

國立高雄應用科技大學學生修讀輔系辦法

National Kaohsiung University of Applied Sciences Regulations Governing Minor Studies

八十七年九月十八日教務會議通過

Passed at Academic Affairs Meeting on September 18, 1998

八十七年十月二十九日台(八七)技(四)字第八七一五九五二號函核備

Letter Tai-(87)Chi(IV)-Zhi No. 87115952 approved for record on October 29, 1998

94年10月12日94學年度第1學期第1次教務會議修正通過

Amended and passed at the first Academic Affairs Meeting of the 1st semester of Academic Year 2005 on Oct. 12, 2005

第一條 本辦法依據大學法第二十四條規定訂定之。

Article 1 This Regulations is formulated in accordance with Article 24 of "University Act."

第二條 本校各系得互為輔系，各系設置輔系之條件及審查標準【含可接受系別、名額、先修科目、指定（任選）必修科目及應修總學分數等】由各該系訂定，並提教務會議通過後公告。

Article 2 Each department of the University may serve as a minor to students of another department. The conditions and review criteria for studying a minor at the department. 【including acceptable departments, quota of student, completed courses, prescribed (chosen) required courses and total credit number to be acquired】, shall be established by each department, submitted to be passed at Academic Affairs Meeting, and declared.

第三條 各系學生修畢第一學年課程後，得自次一學期起，就本校現有各系選定一系為輔系。

Article 3 Students of each department who complete courses of the first academic year may, from the next semester, choose to study a minor at one of the existing departments of the University.

第四條 學生申請修讀輔系，應於每一學期註冊後三天內持在校歷年成績表與申請書先向原肄業主系提出申請，經審查認其確具修讀輔系能力者，送請所選輔系系主任同意，再送綜合教務組彙送教務長核准。

Article 4 Students who apply to study a minor must apply, within three days after registration each semester, to the department of the major with the transcript of the previous years of study and the application form. The application shall be reviewed by the Department Head, who confirms that the applicant possesses the abilities to study a minor, then be sent to the Department Head of the minor for approval, and finally sent to Section of General Academic Affairs for the Dean of Academic Affairs to approve.

第五條 經核准選讀輔系課程之學生，應於每學期加退選時與主系課程同一次辦理選讀，其每學期應修學分數主輔系合計上限依本校學則規定。

Article 5 Students with approval to study a minor must select courses of the minor along with courses of the major during the period of add/drop each semester. The upper limit of

total credit number of the major and the minor shall comply with the regulations in Academic Policies” of the University.

第六條 各系做為他系之輔系時，應就該系必修科目中指定專業（門）科目至少二十學分做為輔系課程，但主系與輔系之相同必修科目學分，不得兼充為輔系之科目學分。各系應依上開規定指定輔系學生必修專業（門）科目、學分，送請綜合教務組公布。

Article 6 For students taking a minor, the department of the minor shall prescribe at least 20 course credits among the required professional courses to be the courses for minor studies. But, required courses of the major which are also required courses of the minor shall not be taken to fulfill the credit requirement of the minor. Each department must abide by the above regulations to prescribe the required professional courses and credits for students taking a minor and send to Section of General Academic Affairs to be declared.

第七條 輔系課程應在主系規定最低畢業學分數以外加修，其輔系課程視為學生之選修科目。

Article 8 Courses of the minor must be taken apart from the minimal graduation credit number of the major. The courses are deemed elective courses for the students.

第八條 凡選定輔系之學生，其每學期學業成績應以其主系及輔系課程與學分合併計算，如有所選修輔系課程不及格，應依照學則有關規定一併處理。但輔系必修專業（門）科目學分如有缺修或不及格時，不得請求抵免。

Article 8 For students taking a minor, the academic grades of the minor shall be combined with those of the major each semester. Failure in courses of the minor shall be handled in accordance with applicable provisions of “Academic Policies.” Those who miss or fail any required professional courses of the minor shall not request any exemption.

第九條 凡修滿輔系規定之科目與學分成績及格者，其學位證書、學位證明書、歷年成績表及畢業名冊，均加註輔系名稱；但畢業時尚未修滿輔系規定之科目與學分者，其學位證書不加註輔系名稱，如欲留校補修輔系科目與學分，應於應屆畢業學期加退選課期限內提出延長修業年限之申請，並經兩系系主任同意後再送綜合教務組辦理。

Article 9 For students who fulfill the course and credit requirements of minor studies with satisfactory grades, the Certificate of Degree, the transcript of the years of study, the list of graduating students add in the department name of the minor; however, for those who graduate without completing the courses and credits required for minor studies, the Certificate of Degree will not indicate the department name of the minor. Graduating students who intend to make up for the courses and credit of the minor must apply, during add/drop period of the graduating semester, to extend period of study. Upon approval with Department Head of the major and the minor, the application shall be sent to Section of General Academic Affairs to be processed.

第十條 學生因選讀輔系課程而於規定修業年限內學校需另行開班，應繳學分費。學生因選讀輔系而延長修業年限，修習學分數在九學分以下者應繳學分費，在十學分以上者，繳交全額學雜費（進修推廣部學生繳交學分學雜費）。

Article 10 In the event that the University needs to arrange extra classes for students to study a minor within stipulated period of study, students must pay credit fees. Students who, doing minor study in extended period of study, take nine or less credits must pay credit fees. Those who take ten or more credits must pay the full tuition and fees. (Students of Division of Continuing and Extension Education must pay credits fees and other fees.)

第十一條 凡選修輔系之學生如修業年限屆滿應畢業時，其主系應修最低畢業學分內如有非必修之選修科目學分不足時，可申請放棄修讀輔系資格，而以其所選修輔系科目學分補足。前述申請放棄時間須於應屆畢業學期加退選課期限內提出申請，並經兩系系主任同意後送教務處核備。

Article 11 Students taking a minor who are graduating but unable to fulfill the requirements of elective courses of the major at the end of the study period may request to drop the minor and use the course credits of the minor to make up for the elective courses of the major. The aforementioned request to drop the minor must be filed during the add/drop period of the graduating semester, approved by the heads of both departments, and sent to Office of Academic Affairs for record.

第十二條 學生於規定修業年限屆滿未修足輔系之科目學分，不得申請發給有關輔系之任何證明。

Article 12 Not any certificate of minor studies shall be requested by students who have not completed the courses and credits of the minor as the stipulated period of study expires.

第十三條 本辦法經教務會議通過，陳請校長核定，並報請教育部核備後施行，修訂時亦同。

Article 13 This Regulations shall be passed at Academic Affairs Meeting, submitted to be approved by the president, filed with Ministry of Education for record, and enforced. Amendment takes the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****