

國立政治大學東南亞語文學系修業規定

113年6月7日東南亞語文學系籌備委員會通過

- 一 為保障學生修課權益及課程正常推展，茲訂定本辦法，經系務會議通過後實施，修訂時亦同。
- 二 各年級必修科目均由系統依灌檔方式處理，群修科目由學生自行選課。轉系生及轉學生皆須自行選課。
一年級必修科目不得緩休或逕行退選。如因特殊因素，得檢具書面說明，經任課教師及本系主任同意後，始得辦理退選。惟為未修一年級必修科目者，日後提出轉系申請將不予同意。
雙主修、輔系、外系選修學生如有前項所述科目退選需求，得於「加簽暨退課」期間前知會授課教師，由系辦公室辦理退選。「加簽暨退課」期間則須由學生經任課教師同意簽章後，自行送交教務處辦理。
- 三 二年級以上語言必修科目設有擋修規定，未修畢先修科目且成績及格者不得跳修。
符合本系課程跳修辦法資格者，經該語組專任教師共同認定，得不受前項規定所限。
- 四 全學年科目未修畢上學期且成績及格者不得修習下學期課程，惟經任課教師同意不在此限。
- 五 會話與聽力科目每學分課程時間為2小時。
- 六 本系、雙主修、輔系學生修習大學外文課程不予採計為必、群修學分，惟與本系合開之科目不受所限。
- 七 體育選修得採計2學分為畢業學分，全民國防教育軍事訓練不予採計。
- 八 其餘未盡事宜悉依「國立政治大學學則」、「國立政治大學學生選課辦法」及本系專業必修科目一覽表辦理。

Student Academic Regulations for Department of Southeast Asian Languages and Cultures, National Chengchi University

Approved by the Preparatory Committee for the Department on the 7 of June, 2024

(In the event that there are interpretation discrepancies between two versions, the Chinese version shall prevail.)

- Article 1 These regulations are established to protect students' rights to enroll in courses and to ensure the smooth implementation of the curriculum. They are implemented with the approval from the Department Affairs Committee, and the same applies to any amendments.
- Article 2 All required courses are added to the students' curriculum by the university system's automatic enrollment, while partially required courses are selected by the students themselves. Transfer students from other departments or other university shall select their courses independently.
First-year required courses cannot be deferred or dropped. If there are special reasons, students may submit a written explanation, and with the consent of the instructor and the chair of the department, they may be allowed to drop the course. However, students who have not completed the first-year required courses will not be allowed to apply for a change of major in the future.
Double majors, minors, or students from other departments who need to drop the courses mentioned above may notify the instructor before the "add/drop period" and the department office will handle the course withdrawal. During the "add/drop" period, students must obtain the course instructor's approval and signature, and then personally submit the withdrawal request to the Office of Academic Affairs.
- Article 3 Required language courses for the second-year and above have prerequisites. Students who have not completed and passed the prerequisite courses cannot take the advanced courses.
Students who meet the department's criteria for waiving courses, as jointly recognized by the full-time faculty of the language section, are not subject to the aforementioned restrictions.
- Article 4 Students who have not completed and passed the first semester of a full-year course cannot take the second semester of that course, unless with the instructor's approval.
- Article 5 For conversation and listening courses, 2 hours of class time is included in one credit-hour of study.
- Article 6 'College Foreign Language' courses taken by major, double major and minor students in this department will not be counted as required or partially required credits, except for courses co-offered with this department.
- Article 7 Elective physical education courses can be counted as 2 credits toward graduation, but national defense education and military training cannot be counted.
- Article 8 Matters not covered by the above-mentioned regulations shall be handled in accordance with the "National Chengchi University Academic Regulations," the "National Chengchi University Student Course Selection Regulations," and the curriculum of the department.