

中國科技大學國際專修部學生修業辦法

Regulations Governing the Study of Students in the International Foundation Program of China University of Technology

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第一條 中國科技大學(以下簡稱本校)國際專修部依據教育部「重點產業領域擴大招收僑生港澳學生及外國學生實施計畫」招收境外學生，為規範學生入學資格、學雜費、學制銜接、華語文能力測驗(TOCFL)及獎勵機制等，特訂定「中國科技大學國際專修部學生修業辦法」(以下簡稱本辦法)。

Article 1 The International Foundation Program of China University of Technology (hereinafter referred to as “the University”) recruits overseas students in accordance with the Ministry of Education’s “Implementation Plan for Expanding the Recruitment of Overseas Compatriots, Students from Hong Kong and Macao, and Foreign Students in Key Industry Fields”. To establish regulations governing students’ admission qualifications, tuition and miscellaneous fees, academic system progression, Test of Chinese as a Foreign Language (TOCFL) requirements, and reward mechanisms, the “Regulations Governing the Study of Students in the International Foundation Program of China University of Technology” (hereinafter referred to as “these Regulations”) are hereby established.

第二條 入學資格：

Article 2 Admission Eligibility:

- 一. 符合「外國學生來臺就學辦法」、「香港澳門居民來臺就學辦法」及「僑生回國就學及輔導辦法」所定外國學生、港澳生及僑生身份，且具學士班入學資格。
- I. Applicants who meet the eligibility requirements and status qualifications of foreign students, students from Hong Kong and Macao, and Overseas Compatriots as stipulated in the “Regulations Regarding International Students Undertaking Studies in Taiwan,” “Regulations Regarding Study in Taiwan by Residents of Hong Kong and Macao,” and “Regulations Regarding Study and Counseling Assistance for Overseas Compatriots Returning to Taiwan,” respectively, and who possess the qualifications

for admission to a bachelor's degree program.

- 二、申請就讀國際專修部，每人以一次為限。但因特殊事由退學，經教育部同意時，得再申請一次。
- II. Each applicant may apply for admission to the International Foundation Program only once. However, applicants who withdraw from the Program due to special circumstances may submit a second application upon approval by the Ministry of Education.

第三條 入學審查：

Article 3 Admission Review:

- 一、申請者通過本校招生委員會審查資格後，由國際專修部發給華語先修生條件式入學許可，並將錄取名冊函報教育部，由教育部函轉外交部領事事務局轉知各駐外館處。
- I. Applicants who have passed the eligibility review conducted by the University's Admissions Committee shall be issued a Conditional Admission Letter for Chinese Language Preparatory Students by the International Foundation Program. The list of admitted students shall then be submitted to the Ministry of Education for approval and subsequently forwarded by the Ministry of Education to the Bureau of Consular Affairs, Ministry of Foreign Affairs, which will notify the relevant overseas missions.
- 二、學生所繳入學證明文件如有偽造、假借、塗改等情事，經查明，應撤銷錄取資格；已註冊入學者，撤銷其學籍，且不發給任何相關學業證明；如畢業後始發現者，由本校撤銷其畢業資格並註銷其學位證書。
- II. If any admission documents submitted by students are found to have been forged, fraudulently obtained, or altered, their admission qualification shall be revoked upon verification. For students who have already registered and enrolled, their student status shall be revoked, and no relevant academic certificates shall be issued. If such violations are discovered after graduation, the University shall revoke their graduation qualification and invalidate their degree certificates.

第四條 修課規範：

Article 4 Course Regulations:

- 一、國際專修部華語先修生(以下稱先修生)修讀華語課程期間以一年為原則(至少一學期)限修讀華語課程，學期間每週至少15小時，一年不得低於720小時。依本辦法第二條第二款重新申請入學國際專修部之學生，修讀華語課程時數須重新計算，前次修讀之時數亦不予認列。
- I. Chinese Language Preparatory Students of the International Foundation Program (hereinafter referred to as "Pre-students") shall primarily study Mandarin courses for

a period of one year (at least one semester). During the semester, Pre-students shall take at least 15 hours of Mandarin courses per week, and the total number of course hours within one year shall not be less than 720 hours. Students who reapply for admission to the International Foundation Program in accordance with Article 2, Paragraph 2 of these Regulations shall have their Mandarin course hours recalculated. The course hours completed during their previous enrollment period shall not be recognized..

- 二. 先修生學業成績考評，包含平時成績、期中成績與期末成績；成績評量標準、方式由授課教師依課程實際需要而實施採行，並公布於課程內容。
- II. The academic performance assessment of Pre-students shall include regular performance, midterm examinations, and final examinations. The assessment criteria and methods shall be determined and implemented by the course instructors based on the actual requirements of each course and shall be announced in the course syllabus.
- 三. 先修生各項成績經授課教師評定後送交國際專修部，不得更改。但如屬授課教師之失誤有遺漏或核算錯誤者，由授課教師將「更正學生學期成績申請表」暨相關資料備妥，以書面送交國際專修部更改成績，最遲應於成績送達二週內提出。
- III. After the grades of Pre-students have been assessed by the course instructors and submitted to the International Foundation Program, they shall not be altered. However, in cases where omissions or calculation errors occur due to mistakes made by the course instructors, the instructors shall prepare the “Application Form for Correction of Students’ Semester Grades” and relevant supporting documents, and submit them in writing to the International Foundation Program for grade correction. Such requests must be submitted within two weeks from the date on which the grades are submitted at the latest.
- 四. 先修生於考試時有作弊行為者，經查證屬實，視情節輕重依據本校「學生獎懲辦法」予以處分。
- IV. Pre-students who engage in any form of academic dishonesty during examinations shall, upon verification of the violation, be subject to disciplinary action in accordance with the University's “Student Rewards and Disciplinary Regulations”, with the penalty determined according to the severity of the offense.
- 五. 先修生因故缺席，得參照本校「學生請假規則」至國際專修部請假，未經核准請假或請假未核准而缺席者視為曠課，遲到超過25分鐘即視為缺課1小時。先修生缺(曠)課時數達15小時(含以上)由國際專修部約談學生並進行列管輔導，累計至30小時記小過1次，累計45小時記大過1次，每累計15小時再記大過1次，累計滿三次大過，依據本校「學生獎懲辦法」予以退學處分。

- V. Pre-students who are unable to attend classes due to legitimate reasons shall apply for leave through the International Foundation Program in accordance with the University's "Student Leave Regulations". Any absence without prior approval, or absence following a leave application that has not been approved, shall be deemed an unexcused absence. Students who arrive more than 25 minutes late shall be regarded as having one hour of absence. Pre-students who accumulate 15 hours or more of absence (including unexcused absence) shall be required to attend a counseling session conducted by the International Foundation Program and will be placed under academic monitoring. Upon accumulating 30 hours of absence, one minor demerit shall be imposed. Upon accumulating 45 hours, one major demerit shall be imposed. Thereafter, one additional major demerit shall be imposed for every additional 15 hours of accumulated absence. Pre-students who accumulate three major demerits shall be dismissed from the University in accordance with the University's "Student Rewards and Disciplinary Regulations".
- 六. 先修生於國際專修部修讀course期間或期滿後，應達華語文能力測驗(TOCFL)之聽力與閱讀測驗基礎級A2標準(含以上)，得接續修讀所錄取之學系一年級；未達標準者，採退學處分。
- VI. During or upon completion of the Mandarin courses at the International Foundation Program, Pre-students shall achieve the Basic Level A2 standard or above in both the listening and reading sections of the Test of Chinese as a Foreign Language (TOCFL). Pre-students who meet this requirement may continue their studies in the first year of the admitted department. Those who fail to meet the required standard shall be subject to dismissal from the University.
- 七. 先修生於國際專修部修讀華語課程期間或期滿後，通過華語文能力測驗(TOCFL)之聽力與閱讀測驗基礎級A2檢測後，必須轉入錄取之學系就讀，無法配合者需辦理退學，不得續留國際專修部。
- VII. During or upon completion of the Mandarin courses at the International Foundation Program, Pre-students who have passed the Basic Level A2 assessment of the Test of Chinese as a Foreign Language (TOCFL) listening and reading sections shall transfer to and continue their studies in the admitted department. Pre-students who are unable to comply with this requirement shall withdraw from the University and shall not be permitted to remain in the International Foundation Program.
- 八. 先修生於國際專修部修讀華語課程期間不得申請轉系或轉學、亦不得休學；但於正式修讀學士班專業課程一年後，得符合教育部規定之製造業、營造業、農業及長期照顧、服務業及電子商務業等相關系所申請轉系或轉學。
- VIII. During the period in which Pre-students are enrolled in Mandarin courses at the International Foundation Program, they shall not apply for a change of department,

transfer to another university, or suspension of study. However, after completing one year of formal undergraduate professional coursework, they may apply for a change of department or transfer to another university in accordance with the regulations of the Ministry of Education and the relevant departments in the fields of manufacturing, construction, agriculture, long-term care, service industries, and e-commerce..

- 九. 先修生於國際專修部修讀華語課程修業期滿並通過華語文能力測驗(TOCFL)之聽力與閱讀測驗基礎級A2標準(含以上)，由國際專修部發給結業證書。
- IX. Upon completion of the Mandarin courses at the International Foundation Program and successful achievement of the Basic Level A2 standard or above in both the listening and reading sections of the Test of Chinese as a Foreign Language (TOCFL), Pre-students shall be issued a Certificate of Completion by the International Foundation Program.
- 十. 先修生於國際專修部修讀華語課程不得採認畢業學分，學生考取華語文能力測驗(TOCFL)之聽力與閱讀測驗基礎級A2標準(含以上)轉入正式修讀學士班後，須依循本校「學則」完成各學系之畢業條件，始得畢業。
- X. The Mandarin courses taken by Pre-students in the International Foundation Program shall not be recognized as credits toward graduation. After Pre-students achieve the Basic Level A2 standard or above in both the listening and reading sections of the Test of Chinese as a Foreign Language (TOCFL) and transfer to formal undergraduate study, they shall fulfill the graduation requirements of their respective departments in accordance with the University's "Academic Regulations" in order to be eligible for graduation.

第五條 住宿規範：

Article 5 Dormitory Regulations:

- 一、先修生於國際專修部修讀華語課程期間，須居住校內學生宿舍。住宿期間須進行夜間點名，執行方式由國際專修部統一規範及公告。
- I. During the period in which Pre-students are enrolled in Mandarin courses at the International Foundation Program, they are required to reside in the University's student dormitories. Pre-students residing in the dormitory shall be subject to nightly roll call. The procedures governing its implementation shall be prescribed and announced by the International Foundation Program.
- 二、先修生於國際專修部修讀華語課程期間，未經核准報備徹夜未歸，致缺席夜間點名，將由國際專修部約談學生並進行列管輔導及記過處分，每累計1次記大過1次，累計滿3次大過，依據本校「學生獎懲辦法」予以退學處分。
- II. During the period in which Pre-students of the International Foundation Program are enrolled in Chinese language courses, any Pre-student who stays out overnight without

prior approval or notification, resulting in absence from the nightly roll call, shall be required to attend an interview with the International Foundation Program and receive counseling under academic monitoring. Disciplinary action shall also be imposed, with one major demerit recorded for each occurrence. Pre-students who accumulate three major demerits shall be subject to dismissal from the University in accordance with the University's "Student Rewards and Disciplinary Regulations".

三、先修生於國際專修部修讀華語課程期間，應遵守本校「學生宿舍管理辦法」及「宿舍生活公約」規定。先修生違反宿舍規定者，經查證屬實，視情節輕重依據本校「學生獎懲辦法」予以處分。

III. During the period in which Pre-students are enrolled in Mandarin courses at the International Foundation Program, they shall comply with the University's "Student Dormitory Management Regulations" and "Dormitory Living Agreement." Any violation of dormitory regulations by Pre-students, upon verification, shall be subject to disciplinary action in accordance with the University's "Student Rewards and Disciplinary Regulations," with the penalty determined based on the severity of the violation.

第六條 工作許可：

Article 6 Work Permit:

一、先修生於國際專修部修讀華語課程期間得比照一般學位生向勞動部申請工作許可。

I. During the period in which Pre-students are enrolled in Mandarin courses at the International Foundation Program, they may apply for a work permit from the Ministry of Labor in accordance with the regulations applicable to regular degree students.

二、先修生取得工作許可後，應符合勞動部就業服務法第50條規定「學期期間每週工讀時數最長20小時；寒暑假期間不受限制」。

II. After obtaining a work permit, Pre-students shall comply with Article 50 of the Employment Service Act promulgated by the Ministry of Labor, which stipulates that "During the academic semester, the maximum number of part-time working hours shall not exceed 20 hours per week; there is no restriction on working hours during winter and summer vacation periods."

第七條 學雜費收費標準：

Article 7 Tuition and Miscellaneous Fees:

一、先修生於國際專修部修讀華語課程期間，依招生簡章公告第一學年(兩學期)每學期繳交學雜費，另收取電腦及網路通訊使用費、各項代辦費用；進入錄取之學系就讀後依所屬學系學雜費規定收取。

- I. During the period in which Pre-students are enrolled in Mandarin courses at the International Foundation Program, they shall pay tuition and miscellaneous fees for each semester during the first academic year (two semesters) as specified in the admission brochure. Additional fees, including computer and network communication usage fees and other administrative service fees, shall also be collected. After entering the admitted department, students shall be charged tuition and miscellaneous fees in accordance with the regulations of their respective departments.
- 二、先修生於國際專修部修讀華語課程期間退學及退費標準依據一般學位生規定時程辦理；惟必須無任何欠費方得註冊，進入錄取之學系就讀時亦同，未依規定完成學雜費繳費者予以退學處分。
- II. During the period in which Pre-students are enrolled in Mandarin courses at the International Foundation Program, the procedures and standards for withdrawal and tuition refund shall be handled in accordance with the schedule applicable to regular degree students. However, students must have no outstanding fees in order to complete registration. The same requirement shall apply when students enter their admitted departments. Students who fail to complete the payment of tuition and miscellaneous fees in accordance with the regulations shall be subject to dismissal from the University.

第八條 醫療保險與全民健康保險：

Article 8 Medical Insurance and National Health Insurance:

- 一、先修生註冊時，新生應檢附已投保自入境當日起至少六個月效期之醫療及傷害保險，前項保險證明如為國外所核發者，應經駐外館處驗證。未檢附者，為保障自身在校在臺安全，須強制參加本校提供之「境外學生醫療保險」。
- I. Upon registration, newly admitted Pre-students shall submit proof of medical and accident insurance coverage valid for at least six months from the date of entry into Taiwan. If the insurance certificate is issued by an overseas insurance institution, it shall be authenticated by an overseas mission. Students who fail to provide such proof shall be required to enroll in the University's "Medical Insurance for Overseas Students" in order to ensure their personal safety while studying at the University and staying in Taiwan.
- 二、持有居留證明文件在臺居留滿六個月之先修生，依據「全民健康保險法」規定，全民健康保險為強制性，符合資格者皆須參加。
- II. In accordance with the National Health Insurance Act, Pre-students who hold residence permit documents and have resided in Taiwan for six months or more shall be required to enroll in the National Health Insurance (NHI) program, as the National Health Insurance system is mandatory and all eligible individuals are required to participate.

第九條 獎勵機制：

Article 9 Reward Mechanism:

一、先修生於國際專修部修讀華語課程期間，通過華語文能力測驗(TOCFL)之聽力與閱讀測驗基礎級A2標準(含以上)，依據本校「國際專修部華語測驗獎助學金實施要點」規定辦理。

I. During the period in which Pre-students are enrolled in Mandarin courses at the International Foundation Program, those who pass the Level A2 or above in both the listening and reading sections of the Test of Chinese as a Foreign Language (TOCFL) shall be handled in accordance with the University's "Implementation Guidelines for Scholarships and Grants for Mandarin Proficiency Tests of the International Foundation Program".

二、先修生進入錄取之學系就讀第一年起依據「境外學生獎助學金作業要點」規定辦理。

II. Starting from the first year of study in the admitted department, Pre-students shall be subject to the provisions of the University's "Regulations for the Administration of Scholarships and Grants for Overseas Students".

第十條 先修生如退學或變更、喪失學生身分等情事，國際專修部應同時於全國大專校院境外生資料管理資訊系統通報。

Article 10 If a Pre-student withdraws from the University or undergoes any change in or loss of student status, the International Foundation Program shall simultaneously report such information through the "Information Management System for Overseas Students of Universities and Colleges in Taiwan".

第十一條 先修生之申請入學、平時生活、課業輔導等事務由國際專修部與相關單位負責辦理。

Article 11 The application for admission, daily life management, academic counseling, and other related matters of Pre-students shall be handled by the International Foundation Program in coordination with relevant units.

第十二條 本辦法如有未盡事宜，依本校其他相關法規辦理。

Article 12 Any matters not specified in these Regulations shall be handled in accordance with other relevant regulations of the University.

第十三條 本辦法經行政會議通過，自發布日施行。

Article 13 These Regulations shall be implemented upon approval by the Administrative Meeting and shall take effect from the date of promulgation.