

# 國立中山大學學生出國期間有關學業及學籍處理要點

## Guidelines on Handling Academic Affairs and Enrollment of Students Studying Abroad

90.11.16 本校 90 學年度第 2 次行政會議修正通過  
Amended and approved at the 2nd Executive Meeting on November 16, 2001  
90.12.27 日教育部臺(90)高(二)字第 90182119 號函准予備查  
Approved by the Ministry of Education with Ref. No. 90182119 on December 27, 2001  
102.2.27 本校 101 學年度第 2 學期第 1 次行政會議修正通過  
Amended and approved at the 1st Executive Meeting on February 27, 2013  
102.5.8 本校 101 學年度第 2 學期第 6 次行政會議修正通過  
Amended and approved at the 6th Executive Meeting on May 8, 2013  
102.10.14 本校 102 學年度第 1 學期第 137 次教務會議修正通過  
Amended and approved at the 137th Academic Affairs Council meeting on October 14, 2013  
102.12.12 教育部臺教高(二)字第 1020182943 號函准備查第 5、9 條  
Articles 5 & 9 approved by the Ministry of Education with Ref. No. 1020182943 on December 12, 2013  
107.5.24 本校 106 學年度第 2 學期第 156 次教務會議修正通過  
Amended and approved at the 156th Academic Affairs Council meeting on May 24, 2018  
113.3.22 本校 112 學年度第 2 學期第 179 次教務會議修正通過  
Amended and approved at the 179th Academic Affairs Council meeting on March 22, 2024  
114.12.09 本校 112 學年度第 2 學期第 186 次教務會議修正通過  
Amended and approved at the 186th Academic Affairs Council meeting on December 9, 2025

- 一、 為本校學生於修業期間出國，有關學業與學籍之處理，特訂定本要點。
  - I. These guidelines are formulated to handle the academic affairs and enrollment of students going abroad during their term of studies.
- 二、 本要點適用之學生如下：
  - II. These guidelines shall apply to the following students:
    - (一) 經本校甄選為交換生或自費選讀生前往有合作關係之國外學校或機構者。
      - (1) students selected by the University or self-funded for exchange programs at overseas partner universities or institutions,
    - (二) 從事短期交流、實習、研修或學位論文相關研究者。
      - (2) students carrying out short-term exchange, internships, studies, or thesis/dissertation-related research,
    - (三) 經所屬院、系所、學位學程推薦並經學校核准出國就讀雙學位者。
      - (3) students recommended by their affiliated departments/institutes/degree programs/colleges (hereinafter referred to the “units”) and approved by the University to study dual-degree programs,
    - (四) 修習之課程須短期出國研修者。
      - (4) students taking courses which require a short-term research overseas,

(五) 其他經本校專案核准出國者。

(5) students specially approved for going overseas by the University.

三、 出國經專案核准者是否須辦理休學，由各院、系所、學位學程決定。休學應依本校學則相關規定辦理。

III. Individual units may determine whether students approved to study abroad shall apply for suspension of their studies. Matters related to the suspension shall be handled in accordance with the University's *Academic Regulations*.

四、 學生出國期間相關事項如下：

IV. Students shall handle the following matters while studying abroad:

(一) 出國期間仍應依規定於本校完成註冊手續並繳交學雜費(得委託他人代為辦理)。其繳費事宜，本校依當學年度學雜費收費基準一覽表之標準辦理；兩校另有協議者，從其協議。

(1) Students studying abroad shall still complete their enrollment at the University and pay the tuition and miscellaneous fees or delegate a third party to do so in accordance with the relevant regulations. The payment shall be handled in accordance with the University's standards for tuition and miscellaneous fees of the current academic year. When there exists an agreement between the two institutions, the agreement shall prevail.

僅須繳交學分費者，其學分費依實際於境外修習之學分數計算。

Students required to pay only credit fees shall have the fees calculated based on the actual number of credits taken overseas.

(二) 因交換學校為國際緊急情勢地區者(如疫情、政局、天災等)，得申請提前返校；返校後學籍及選課事宜由教務處協助辦理；返校相關事宜及於國外修課相關資料由國際事務處協助辦理。

(2) If students apply for returning back to the University early due to partner universities facing emergencies such as epidemic outbreaks, political unrest, or natural disasters, the Office of Academic Affairs shall handle the enrollment and course selection upon their return, and the Office of International Affairs shall assist with their repatriation and academic records in partner universities.

(三) 經本校核准出國進修超過二個月者(不含寒暑假期間)，出國期間不得在本校選課，出境期間校內所有已選修之課程將自動註銷。

(3) Students approved by the University to study abroad for more than two months (excluding winter and summer break) shall not select any

courses at the University during their oversea study. All University courses selected during the said period shall be automatically cancelled.

五、 學生依本要點第二條規定出國而未辦理休學者，於國外大學所修習之科目學分及返校手續依下列規定辦理：

V. Students studying abroad without suspending their studies per Article 2 herein shall handle their course credits and returning procedure as follows:

(一) 境外修習之科目學分，得依本校「辦理學生抵免學分辦法」申請抵免，惟學生所屬系所無名稱、內容或性質相同之課程可辦理抵免者，得依本校「學生成績作業要點」申請認列學分。學生如欲抵免或認列本校學分，應事先辦理完成出國申請之相關程序。

(1) Course credits obtained at overseas partner universities/institutions may be transferred in accordance with the University's *Regulations for Credits Transfer*. However, for courses taken overseas without one with the same title, content, or nature in the students' affiliated departments, the students may apply for credit recognition according to the University's *Guidelines on Academic Evaluation*. Students who plan to apply for credit transfer or recognition shall complete the required procedure for studying abroad.

(二) 學生應於出國修讀學期結束後返國二個月內，檢附國外交換學校或機構修習科目之成績單正本(或成績證明書)及相關授課證明(應含授課時數及註明修習之科目為大學部或研究所)併同返校手續單辦理返校手續；

(2) Students shall, within two months after returning to Taiwan following the completion of their oversea semester, submit the original transcript (or a certificate of academic record) issued by the overseas universities/institutions, proofs of courses taken (indicating the number of lecturing hours and the courses being offered in a bachelor's or master's program), and the returning procedure check list for matters related to students' return.

應屆畢業生至遲需於次學期上課開始日前完成返校手續，逾期次學期仍應辦理註冊。

Graduate-to-be shall complete the returning procedure before the first date of the class in the upcoming semester. Those failing to do so shall still enroll for the next semester.

(三) 學生出國進修之期間，至多以一年為原則，其出國之學期數應併入修業年限計算；惟暑期課程不在此限，亦不列入修業年限計算。

(3) The period of studying abroad shall be restricted to at most one year in

principle and be counted into the total period of studies; however, summer courses shall be exempted from the restriction but not be counted into the total period of studies.

學生如於出國修習課程期間辦理畢業、休學或退學完成者，其在國外所修習之課程及學分概不予採計。

Courses taken or credits earned overseas shall not be recognized when students graduate, suspend their studies, or are dismissed from the University during the period of their overseas study.

- (四) 因第四點第二款提前返校者，於完成返校手續後，得經所屬單位及授課教師同意，協助其加修校內可銜接之相關課程，不受當學期選課期程之限制，其成績計算方式依本校成績評量相關規定辦理。
- (4) Students returning from overseas early per Subparagraph 2 of Article 4 herein may select corresponding courses with the consent of their affiliated units and teaching faculty after completing returning procedure. They are thus not subject to the schedule of course selection, and the grading method shall be handled in accordance with the University's relevant regulations for evaluation.
- (五) 境外修習科目學分之計算，依本校交換校學分轉換參考表（如附表 1）辦理。倘有需個別認定之情形，得由學生檢附修習學分、修課時數及成績相關證明文件等，由系所依本校學則第四十七條規定予以認定（原則以授課滿十八小時為一學分）。學分轉換若遇有小數部分，得經系所認定後以四捨五入方式採計學分。
- (5) The calculation of course credits obtained abroad shall follow the University's Tables for Converting Credits of Exchange Programs (Appendix I). The credit number of a course of special nature may be recognized on a case-by-case basis with corroborating documentation regarding course credits, class hours, and grades by the students' affiliated units in accordance with Article 47 of the University's *Academic Regulations* (eighteen teaching hours is equivalent to one credit, in principle). Converted credits with decimal points shall be rounded to the nearest whole number.
- (六) 境外修習科目之成績及格標準認定，依本校交換校成績轉換參考表（如附表 2）辦理。倘有需個別認定之情形，應符合本校學則規定之各學制成績及格標準，經系所同意後採計學分。
- (6) The passing grade of courses taken abroad shall follow the University's Tables for Converting Grades of Exchange Programs (Appendix II). A course of special nature may be reviewed on a case-by-case basis by the students' affiliated units. The credits shall be recognized upon approval

for passing in accordance with the provisions regarding passing grades for various programs stipulated in the *Academic Regulations*.

(七) 各院、系、所(學位學程)對成績要求另有較嚴格之規定者，經公告周知後，從其規定。

(7) Stricter requirements for grades from individual colleges and departments/institutes/degree programs shall prevail after being publicly announced.

六、 學生出國期間，如有違反校規或其他不端情事或逾期未返校者，依學則及相關規定辦理。

VI. Matters related to students violating the University's regulations, misbehaving, or deferring the return date while studying abroad shall be handled in accordance with the *Academic Regulations* and other relevant regulations.

七、 學生出國期間有關兵役事宜，除依其相關規定辦理外；役男尚未履行兵役義務者，另依內政部頒「役男出境處理辦法」辦理。

VII. Matters related to military service shall be handled in accordance with relevant regulations. Drafted students not yet serving the military duty shall comply with the Ministry of the Interior's *Regulations for Exit of Draftees*.

八、 學生出國，有關申請護照及入出境許可，支領，停發或賠償公費及獎學金，或其他未規定事項，另依相關規定辦理。

VIII. Matters not covered herein shall be handled in accordance with other relevant regulations, such as passport application, entry/exit permit, and withdrawal/suspension/compensation of the state-funded subsidies and scholarship.

九、 本要點經教務會議通過，經校長核定後公告實施，修正時亦同。

IX. These guidelines are approved by the Academic Affairs Council and the President before implementation. Amendments to these guidelines shall follow the same procedure.

附表 1：國立中山大學交換校學分轉換參考表

Appendix I: Tables for Converting Credits of Exchange Programs

臺灣 Taiwan	日本地區 Japan	一般地區 Other countries					大陸地區 China
	日本 Japan	亞洲 <sup>1</sup> Asia <sup>1</sup>	大洋洲 Oceania	美洲 <sup>2</sup> America <sup>2</sup>	歐盟 ECTS <sup>3,4</sup> EU-ECTS <sup>3,4</sup>	英國 U.K.	中國大陸 <sup>5</sup> China <sup>5</sup>
1	1	1	4	1	2	5	1
2	2	2	8	2	4	10	2
3	3	3	12	3	6	15	3
4	4	4	16	4	8	20	4
5	5	5	20	5	10	25	5
6	6	6	24	6	12	30	6

\*1：含韓國、新加坡、泰國、菲律賓、越南、印尼、斯里蘭卡。

1 including South Korea, Singapore, Thailand, the Philippines, Vietnam, Indonesia, and Sri Lanka.

\*2：含美國、加拿大、智利。

2 including the United States, Canada, and Chile.

\*3：歐盟學分轉換機制 (European Credit Transfer and Accumulation System，簡稱 ECTS)。

3 ECTS stands for the *European Credit Transfer and Accumulation System*

\*4：含法國、芬蘭、荷蘭、瑞典、德國、捷克、匈牙利、奧地利、義大利、斯洛伐克、土耳其、拉脫維亞、比利時、克羅埃西亞、瑞士、挪威。

4 including France, Finland, the Netherlands, Sweden, Germany, the Czech Republic, Hungary, Austria, Italy, Slovakia, Turkey, Latvia, Belgium, Croatia, Switzerland, and Norway.

\*5：含香港、澳門。

5 including Hong Kong and Macau.

附表 2：國立中山大學交換校成績轉換參考表

Appendix II: Tables for Converting Grades of Exchange Programs

臺灣 Taiwan	日本 Japan	歐盟 EU ECTS	芬蘭 Finland	德國 Germany	瑞士 Switzerland	法國 France	奧地利 Austria
A+	A+ / S	A	90-100	1.0-1.5	6	14.25-20	1
A/A-	A	B	80-89	1.6-2.0	5.5	13-14.24	2
B+/B/B- (B-研究所及格標準) (B- passing grade of graduate programs)	B	C	70-79	2.1-2.5	5	12-12.99	3
C+/C/C- (C-學士班及格標準) (C- passing grade of undergraduate programs)	C	D	60-69	2.6-3.5	4.5	10-11.99	4
D	D	E	50-59	3.6-4.0	4	0-10	4
E/F/X	F	F	0-49	4.1-5.0	3.5-1.0		5

臺灣 Taiwan	美國、加拿大 United States and Canada	韓國 South Korea	荷蘭 Netherlands
A+	A+ / A / 4	A+ / 4.5	9
A+	A- / 3.7	A / 4.0	8
A	B+ / 3.3	B+ / 3.5	8
A-	B / 3.0	B / 3.0	8
B+/B	B- / 2.7	C+ / 2.5	7

臺灣 Taiwan	澳洲 Australia
A+/A/A-	7
B+/B/B- (B-研究所及格標準) (B- passing grade of graduate programs)	6
C+/C/C- (C-學士班及格標準) (C- passing grade of undergraduate programs)	5
D	4
E/F/X	1-3

B/B- (B-研究所及格標準) (B- passing grade of graduate programs)	C+ / C / 2.0-2.3	C / 2.0	7
C+/C	C- / 1.7	D+ / 1.5	6
C/C- (C-學士班及格標準) (C- passing grade of undergraduate programs)	D+ / D / 1.0- 1.3	D / 1.0	6
D/E/F/X	D- / 0-0.9	F / 0.0	0-5