會會議修正通過  
1030617 課程委員會會議修正通過  
1040603 課程委員會會議修正通過  
1060629 課程委員會會議修正通過  
1070622 課程委員會會議修正通過  
1090609 系務會議修正通過  
1091203 系務會議修正通過

- 一、國立成功大學會計學系（以下簡稱本系）輔系相關規定辦法，依本系學生選課悉依據「國立成功大學學則」第十五條及「國立成功大學各學系學生修讀輔系辦法」規定辦理。
- 二、本校各院系學生申請時學業總平均達 75 分以上或平均成績名次名列該班前 30%者，方得申請。成績及名次之總平均，自入學起計算至申請當年度 1 月 31 日止。
- 三、本系輔系應修滿本系全部專業科目共 53 學分，輔系科目原則上必須全部在本系修讀。本系輔系科目及學分數如下：

初級會計學(一)(二)	6	經濟學(一)(二)	6
中級會計學(一)(二)	8	統計學(一)(二)	6
成本會計學(一)(二)	6	微積分(一)	3
高級會計學(一)(二)	3	公司法及商業會計法	3
審計學(一)(二)	3	所得稅法	3
財務報表分析	3		
企業資源規劃與資料探勘	3		

- 四、原系科目與本系輔系科目相同或雷同者，需以其它本系所開設之專業科目取代。
- 五、本系辦法適用於 110 學年度(含)以後申請通過之學生。
- 六、本系輔系學生事後若想轉為雙主修，須重新申請並經本系審查委員會審核通過，始具有雙主修資格。
- 七、欲申請本系為輔系之學生，應依學校規定期限送交申請表及系所規定資料，以供審查小組審查。
- 八、如有未盡事宜，依據「國立成功大學學則」及「國立成功大學各學系學生修讀輔系辦法」辦理。

### 3-3. 國立成功大學學生申請轉系辦法

92.10.22 九十二學年度第一學期第一次教務會議修正通過  
Revised and approved by the 1st meeting of the Academic Affairs Council in the fall semester of the 2003-04 academic year on Oct. 22, 2003

95.06.13 94 學年度第 3 次教務會議修正通過  
Revised and approved by the 3rd meeting of the Academic Affairs Council in the 2005-06 academic year on June 13, 2006

奉教育部 95.09.08 台高(二)字第 0950125040 號函備查  
Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 0950125040, dated Sep. 8, 2006

96.05.15 95 學年度第 2 次教務會議修正通過  
Revised and approved by the 2nd meeting of the Academic Affairs Council in the 2006-07 academic year on May15, 2007

奉教育部 96.07.18 台高(二)字第 0960109228 號函備查  
Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 0960109228, dated July 18, 2007

97.12.09 97 學年度第 1 次教務會議修正通過  
Revised and approved by the 1st meeting of the Academic Affairs Council in the 2008-09 academic year on Dec.9, 2008

奉教育部 98.01.21 台高(二)字第 0980006034 號函備查  
Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 0980006034, dated Jan. 21, 2009

102.5.14.101 學年度第 2 次教務會議修正通過  
Revised and approved by the 2nd meeting of the Academic Affairs Council in the 2012-2013 academic year on May14, 2013

奉教育部 102.07.15 臺教高(二)字第 1020105467 號函備查  
Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 1020105467, dated July15, 2013

105.9.22 105 學年度第 1 學期第 1 次教務會議通過  
Revised and approved by the 1st meeting of the Academic Affairs Council in the fall semester of the 2016-17 academic year on Sep. 22, 2016

奉教育部 105.12.23 臺教高(二)字第 1050174766 號函備查  
Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 1050174766, dated Dec.23, 2016

奉教育部 106.3.8 臺教高(二)字第 1060012631 號函備查  
Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 1060012631, dated March 8, 2017

110.6.30 109 學年度第 3 次教務會議通過  
Revised and approved by the 3rd meeting of the Academic Affairs Council in the 2020-21 academic year on June 30, 2021

奉教育部 110.7.22 臺教高(二)字第 1100094624 號函備查  
Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 1100094624, dated July 22, 2021

第一條 國立成功大學(以下簡稱本校)為處理學生轉系事宜,依大學法及本校學則,訂定本辦法。  
Article 1 These Regulations are established by National Cheng Kung University (NCKU) to administer affairs regarding program transfers in accordance with the University Act and NCKU Academic Regulations.

第二條 學士班學生於本校修業滿一學年以上者,得依下列規定申請轉系:

- 一、於第二學年開始前,得申請轉系。
- 二、於第三學年開始前,得申請轉入加修學系、性質相近學系三年級或性質不同學系二年級。
- 三、於第四學年開始前,得申請轉入加修學系、性質相近學系四年級或原已核准之輔系三年級。
- 四、學制為四年以上的學制,於第四學年開始後,依其已修科目與學分,得申請轉入性質相近學系或原已核准之輔系適當年級。

延長修業年限者,不得申請轉系。

招生簡章規定入學後不可轉系者,從其規定。

同學系申請轉組者,準用前二項規定辦理。

Article 2 NCKU undergraduate students who have completed their first year of study in the current program are eligible to apply for transfer into a new program according to the following rules:

1. Eligible applicants may submit their applications for a program transfer before the beginning of their second academic year.
2. Eligible applicants may submit their applications for transfer into a second major program in a double-major study, a third-year class of a new program within the same faculty or a second-year class of a new program in a different faculty before the beginning of their third academic year.
3. Eligible applicants may submit their applications for transfer into a second major program in a double-major study, a fourth-year class of a new program within the same faculty or an academically-equivalent class level of a minor program before the

beginning of their fourth academic year.

4. Students in programs of more than four years may submit their applications for transfer into another academically-equivalent program or an academically-equivalent class level of a minor program after the beginning of their fourth academic year. Students who have extended their duration of studies are not allowed to apply for a program transfer.

Students who are not allowed to transfer programs after admission according to the NCKU Admissions Guidebook shall comply with the designated regulations.

Applications for a program transfer within the same department shall be administered based on the first two rules in this Article.

第三條 申請轉系（組）學生應依行事曆規定日期向教務處申請，逾期不再受理。

Article 3 Applicants shall complete their applications for program transfer within the designated period specified on the university calendar. Overdue applications will not be processed.

第四條 學生申請轉系，須填妥「學生轉系申請表」，學生如未成年須經家長或監護人同意，連同歷年成績表及學生證送教務處註冊組辦理轉系申請，通訊申請者概不受理。

Article 4 Applicants shall complete a program transfer application form to apply for program transfer. Underage applicants shall have their application form signed and endorsed by their parents or guardians. The completed application form shall be submitted with a transcript and student ID to the Registrar's Division under the Office of Academic Affairs. Applications submitted by mail will not be processed.

第五條 填表時限填一個志願，一經填妥志願送交教務處註冊組後，即不得再行更改。

Article 5 Please enter only one program of your preference in the application form. Upon submission of the completed form, no changes shall be allowed.

第六條 學生申請轉系審查應由各系分別成立審查小組辦理。

各學系得自行訂定轉系審查標準，並送教務處彙整公告。

學系轉系甄試方式、考試科目、考試日期及各項成績計算標準均由轉入學系規定並公告之。

轉系審查通過名單經轉入學系主任、院長同意後，交由教務處註冊組簽請教務長核定公告之。

轉系通過名單經核定公告後，不得申請變更或撤銷。

Article 6 Each department/program shall form a committee to review applications for program transfers.

Each department/program shall establish review criteria, which shall be submitted to the Office of Academic Affairs to be publicized.

Each department/program shall formulate regulations for program transfers specifying the methods of examination, dates of examination, subjects of examination and grading criteria, which shall be publicized.

Upon approval by the department chair and college dean, the approved list of applicants shall be submitted by the Registrar's Division to the Vice President for Academic Affairs for final approval and publication.

第七條 經核准轉系學生應辦理承認學分，凡轉入年級前本系應修科目已在原系修習及格，經轉入系系主任核准承認者，可抵免，但仍須在規定年限內修足轉入學系規定之科目及學分數，方准畢業。

Article 7 New transfer students shall complete their application for course credit waiver. Applicants may apply for course credit waiver for any courses completed

in the original program that are equivalent to those in the new program, which shall be approved by the chair of the transfer-in department. Transfer students shall complete course requirements designated by the transfer-in department within the maximum duration of academic study to graduate from the program.

第八條 外國學生、僑生及持有身心障礙手冊或經中央衛生主管機關認定之身心功能障礙學生申請轉系者，依本辦法辦理。但如因分發不合志趣或其他特殊原因致無法在原系繼續就讀者，經校內輔導單位查實，得於第二學年開始，依教務處公告日期提出申請。經原學系與擬轉入學系雙方系主任同意後，檢附轉入學系審查會議紀錄，專簽經教務長核准轉系。

Article 8 International students, overseas compatriot students, and those with a disability manual or with a disabled status certified by the Ministry of Health and Welfare shall apply for program transfer according to these regulations. However, if these students are unable to continue their study in the current program owing to a lack of academic interest arising from their admission placement or other special reasons, which are found to be valid by an NCKU student counseling office, they are eligible to submit their applications for program transfer within the designated period publicized by the Office of Academic Affairs after the beginning of their second academic year. These applications shall be approved by both chairs of the current department and the transfer-in department before they are submitted with the minutes of the program-transfer review meeting to the Vice President for Academic Affairs for final approval.

第九條 陸生申請轉系，以教育部核定當學年度得招收陸生之學系為限。

Article 9 Mainland Chinese students shall apply for transfer into the programs designated for them in the current year by the Ministry of Education.

第十條 本辦法未盡事宜悉依本校學則及相關規章規定辦理。

Article 10 Any matters that are not regulated in these Regulations shall be administered according to NCKU Academic Regulations and relevant rules.

第十一條 本辦法經教務會議通過，並報教育部備查後施行，修正時亦同。

Article 11 These Regulations shall be approved by the Academic Affairs Council and ratified by the Ministry of Education before taking effect. Amendments shall be processed accordingly.

These regulations were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.

### 3-4. 會計系一貫修讀學、碩士學位辦法及細則

#### 3-4-1. 國立成功大學會計學系一貫修讀學、碩士學位辦法

991102 系務會議通過

- 第一條 為鼓勵本系大學部優秀學生繼續留在本系攻讀碩士班，並期達到連續學習之效果及縮短修業年限，特訂定本辦法。
- 第二條 本系大學部學生修畢應修畢業學分達二分之一以上且成績優異者，得於第六學期依本辦法規定向本系碩士班提出一貫修讀學位之申請，參加本系碩士班預備研究生（以下簡稱預研究生）甄選。
- 第三條 經本系錄取之學生兼具學士學位候選人及碩士班預研究生資格。
- 第四條 學生取得預研究生資格後，應於第八學期（含）前取得學士學位，並參加本系碩士班甄試或一般生入學考試，經錄取後始正式取得本系碩士班研究生資格。
- 第五條 錄取本系碩士班研究生，於本系大學期間所選修之碩士班課程，其成績達七十分以上者，可申請抵免三分之二（含）為限之應修學分數（不含論文學分），不受本校學生抵免學分辦法有關研究所抵免學分上限之限制。但研究所課程若已計入大學部畢業學分數內，不得再申請抵免碩士班學分數。學分抵免之申請程序應於入學當學期註冊日截止一個月內向教務處申請之。
- 第六條 錄取學生所佔名額，包含於本系該學年度碩士班招收名額中。
- 第七條 本辦法經系務會議通過後實施，修正時亦同。

### 3-4-2. 國立成功大學會計學系一貫修讀學、碩士學位辦法施行細則

991102 系務會議通過  
1040323 系務會議通過

- 一、為鼓勵本系大學部優秀學生繼續留在本系攻讀碩士班，並期達到連續學習之效果及縮短修業年限之，依據「國立成功大學會計學系一貫修讀學、碩士學位辦法」特訂定本施行細則。
- 二、本系大學部三年級學生成績符合下列標準者得申請本系碩士班預研究生甄選：
  - 1、前五學期學業成績累積排名在全系（班）前百分之四十以內者。
  - 2、如因學生無法控制因素，無前五學期累積排名者，視各年所修科目及修業成績個案認定。
  - 3、國外交換學生需於申請表加註交換的時間及學校，視國外所修學科及修業成績與在原修業各年所修科目及修業成績個案認定。
  - 4、具特殊優異表現，經系務會議委員審核通過者。
- 三、符合本系碩士班預研究生甄選申請標準者，應於第六學期提出申請，申請時間依本系公布時間為準。
- 四、本系依據申請人學業成績及專業表現進行審查，擇優錄取，並公布名單，俾便學生辦理選課事宜。
- 五、申請檢附資料各一份：
  - 1、申請書
  - 2、歷年成績單及成績排名證明書
  - 3、自傳及讀書計畫
  - 4、教師推薦函
  - 5、其他有利審查之文件
- 六、碩士班抵免學分之申請，應於入學當學期依本校規定學分抵免申請時間辦理，申請辦理學分抵免以一次為限。
- 七、本系碩士班預研究生大學期間所選修之研究所課程，成績在七十分（含）以上者，申請抵免之學分經本系審核通過，至多可抵免三分之二碩士班研究生應修學分數（不含論文學分），但研究所課程若已計入大學部畢業學分數內，不得再申請抵免碩士班學分數。
- 八、本系碩士班預研究生應與碩士班入學考試一般考生公平參加入學甄試或一般生考試，經通過甄試或考試錄取，始取得碩士班學生之資格。
- 九、本細則如有未盡事宜，依本系一貫修讀學、碩士學位辦法及相關規定辦理。
- 十、本細則經系務會議通過，核定後實施，修正時亦同。

### 3-5. 國立成功大學學生逕行修讀博士學位作業規定及獎學金資訊

#### 3-5-1. 國立成功大學學生逕行修讀博士學位作業規定

##### NCKU Operating Rules for Direct Admission to Ph.D. Programs

95.11.08 95 學年度第 1 學期第 1 次教務會議修正通過

Revised and approved by the 1st meeting of the Academic Affairs Council in the fall semester of the 2006-07 academic year on Nov. 8, 2006

97.12.09 97 學年度第 1 次教務會議修正通過

Revised and approved by the 1st meeting of the Academic Affairs Council in the 2008-09 academic year on Dec. 9, 2008

103.12.03 103 學年度第 1 次教務會議通過

Revised and approved by the 1st meeting of the Academic Affairs Council in the 2014-15 academic year on Dec. 3, 2014

104.12.08 104 學年度第 1 次教務會議修正通過

Revised and approved by the 1st meeting of the Academic Affairs Council in the 2015-16 academic year on Dec. 8, 2015

105.05.19 104 學年度第 3 次教務會議修正通過

Revised and approved by the 3rd meeting of the Academic Affairs Council in the 2015-16 academic year on May 19, 2016

107.01.18 106 學年度第 1 次教務會議修正通過

Revised and approved by the 1st meeting of the Academic Affairs Council in the 2017-18 academic year on Jan. 18, 2018

107.11.28 107 學年度第 1 次教務會議修正通過

Revised and approved by the 1st meeting of the Academic Affairs Council in the 2018-19 academic year on Nov. 18, 2018

112.06.14 111 學年度第 2 次教務會議通過

Revised and approved by the 2nd meeting of the Academic Affairs Council in the 2022-23 academic year on June 14, 2023

一、國立成功大學(以下簡稱本校)為辦理學生逕行修讀博士學位，依教育部「學生逕修讀博士學位辦法」，訂定本作業規定。

1. The NCKU Operating Rules for Direct Admission to Ph.D. Programs (hereafter, Rules) are established by National Cheng Kung University (NCKU) to administer the applications for direct admission to its doctoral programs in accordance with the Direct Pursuit of Ph.D. Degree Regulations (學生逕修讀博士學位辦法) promulgated by the Ministry of Education.

二、本校學生申請逕修讀博士學位者應具下列資格：

- (一)由原就讀或相關系、所、院、學位學程助理教授以上二人推薦，向擬就讀系、所、院、學位學程申請者。
- (二)修讀學士學位應屆畢業生或碩士班修業滿一學期以上之研究生，修業期間成績符合擬就讀系、所、院、學位學程所訂成績優異之標準，並具有研究潛力者。

經甄試及擬就讀系、所、院、學位學程甄審會議通過，並將通過名單送教務處簽報校長核定後，得逕行修讀博士學位。

2. NCKU students are eligible to apply for direct admission to doctoral programs with the following qualifications:

- (1) Those who are recommended for direct admission to doctoral programs by two



professors from the original department, institute, college, or degree program.

- (2) Undergraduate program students in the current graduating class or master's program students who have completed their first semester of study, with academic grades and research potential satisfying the criteria of academic excellence designated by the intended department, institute, college, or degree program.

Applicants shall pass the screening examination and review process to win approval from the admission committee of the intended department, institute, college, or degree program. The list of approved applicants shall be submitted to the President for approval before they are allowed direct admission.

三、各系、所、院、學位學程每學年逕修讀博士學位名額，以該系、所、院、學位學程當學年度教育部核定博士班招生名額百分之四十為限。但經同一學院其他系、所、學位學程流用逕修讀博士學位名額者，不在此限。

前項各系、所、院、學位學程逕修讀博士學位之名額，不得全數以逕修讀博士學位方式錄取。但有下列情形之一者，不在此限：

一、系、所、院或學位學程之核定博士班招生名額為一人。

二、經教育部核定之人才培育計畫或專案。

前二項名額應包含於當學年度教育部核定學校招生總量內。

3. The quota of students approved for direct admission to doctoral programs shall not exceed 40 percent of the admission quota of doctoral students for the corresponding academic year designated by the Ministry of Education for the department, institute, college, or degree program. The direct admission quota of a doctoral program can be reallocated among other doctoral programs within the same college, which will not be subject to the preceding rule. However, the MOE-designated quota for each department, institute, college, or degree program shall not be filled by all students through direct admission, except under the following circumstances:

(1) The admission quota is set at one student for each department, institute, college or degree program.

(2) The admission is under the MOE-approved talent cultivation program or project. The direct admission quota defined in the preceding two paragraphs shall be included in the total admission quota designated by the MOE for NCKU for the corresponding academic year.

四、各系、所、院、學位學程辦理本案之甄試得與博士班研究生入學考試同時舉行。其甄試方式、評定成績及試務比照本校招收博士班研究生共同注意事項規定辦理。

4. Each department, institute, college, or degree program may hold a screening examination for direct admission concurrently with their regular doctoral program

entrance examinations. The format, grading criteria and procedures for the screening examination shall be administered according to the NCKU regulations for the recruitment of students into its doctoral programs.

五、各系、所、院、學位學程應將其甄審通過名單有關資料及甄試委員會會議記錄，於每年 7 月 31 日前、1 月 31 日前提報教務處彙辦相關簽核事宜。

5. Each department, institute, college, or degree program shall submit its list of approved applicants with the meeting minutes of its screening examination committee and relevant documents to the Office of Academic Affairs by July 31 or January 31 for further administration.

六、核准逕修讀博士學位之學士班應屆畢業生於應於當學年度取得學士學位，於就讀前未取得者，廢止其逕修讀博士學位資格。核准逕讀博士學位學生，不得申請保留入學資格。

前項學生為成績優異提前一學期畢業者，得於取得學士學位之次學期入學就讀博士班。

6. Students graduating from the undergraduate program approved for direct admission to doctoral programs shall receive their bachelor's degree in the graduation year. Those who fail to do so shall be disqualified for admission. Students approved for direct admission to doctoral programs shall not apply for admission deferment. Students approved for direct admission to doctoral programs who are allowed to graduate early with outstanding academic grades and receive a bachelor's degree in the current semester shall proceed to enroll in the intended program in the following semester.

七、逕修讀博士學位學生，有下列情形之一者，經修讀系、所、院、學位學程相關會議審查通過及校長核定後，得申請回原系、所、院、學位學程繼續修讀碩士學位或申請轉入相關系、所、院、學位學程修讀碩士學位：

(一)因故中止修讀博士學位。

(二)未通過博士候選人資格考核。

(三)未通過博士學位考試且未符合第八點規定。

前項學生經原系、所、院、學位學程或相關系、所、院、學位學程會議審查通過，並依規定修讀完成碩士學位應修課程，提出論文，經碩士學位考試委員會考試通過者，授予碩士學位，其修讀博士學位修業時間不併入修讀碩士學位最高修業年限核計。

轉入(回)碩士班後，不得再行申請逕行修讀博士學位。

7. Students studying in a doctoral program through direct admission may apply for admission to the master's program of the original department, institute, college, or degree program, or transfer to a relevant master's program under the circumstances approved by the current department, institute, college, or degree program, and the

President, as follows:

- (1) Those who discontinue their study in the program for some reason.
- (2) Those who fail to pass the Ph.D. candidate qualification evaluation.
- (3) Those who fail to pass the Ph.D. degree examination and who fail to comply with Point Eight in these Rules.

Those who have been approved by the original department, institute, degree program or a related master's program to study for a master's degree, who have completed all required courses and thesis, and who have passed the master's degree examination administered by the examination committee shall be conferred a master's degree. The duration of study in the Ph.D. program shall not be calculated into the maximum duration of study in the master's program.

Upon admission or transfer to a master's program, these students shall not apply for direct admission to doctoral programs.

八、逕行修讀博士學位學生修業期滿，通過博士學位候選人資格考核。但未通過博士學位考試，其博士學位論文經博士學位考試委員會認定合於碩士學位標準者，得授予碩士學位。

8. At the expiration of the maximum study duration, students who have passed their Ph.D. qualifying examination, but failed to pass their doctoral degree examination shall be conferred a master's degree if their dissertation is approved by the doctoral degree examination committee as being equivalent to the quality of a thesis for a master's degree.

九、碩士班學生經本校核定准予逕修讀博士學位者，非經自請撤銷逕修讀博士學位資格，不得再參加原碩士班學位考試。

9. Master's program students approved for direct admission to a doctoral program shall not be allowed to take the original master's program degree examination without a voluntary application for withdrawal from the enrollment status for direct admission to the doctoral program.

十、本作業規定經教務會議通過後實施，修正時亦同。

10. Rules shall be approved by the Academic Affairs Council before taking effect.  
Amendments shall be processed accordingly.

*These regulations were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.*

### 3-5-2. 國立成功大學優秀學生逕行修讀博士班獎學金實施要點

95.11.08 95學年度第1次教務會議通過

96.5.15 95學年度第2次教務會議通過

103.5.19 102學年度第4次校務基金管理委員會會議修正通過

104.12.8 104學年度第1次教務會議修正通過

105.3.7 104學年度第3次校務基金管理委員會修訂通過

109.11.13 109學年度第1次教務會議通過

109.11.23 109學年度第1次校務基金管理委員會修訂通過

- 一、國立成功大學（以下簡稱本校）為規劃菁英人才深耕培育計畫，提供獎學金以拔擢校內優秀學生，特訂定本要點。
- 二、申請人應具下列資格之一：
  - （一）本校學士班應屆畢業生逕行修讀博士學位。
  - （二）本校碩士班一年級逕行修讀博士學位，且學士班為本校畢業者。
- 三、有下列情形之一者，不得申領本獎學金，已申領者應廢止且不再恢復獎助資格：
  - （一）在校內外從事專職工作。
  - （二）在職生。
  - （三）已領取本校「研究生獎助學金實施辦法」之獎助學金者。
  - （四）錄取當學年度未完成註冊或保留入學資格者。
  - （五）入學後休學、退學、畢業、轉入或轉回碩士班就讀。

前項第五款情形，自次月起不再核給。
- 四、獎學金金額：每名每月由本校支給新臺幣貳萬元，另獲獎學生之指導教授須支給新臺幣壹萬元為原則。
- 五、本獎學金經審查通過後，核給獎助期間自博士班入學起至第四學年止，每學年核給10 個月。獲獎學生自入學起四年內取得博士學位者，再核給獎學金新臺幣壹拾萬元。
- 六、經費來源：本獎學金所需經費由本校校務基金及獲獎學生之指導教授研究計畫項下經費共同支應。
- 七、申領人須成績優良，且具研究潛力，由指導教授推薦，經系(所、學位學程)、院主管核定後，送交教務處審定。
- 八、本獎學金得視經費編列及籌措情形調整額度或停止本要點之實施。
- 九、本要點經教務會議及校務基金管理委員會通過後實施，修正時亦同。本要點修正若未涉及校務基金經費動支，免提校務基金管理委員會審議。

## 肆、會計系硬體使用規定

### 4-1. 電腦教室使用管理要點

#### 電腦教室使用規則：

- 一、 進入電腦教室請以學生證與值班人員換取座位牌、簽名與註明時間，非本系者不得進入使用，並使用座位牌所指定之電腦，使用前請先檢查電腦設備有無問題。
- 二、 請勿將飲料食物等帶進電腦教室，並禁止大聲喧嘩與妨礙其他使用者。
- 三、 請仔細閱讀電腦上所貼之電腦使用規則並請遵循。
- 四、 若須要列印者，請向值班人員購紙，不得私自帶紙。
- 五、 離座超過十五分鐘而未換回學生證者，將收回其座位牌。
- 六、 使用完電腦教室教請以座位牌換回學生證，並註明離開時間。
- 七、 禁止在電腦教室大聲喧嘩或有影響其他使用者之行為。
- 八、 若發現未遵守上述使用規則，或有不當使用行為，經勸告未予理會者，將取消其使用電腦教室資格。
- 九、 有任何問題請洽值班人員。

## 4-2. 影印機使用管理辦法

- 一、 本系影印機置於系辦公室分別供本系教職員工、研究生及大學部同學使用。
- 二、 同仁分配影印機控制卡，各請妥善保管，離職時交還。
- 三、 大學部學生使用二樓系辦公室之影印機時，先向電腦室在勤人員領取控制卡，自行操作影印並登記影印起訖張數，繳交現金付費。
- 四、 影印機所收之費用，全部交由系管理運用，作為維修及耗材之用。