

106 學年度管理學院「英語自學輔導方案」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；TOEFL iBT 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 4 次測驗成績平均高於 80 分者，則免參加下學期之測驗）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 103 學年度入學於 106 學年度為大四學生，且未能於其大三(105 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〔含課程朗讀 MP3〕）。
2. 每學期 2 本，分別為 106 年之 10 月及 12 月號與 107 年之 3 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。



(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」二大類。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。詳細測驗日期及補考日期詳列於下面「管理學院 **106** 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。
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。

(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 **106** 學年度大四英文課程自學輔導方案考試日程表

106 學年度第一學期 - 09/07 開始上課					
考試日期	範圍	考試時間	地點	班級	監考助教
10/11 (三)	2017 年 10 月號 10/01~10/10	13:40~14:20	導師時間之教室	管院各系大四	另行通知
10/16 (一)	補考範圍同上	12:40~13:20	補考教室另定		
10/25 (三)	2017 年 10 月號 10/11~10/20	13:40~14:20	導師時間之教室	管院各系大四	另行通知
10/30 (一)	補考範圍同上	12:40~13:20	補考教室另定		
11/13~11/18 期中考					
12/13 (三)	2017 年 12 月號 12/01~12/10	13:40~14:20	導師時間之教室	管院各系大四	另行通知
12/18 (一)	補考範圍同上	12:40~13:20	補考教室另定		
12/27 (三)	2017 年 12 月號 12/11~12/20	13:40~14:20	導師時間之教室	管院各系大四	另行通知
12/29 (五)	補考範圍同上	12:40~13:20	補考教室另定		
1/15~1/20 期末考					

106 學年度第二學期 - 02/26 開始上課					
考試日期	範圍	考試時間	地點	班級	監考助教
03/14 (三)	2018 年 3 月號 03/01~03/10	13:40~14:20	導師時間之教室	管院各系大四	另行通知
03/19 (一)	補考範圍同上	12:40~13:20	補考教室另定		
03/28 (三)	2018 年 3 月號 03/11~03/20	13:40~14:20	導師時間之教室	管院各系大四	另行通知
04/02 (一)	補考範圍同上	12:40~13:20	補考教室另定		
4/23~4/28 期中考					
05/16 (三)	2018 年 5 月號 05/01~05/10	13:40~14:20	導師時間之教室	管院各系大四	另行通知
05/19 (一)	補考範圍同上	12:40~13:20	補考教室另定		
05/30 (三)	2018 年 5 月號 05/11~05/20	13:40~14:20	導師時間之教室	管院各系大四	另行通知
06/04 (一)	補考範圍同上	12:40~13:20	補考教室另定		
6/25~6/30 期末考					

管理學院 106 學年度大一各班導師時間使用教室一覽表			
106 學年度第一學期		106 學年度第二學期	
企管四甲	ES 706 教室	企管四甲	ES 706 教室
企管四乙	ES 706 教室	企管四乙	ES 706 教室
企管四丙	ES 707 教室	企管四丙	ES 707 教室
會計四甲	MD 315 教室	會計四甲	MD 315 教室
會計四乙	MD 318 教室	會計四乙	MD 318 教室
統資四甲	LM 403 教室	統資四甲	LM 403 教室
統資四乙	LM 403 教室	統資四乙	LM 403 教室
金融國企四甲	ES 305 教室	金融國企四甲	ES 305 教室
金融國企四乙	ES 304 教室	金融國企四乙	ES 304 教室

資管四甲	BS 440 教室	資管四甲	BS 440 教室
資管四乙	BS 440 教室	資管四乙	BS 440 教室

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 106 年 10 月及 12 月號與 107 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：請各系秘書轉知：

- (1) 各班學生於 106/08/31(四) 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 106/09/18-22 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共\$260 元；或四個月雜誌費用共\$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。
- (3) 雜誌廠商提供給管院每班一名清寒名額，讓同學可免費訂閱，請申請者於 106/09/22(五) 前將申請資料連同附件二的清寒申請表及清寒證明交至 LM210 林超群助教。



五、實施對象：本院 106 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。

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；請假時需附請假證明，未提供證明者不予補考(考試當週週五前將證明交至 LM210，以統計補考人數)。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 LM111，未參加補考者當次成績零分計算並視為缺考。

十、本辦法於 101 學年度第 2 次院務會議及 101 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。

十一、召集人：

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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一學生，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，由電子講桌音響播放考題，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

如附件 1-1, 1-2 所示。

biz 互動英語	Biweekly Review Test	December 2012
	Test 4A	12/03-12/11

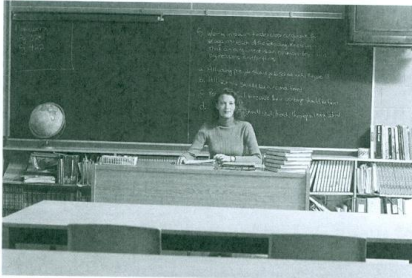
Class: _____ No.: _____ Name: _____

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 statement or question and choose the best response.

- () 3. (A) Sure. Is he busy today?
 (B) Yes. I'll tell him about it.
 (C) I'm afraid he won't be there.
 (D) No. He's gone to Brussels.
- () 4. (A) Yes. I could find no faults with her work.
 (B) You're right. She could have done better.
 (C) No, I was surprised she did it so fast.
 (D) I know. She didn't have time to finish.

- () 5. (A) Some food after such a long trip would be great.
 (B) I need to use the restroom for a few minutes, too.
 (C) We'll need money if we want to buy anything.
 (D) Let's buy a newspaper to find out what's going on.

Part 3. Conversation Questions (12%)

Listen to each conversation and answer the question.

- () 6. (A) They won't get to the finals.
 (B) They're unlikely to win.
 (C) They always get through to the finals.
 (D) They're likely to win.
- () 7. (A) Go with her to Europe.
 (B) Give her his cousin's number.
 (C) Ask his cousin for more information.
 (D) Send her the information.
- () 8. (A) The class is almost full.
 (B) The final signup date is soon.
 (C) It started weeks ago.
 (D) It isn't very popular.

Part 4. Short Talk (8%)

Listen to the passage and answer the questions.

- () 9. (A) She wants to leave work early from now on.
 (B) She wants to make her paid vacation longer.
 (C) She wants to work extra hours at extra pay.
 (D) She wants to take a few days off from work.
- () 10. (A) Put her files on the network drive.
 (B) Clear her schedule of all meetings.
 (C) Give Jerry her computer's password.
 (D) Cover for her coworkers who are on leave.

Section Two: Reading Comprehension

Part 1. Fill-in-the-Blank Questions (28%)

Choose the best answer to fill in each blank.

- () 1. I like Esther's ____ boyfriend much more than her last one.
(A) steady (B) previous
(C) imaginary (D) current
- () 2. I'd love to see more of Rome, but my ____ is pretty crowded already.
(A) iteration (B) itinerant
(C) itinerary (D) iterance
- () 3. I want to buy Jim a new guitar, but these prices are too ____.
(A) sheer (B) hilly
(C) steep (D) buoyant
- () 4. I would like to ____ my reservation for a room before I head off.
(A) spot (B) construct
(C) confirm (D) ruin
- () 5. Can you ____ for me when I'm away for my vacation?
(A) stand (B) hold
(C) keep (D) cover
- () 6. The candidate will be working hard over the next few days to ____ the undecided voters.
(A) turn over (B) run down
(C) win over (D) hand over
- () 7. Jason only cares about himself. Therefore, he has ____ a reputation for selfishness.
(A) presented (B) acquired
(C) required (D) forbidden

Part 2. Cloze (20%)

Choose the best answer to fill in each blank.

Many people from outside the United States find it surprising how the US president is elected. Though the United States is a(n) __ (8) __ republic, only members of Congress are elected by a popular vote. When the president is to be elected, only citizens of the 50 states and Washington DC have a vote. Citizens of other US __ (9) __, like those of Puerto Rico, can't vote for the US president. Then comes the counting system, where things get even more __ (10) __. In many countries, the candidate __ (11) __ the most votes from the public wins the election. In the United States, however, each state has a certain amount of electoral votes assigned to it. The amount assigned is based on the state's population. These electoral votes are actually __ (12) __ decide who wins the race.

- () 8. (A) multiple (B) accidental
(C) entertaining (D) constitutional
- () 9. (A) series (B) territories
(C) ingredients (D) anniversaries
- () 10. (A) realistic (B) confusing
(C) emotional (D) memorable
- () 11. (A) for (B) under
(C) with (D) from
- () 12. (A) what (B) things
(C) that (D) ones

Part 3. Passage Questions (12%)

Read the passage and answer the questions.

Two employees are having a meeting with their boss. They have to discuss the recent sales numbers from their line of clothing products. The numbers are not at all close to what the projections were. In fact, men's fashions have sold less than half of what was projected. It is suggested that one of the reasons for this poor performance is the slow economy. The boss points out that the focus group indicated that the new clothing line was what they wanted. However, one of the employees reminds him that there were only four people in the focus group, and that some of them didn't seem too interested in being there. It is suggested that the advertising campaign might not have reached the desired audience, and that the company could run a new campaign. The boss wants to think about it first as it might be too expensive. He promises to reach a decision in the near future, and the meeting is wrapped up.

- () 13. What is the meeting about?
(A) How to start a new ad campaign.
(B) How recent sales have been going.
(C) Ideas for new styles of clothing.
(D) The best way to set an agenda.
- () 14. What might make the boss feel disappointed?
(A) Projections were far below sales.
(B) Half of their clothes were sold to women.
(C) Sales were far below projections.
(D) Men's fashion made up half of their sales.
- () 15. Which of the following is NOT true?
(A) The focus group was quite large.
(B) The poor economy is blamed for low sales.
(C) The focus group seemed to like the new clothing line.
(D) Some weren't interested in being in the focus group.

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 your 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).

輔仁大學管理學院申請 Biz 雜誌免費訂閱—清寒學生申請表

學生 申請 人 資 料	姓 名		性 別		身分別 請勾選	<input type="checkbox"/> 本國生 <input type="checkbox"/> 僑外生 <input type="checkbox"/> 原住民			
	身份證字號：□□□□□□□□□□*如為僑生、外籍生請填寫居留證上的統一證號								
	學 號				電 話：	手 機：			
	學 院	院(部)	系組班別	系	組	年 級	年 班		
	連絡地址								
家 庭 概 況	住 處	<input type="checkbox"/> 自有 <input type="checkbox"/> 租屋 <input type="checkbox"/> 其他							
	收 支	全家每月平均收入			元；支出		元		
	家庭住址：				電 話：				
	稱 謂	姓 名	年 齡	教 育	婚 姻	健 康	服 務 機 構	職 位	每 月 收 入
請 簡 述 家 庭 經 濟 狀 況									

導師簽名：

系主任簽名：

申請者應檢附之審核資料： 1. 申請表

2. 政府機關低收入戶證明或其他相關證明文件

3. 清寒僑生應檢附僑外組開具之清寒證明書請將以上相關

審核資料於 9/22 前交至 LM210 辦公室。TEL: 2905-2960，洽詢林超群助教註：因廠商只提供 11 個名額，各系請依各班情形斟酌推派清寒同學申請；企管系三班、會計、統資、貿金、資管兩班，以上各班一名名額。

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

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入場，違者該科該次成績以零分計算外，並得視情節輕重，予以記小過以上之處分。

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。

[附件四]

輔仁大學學生考試請假規則

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
97年5月01日 96學年度第2次教務會議修正
97年11月20日 97學年度第1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

第一條：本校為規範學生考試請假事宜，特依本校學則第二十二條規定訂定「輔仁大學學生考試請假規則」(以下簡稱本規則)。

第二條：學生因故不能參加期中、學期及畢業考試或臨時測驗者，應辦理該科請假手續。

第三條：期中、學期及畢業考試之請假，應於考試前向教務處課務組申請辦理。但有事實上困難或不可抗力之原因且有充分證明者，得於考試後三日內(含該科考試日)申請辦理。臨時測驗之請假，由請假學生向授課教師辦理。

第四條：學生因病無法參加考試者，應檢附醫院診斷證明，辦理請假手續。第五條：學生因公假無法參加考試者，應依本校學生請公假規則規定，辦理請假手續。第六條：學生因參加政府舉辦之高、特、普考試及各學校研究所之招生考試，無法參加本校之各項考試者，應檢附准考證辦理請假手續。

第七條：學生因直系親屬、同胞兄弟姐妹之婚喪或家庭重大變故，無法參加本校之各項考試者，應檢附書面證明辦理請假手續。

第八條：學生因懷孕、生產或哺育幼兒(三歲以下子女)引發突發狀況，無法參加本校之各項考試者，應檢附醫院診斷證明書或相關書面證明辦理請假手續。

第九條：學生因其他特殊事由無法參加本校之各項考試者，應檢附相關證明文件，經行政程序簽核後，始得辦理請假手續。

第十條：學生考試請假，經核准者，得參加補考。補考以一次為限，未於規定日期準時參加補考者，不得申請另行補考。

第十一條：學生考試請假，須於規定期限內辦理請假手續，逾期視同曠考。曠考科目該次成績以零分計算。

第十二條：本辦法經教務會議通過，報請校長核定後公布施行。修正時亦同。