



學務資訊 STUDENT AFFAIRS INFORMATION

修業年限規定

Regulations on Length of Study

學生請假注意事項暨相關規定

Regulations on Attendance and Application of Leave of Absences

學生宿舍 Student Dormitory

外國學生獎助學金實施要點

Foreign Student Scholarship Implementation and Regulation

學雜費退費基準表

Tuition and Miscellaneous Fee Refund Information

國際麻吉社 International Buddies Club

■ 修業年限 Length of Study

- 一、 大學部學程：四年制各系修業期限以四年為原則，所修學分總數，至少需修滿一百二十八學分。學生在規定修業期限內，未能修足應修學分，至多得延長修業期限二年。
 - 二、 研究所學程：碩士生修業期限以一至四年為限。碩士生至少須修滿三十學分 (含論文六學分)。博士生修業期限以二至七年為限。博士生至少須修滿二十四學分 (含論文六學分)。
 - 三、 本校採學年學分制，各系學生須修滿規定年限，並修滿各該系規定學分且成績及格者，方得畢業。修業年限各學制規定皆不同，相關規定以系所公告資訊為主。
1. Undergraduate programs: The undergraduate program requires 4 years of study. The total number of credits required to graduate is at least 128 units. Students who fail to obtain the required credits within 4 years may extend the period of study for at most two years.
 2. Graduate programs: The duration of a Master's degree is limited to one to four years and students must complete at least 30 credits (including 6 credits for their thesis/dissertation). The period for a Doctoral degree is limited to two to seven years. Doctoral students must complete at least 24 credits (including 6 credits for their thesis/dissertation).
 3. The school adopts the academic year credit system. Students of each department must complete the prescribed number of years, must complete the required credits of each department, and pass the courses before they can graduate. The length of study and graduation requirements are different according to each department's/institute's regulations, please follow the most current regulations and information announced by the departments/institutions.

■ 學生請假注意事項暨相關規定

Regulations on Attendance and Application of Leave of Absences

- 一、 線上請假請於缺課當日 2 日內申請，紙本請假請於缺課當日起 10 日內完成請假手續，超過 10 日即無法列印假單，超過 13 日即為逾期。一學期有 20 堂線上請假的權利，可免跑紙本，病假須檢附收據或相關證明，喪假需附訃文。
- 二、 請假流程：
正修訊息網首次登入者，「帳號」請輸入學號；「密碼」請輸入身份證字號(英文大寫)。進入系統後，左側選單選擇「學務資訊」後選擇「線上請假系統」。進入請假系統後，請選擇您要請假的節數。填妥相關資料後，列印紙本請假單(20 節線上請假則可免列印即完成請假)。依照請假單的只是完成請假程序，即可完成請假。假單毀損或遺失於十日內可由左側選單點選「查詢及列印請假資料」，即可列印已輸入之請假單。
- 三、 依學生操行成績考查要點規定：
曠課： 1 小時，扣操行成績 1 分
事假： 1 小時，扣操行成績 0.1 分
病假： 1 小時，扣操行成績 0.05 分
- 四、 考試期間請假需送學務處、教務處辦理，經校長核准，方可依本校考試補考相關規定辦理補考。
- 五、 依本校學則規定：
第二十條 學生因故不能上課，得依照請假辦法請假，學生請假辦法另訂之。經核准請假者為 缺課，其未曾請假或請假未准者為曠課。
第二十一條 某一科目缺曠課時數達全學期該科授課總時數三分之一者，不得參加該科目學期考試，該科學期成績以零分計。
第二十四條 本校學生有下列情形之一者，應令休學。
一、缺曠課日數達該學期授課總時數三分之一者。
第二十五條 本校學生有下列情形之一者，
二、操行成績不及格或違反校規而情節嚴重，經學生獎懲審議委員會會議決議退學者。
三、全學期曠課達四十五小時者，應予退學。
四、學業成績不及格科目之學分數，達該學期修習學分總數三分之二，或連續兩學期不及 格科目之學分數達該學期修習學分總數二分之一者。

■ 學生請假注意事項暨相關規定 Regulations on Attendance and Application of Leave of Absences

- I. Please apply for an online leave of absence within 2 days of the day you miss a class. For paper leave of absence, please complete the procedures within 10 days of the day you miss a class; if it takes more than 10 days, the leave slip cannot be printed, and if it takes more than 13 days, the submission . Students are entitled to 20 online leaves in a semester and are exempted from paper leave. Receipts or relevant certificates must be attached for sick leave, and obituaries must be attached for funeral leave.
- II. Leave request procedure:
For first time log-in CSU portal , please enter your student ID number for “Account” and your ID card number for “Password”. After entering the system, select “Academic Information” from the left menu and then select “Online Leave System”. After entering the leave system, please select the period of courses you want to take leave. Fill in the relevant information and print out the paper leave form (for 20 sessions of online leave, you can complete the leave form without printing). Follow the instructions on the leave slip to complete the leave application process.
- III. Truancy: 1 hour, 1 point deduction for conduct grade.
Personal leave: 1 hour, 0.1 point of conduct grade will be deducted.
Sick leave: 1 hour, 0.05 points off conduct grade.
- IV. During examination periods, leave applications must be sent to the Office of Student Affairs and Office of Academic Affairs to be processed. After approval from the University’s President, make-up exams will be arranged in accordance with the make-up exam-related regulations.
- V. Pursuant to Cheng Shiu University (CSU) Regulations:
Article 20 regarding students that are unable to attend class states that they must ask for leave according to the student leave application policies, which are to be determined separately. Students approved to leave are considered absent from class. Those who have not applied for leave or who have applied but are denied are deemed absenteeism.
Article 21 states that when the total number of absent/absenteeism hours reach one-third of the total teaching hours in a semester, the student may not take part in the final exam of that subject and will receive a 0 in that subject for that semester. If absences are due to pregnancy, childbirth, or nursing care for children, the approved personal/sick leave or maternity leave will not come with a penalty. When the total number of absent hours reach one-third of the total teaching hours of the semester, make-up exam or other remedial measures may be arranged for that subject depending on needs and the nature of the course. The result of the course will be calculated according to the actual make-up exam result.

Article 24 states that students will be ordered to suspend their study under the following circumstances:

1. The number of absent days is equal to one-third of the total teaching hours in that semester.

Article 25 states the other possible reasons as follows:

2. Failing conduct grades or serious cases of violations of school rules, and the student is required to withdraw as per the decision of the Student Reward and Disciplinary Committee.
3. Students shall be required to withdraw if their total instances of absenteeism reach 45 hours.
4. Credits from subjects with failing subjects reach two-thirds of the total credits in that semester, or credits from failing classes in two consecutive semesters reach half of the total number of credits for the semesters.

學生宿舍 Student Dormitory

■ 宿舍簡介 Introduction of CSU Dormitories

【正修宿舍】

- 十三層現代化大樓，四人一間雅房，男生 627 床、女生 328 床，合計 955 床。
- 門禁時間：上午 00：00-06：00 禁止進出。
- 宿舍大樓設備現代化，設有中央空調、男、女生各有專用電梯、公用電話、數位式監視系統、消防及 RO 飲水等設備，宿舍庭院規劃 376 個機車停車位(須申請)。
- 設有 2 間大型男女生專用交誼廳，設置健身休閒區、無障礙寢室及 B1 自學中心，各樓層設有數位電子看板、洗衣間、曬衣場、洗衣機、烘衣機及完善寢室設施及網路等。
- 宿舍採 24 小時輪值，負責宿舍行政工作，並在教官協同下負責住宿生輔導、安全照顧及服務事宜。
- 聯絡服務電話：(07) 7776335、7779037
- 宿舍地址：83342 高雄市鳥松區濱山街 80 號。

正修寢室全景照



四人雅房



四人雅房

【文山學園】

- 雙棟五層鋼骨結構大樓，二人一間套房設施，男女生分棟各有專用電梯，男生 262 床、女生 262 床，合計 524 床。
- 門禁時間：上午 00：00-06：00 禁止進出。
- 新建校外學生宿舍，外觀設備現代化，交通便利，離校約 1 公里。每間皆具備完善之套房設施（含衛浴、冰箱、冷氣機），寢室除完善設施外，並可免費接寬頻網路。
- RO 飲水機、數位式監視系統、完善消防設備，頂樓設有曬衣場、洗衣機、烘乾機，地下室設有休閒室、文康室、健身房、研討室及免費機車停車場(須申請)。
- 住宿之水、電等費用，每月須另行繳納。
- 宿舍採 24 小時輪值，負責宿舍行政工作，並在教官協同下負責住宿生輔導、安全照顧及服務事宜。
- 聯絡服務電話：(07) 7801655
- 宿舍住址：83048-高雄市鳳山區文濱路 69 號

文山寢室全景照



下舖(套房)



浴室

■ 宿舍簡介 Introduction of CSU Dormitories

Cheng Shiu Dormitory

- A 13-floor modern building, with 627 and 328 beds for male and female students, respectively with 955 beds in total. Every dorm room accommodates four students.
- The dorm building is equipped with a variety of modern equipment, including central air conditioning, separate elevators for male and female students, public telephones, digital monitoring equipment, a police hotline, fire equipment, and RO drinking water. In addition, there are 360 parking spaces for motorcycles, and a convenience store is located in the courtyard.
- Curfew time is from 00:00am~6:00am.
- Dorms are equipped with separate male and female large saloons, the dream salon of Student Counseling Center, computer labs, and gyms. Laundry rooms, clothes-hanging spaces, washing machines, and dryers are equipped on each floor and in each dorm. Indoor telephone and access to the internet are also available in each dorm. A new study center is located in the basement, where remedial teaching, artistic activities, and life-learning courses are held on a regular basis. Moreover, there are four seminar rooms and K-zones provided for students to engage in group discussions or study.
- The Dormitory counselors rotate in 24 hour shifts and are responsible for dorm administration. With the support of military instructors, they provide consultation, safe care, and services for students.
- Contact number: (07) 7776335; 7779037
- Dorm address: No. 80, Binshan St., Niasong Dist., Kaohsiung City, Taiwan, R.O.C., 83342

Panoramic photo of the
Cheng Shiu Dormitory



Bedroom



Bedroom

Wen Shan Dormitory

- A 5-floor steel-structured twin buildings, with 266 beds for male students, and 260 beds for female students, with 526 beds in total. Each suite can accommodate two students. Elevators are available for male and female dormitories separately.
- Curfew time is from 1:00am~6:00am.
- Featuring a convenient location at a distance of 900 m from the university, the newly-built dorm buildings outside the campus are equipped with a variety of modern equipment and well-designed facilities, including separate elevators for male and female students, telephones, digital monitoring equipment, a police hotline, and fire equipment. In addition, students can hang their clothes in the rooftop. Free parking spaces for motorcycles are located in the basement.
- Dorms are equipped with reception rooms, lounges, entertainment rooms, gyms, seminar rooms, and bedrooms, where free access to broadband internet and cable TV are available.
- Monthly water, electricity, and telephone fees shall be paid separately.
- The Dormitory counselors rotate in 24 hour shifts and are responsible for dorm administration. With the support of military instructors, they provide consultation, safe care, and services for students.
- Contact number: (07) 7801660; 7801655; Fax: (07) 7801636
- Dorm address: No. 69, Wenbin Rd., Fengshan Dist., Kaohsiung City, Taiwan, R.O.C., 83048

Panoramic photo of the
Wen Shan Dormitory



Bedrooms



Bathroom (in each room)

■ 學生宿舍管理辦法 Dormitory Management Measures

112.6.12 行政會議修訂通過

- 一、目的：在維護學生住宿安全及培養學生良好的團體生活習性，在規範下推動學生自治，使學生能在安寧優雅的環境中快樂求學，特訂定本要點。
- 二、住宿申請：
 - (一) 申請日期：在校生於學期結束前一個月，新生於註冊前(學校公告為主)。
 - (二) 下列身分學生為保障住宿學生：
 - 1.持有身心障礙或殘障手冊之身心障礙學生(須附證明)。
 - 2.持有各縣市核發之低收入或中低收入戶之學生(須附證明)。
 - 3.具優先分配資格之僑生及外籍生。
 - 5.擔任宿舍自治幹部表現優良之學生。
 - 6.協助學生宿舍輔導或管理工作之學生。
 - 7.學生家庭遭遇重大變故。
 - (三) 申請核定優先順序：
 - 1.上述保障住宿學生。
 - 2.宜蘭、花蓮、台東地區。
 - 3.依距離遠近北部、中部及南部地區順序排定。
 - 4.高雄市及屏東縣(屏東市)地區。
 - (四) 如申請者超過床位時，則以申請核定優先順序錄取，距校直線距離 10 公里內不得申請。
 - (五) 未申請到宿舍床位列為備取者，俟新生床位排定，尚有餘額依序以電話簡訊通知學生遞補。
 - (八) 住宿申請為一學年(上、下學期)，寒暑假住宿，須另外至宿舍服務台申請。
 - (九) 下學期因故無法住宿，須填「不續住申請表」，至宿舍服務台辦理，保證金不予退還。

三、其他事項：

- (一) 為維護宿舍之整潔與安全，遇疑有不法情事、影響安全之緊急事件或維修時，住宿生必須配合，宿舍輔導老師及業務相關人員至寢室訪查。
- (二) 寢室內務應保持整齊清潔，寢室門口不得置放任何雜物，每日務必清除垃圾並依規定實施垃圾分類；文山學園寢室門口除放置鞋子外，不得放置任何雜物，鞋子須擺放整齊，不得佔用走道，另配合清潔隊時間，實施垃圾清運。
- (三) 進住寢室時應清點個人設施或器具，如有缺少或損壞立即向宿舍輔導老師反映登錄，公用設施由住宿者共同負責保管，退宿或搬離宿舍時應完整點交，如有缺損應照價賠償。
- (四) 貴重物品應妥慎保管，除特別規定外，各寢室夜間睡覺及無人在室內時，房門均應上鎖防竊。
- (五) 嚴禁於宿舍炊煮食物、私接電線或竊取公共用電(例如：使用緊急照明燈插座電源)、喝酒(含酒精飲料)、打架、吸食毒品、抽菸、賭博(含玩麻將)存放危險(刀、械..等)或易燃物品、飼養寵物、燃放鞭炮、燃燒物品、從事不法事物或影響住宿安寧、安全。
- (六) 於寢室內應隨時保持安靜，夜間 12 點後關閉大燈(限用桌燈)，電腦及音響設備使用耳機，以免影響其他室友安寧與作息。
- (七) 正修宿舍男、女生分樓層，文山學園男、女生分棟，分別由專用電梯進出，嚴禁異性進入，且進出宿舍感應門時，應感應進出。
- (八) 住宿生例假日不返家者，請告知家長自己行蹤，凡未依規定辦理請假者，以不假外宿論處。
- (九) 住宿生申請宿舍機車車位，必須具備行照、駕照，經抽籤分配車位，未申請車位之機車，嚴禁停放於宿舍。
- (十) 住宿生不得帶非住宿生(不同宿舍者等同)進入寢室內。
- (十一) 嚴禁無故侵入他人寢室，或擅自翻(拆)啟他人私有物件(含電腦資料)。
- (十二) 未辦理退宿申請，私自搬離宿舍者，除依規定懲處外，並追繳相關費用。
- (十三) 無特殊原因，未按時繳交水電費，屢勸不聽者，爾後不得申請住宿。
- (十四) 宿舍全面禁菸，嚴禁於宿舍區域吸菸。
- (十五) 學生違反住宿管理規定(含生活公約)情節輕微者，依學生獎懲辦法懲處規定，每申誡乙次，得實施愛校服務兩小時，限於宿舍實施。
- (十六) 住宿生若違反性別平等教育法、住宿管理規定(含生活公約)情節重大或不服師長輔導屢勸不聽者，除依校規相關懲處規定辦理外，即刻通知家長，並得限期搬離宿舍，並不予退費，爾後亦不得申請學生宿舍。
- (十七) 學生因違反校規，遭學校記大過(含)以上處分者，不得申請學生宿舍。

四、本要點經行政會議通過後實施，修正時亦同。

■ 學生宿舍管理辦法 **Dormitory Management Measures**

I. Purpose: The Regulations are specially set out to maintain the security of the dormitories, cultivate students' social life, and promote self-government, allowing students study in a quiet and elegant environment.

II. Applying for dormitory:

1. Date of application: Present students shall apply for the dormitory one month before the end of the semester; freshmen shall apply for the dormitory before registration.
2. Priorities for bed allocation:
 - a. Students from families with special problem or low income (with proof documents attached) and having a need for dormitory.
 - b. International students, Overseas Chinese students, students from Mainland China and International (including from Mainland China) exchange students.
 - c. Offshore students (Kinmen, Matsu, Penghu, Green Island, Lanyu, Xiaoliuqiu), Hualien, Yilan, Taitung, and remote areas.
 - d. College students from Tainan to northern area of Taiwan and from Pingtung (excluding Pingtung city) to the southern area of Taiwan.
3. If the number of applicants exceeds the number of available beds, the final decision shall be made according to the priority for bed allocation and the order of application.
4. Applicants not obtaining a bed may register in the waiting list at the Dormitory Division and fill in vacancies in order if applicable.
5. The dormitory accommodation is provided for one year (the first and the second semester; winter and summer vacations are included for Wen Shan Campus). The dorm fee is paid separately in the first and the second semester.

III. General Provisions:

1. Students who brings valuable items are responsible for keeping it safe. In case of loss, students shall bear full responsibility.
2. Students shall check personal facilities or supplies when checking in the dorm. In case of missing or broken facilities or supplies, students shall register with the dormitory counselor. Public facilities are maintained by students staying in dorms. Upon check-out or moving out of dorms, students shall complete the handover and compensate any damages, if applicable.
3. Except otherwise stipulated, students should lock the door when they are sleeping at night or when no one is inside to avoid theft.

4. For students staying in the dormitory during the winter and summer vacation, they shall follow the same regulations as those in the semester and bear full responsibility for any violations.
 5. Male and female rooms in Cheng Shiu dormitory are separated by floor, while those in Wen Shan Campus are separated by building. Male students are prohibited from entering the female dorms, and vice versa. Female students enter their dorm rooms in Cheng Shiu via the elevator on the first floor.
 6. College students registering to stay on holidays or weekends should participate in the roll-call every evening.
 7. Students who registered for parking spaces should provide their vehicle (scooter) license, driver's license, and their parent's consent for a parking space application. Because of limited slots, slot drawing method will be used to choose the students who would get a parking space. Students not applying for a parking space are prohibited from parking motorcycles at the dorms. Violators will be punished according to school regulations.
 8. Students violating dormitory regulations will be punished according to school regulations. The responsible division will inform their parents immediately. Students who have at least one major demerit due to violations or frequent violators will be ordered to move out of the dorm within a deadline and will not be allowed to apply for dormitory next semester.
- IV. The Regulations will be announced and implemented upon the President's approval. The same procedures shall apply to future amendments.

■ 學生宿舍生活公約 Dormitory Rules and Regulations

- 正修宿舍門禁時間為 00:00 ~ 06:00

文山宿舍門禁時間為 01:00 ~ 06:00

國際學舍門禁時間為 00:00 ~ 06:00

若無國務處師長與舍監同意，學生不得於該時段外出。

- 本宿舍禁煙。
- 宿舍嚴禁任何含酒精飲料。
- 本宿舍禁止飼養任何寵物。
- 請降低音量以共同維護安寧。
- 請保持宿舍整潔，並嚴禁懸掛及張貼海報等物品。
- 宿舍嚴禁使用高耗電（高功率）電器。
- 每樓皆有投幣式洗衣機與烘乾機，請自由使用。
- 國際學舍每晚 22:00 點名。住宿生外出或外宿（含假日）必須請假，請同學記得提早拿請假單給國務處的老師簽名。
- 其他未盡事項則依本校學則規定辦理，或逕向宿舍管理人員/國務處師長諮詢相關細節。

■ 學生宿舍生活公約 **Dormitory Rules and Regulations**

- CSU Dormitory is closed from 00:00 to 06:00
Wenshan Dormitory is closed from 01:00~06:00.
CSU International Dormitory is closed from 00:00 to 06:00
Students are not allowed to leave the dormitory during these hours without permission from the OIA and the dormitory manager.
- No smoking in this dormitory.
- Alcoholic beverages are prohibited in this dormitory.
- Pets are not allowed in the dormitory.
- Please do not make loud noises and keep your voice down to respect others.
- Please keep the dormitory clean and tidy. No hangings – including paintings and posters – are permitted on the walls or the closet doors.
- Please do not use high electricity-consuming appliances in this dormitory. Cooking is not allowed in the dormitory.
- The coin-operated laundry machines are available on each floor.
- International Dormitory conducts roll call at 22:00 every evening. If students will overnight somewhere else or will be out of the dormitory during roll call, please bring your dorm excuse slip to OIA in advance and have it signed by one of the teachers.
- Besides the regulations above, students must comply with the school regulations of CSU. For more information, please consult the dormitory manager and/or the Office of International Affairs.

■ 獎助學金資訊 Foreign Student Scholarship Implementation and Regulation

● 學校助學金

外籍生進入就讀本校後學校提供每月新台幣\$5000元助學金，如無違反校規，大學部學生最多補助4年、碩士班最多補助2年、博士班最多補助4年。同學抵台的第一個月生活助學金以百分比計算。已就讀本校國際學生，其前一學年每學期至少修習 9 學分且學期操行平均成績均達 70 分(含)以上方可申請。當月離開台灣10日以上者，該月停發生活助學金。(依正修科技大學國際學生獎助學金實施要點辦理)

● 教育部清寒僑生獎助金

補助對象：就讀高級中等以上學校在學清寒僑生，符合下列資格條件者，得申請補助：

(一) 依僑生回國就學及輔導辦法來臺就學之僑生。但不包括研究生、延長修業期限學生(以下簡稱延修生)、國立臺灣師範大學僑生先修部先修班及國語文特別輔導班留班重讀生。

(二) 參酌下列情形認定為清寒：

1. 依僑生所提供正式之海外財力證明或清寒證明。必要時，得由學校逕函請僑務委員會查證。

2. 僑生在臺生活情形。

(三) 僑生就讀二年級以上者，其前一學年之全學年學業成績平均及格，且於大專校院未受申誡以上或於高級中等學校未受小過以上之懲處。

已依其他規定領取政府提供之學雜費補助、減免或助學金者，不得重複申請本助學金。

● 住宿助學金

國際學生於進入就讀本校後如無違學校規定且成績優秀者，每學期可申請住宿費抵免，大學部學生最多補助4年、碩士班最多補助2年、博士班最多補助4年。

● 更多獎助學金資訊請參考

外籍生：<https://b015.csu.edu.tw/>

僑生：<https://b024.csu.edu.tw/p/412-1084-1022.php?Lang=zh-tw>

<https://cmn-hant.overseas.ncnu.edu.tw/further-study-area/must-know/scholarships/>



■ 獎助學金資訊 Foreign Student Scholarship Implementation and Regulation

● Scholarship from school :

CSU will award a NT\$5,000 scholarship monthly to eligible international students. If there are no violations of school regulations, Bachelor's degree students can continue to apply for scholarships for up to 4 years, Master's degree students can apply for up to 2 years, and Ph.D. students can apply for up to 4 years. The student's living stipend for the first month of arrival in Taiwan is calculated based on the percentage of days they are in Taiwan. Those who are enrolled in our university should at least have 9 credits each semester of the previous academic year and an average semester score of 70 points or more (inclusive). Those who have left Taiwan for more than 10 days in the same month won't receive the scholarship for that month. (per the "Scholarship Guidelines for International Students of Cheng Shiu University").

● Scholarships for Underprivileged Overseas Chinese Students

Subsidy Eligibility:

The financial aid is available to underprivileged overseas Chinese students currently enrolled in senior high school or higher institutions, who meet the following qualifications:

Eligibility:

Based on the formal overseas financial proof or proof of financial hardship provided by the student. If necessary, the school may request verification from the Overseas Community Affairs Council.

Consideration of the student's living conditions in Taiwan.

Academic Requirements:

For students in their second year or above, the average grade for the previous academic year must be passing, and the student must not have received any demerits above a warning in colleges/universities or any demerits above a minor demerit in senior high schools.

Students who have already received government-provided tuition subsidies, fee reductions, or scholarships under other regulations are not eligible to apply for this scholarship.

● Dormitory scholarship :

If there is no violation of school regulations and outstanding academic performance, students can continue to apply for scholarships every semester to waive accommodation fees. Bachelor's degree students can continue to apply for up to 4 years, Master's degree students can apply for up to 2 years, and Ph.D. students can apply for up to 4 years.

● For more information on scholarships, please refer to

International Students: <https://b015.csu.edu.tw/>



Overseas Chinese Students: <https://b024.csu.edu.tw/p/412-1084-1022.php?Lang=zh-tw>



<https://cmn-hant.overseas.ncnu.edu.tw/further-study-area/must-know/scholarships/>



■ 學雜費退費基準表

Tuition and Miscellaneous Fee Refund Information

學生休、退學時間	學費、雜費退費比例	備註
一、註冊日(含當日)前申請休退學者	免繳費，已收費者，全額退費	
二、於註冊日之次日起至上課(開學)日之前一日申請休、退學者	學費退還三分之二，雜費全部退還	其採學分學雜費或學雜費基數核算者，退還學分費全部、學雜費基數(或學分學雜費)三分之二
三、於上課(開學)日(含當日)之後而未逾學期三分之一申請休、退學者	學費、雜費退還三分之二	其採學分學雜費或學雜費基數核算者，退還學分費、學雜費基數(或學分學雜費)各三分之二
四、於上課(開學)日(含當日)之後逾學期三分之一，而未逾學期三分之二申請休、退學者	學費、雜費退還三分之一	其採學分學雜費或學雜費基數核算者，退還學分費、學雜費基數(或學分學雜費)各三分之一
五、於上課(開學)日(含當日)之後逾學期三分之二申請休、退學者	所繳學費、雜費，不予退還	

備註：

一、表列註冊日、上課(開學)日及學期之計算等，依各校正式公告之行事曆認定之；學校未明定註冊日者，以註冊繳費截止日為註冊日。

二、學生申請休學或自動退學者，其休、退學時間應依學生(或家長)向學校受理單位正式提出休、退學申請之日為計算基準日；其屬勒令退學者，退學時間應依學校退學通知送達之日為計算基準日。但因進行退學申復(訴)而繼續留校上課者，以實際離校日為計算基準日。

三、休、退學之學生應於學校規定期限內完成離校手續；其有因可歸責學生之因素而延宕相關程序者，以實際離校日為計算基準日。

四、各校不得於學校行事曆所定該學期開始日前預收任何費用。

Student's withdrawal period from school (includes leave or drop-out)	Tuition and miscellaneous fee refund ratio	Remark
1. Students who apply for withdrawal before the enrollment date (inclusive)	Don't need to pay the tuition and miscellaneous fee, and a full refund for students who have already paid	
2. Apply for withdrawal from the day after the enrollment date to the day before the start of class	Two-thirds of tuition fees will be refunded, miscellaneous fees will be refunded in full	If the tuition and miscellaneous fee is calculated by units or base tuition and miscellaneous fees, all unit fees and two-thirds of the base tuition and miscellaneous fees (or tuition and miscellaneous fees for units) will be refunded
3. Apply for withdrawal from the first day of class and until less than one-third of the semester	Two-thirds of tuition and miscellaneous fees will be refunded	If the tuition and miscellaneous fee is calculated by units or base tuition and miscellaneous fees, two-thirds of the units fee and the base tuition and miscellaneous fees (or tuition and miscellaneous fees for units) will be refunded
4. Apply for withdrawal from the first day of class until after one-third of the semester, but less than two-thirds of the semester	One-third of tuition and miscellaneous fees will be refunded	If the tuition and miscellaneous fee is calculated by units or base tuition and miscellaneous fees, one-third of the units fee and the base tuition and miscellaneous fees (or tuition and miscellaneous fees for units) will be refunded
5. Apply for withdrawal from two-thirds of the semester after the start of class	Tuition and miscellaneous fees paid are non-refundable	

Remarks:

1. The calculation of enrollment date, the start of class and semester, etc. shall be determined according to the calendar officially announced by the school; if the school does not specify an enrollment date, the deadline for enrollment and payment shall be the enrollment date.
2. For students who apply for withdrawal (including leave or voluntary drop-out), the time for withdrawal shall be calculated based on the date when the student (or parent) formally submits the application for withdrawal to the school's Office of Academic Affairs. For students who are drop-out by the school, the date on the withdrawal notice is the base date for calculation. However, for those who continue to stay in school due to the application (complaint) of withdrawal from school, the actual date of leaving school will be used as the calculation base date.
3. Students who will withdraw from school should complete the school-leaving procedures within the time limit specified by the school; if the relevant procedures are delayed due to factors attributable to the student, the actual school-leaving date will be used as the calculation base date.
4. Schools are not allowed to collect any fees in advance before the start of the semester set in the school calendar.

■ 正修科技大學學生申訴評議委員會設置暨學生申訴處理辦法

Cheng Shiu University Organization of Student Appeal Review Committee and Student Appeal Process Regulations

88 年 9 月 27 日校務會議通過
89 年 8 月 17 日台訓(一)字第 89076115 號函核定
93 年 2 月 23 日校務會議修正通過
93 年 3 月 31 日教育部台訓(三)字第 0930033269 號函核定
95 年 8 月 3 日校務會議修正通過
99 年 2 月 24 日校務會議修正通過
99 年 5 月 31 日教育部台訓(二)字第 0990088110 號函核定
100 年 7 月 28 日校務會議修正通過
100 年 8 月 31 日教育部臺訓(一)字第 1000154624 號函核定
108 年 9 月 16 日校務會議修正通過
108 年 9 月 23 日教育部臺教學(二)字第 1080138461 號函核定

第一條 正修科技大學（以下簡稱本校）為期公正處理學生課業學習暨生活輔導等有關事項，使申訴程序、處理原則均有客觀公平之遵循模式，以確保學生或學生會及其他相關學生自治組織之合法權益，促進校園和諧，特依據大學法第三十三條第四項、教育部頒佈大學及專科學校學生申訴案處理原則及本校組織規程第十六條第一項第三款規定訂定本辦法。。

第二條 本校為處理學生、學生會及其他相關學生自治組織（以下簡稱申訴人）申訴案件，爰依本辦法組織「學生申訴評議委員會」（以下簡稱申評會）。前項所稱學生，指學校對其為懲處、其他措施或決議時，具有學籍者。

申評會之組織運作及會議召開依下列規定行之：

- 一、申評會由本校學生代表三人、教師代表八人及社會公正人士二人，共十三人擔任委員組成之；其中未兼行政職務之教師至少不得少於總額之二分之一。任一性別委員應占委員總數三分之一以上。
- 二、學生代表三人，由學生自治會推派代表擔任。學生代表人選產生後報學生事務處備查。
- 三、教師代表由全校各學院選出講師（含）以上代表各五人，陳請校長遴選八人組成之，但學生獎懲審議委員會委員或負責學生懲處決定、調查之人員不得擔任申評會之委員。
- 四、社會公正人士代表由校長遴選法律、教育、心理學者專家擔任委員。申訴案件與境外學生有關，得視申訴個案需求，於個案之會議期間內，增聘一名具境外學生輔導經驗之諮詢顧問。申訴案件與特殊教育學生有關，

於個案之會議期間內，由校長增聘至少二名與特殊教育需求情況相關之特殊教育學者專家、特殊教育家長團體代表或其他特殊教育專業人員擔任臨時委員。

- 五、申評會委員由學生輔導中心陳報校長頒發委員聘書，委員為無給職。惟校外委員出席本會議時，得酌予出席費。學生委員配合本校學生自治幹部改選有關規定任期一年，教師委員與社會公正人士委員任期二年。臨時增聘之諮詢顧問與臨時委員，任期以各該申訴案件之會議期間為限。
- 六、召集人由委員互選一人擔任之。職司會議召集、主持及評議書之代表署名等事宜，並得列席學生獎懲審議委員會會議。
- 七、討論申訴案件時，應有委員三分之二（含）以上出席始得開會，其討論事項及評議書之決議均需出席委員三分之二（含）以上同意後行之。委員因故不能出席會議時，不得委託代理；惟社會公正人士代表得委託具有相同專業背景之人士代理。
- 八、申評會設「程序審議小組」，由申評會委員互選五人組成之。申評會召集人為小組當然委員並擔任小組召集人，審查申訴案之程序及是否受理之資格。
- 九、申評會業務由學生輔導中心承辦之，學生輔導中心主任兼執行祕書，得列席委員會會議，並負責申訴案件有關文書處理。本會所需經費由學生事務處編列專款支應。
- 十、申評會委員若為被申訴人時，應迴避該次申訴案件所有申訴議程之委員身分。召集人若為被申訴人時，應迴避該次申訴案件所有申訴程序；並由程序審議小組互選一人代理召集人，主持會議，並在評議書上代表召集人簽章。

第三條 凡本校學生、學生會及其他相關學生自治組織對於學校之懲處、其他措施或決議，認為違法或不當，致損害其權利或利益者，得依本辦法之規定，向申評會提起申訴。

學生、學生會及其他相關學生自治組織就同一案件向學校提起申訴以一次為原則。

第四條 本校學生、學生會及其他相關學生自治組織申訴及處理程序依下列規定行之：

- 一、本校對於學生獎懲通知書或與學生權益有關措施，應附載申訴期限和程序。
- 二、學生、學生會及其他相關學生自治組織對於學校之懲處、其他措施或決議不服者，應於收到或接受相關懲處、措施或決議之次日起二十日內，以書

面提列具體事實並檢附相關資料提起申訴，逾期學校得不受理。申訴人因天災或其他不應歸責於己之事由，致遲誤前項申訴期間者，於其原因消滅後十日內，得以書面敘明理由向申評會申請受理評議。但遲誤申訴期間已逾一年者，不得為之。

- 三、申訴書應記載申訴人姓名、性別、出生日期、班級、學號、電話、住址、申訴之具體事實及理由、希望獲得之補救措施等，並應檢附有關之文件及證據。申訴書之格式另定之。
- 四、申訴案件須先經申評會「程序審議小組」審查，其期限以七日為限；若審查結果裁定不受理，應做成評議書於十四日內送達申訴人。對申訴人之基本資料應予保密。
- 五、申評會僅就書面資料評議，會議以不公開為原則，但必要時得通知申訴人、關係人及原處分單位代表到會說明或陳述意見。有調查或實地了解之必要時，得經申評會決議推派委員三至五人成立調查小組調查，並應尊重當事人之隱私權。
- 六、申訴人於申評會未作成評議書前，得撤回申訴案件。
- 七、申評會於收到申訴書之次日起三十日內完成評議；必要時，得予延長，並通知申訴人。延長以一次為限，最長不得逾二個月。但涉及退學、開除學籍或類此處分之申訴案，不得延長。申評會認為申訴書不合規定，而其情形可補正者，應通知申訴人於七日內補正。其補正期間應自評議期間內扣除。
- 八、就退學、開除學籍或類此處分之申訴案件，於評議決定確定前，學校得依職權或依學生書面之申請，使學生繼續在學校肄業。學校收到前項學生提出之申請者，應徵詢申評會之意見，並衡酌該生生活、學習狀況，於七日內以書面回覆，並載明學籍相關之權利與義務。若經學校同意在校肄業者，學校除不得授給畢業證書外，其他修課、成績考核、獎懲得比照在校生處理。
- 九、申評會得推舉含召集人在內之委員三人，並授權草擬評議書之結論。評議書由召集人署名。申評會之評議、表決及委員個別意見，均應保密。
- 十、評議決定書應包括主文、事實、理由等內容。不受理之申訴案件亦應做成評議書，其內容得不記載事實，評議決定書並應依第五條第一項第三款規定，記載不服申訴評議決定之救濟方法。
- 十一、申訴提起後，申訴人就申訴事件或其牽連之事項，提出訴願或訴訟者，應即以書面通知學校，由學校轉知申評會。申評會依前項通知或依職

權知前項情事時，應停止評議，並通知申訴人；於停止原因消滅後，經申訴人書面請求，應繼續評議，並以書面通知申訴人。申訴案件全部或一部之評議決定，以訴願或訴訟之法律關係是否成立為據者，申評會於訴願或訴訟程序終結前，應停止評議，並以書面通知申訴人；於停止原因消滅後，應繼續評議，並以書面通知申訴人。退學、開除學籍或類此處分之申訴案件，不適用前二項規定。

十二、退學、開除學籍或類此處分之申訴案件，經評議確定維持原處分者，其修業、學籍、兵役與退費依第五條第一項第五款規定辦理。

十三、評議決定書應依申評會之組織及隸屬，經校長核定後，送達申訴人、必要之關係人及原處分單位。

第五條 本校學生申訴結果依下列規定執行之：

一、評議決定書經核定後，本校各單位或有關人員應依評議決定執行，並須依評議書所議定時間內完成建議事項後函覆本會。

二、評議決定書陳校長核定时，應知會原為懲處、措施或決議之單位。原為懲處、措施或決議之單位認有牴觸法令或窒礙難行者，應於三日內以書面敘明具體事實及理由，陳報校長，並副知申評會；校長認為有理由者，得移請申評會再議，並以一次為限。

三、申訴人就學校所為之行政處分，經向學校提起申訴而不服其決定，得自申訴評議書送達次日起三十日內，繕具訴願書，檢附學校申訴評議決定書，經學校向教育部提起訴願。

學校收到前項訴願書，應儘速附具答辯書，並將必要之關係文件，送交教育部。

申訴人就學校所為之行政處分，未經學校申訴程序救濟，逕向教育部提起訴願者，教育部應將該案件移由學校依學生申訴程序處理。

四、申訴人就學校所為行政處分以外之懲處、其他措施或決議，經向學校提起申訴而不服其決定，得按其性質依法提起訴訟，請求救濟。

五、退學、開除學籍或類此處分之申訴案件，經評議確定維持原處分者，依下列規定辦理：

(一) 修業證明書所載修業截止日期，以原處分日期為準。

(二) 申訴期間所修習科目學分，得發給學分證明書。

(三) 役男「離校學生緩徵原因消滅名冊」於申訴結果確定後三十日內冊報。

(四) 退費基準依專科以上學校向學生收取費用辦法第八條及專科以上學校學

雜費收取辦法第十五條規定辦理。

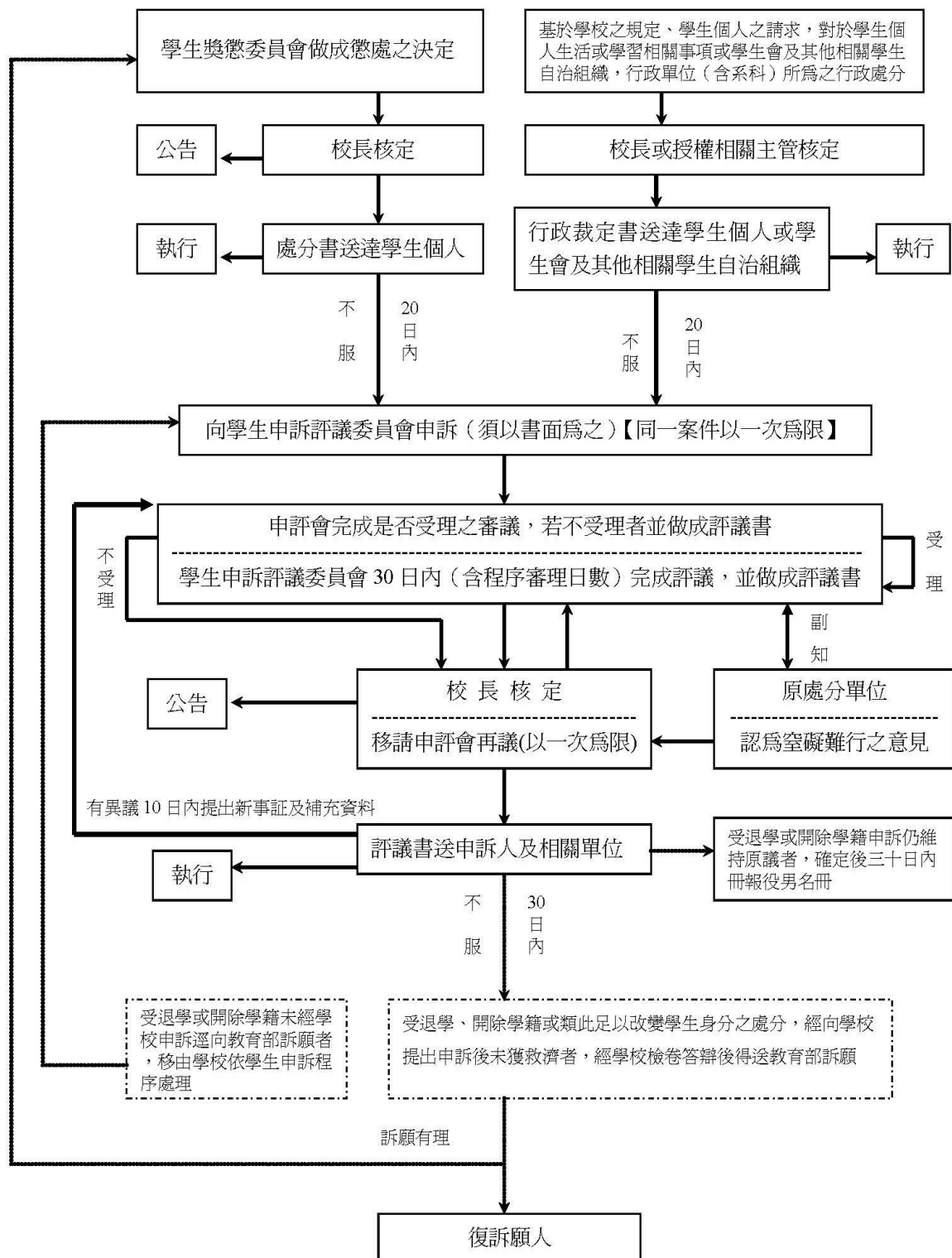
六、評議決定、訴願決定或行政訴訟判決撤銷學校原退學、開除學籍或類此處分者，其因特殊事故無法及時復學時，學校應輔導其復學；對已入營無法復學之役男，學校應保留其學籍，俟其退伍後，輔導優先復學；復學前之離校期間並得補辦休學。

第六條 學生申訴制度屬學生權益救濟性質，應以學生個人權益受損為前提，並應列入學生手冊，廣為宣導，使學生了解申訴制度之功能及流程。

第七條 學生因校園性侵害或性騷擾事件提起申訴，其屬性別平等教育法第二十八條第二項申請調查之性質者，依性別平等教育法相關規定處理。

第八條 本辦法經校務會議通過，並報教育部核定後施行，修正時亦同。

正修科技大學學生申訴處理程序流程圖



■ Cheng Shiu University Organization of Student Appeal Review Committee and Procedure for Handling Student Appeals

Article I Cheng Shiu University (hereinafter the “School”) has established these regulations in accordance with Paragraph 4, Article 33 of the University Act, the Principles for Handling Complaints by University and Professional College Students promulgated by the Ministry of Education and Paragraph 3, Article 17 of the Organizational Charter of the University in order to handle matters related to students’ studies, learning and living assistance in a fair manner, provide an objective and fair compliance model for complaint procedure and handling principles, to ensure the legal interest of the students or student associations and other relevant student self-governing organizations and to promote campus harmony.

Article II The University has established a Student Complaint Review Committee (hereinafter the “Committee”) in accordance with these regulations in order to handle complaints filed by students, student associations and other relevant student self-governing organizations (hereinafter the “Complainant”).

The students referred to in the previous paragraph mean persons registered as students of the University at the time when sanctions, other measures or resolutions are imposed. The Committee shall be organized, operated and hold meetings in accordance with the following terms:

1. The Committee shall be composed of a total of 13 members, including 3 members representing the students of the University, 8 members representing the teachers of the University and 2 independent members from the society. At least half of all members shall be teachers who do not perform administrative duties. Each gender shall be represented by at least one-third of all members.
2. The 3 student representatives shall be appointed by the student self-governing association. The names of the elected candidates as student representatives shall be submitted to the Student Affairs Department for records.
3. Each college of the University shall appoint 5 representatives from the position of lecturers (inclusive) and above, among which 8 shall be selected by the Principal of the University to become members of the Committee. However, the members of the Student Reward and Discipline Review Committee, members of the Student Affairs Committee and any person responsible for making decisions or engaging in investigations about student disciplinary sanctions shall be excluded from becoming a member of the Committee.
4. Independent representatives from the society shall be selected by the Principal of the University from among professionals in the medical, legal, sociology, psychological counseling and educational fields.

5. Members of the committee shall be issued a member engagement letter by the Student Counseling Center following submission to the Principal of the University. No remuneration shall be paid to the members. However, a reasonable attendance fee may be issued when a member from outside the University attends a meeting. The term of student representatives shall be one year in accordance with the re-election of student self-governing cadres of the University. The term of the other members shall be two years.
6. A chairman shall be elected by the members from among themselves. The chairman shall be responsible for holding and chairing the meetings and signing the decisions of the Committee. The chairman may also participate in meetings of the Student Reward and Discipline Review Committee.
7. The quorum for a meeting to discuss a complaint case is two-third (inclusive) or more of all members. Any resolution about the discussion or decision shall be approved by two-third (inclusive) or more of all attending members. No absent member shall be represented by a proxy in the meeting. However, an independent member of the society may designate a proxy with the same professional background.
8. The Committee shall establish a Procedural Review Team, to be composed by 5 persons to be elected by the members of the Committee from among themselves. The chairman of the Committee shall be an automatic member and the chairman of the Procedural Review Team. The Procedural Review Team shall review the procedure of complaint cases and shall determine whether a complaint should be processed.
9. The activities of the Committee shall be handled by the Student Counseling Center. The director and executive secretary of the Student Counseling Center may attend the Committee member meetings and shall be responsible for handling documents related to complaint cases. The funding required by the Committee shall be budgeted by the Student Affairs Department.
10. In case of a complaint filed against a member of the Committee, such member shall withdraw from all procedures for such complaint case.

In case of a complaint filed against the chairman of the Committee, the chairman shall withdraw from all procedures for such complaint case. The Procedural Review Team shall elect one person from among themselves to act as the chairman, to chair the meetings and to sign the decision on behalf of the chairman.

Article III If any student, student association or any other relevant student self-governing organization of the University deems that any disciplinary sanction, other measure or resolution by the University is illegal or improper, jeopardizing his/her/its right or interest, a complaint may be filed with the Committee in accordance with these regulations.

In principle, no student, student association or any other relevant student self-governing organization shall file more than one complaint with the University for the same case.

Article IV The students, student's associations and other relevant student self-governing organizations of the University shall file and handle complaints in accordance with the following terms:

1. Any notice of student reward or disciplinary sanction or any measure related to any student's interest by the University shall be accompanied by a complaint deadline and procedure.
2. Any student, student association or any other relevant student self-governing organization that objects to any disciplinary sanction, other measure or resolution by the University shall file a complaint by submitting a written statement stating the specific facts and accompanied by relevant information within 20 days from the day following the date of the relevant disciplinary sanction, measure or resolution. The University is not obliged to accept any late submission.

If the deadline to file a complaint under the previous paragraph is delayed due to an act of God or any event that is not attributable to the Complainant, the Complainant may submit a written statement to the Committee within 10 days after the event ceases to exist and ask the Committee to process the complaint, provided that the delay shall not be longer than one year.

3. The complaint shall specify the Complainant's name, gender, date of birth, class, student number, telephone, address, specific facts of and reasons for the complaint and the remedy measure sought by the Complainant. The complaint shall also be accompanied by relevant documents and evidence. The format of the complaint shall be further stipulated.
4. A complaint case shall first be reviewed by the Procedural Review Team of the Committee for a maximum of 7 days. If the review concludes that the complaint should not be processed, a decision should be made and delivered to the Complainant within 14 days. The basic information of the Complaint shall be kept confidential.
5. The Committee shall only review written information. Meetings shall not be rendered public in principle. However, if required, the Complainant, related parties and representatives from the organization that rendered the original decision may be asked to provide explanations in the meeting or state their opinions. If it is necessary to investigate or obtain a field understanding, the Committee may decide to appoint 3 to 5 members to form an investigation team to conduct investigation, while respecting the privacy of the parties.

6. The Complainant may withdraw the complaint case before a decision is made by the Committee.
7. The Committee shall complete review within 30 days from the day following the date on which the complaint is received. The review period may be extended and a notice shall be sent to the Complainant, provided that there shall be no more than one extension and the maximum extension period shall be two months. However, in the event of complaint against expulsion from school, cancellation of student registration or similar sanction, no extension shall be allowed.

If the Committee deems that the complaint is inconsistent with the requirements and if such incompliance may be corrected, it shall give notice to the Complainant to make correction within 7 days. The correction period shall be excluded from the review period.

8. In any complaint case against expulsion from school, cancellation of student registration or similar sanction, before the decision is confirmed, the University may procure that the student continues studies in the University based on its authority or pursuant to a written application by the student.

When the University receives a student application referred to in the preceding paragraph, it shall seek the opinion of the Committee, take into consideration the student's living and learning situation and provide a written reply within 7 days, accompanied with the rights and obligations related to student registration.

If the University grants a consent to continue studies in the University, other than the graduation certificate which shall not be issued by the University, the other course selections, scorings, rewards and disciplinary sanctions shall continue to apply in the same manner for registered students.

9. The committee may appoint 3 members, including its chairman, and authorize them to draft the conclusions of a decision. The decision shall be signed by the chairman. The Committee's decisions, votes and individual member's opinions shall be kept confidential.
10. The decisions of the Committee shall include the ruling, facts and reasons. A decision shall also be issued for any complaint case that is not processed and the facts can be excluded in this decision. The decision shall also specify the remedies available in case of objection to the complaint decision in accordance with Subparagraph 1, Paragraph 4, Article 5 or Paragraph 5, Article 5.
11. After a complaint is filed, if the Complainant files a petition or litigation against the complaint case or any related matter, he or she shall give an immediate written notice to the University for the University to notify the Committee.

The Committee shall suspend the review of the case upon receipt of a notice under the preceding paragraph or upon knowledge of such event based on its authority. A notice shall be given to the Complainant. After the reason for suspension ceases to exist, the Committee shall continue review upon written request by the Complainant and give a written notice to the Complainant. If all or part of the decision on a complaint case should be based on whether the legal relationship underlying a petition or litigation is sustained, the Committee shall suspend the review of the case before the completion of the petition or litigation procedure and shall give a written notice to the Complainant. The Committee shall continue the review after the reason for suspension ceases to exist, with a written notice to the Complainant.

The preceding two paragraphs are not applicable to any complaint case against expulsion from school, cancellation of student registration or similar sanction.

12. In any complaint case against expulsion from school, cancellation of student registration or similar sanction, if the Committee decides to maintain the original decision, the studies, student registration, military service or fee refund shall be handled in accordance with Paragraphs 5 and 6, Article 5.
13. Following approval by the Principal of the University, the decision of the Committee shall be delivered to the Complainant, the necessary related parties and the organization that made the original decision, in accordance with the organization and affiliation of the Committee.

Article V Results of any complaint filed by a student of the University shall be executed as follows:

1. After a decision of the Committee is approved, all departments and relevant staff of the University shall perform in accordance with the decision. The recommended action of the decision shall be completed by the stipulated deadline, with a reply letter to the Committee.
2. After a decision of the Committee is approved by the Principal of the University, a notice shall be given to the department that issued the original disciplinary sanction, measure or resolution. If the department that issued the original disciplinary sanction, measure or resolution deems that the decision of the Committee is in conflict with the law or cannot be implemented, it shall submit the specific facts and reasons in writing to the Principal of the University within 3 days, with a copy to the Committee. If the Principal deems that there are grounds for objection, it may submit the case to the Committee again for second review. There shall be no more than one repeated review.

3. If the Complainant has an objection about the review results and decision, it shall list new evidence and file an appeal with the Committee within 10 days from the day following the receipt of the decision. There shall be no more than one appeal.
4. If a Complainant has filed an appeal with the University in relation to an administrative sanction rendered by the University and if the Complainant objects to the decision following appeal, it may file a petition within 30 days from the day following the receipt of the appeal decision, accompanied by the appeal decision issued by the University. Such petition shall be forwarded by the University to the Ministry of Education.

Upon receipt of the petition referred to in the preceding paragraph, the University shall submit it, together with the University's defense and necessary related documents, to the Ministry of Education as soon as possible.

If a Complainant files a petition against an administrative sanction by the University with the Ministry of Education directly without going through the complaint procedure of the University, the Ministry of Education shall return the case to the University for handling in accordance with the student complaint procedure.

5. If a Complainant files a complaint with the University against any disciplinary sanction, other measure or resolution other than administrative sanction by the University and if the Complainant objects to the decision rendered following the complaint, the Complainant may file a legal lawsuit based on the nature of the case to seek remedies.
6. For complaint cases against expulsion from school, cancellation of student registration or similar sanctions, if the Committee decides to maintain the original decision, the suspension and student registration shall be handled in accordance with the following:
 - (1) The suspension date specified in the suspension certificate shall be the date as determined by the original decision.
 - (2) For the course taken and credits obtained during the complaint period, credit certificates may be issued.
7. For complaint cases against expulsion from school, cancellation of student registration or similar sanctions, if the Committee decides to maintain the original decision, the military service and fee refund shall be handled in accordance with the following:
 - (1) The name of the male student with military service duty shall be recorded in the List of Students with Reinstated Military Duty following Departure

from School within 30 days from the confirmation of the results of the complaint.

- (2) The fee refund criteria shall be in accordance with Article 8 of the Regulations for Student Fee Charges in Professional Colleges and Higher Schools and Article 15 of the Regulations for Tuition and Miscellaneous Charges for Professional Colleges and Higher Schools.

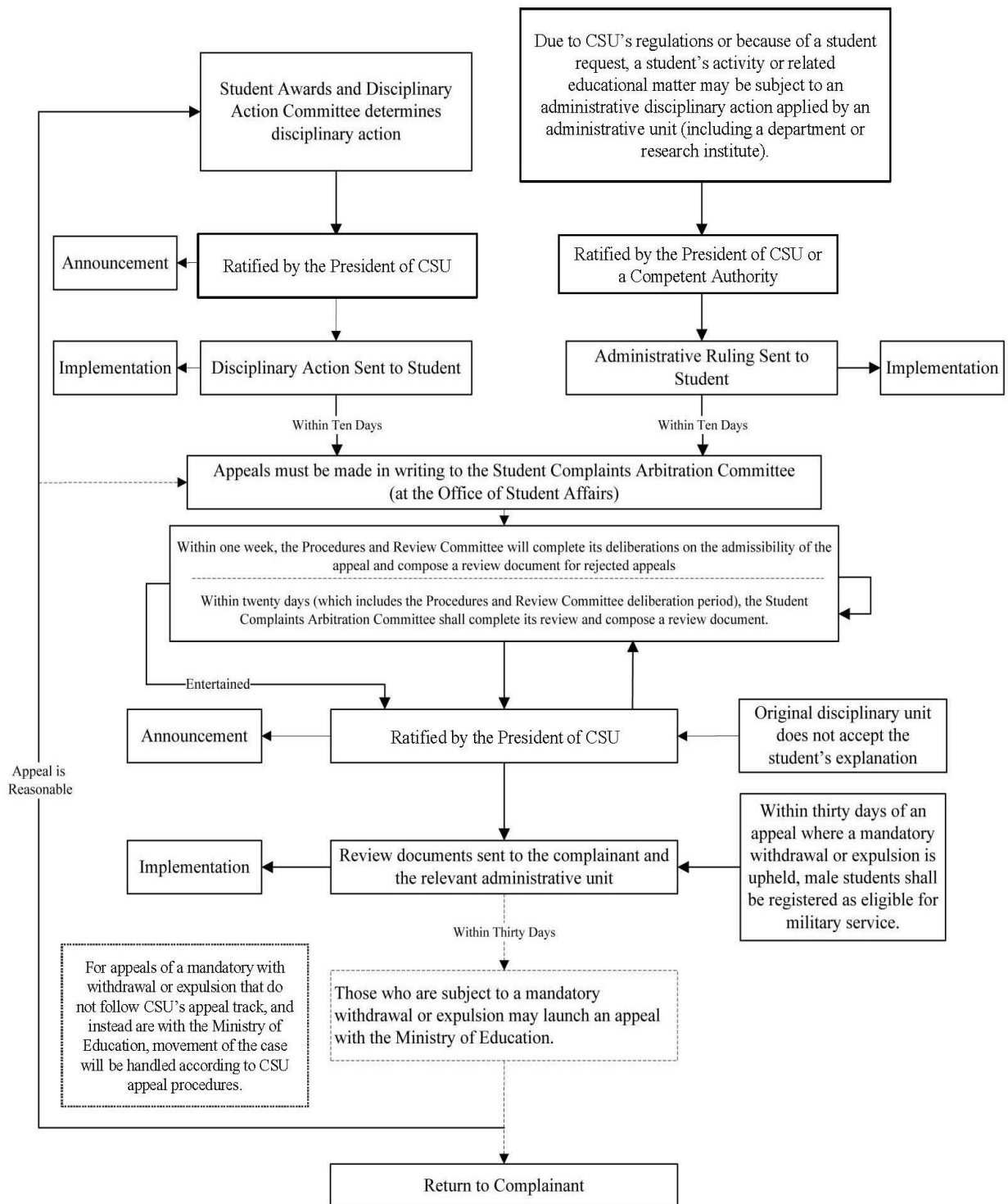
8. If the decision of a petition or the judgment of an administrative lawsuit overturns the original decision by the University about expulsion from school, cancellation of student registration or similar sanctions and if the student cannot re-enroll due to any special reason, the University should assist with the reinstatement. In case of male student with military service duty who cannot re-enroll because the student has started the military service, the University shall maintain the student registration and assist the student with re-enrollment in priority. The period of absence from the University before such re-enrollment may be deemed as suspension.

Article VI The nature of the student complaint system is a remedy for student rights and should be conditional upon the damage to student's personal interest. The system should also be included in the student manual and should be promoted so that the students can understand the functions and process flows of the complaint system.

Article VII When a student files a complaint against sexual assault or sexual harassment in campus in the nature of application for investigation under Paragraph 2, Article 28 of the Gender Equality Education Act, the applicable provisions of the Gender Equality Education Act shall apply.

Article VIII These regulations have been approved by the School Affairs Meeting and are implemented following the filing with and approval by the Ministry of Education. The same shall be applicable to any amendment hereto.

Cheng Shiu University Procedures for Handling Student Appeals



正修科技大學學生申訴書 CSU Student Appeal Form

系 級 Dept.&Yr.		學 號 Stud. No.		姓 名 Name	
出生年月日 Birthday	年 Y	月 M	日 D	性 別 Gender	聯絡電話 Phone No.
通訊地址 Address					

壹、申訴事實及理由（申訴事實——應載明原懲戒處分之文別及事實大略，可自行延伸表格）
I. Appeal information and grounds for appeal (appeal information: describe the facts of the event and disciplinary decision under appeal. The table is extendable.)
 申訴事實 Appeal Information:

申訴理由 Grounds for Appeal:

貳、補救措施訴求
II. Remedial Actions:

參、檢附文件及證據（列舉後請裝訂如附件）
III. Documents and evidence (staple all documents together as appendix)

學生申訴評議委員會 Student Appeal Review Committee	受理申訴單位 Department under appeal	申訴人簽名 Signature of the appellant
申訴評議委員會受理日期(申訴人勿填) Date filed (to be filled-up by the committee)	申訴單位 Department	
____年(Y)____月(M)____日(D)	申訴件號 Appeal Case No: _____	____年(Y)____月(M)____日(D)

附註：申訴處理之後，申訴學生就申訴事件或其牽連之事項，提出訴願、行政訴訟、民事訴訟或刑事事，應即以書面通知本會。

Note: After appeal process, the appellant can propose petition, administrative litigation, civil litigation or criminal procedure regarding the event or matter involved and should immediately notify the Committee though writing.

■ 國際麻吉社 International Buddies Club



國際麻吉社是一個台灣生與境外生交流的好平台。本社團每學期會安排一系列精彩的活動，包括國外節慶體驗活動、異國文化活動、特色美食活動、境外生聯誼活動等。另外，麻吉社社員也有機會當境外生的學伴，學伴主要的責任是協助國務處的老師接待新的境外生以及交換生，學伴任務包括接機、協助報到、安頓宿舍、協助選課以及認識環境等。安排學伴主要的目的是希望境外生可以很快適應新環境。

The International Buddies Club is a great platform for Taiwanese students and international students meet new people and learn about different cultures. Every semester, the club will host different kinds of events like cultural sharing talks, holiday festivals, outings and get togethers. Members of the club can also apply to be “buddies” where they have to assist international students together with OIA. The responsibilities of the buddies are airport pick-ups, introducing the school environment and helping out with registration and other academic or student affairs information. The purpose is to let our international students get used to their environment quickly and feel comfortable with their new environment.

