

國立中山大學辦理學生抵免學分辦法

Credit Transfer Guidelines

107年5月24日第156次教務會議修正通過

Amendment approved by the 156th Academic Affairs Council meeting, May 24, 2018

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Article 2, 11 sanctioned by the Ministry of Education via Tai-Chiao-Kao-(2) No. 1070114103, August 06, 2018

第一條、 各系所辦理學生抵免學分，應依本辦法辦理。

I. Each department (institute) shall deal with the transfer of credits for students in accordance with the Guidelines.

第二條、 下列學生得申請抵免學分：

II. The following students may apply for a credit transfer:

一、 轉系（所）生。

1. A student who changed department (institute);

二、 轉學生。

2. A student who transferred from another university;

三、 重考生。

3. A student who retook the admission exam.

四、 依照法令規定准許先修讀學分（含選讀生），持有學分證明或成績單後，考取修讀學位者。

4. A student who is allowed to elect courses and obtain credits in advance then used the credit certificate or academic transcript to qualify as a degree student.

五、 修讀學、碩士學位期間，先修碩、博士班課程成績達碩、博士班及格標準，且其學分未列入畢業最低學分數內者。

5. An undergraduate or graduate student who undertook and passed courses of the Master's or Ph.D. program, and the credits were not included in the minimum credits required for graduation.

六、 經本校核准修習校際選課課程、線上數位課程、國內交換生、出國研修或修讀雙聯學位者。

6. A student given approval by the university to study cross-university courses, online digital course, do student exchange in Taiwan, further study overseas or undertake a double degree(joint) program.

第三條、 所列學士班學生抵免學分多寡與轉（編）入年級配合規定如下：

III. The credits that an undergraduate student can transfer and the academic year to which the student is transferred to are subject to the following regulations:

一、 不論學分抵免多寡，每學期所選學分數，應達該學期修習下限學分規定。

1. No matter how many credits were transferred, the number of credits selected in each semester must meet the minimum credit requirements for that semester.

二、 前條第三、四款學士班學生，依本辦法辦理抵免後得提高編級，但需至少修業一年，並依照學期限修學分修習，始可畢業。

2. An undergraduate as specified in Article 2 Items 3 and 4 may be promoted to a higher academic year after the transfer of credits under the Guidelines. He must however complete at least one further year of study and undertake the minimum credits required each semester in order to graduate.

三、 提高編級由各系裁定，抵免四十學分以上者得編入二年級、抵免七十八學分以上者得編入三年級、抵免一一〇學分以上者得編入四年級；學士班退學學生最高得編入退學之年級。

3. The promotion to a higher academic year is left up to the discretion of each department. The student may be placed in the second year if they transferred over 40 credits, placed in the third year if they transferred over 78 credits, and placed in the fourth year if he transferred over 110 credits; an undergraduate who discontinued his study may be placed at most in the year he discontinued from.

第四條、 第二條第五、六款所述之相關課程由所屬系（所）認定。研究生抵免學分以應修學分數之二分之一為限。

IV. The courses described in Article 2 Items 5 and 6 are to be determined by the department (institute).

Students of graduate programs should be limited to transferring no more than 1/2 of the credits required.

依本校五學年學、碩士學位辦法取得碩士班預研究生資格並依規定入學之研究生，不受前項二分之一之限制。

For students who qualified as a pre-graduate for the Master's program and were enrolled in accordance with the Guidelines for the Five-Year Bachelor's and Master's Degree System, the above restriction on credit transfers does not apply.

依本校七學年學碩博育才實施辦法取得七年預研究生資格，並依規定入學之研究生，不受本條第二項二分之一之限制。

This Article's item 2 does not apply to students who were admitted according to the university's "Implementation Guidelines for 7-years Joint Master and Ph.D. Program".

本校與國外雙聯學位抵免學分上限，依「本校與境外大學辦理雙聯學制實施辦法」規定，不受二分之一之限制。

The limit of credit transfers for double degree programs is governed by the "Implementation Guidelines for Double Degree Programs" and the limit on credit transfers to 1/2 of requirements does not apply.

第五條、 抵免學分之範圍如左：

V. The scope of credit transfer is as listed below:

- 一、 必修學分（含通識教育課程）。
 1. Compulsory credits (including general education courses);
- 二、 選修學分（所屬學系（所）相關科目）。
 2. Elective credits (related courses of the department (institute));
- 三、 輔系學分（含轉系或轉學生而互換主、輔系者）
 3. Minor study credits (including those who switched their major and minor due to a change of department).
- 四、 雙主修學分。
 4. Double major credits.

第六條、 抵免學分之原則規定如左：

VI. The principles governing credit transfer are listed below:

- 一、 科目名稱、內容相同者。
 1. Courses with the same name and content.
- 二、 科目名稱不同而內容相同者。
 2. Courses with different names but the same content.
- 三、 科目名稱、內容不同而性質相同者。
 3. Courses of the same nature but with different names and content.

申請者應檢附修課成績證明及課程大綱送相關單位審核。

The applicant shall provide the grade certificate and course syllabus to the relevant unit for review.

抵免學分之審核，通識教育科目由通識教育中心負責審查，專業科目，由開課系（所）負責審查，並由教務處複核。

When reviewing credit transfers, the Center for General Education reviews general education courses, and specialized courses are reviewed by the department (institute) offering the course. Their decisions shall be double-checked by the Office of Academic Affairs.

第七條、 不同學分互抵後之處理，規定如左：

VII. The transfer of different credit points is carried out as follows:

一、 以多抵少者：抵免後以少學分登記。

1. More credits transferred to fewer credits: Fewer credits will be registered after the transfer.

二、 以少抵多者：抵免部分學分無法補修另一部分學分者，得從嚴處理；抵免部分學分後可補修另一部分學分者，得從寬處理。

2. Fewer credits transferred to more credits: A strict criterion will be applied for the credit transfer if the difference in credits can't be made up after the transfer; a lenient criterion will be applied for the credit transfer if the difference in credits can be made up after the transfer.

第八條、 入（轉）學學生抵免學分之科目，以在大學及專科學校已修且成績及格者為限，但五專畢業生以四、五年級修習者為原則；如列為轉學考試科目者，可否抵免，由各學系系主任決定。

VIII. The courses that an admitted (transfer) student can transfer credits from are limited to courses previously completed and passed at a university or college. For students who graduated from a 5-year junior college, only courses completed in the 4th and 5th academic year can be transferred; whether courses designated in the transfer examinations can be used for credit transfer is left up to the head of the department.

第九條、 抵免學分之申請，應依本校行事曆規定日期辦理，入學前已修習學分之抵免應以辦理一次為原則。

IX. Applications for credit transfer should be made in accordance with the university calendar. In principle, the transfer of credits from courses completed prior to admission may only be carried out once.

學士班學生因抵免學分申請提高編級者，須於入學當學期依規定時間辦理。

Undergraduate students whose application for credit transfer will lead to placement in a higher year must submit their application in the semester they were admitted within the specified timeframe.

申請抵免學分後，如因轉系或修讀輔系、雙主修等特殊情形得另申請抵免原校學分，但不得提高編級。

If a credit transfer had been previously applied, another application for credit transfers from the original university can be made in special circumstances such as a change of department, selection of minor study or double major but the year level cannot be upgraded.

前項申請抵免學分，應繳附原校成績證明。

Applications for a credit transfer under the preceding section should include transcripts from the original university.

因修讀輔系或雙主修而申請抵免原校學分，畢業時無法取得輔系或雙主修時，該項學分是否列入學系最低畢業學分，由所屬學系核定。

Where an application for a transfer of credits from the original university due to undertaking a minor study or double major, if the minor study or double major could not be obtained at the time of graduation then whether these credits count in the minimum credits required for graduation is left up to the department to decide.

第十條、申請抵免學分，審核單位認定必要時，得通知申請者甄試。甄試及格抵免之程序，應於加退選前辦理完竣，以配合提高編級。

X. The review unit may ask the applicant for a credit transfer to take a test if necessary. The examination and credit transfer procedure should be completed before the end of the course selection period so they may be placed in a higher year.

第十一條、抵免學分之審核，通識教育科目由通識教育中心負責審查，各系（所）專業科目，應由各該系（所）分別成立審查小組負責審查，並由教務處複核。

抵免後之科目，除第二條第一款適用採計為學分及學期成績外，其餘抵免科目僅採計學分，不計入學生之學期成績。惟採計學分之科目，不得抵觸學則之規定。

XI. Center for General Education reviews the credit transfers for general education courses while specialized courses were reviewed by a review team set up by the department (institute) offering the course. Their decisions shall be double-checked by the Office of Academic Affairs. The courses in which credits were transferred, besides the credits and semester grades to which calculation Article 2 Item 1 applies, the calculation of credits of other courses to transfer, does not count as semester grades. Moreover, the credits of courses to be counted in shall not be in conflict with the Academic Regulations.

第十二條、 凡曾在教育部認可之國外或大陸地區大學院校修讀之科目學分，得依本辦法有關規定酌情抵免。

XII. Course credits completed at a university in foreign countries or in the PRC approved by the Ministry of Education can be transferred in accordance with the relevant rules of the Guidelines.

經核准修讀雙聯學位之學生，應依「大學辦理國外學歷採認辦法」第 6 條、第 7 條及相關規定辦理，申請人停留於國外大學期間修習之學分數，累計應達獲頒學位所需總學分數之三分之一以上。

In accordance with Articles 6 and 7 of “Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education” and the related regulations, the credits students who were allowed to study a joint (double) degree program applied for during the period of study at a foreign university, shall amount to one third or above of the total number of credits required to obtain their degree.

學生經系（所、通識教育中心）初審同意修讀國際姊妹校及國際知名線上教學平台（如 coursera、edX、FutureLearn、Udacity）之數位課程，並取得修課證明者，得依本辦法有關規定辦理抵免，惟至多抵免十學分為限，且應依「專科以上學校遠距教學實施辦法」第 6 條規定辦理。

A student shall obtain preliminary approval from one’s department (institute, Center for General Education) to study at a foreign sister university or an online course on a well-known international educational platform (such as coursera, edX, FutureLearn, Udacity), obtain a course certificate, and then transfer the credits in accordance with the regulations of the university. However, ten credits can be transferred at most, and this shall be processed in accordance with Article 6 of the “Implementation Regulations Regarding Distance Learning by Universities”.

前項數位課程若經系（所、通識教育中心）審查認定抵免學分時數不足者，應由系（所、通識教育中心）指定補修科目以補足所差學分，若所差學分無性質相近科目可補修者，不得辦理抵免。

If the credits and the number of hours of digital courses mentioned in the previous item in which credit transfer was approved by the department (institute, Center for General Education) is insufficient, the department (institute, Center for General Education) shall assign supplementary courses to make up for the missing credits; credits of unrelated subjects cannot be transferred.

第十三條、 有關修習教育學程學生之學分抵免從其相關規定。

XIII. Credit transfers for students in educational programs shall be handled in accordance with the relevant regulations.

第十四條、 本辦法未盡事宜悉依本校學則及有關規章辦理。

XIV. Any matters not covered in the Guidelines shall be handled in accordance with the Academic Regulations and related policies.

第十五條、 本辦法經教務會議通過，經校長核定後公告實施，並報教育部備查，修正時亦同。

XV. The Guidelines were passed by the Academic Affairs Council, sanctioned by the university President prior to implementation, and have been forwarded to the Ministry of Education for reference. Modifications shall follow the same procedure.