

國立高雄餐旅大學國際專修部學生修業辦法

114 年 9 月 24 日本校第 557 次行政會議審議通過

第一條 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、修課規定、學雜費等事項，特訂定本辦法。

本辦法所稱「華語先修生」(以下簡稱先修生)，係指於正式修讀本校學士學位課程前，先於本校語文中心修習一年華語文課程之外國學生、僑生或港澳學生。

第二條 國際專修部學生入學申請、生活及學業輔導等事務由國際專修部與相關學術及行政單位共同負責辦理。

第三條 入學資格：

- 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」所定僑港澳生及外國學生(以下簡稱僑外生)身份，並具學士班入學資格。
- 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，得再申請一次。
- 三、前項學生因學業或操行成績不及格、違反校規情節嚴重或因刑事案件經判刑確定，依學生獎懲規定致遭退學或喪失學籍者，不適用重新申請之規定。如有違反經查證屬實者，撤銷其入學資格或開除學籍。

第四條 入學審查：

- 一、本校國際專修部採網路報名，申請應備文件及條件，依本校國際專修部招生簡章之規定。
- 二、申請者通過本校審查後，由本校發給華語先修生(以下稱先修生)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。
- 三、學生所繳入學證明文件有偽造、假借、塗改等情事，如經查明，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。

第五條 修課規範：

- 一、華語先修期間以一年為限，課程安排每週至少達 15 小時，全學年至少達 720 小時。依第三條第二項重新申請入學國際專修部者，其修業規範依據本辦法須重新修讀滿 720 小時，前期修讀之時數不予認列。
- 二、先修生學業成績考核(含平時、期中及期末成績)之評量標準、方式由授課教師依實際需求自訂，並向學生敘明標準。
- 三、國際專修部學生入學後，未達以下華語文能力測驗(TOCFL)之標準者，採退學處分：
 - (一)先修生於修讀一學年之華語課程後，應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)。
 - (二)先修生入學時語言能力已達華語文能力測驗(TOCFL)之聽力與閱讀測驗基礎級(A2)標準，須修讀本校安排之華語進階課程，並於修讀一學年之華語課程後，考取華語文能力測驗(TOCFL)之聽力與閱讀測驗進階級(B1)標準(含以上)。
 - (三)先修生轉入學士班後，須於升讀大二前，通過華語文能力測驗(TOCFL)之聽力與閱讀測驗進階級(B1)標準(含以上)。
- 四、先修生通過本條第三項第一、二款所訂之華語文能力測驗(TOCFL)標準後，必須轉入原錄取之學系，無法配合者須辦理退學，不得續留國際專修部，國際事務處應通報內政部移民署各服務站、外交部領事事務局並副知教育部。
- 五、先修生修讀華語課程期間不得轉系或轉學或休學；但於正式修讀學士班課程一年後，得申請轉系或轉學，並以轉入符合教育部規定之製造業、營造業、農業或長期照顧業等相關系所為限。
- 六、華語先修課程不得採認畢業學分，學生通過本條第三項第一、二款所訂之華語文能力測驗(TOCFL)標準並轉入學士班後，其畢業條件、休學、退學及其他學籍、學業、生活輔導考核等事項，悉依本校學則及相關法令規定辦理。

第六條 獎勵規定：國際專修部獎學金依本校外國學生獎學金作業要點辦理。

第七條 工作許可：

- 一、先修生於修業期間，得比照一般學位生向勞動部申請工作許可，
- 二、先修生取得工作許可後，應符合就業服務法第 50 條所訂之規範「其工作時間除寒暑假外，每星期最長為二十小時」。

第八條 學雜費：

一、先修生華語先修期間學費依招生簡章規定收取；銜接修讀大學部課程時依本校外籍生學雜費收費標準收取。

二、國際專修部學雜費退費標準依本校學生休退學申請要點辦理。

第九條 健康保險：

一、未符合全民健保投保資格之先修生，須自費由校方協助投保六個月效期之團體醫療保險。

二、領有居留證明文件之先修生，於來臺連續居留滿六個月或曾出境一次未逾三十日，其實際居住期間扣除出境日數後，併計達六個月之日起，應依法參加全民健保，繳交全民健保費。

第十條 本辦法如有未盡事宜，準用本校其他相關法規之規定辦理。

第十一條 本辦法經行政會議通過後公告施行，修正時亦同。

本規章負責單位：國際處國際專修部

National Kaohsiung University of Hospitality and Tourism Study Regulations for International Foundation Program Students

Article 1

These Regulations are formulated in accordance with the Ministry of Education's **Program for Expanding the Recruitment of Overseas Chinese Students, Hong Kong and Macao Students, and International Students in Key Industrial Fields** to govern matters concerning admission eligibility, course requirements, tuition and miscellaneous fees, and other related affairs of students enrolled in the University's International Foundation Program (IFP).

For the purposes of these Regulations, **Chinese Language Preparatory Students** (hereinafter referred to as "**Preparatory Students**") refer to international students, overseas Chinese students, or Hong Kong and Macao students who are required to undertake one year of Chinese language studies at the University's Chinese Language Center prior to commencing their bachelor's degree program.

Article 2

Matters relating to admissions, student affairs, academic advising, and counseling for students enrolled in the International Foundation Program shall be jointly administered by the International Foundation Program and the relevant academic and administrative units of the University.

Article 3

Admission Eligibility

Applicants shall meet all of the following requirements:

1. Applicants shall qualify as international students, overseas Chinese students, or Hong Kong and Macao students (hereinafter collectively referred to as "**international students**") in accordance with the **MOE Regulations Regarding International Students Undertaking Studies in Taiwan**, the **Regulations**

Regarding Hong Kong and Macao Residents Undertaking Studies in Taiwan, and the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan, and shall satisfy the admission requirements for bachelor's degree programs.

2. Each applicant may apply for admission to the International Foundation Program only once. However, students who withdraw from the Program due to special circumstances may, with the approval of the Ministry of Education, apply for readmission on one additional occasion.
3. Students who have been dismissed or have lost their student status due to academic failure, misconduct, serious violations of University regulations, or a final criminal conviction shall not be eligible to reapply under the preceding paragraph. If any violation is subsequently verified, the University shall revoke the student's admission or student status.

Article 4

Admission Review

1. Applications to the International Foundation Program shall be submitted online. The required application documents and admission requirements shall be specified in the University's International Foundation Program Admissions Brochure.
2. Applicants who successfully pass the admission review shall be issued a **Letter of Admission as a Chinese Language Preparatory Student** by the University. The University shall submit the admission roster to the Ministry of Education, which shall forward it to the Bureau of Consular Affairs, Ministry of Foreign Affairs, for notification of ROC overseas missions.
3. If any admission documents submitted by an applicant are found to have been forged, falsified, altered, or fraudulently

obtained, the applicant's admission shall be revoked. If the applicant has already enrolled, the student's enrollment shall be revoked and no academic certification shall be issued. If such circumstances are discovered after graduation, the University shall revoke the student's degree and cancel the diploma.

Article 5

Course Requirements

1. The Chinese language preparatory period shall be limited to **one academic year**. Students shall complete **at least fifteen (15) hours of Chinese language instruction per week** and **a minimum of seven hundred twenty (720) instructional hours** during the academic year.

Students who are readmitted to the International Foundation Program pursuant to Article 3, Paragraph 2 shall complete a new total of **720 instructional hours**, and no previously completed hours shall be recognized or transferred.

2. The assessment standards and methods for Preparatory Students' academic performance, including regular assessments, midterm examinations, and final examinations, shall be determined by the course instructor based on instructional needs and clearly communicated to students.
3. Students enrolled in the International Foundation Program who fail to attain the following **Test of Chinese as a Foreign Language (TOCFL)** standards shall be dismissed from the University:

(1) Preparatory Students who begin the Program without meeting the Chinese language requirement shall, after completing one academic year of Chinese language study, obtain **TOCFL Listening and Reading Level A2 (Basic)** or above.

(2) Preparatory Students whose Chinese proficiency already meets **TOCFL Listening and Reading Level A2 (Basic)** upon admission shall enroll in the University's advanced Chinese language courses and, after completing one academic year of Chinese language study, obtain **TOCFL Listening and Reading Level B1 (Intermediate)** or above.

(3) After transferring into the bachelor's degree program, students shall obtain **TOCFL Listening and Reading Level B1 (Intermediate)** or above **before entering the second year** of their bachelor's studies.

4. Preparatory Students who satisfy the TOCFL requirements prescribed in Paragraph 3, Subparagraphs (1) or (2) shall transfer to the department to which they were originally admitted. Students who fail or refuse to do so shall be required to withdraw from the University and may not remain in the International Foundation Program. The Office of International Affairs shall notify the local service center of the National Immigration Agency, the Bureau of Consular Affairs of the Ministry of Foreign Affairs, and the Ministry of Education accordingly.
5. During the Chinese language preparatory year, Preparatory Students may **not** apply for a transfer of department, transfer to another institution, or suspension of studies. However, after completing **one academic year** of bachelor's degree studies, students may apply for a transfer of department or institution, provided that the receiving department belongs to industries designated by the Ministry of Education, including manufacturing, construction, agriculture, or long-term care, or other related disciplines approved under the relevant regulations.
6. Credits earned from the Chinese language preparatory curriculum shall **not** be counted toward graduation requirements. After students satisfy the TOCFL requirements prescribed in Paragraph 3, Subparagraphs (1) or (2) and transfer into the bachelor's

degree program, matters relating to graduation requirements, suspension of studies, withdrawal, student status, academic regulations, student counseling, and other related affairs shall be governed by the University's Academic Regulations and other applicable laws and regulations.

Article 6

Scholarship Provisions

Scholarships for students enrolled in the International Foundation Program shall be awarded in accordance with the University's Guidelines for International Student Scholarships.

Article 7: Work Permit

1. During their period of study, preparatory students may apply for a work permit from the Ministry of Labor in accordance with the regulations applicable to general degree-seeking students.
2. After obtaining a work permit, preparatory students shall comply with Article 50 of the Employment Services Act, which stipulates that "except during winter and summer vacations, the maximum working hours shall not exceed twenty hours per week."

Article 8: Tuition and Miscellaneous Fees

1. During the Chinese preparatory period, tuition fees for preparatory students shall be collected in accordance with the admissions brochure regulations. Upon transitioning to undergraduate courses, fees shall be collected according to the university's Tuition and Miscellaneous Fee Standards for International Students.
2. The refund standards for tuition and miscellaneous fees for the International Foundation Program shall be handled in accordance with the university's Guidelines for Suspension and Withdrawal Applications.

Article 9: Health Insurance

1. Preparatory students who do not meet the eligibility requirements for National Health Insurance (NHI) must, at their own expense, be assisted by the university in purchasing six-month group medical insurance.
2. Preparatory students holding residence certificates who have resided continuously in Taiwan for six months, or who have left the country once for no more than 30 days—with the total actual residence period reaching six months after deducting the days spent abroad—shall enroll in NHI according to the law from that date and pay the required NHI premiums.

Article 10

For any matters not covered by these Regulations, relevant rules and regulations of the university shall apply *mutatis mutandis*.

Article 11

These Regulations shall take effect upon promulgation after being approved by the Executive Council; the same procedure shall apply to any amendments.