

# 國立中央大學

## 學生出境期間有關學業及學籍處理要點

### Guidelines for Handling Enrollment Status of NCU Students Going Overseas

87.06.10 教育部台 (87) 高 (二) 字第 87059086 號函備查  
91.03.04 教育部台 (91) 高 (二) 字第 91028232 號函備查  
91.05.03 教育部台 (91) 高 (二) 字第 91059428 號函備查  
91.12.20 教育部台 (91) 高 (二) 字第 91195483 號函備查  
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一、本校學生於肄業期間赴國外及大陸地區（以下簡稱境外），有關學業與學籍之處理，均依本要點辦理。

#### Article 1

For students at National Central University (hereinafter referred to as NCU) who go abroad or to mainland China (hereinafter referred to as "overseas") for academic purposes during their enrollment at NCU, their study and enrollment status will be handled per the Guidelines for Handling Enrollment Status of NCU Students Going Overseas (hereinafter referred to as the Guidelines).

二、本要點適用之學生及出境情況為：

1. 經所屬系（所、專班、學位學程）推薦並經本校核准至境外大學校院研究或修讀科目學分者。
2. 政府機關遴選至境外大學校院研究或修讀科目學分者。
3. 經本校選派為有合作關係之境外大學校院交換學生者。
4. 經所屬系（所、專班、學位學程）推薦並經本校核准出境從事學位論文有關研究或攻讀雙聯學位者。
5. 依就讀系（所、專班、學位學程）課程或研究需要出境觀摩或見習者。
6. 依系（所、專班、學位學程）需要出境實習者。
7. 代表本校或國家出境參加國際性活動或會議者。
8. 代表國家出境參加國際性藝能競賽者。
9. 獲選為國家運動代表出境移地訓練或參加競賽者。

10. 因直系血親或配偶病危或死亡必須出境探病或奔喪者。

## Article 2

These Guidelines apply to the following categories of students and circumstances:

1. students recommended by their respective department (graduate institute, program, or degree program) and approved by NCU to study or earn credits at overseas universities/colleges;
2. individuals selected by government agencies to study or earn credits at overseas universities/colleges;
3. students sent by NCU as exchange students to overseas universities/colleges with which we have established cooperative relationships;
4. students recommended by their respective department (graduate institute, program, or degree program) and approved by NCU to go abroad to conduct research related to their thesis or pursue dual degrees;
5. students going abroad for observation or internships as required by the course or research of their respective department (graduate institute, program, or degree program);
6. students going abroad for internships as required by their respective department (graduate institute, program, or degree program);
7. individuals representing NCU or the country going abroad to participate in international events or conferences;
8. individuals representing the country going abroad to participate in international competitions;
9. athletes selected as national representatives going abroad for training or competitions;
10. students who need to go abroad due to the critical illness or death of immediate family members or spouses.

三、學生出境研究或進修之境外大學校院，以符合「大學辦理國外學歷採認辦法」、「大陸地區學歷採認辦法」或「香港澳門學歷檢覈及採認辦法」規定者為限。

## Article 3

The overseas universities/colleges where NCU students are allowed to conduct research or study must be those that conform to the provisions specified in "Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education," "Regulations Governing the Assessment and Recognition of Academic Records from Mainland China," or "Regulations Governing the Examination and Recognition of Educational Records from Hong Kong and Macao."

四、學生出境期限規定為：

- 1.以事假出境者，以未達學期授課時間三分之一為限。
- 2.以公假出境者，以未達學期授課時間三分之一為原則。
- 3.以休學出境者，以學則規定休學之期限為限。
- 4.以實習出境者，以三個月為原則。
- 5.役男出境期限應依「役男出境處理辦法」及有關規定辦理。

Article 4

The duration of students' overseas stays is as follows.

1. Personal leave for an overseas stay is limited to a period less than one-third of the duration of the semester's teaching days.
2. Official leave for an overseas stay is limited to a period less than one-third of the duration of the semester's teaching days.
3. Suspension of schooling for an overseas stay is limited to the duration specified in the School Regulations.
4. An overseas stay for an internship is limited to three months.
5. The duration for draftees' exit shall follow the "Regulations for Exit of Draftees" and related regulations.

五、學生出境期間影響註冊或學期考試者，經系（所、專班、學位學程）主管及教務長核准，得准返校後補行註冊或考試。

Article 5

Students whose overseas stay affects their registration or semester exams may, with the approval of the director of their department (graduate institute, program, or degree program) and the vice president for academic affairs, be allowed to complete registration or exams after they return to the campus.

六、學生以在學身份赴境外修讀者，其所修課程學分與成績經本校系（所、專班、學位學程）同意，於返校後比照校際選修方式辦理，全部學分與成績均登錄於當學期成績中，惟是否列計畢業學分由所屬系（所、專班、學位學程）審定。

Article 6

Students traveling abroad for study with NCU student status, with the agreement of their department (graduate institute, program, or degree program), shall handle the earned course credits and grades

per inter-institutional course selection procedures upon their return to campus. All credits and grades will be recorded in the current semester's records, but whether they count towards graduation credits will be determined by their respective department (graduate institute, program, or degree program).

七、學生以在學身份赴境外修讀者，選課資料影本，應於當學期修課期間內，寄至本校所屬系(所、專班、學位學程)，經主管核章備查；所選修課程之成績單，應於修讀學校學期結束後二個月內，由該校寄至本校國際事務處，經所屬系(所、專班、學位學程)審核後，送教務處複審。

#### Article 7

Students traveling abroad for study with NCU student status shall submit a copy of their course selection information to their department (graduate institute, program, or degree program) at NCU during the current semester's teaching days for the department's ratification and reference. The students' academic transcripts shall be sent to the Office of International Affairs at NCU by the students' respective overseas university/college within two months after the end of the semester at the overseas university/college. After a review by the students' respective departments (graduate institutes, programs, or degree programs) at NCU, the Office of Academic Affairs will conduct a secondary review.

八、學生出境期間，如有違犯校規或其他不端情事或逾期未返校者，悉依本校學生事務章則及學則之規定處理。

#### Article 8

While abroad, students who violate campus regulations, who engage in misconduct, or who fail to return within the specified period will be handled per the provisions of NCU's Student Affairs Regulations and School Regulations.

九、學生年滿十八歲之翌年一月一日起至屆滿四十歲之當年十二月三十一日止尚未履行兵役義務者，其出境應依「役男出境處理辦法」及有關規定辦理。

#### Article 9

Students aged 18 to 40 who have not fulfilled their military service obligations must follow the "Regulations for Exit of Draftees" and relevant provisions when traveling abroad.

十、學生出境，有關申請護照及入出境許可，支領、停發或賠償公費及獎學金，或其他未規定事項，另依有關法規之規定辦理。

#### Article 10

For students traveling abroad, the application for passports and entry and exit permits, disbursement, suspension, or reimbursement of public expenses and scholarships, or other matters not covered by these Guidelines shall be handled per relevant laws and regulations.

十一、本要點經教務會議通過後實施，修正時亦同。

#### Article 11

These Guidelines are implemented upon approval by the Academic Affairs Committee. The same procedures apply to any amendment to these Guidelines.