

靜宜大學教務處 通知

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受文者：本校全體學生

發文日期：114 年 2 月 3 日

發文字號：靜教綜字第 1140004 號

速別：普通件

密等及解密條件或保密期限：普通

附件：附件一-[113 學年度第 2 學期選課時間表](#)、附件二-[113 學年度第 2 學期行事曆](#)、附件三-[靜宜大學學生考試規則](#)、附件四-[靜宜大學學生考試請假及補考辦法](#)、附件五-[其他注意事項](#)

主旨：113 學年度第 2 學期開學通知及相關注意事項，請查照。

說明：

- 一、113 學年度第 2 學期於 **114 年 2 月 17 日開學暨正式上課**，請同學務必上網查看個人課表，按時上課。(課程資訊以 e 校園服務網之[選課手冊暨課程綱要查詢](#)系統為準)。
- 二、**第一輪加退選時間於 114 年 2 月 11 日至 14 日辦理，第二輪加退選時間為 114 年 2 月 21 日至 25 日辦理**。各年級加退選時程請參閱選課時間表(附件一或[靜宜大學](#)首頁→e 校園服務網→選課手冊暨課程綱要查詢→點選右上角選課時間表)，敬請同學把握選課時程辦妥選課。
- 三、依據本校 113 學年度第 2 學期行事曆(附件二或至靜宜大學→點選右上角校園行事曆)，**理/管理學院期中統一會考安排於 4 月 12 日、13 日舉行，理/管理學院期末統一會考於 6 月 7 日、8 日舉行**。校內各項考試務必遵守「靜宜大學學生考試規則」(附件三或至[綜合業務組](#)網頁→章則辦法→課務相關法規查詢)，違者將移交學生事務處依學生獎懲辦法議處，敬請同學留意。
- 四、考試請假一律採線上申請，**如為期中考考試，由任課教師處理補考事宜；如為期末考考試，除任課教師處理補考事宜外或可由綜合業務組辦理統一補考**。相關規定依本校「靜宜大學學生考試請假及補考辦法」辦理，辦法請參閱附件四(或至綜合業務組網頁→章則辦法→課務相關法規查詢)。
- 五、各類疫情處理，依衛福部公告滾動式調整。
- 六、**停課訊息**：2 月 28 日(五)和平紀念日；4 月 3 日(四)調整放假日(4/19 大學甄試入學說明會補休)；4 月 4 日(五)兒童節；4 月 5 日(六)民族掃墓節；4 月 7 日(一)民族掃墓節例假日補放假；5 月 23 日(五)、5 月 24 日(六)114 學年度申請入學第二階段面試**全校上班、不上課**；5 月 30 日(五)端午節逢例假日補放假；5 月 31 日(六)端午節；6 月 20 日(五)調整放假日(6/7 畢業典禮補休)，皆停課一天。國定假日如遇週六、日，停課一天。如遇特殊情形，另行通知。
- 七、104 學年度起入學之碩、博士生於提交指導教授申請表前，需通過臺灣學術倫理教育課程測驗。本校自 109 學年度起研究生申請學位考試簽文，需檢附經指導教授簽名確認之論文線上原創性檢驗比對報告電子檔。論文比對結果需：1.具有完整之論文名稱；2.報告最末頁『排除引述』及『排除相符處』須為關閉，『排除參考書目』則由學系(所、學位學程、班)自訂。比對結果以不超過 25%為原則，特殊個案需由指導教授說明理由，經學系(所、學位學程、班)主任簽名後，隨同研究生申請學位考試簽文呈核。
- 八、請同學務必遵守智慧財產權合理使用範圍，使用正版教科書，切勿影印複製與下載散播未經授權之著作。著作使用範圍及資訊，請參閱[靜宜大學保護智慧財產權宣導網站](#)。
- 九、請留意個人資料保護法之相關使用規範，並妥善保管同學通訊資料避免不當使用及外流。
- 十、其他相關注意事項，請參閱附件五。
- 十一、煩請各學系秘書、國際暨兩岸事務處協助轉知外籍學生、陸籍學生、交換學生週知。

正本：本校全體學生

副本：教務處、綜合業務組、各學系主任及秘書、各班導師、國際暨兩岸事務處

教務長

鄭志文

開學通知其他注意事項

1. 各課程缺席扣分規範，詳載於課程綱要「評分方式及比重」欄內，煩請至[選課手冊暨課程綱要查詢](#)查詢。
 2. 依本校[學則](#)規定：「某一科目缺、曠課累計達任課教師所明文規定且宣布之扣分標準者，應反映於該科成績」。
 3. 課程點名系統及考試簽到表列有修習學生相片，以利教師認識學生，請同學勤於學習，多向教師請益。
 4. 校內各項考試務必遵守「靜宜大學學生考試規則」，違者移交學生事務處依學生獎懲辦法議處。
 5. 學生如欲申請選修他校課程(校際選課)，悉依下列規定辦理(詳細規定請參閱本校學則)：
 - (1). 選修他校之課程，須為本校該學期中未開設者。但延長畢業年限者不在此限。
 - (2). 凡申請至他校選課者，需於公告辦理期間上網申請，並經所屬系所及教務處相關單位同意後，由學生持申請單至他校辦理選課及繳費，並於本校加退選截止前，向綜合業務組繳交經他校同意之申請單備查。
 - (3). 每學期校際選課之學分數，學生修習他校課程不得超過九學分。碩、博士班學生修習碩、博士班課程，以一科為限。校際選課學分數應併入當學期修習學分數上、下限計算。
- 請學生登入 e 校園服務網→點選「校際選課申請」申辦，操作步驟至綜合業務組網頁→系統操作說明→學生使用查詢

Providence University Office of Academic Affairs Announcement

Add.: 200, Sec. 7, Taiwan Boulevard, Shalu, Taichung 433-01, Taiwan

Case Officer: Chou, Pei-Li

e-mail: plchou@pu.edu.tw

Phone: 886-4-26328001 ext. 11110

To: All students

Date: February 3, 2025

Ref. No.: Jing-Jiao-Jung-1140004

Priority: Regular

Classification: Regular

Attachments: 1.[Course Registration Schedule 2024/2025 2nd Semester](#); 2.[2024/2025 2nd Semester Academic Calendar](#); 3.[Providence University Regulations on Examination](#); 4.[Providence University Regulations on Leave of Absence for Exams and Taking Make-up Exams](#); 5.[Notices on New Semester](#)

Subject: Notice for the Beginning of 2024-25AY 2nd Semester.

Descriptions:

1. The 2nd semester of 2024-25AY **shall reconvene and the classes begin on February 17, 2025**. Please check your personal class schedule online and attend the classes accordingly. (All course information is subject to the [Course Registration Manual and Course Outline Enquiry](#) on e-Campus Service Network.)
2. **The schedule for 1st round Drop & Add is February 11 to 14, 2025. 2nd round Drop & Add is February 21 to 25, 2025**. Please refer to the course registration schedule for each year (See Appendix 1 or go to the homepage of [PU](#) → e-Campus Service → Course Selection and Course Outline Inquiry System → click on the Course Selection Information at the upper right corner.) Please follow the schedule to complete course registration.
3. In accordance with the Academic Calendar of 2024-25AY 2nd semester (Appendix 2 or homepage of [PU](#) → click the University Calendar at the upper right corner), **unified College of Science/College of Computing and Informatics midterm exam is scheduled on April 12-13; Unified College of Science/College of Computing and Informatics final exam is scheduled on June 7-8**. Please comply with the PU Regulations on Examination in all exams (Appendix 3 or go to the website of [Div. of R&C](#) → Regulations → Curriculum); offenders shall be handled by the Office of Student Affairs under the Student Disciplinary Guidelines.
4. All exam leave applications are handled online. **For Midterm Exam, the instructors shall handle the arrangements for the make-up exam; for Final exam, the instructors can handle the issues themselves or authorize the Div. of R&C for group make-up exam**. Relevant regulations are handled in accordance with the *Providence University Regulations on Leave of Absence for Exams and Taking Make-up Exams*; for details, please refer to Appendix 4 (or go to the website of [Div. of R&C](#) → Regulations → Curriculum).
5. Various epidemic management measures will be dynamically adjusted in accordance with announcements from the Ministry of Health and Welfare.
6. **Class suspension notice**: Friday, February 28 (Peace Memorial Day), Thursday, April 3 (bridge holiday for University Entrance Exam Information Session on April 19), Friday, April 4 (Children's Day), Saturday, April 5 (Tomb Sweeping Day/Qingming), Monday, April 7 (Compensatory leave for the Tomb Sweeping Day/Qingming), Friday, May 23, Saturday, May 24 (**No classes** on the days of second-stage admission interviews, but the work days for all the staff members), Friday, May 30 (Compensatory leave for Dragon Boat Festival), Saturday, May 31 (Dragon Boat Festival), Friday, June 20 (Make-up holiday for the graduation ceremony on June 7). If a national holiday falls on a Saturday or Sunday, classes will be suspended for one day. In case of special circumstances, further notice will be given in advance.
7. Effective 2015-16AY, all students in Master's and Doctoral programs must pass the exam of Taiwan Academic Ethics Education courses prior to submitting the application for advisory professors. Effective 2020-21AY, the application for degree examination must be accompanied by the e-file of the online originality inspection and comparison report for the thesis endorsed by the Instructing Advisor. The results of the paper comparison must: 1. Have a complete paper title; 2. In the last page of the

report “Excluded Quotes” and “Excluded Matches” must be closed, and the “Excluded Bibliography” shall be at the discretion of the relevant department (institute, degree program, class). The comparison result is based on the principle of less than 25%. Special cases need to be explained by the Instructing Advisor, signed by the head of the department (institute, degree program, class), and submitted with the application for degree examination.

8. Students must comply with the scope of reasonable use of intellectual property rights and use only the legitimate edition of textbooks. DO NOT photocopy or download unauthorized works. For the scope and information on intellectual property rights, please refer to [PU Intellectual Property Rights](#).
9. Please pay attention to the relevant regulations of Personal Data Protection Law and properly safeguard the directory data of other students to avoid improper use and data breach.
10. For other related matters, please refer to Appendix 5.
11. The secretaries of all departments and OIA Office are requested to help relay the above information to the Foreign Students, Mainland Chinese Students, and Exchange Students.

Original: All students

Copies: Office of Academic Affairs; Div. of R&C; Heads, secretaries, Class Advisors of all departments; OIA

Dean of Academic Affairs

A handwritten signature in black ink, reading "Chih-Wen Chang". The signature is written in a cursive, flowing style with a large, prominent "C" at the beginning.

Notices on New Semester

1. The rules on how absence results in the grade deduction for the respective courses are detailed in the “Grading Methods and Ratio” column of syllabus. To enquire, please refer to the [Course Registration Manual and Course Outline Enquiry](#).
2. In accordance with the [PU Academic Regulations](#), “the total hours of excused absence and unexcused absence in a course by a student that exceeds the threshold expressly announced by the course instructor for point deduction should be reflected in the grade report of such course.”
3. Student’s photos are included in the roll calling system and exam sign-in sheet so that teachers can get to know students’ better. Students are encouraged to study diligently and learn from the teachers.
4. Please comply with the *PU Regulations on Examination* in all exams; offenders shall be handled by the Office of Student Affairs under the *Student Disciplinary Guidelines*.
5. To apply for cross-university courses at other universities, please follow the regulations below (for details, please refer to the *PU Academic Regulations*):
 - (1). Except for the students with extended study period, the courses to be selected at another institution should be those not provided at this University in the same semester.
 - (2). The student who intends to enroll courses at another institution should make online applications within the announced timeframe and obtain approval from both his/her own department/graduate institute and the relevant units at the Office of Academic Affairs. The said student then submits the application forms to the visiting institution to process course enrollments and make necessary payments and then submits the application form that have been approved by such institution to the Division of Registration and Curriculum of this University for record by the deadline of course enrollment.
 - (3). In taking courses at other institutions, a student may take courses that account to not more than 9 credits per semester; a graduate student may take only one graduate course or undergraduate courses that account to not more than 9 credits. Students of Master’s and Doctoral are limited to taking one Master’s or Doctoral subject respectively. Credits taken at other institutions should be taken as part of the credits taken at this University of the same semester with the total number meeting the specified upper and lower credit limits.

Please log in to e-Campus Service → All e-Campus Service → Academic Affairs → click “inter-collegiate course selection Application” . Refer to the website of Div. of R&C → system operation instructions → Students for operation instructions.