

前言

Introduction

各位同學大家好:

歡迎加入中原這個大家庭，無論您在各方面遇到任何困難，我們非常樂意提供協助，相信您在中原就讀期間，必定會有豐碩的學習成果及豐富的異國文化體驗。

這本手冊提供一些您在中原需要知道的重要資訊，請您仔細閱讀。如果有任何的問題或建議，請與國際暨兩岸教育處（位於維澈 7 樓 704 辦公室）聯繫。希望您在中原學習愉快！我們將儘量幫助您並給您最大的協助。

國際暨兩岸教育處

Dear International Students:

Welcome to Chung Yuan Christian University (CYCU), one of the finest universities in Taiwan. While globalization is becoming a reality, CYCU has committed to be part of the global community. The internationalization of our campus is a priority and we are enriching our international cultural landscape further. Incoming international students is an essential part of this effort. You represent your culture and will bring different perspectives to share with the Taiwanese students.

CYCU is proud of its excellence in teaching, research and services. Your living and working with the students and faculty members here will prove your choice to come to CYCU a good one. Your research activities and campus life will benefit you, CYCU, and the broader community.

CYCU strives to extend to international students our already friendly environment to study and live in. Should you have any question or suggestion, please do not hesitate to contact any offices. You are cordially welcome to come to the Office of International and Cross-Strait Education, located at 7th floor of Dickson Lee Hall, Rm 704, and we will do our best to help you. We believe that you already feel the warm hospitality of your CYCU colleague students, faculty and staff member. We look forward to seeing you around campus!

Office of International and Cross-Strait Education

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外僑居留證申請及延期

ARC Application and Extension

居留簽證

Resident Visa Holder



外僑居留證

Alien Resident Certificate (ARC)



外僑居留證申請文件(Required documents)

1. 申請表(The application form)
 2. 寬 3.5 公分 x 長 4.5 公分彩色照片(One colored 3.5cm(W) x4.5cm(H) photo)
 3. 護照正、影本(The original and photocopy of the passport)
 4. 居留簽證正、影本(The original and one photocopy of the resident visa)
 5. 學生證影本(Copy of the student card stamped by the Office of Academic Affairs)
 6. 住宿證明(Certificate of accommodation provided by the dorm teacher or the renter)
 7. 申請費 1,000 元(Application fee : NT\$1,000/per year)
- ◇ Penalties on failure to apply for ARC within 15days upon arrival : 1-10days (NT\$2,000) ; 11-30days (NT\$4,000) ; 31-90days (NT\$10,000) ; beyond 90days (NT\$20,000 and deportation)
- ◇ 工作時間：10 天 (10 working days)



外僑居留證展延

Extension for ARC

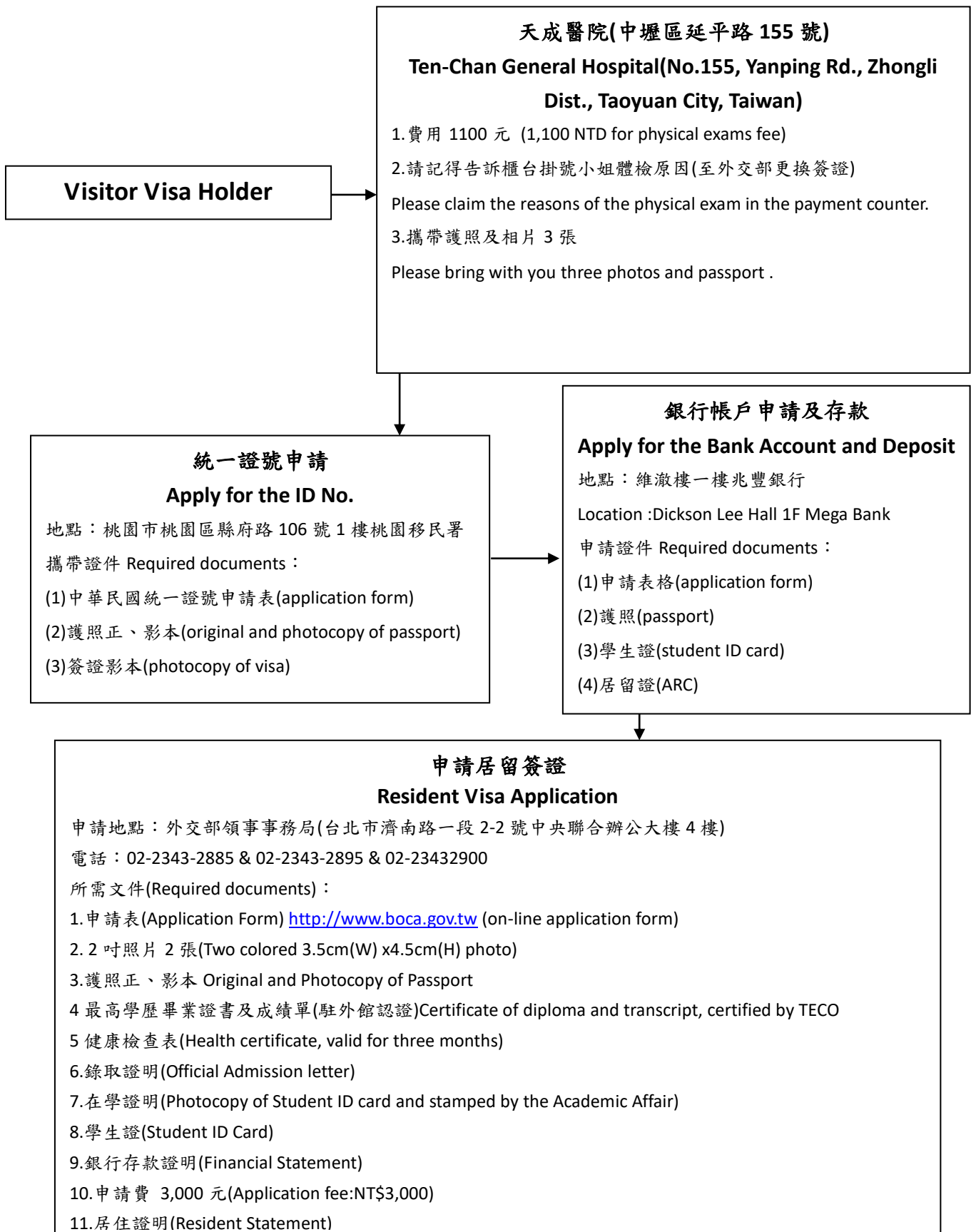


外僑居留證延期(Required documents)

1. 申請表(The application form)
 2. 寬 3.5 公分 x 長 4.5 公分彩色照片(One colored 3.5cm(W) x4.5cm(H) photo)
 3. 護照正、影本(The original and photocopy of the passport)
 4. 居留證正本(The original ARC)
 5. 學生證影本(Copy of the student id card stamped by the Office of Academic Affairs)
 6. 住宿證明(Certificate of accommodation , provided by the dorm teacher or the renter)
 7. 申請費 1,000 元(Application fee : NT\$1,000/per year)
- ◇ 工作時間：10 天(10 working days)

停留簽證換居留簽證

Visitor Visa Change to Resident Visa



居留證申請細節

Details of ARC Application

一、申請居留證流程(Two types of conditions are described as follows) :

Condition 1: With Resident Visa

1. 學生取得居留簽證後 15 天以內，至移民署線上申辦系統申請居留證，並到桃園市服務站領取。

地址：桃園市桃園區縣府路 106 號 1 樓

電話：(03)331-4830；(03)331-0409；(03)331-1098；(03)331-8243

Resident Visa holders are required to apply for an Alien Resident Certificate (ARC) using the online system within 15 days after getting their resident visas. They may stay in Taiwan as long as the ARC card remains valid.

National Immigration Agency Taoyuan County Service Center

Address: 1st Floor, No.106, Sianfu Rd., Taoyuan City, Taoyuan County

Business Hours: Monday ~ Friday, 08:00 a.m. ~ 5:00 p.m.

Phone Numbers: (03)331-4830; (03)331-0409; (03)331-1098; (03)331-8243

Fax Number: (03)331-4811



2. 申請居留證所需文件 Required documents for Alien Resident Certificate Application :
 - (1) 申請表 The application form
 - (2) 護照 Passport
 - (3) 居留簽證 Resident visa
 - (4) 寬 3.5 公分×長 4.5 公分彩色照片 1 張(白色背景; 頭頂至下顎之長度須在 3.2 公分及 3.6 公分之間)
One colored 3.5 cm (W) ×4.5 cm (H) photo(white background; the length from the top of head to chin should between 3.2cm and 3.6cm)
 - (5) 在學證明 Certificate of enrollment
 - (6) 住宿證明 Certificate of dormitory provided by the dorm teacher or the renter
 - (7) 申請費用 1,000 元 Application fee: NT\$1,010/per year
 - (8) 逾期辦理罰款 1-10 天(2,000 元)，11-30 天(4,000 元)，31-90 天(10,000 元)，90 天以上 20,000 元並驅逐出境。
Penalties on failure to apply for ARC within 15 days: 1-10days (NT\$2,000); 11-30 days (NT\$4,000); 31-90 days (NT\$ 10,000); beyond 90 days (NT\$20,000 and involuntary deportation)
 - (9) 工作天: 10 個工作天 Working days for application of ARC: 10 working days

Condition 2: With Visitor Visa

1. 外籍生持停留簽證入境。
Students enter Taiwan holding a valid visitor visa.
2. 外籍生於註冊後，請攜帶相關申請文件至外交部領事局(地址:台北市濟南路一段二之二號中央聯合辦公大樓三至五樓；電話:(02)2343-2888) 申請居留簽證。
Students have to go to Bureau of Consular Affairs, Ministry of Foreign Affairs to apply for a resident visa after the enrollment, within the period of the visitor visa remain valid.

Bureau of Consular Affairs, Ministry of Foreign Affairs

Address: North Building No. 2-2, Sec. 1, Jinan Rd. Taipei, Taiwan

Telephone: (02) 2343-2888

Website: <http://www.boca.gov.tw/>

3. 辦理居留簽證之文件(Required documents for resident visa application) :

- (1) 護照正本及影本各一份(護照效期應有六個月以上，須有空白頁、護照基本資料頁及入境章戳頁影本)
Passport (original & photocopy) remaining valid for at least six months
- (2) 簽證申請表(申請人須親自簽名確認，表格可向櫃檯索取或網站下載)
Application form(download via <http://www.boca.gov.tw/>)
- (3) 兩吋照片 2 張 Two photos with the size of 2x2
- (4) 學生證正本及影本各一份(須蓋註冊章，正本驗畢退還)
Student ID Card(original & photocopy)
- (5) 錄取證明 Official admission letter
- (6) 銀行/郵局存款證明 Financial statement
- (7) 健康檢查表(有效期限 3 個月內)
Health certificate, valid for three months
- (8) 最高學歷畢業證書及成績單(經外館認證)
Certificate of diploma and transcript, certified by TECO
- (9) 申請費 3,000 元 Application fee: NT\$3,000
- (10) 工作天：約 7-10 日

Turnaround time for the releasing of resident visa: 7-10 days

4. 學生取得居留簽證後 15 天以內，至移民署桃園縣服務站辦理外僑居留證。

地址：桃園市桃園區縣府路 106 號 1 樓

電話：(03)331-4830

Resident Visa holders are required to apply for an Alien Resident Certificate (ARC) to the National Immigration Agency within 15 days after getting their resident visas. They may stay in the ROC as long as the ARC card remains valid.

5. 辦理居留證之文件(Required documents for Alien Resident Certificate Application) :

- (1) 申請表 The application form
- (2) 護照正本及影本 The original and photocopy of the passport
- (3) 居留簽證正本及影本
The original and photocopy of the resident visa
- (4) 寬 3.5 公分×長 4.5 公分彩色照片(白色背景)

One colored 3.5 cm (W) ×4.5 cm (H) photo (white background)

(5) 學生證正本及影本

The original and one photocopy of the Student ID card stamped with the seal of the Office of Academic Affairs

(6) 由宿舍老師或房東開宿舍證明

The dormitory Certificate provided by the supervisor or Rent certificate the landlord if living off campus

(7) 申請費用 1,010 元

Application fee: NT\$1,000/per year

- 逾期辦理罰款 1-10 天(2,000 元), 11-30 天(4,000 元), 31-90 天(10,000 元), 90 天以上 20,000 元並驅逐出境。

Penalties on failure to without apply for ARC within 15 days: 1-10days (NT\$2,000); 11-30 days (NT\$4,000); 31-90 days (NT\$ 10,000); beyond 90 days (NT\$20,000 and involuntary deportation)

- 工作天: 10 個工作天

Turnaround time for the releasing of ARC: 10 working days

二、辦理外僑居留證延期(The extension of ARC) :

1. 請至移民署桃園市服務站辦理外僑居留證延期。

Apply for extension within 10 days prior to the expired date at National Immigration Agency

地址：桃園市桃園區縣府路 106 號 1 樓

Address : Taoyuan County Service Center: 1st Floor, No.106, Sianfu Rd., Taoyuan City, Taoyuan County

電話 Tel : (03)331-4830

2. 辦理居留證延期所需文件(Documents & Fee Required for ARC extension) :

- (1) 申請表

The application form

- (2) 寬 3.5 公分×長 4.5 公分彩色照片(白色背景)

One colored 3.5 cm (W) ×4.5 cm (H) photo (white background)

- (3) 護照正本及影本

The original and photocopy of the passport

- (4) 居留證正本

The original ARC

- (5) 學生證影本

The photocopy of the Student ID card stamped by the Office of Academic Affairs

- (6) 住宿證明

The Certificate of dormitory provided by the dorm teacher or the renter

- (7) 申請費用 1,000 元

Application fee: NT\$1,000/per year

- (8) 工作天: 10 個工作天

Working days: 10 working days

3. 一次延長一年。

One ARC extension for one year

三、辦理停留延期(Documents Required for Visitor Visa Extension)：

1. 請於簽證到期日前 10 天向移民署桃園市服務站 (地址：桃園市桃園區縣府路 106 號 1 樓；電話：(03)331-4830)提出申請。

Apply for extension within 10 days prior to the expired date at National Immigration Agency (Taoyuan County Service Center: 1st Floor, No.106, Sianfu Rd., Taoyuan City, Taoyuan County)

2. 辦理停留延期所需文件 Required Documents：

(1)申請表一份

An application form

(2)護照正本及影本各一份 (正本加簽後發還)

The original and one photocopy of the passport. The original will be returned after verification.

(3)學生證正本及影本各一份

Original and one photocopy of the Student ID.

3. 免費。

Application fee: free

4. 工作天: 5-7 天

Working days for tourist visa extension: 5-7 days.

5. 因故需延期停留，應於停留簽證屆滿前 15 日內提出申請，一次可延長 60 日，最多只可延長 2 次。

The applicant shall apply for extension within 15 days prior to the expiration of a visitor visa.

Limitations:

(a) The duration of such an extension shall not be longer than that of the original visa.

(b) The holder of a visitor visa may not exceed six months aggregate time in the country.

四、注意事項(Special Issue)

1. 學生畢業後若無先延期再離台，即使 ARC 仍在有效期限內，亦立即失效。

Students who graduated from CYCU and left Taiwan without apply for extension, the ARC will be invalid even though it hasn't expired.

2. 若更換地址後需在 15 天內到移民署申請變更居留證居留地址。

If the address is changed, need to report to Immigration Office within 15 days.

Details of National Health Insurance (NHI)

I. Characteristics of NHI

- (I.) Enrollment in NHI is compulsory
- (II.) Operated by the Ministry of Health and Welfare

II. Enrollment Eligibility

- (I.) Possessing a valid Alien Resident Certificate (ARC)
- (II.) Residing in Taiwan for ***more than 6 months**
(*More than 6 months means having 6 months of continuous residency in Taiwan or with one trip abroad not exceeding 30 days when the actual residency period of 6 months is reached after the days of staying abroad have been deducted.)

III. Insurance Premium

- (I.) The premium is NT\$749/per month.
- (II.) For each semester, the total amount of insurance fees are NT\$4,494 (for 6 months) which will be included in the tuition fee payment slip.
 - A. 1st term: Sept. to Feb.
 - B. 2nd term: Mar. to Aug.
- (III.) If you need to leave Taiwan for no than 6 months (including 6 months) during your study, you still need to pay NHI fees.
- (IV.) If you need to leave Taiwan for more than 6 months during your study, you can file application to suspend your NHI insurance coverage. Please inform Ms. Daisy by email, huijou@cycu.edu.tw or by phone, 03-2652182 at least 1 month before your departure.
- (V.) Due to the difference in the date of issue of each student's ARC, the exact date of being eligible for NHI coverage will vary between students.

IV. Laws and Regulations:

- (I.) Enrolling in NHI is compulsory, according to Article 91 of the Health Insurance Act - "If a beneficiary who, in violation of the provision of this Act, has not subscribed to this Insurance, he or she shall be subject to a fine of **no less than three thousand and no more than fifteen thousand New Taiwan Dollars and shall subscribe to this Insurance retroactively from the date on which the beneficiary is qualified for insurance. The benefits shall be suspended before the fine and premium are fully paid.**"
- (II.) Newly admitted students with ARC who have resided in Taiwan for more than 6 months are required to enroll in National Health Insurance (NHI) instantly.
- (III.) Days of staying abroad shall not be included in 6 months of consecutive residency. It means that during the individual's first 6 months of study, if he/she leaves Taiwan for less than 30 days, the date of being eligible for NHI will be postponed. The total days of postponement depends on how many days he/she has been abroad.
- (IV.) During the individual's first 6 months of study, if he/she leaves Taiwan for more than 30 days or have one trip abroad for more than 1 single time, in order to meet the eligibility of being

covered by NHI, he/she shall reside in Taiwan consecutively for another 6 months.

V. Required Documents for NHI IC Card Application

- (I.) Photocopy of both sides of ARC
- (II.) 1 profile photo (2-inch, colored and taken within 2 years)
- (III.) Filling in NHI IC Card application form (provided by the International and Mainland Students Advising Division)
- (IV.) Person in charge on campus:
 - A. **International Students Advisor: Ms. Tzu-Ting Chen**
 - B. **Email:** amychen77@cycu.edu.tw
 - C. **Tel.:** 03-265-2187
 - D. **Office:** The International and Mainland Students Advising Division, 3rd Floor of Dickson Lee Hall

VI. NHI IC Card Application Fee

- (I.) First-time application: Free of charge
- (II.) If the card is damaged or lost: the replacement cost is NT\$200 /per card

VII. Coverage

- (I.) Outpatient service
- (II.) Inpatient service
- (III.) Prescription medicine
- (IV.) Dental services

VIII. For More Information, Please Refer to:

(I.) National Health Insurance Administration:

<http://www.nhi.gov.tw/English>

(II.) National Health Insurance Act:

<http://law.moj.gov.tw/Eng/LawClass/LawAll.aspx?PCode=L0060001>

(III.) International Students Advisor, Ms. Tzu-Ting Chen

- A. **Email:** amychen77@cycu.edu.tw
- B. **Tel.:** (03) 265-2187
- C. **Office:** The International and Mainland Students Advising Division, 3rd Floor of Dickson Lee Hall

Cathay Life Group Insurance - Foreign Student Health Insurance

- I. **Duration:** Before you're eligible for being covered by National Health Insurance. (A least 6 months).
- II. **Premium:** NT\$3,000 for 6 months. (NT\$500/per month)
- III. **Coverage:**
 - (I.) **Outpatient/Emergency treatment benefit:**

If the insured suffers from illness or injury and receives treatment in hospital /clinic as an outpatient, the company will reimburse part of the medical expenses incurred. **However, the payment of benefit shall not exceed the limit of NT\$1,000/per visit.**
 - (II.) **Daily hospital room benefit:**

If the insured suffers from illness or injury and receives treatment in hospital as an inpatient, the company will reimburse the expenses incurred. **However, the payment of benefit shall not exceed the limit of NT\$1,000/per day.**
 - (III.) **Hospital miscellaneous benefit:**

If the insured suffers from illness or injury and receives treatment in hospital as an inpatient, the company will reimburse the expenses incurred. **However, the payment of benefit shall not exceed the limit of NT\$120,000/per hospitalization.**
- IV. **Required Documents for Making Insurance Claim:**
 - (I.) Medical receipt
 - (II.) Certificate of diagnosis or inpatient certificate (indicating the date of examination)
 - (III.) 1 photocopy of passport/ARC
 - (IV.) 1 photocopy of bankbook
 - (V.) Submitting the above (I ~IV) documents to Ms. Daisy (03-2652182, 3rd Floor of Dickson Lee Hall) to apply for insurance claim.

中原大學外國學生在臺工作須知

一. 申請者須具備以下兩項條件：

1. 具中原大學學籍之外國學生(大學部及碩、博士班學生)。
2. 因學術研究、欲進行與本身課程相關之校外實習或經濟困難等因素，欲在校園內外兼職工作或實習者。

二. 應檢附文件與費用：

1. 蓋有當學期註冊章之學生證正反面影本
2. 有效護照之個人資料頁影本
3. 正反面有效居留證影本
4. 繳納新臺幣 100 元審查費至「勞動部勞動力發展署」指定帳號。詳細繳納方式與資訊，請參考第三點 - 「申請流程」。
5. 審查費收據

三. 申請流程

1. 請先登入「勞動部外國專業人員工作許可申辦網」工作證線上申辦網頁，網址：<https://ezwp.wda.gov.tw>。第一次申請者，請先申請帳號。
2. 進入網頁填妥個人申請資料、繳納審查費(審查費:每人新臺幣 100 元整)，並上傳 pdf 檔案格式的以下文件：¹蓋有當學期註冊章之學生證正反面影本、²有效護照的個人資料頁影本、³有效居留證正反面影本，完成上傳並確認資料無誤後，即可送學校審核。
3. 審查費繳納方式分為 2 種，條列如下：
(一)**至郵局繳費**:申請人可至郵局劃撥審查費(每人新臺幣 100 元整)，**劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶**，**劃撥帳號：19058848**。
(二)**ATM 繳費**:請先登入「勞動部外國專業人員工作許可申辦網」，完成個人資料填寫、上傳蓋有當學期註冊章之學生證正反面影本、有效護照之個人資料頁與有效居留證正反面影本 → 在「審查費」欄位，選擇「ATM 繳費」，再點選「送學校審核並取得繳費序號」，即可取得 16 碼的「繳費序號」 → 點選「列印繳費序號」，印出繳費序號表單，並在規定時間內至實體 ATM 進行「繳費」。

四. 工作證許可相關規定：

1. 未依規定申請工作證者，即受聘僱為他人工作者，依就業服務法，處新臺幣 30,000 元~新臺幣 150,000 元之罰鍰。
2. 許可時效最長為 6 個月，第 1 學期申請者，許可期限最長可至次學期 3 月 31 日，第 2 學期申請者，許可期限最長可至同年的 9 月 30 日。
3. 學期間，每星期工作最長時數為 20 小時，寒暑假除外。
4. 未依規定工作者，勞動部勞動力發展署得依就業服務法廢止其工作許可。
5. 學生休學或退學，若工作證仍在有效期限內，應將工作證繳回學務處境外學生輔導組。

五. 校內申請工作證負責人員：羅方均老師 (jerrygmt@cycu.edu.tw, 03-265-2181, 維澈大樓 3 樓-學務處境外學生輔導組)

六. 相關規定請洽「勞動部勞動力發展署」，聯絡資訊如下：

(一) 勞動力發展署：

- 網站：<https://www.wda.gov.tw/>
- 地址：新北市新莊區中平路 439 號南棟 4 樓
- 電話：(02) 8995-6000
- 服務時間：週一至週五（上午 8:30~下午 12:30 / 下午 1:30~下午 5:30）

(二) 外國人申請業務服務時間：

- 時間：週一至週五（上午 8:30~下午 5:30，受理親自送件）
- 地址：臺北市中正區中華路一段 39 號 10 樓

七. 相關法規：

(一) 雇主聘僱外國人許可及管理辦法：

<https://law.moj.gov.tw/LawClass/LawAll.aspx?pcode=N0090027>

(二) 就業服務法：

<https://law.moj.gov.tw/LawClass/LawAll.aspx?pcode=N0090001>

Applying for Work Permit in Taiwan

I. Eligibility:

- (I.) International degree student of CYCU. (Bachelor, Master and PhD)
- (II.) Due to economic difficulties, academic research or course-related internship, foreign students need to work or intern on/off-campus.

II. Required Documents and Examination Fee:

- (I.) 1 photocopy of valid passport. (bio-data page only).
- (II.) 1 photocopy of both sides of student ID card with registration stamp of the semester in which the application is made.
- (III.) 1 photocopy of both sides of valid ARC.
- (IV.) Original receipt of examination fee (NT\$100/per person) issued by the post office.
- (V.) Remitting examination fee (NT\$100/per person) to the account of the Workforce Development Agency. Details of payment methods and procedures will be addressed in the next section, "Application Procedures".

III. Application Procedures:

- (I.) Login the EZ Work Permit Website: <http://ezwp.wda.gov.tw>. For first time applicant, please create an account first.
- (II.) Filling in the required information and upload the photocopy of both sides of student ID card with registration stamp of the semester in which the application is made, bio-data page of valid passport and both sides of valid ARC in PDF file format.
- (III.) The Workforce Development Agency provides 2 types of payment method to remit the examination fees, NT\$100/per person.

- A. **By Post Office Counter:** Referring to the post office and remitting NT\$100 as examination fee to the **account number: 19058848, account name: Special Account for Employment Approval of Workforce Development Agency, Ministry of Labor.**
- B. **By ATM:** If you choose to remit the examination fees through ATM, please follow the steps which are listed below:

- **Step1.** Login the EZ Work Permit Website (<http://ezwp.wda.gov.tw>).
- **Step2.** Filling in the required information and upload the photocopy of both sides of student ID card with registration stamp of the semester in which the application is made, bio-data page of valid passport and both sides of valid ARC in PDF file format.
- **Step3.** In the section of "Examination Fee", tick the box of "Pay by ATM", and then click "Submitting work permit application to school and receive payment numbers".
- **Step4.** Once submitting the application form, you will receive 16-digit payment numbers and bank code. Please print that page out and take it to the ATM to fulfill the payment as soon as possible.

IV. Rules and Regulations of Work Permit:

- (I.) The validity period of work permit is 6 months. For applicant making the application in 1st semester, the expiration date of the work permit shall not exceed 31ST March of the following year. For applicant making the application in 2nd semester, the expiration date of the work permit shall not exceed 30th September of the year in which the application was made.
- (II.) With the exception of summer and winter break, the maximum working hours shall not exceed 20 hours per week during academic terms.
- (III.) For work permit holders who are against the regulations, the agency may revoke the work permit in accordance with the Employment Service Act. Furthermore, for those who work for others without having a valid work permit by regulations will be fined between NT\$30,000 ~ NT\$150,000 in accordance with the Employment Service Act.**
- (IV.) Students should return the work permit to International and Mainland Students Advising Division, if he/she drops out or is expelled from school.

V. Regulations:

(I.) **Employment Services Act:**

Website: <https://law.moj.gov.tw/ENG/LawClass/LawAll.aspx?pcode=N0090001>

(II.) **Regulations on the Permission and Administration of the Employment of Foreign Workers**

Website: <https://law.moj.gov.tw/ENG/LawClass/LawAll.aspx?pcode=N0090027>

VI. Person in Charge of Work Permit Application Inspection on-campus:

(I.) **International Students Advisor:** Mr. Fang-Chun Lo

(II.) **Email:** jerrymmt@cycu.edu.tw

(III.) **Tel.:** 03-265-2181

(IV.) **Office:** 3rd Floor of Dickson Lee Hall

VII. For More Detailed Information:

(I.) **Workforce Development Agency.**

A. **Website:** <https://www.wda.gov.tw/en/>

B. **Tel.:** 02-8995-6000

C. **Address:** 4F., No.439, Zhongping Rd., Xinzhuang Dist., New Taipei City 24219, Taiwan (R.O.C.)

D. **Service hours:** Monday to Friday, 8:30a.m. ~ 12:30p.m.; 1:30p.m. ~ 5:30p.m.

E. **Office hours for foreigner's work permit application:**

a 、 Monday to Friday, 8:30a.m ~ 5:30p.m.

Address: 10F, No. 39, Sec. 1, Zhonghua Rd., Zhongzheng Dist., Taipei City



諮商中心

Counseling Center

Location: The 3rd floor, north building of the Holistic Education Village

Opening Hours: 9am to 9pm, Monday through Friday

Phone No.: (03)265-2131

About “The Heart-seed Family”

Balloon vine is named for its fruits, which occur as inflated capsules with pointed tips. When mature, these balloon-shaped capsules split and release the black and white heart-shaped seeds encased within. However, it’s also called heart-seed vine. Because of its heart-shaped seeds, we take it as our symbol since 2005. It represents our goal of services and the student volunteers devotion : “To pass the love, pay it forward” ”Let love grow into our hearts like a vine.”

Services provided are the following:

- 🕒 **Individual Counseling**
- 🕒 **Group Counseling**
- 🕒 **Psychological Tests**
- 🕒 **Resource Room – Center on Disabilities**
- 🕒 **Academic and Career Counseling**
- 🕒 **Lectures and Panel Discussions**
- 🕒 **Student Volunteers**

Individual Counseling

The Counseling Center at CYCU has trained counselors, including psychologists and psychiatrists to help student explore the concerns they face in a safe and confidential environment. Students and their counselor work together to find alternatives, expand choices and overcome obstacles that interfere with personal development and a sense of well-being. The students may walk into the Center to receive a 10-15 minutes in-take assessment and to complete the initial paperwork. The in-take counselor will gather important information to help match the student with another counselor who will assist him / her to learn more about him / herself and how to cope with the difficulties.

Group Counseling

Group counseling provides an opportunity for student to talk about their important concerns once a week with a group of 8-14 peers for about 6-8 times. Group counseling is considered very beneficial in solving problems and improving members’ lives. The feedback and support members receive from peers is the most helpful aspect of group counseling. The CYCU Counseling Center offers groups and two-day workshops on many topics, such as for self-growth, interpersonal / intimate relationship, emotion management, stress management, time management, career planning, etc.

Psychological Tests

The Center offers all kinds of standardized psychological tests to help students better understand themselves on personality, intelligence, aptitude, career, vocational interests, adjustment, and

relationships. Students who are interested in taking a psychological test can come to the Center and discuss with a counselor to find the most appropriate test that meets their needs.

Resource Room –Disabilities Support Services

Among the various services offered here at the Counseling Center, the “ Resource Room (Disabilities Support Services)” is specifically established to help physically and/or psychologically challenged students who hold a Disability Card. Those Students may have physical impairments; hearing or vision difficulties or psychiatric disorders. There are three teachers in the resource room to help these students meet their personal needs in learning and living. Services include academic tutoring services, recording and translation, recreational activities, student counseling, etc.

Academic and Career Counseling

The Counseling Center also has another office, the” Consultation Center, for Learning and Career Planning”, where counselors help students to discuss specifically their academic difficulties and learn strategies to help them become better students. Issues addressed might include motivation, procrastination, learning difficulties, poor grades, test anxiety, study skills, and others.

In addition to the one-on-one counseling, the Consultation Center often offers workshops and lectures on a variety of academic topics, such as” How to read text books that are written in English?”, ”Better time management”. Furthermore, the Consultation Center also offers career counseling which can help students understand their career options.

Information about the “Consultation Center”:

Location: The second floor, Chen-Chih Hall (right beside the “Self-Learning Center”)

Opening Hours: 2 pm to 9 pm, Monday through Friday

Telephone#: (03) 265-2176

Lectures and Panel Discussions

For the purpose of prevention, psychoeducational lectures and panel discussions on various topics are held each semester to increase students’ awareness and knowledge on enhancing psychological well-being. Typical topics may include: ”How to recognize the symptoms of depression? ”, “ How to deal with your stress?” and “Find your competitive advantage!”

Student Volunteers

The Center has established a well- organized student volunteer system, including volunteer’ recruitment, training, and evaluation. There are about 40 new volunteers recruited each year from various departments to join the big family of the Counseling and Guidance Center. These Volunteers help the Center in executing tasks that help enhance students’ mental health, such as promoting and advertising programs to the whole campus. To culture friendship and cameramen, volunteers also run all kinds of recreational activities either to learn or to have fun by their own, such as “Fun racing day”, “ Helping skill training camp”, ” movie night” and so on.

If you are interested in knowing us you’re more than welcome to come here at any time!

We also provide activities and programs for graduate students to relax and refresh, so they get to learn important skills and refill their energy to do the work again.

教務相關資訊

Information from Office of Academic Affairs (For Graduate Student)

一、簡介及職掌(Overview and Work Overseen):

● 地點(Location):

教務處位於維澈樓 4 樓。

The Office of Academic Affairs is located at the fourth floor of Dickson Lee Hall.

● 教務處組織(Organization):

設有 4 個中心以及一個組:

The Office of Academic Affairs consists of 4 centers and 1 section whose responsibilities are as follows:

1. 招生服務中心：辦理各類學制招生試務及招生行銷作業。

Student Recruitment Center: student recruiting and promotion; entrance examinations.

2. 教師學習發展中心

Center for Teacher Learning Development

全校教學意見調查與分析、跨校遠距課程、暑修遠距教學課程。

- a. Teaching Evaluation and Analysis

- b. Interdistrict distance courses

- c. Summer distance learning courses

3. 學生學習發展中心

Center for Student Learning Development

4. 科學與人文教育發展中心

Science and Humanities Education Development Center

5. 課務與註冊組

Curriculum and Registration Section:

課務與註冊組：辦理開課、排課、選課、排考、講義印製，教室借用、教學設備借用、註冊、學籍（轉系、雙主修、輔系、休學、退學、領取學生證、畢業證書、肄業證書）、成績管理（成績登錄、抵免、畢業資格審核）業務、請領各項證明文件（中、英文成績單）。

course application, course arrangement, course selection, examination arrangement, printing service for lecture material, classroom and teaching equipment management, registration, student status management (internal transfer, double major, minor major, suspension, discharge, student identity card, graduation diploma, exit certificate), academic record management (academic performance record maintenance, credit transfer, degree qualification verification), various academic document applications (Chinese transcript and English transcript).

二、教務處重要規章摘要(Summary of Important Academic Regulation):

● 註冊(Registration):

1. 學生應於學校規定之日期繳交學雜費，並於開學日開始憑學生證到教務處課務與註冊組加蓋註冊章。

Students shall pay tuition and incidental fees before the payment due date, and shall bring the student identity card to the Curriculum and Registration Section at the Office of Academic Affairs for the registration stamp starting on the commencing date of a new semester.

2. 自上課日開始仍未繳交學費者，應按規定請註冊假，最長 2 週，補辦繳費應加支罰款（學則第十、十一條）。

Students who have not paid the tuition and incidental fees before the first date of class shall apply for a leave of absence. The maximum leave of absence permitted is two weeks and a late registration fee is imposed. (CYCU Study Regulations: Articles 10 and 11)

● 選課(Course Selection):

1. 學生選課及加退選科目，應按照教務處規定之日期辦妥，逾期不予受理。

Students shall complete the procedures of selecting, adding, or dropping courses on the specified dates set by the Office of Academic Affairs. Any delay will not be accepted.

2. 研究所學生每學期應修最高、最低學分數均不設限，但至少應修習一門課程（含論文）。

The maximum and minimum course credits enrolled by graduate students each semester are not restricted; however, at least one course including thesis must be enrolled.

3. 雖然未限制每學期選課之最高學分數，請同學們量力而為。

Although no limit is set for the maximum course credits enrolled each semester, students are encouraged to take a reasonable amount of course credits as they can afford.

4. 108 學年度起入學研究生(包含碩士班及博士班)須修習 2 學分之通識課程。

From 108 academic year on, 2 credits of general education are required for MA & PhD students.

5. 中五生需要加修 12 學分方可以通過學分畢業門檻

Form 5 Standard students should take 12 extra course credits in order to graduate.

● 修課(Credit Enrollment):

研究生修習大學部課程（博士班同學修讀碩士班課程），均不計入畢業有效學分。

1. The course credits received by graduate students from undergraduate programs are not counted for graduation purposes.

2. Course credits received from a Master's program by graduate students enrolled in doctoral programs received from master's programs are not counted as doctoral program

credits.

● **學分抵免(Credits Transfer):**

學生之學分抵免事宜，請依『中原大學辦理學生抵免學分審核要點』辦理。

The transfer of course credits is subject to the “Chung Yuan Christian University Credits Transfer Regulations”.

● **重修(Course Retake):**

學生學業科目成績不及格者，均不予補考，必修科目即令重修。(學則第三十四條)

Students who fail a course can not apply for a makeup examination. Students who fail a required course shall retake the course. (CYCU Student Regulations: Article 34)

● **退學(Drop-out):**

研究生學業成績有下列情形之一者，即令退學：

Graduate students who are under any of the following circumstances will be discharged from school:

1. 碩士生修業年限屆滿（四年），仍未修足應修科目與學分，或論文未通過者。

A graduate student enrolled in a master's program has completed the term of study of 4 years but has not completed the required graduate courses and credits or has not passed the required thesis.

2. 博士班學生未能依規定通過資格考核者。

A graduate student enrolled in a doctoral program fails to pass the doctoral candidacy examination.

3. 學位考試不及格，不合重考規定或合於重考規定，經重考一次仍不及格者。

A graduate student who fails the candidacy examination of the doctoral program is not eligible for a makeup examination. Or, a graduate student who is eligible for a makeup examination but fails it once.

● **轉所(Graduate School Transfer)**

1. 學生入學後，如認為所修讀學系（所）與志趣不合時，得於規定時日內，向教務處申請轉系（所）；但休學期間，不得申請。(學則第三十八至第四十三條)

Graduate students who are no longer interested in the programs they are enrolled in can request a transfer to another department (program) on the specified dates, provided that they are not during suspension. (CYCU Study Regulations: Articles 38 - 43)

2. 擬填轉系所申請時，慎選志願，有 2 次轉系機會，休學期間亦可申請轉系。

Students must take into careful consideration before applying for a transfer. Students can only have two times to transfer to another department (include suspension).

● **休學(Suspension):**

學生因故申請休學，需經家長或監護人同意，依規定申請辦理休學手續。休學期限為一

學期至二學年。休學二學年期滿，若因重病等因素，無法及時復學者，得專案核准，再予延長一學年。(學則第五十一條)

Students who need to leave the university for a period of time due to various reasons shall make a suspension request based on the corresponding regulations. The request for suspension needs to be approved by their parents or legal guardians. The term of suspension ranges from one semester to two academic years. An additional academic year of suspension shall be granted to students with a certificate of medical diagnosis issued by a hospital in the event that they reach the limit of two-year suspension but can not apply for re-admission due to severe illness. (CYCU Study Regulations: Article 51)

● **復學(Re-admission):**

學生休學後欲申請復學時，須填具修退復申請書向教務處申請復學。(學則第五十二條)

Students who have completed the suspension shall apply for re-admission through the Academic Affairs Office. (CYCU Study Regulations: Article 52)

● **畢業(Graduation):**

研究生(For Graduate Students):

1. 修業年限：碩士班一至四年，博士班以二至七年為限。

The term of study for the master program students shall be one to four academic years and for doctoral students shall be two to seven years.

2. 研究生成績及格標準為 70 分

The course passing standard for graduate students is 70 grade points.

3. 研究生除應修滿各所訂之低學分數外(不含論文學分數)，須通過學位考試，博士班參加學位考試前須先通過資格考試。

Graduate students shall complete courses and credits required by their departments, excluding thesis credits, to meet the graduation requirements, and shall pass the degree examination. Graduate students enrolled in a doctoral program shall pass the doctoral candidacy examination prior to the doctoral examination.

三、有關上課事宜(Class Attendance):

- 同學應依自己所選課程之時間到校上課，選完課後教務處列有臨時點名簿及正式點名簿，要求任課教師確實點名。同學一旦發現選錯課程或課碼，請儘速前往課務與註冊組查詢，並予以更正。

Students shall attend the courses of their selection according to the published timetable. After the period of course selection, the Office of Academic Affairs will provide a temporary and a permanent class rosters to the instructors to conduct the mandated roll call. For any incorrect information identified, students should direct their inquiries to the Curriculum and Registration Section and update the information immediately.

- 星期三之第三、四節課，本校排有『人生講座』、『院週會』及『導師時間』，請依排定時

間前往參加。

Students shall attend the "Life Lecture", "Department Time" and "Tutorial Time" on the third and the fourth class periods every Wednesday.

- 請同學勿於各項例假日前後，要求任課教師調課，以避免發生意外事故。
In order to avoid any accidents, students shall not make requests to their instructors to change the class schedule either before or after holidays.
- 如須借用教室，請上教務處網頁借用。
Application forms for borrowing a classroom are available on the Office of Academic Affairs website.
- 協助任教教師印製講義，請依照中原大學講義印製規定辦理，油印室地點在教務處課務組
Printing service for class materials is available in the printing room of the Curriculum and Registration Section, which is subject to the Chung Yuan Christian University, Lecture Material Print Regulations.
- 教務處於維澈 1 樓櫃台，備有投影機及擴音機，如任課教師需要，請同學持學生證於課前可向服務櫃台借用。
Projectors and amplifiers are available at the first floor of Dickson Hall. To borrow the equipment, students should apply at the reception desk with a student identification card.
- 學生於某一科目曠課時數九分之一者或缺席時數達三分之一以上，予以扣考該科目之處分，該科目之學期成績以零分計算。
Students who are absent from the enrolled class without permission for more than 1/9 of total required course hours or take a leave of absence for more than 1/3 of total required course hours within a semester will fail the course, receiving zero points.
- 學生於學期曠課時數達四十小時者，或因事、因病請假達上課時數之三分之一者，即予以令休學。
Students who are absent from classes without permission for more than 40 hours or take a leave of absence for personal reasons or illness for more than 1/3 of total required course hours within a semester will be suspended from the university.

四、有關考試事宜(Examinations):

- 本校大學部期中、學期考試採統一排考，於考前四天會請班代轉發考試清單，請同學應妥善保管並依時應考，由研究生協助監考事宜。(研究所課程一律由老師自行考試，不採行統一考)。
Undergraduate students shall attend the joint midterm and final examinations arranged by the university. Students will receive the examination schedule from the class leader four days prior to the examination date. Students shall attend the examination at the time specified on the schedule. These examinations will be proctored by graduate students. Examinations for graduate students are administered separately by each instructor.

- 學生因公、重病、親喪或重大事故等，不能參加期中或學期試驗者，應事先或以電話通知老師或系教官並按規定備妥有關證明並經任課老師簽准後，向學務處請假，核准後准予補考。補考以一次為限，屆時不到者，不得再行補考。請假未經核准者或曠考者，不准補考，而該次考試以零分計算。

Students who are not able to attend the midterm examination or final examinations due to official leave, severe illness, bereavement or any serious accidents shall inform instructors or department drillmasters in advance either in person or by telephone, and shall request a leave of absence from the Office of Student Affairs, together with documents required for approval and signed by the instructor. Students meeting the conditions specified above can only apply for a makeup examination once. Students who are absent from an examination without permission can not apply for the makeup examination and will receive zero point for that examination.

- 期中考准假後自行持請假單請求老師補考，學期考准假後須由教務處統一補考。因公、親喪請考試假、重病、重大事故請考試假，該次補考成績不予打折。

Students with approved absence from the midterm examination shall apply for a makeup examination with a leave request form from the instructor of the course. Students with approved absence from the final examinations shall attend the joint makeup examination arranged by the Office of Academic Affairs. If students are absent from examinations due to severe illness or bereavement but receive official approval of absence, their grades for the makeup examination will not be affected.

- 學生於任何考試時，如有舞弊行為，一經查覺，除該次試驗以零分計算外，並視情節輕重予以處分。學期考試舞弊者，該科目之全學期成績不得及格。

Students who cheat in any examinations will fail the examinations with zero points and will be punished according to the seriousness of the cheating. Students who cheat in the final examinations will fail the course.

五、有關成績查詢事宜(Course Grade Inquires):

- 學期考試含期中、期末考試，學期總成績由平時、期中、期末成績依比例核算，任課教師會於學期考試完後一星期內上傳成績至教務處，學生可以登入學生一網通查詢成績。

The semester examinations include midterm and final examinations. The course grades will be calculated based on the weights of regular, midterm and final examination scores allocated by instructors. The grades will be uploaded to the Office of Academic Affairs 1 week after the final examinations. Students can also find the result on at school website.

- 成績如有疑問，請向任課教師查詢，不得私自到本處調卷查詢成績。寒、暑假本處會寄送各學生之成績單給家長，請同學仔細核對地址，並轉知家長查收。(研究生之成績單未寄送給家長，選課時會影印歷年成績單給各研究生，供選課參考用)。

Students who have questions about their grades shall direct their inquiries to the course instructor and are not allowed to request to review the examination papers kept by the Office

of Academic Affairs. Transcripts for undergraduate students will be sent to students' parents during winter and summer vacation. The mailing addresses shall be verified and parents shall be informed by students. Transcripts for graduate students will not be sent to their parents. Instead, a photocopy of transcripts from every academic year will be distributed to students during the course selection period as a reference.

六、有關研究生請領獎助學金事宜(Scholarships for Graduate Students)：

領取本獎、助學金之研究生，應義務協助系所教學、研究工作（如批改作業、帶實驗、監考或由所屬研究所主任分派之與教學相關等工作）。上述工作之管理由各所指定教師督導，其工作不力者，得由督導教師以書面提請系主任更換之，除停止支付本項獎、助學金，並列入操行記錄，情節重大者得依有關規定議處。

Graduate students who are teaching assistant scholarship recipients shall assist teaching and research in the department such as grading assignments, leading experiments, proctoring examinations or handling relevant work assigned by the chair of the department or the director of the graduate school. The tasks described above are supervised by the instructor assigned by the department or graduate school. The students who fail to fulfill their duties and responsibilities will be reported in writing to the chair of the department or the director of the graduate school by their supervisors to terminate the scholarship. The termination records will be listed in their moral records. The students who are in serious violation will be punished according to relevant regulations.

七、碩士班研究生選讀博士學位事宜(Regarding Students Enrolled in a Master's Program Advancing Directly to a Doctoral Degree Program):

●本校碩士班研究生修業一年以上，成績優異，並具有研究潛力，由原就讀或相關研究所教授二人以上推薦，經擬就讀所（系）務會議通過，校長核定並報請教育部備查後，得逕修讀博士學位。

A graduate student enrolled in a master's program who has studied in the program for one year or longer, achieving superior performance with research potential and obtaining the recommendation of more than two graduate school professors, may advance directly to a doctoral degree program, provided that such advancement is approved by the graduate school committee, endorsed by the university president, and reported to the Ministry of Education.

●前項所稱成績優異及研究潛力之標準，依各所規定。

The standard of superior performance or research potential indicated in the preceding paragraph shall be determined separately by each department or graduate school.

研究生學位考試作業規章

Regulations on Graduate Student Degree Examinations

第一條. 本規章依據大學法第二十六條及其施行細則、學位授予法第六條至第十五條及其施行細則訂定之。

Article1. This Regulation is established in accordance with the University Act (Article 26) and its enforcement rules and the Degree Conferral Law (Article 6 to Article 15) and its enforcement rules.

第二條. 本校碩士班之修業年限以一至四年為限，博士班之修業期限以二至七年為限，各系所並得依其特性需要，提高該系所之最低修業年限，並應明列於其修業規章中。

Article2. The number of years of study for completing a master's program is set to one to four years at the university. The number of years of study for completing a doctoral program is set to two to seven years. The department and institute may, with specific requirements, increase the minimum year of study and must state in the study regulations.

第三條. 本校碩、博士班研究生之應修學分數、應修課程及獲得學位所須通過之各項考核規定，由各系所按大學法及其施行細則、學位授予法及其施行細則、及本規章之規定自訂章則並送教務處。碩士班之考核規定至少須包含碩士學位論文考試，博士班之考核規定至少須包含博士學位候選人資格考核及博士學位考試。博士學位候選人資格考核之考試科目、科數、考試方式以及不及格重考規定等事項，由各系所訂定。

Article3. The master's and doctoral graduate students' required credit hours, courses, and related evaluation regulations should be established by the department or institute and should conform with the University Act and its enforcement rules, Degree Conferral Law and its enforcement rules, and these Regulations. The established regulations should be filed to the Office of Academic Affairs.

第四條. 本校各研究所碩（博）士班研究生修業期滿，完成碩（博）士學位應修課程；獲得應修學分數並通過獲得該所碩（博）士學位所須通過之其他考核規定，提出論文，得申請碩（博）士學位考試，經碩（博）士學位考試委員會考試通過者，由本校授予碩（博）士學位。若修畢碩（博）士學位應修課程及學分數，尚有其它與碩（博）士學位無直接相關的輔修課程，或當學期結束才可完成碩（博）士學位應修課程及應修學分數者，若提出論文，經指導教授推薦，得提早舉行碩（博）士學位考試，俟課程完成並獲得應修學分數後授予碩（博）士學位。

Article4. A graduate student in an graduate institute at master's or doctoral level, having met the course of study time (residential? semester registration?) requirement and completed the degree required courses, earned the required credit hours, and passed other degree evaluation regulations of the institute, and submitted a thesis, may apply for a master's or doctoral degree examination. After passing the examination administered by the degree examination committee, a master's or doctoral degree is conferred by the university. On the

condition that the degree-required courses and credit hours are completed with non-required course(s) to be completed, or that the required course(s) and credit hour(s) will not be completed until the end of the semester, if a thesis is submitted with the recommendation of the advisor, the degree examination may be administered earlier and a degree conferred after completing required courses and earning required credit hours.

第五條. 本校各碩士班研究生之碩士學位考試委員會置委員三人，由系所就校內外學者專家中對研究生所提論文有專門研究，並具備下列資格之一者，向校長推薦，由校長遴聘組成之。

- 一. 曾任教授或副教授者。
- 二. 擔任中央研究院院士或曾任中央研究院研究員、副研究員者。
- 三. 獲有博士學位，在學術上著有成就者。
- 四. 屬於稀少性或特殊性學科，在學術上或專業上著有成就者。前項第三款、第四款之提聘資格認定標準，由各系（所）務會議訂定之。

Article5. The master's degree examination committee for a master's graduate student constitutes of three committee members. The committee members are scholars and experts from inside or outside of the department, institute, or university with expertise in area of the graduate student's submitted thesis and possessing one of the following qualifications and are recommended to and selected by the university president:

1. has (had) an associate or full professorship
2. is an Academician or works (worked) as a research fellow or associate research fellow in the Academia Sinica
3. has earned a doctoral degree with excellent academic achievement
4. is in a field of study of rarity or particularity and with academic or professional accomplishment

The criteria of recognition of the aforementioned recommendation qualifications in section 3 and 4 should be established by the Department or Institute Meeting.

第六條. 本校各博士班研究生，具有下列條件者，得為博士學位候選人。

- 一. 修業期滿。
 - 二. 完成博士學位應修課程。
 - 三. 通過博士學位候選人資格考核及獲得該所博士學位所須通過之其他考核規定。
- 博士學位候選人提出論文，得申請博士學位考試，經博士學位考試委員會考試通過者，由本校授予博士學位。

Article6. An doctoral graduate student possessing the following qualifications may become a doctoral degree candidate:

1. has completed the required time of course of study
2. has completed the courses required for a doctoral degree
3. has passed the doctoral degree candidate qualification evaluation and met other doctoral degree evaluation regulations required by the institute

The doctoral degree candidate, after submitting a thesis, may apply for the doctoral degree

examination. After passing the examination administered by the doctoral degree examination committee members, a doctoral degree is conferred by the university.

第七條. 本校各博士班研究生之博士學位考試委員會置委員五至七人，由系所就校內外學者專家中對研究生所提論文有專門研究，並具備下列資格之一者，向校長推薦，由校長遴聘組成之，校外委員須佔三分之一（含）以上。

- 一. 曾任教授者。
- 二. 擔任中央研究院院士或曾任中央研究院研究員者。
- 三. 曾任副教授或擔任中央研究院副研究員，在學術上著有成就者。
- 四. 獲有博士學位，在學術上著有成就者。
- 五. 屬於稀少性或特殊性學科，在學術上或專業上著有成就者。

前項第三款至第五款之提聘資格認定標準，由各系（所）務會議訂定之。

Article 7. The doctoral degree examination committee for a doctoral graduate student constitutes of five to seven committee members. The committee members are scholars and experts from inside or outside of the department, institute, or university with expertise in area of the graduate student's submitted thesis and possessing one of the following qualifications and are recommended to and selected by the university President (one-third or more of the committee members must be from outside of the university):

1. has (had) a full professorship
2. is an Academician or works (worked) as a research fellow in the Academia Sinica
3. works (worked) as an associate professor or works as an associate research fellow in the Academia Sinica with excellent academic achievement
4. has earned a doctoral degree with excellent academic achievement
5. is in a field of study of rarity or particularity and with academic or professional accomplishment

The criteria of recognition of the aforementioned recommendation qualifications in section 3 to 5 should be established by the Department or Institute Meeting.

第八條. 本校碩士及博士學位候選人之學位考試，以口試行之，必要時亦得舉行筆試，並應依下列規定辦理：

- 一、學位候選人之配偶或三親等內之血親、姻親，不得擔任其指導教授及學位考試委員，刻意隱瞞經調查屬實者，應立即更換，如通過學位考試者，其該次成績無效，如已授予學位始發現時，則依第十四條之規定辦理。
- 二、口試以公開舉行為原則，須於事前公佈口試時間、地點及論文題目。
- 三、學位考試委員應親自出席委員會，不得委託他人為代表，碩士學位考試委員會至少應有委員三人出席，博士學位考試委員會至少應有委員五人出席，始得舉行。
- 四、指導教授不得兼任召集人。
- 五、學位考試成績，以七十分為及格，一百分為滿分，評定以一次為限，以出席委員評定分數平均決定之，但碩士學位考試有二分之一以上出席委員，博士學位考試有三分之一以上出席委員評定不及格者，以不及格論，不予平均。

六、論文有抄襲、舞弊或侵犯智慧財產權情事，經學位考試委員審核確定者，以不及格論。

Article8. The degree examination of master's and doctoral degree candidate is to be administered in the form of oral examination while written examination may be applied when necessary. The degree examination should follow the following rules:

1. The degree candidate's spouse or relative by blood or relative by marriage within 3rd degree of kinship should not be the advisor or degree examination committee member. In case of intentional concealing, the committee member should be replaced immediately after verified. If the student has passed the degree examination, the examination results is void. If the fact is not found until after granting the degree, Article 14 is applied.
2. The oral examination should be help openly in principle. The time, place, and thesis topic of the oral examination must be announced in advance.
3. The degree examination committee member must attend the committee meetings in person rather than relegating another as representation. To hold a degree examination, a master's degree examination committee must have at least three committee members' attendance and a doctoral degree examination committee must have at least five committee members' attendance.
4. The advisor should not act as the convener of the committee meetings.
5. The score of the degree examination is set to 70 points as qualified and 100 points as full credit. The evaluation can be administered only one time and the score is decided by averaging the attending committee members' giving scores. However, if a master's degree examination has more than half of the attending committee members or a doctoral degree examination has more than one-third of attending committee members giving a score as unqualified, the evaluation result is considered as unqualified disregarding the average of scores.
6. In the circumstances of plagiarism, fraud, or violating intellectual properties as reviewed and confirmed by the degree examination committee, the thesis is considered unqualified.

第九條. 逕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後，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。

Article9. An immediate admitted doctoral degree-seeking student, after completing the time of course of study residential and passing the qualification examination of the doctoral degree candidacy, if does not pass the doctoral degree examination, the doctoral degree examination committee may recognize the thesis as meeting a master's degree standard and grant a master's degree.

第十條. 本校各系所各級學位之名稱，由本校訂定，報請教育部核備後實施，修訂時亦同。

Article10. The titles of the degrees of various levels in the departments and institutes are established by

the university and filed to the Ministry of Education for reference before applied. In revision, the same procedure applies.

第十一條. 本校碩、博士班研究生學業成績有下列情形之一者，即令退學：

- 一、在規定修業期限內未能完成應修課程者。
- 二、學位考試不及格，不合重考規定或合於重考規定，經重考一次仍不及格者，應令退學。

Article11. A master's or doctoral graduate student is immediately discharged in case of one of the following academic performance conditions:

1. Fails to complete the necessary courses within the provided time of course of study.
2. Is evaluated as unqualified in the degree examination and is not qualified for retaking the degree examination; or is qualified for retaking the degree examination yet still evaluated as unqualified.

第十二條. 學生於學位考試成績及格，並將學位考試審定書及紙本論文送交教務處時，始視為畢業；修習教育學程者，不在此限。通過學位考試之研究生，應繳交學位紙本論文、全文電子檔、學位考試成績、學位考試審定書，並於辦妥離校程序後，教務處始得發予學位證書。紙本論文之繳交期限為次學期註冊前，逾期尚未達修業年限者，應於次學期辦理註冊，並於該學期繳交紙本論文最後期限之前繳交，屬該學期畢業。至修業年限屆滿時經通知仍未繳交紙本論文者，該學位考試以不及格論，並依規定應予退學。研究生之畢業日期，博士班以辦妥離校手續核發畢業證書之日期為準；碩士班則以該學期結束日期（一月或六月）為準。

Article12. A student, after submitting the degree examination scores and the degree examination approval documents to the Office of Academic Affairs, is considered as graduation status. A student studying in the Teacher Education Program is not subject to this condition.

A graduated student should attend the procedures for leaving the school as regulated. The student will not receive the degree certificate until handing in the graduation thesis.

第十三條. 博士、碩士學位論文(含提要)以中文撰寫為原則。

已於國內、外取得學位之論文，不得作為學位授予法第六條第一項、第二項、第七條第二項之論文及第十條之專業論文。

碩士學位以上技術報告替代之論文其封面改以「技術報告」或「創作報告」等稱之。學位考試通過後應在規定期限內將最後定稿版本之論文精裝紙本一冊及全文電子檔繳送圖書館度藏，另紙本二冊繳送教務處彙轉教育部指定之度藏單位。

Article13. A doctoral or master's degree thesis (including the abstract) should be written in Chinese language in principle.

A master's degree, when using a technical report in place of a thesis, the cover page should include "technical report" or "production report". After passing the degree examination, the final version of the thesis (bound copy and full-text digital copy) should be submitted to the library for collection by specified date. Another two bound copies should be sent to the Office of Academic Affairs to forward to the collection unit appointed by the Ministry of

Education.

第十四條. 本校對於已授予之碩士及博士學位，如發現論文、創作、展演或書面報告、技術報告有抄襲、舞弊或侵犯智慧財產權情事，經調查屬實者，則撤銷其學位，並追繳其已發之學位證書，除公告註銷及追繳已發之學位證書，並通知其他大專校院及相關機關（構）。

Article14. For a conferred master's or doctoral degree, if plagiarism, fraud, or violation of intellectual properties is found in thesis, production, presentation, written report, or technical report and verified as a fact, the university shall revoke the degree and demand the degree certificate back.

第十五條. 本校名譽博士學位之授予辦法，由本校舉薦委員會依據學位授予法及其施行細則另訂之，並列明於本校舉薦委員會組織章程中。

Article15. The regulations for the conferral of honorary doctoral degrees shall be established by the university Recommendation Committee in accordance with the Degree Conferral Law and its enforcement rules and listed in the organization statues of the university Recommendation Committee.

第十六條. 本規章未盡事宜，悉依相關法令規章辦理。

Article16. For the matters concerned yet not covered in this Regulations, related laws and regulations should apply.

第十七條. 本規章經本校教務會議通過後公告施行，並報教育部備查。修訂時亦同。

Article17. This Regulation is established by the Academic Affairs Meeting and approved by the President, filed to the Ministry for reference before enforcement. The same procedures apply when revising.

學生逕修讀博士學位作業規章

Regulations on Immediate Admission to a Doctoral Program

第一條. 本校依據大學法二十三條、學位授予法第七條及教育部發布之「學生逕修讀博士學位辦法」訂定本作業規章。

Article1. This Regulation is established in accordance with the University Act (Article 23), Degree Conferral Law (Article 7) and the “Policy on Immediate Admission to a Doctoral Program” by the Ministry of Education.

第二條. 申請逕修讀博士學位學生應符合下列資格之一：

- 一、修讀學士學位應屆畢業生，修業期間成績優異，並具有研究潛力。
- 二、修讀碩士學位學生，碩士班研究生修業一年以上，碩士在職進修班修業二年以上，修業期間成績優異，並具有研究潛力。

前項所稱成績優異及研究潛力之認定基準，由各相關學系、所、學院、學位學程訂定之。

Article2. The student applying for an immediate admission to a doctoral program should meet one of the following qualifications:

1. Present graduating student completing the bachelor’s degree with good academic records and research potential.
2. Master’s degree-seeking student who is admitted into the program for over one year or in-service training master’s student for over two years with good academic records and research potential.

The criteria of good academic records and research potential are subject to related department, institute, college, or degree program.

第三條. 符合前條規定之學生提出申請，經原就讀或相關學系、所、學院、學位學程副教授以上二人推薦，並經擬就讀學系、所、學院、學位學程之相關會議通過及校長核定後，得准逕修讀博士學位。

Article3. To obtain immediate admission into a doctoral program, the student who meets the preceding stipulation needs to file an application with the recommendation from at least two faculty members (associate professors or above) from the studied or related department, institute, college, degree program. The application is to be approved by the appropriate meeting of the intended department, institute, college, degree program and then approved by the university President for admission.

第四條. 各學系、所、學院、學位學程逕修讀博士學位之名額，以該學系、所、學院、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。但核定招生名額不足五名者，逕修讀博士學位名額至多以二名為限。

前項名額應包含於當學年度教育部核定學校招生總量內。

Article4. The number of the immediate admitted doctoral students in each department, institute, college, or degree program is set to forty percent of the school year’s doctoral student quota

approved by the Ministry of Education. If the approved quota is less than five, the number of immediate admitted doctoral student can not exceed two.

The preceding quota is part of the school year's total number of admission of the University approved by the Ministry of Education.

第五條. 各學系、所、學院、學位學程學生逕修讀博士學位以於每學年結束後申請為原則，各學系、所、學院、學位學程審核結果經擬就讀學系、所、學院、學位學程之相關會議通過後，應於八月中旬前送教務處彙辦；惟逕修讀博士學位之學生因故中止修讀博士學位所留餘額，得由該學系、所、學院、學位學程學生於一月下旬前申請補足。

Article5. The application of immediate admission to doctoral program may be submitted to the department, institute, college, or degree program after the end of each school year. The results of the review by each department, institute, college, , after approved by appropriate meeting of the department, institute, college, or degree program, should be sent to the Office of Academic Affairs. However, if an immediate admitted student for reasons discontinues the program, the vacancy can be filled by the student in the department, institute, college, or degree program filing application by the end of January.

第六條. 逕修讀博士學位學生，有下列情形之一者，經修讀學系、所、學院或學位學程相關會議審查通過及校長核定後，得申請回原學系、所、學院或學位學程繼續修讀碩士學位或申請轉入相關學系、所、學院或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七條規定。

前項學生經原學系、所、學院或學位學程或相關學系、所、學院或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。

Article6. The immediate admitted doctoral student, with one of the following conditions, with the approval from the appropriate meeting from the department, institute, college, or degree program and the approval from the university President, may apply to be admitted to continue the same program at master's level or transferred to a master's program in related department , institute, college, or degree program:

1. discontinuing the study for the doctoral program
2. fail to pass the qualification examination of the doctoral program
3. fail to pass the degree examination and does not meet the stipulation in

第七條. 逕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後，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。

Article7. If the immediate admitted doctoral student, after passing the qualification examination of the doctoral degree candidacy, does not pass the doctoral degree examination, the doctoral degree examination committee may recognize the doctoral thesis as meeting the master's

degree standard and granting the student a master's degree.

第八條. 第二條第一項第一款修讀學士學位應屆畢業生，應於經核准逕修讀博士學位之學年，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。

Article8. The immediate admitted doctoral student admitted through Article 1, Section 2 as present graduating student completing the bachelor's degree must obtain the bachelor's degree in the school year approved for entering the doctoral program. If the student is not able to obtain the bachelor's degree before entering the doctoral program, the qualification of immediate admitted doctoral student is annulled.

第九條·本作業規章及認定基準經本校教務會議通過後公告實行，修正時亦同。

Article9. This Regulation and the related criteria are to be approved by the Academic Affair Meeting before promulgation.

中原大學學生申訴辦法

97.11.29 97 學年度第 1 學期第 1 次校務會議修正
98.03.02 教育部台訓(二)字第 0980027343 號函核定
100.10.22 100 學年度第 1 學期第 1 次校務會議修正通過
101.02.04 教育部臺訓(一)字第 1010017950 號函核定

- 第一條 依大學法第三十三條第四項暨本校組織規程第十九條之規定，以及本校確信愛是教育的主導力量之理念，設立學生申訴評議委員會（以下簡稱申評會）處理有關學生申訴事項，用以保障學生學習、生活及受教權益。
- 第二條 申評會置委員九至十三人，分為學生代表及教師代表。學生代表二人，由學生會於每學年第一學期開學後一個月內推派。教師代表由校長遴聘，包括各學院推薦之代表各一人，且教師代表中應有具備法律、教育、心理之專長者。教師代表未兼行政職務者，不得少於委員總數二分之一；任一性別委員應占委員總數三分之一以上。
- 申評會委員不得兼學生獎懲委員會委員或負責學生獎懲決定、調查之人員。
- 委員任期一年，由校長聘任。申評會主席由委員互推，召開並主持申評會之進行。
- 第三條 申評會應有委員三分之二出席始得開會；除評議書之決議，應有出席委員三分之二同意外，其餘事項之決議以出席委員過半數行之。
- 第四條 申評會掌理下列事項：
一、學生獎懲申訴之評議。
二、學生會及其他相關學生自治組織申訴之評議。
三、影響學生學業與生活權益之申訴調查與評議。
- 第五條 申訴程序如下：
一、學生、學生會及其他相關學生自治組織對於本校之懲處、其他措施或決議不服者，得於收到或接受相關懲處、措施或決議之次日起三十日內，以書面向申評會提起申訴，逾期不予受理。惟申訴人因天災或其他不應歸責於己之事由，致遲誤申訴期間者，於其原因消滅後十日內，得以書面敘明理由向本校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。申訴書應記載申訴人姓名、學號、系級、通訊地址、申訴之事實及理由。
二、申評會之評議以不公開為原則。但得通知申訴人、原處分單位之代表及相關人員到場說明或陳述意見。
三、本校應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。但涉及應予休學、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。評議期間申評會得建議學校對申訴人或團體之處分或措施暫緩執行。
四、申評會之評議、表決及委員個別意見，應予保密。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。
五、評議決定書應記載第八條第一項及第三項有關不服申訴評議決定之救濟方法。
六、申訴人就同一案件向本校提起申訴，以一次為限。
- 第六條 本校學生不服應予休學、退學或開除學籍處分所提之申訴案件，經評議確定維持原處分者，其修業、學籍依下列規定辦理：
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。

- 第七條 本校學生不服應予休學、退學或開除學籍處分所提之申訴案件，經評議確定維持原處分者，其兵役、退費標準依下列規定辦理：
- 一、役男「離校學生緩征原因消滅名冊」於申訴結果確定後三十日內冊報。
 - 二、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。
- 第八條 申訴人就本校所為之行政處分，經向本校提起申訴而不服申評會之評議決定，得自申訴評議書送達次日起三十日內，繕具訴願書，檢附本校申訴評議決定書，經本校向教育部提起訴願。
- 本校收到前項訴願書，應儘速附具答辯書，並將必要之關係文件送交教育部。申訴人就本校所為之行政處分以外之懲處、其他措施或決議，經向本校提起申訴而不服申評會之評議決定，得按其性質依法提起訴訟，請求救濟。
- 第九條 本校處理申訴案件時，得經申評會決議，成立調查小組調查之。調查小組以三人至五人為原則。
- 第十條 申訴提起後，於評議決定書送達前，申訴人得撤回申訴。
- 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，應即以書面通知本校，由本校轉知申評會。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，經申訴人書面之請求，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。
- 應予休學、退學、開除學籍或其他類此處分之申訴案件，不適用前二項規定。
- 第十一條 就應予休學、退學、開除學籍或其他類此處分之申訴案件，於評議決定確定前，本校得依職權或依申訴人書面之申請，使學生繼續在本校肄業。
- 本校收到前項申訴人提出之申請時，應徵詢申評會之意見，並衡酌其生活、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。
- 依前項規定在校肄業之學生，本校除不得授給畢業證書外，其他修課、成績考核、獎懲比照在校生處理。
- 第十二條 申評會作成之評議決定書，經校長核定後，應送達申訴人。評議決定書陳報校長核定時，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為評議決定有抵觸法令或窒礙難行之情形者，應於收受評議決定書之日起三十日內，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。
- 第十三條 訴願決定或行政訴訟判決撤銷本校原應予休學、退學、開除學籍或其他類此處分者，受處分之學生因特殊事故無法及時復學時，本校應輔導其復學；對已入營無法復學之役男，本校應保留其學籍，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。
- 第十四條 學生因校園性侵害、性騷擾或性霸凌事件提起申訴，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。
- 第十五條 本辦法經校務會議通過，報請教育部核定後公布施行。

Chung Yuan Christian University

Procedures of Student Appeal

- Article 1 In accordance with the provisions of Section 4 of Article 33 in the University Act and Article 19 of Organizational Regulations in CYCU, as well as concept that love confirmed by Chung Yuan Christian University (CYCU) is a dominant force in education, the Student Appeal Review Committee (hereinafter referred to as Appeal Review Committee) shall be established to deal with students' Appeal matters for protecting the interests on students' learning, living and interests on receiving education.
- Article 2 There are 9 to 13 people in the Appeal Review Committee, including student representatives and teacher representatives. There are two student representatives, and the student representatives shall be commissioned by the Student Union within one month after term begins of first semester in each academic year. The teacher representatives shall be selected and employed by the President, including one representative recommended by each institute, and there should be legal, educational and psychological experts in the teacher representatives.
The teacher representatives who do not take charge of executive positions shall not be less than half of the total number of committee members; and the committee members of any gender shall be more than one-third of the total number of committee members.
The Appeal Review Committee's members shall not take charge of committee member of Student Awards & Discipline Committee, or not serve as the personnel of student reward decision and investigation.
The committee members' term of office shall be one year, appointed by the President. The chairman of Appeal Review Committee shall be recommended each other by the committee number, and the chairman shall be responsible for convoking and holding the Appeal Review Committee.
- Article 3 There should be two-third of committee numbers to attend the Appeal Review Committee for holding the meeting; in addition to the resolution on book of resolution of review shall be approved by two-third of committee numbers, the resolution on other matters shall be approved by half of committee numbers.
- Article 4 The Appeal Review Committee shall be responsible for the following matters:
(1) Review of Appeal of student's rewards and punishment
(2) Review of Appeal from the Student Union and other relevant students' autonomous organizations
(3) Complain investigation and review on impacting student's learning and living
- Article 5 The Appeal procedures shall be as follows:
(1) If the students, student union and other relevant students' autonomous organizations do not take the punishment, other measurement or resolutions made by CYCU, the Appeal shall be proposed in written form for the Appeal Review Committee within 30 days from the next date of receiving or accepting the relevant

punishment, measurement or resolutions, if exceeding the time limit, it will not be accepted. However, due to natural disaster or other reasons not attributable to themselves result in delaying appeal time, the petitioner shall explain clearly excuses in written form within 10 days after eliminating the reasons to apply for carrying out the reviews to Appeal Review Committee of CYCU. If the appeal deadline is more than one year, it will not be accepted.

The petitioner's name, student number, class in school, communication address, facts and reasons of appeal shall be recorded on the Book of Appeal.

- (2) Appeal Review Committee's review shall not be made public. But petitioner, original punishment company's representatives and relevant personnel shall be notified to be on the scene to explain or state related views.
- (3) CYCU shall complete the reviews within 30 days from next day of receiving the Book of Appeal; if necessary, the appeal deadline may be extended to notify petitioner. Meanwhile, the appeal deadline may only be extended once, and the extended period shall not exceed two months. If the extended period was more than two months, the appeal deadline shall not be extended for appeal cases of suspending their schooling, dropping out of school, expulsion from school, similar punishments.

If the Appeal Review Committee considered that the Book of Appeal was unacceptable, and its situation could be corrected, then the petitioner shall be notified within seven days for carrying out the correction. The correction period shall be deducted from the review period. During the reviews, the Appeal Review Committee shall suggest to temporarily stop executing the punishment of CYCU to petitioner or organization sodality.

- (4) The Appeal Review Committee's reviews, resolution and Committee number's individual view shall not kept secrets. The Review Resolution Book shall contain main text, facts and reasons. The appeal cases not to be accepted shall be made into the Review Resolution Book and the related facts shall not be documented in its contents.
- (5) The remedy measures not to be subject to appeal resolution and decision in Section one and three of Article 8 shall be recorded on the Review Resolution Book.
- (6) The appeal submitted by petitioner to CYCU with respect of same case shall only be limited once.

Article 6

Due to students' disobedience in CYCU, for appeal cases caused by suspending their schooling, dropping out of school and punishment of expulsion from the school, the original punishments shall be kept through carrying out the reviews and confirmation. Suspending their schooling and student status shall be transacted in accordance with the following provisions:

- (1) The deadline of suspending their schooling documented on Suspending Schooling Certificate shall be subject to the original date of punishment.
- (2) For course credits studied in appeal period, the Credit Certificate shall

be granted.

- Article 7 Due to students' disobedience in CYCU, for appeal cases caused by suspending their schooling, dropping out of school and punishment of expulsion from the school, the original punishments shall be kept through carrying out the reviews and confirmation. Their military service and refund standards shall be transacted in accordance with the following provisions:
- (1) The *list of deferrable cause for School leaver* about draftee shall be reported within 30 days after confirming appeal results.
 - (2) The refund standard shall be transacted in accordance with the Article 8 of Procedures of Technical College to Charge Fees from Students and Article 15 of Charge of Tuition Fees in Technical College.
- Article 8 The petitioner shall submit appeals to CYCU for administration punishment of CYCU. Meanwhile,
The petition shall be submitted within 30 days from the next day of submitting Appeal Review Letter for the reviews and decisions that are not subject to the Appeal Review Committee, in addition, after attaching the Review Resolution Book, the petition shall be submitted to the Ministry of Education of CYCU.
After receiving the above mentioned petition, CYCU shall issue statement of defense as soon as possible, and shall submit the necessary documents to the Ministry of Education.
With respect of punishment, other measurements or resolutions of outside of scope of administrative disciplinary measure in CYCU, the petitioners shall submit appeal to CYCU. If petitioners are not subject to resolution and decision of the Appeal Review Committee, and then the appeal shall be suggested to request helps in accordance with the related laws and characters.
- Article 9 When CYCU deals with the appeal cases, the appeal cases shall be approved by the Appeal Review Committee to establish investigation team for carrying out the investigation. There should be 3 to 5 people in the investigation team.
- Article 10 After suggesting the appeal and before submitting Review Resolution Book, the petitioners shall recede from appeal. After suggesting the appeal, with respect of appeal matters or other related matters, as well as those who suggested appeal or litigation, the petitioners shall give notice in written form to CYCU, and then the notice shall be communicated by CYCU to the Appeal Review Committee.
When the Appeal Review Committee informs the above mentioned matters in accordance with the above notification and authority, the Appeal Review Committee shall stop carrying out the resolutions and inform the petitioners. After eliminating the stopping reasons, by way of petitioners' written requests, the Appeal Review Committee shall continue to carry out the resolutions and shall give notice in written form to petitioners. With respect of the resolutions and decisions of all or part of appeal cases, the appeal or litigation shall be based on the establishment of the legal relationship, and the Appeal Review Committee shall stop carrying out the resolutions before ending petition or litigation, and shall give notice in written form to petitioners. After eliminating the stopping reasons, the Appeal Review Committee shall continue to carry out the resolutions and shall give notice in written form to petitioners.

For appeal cases of suspending their schooling, dropping out of school, expulsion from school, similar punishments, it is not suitable for the provisions of two items above mentioned.

Article 11 For appeal cases of suspending their schooling, dropping out of school, expulsion from school, similar punishments, before confirmation of resolution decisions, CYCU shall make students continue for studying in CYCU according to authorities or petitioners' application in written form. When receiving the above mentioned petitioners' application, CYCU shall consult views of the Appeal Review Committee, and shall inquire about their living and learning conditions. In addition, CYCU shall reply in written form within seven days and specify the rights and obligations related to the Student Roll. For the students of study in CYCU in accordance with the above provisions, in addition to CYCU shall not grant the graduation certificate, other electives, performance appraisal, rewards and punishments shall be transacted by comparing to students in CYCU.

Article 12 After the resolution decision book prepared by the Appeal Review Committee is approved by the President, it shall be sent to the petitioners. When the resolution decision book is submitted to the President for the approvals, the Appeal Review Committee shall give notice in written form to original unit. If the original unit considers that the resolution decision is likely to come into conflict with laws and difficult to implementation, within 30 days from the date receiving resolution decision book, the original unit shall explain in written form the specific facts and reasons and report to the President and give notice to the Appeal Review Committee. If the President considers that it is justifiable, and then the resolution decision book shall be submitted to the Appeal Review Committee for the reconsideration, and it is only limited to submit once.

Article 13 If the appeal resolutions or administration litigant judgments expel those who shall be suspended their schooling, dropped out of school, expelled from school and accepted for similar punishments by CYCU, when the punished students cannot return to school due to special reasons, CYCU shall help them to return to school. For the draftees who have entered into the barrack and cannot return to school, CYCU shall retain their student status. After retiring from army, CYCU shall allow them return to school. Before returning to school, such students shall transact the procedures on suspending their schooling during leaving school.

Article 14 If students came up with related appeals on the campus sexual assault, sexual harassment and sexual bullying, and the case is in the scope of application investigation of Section 2 of Article 28 in Gender Equity Education Act. It shall be transacted in accordance with related provisions of Gender Equity Education Act.

Article 15 This Procedure shall be approved by the school affairs meeting and reported to the Ministry of Education for the approvals before it is promulgated for implementation.

國際學生獎學金申請事宜

Scholarship for International Students

一、大學部僑外生助學金:

Scholarship for International / Overseas Chinese undergraduate Students

大學部僑外生於個人申請階段得檢具申請表及相關文件申請助學金，經過審查通過者，依比序核發下列相關助學金:

- 一、學雜費全額減免。
- 二、學雜費減免二分之一。
- 三、助學金新台幣 16,000 元

在校僑外生學期學業成績達該年級系排名前百分之二十五者，得檢附成績證明文件於次一學期初申請助學金，經過審查通過者，依比序核發前項助學金。前一學期申請停修課程經核准者，不得申請。

International and overseas Chinese students can apply following scholarship while applying CYCU by hand in Scholarship Application Form and other related documents/ certificates that may be helpful.

- (1) tuition and incidental fee waiver
- (2) 50% of tuition fee and incidental fee waiver
- (3) NT\$16,000

For the subsequent semesters, the students must be within the top 25% of their department academically (with no course dropped) to receive stipends continuously. It should be noted that the scholarship will be provided to the qualified students, based on the availability of the fund allocated for international undergraduate scholarship.

二、研究所僑外生助學金：

Scholarships for International /Overseas Chinese Graduate Students

- 一、研究所僑外生經審查入學通過者，依其申請條件，碩士生自入學年度起，至多核發減免全額學雜費二學年；博士生自入學年度起，至多核發減免全額學雜費及校園住宿費四學年。學生所屬學術單位頒發之助學金不在此限。
- 二、碩士生及博士生自入學年度第二學年起，經系所或指導老師推薦逐年申請。若學生獲得就讀科系或指導教授提供之獎學金，金額愈高者將優先獲得本助學金。

Master Degrees students can be granted tuition fee and incidental fee waiver for two years since the first enrollment year at most; PhD Degrees students can be granted tuition fee, incidental fee and dormitory fee waiver for four years since the first enrollment year at most.

For the subsequent semesters, the eligibility to get the scholarship will be evaluated by department or advisor teacher. If student was granted any scholarship from his/ her department or advisor, the student who get higher scholarship will be prior to obtain this scholarship.

Graduate students may also receive other scholarship from their department or advisor additional case-by-case basis.

三、服務時數:

(一) 大學部及研究所外國學生助學金所需服務時數：

(1) 請領大學部外國學生助學金者，當學期需提供服務時數 35 小時。

(2) 請領研究所外國學生助學金者，當學期需提供服務時數 40 小時。

(二) 服務之學生須於服務期限內填寫「中原大學僑生與外國學生助學金服務簽到記錄表」由任用單位簽證。

(三) 紀錄表每年 2 月底及 8 月底前結算所有學生之服務時數，彙整後送交國際暨兩岸教育處。

Hours of Service

1. Service hours that required for undergraduate and graduate international students who have been granted:

(1) Service hours for undergraduate students are 35 hours for that semester.

(2) Service hours for graduate students are 40 hours for that semester.

2. Students need to fill up "Service Hours Record of CYCU Overseas Chinese Students and International Students Grants" within the duration of service, verified by the department that taking service.

3. Student need to collect the record and calculate the service hours every the end of February and August, then send to Office of International and Cross-Strait Education.

四、助學金之限制

(一) 僑外生入出境應向學生事務處境外生暨住宿服務組報備並留下紀錄，離境 4 週以上者，取消當月助學金資格；離境超過 9 週者，取消該學期助學金資格。

(二) 僑外生主動通報在校外全職工作者，取消其助學金資格，但已領取之助學金不追回。如未通報經查獲，應全額退回工作開始日起算獲頒發之所有助學金。

(三) 僑外生觸犯刑事法律之行為經判刑確定或違反校規記過以上處分者，不得依本辦法申請助學金。

(四) 已領有教育部、外交部頒設之獎學金者，不得再領取本辦法之助學金。

(五) 已領取本辦法之助學金者，不得再領取校內其他獎助學金。

The qualification and restriction of scholarships and grants

1. Students need to report to Study in Taiwan students and Dormitory Division of Student Affair Office when enter and leave Taiwan for recording. Students who leave Taiwan more than 4 weeks will be cancelled the grants for that month; scholarship and grants will be cancelled if student leave for than 9 weeks.

2. Scholars are strictly not allowed to have full time employment outside the school concurrent with the scholarship. If this rule is violated, his scholarship will be forfeited. We will not require him/her to return the monthly stipends that he/she previously received if he/she notified the school by himself/herself. If we find out that student has been working secretly without notifying CYCU while bound by the scholarship rules, we will require the student to pay back the tuition payments and incidental fees payments which he/she received since the time that he/she started the full time employment.

華語課程修課及通過華語文測驗之規定

- 一、外籍研究生於本校研究所畢業前，應通過教育部之華語文能力測驗基礎級考試，取得基礎級證書，或參加本校舉行之華語會考，並通過會考。
- 二、為使外籍研究生能順利通過華語文能力測驗考試或華語會考，學生可於就讀本校期間修讀華語課程 4 學期或修習 4 門華語課程。
- 三、外籍研究生於入學前，具備華語文能力測驗 (TOCFL) 基礎級證書者，即具畢業資格。
- 四、外籍研究生於就讀高中或大學階段，曾經修讀過中文課程 2 學期且有及格證明者，即具畢業資格。
- 五、雙聯學位生不適用前述規定，僅需於入學後，每學期至少修習華語課程 1 門，即具畢業資格。

Chinese courses requirements for international graduate students at CYCU

According to the regulation, all international graduate students should passed the (Minister of Education) TOCFL Level-A2 test for Listening and Reading or the CYCU's Chinese Examination in order to satisfy one of the graduation requirements.

To enhance their Chinese language skills, the students can take four Chinese enhancement courses- two are for listening and two are for reading. If needed, students can take more courses to enhance their Chinese proficiency to reach TOCFL Level-A2 or to pass the CYCU's Chinese Examination. It is noted that all these courses can be taken free of charge to the students. The following are exempted in taking the TOCFL Level-A2 test or CYCU's Chinese Examination:

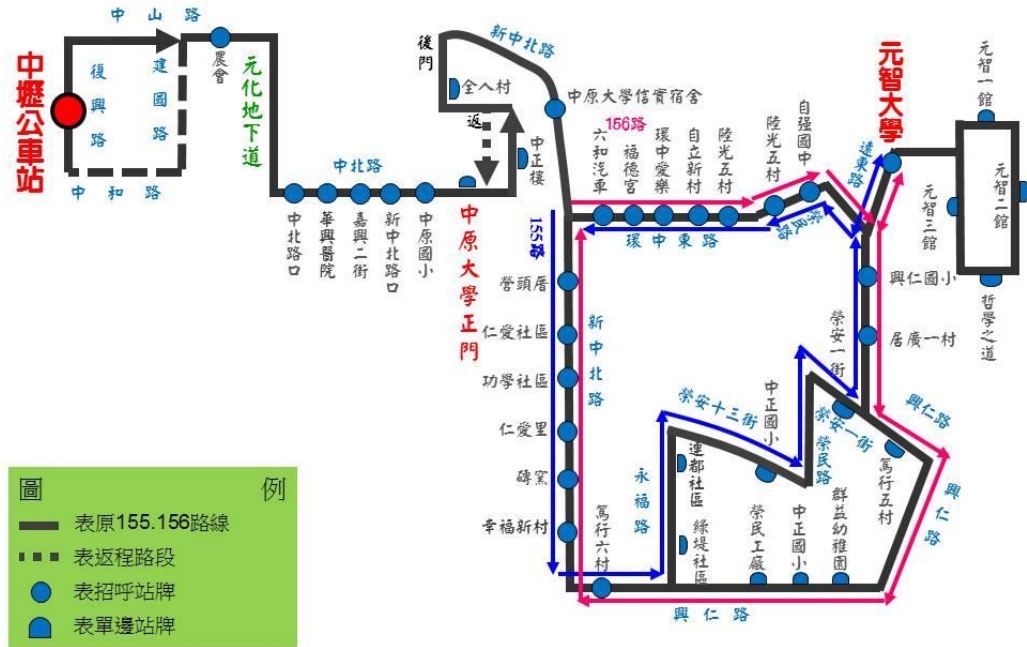
1. Those who already passed TOCFL Level-A2 test for Listening and Reading before the enrollment,
2. Those who already took and passed the Chinese courses in high school or college for 2 semesters.

Above requirements do not apply for the Dual-degree students but they need to enroll in at least 1 Chinese course in every semester to satisfy one of the graduation requirements.

takes about 10 minutes

Taoyuan Bus Company Bus Number[155] 或 [156] Route

桃園客運155、156路 (中壢-元智大學) 市區公車路線圖



[5089] Schedule

5089公車時刻表			
發車時刻	註	返程時刻	註
07:00	中壢開	07:43	機場開
07:40		08:30	
08:50		09:40	
10:10		11:00	
11:10		12:00	
11:55		12:45	
13:00		13:50	
14:00		14:50	
15:10		16:00	
15:45		16:35	
16:45		17:30	
18:30		19:15	
19:25		20:15	

[155]Schedule

155公車時刻表			
發車時刻	註	返程時刻	註
06:20	中壢開		
07:20			
08:00			
09:00			
10:00			
11:00			
12:00			
13:00			
14:00			
15:00			
16:00			
16:40			
17:30			
18:10			
19:25			
20:40			
22:00			

[156] Schedule

156公車時刻表			
發車時刻	註	返程時刻	註
06:55	中壢開		
07:40			
08:30			
09:30			
10:30			
11:30			
12:30			
13:30			
14:30			
15:25			
17:10			
17:50			
18:50			
20:00			
20:20			
21:25			

(2) Taxi: Security office at the University gate has telephone numbers of appointed taxi companies.

It takes about 25 minutes from Taoyuan International Airport to Chung Yuan Christian University

三、生活注意事項：

- (一) 請將外僑居留證與健保卡隨身攜帶。
- (二) 打工請依照本國規定，非法打工除了重罰外，並將驅逐出境，諮詢網站，勞委會職訓局。

3. Attention:

- (1) Please carry the ARC and NHI with you at any time.
- (2) For office campus employment, please comply with state laws and regulations. Working illegally will cause severe penalty and deportation. Please consult the website of the Bureau of Employment and Vocation Training of the Labor Council (<http://www.evta.gov.tw>)

四、安全注意事項：

- (一) 防搶：本校鄰近中原商圈，出入份子較為複雜，師生遭歹徒搶奪之事件時有所聞，且歹徒手法凶狠、搶奪對象不拘男女、犯案時間不分晝夜，提醒同學：1.走在馬路上避免手提皮包，多用背包。2. 提皮包時，靠右背右，靠左背左。
- (二) 防竊：團體生活中，個人財務請妥慎保管。校內常發生之財物失竊地點有：宿舍、教室、電算中心地下室、圖書館置物間、體育場等。請加強宿舍防竊宣導。
- (三) 交通安全：本校鄰近人口密集、巷弄複雜商區，請注意行車及步行安全。前往體育園區尤應注意新中北路來往車輛。
※生活輔導：建請國際交流中心或相關學系派出 1 對 1 之導生或導師，協助適應異鄉生活。

4. Security

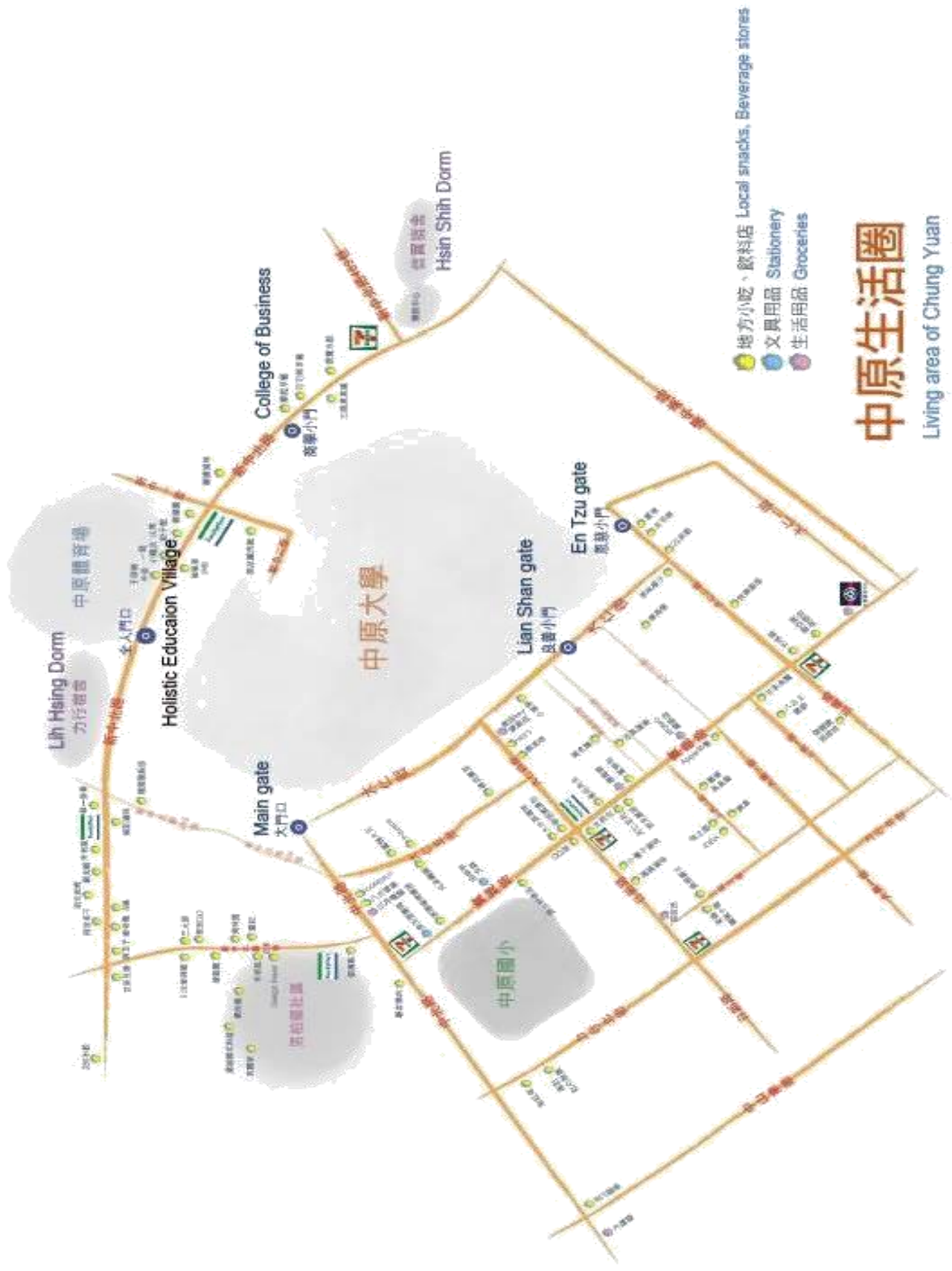
- (1)Robbery: The University is close to the Chung Yuan business zone. There are robberies from time to time. Please be reminded: 1. when walking, using a backpack is safer than a handbag; 2. when using a handbag, keep it on the same side of road you are walking on.
- (2)Theft: Keep close watch of personal belongings. Locations of often theft include: dormitory, classrooms, ground floor of Computing Center, library locker room, and the gymnastic.
- (3)Traffic: The University vicinities are populated with complex lanes and alleys. Be cautioned for safety when driving and walking. When crossing to the sports ground and stadium, pay special attention to the traffic.

五、緊急聯絡電話：

- (1) 境外學生輔導組：林蕙柔老師 03-2652182 (8:30 AM~5:00 PM)
- (2) 警衛室：(03)265-5555；(03)265-5556
- (3) 校部值勤教官：(03)265-7777
- (4) 國際暨兩岸教育處：(03)265-1702
- (5) 普仁派出所：(03)456-2912

5. Emergency phone numbers

- (1) Office of Student Affairs: Ms. Daisy 03-2652182 (8:30 AM~5:00 PM)
- (2) Security guard office: (03)265-5555; (03)265-5556
- (3) On-duty university military training officer: (03)265-7777
- (4) Office of International and Cross-Strait Education: (03)265-1700~1704/1725
- (5) Pujen police station: (03)456-2912



中原生活圈

Living area of Chung Yuan

費用預估

Estimated Expenditure

Items	Amount (NT\$)	Remark
1.Overseas Health Insurance Purchase		For newly arrived international students, you need to wait for at least 6 months to be eligible to the National Health Insurance. Receiving any medical treatments in Taiwan without National Health Insurance will potentially cost you huge amount of money. An overseas health insurance purchase for the first 6 months in Taiwan is your own responsibility. We strongly recommend you to purchase in your country before arriving in Taiwan.
2.Tuition and incidental fees	NT\$58000-74000 /semester	Depends on different departments
3.Group foreign students health insurance	NT\$3,000 (NT\$500/month)	All new international students ought to purchase Group foreign students health insurance after your arrival in Taiwan within the first 6 months. – compulsory insurance. If you have purchase relevant medical and accident insurance in your country in advance before coming Taiwan, please bring the certificate of insurance to CYCU, it is no need for you to buy International Students Health Insurance.
4.National Health Insurance (NHI) – 2nd semester (for 6 months)	NT\$4,494(NT\$749/month)	International students are eligible to enroll in the NHI program after residing in Taiwan for at least 6 months. From the 2 nd semester, you need to pay NHI fees until you graduate. The expenses (6 months fees) will be deducted from student's bank account automatically at the beginning of every semester. –compulsory insurance
5.Alien Resident Certificate (ARC)	NT\$1,000/year respectively	Apply for an ARC within fifteen days after arrival./ renew once a year
6.University Dormitory fee	NT\$15,000/semester	Re Cheng Dorm (Male & Female dormitory- 4 people/1 room/share bathroom)

Items	Amount (NT\$)	Remark
7. Monthly Maintenance Fee for living in a dormitory (prepaid in advance and may get refund at the end of a semester-depends on your expense); for excessive use of the electricity in the dorm, students are required to pay for extra fee.	NT\$1,500/semester	Re Cheng Dorm Normally for air-conditioner fee.
8. Living Cost	NT\$10,000~15,000/month	food, basic stuff for daily life, books ...
9. Student Medical Insurance	NT\$169 / semester	compulsory
10. Computer Lab Fee	NT\$2,000 / semester	undergraduate freshman only
11. Language Lab Fee	NT\$600 / semester	undergraduate freshman only
12. Health Check at CYCU	NT\$530 / time	undergraduate and graduate freshman only
13. Sports Facilities Fee	NT\$800/semester	Undergraduate student only
14. Transportation fees	NT\$900 / trip	From airport to CYCU – optional
15. Photograph	NT\$350 / time	For ARC , NHI or Student ID card – optional
16. Resident Visa Application	NT\$3,000/year respectively	If you enter Taiwan with a Tourists' Visa - optional

※※ Please note that above items are subject to be changed without further notice.



中原大學電子信箱及無綫網路設定 CYCU E-Mail & Wi-Fi Set Up

How to access CYCU e-mail? 如何進入中原電子信箱？

Step1: <https://mail.cycu.edu.tw> 進入中原 mail2000 首頁



Step2: How to enable your email account?

如何首次啟用帳號？

Step2-1: Click Enable account Button.

請點選[首次啟用設定密碼]按鈕。

Step2-2: Please type in your email account, Chinese name, ID number, year-month-date of birth and click "OK" to complete your email password setup.

請輸入郵件帳號、中文姓名、身分證字號、出生年月日、新郵件密碼，再按[確定]完成密碼設定。

https://mail.cycu.edu.tw/cgi-bin/newpass - Microsoft Internet Explorer 是由 中原大學電子計算機中心 提供

https://mail.cycu.edu.tw/cgi-bin/newpass

中原大學電子郵件系統 mail.cycu.edu.tw

首次啟用帳號及密碼設定(Enable email account and set new password)

新郵件帳號(Email Account) : @cycu.edu.tw

身份證字號(Personal ID) :

出生年月日(Birthday) : 年(yy) 月(mm) 日(dd)

中文姓名(Chinese Name) :

輸入新密碼(New Password) :

確認新密碼(Confirm Password) :

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※※本密碼設定提供新生（或首次登入）使用，相關注意事項說明如下：

※※Explanations of Password Settings items of attention for new students (or first time sign-ins) are as follows:

1. 請輸入郵件帳號、中文姓名、身分證字號、出生年月日、新郵件密碼，再按[確定]完成密碼設定。
1. Please type in your email account, Chinese name, ID number, year-month-date of birth and click "OK" (確定) to complete your email password setup.
2. 密碼設定原則；必須含有數字、英文大寫及小寫，至少8碼以上。

Additional Explanations: 補充說明:

1. Accounts may be used until 3 months after the time of graduation (leaving the school or leaving work); after this time your account will be deleted.
帳號生效後可使用直到畢業(離校、離職)，畢業(離校、離職)3個月後，帳號將被刪除。
2. If password setup fails, please fill out the Password Change Application Form and submit it to Room 717 in the Education Building for processing.
密碼設定失敗者，煩請填寫密碼修改申請單，再送至教學 717 櫃台辦理。
3. Undergraduates and Continuing Education students' account number is s+student ID number. Ex: if your student ID number is 10212354 your account number is s10212345, and your email address is s10212345@cycu.edu.tw.
大學部、進修部同學帳號為小寫 s+學號。例如：學號為 10212345, 則帳號為 s10212345, 電子郵件信箱為 s10212345@cycu.edu.tw。
Ex: Graduate and PhD students' account number is g+student ID number. If your student ID number is 10212345, your account number is g10212345, and your email address is g10212345@cycu.edu.tw.
碩士、碩專或博士班研究生帳號為小寫 g+學號。例如：學號為 10212345, 則帳號為 g10212345, 電子郵件信箱為 g10212345@cycu.edu.tw。

4. The memory capacity for faculty and staff member's mailboxes is 1GB; student mailboxes have a capacity of 300MB.

教、職員每個信箱容量為 1GB、學生每個信箱容量為 300MB。

首次啟用帳號及密碼設定(Enable email account and set new password)

新郵件帳號(Email Account) : @cycu.edu.tw

身份證字號(Personal ID) :

出生年月日(Birthday) : 年(yy) 月(mm) 日(dd)

中文姓名(Chinese Name) :

輸入新密碼(New Password) :

確認新密碼(Confirm Password) :

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※※本密碼設定提供新生（或首次登入）使用，相關注意事項說明如下：

※※Explanations of Password Settings items of attention for new students (or first time sign-ins) are as follows:

1. 請輸入郵件帳號、中文姓名、身分證字號、出生年月日、新郵件密碼，再按[確定]完成密碼設定。
1. Please type in your email account, Chinese name, ID number, year-month-date of birth and click "OK" (確定) to complete your email password setup.
2. 密碼設定原則；必須含有數字、英文大寫及小寫，至少8碼以上。

How to connect CYCU Wi-Fi? 如何連接學校無線網路?

1. Connect to following Wi-Fi Server 連接以下無線網路伺服器:

① iCYCU / ② TANetRoaming

2. Login 登錄

Account Name 帳戶: CYCU E-MAIL / i-touch Account 帳戶

Password 密碼: Your CYCU E-MAIL / i-touch Password 密碼

Recommended App 推薦軟體(Google Play):



CYCU Wi-Fi Helper

兆豐銀行帳戶匯款

Money Transfer to Mega Bank account.

所需資料 Required Information:

**1. BANK NAME: MEGA INTERNATIONAL COMMERCIAL BANK
CO., LTD. CHUNG LI BRANCH**

2. BANK ADDRESS:

No.46, FU HSING ROAD, CHUNG LI (320), TAIWAN

3. BANK TEL: 886-3-4228469

4. SWIFT CODE: ICBCTWTP039

5. PROVIDE YOUR ENGLISH NAME AND MEGA BANK ACCOUNT

Location of MEGA Bank in campus: Dickson Lee Hall 1F
Opening Hours: Monday to Friday (12:00-15:20)

國際學生相關重要網站

Important Websites for International Students

1. Chung Yuan Christian University Website:

<http://www.cycu.edu.tw>

2. Office of International and Cross-Strait Education Website:

<http://oia.cycu.edu.tw/>