

國立中央大學學生修讀輔系、輔學程辦法

Regulations for NCU Students Pursuing a Minor or a Minor Program

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第一條 本辦法依據大學法、及其施行細則、學位授予法暨本校學則規定訂定之。

Article 1

The Regulations for NCU Students Pursuing a Minor or a Minor Program (hereafter referred to as the Regulations) were stipulated per the University Act, the Enforcement Rules of the University Act, the Degree Conferral Act, and the Study Regulations of National Central University (NCU).

第二條 學士班學生自第二學年起至修業年限最後一年第二學期止(不包括延長修業年限),得申請修讀輔系、輔學程。

研究生自入學第二學期起至第四學期止,經指導教授同意,得申請加修本校其他同級或向下一級且性質不同之系(所、學程)為輔系(所、學程),並以一學系(所、學程)為限。碩士在職專班學生及產業碩士專班學生不適用。

本辦法所稱學程為學位學程。

Article 2

Undergraduate students may apply for a minor or a minor program starting from the second year until the second semester of their final year of study, excluding any extended years.

Graduate students may apply for a minor in another department, institute, or program of the same or one lower level and of a different nature at NCU, with the consent of their thesis advisor, from their second to fourth semester. Only one such minor may be pursued. This paragraph does not apply to students in in-service master's programs or industry master's programs.

The term "program" as used in these regulations refers to degree programs.

第三條 學生申請修讀輔系(所、學程)，應於本校校曆規定之申請期限內，向主系(所、學程)提出申請，經審查其確具修讀輔系(所、學程)能力者，送請加修輔系(所、學程)主管同意後，送教務長核准。

各學系(所、學程)得訂定修讀輔系(所、學程)申請資格及條件，其名額、應修習科目及學分數由各加修輔系(所、學程)訂定，並公告周知。

Article 3

Students applying for a minor in another department, institute, or program must submit their application to their home department/institute/program within the application period specified in the academic calendar. After review and confirmation of the student's qualifications, the application must be approved by the director of the intended minor department/institute/program and submitted to the Dean of Academic Affairs for final approval.

Each department/institute/program may set specific eligibility criteria, required courses, and credit requirements for minors or minor programs, and must publicly announce them.

第四條 學士班輔系、輔學程之課程應以本校各學系、學程必修科目表為依據，至少修習其專業科目二十學分以上，並由各學系、學程決定其專業必修科目至少三十學分以供學生修習。

研究所輔系(所、學程)之最低應修科目及學分，由各輔系(所、學程)自訂。

碩士生加修學士班輔系、輔學程者，依第一項規定辦理。

博士生加修碩士班輔系(所、學程)者，依第二項規定辦理。

輔系(所、學程)應修科目學分，以申請學年度教務章則所訂之輔系(所、學程)科目表為準。

Article 4

Courses of undergraduate minors and undergraduate minor degree programs must be based on the lists of required courses of respective departments or programs. Students must complete at least 20 credits in professional subjects, and each department/program must offer at least 30 credits of required professional subjects for students to choose from.

For graduate-level minors and graduate-level minor degree programs, the required subjects and minimum credit requirements are determined by each minor department/institute/program.

Master's students minoring in undergraduate programs or undergraduate degree programs follow the

regulations stated in Paragraph 1.

Doctoral students minoring in master's programs or master's degree programs follow the regulations stated in Paragraph 2.

The curricula and credit requirements for the minors and minor degree programs are based on the minor-course list established in the academic regulations stipulated in the academic year of the application for a minor or a minor program.

第五條 輔系(所、學程)與主系(所、學程)之專業科目性質相同者，經輔系(所、學程)主管同意得免修，惟免修後，因此而不足輔系(所、學程)規定之學分數者，應由輔系(所、學程)指定替代科目以補足所差學分。

惟研究生修讀同級或博士生修讀碩士班輔系(所、學程)科目學分免修後，至少須達九學分。

Article 5

If courses in the minor or minor degree program overlap in content with those of the student's major or major degree program, they may be waived with the approval of the head of the minor department/institute/program. However, if waiving results in insufficient credits to meet the minor's or minor degree program's requirements, the student must take substitute courses as designated by the minor department/institute/program.

Graduate students minoring in graduate programs or graduate degree programs of the same level, or doctoral students minoring in master's programs or master's degree programs, must complete at least 9 credits after waivers.

第六條 修讀輔系(所、學程)學生其已修習及格之科目學分，如未計入該生主系(所、學程)之最低畢業學分且合於輔系(所、學程)應修課程學分，得經輔系(所、學程)審查同意後，採認其學分。

Article 6

Credits for courses completed and passed that are not counted toward the student's major graduation requirements may be counted toward the minor graduation requirements, subject to review and approval by the minor department/institute/program.

第七條 凡修讀輔系(所、學程)學生，其每學期學業成績應以主系(所、學程)及輔系(所、學程)科目與學分合併計算，並依照本校學則有關規定辦理。

Article 7

Each semester's academic performance for students pursuing a minor or a minor degree program will be calculated by combining credits and grades from both the major and minor programs and handled in accordance with relevant provisions in NCU's Study Regulations.

第八條 輔系(所、學程)課程，應視為學生之選修科目。

Article 8

Courses taken as part of the minor or minor degree program shall be considered elective courses.

第九條 修讀輔系(所、學程)學生，擬終止修讀輔系(所、學程)者，應至教務處申請放棄修讀輔系(所、學程)資格。放棄修讀輔系(所、學程)資格學生，當學期已選定之課程，不得於加退選期限截止後要求退選。放棄修讀輔系(所、學程)資格後，已修習及格之輔系(所、學程)科目學分是否採計為主系(所、學程)選修學分，應經主系(所、學程)主管認定。

Article 9

Students who wish to withdraw from a minor or a minor degree program must apply to the Office of Academic Affairs. Courses registered in that semester cannot be withdrawn after the add/drop deadline. Whether credits already earned in the minor or the minor degree program may be counted as elective credits toward the major is subject to the approval of the head of the major department/institute/program.

第十條 修讀輔系(所、學程)學生畢業時，若已修滿輔系(所、學程)規定之科目與學分，成績及格者，其學位證書、歷年成績表及其他相關之證明文件均加註輔系(所、學程)名稱，否則不得申請發給有關輔系(所、學程)之任何證明，亦不得在法令規定年限外請求留校補修輔系(所、學程)科目與學分。

Article 10

Upon graduation, students who have completed and passed all required minor courses and credits will have the minor or the minor degree program noted on their diploma, academic transcript, and relevant documents. Otherwise, no certification for the minor or the minor degree program will be issued, and students may not request to remain enrolled beyond the maximum time limit to complete minor requirements.

第十一條 學士班學生修讀輔系、輔學程，於延長修業年限屆滿後，未修足輔系、輔學程之科目與學分，不得再申請延長修業年限，並不得申請發給有關輔系、輔學程之任何證明。

研究生不得因修讀輔系(所、學程)而延長修業年限。

Article 11

Undergraduate students who do not complete the minor requirements by the end of their extended study period may not apply for further extension or request any certification related to the minor or the minor degree program.

Graduate students may not extend their period of study for the purpose of completing a minor or a minor degree program.

第十二條 學士班學生修習輔系、輔學程課程於規定修業年限內學校需另行開班，應繳交學分費，學生因修讀輔系、輔學程而延長修業年限，修習學分數在九學分以下者，應繳交學分費；在十學分以上者，應繳交全額學雜費。

研究生修讀輔系(所、學程)課程，依學分費標準繳交學分費；惟博士班本籍生依本校學分費繳費辦法第三條規定繳交基本學分費。

Article 12

If an extra class needs to be opened for undergraduate students taking minor or minor degree program courses within the specified study period, the students must pay credit fees. If the study period is extended for completing a minor or a minor degree program, students taking fewer than 9 credits must pay credit fees; those taking 10 credits or more must pay full tuition and miscellaneous fees.

Graduate students taking minor or minor degree program courses must pay credit fees according to the standard rate. Doctoral students of domestic status must pay the basic credit fee as prescribed in Article 3 of the Guidelines Governing Payment of Credit Fees at National Central University.

第十三條 學士班學生得自行修習輔系、輔學程所須科目學分，並於應屆畢業之當學期申請取得輔系、輔學程資格審核。

符合前項規定者，得依第三條規定提出申請。

Article 13

Undergraduate students may complete the required courses and credits for a minor or a minor degree program independently and apply for qualification review in their expected graduation semester.

Those who meet the requirements prescribed in the paragraph above may then apply per Article 3.

第十四條 本辦法如有未規定事宜，悉依本校學則及有關法令之規定辦理。

Article 14

Matters not covered by these regulations shall be handled per NCU's Study Regulations and relevant laws.

第十五條 本辦法經教務會議通過後實施，並報教育部備查，修正時亦同。

Article 15

These regulations take effect upon approval by the Academic Affairs Committee and are submitted to the Ministry of Education for the record. Amendments follow the same procedure.