

教務組 Section of Academic Affairs

1. 進修部位置及上班時間

Location and office hours

位置: 教學大樓 3 樓

上班時間: 星期一至五 14:30 ~ 21:30、星期六 08:00 ~ 17:00

※暑修結束至九月中旬開學前, 上班時間為 08:00~17:00

<https://exten.mcut.edu.tw/p/412-1011-5445.php?Lang=zh-tw>

Location: Educational Building 3F

Office Hours: Monday to Friday 14:30 ~ 21:30, Saturday 08:00 ~ 17:00

※After the summer course to the start of school, the working hours are 08:00~17:00.

2. 進修部上課時間

Class time

每周一至五, 第一節課由 08:00 開始。每周六, 第一節課由 08:30 開始。

<https://exten.mcut.edu.tw/p/412-1011-5446.php?Lang=zh-tw>

Monday to Friday: the first class starts at 08:00 am.

Saturday: the first class starts at 08:30 am.

3. 學生證遺失如何申請

I lost my student ID card. How do I apply for a new one?

請到教學大樓一樓自動繳費機申請補發學生證，再持收據至教學大樓三樓進推處教務組辦理，當日可領取學生證。

Please go to the automatic payment machine on the first floor of the Educational Building to apply for reissuing the student ID card, and then go up to the Section of Academic Affairs, Office of Continuing and Extension Education on the third floor with the receipt, and you may pick up the reissued card on the same day.

4. 畢業證書遺失如何補發

I lost my diploma. How do I apply for a new one?

請攜帶身分證正反面影本及兩吋照片 3 張，於教學大樓一樓自動繳費機繳費後，持收據至三樓進推處教務組填寫申請表後辦理。

Please bring a photocopy of the front and back of your ID card and three 2-inch photos, pay the fee at the automatic payment machine on the first floor of the Educational Building, and then bring the receipt to the Section of the Academic Affairs, Office of Continuing and Extension Education on the third floor to fill out an application form.

5. 如何申請英文成績單

How do I apply for an English transcript?

請於教學大樓一樓自動繳費機繳費後，到同棟大樓三樓進推處教務組

辦理，工作天數 3-5 天後領取。

Please pay the fee at the automatic payment machine on the first floor of the Educational Building, and then go up to the Section of Academic Affairs on the third floor to complete the procedure. You may pick up the English transcript at the Section of Academic Affairs, Office of Continuing and Extension Education after 3~5 working days.

6. 如何申請英文在學證明書?

How do I apply for an English copy of the Student Status Certificate?

請於教學大樓一樓自動繳費機繳費後，再到三樓進推處教務組辦理，隨到隨辦。

Please pay the fee at the automatic payment machine on the first floor of the Educational Building, and then go up to the Section of Academic Affairs, Office of Continuing and Extension Education on the third floor at the same building to complete the procedure. The English copy of the student status certificate will be issued to you immediately once the procedure is complete.

7. 如何辦理休學

How do I apply for temporary suspension?

請先填寫休學申請書，經家長及導師、主任同意後，回到進推處教務組辦理離校流程。

Please complete the application for suspension from school. After

obtaining the consent of your parents, advisor, and chairperson, go to the Section of Academic Affairs, Office of Continuing and Extension Education to complete the school leaving process.

8. 休學申請書已填寫完成，如何辦理離校

I have completed the application for suspension from school. How do I complete the school leaving process?

請先繳回學生證，然後填寫離校申請書。離校申請書經各處室核准，即完成離校手續。新學期開始前，會通知復學，再請到進推處教務組辦理復學。

Please return your student ID card and complete the application for leaving school. After it has been approved by all the divisions and offices indicated, the school leaving procedure is completed. Before starting a new semester, you will be informed of the resumption of studies process. You may come to the Section of Academic Affairs, Office of Continuing and Extension Education to complete the resumption procedure.

9. 如何辦理退學

How do I apply for withdraw?

請先填寫家長同意書，經家長同意後，到進推處教務組辦理離校手續。

Please complete the parental consent form. After obtaining the consent of parents, go to the Section of Academic Affairs, Office of Continuing and Extension Education to complete the school withdrawal procedure.

10.家長同意書已填寫完成，如何辦理離校

After the parental consent form has been completed, how do I apply for withdraw from the university?

請歸還學生證，然後填寫「離校程序單」、「休退學協助作業檢核表」、「導師晤談紀錄表」、「心理師晤談紀錄表」等文件，經各處室核准後，即完成離校手續。

Please return your student ID card, and then fill-in the "School Withdraw Form", "School Suspension Assistance Procedure Review Form", "Tutor Interview Record Form", "Psychologist Interview Record Form" and other documents. The school withdraw procedures are completed once they have been approved by each department.

學務組 Section of Student Affairs

1. 如何得知進修推廣處最新消息？

How can I find out the latest news from the Office of Continuing and Extension Education?

可至明志科技大學進修推廣處網頁最新消息查詢。

You can check the latest news on the website of the Office of Continuing and Extension Education at Ming Chi University of Technology (MCUT).

2. 如何辦理請假手續?

How do I complete the procedure for requesting a leave of absence?

請從學校首頁「校園入口網」輸入個人帳號、密碼後點選應用系統內「明志核簽系統」，進入考勤作業點選「學生請假填單」，完成填單後傳送申請。

Please enter your personal account and password from the school homepage "Campus Portal" and click "Ming Chi Approval System" in the application system, click on the "Student Leave Application Form" within attendance information, complete the form, and submit the application.

3. 缺曠記錄有問題，要如何修正?

There is a mistake in my class attendance record. How can I correct it?

請至教學大樓三樓進推處學務組申請修正。

Please go to the Section of Student Affairs, Office of Continuing and Extension Education on the third floor in the Educational Building to apply for amendments.

4. 如何申辦停車通行證

How do I apply for a parking pass?

請至總務處下載「進修推廣處汽(機)車學生車輛通行證申請表」,檢附相關證明文件及費用,以利核發。

Please go to the General Affairs Office to download the "Application Form for Automobile Student Vehicle Pass of the Office of Continuing and Extension Education," and attach relevant supporting documents and fees for approval and issuance.

5. 如何申請學生就學貸款？

How do I apply for a student loan?

請自行至學生資訊查詢系統下載繳費單,至台灣銀行辦理手續。手續完成後須將相關資料繳回進推處學務組。

Please go to the Student Information Inquiry System to download the bill of payment, and follow the payment procedures at the Bank of Taiwan. After the procedures are completed, bring the relevant documents to the Section of Student Affairs, Office of Continuing and Extension Education.

6. 接獲區公所通知要徵召當兵時,如何延後當兵？

When I receive a notice from the district office to be recruited into the army, how do I postpone my enlistment?

請出具在學證明或學生證影本(經學校蓋章證明無訛)、持召集令逕

向戶籍地鄉（鎮、市、區）公所申辦免除召集。

Please present the proof of schooling or a copy of the student ID card (certified with the school's stamp) and apply for exemption at the township (town, city, district) office of the household registration with the summoning order.

7. 申請弱勢學生助學金的條件？

What are the requirements for applying for disadvantaged students' grants?

有戶籍登記之中華民國國民，具本校學籍有以下條件者：

- a. 家庭年所得 70 萬元以下。
- b. 家庭年利息所得合計 2 萬元以下。
- c. 家庭應計列人口合計擁有不動產價值650 萬元以下。
- d. 前一學期學業成績等第C以上（新生及轉學生除外）。

You must be a citizen of the Republic of China with household registration, the enrollment status at MCUT, and meet the following conditions:

- a. An annual household income less than NTD 700,000.
- b. The total annual interest income of the family is less than NTD 20,000.
- c. The total value of real estate owned by the family is less than NTD 6.5

million.

d. A grade of "C" or better in the previous semester (except for freshmen and transfer students).

8. 學生申請學雜費減免的身份有那些？

What are the requirements for students to qualify for tuition and fee deduction status?

有戶籍登記之中華民國國民，具本校學籍有以下身分者：

給卹期內軍公教遺族、現役軍人子女、身心障礙學生及身心障礙人士子女、原住民學生、特殊境遇家庭之子女、中低收入戶/低收入戶子女等身份可申請。

You must be a citizen of the Republic of China with household registration, and have the following identities with student status in MCUT:

During the pension period, the bereaved family members of military, public and educational institutions; children of active servicemen; handicapped students or students with handicapped parents; aboriginal students; children of families in special circumstances; and children of the near-poor/ low-income household families may apply.

9. 身心障礙學生或身心障礙人士子女，如何辦理就學學雜費減免？

How do handicapped students or students whose parents are

handicapped apply for tuition and fee deduction?

學生需填寫申請單、攜帶三個月內全戶戶籍謄本及身心障礙手冊，至進推處學務組辦理。

Students must fill out an application form, bring a copy of their full household registration within three months and disability identification to the Section of Student Affairs, Office of Continuing and Extension Education for processing.

10. 中低收入戶、低收入戶學生如何辦理就學學雜費減免？

How do the near-poor/ low-income household students apply for tuition and miscellaneous fee deduction?

請填寫申請單、攜帶三個月內全戶戶籍謄本(均含詳細記事)及低收入戶/中低收入戶證明文件，至進推處學務組辦理。

Please fill-in the application form, bring the copy of household registration within three months (including detailed notes) and the certification documents of the near-poor/ low-income household, and go to the Section of Student Affairs, Office of Continuing and Extension Education for processing.