

108 學年度管理學院「英文課程自學輔導方案」實施辦法

一、方案名稱：管理學院大四英文課程自學輔導方案，以下簡稱「本方案」。

二、設置宗旨：具體鼓勵與協助管理學院大四學生在課餘練習與加強其商用英文，一方面奠定其使用英語溝通和報告的基礎，進而提昇學生整體之專業語文能力，並以此作為未能滿足畢業英語檢定要求之學生補救輔導措施；以利其畢業。

本案依據 102 年 4 月 18 日 101 學年度第 2 次教務會議通過之輔仁大學管理學院「大學部各系 95 學年度起入學生英檢規定」自 103 學年度入學新生起實施：各系學生須於畢業前至少參加一次英文檢定考試，且成績應達 CEF 之 B2 高階級（相當於 TOEIC750 分以上；TOEFLiBT 成績 71 分以上；IELTS 成績 6.0 以上；全民英檢中高級複試通過）大三上學期結束前未達前述標準者，須於大四連續參加管理學院舉辦之 8 次英語自學方案測驗（上學期 4 次、下學期 4 次，如上學期或下學期 4 次測驗成績平均高於 80 分者，則免參加次一學期之測驗；如累計 4 次 80 分者，亦可免參加其餘測驗）或再次參加英文檢定考試，且成績達 CEF 之 B2 高階級始有畢業資格。」（資料來源：輔仁大學管理學院

http://www.management.fju.edu.tw/chinese/01_about/02_lawdetail.php?AID=9&SID=9

管理學院>認識本院>法規查詢>修業規定>輔仁大學管理學院「大學部各系 95 學年度起入學生英檢規定」

三、方案規劃：

(一)、實施班級：

1. 管理學院 105 學年度入學於 108 學年度為大四學生，且未能於其大三（107 學年度）上學期末前通過 CEF B2 等級之英語檢定考試且上傳學生證照管理系統驗證者。
2. 企業管理學系、會計學系、統計資訊學系、金融與國際企業學系、資訊管理學系學生符合以上條件敘述者均需參與考試。

(二)、教材：

1. 《Biz 互動英語》雜誌（附電腦互動光碟〔含雜誌互動內容及課程原速/慢速朗讀 MP3〕）。
2. 每學期 2 本，分別為 108 年之 10 月及 12 月號；與 109 年之 3 月及 5 月號。
3. 指定此本輔助教材主要目的是要提供學生在課餘時間時英語自學商用英文，以提昇英文程度，銜接未來職場需求。



(三)、測驗：

1. 模式和題型：採集體統一測驗模式，題型主要分為「聽力」與「閱讀」大類。題型介紹請參閱測驗指南（附件一）。
2. 日期：基本上為每兩週測驗一次，訂於星期三之 **13:40~14:20** 進行，每次測驗時間為 40 分鐘。詳細測驗日期列於下面「管理學院 108 學年度大四英文課程自學輔導方案考試日程表」。*請注意補考日考試時間與測驗日考試時間不同，於 **12:40-13:20** 考試。如因特殊原因致使時間衝突，管院將另行通知考試時間及教室。
3. 次數：全學年之測驗次數共為 8 次（一學期測驗 4 次）。
4. 範圍：為當期雜誌的上半月或下半月內容，視當次考試日期而定。
5. 地點：各系大四導師時間之教室或指定教室。

(四)、成績：

成績於每次考試後由監考助教批改登記，於下次考試由監考助教公佈於教室，如有批改錯誤可即時更正，考卷於管院辦公室封存備查不發還同學。

管理學院 108 學年度大四英文課程自學輔導方案考試日程表

108 學年度第一學期 - 09/09 開始上課					
考試日期	範圍	考試時間	地點	班級	監考助教
10/16 (三)	2018 年 10 月號 10/01~10/10	13:40~14:20	各班指定教室	各系大四未達 畢業標準同學	另行通知
10/21 (一)	補考範圍同上	12:40~13:20	補考教室 LM301		
10/30 (三)	2018 年 10 月號 10/11~10/20	13:40~14:20	各班指定教室	各系大四未達 畢業標準同學	另行通知
11/04 (一)	補考範圍同上	12:40~13:20	補考教室 LM301		
11/04~11/09 期中考					
12/11 (三)	2018 年 12 月號 12/01~12/10	13:40~14:20	各班指定教室	各系大四未達 畢業標準同學	另行通知
12/16 (一)	補考範圍同上	12:40~13:20	補考教室 LM301		
12/18 (三)	2018 年 12 月號 12/11~12/18	13:40~14:20	各班指定教室	各系大四未達 畢業標準同學	另行通知
12/23 (一)	補考範圍同上	12:40~13:20	補考教室 LM301		
01/06~01/11 期末考					

108 學年度第二學期 - 02/17 開始上課					
考試日期	範圍	考試時間	地點	班級	監考助教
03/11 (三)	2018 年 3 月號 03/01~03/10	13:40~14:20	各班指定教室	各系大四未達 畢業標準同學	另行通知
03/16 (一)	補考範圍同上	12:40~13:20	補考教室 LM301		
03/25 (三)	2018 年 3 月號 03/11~03/20	13:40~14:20	各班指定教室	各系大四未達 畢業標準同學	另行通知
04/06 (一)	補考範圍同上	12:40~13:20	補考教室 LM301		
4/13~4/18 期中考					
05/13 (三)	2019 年 5 月號 05/01~05/10	13:40~14:20	各班指定教室	各系大四未達 畢業標準同學	另行通知
05/18 (一)	補考範圍同上	12:40~13:20	補考教室 LM301		
05/27 (三)	2019 年 5 月號 05/11~05/20	13:40~14:20	各班指定教室	各系大四未達 畢業標準同學	另行通知
06/01 (一)	補考範圍同上	12:40~13:20	補考教室 LM301		
6/15~6/20 期末考					

註：請注意補考時間為中午 12:40-13:20 與一般考試時間不同

四、收費標準：本自學方案所使用之教材為《Biz 互動英語》雜誌（附電腦互動光碟〔含課程朗讀 MP3〕將於管院網上統一訂購，價格為雜誌+互動光碟(CD-ROM)=130 元/每期，每學期使用 2 本，分別為 108 年 10 月及 12 月號與 109 年 3 月及 5 月號共 4 期雜誌。收費時間上學期為 9/18-9/22。



備註：請各系秘書協助轉知：

- (1) 各班學生於 **108/08/17(六) 16:00** 前上網登記訂購數量，
<https://goo.gl/forms/MRmHnyOlzqyzejgI3> 以利安排雜誌訂購，逾時不候。
- (2) 開學後 **108/09/09-13 9:00-16:00** 前請欲訂購同學至 LM210 繳交雜誌費用（為作業方便，每人一次繳交二個月優惠價共\$260 元；或上下學期合購四個月雜誌費用共\$520 元，不接受單本訂購），以利後續作業，同學也可自行至書店購買。

五、實施對象：本院 **108** 學年度就讀大四學生；並未能於其大三上學期結束前完成 CEF B2 等級之英語檢定考試者及 107 學年度以前因未達成英檢要求而延畢學生。

六、廠商將提供試題測驗卷，及解答。

七、每次考試將安排研究生助教協助監考及批閱考卷並登記成績。

八、本規則未盡事宜，依輔仁大學及管理學院相關辦法之規定處理。

九、本方案相關之考試及請假規則，依照「輔仁大學考試規則」及「輔仁大學考試請假規則」處理，詳情請參照附件三及附件四。請假補考者成績以當次補考成績的 80% 計算；事假需於正式考試日期二日前附請假單及請假證明交至 LM210；病假請於補考二日前將假單及請假證明交至 LM210，以統計補考人數，未提供證明者不予補考。統一的補考時間為當次考試隔週星期一 12:40~13:20，補考教室為 LM301，以上補考日期、時間及教室如異動時將另行公告；未參加補考者當次成績零分計算。

十、本辦法於管理學院 106 學年度第 2 次院務會議修訂；輔仁大學 106 學年度第 2 次教務會議通過，送請校長核可後，公布實施，修正時亦同。

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管理學院大四英語自學 Biz 測驗指南

測驗要領

除了依照進度按時閱讀<Biz 互動英語>雜誌外，平時也應盡可能地讓自己頻繁地接觸英語環境。閱讀英文書籍、其他類型的雜誌、看英語電視節目或影片、聽錄音帶、上英語相關課程、用英語與親友交談等都是練習英文的好方法。

1. 仔細閱讀此份測驗指南及所提供的試題範例，增進測驗的熟悉度。
2. 測驗中可就關鍵字作答。
3. 注意測驗時間(共 40 分鐘)。在進行聽力測驗時(約 10 分鐘)，請調整一下您的作答速度，如果不知道答案，請繼續下一個問題，有時間再回過頭來答不會的問題；在進行閱讀測驗時亦同。爭取時間是第一關鍵。
4. 熟悉考試題型並學習如何在答案紙上作答。你可以把注意力放在問題本身，而非題型。

測驗內容

本測驗之用途，乃是針對管理學院大四學生，並以提昇其商用英語能力為主來設計考題內容。測驗題的內容，主要來自當期的<Biz 互動英語>雜誌，並搭配從全世界各地職場中所蒐集而來的英文資料，題材多元化，包含各種地點與狀況。

測驗方式

本測驗屬於紙筆測驗，時間為 40 分鐘，總共有 25 題，全部為單選題，分作兩大類題型：聽力與閱讀，兩者共同計時。

第一大類：聽力 (Listening Comprehension)

總共有 10 題，由手提 CD 音響播放考題，共有二大題。考生會聽到各種各類英語的直述句、問句、短對話以及短獨白，然後根據所聽到的內容回答問題。聽力的考試時間大約為 10 分鐘。

- * 第一部份：看圖辨義 (Picture Description) 二題/8 % (四選一)
- * 第二部份：簡短對話 (Best Response Questions) 三題/12 % (四選一)
- * 第三部份：簡短獨白 (Conversation Questions) 三題/12 % (四選一)

* 第四部份：簡短獨白 (Short Talk)

二題/8 % (四選一)

第二大類：閱讀

總共有 15 題，題目及選項都印在試題卷上。考生須閱讀多種題材的文章，然後回答相關問題。考試時間為 30 分鐘，考生可在時限內依自己能力調配閱讀及答題速度。

* 第一部份：字彙及片語測驗 (Fill-in-the-blank Questions) 七題/28 % (四選一)

* 第二部份：克漏字測驗 (Cloze)

五題/20 % (四選一)

* 第三部份：閱讀測驗 (Passage Questions)

三題/12 % (四選一)

另外，因本測驗並無另外提供答案紙，測驗卷型式如附檔一所示，請考生選好答案後，直接作答在測驗卷的空格括號內即可。

計分說明

考生一律用原子筆在答案卷上作答。考試分數由答對題數決定，每題答對以 4 分計算，滿分為 100 分，兩大類加起來即為總分，答錯不倒扣。

聯絡人

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測驗範例及說明

如附件 1-1, 1-2 所示。

【附件 1-1】Biz 雙週考試考卷及教師解答範例

biz 互動英語	Biweekly Review Tests	December 2017
	Test 4A	12/11~12/20 pp. 26-51

Class: _____ No.: _____ Name: _____

Section One: Listening Comprehension
Part 1. Picture Questions (8%)

For each picture, you will hear four short statements. Choose the statement that best describes what you see in the picture.

() 1.



() 2.



Part 2. Best Response Questions (12%)

Listen to the question or statement and choose the best response.

- () 3. (A) Yes. He quickly found where he was going.
 (B) Oh no! How did he get lost?
 (C) I know. He got pushed around a lot.
 (D) Don't worry. He'll be all right.
- () 4. (A) Great. I've wanted to play against you.
 (B) Good. I'll help you beat Danny and Andy.
 (C) That's too bad. I want to play against you.
 (D) No thanks. I don't need your help to win.

- () 5. (A) They come from many different cultures and backgrounds.
 (B) Only the smartest students attend this school.
 (C) You have to be wealthy to afford this school.
 (D) A lot of students here don't care about their studies.

Part 3. Conversation Questions (12%)

Listen to each conversation and answer the question.

- () 6. (A) He'll pay for the woman's dinner.
 (B) He went over his credit card limit.
 (C) He'll charge his dinner on his card.
 (D) He owed the woman some money.
- () 7. (A) It usually rains a little.
 (B) There's never any rain.
 (C) It should be raining a lot.
 (D) The rain won't be enough.
- () 8. (A) She is going to the gym.
 (B) Running late at night is better.
 (C) Walking Lucky only takes 5 minutes.
 (D) She just got back home.

Part 4. Short Talk (8%)

Listen to the paragraph and answer the questions.

- () 9. (A) What to do before taking time off.
 (B) How to take time off in the workplace.
 (C) The effects of taking time off.
 (D) School rules about taking time off.
- () 10. (A) Tell your boss in advance.
 (B) Ask coworkers for advice.
 (C) Start looking for a new job.
 (D) Find out if you'll still get paid.

Section Two: Reading Comprehension

Part 1. Vocabulary and Phrases (28%)

- () 1. Our new hires must agree to _____ our corporate values while on-site for the duration of their contract.
 (A) reject (B) insult
 (C) inform (D) embody
- () 2. Brands can _____ customer loyalty through emotional bonding and relationship selling.
 (A) foster (B) impede
 (C) prevent (D) propose

- () 3. High turnover _____ problems for employers in terms of sunken costs and retraining needs.
 (A) fixes (B) trims
 (C) poses (D) reduces
- () 4. _____ to your values in the face of criticism is necessary for maintaining personal integrity.
 (A) Going up (B) Staying true
 (C) Bowing down (D) Getting around
- () 5. All revisions to the current personnel regulations will _____ on January 1, 2018.
 (A) take off (B) take hold
 (C) take away (D) take effect
- () 6. The teenage years are the period of _____ from childhood to adulthood.
 (A) isolation (B) construction
 (C) inspection (D) transition
- () 7. The ability to _____ is based on the ability to sense the changing of the times.
 (A) intercept (B) innovate
 (C) reconcile (D) characterize

Part 2. Cloze (20%)

The Eslite Corporation began as a local bookseller in 1989 with a focus of offering books related to art, culture and creativity to Taiwan. Now internationally known for its 24-hour Dunnan branch, the company has grown to __ (8) __ the very best in local design products and local cultural events. Although the company remained unprofitable for several years, 2016 brought record earnings due to the success of the Eslite Spectrum. Through mentoring new brands and providing a unique retail platform focused on luxury products, the group has __ (9) __ their marketing formula to perfection. The brand has built loyalty by offering quality goods sold through experiential marketing that includes design decisions coupled with customer __ (10) __ through performances and __ (11) __ activities. Now a prosperous second-generation business run by successor Mercy Wu, the company is concentrating on overseas expansion and competing with online retailers while __ (12) __ an even stronger presence in the domestic retail market.

- () 8. (A) realize (B) catalyze
 (C) organize (D) epitomize
- () 9. (A) twirled (B) twisted
 (C) tweaked (D) twinned
- () 10. (A) tendency (B) invention
 (C) collection (D) engagement

- () 11. (A) hands-on (B) hands-off
 (C) hands-free (D) hands-down
- () 12. (A) flexing (B) festering
 (C) fostering (D) flaunting

Part 3. Passage Questions (12%)

Along with being world-renowned for quality coffee, Starbucks is actively striving to become a global leader in corporate social responsibility. Since 2002, the company has released transparency reports detailing initiatives designed to meet ambitious ecological goals and ensure ethical sourcing that benefits workers all along the supply chain. Recent successes include the creation of the CAFE (Coffee and Farm Equity) Practices program and transition to sourcing 99 percent of its coffee ethically, the employee-funded and -designed Origin Community Grants and Farmer Support Centers that support the health and stability of coffee farming communities, greening the architecture and supplies of its retail outlets, employee-centric community service initiatives and the Starbucks College Achievement Plan. With 2020 objectives that include targeted hiring initiatives for veterans, military spouses, at-risk youth and refugees; solar farms and a transition to renewable energy; and expanded FoodShare programs and planting trees, Starbucks hopes to extend its influence while continuing to serve communities across the world. The company has also emphasized building strategic partnerships with existing organizations to reach its goals.

- () 13. What year did Starbucks start releasing corporate responsibility reports?
 (A) 2000
 (B) 2001
 (C) 2002
 (D) 2003
- () 14. Which of the following is NOT an already successful initiative implemented by Starbucks?
 (A) CAFE
 (B) Solar farms
 (C) Community grants
 (D) Ethical coffee sourcing
- () 15. Which of the following groups is NOT included in the 2020 hiring initiatives?
 (A) Refugees
 (B) At-risk youth
 (C) Single parents
 (D) Military spouses

Biz Magazine Biweekly Test Sample

SECTION ONE: LISTENING COMPREHENSION

In the Listening test, you will be asked to demonstrate how well you understand spoken English. The entire Listening test will last approximately 45 minutes. There are four parts, and directions are given for each part. You must mark your answers on the separate answer sheet. Do not write your answers in your test book.

PART 1 Picture Description

Directions: For each question in this part, you will hear four statements about a picture in your test book. When you hear the statements, you must select the one statement that best describes what you see in the picture. Then find the number of the question on your answer sheet and mark your answer. The statements will not be printed in your test book and will be spoken only one time

Example

You will hear:

- (A) The man is dancing.
- (B) Thanks. I try to make it taste like the real thing.
- (C) They're standing near the table.
- (D) Oh, no. Did I add too much cinnamon again?



Statement (C), “They’re standing near the table,” is the best description of the picture, so you should select answer (C) and mark it on your answer sheet.

PART 2 Best Response Questions

Directions: You will hear a question or statement and three responses spoken in English. They will not be printed in your test book and will be spoken only one time. Select the best response to the question or statement and mark the letter (A), (B), or (C) on your answer sheet.

Example

You will hear: Where is the meeting room?

You will also hear: (A) To meet the new director.

(B) It's the first room on the right.

(C) Yes, at two o'clock.

The best response to the question "Where is the meeting room?" is choice (B), "It's the first room on the right," so (B) is the correct answer. You should mark answer (B) on your answer sheet.

PART 3 Conversation Questions

Directions: You will hear some conversations between two people. You will be asked to answer three questions about what the speakers say in each conversation. Select the best response to each question and mark the letter (A), (B), (C), or (D) on your answer sheet. The conversations will not be printed in your test book and will be spoken only one time.

Listen to the paragraph and answer the questions.

Example

You will hear: (Male) I don't know if we should make the purchase from Bob or Jim.

(Female) Well, we've been using Bob for a long time. And we're always satisfied.

(Male) True. But I've heard good things from other people about Jim.

(Female) So, call up Jim and ask him to give us a quote.

Q: What does the woman want the man to get from Jim?

You will read: (A) The price he will charge for the services and products.

(B) An example of the work he does so they can try it out.

(C) Something he says about his product that sounds important.

(D) A description of his previous working experience.

The best response to the question "What does the woman want the man to get from Jim?" is (A), "The price he will charge for the services and products." Therefore, you should choose answer (A) and write it in the parentheses in front of the question number.

PART 4 Short Talk

Directions: You will hear some talks given by a single speaker. You will be asked to answer three questions about what the speaker says in each talk. Select the best response to each question and mark the letter (A), (B), (C), or (D) on your answer sheet. The talks will not be printed in your test book and will be spoken only one time.

Example

You will hear:

Scooters are of course a popular form of transportation in Taiwan, but they are catching on in the US as well. With the price of gas close to three dollars per gallon, commuters are embracing the

economical scooter. It only takes US\$5 to fill its 1.5 gallon gas tank and it can get 101 miles per gallon. Try doing that in a car! Scooter sales in the US have rocketed from 12,000 sold in 11017 to 113,000 in 2005, and the boom is not expected to slow anytime soon. With more scooters being sold, riders are forming clubs and lobbying governments for more scooter-friendly laws. There are also a number of websites devoted to scooter maintenance springing up on the Internet. The cost benefits of scooter ownership are obvious, but riders say they also enjoy the fun and efficiency of riding a scooter. Try weaving through traffic jams in a car!

You will hear: 1. How many miles can a scooter get on one tank of gas according to the passage?

- You will read:
- (A) Fifty miles.
 - (B) One hundred miles.
 - (C) One hundred fifty miles.
 - (D) Two hundred miles.

→ The answer to this question is (C).

SESSION TWO: READING COMPREHENSION

In the Reading test, you will read a variety of texts and answer several different types of reading comprehension questions. The entire Reading test will last 1545 minutes. There are three parts, and directions are given for each part. You are encouraged to answer as many questions as possible within the time allowed. You must mark your answers on you question/answer sheet..

PART 1. Fill-in-the-Blank Questions

Directions: A word or phrase is missing in each of the sentences below. Four answer choices are given below each sentence. Select the best answer to complete the sentence.

Then mark the letter (A), (B), (C), or (D) on your answer sheet.

1. The financial audit of Soft Peach Software----completed on Wednesday by a certified accounting firm.
 - (A) to be
 - (B) having been
 - (C) was
 - (D) were

PART 2. Cloz

Directions: Read the texts that follow. A word or phrase is missing in some of the sentences. Four answer choices are given below each of the sentences. Select the best answer to complete the text.

Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Sample Questions :

These days, Honda sells US\$80 billion dollars in products each year. It is an industry leader in cars, motorcycles, and lawnmowers. Indeed, it's hard to believe that it once operated out of a wooden ___(3)__. So how did Honda, founded in Japan by Soichiro Honda in 1948, become so successful in the ___(4)__ of strong competition? There are a number of different theories. One put Honda's success down ___(5)__ a combination of luck, timing, and adaptability instead of a long-term strategy. Honda initially wanted to sell big motorcycles in the US, since Americans love their gas ___(6)__. But their employees there realized the little scooters they rode at work attracted a lot of attention, so they changed their strategy. Another theory says that Honda has benefited from economies of ___(7)__, in which engines are mass-produced, thus keeping cost-per-unit low. Whatever the reason, there is definitely some genius behind the making of Honda as a global brand.

- () 3. (A) track
(B) shack
(C) casket
(D) plank

→ The answer to this question is (B).

- () 4. (A) way
(B) back
(C) mass
(D) face

→ The answer to this question is (D).

PART 3. Passage Questions

Directions: In this part you will read a selection of texts, such as magazine and newspaper articles, letters, and advertisements. Each text is followed by several questions. Select the best answer for each question and mark the letter (A), (B), (C), or (D) on your question/answer sheet.

Sample Questions :

From 11011 to 2002, Argentina struggled with mounting debts and high unemployment, due to IMF-directed economic policies enacted to fight inflation. Many people blame the IMF for the economic collapse which followed.

Foreign investors lost confidence in Argentina, prompting a destabilizing movement of USD holdings offshore, and the government froze bank accounts. The country defaulted on its debts after people took to the streets, forcing the government to collapse. The currency was previously fixed as equal to the USD, but this policy was abandoned, leading to a crash which sent many people's savings and investments down the drain.

A few years later, Argentina has come a long way. The incoming president, Nestor Kirchner, was free to introduce big changes, like improving the tax collection system and increasing social welfare spending, while maintaining tight fiscal control. Restructuring Argentina's debt has saved billions, and controls to prevent short-term investments have been implemented. The low exchange rate has boosted exports, attracted investment, and helped the domestic economy by making imports more expensive.

Today, Argentina's GDP growth rivals China's, it has no debt to the IMF, and has healthy foreign currency reserves. There is still a long way to go, but the collapse of 2002 was not all bad.

- () 8. Why did the Argentine government freeze bank accounts?
- (A) To restore confidence.
 - (B) To default on its debts.
 - (C) To prevent too much money leaving the country.
 - (D) To follow the IMF's policies.

→ The answer to this question is (C).

- () 9. What change to policy was made after the government collapsed?
- (A) Savings and investments were abandoned.
 - (B) The currency was no longer equal to the dollar.
 - (C) The US dollar was adopted as the new currency.
 - (D) Argentina did not repay its debts.

→ The answer to this question is (B).

輔仁大學考試規則

90年5月03日 89學年度第2次教務會議修正
94年5月19日 93學年度第2次教務會議修正
95年5月04日 94學年度第2次教務會議修正
96年4月19日 95學年度第2次教務會議修正
99年4月29日 98學年度第2次教務會議修正
101年3月8日 100學年度第6次行政會議決議修正
102年11月21日 102學年度第1學期教務會議修正

- 第一條：本校為維護考試公平及試場秩序，特依本校學則第二十五條規定訂定「輔仁大學考試規則」（以下簡稱本規則）。
- 第二條：本規則所稱考試，包括臨時測驗、期中考試、學期考試、畢業考試及其他依本校學則舉辦之各種考試。
- 第三條：學生考試時須準時入場，並應聽從監試人員指示入座。學生遲到逾 20 分鐘者，不得參加考試。每節考試開始 30 分鐘內，學生非因特別事故經監試人員同意，不得離開試場，否則該科該次考試以零分計算。
- 第四條：學生考試時須攜帶學生證，入座後須將學生證放置座桌上，以便查驗。未帶學生證者，須提供可資證明身分之證件(如身份證或駕照等)，經監試人員核對無誤者，始可應試。違者取消該科該次考試資格，該科該次成績以零分計算。
- 第五條：學生於考試進行中，發現試題印刷不清或顯有疑義時，得舉手請監試人員處理，但不得要求解釋題義。
- 第六條：學生考試時不得交頭接耳、左顧右盼、前瞻後顧或自誦答案。
- 第七條：學生非參加考試，不得進入試場。考試結束時，須按時繳卷。繳卷後不得在試場門口及窗前逗留，或高聲喧嘩，並不得再進入試場。
- 第八條：學生違反本規則第三條至第七條之規定者，視其情節輕重，予以申誡或記過處分。
- 第九條：學生除應用文具筆墨及教師指定之參考資料外，不得攜帶書籍、講義、筆記或其他參考資料，具有計算、通訊、記憶等功能或其他有礙試場安寧、考試公平之各類器材或智慧型手機等 3C 產品入場。
學生如已攜帶上開物品或不在上開物品內，但經監試人員確認為不應攜帶入座考試之物品，並已入座考試，經監試人員勸導後，自動繳交，或放置至考試教室前後臨時置物區者，不列入違規；若經監試人員發現，而勸導不聽者，該科該次成績以零分計算外，並得視情節輕重，予以記小過以上處分。
- 第十條：學生於考試時，不得夾帶、抄襲、傳遞、交換答案卷、以自誦或暗號告人答案、或故意將答案供人窺視抄襲、或將考試科目內容製作於桌上或其他物體等舞弊情事。違者除該科該次成績以零分計算外，並予記大過以上處分。
前項情形，於學期考試(畢業考試)違犯者，除依前項規定處分外，該科學期成績以零分計算。補考時，亦同。
- 第十一條：學生於考試時不得請人代考或代人考試，或因作弊被查獲而威脅或毆辱監試人員。違者除該科學期成績以零分計算外，並予定期察看或勒令退學；情節嚴重者，予以開除學籍之處分。

第十二條：本規則有未盡事宜，悉依本校學則及有關規章辦理。

第十三條：本規則經教務會議通過，報請校長核定後施行。修正時，亦同。

[附件四]

輔仁大學學生請假規則

83學年度第十次行政會議修訂通過
89學年度第二學期學務會議修訂通過
96學年度第二學期學務會議修訂通過
98學年度第二學期學務會議修訂通過
99學年度第二學期學務會議修訂通過
100學年度第六次行政會議修訂通過
102學年度第二學期學務會議修訂通過
104學年度第二學期學務會議修訂通過

第一條

學生因故不能上課者，須於事前向授課教師請假；如因突發事故無法到課者，須補辦請假手續。但授課教師另有規定者，依其規定。

第二條

事假、病假、喪假：由學生逕向授課教師辦理。

第三條

生理假：女性學生因生理日致就學有困難者，每月得請生理假一日，為尊重個人生理隱私，該假別無需出示證明，由學生逕向授課教師辦理。

第四條

產假或哺育幼兒假：學生因懷孕引發之產假或因哺育幼兒之事（病）假，應檢具健保局特約醫院或診所出具之證明書填寫請假單，逕陳請系主任（所長）核准，並將請假單各聯分送至任課教師、系（所）及學務處生輔組登錄，始完成請假手續，但逾3日之產假及哺育幼兒假應再送學務長核定。

一、請產假者，於分娩前給產假8日，得分次申請，惟不得保留至分娩後；分娩後予分娩假8星期。妊娠三個月以上流產者，給予產假4星期；妊娠二個月以上未滿三個月流產者，給予產假1星期；妊娠未滿二個月流產者，給予產假5日。

二、學生無法親自辦理產假、哺育幼兒之事假時，得以電話書信或託友人先向系（所）報備，並於二週內補辦請假手續。

三、因產假、哺育幼兒假期間之成績評量依學則第27條辦理。

四、學生因哺育幼兒申請之延長休業年限，依學則第34條辦理。

第五條

公假：

一、學生有下列各款情形之一者，可向校方申請公假：

- 1.奉政府機關徵召代表國家參加比賽或活動者。
- 2.經選派代表學校參加校外或校際正式活動或比賽者。
- 3.各院、系（所）或行政單位主管指派擔任公務者。
- 4.經選派出席學校各級會議者。
- 5.因兵役事項經主管機關依法通知於指定期日前往指定地點配合辦理者。
- 6.基於證人法定義務出庭作證而有相關司法單位證明文件者。
- 7.因公或義行負傷者（得檢呈政府主管機關證明或社會輿論補辦請假）。
- 8.因原住民族身分辦理歲時祭儀請假者（檢附戶籍謄本、戶口名簿或政府機關所開具之證明文件【例如村里辦公室開具證明】）。

二、學生公假除情況急迫者外，應於請假日前 10 日，填寫公假單，檢附有關證明文件，經派遣（邀請）單位簽證，由所屬系主任（所長）核准後，並將請假單各聯分送至任課教師、系（所）及學務處生輔組登錄；但請假日數逾 3 日者，應送學務長核定。

三、若同系單班申請公假人數超過 15 人且涉及全人教育課程時，除依前項規定辦理外，應再會簽全人教育課程中心知悉，以利轉知全人教育課程任課教師。

第六條

學生請假時，如遇期中考試、學期考試或畢業考試必須依本校「學生考試請假規則」辦理。

第七條

學生請假單請至各系所辦公室或生輔組領取。

第八條

本規則經學務會議通過，報請校長核定後公布施行。修正時亦同。