

Regulation on Course Requirements for Department of Social Work, Fu Jen Catholic University

Fu Jen Catholic University

Department of Social Work

Academic Regulations

101.3.28.100 學年度第 2 次系務會議通過

101.4.20.100 學年度第 3 次院務會議通過

101.4.26.100 學年度第 2 次教務會議通過

101.11.22.101 學年度第 1 次教務會議通過

102.11.21.102 學年度第 1 次教務會議通過

103.11.27.103 學年度第 1 次教務會議通過

104.5.14.103 學年度第 2 次教務會議通過

104.11.26.104 學年度第 1 次教務會議通過

106.4.27.105 學年度第 2 學期教務會議通過

106.10.25 106 學年度第 1 次院務會議通過

106.11.30 106 學年度第 1 學期教務會議通過

107.04.18 106 學年度第 2 次院務會議通過

107.05.02.106 學年度第 2 次教務會議

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第一章 通則

第一條 本規則依據輔仁大學（以下簡稱本校）學則第四十條規定訂定之。

Chapter One: General Provisions

Article 1

The Regulations were formulated in accordance with Article 40 of Fu Jen Catholic University Academic Policies.

第二章 學士班

第二條 本校社會工作學系（以下簡稱本系）學士班畢業應修之課程、學分數及學科學習能力檢測規定如下：

- 一、校訂必修課程：導師時間（0 學分，共 8 學期）、軍訓課程（0 學分，共 2 學期）。【特別提醒：體育和軍訓課程之選修課程（有學分數者），其學分數不能列入畢業學分。】
- 二、全人教育課程 32 學分：核心課程 8 學分、基本能力課程 12 學分、通識涵養課程 12 學分。
- 三、本系專業必修課程 69 學分[含三選一課程（「法學緒論」、「政治學」、「經濟學」）必選 3 學分]。

四、選修課程 27 學分，且應含本系專業選修課程至少 10 學分。

五、畢業學分數為全人教育核心課程、基本能力課程、通識涵養課程、專業必修課程及選修課程五者之學分數，至少 128 學分。

六、學士班學生須通過資訊學科學習能力檢測，其執行方式及標準依「輔仁大學學生基本素養培育與檢測實施辦法」辦理。

Chapter Two: Undergraduate Program

Article 2

Course, credit, and proficiency test requirements for the Department of Social Work (hereinafter "the Department") are as follows:

1. University requirements: Academic Advising (0 credits, 8 semesters), Military Training Courses (0 credits, 2 semesters). (Please note that credits earned in physical education or military training courses cannot be used to satisfy graduation requirements.)
2. Holistic Education Curriculum: 32 credits, including Fundamental Courses (8 credits); Core Abilities Courses (12 credits); and General Education Courses (12 credits).
3. Required courses: 69 credits (including 3 credits earned from one of the following three courses: Introduction to Law; Politics; or Economics).
4. Electives: 27 credits (at least 10 of which are earned in courses hosted by the Department).
5. Students must earn a combined total of 128 credits in order to graduate.
6. Students must pass a proficiency test in information literacy. Test methods and standards will be handled in accordance with Fu Jen Catholic University Regulations Governing Tests for Fundamental Skills.

第三條 學生須於大二學年度結束前，參加英文檢定考試。成績並應達 CEF 之 B1 進階級或其他測驗相對應之同等級標準，未達上述標準者，須於大三結束前再考一次，仍未通過者，大四必需修讀本系規定之英語課程且成績及格始具有畢業資格。

Article 3

Students must take an English proficiency test before the end of their second year. Students must reach a B1 level on the CEFR or an equal level on an equivalent English proficiency test. Student who

do not reach B1 level must take the test again before the end of their third year. If they fail once more, they must pass English courses hosted by the Department in order to graduate.

第四條 學生實習前須修畢七門必修課程及兩個實習領域的先修課程。

一、七門必修課程：「社會工作概論」、「社會個案工作」、「人類行為與社會環境」、「社會團體工作」、「社區工作」、「社會工作實習：導論」及「社會工作管理」。

二、兩個實習領域之先修課程及其餘實習相關事宜依本系學士班實習手冊規定辦理。

Article 4

Before performing the practicum, students must complete seven required courses and take two prerequisites in the same field as the practicum.

1. The seven required courses are: (1) Introduction to Social Work; (2) Social Casework; (3) Human Behavior and Social Environments; (4) Social Group Work; (5) Community Work; (6) Social Work Practicum: Introduction; and (7) Social Work Management.
2. The two prerequisite courses for the practicum and other matters related to the practicum will be handled in accordance with the Department's Undergraduate Practicum Handbook.

第五條本系開設之學年課程，上學期成績不及格但達 50 分以上，得續修下學期；49 分以下不得續修。

Article 5

If a student earns a grade of fifty percent or above during the first semester of a year-long course, they may continue in the course during the following semester; however, students may not continue in the course if they earn a grade of forty-nine percent or lower.

第六條本系必修科目或專業選修科目以在本系修讀為原則。如因必修衝堂或其他非學生所能控制之因素，得經系主任同意後跨校（系）重（補）修必修科目或專業選修科目，其規定如下：

一、辦理程序：

- (一) 確認重（補）修課程之學分數、期次等相關資料。
- (二) 填寫重（補）修課程跨校（系）選課申請單並附上所需資料後送系辦公室。
- (三) 系主任核准重（補）修課程跨校（系）選課申請後，依本校學生選課辦法及本校校際選課實施辦法完成相關程序。

二、選課學生需遵守開課單位之規定及繳交相關費用。

Article 6

In general, required courses and discipline-specific electives must be taken through the Department. If there is a scheduling conflict with a required course or another factor outside of the student's control, the student may request permission from the Director to take the course at another institution or program. Regulations are as follows:

1. Procedures:

1. Confirm the number of credits offered by the course as well as the year and semester it will be taken.
2. Complete the Cross-Registration Application Form, attach supporting documents, and submit them to the office of the Department.
3. After the Director approves the application, complete registration in the course by following Regulations Governing Course Registration and Regulations Governing Cross-Registration.
4. Students must pay required fees and follow all regulations of the program or institution hosting the course.

第三章碩士班

第七條【修習學分】

碩士班畢業應修之課程、學分數規定如下：

一、畢業總學分數：三十五學分

二、必修學分數：十五學分，包含畢業論文三學分

三、核心學分數：至少六學分，本系碩士班學生須於 5 門核心課程中選修 3 門，核心課程包括：直接服務、社區工作專題、社會政策分析與評估專題、社會工作管理專題、社會工作督導。

Chapter Three: Master's Program

Article 7: Credits

Credit and course requirements for the master's program are as follows:

1. Total credits required to graduate: 35 credits
2. Required courses: 15 credits, including 3 credits for the thesis
3. Core courses: minimum of 6 credits. Students must take three of the following five courses: (1) Direct Service; (2) Seminar on Community Work; (3) Seminar on Social Policy Analysis and Evaluation; (4) Seminar on Social Work Management; and (5) Social Work Supervision.

第八條【修課學分限制】

碩士班學生每學期修課以十三學分為上限（不含論文三學分）。

Article 8: Credit Limits

Students may take no more than thirteen credits per semester. (The number does not include the three credits for the thesis.)

第九條【選課規定】

碩士班學生每學期之選課清單應經指導教授或導師(未確定指導教授者)簽核後，於規定時間內送交系辦公室。

碩一下學期修畢論文寫作課程，特殊情形應經系主任專案同意。

Article 9: Course Registration

Master's students must have their course list authorized by their thesis advisor (or temporary advisor if they have not chosen a thesis advisor) before submitting it to the office of the Department.

Students must complete the thesis writing course during the second semester of first year. If a student is prevented from doing so due to unique circumstances, they must first receive permission from the Department Director.

第十條【及格成績】

碩士班學生成績分學業、操行二種，採百分法計，學業成績以一百分為滿分，以七十分為及格。

Article 10: Passing Grades

There are two types of grades: academic and conduct. Both are calculated as a percentage. The highest possible academic grade is one hundred percent. Seventy percent is deemed a pass.

第十一條【補修課程】

入學前未修過社會工作倫理者須至大學部修讀。（此不計入碩士班畢業學分）。

特殊情形者應向系主任提出申請。

Article 11: Making up Courses

A student who has not taken Social Work Ethics prior to enrolling must take the course at the undergraduate level. (Grades and credits earned in the course will not count towards graduation requirements.) Under unique circumstances, a student must make an application requesting an exemption from the Director.

第十二條【學分抵免】

學分抵免依據輔仁大學學生抵免科目規則辦理。

Article 12: Credit Transfers

Credit transfers are handled in accordance with Fu Jen Catholic University Regulations Governing Credit Transfers.

第十三條【跨校系選課】

碩士班學生得依學習之需要選修他校或外系課程至多六學分。惟必修及核心課程不得至外校或外系選修。

跨校系選課應至系辦填寫申請表，經指導教授或導師同意後，再經系主任同意。若指導教授或導師認為有必要時，得提交系行政會議決議。

跨校系選課之相關作業，請選課學生依本校及各校系規定辦理。

Article 13: Cross-Registration

Based on learning needs, a student may earn up to six credits from a course hosted by another institution or program. However, students may not take required courses and core courses at another institution or program.

Students must complete the Cross-Registration Application Form, obtain the signature of their thesis advisor or temporary advisor, and then receive authorization from the Department Director. If the thesis advisor or temporary advisor deems it necessary, the application may be submitted to the Administrative Council of the Department for a decision.

Students must cross-register in accordance with regulations at the University and the other institution or program.

第十四條【修業年限】

碩士班學生修業年限一至四年。以在職生身份入學者得延長二年。

在校期間懷孕、生產或哺育幼兒(三歲以下子女)，未曾以前項因素申請保留入學資格及申請休學學生，得視需要，出具相關證明文件，提出申請，至多得延長修業年限二年(以在職生身分入學者合計得延長四年)。

Article 14: Time Limits for Earning the Degree

Students may complete the degree between one and four years. In-service students may receive a two-year extension.

A student may apply for an extension due to pregnancy, delivery, or child care (for children three years and younger) provided that they did not previously defer enrollment or take a leave of absence. The application must include supporting documents. The student may be granted an extension of up to two years. (In-service students may be granted this extension in addition to the extension mentioned in the preceding paragraph, making their total extension four years.)

第十五條【退學規定】

碩士班學生成績有下列情形之一者，即令退學：

- 一、於規定之修業年限內，仍未修足應修科目與學分者。
- 二、碩士學位考試不及格，修業年限未屆滿，經重考一次仍不及格者。
- 三、第一學年任一學期所修習科目全部曠考，或考試成績全部不及格者。

Article 15: Expulsion

A student will be expelled under one of the following situations:

1. Failure to complete credits and required courses within the time limits.
2. Failing the degree examination twice.
3. Getting barred from, or failing, the final examination for all courses during their first year in the program.

第十六條【畢業資格】

碩士班學生合於下列各款之規定者，准予畢業。

- 一、在規定年限修滿碩士班規定之科目與學分。
- 二、通過本系碩士班學位考試辦法規定之各項考試。
- 三、操行成績各學期均及格。

四、於畢業前須至少參加兩次校內外舉辦的學術活動或投稿發表一次研討會。

Article 16: Graduation Requirements

A graduate student must satisfy all of the requirements below in order to graduate:

1. Complete all courses and credits within the time limit;
2. Pass all examinations specified in the Department's Regulations Governing the Degree Examination;
3. Earn a passing conduct grade every semester;
4. Participate in at least two academic activities on- or off-campus, or submit one paper to present at a conference.

第四章附則

Chapter Four: Additional Provisions

第十七條本規則未盡事宜，依輔仁大學學則及相關規定辦理。

Article 17

Any matters not covered in the Regulations will be handled in accordance with Fu Jen Catholic University Academic Policies and related regulations.

第十八條本規則經系務會議、院務會議及教務會議通過，報請校長核定後公布施行。修正時亦同。

Article 18

The Regulations were passed by the Departmental Affairs Council, the College Affairs Council, and the Academic Affairs Council, and will be promulgated and implemented after the approval of the President. The same procedure will be followed for each amendment.

附件：

Attachment

輔仁大學社會工作系重（補）修課程跨校（系）選課申請單 Application Form for Remedial course in Inter-institution Course Selection for Department of Social Work, Fu Jen Catholic University

申請人 Applicant	學號 Academic Number	系級 Department and Grade		
聯絡電話 Contact Tel. no.	電子郵件 E-mail address			
重補修課程名稱 (請寫全稱) Name of the Remedial Course (please write the full name)		期次 Semester term	學分數 Credit hours	
以下為跨校（系）選課相關資料 Below is the related information of inter-institution (department) course selection				
校系名稱 Name of the Department and University	大學 University 學系 Department <input type="checkbox"/> 日間部 Day school <input type="checkbox"/> 進修部 Continuing Education			
加選之課程名稱 Name of the added course (請寫全稱) Please write the full name		期次 Semester term	學分數 Credit hours	

授課老師 Instructor' s Name (名字不可寫錯) Please do not misspell.		電子郵件 E-mail address	
課程大綱 Course Outline	連結網址 Connecting Web site :		
	大綱內容 (含教學目標、課程內容、成績考核、參考書目) Outline Contents (including teaching objective, course content, grading and references)		
系主任簽核 Chairman' s Signature	Year Month Day 年 月 日		

※請於本校及開課校系規定之選課截止日前 10 個工作天提出申請，以免影響個人權益。Please apply before the 10 working days of the deadline for course selection according to the rule of this university and the department which offers this course. This is for the protection of your own rights.