

休退學相關規定

Regulations regarding students deferring or withdrawing from their studies

休退學事宜依本校學則辦理。

如擬辦理休退學，請先洽本校國際合作處國際交流中心諮詢相關程序。

If a student defers or withdraws from their studies, the university handles the matter in accordance with the Lunghwa University of Science and Technology Regulations.

If you are considering deferring or withdrawing from your studies, please go to the Office of International and Cross-strait Cooperation to discuss the procedure first.

學生需於規定時間內繳交學雜費，若未依規定時間繳交者，將依逾期未註冊理由，處以退學。

Students have to pay tuition and miscellaneous fees within the due time set by Lunghwa. If they fail to pay before due time, they will be withdrawn from the university according to the reasons for overdue registration.

外國學生學期學業成績不及格科目之學分數，連續三學期達三分之二者退學。

Foreign students have to withdraw as their failed courses are (or over) two-thirds of total taken courses in three consecutive semesters.

學生有下列情形之一者，應令休學：

- 一、自上課之日始，其缺、曠課日數達該學期授課總日數三分之一者。
- 二、有嚴重傳染性疾病，經公立醫院或校醫認為有礙公共衛生者。
- 三、經本校學生獎懲審議委員會決議必須辦理休學者。

1. Student absence added up to one-third of the total number of required hours during the semester

2. Student having serious infectious diseases which will cause public health problem confirmed by public hospitals or school doctors.

3. Student with a decision of schooling suspension made by the Student Rewards and Punishments Review Committee due to acts of misconduct

休學生復學時，應入原肄業系(組)相接之學年或學期肄業；學期中途休學者，復學時，應入原休學之學年或學期肄業。

前項原肄業系(組)或專班變更或停辦時，復學生得轉至本校適當之系(組)或一般班肄業，惟須符合轉入系(組)或一般班之入學要求。

Students who want to resume school studies should follow the guidelines. If suspension effects during the semester, returnees should re-enroll in the previous department or program and stay in the same grade as the time when suspended. If the program is not offered or the department does not exist then, students will be guided to other related department or program. Students must meet the admission requirements of the related department to resume schooling.

外國學生休學或退學，學校應即通報外交部領事事務局及學校所在地之內政部移民署服務站，移民署將註銷外僑居留證，學生應於 10 日內出境。(外國學生來臺就學辦法第 24 條、入出國及移民

法第 31 條及 36 條規定)

When an international student defers or abandons their studies, the college/university must immediately notify the Bureau of Consular Affairs of the Ministry of the Foreign Affairs and the service center(s) of the National Immigration Agency of the Ministry of the Interior where their educational institution is located. The National Immigration Agency will then revoke the student's Alien Resident Certificate, and the student must leave Taiwan within 10 days. (See Article 24 of the Regulations Regarding International Students Undertaking Studies in Taiwan; and Article 31 and Article 36 of the Immigration Act.)

外國學生退學後，如擬再來臺入學學士班，其入學方式應與我國內一般學生相同；如擬再來臺入學碩士班以上學程，得逕依各校規定辦理。(外國學生來臺就學辦法第 4 條規定)

If a student who has withdrawn from their studies wants to resume their studies in a program at bachelor's degree level, they will need to go through the same application and admission procedure as a domestic student.

If a student who has withdrawn from their studies wants to apply for readmission to a program at master's degree level or higher, the college/university will handle their application in accordance with its regulations. (See Article 4 of the Regulations Regarding International Students Undertaking Studies in Taiwan)

外國學生休學後復學，須重新申辦居留簽證，並於入國後 15 天內備妥相關文件換發外僑居留證。(外國護照簽證條例施行細則第 11 條規定、入出國及移民法第 22 條規定)

An international student who is resuming their studies after a deferral must reapply for a resident visa, and within 15 days after arriving in Taiwan they must submit all the necessary documents to be issued an Alien Resident Certificate (ARC). (See Article 11 of the Enforcement Rules for the Issuance of ROC Visas to Foreign-Passport Holders; and Article 22 of the Immigration Act)

本人已閱讀、瞭解並且同意以上規定：

I have read, and understood all the information and regulations set out above and I agree to comply with the regulations:

學生簽名

Student's Name _____

(Please print)

學號

Student No. _____

Student's Signature _____

日期

Date _____