

國立成功大學學生抵免學分辦法

NCKU Course Credit Waiver Regulations

88.06.02 八十七學年度第二學期第二次教務會議修正通過

Amended and approved at the 2nd Meeting of the Academic Affairs Council in the spring semester of the 1998-99 academic year on June 2, 1999

89.01.07 八十八學年度第一學期第二次教務會議修正通過

Amended and approved at the 2nd Meeting of the Academic Affairs Council in the fall semester of the 1999-2000 academic year on Jan. 7, 2000

95.11.08 95 學年度第 1 次教務會議修正通過

Amended and approved at the 1st Meeting of the Academic Affairs Council in the 2006-07 academic year on Nov. 8, 2006

奉教育部 96.01.31 台高(二)字第 0960008531 號函備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 0960008531, dated Jan. 31, 2007

98.04.21 97 學年度第 2 次教務會議修正通過

Amended and approved at the 2nd Meeting of the Academic Affairs Council in the 2009-2010 academic year on Apr. 21, 2009

奉教育部 98.06.19 台高(二)字第 0980102776 號函備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 0980102776, dated June. 19, 2009

100 年 11 月 22 日 100 學年度第 1 次教務會議通過

Amended and approved at the 1st Meeting of the Academic Affairs Council in the 2011-12 academic year on Nov. 22, 2011

奉教育部 101.01.03 臺高(二)字第 1000224863 號函備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 1000224863, dated Jan. 3, 2012

103 年 12 月 03 日 103 學年度第 1 次教務會議修正通過

Amended and approved at the 1st Meeting of the Academic Affairs Council in the 2014-15 academic year on Dec. 3, 2014

奉教育部 104 年 3 月 3 日 臺教高(二)字第 1040007298 號函備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 1040007298, dated Mar. 3, 2015

104 年 12 月 08 日 104 學年度第 1 次教務會議修正通過

Amended and approved at the 1st Meeting of the Academic Affairs Council in the 2015-16 academic year on Dec. 8, 2015

奉教育部 105 年 2 月 4 日 臺教高(二)字第 1050015960 號函備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 1050015960, dated Feb. 4, 2016

105.12.15 105 學年度第 2 次教務會議修正通過

Amended and approved at the 2nd Meeting of the Academic Affairs Council in the 2016-17 academic year on Dec. 15, 2016

奉教育部 106 年 2 月 3 日 臺教高(二)字第 1060005193 號函備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 1060005193, dated Feb. 3, 2017

108.12.11 108 學年度第 1 次教務會議修正通過

Amended and approved at the 1st Meeting of the Academic Affairs Council in the 2019-20 academic year on Dec. 11, 2019

奉教育部 109.01.21 臺教高(二)字第 1090005985 號函准予備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Jiao-Gao (2) Zi, No. 1090005985, dated Jan. 21, 2020

第一條 各系(所、學位學程)辦理學生抵免學分，應依本辦法辦理。

Article 1 Any applications for course credit waiver shall be processed according to the regulations specified hereinafter.

第二條 下列學生得申請抵免學分：

Article 2 Students who are eligible for course credit waiver include:

(一) 轉系(所、學位學程、組)生。

(1) Interdepartmental or inter-program transfer students

(二) 轉學生。

(2) Intercollegiate transfer students

(三) 重考生。

(3) Those who are admitted by passing their second-year joint college entrance examination.

(四) 先修讀學分後考取修讀學位者。

(4) Those who have received credits on any courses completed prior to matriculation.

(五) 持入學前於專科學校修習及格之科目證明者。五專畢業生其一至三年級視同高中、高職階段，其課程不得抵免。

(5) Those who have completed any courses offered for the fourth and fifth years of study by a five-year junior college program.

(六) 預先修習碩、博士班課程成績達七十分以上，且學分未列入畢業最低學分數內，而持有證明者。

(6) Those who have completed any courses on a master's/doctoral program with a grade of at least 70 prior to matriculation.

(七) 學生在學期間經所屬學系(所、學位學程)核准於暑期修習本校開設之學分班。

(7) Those who have completed any courses on credit programs offered by NCKU for summer sessions and approved by the major department, graduate institute or program.

(八) 經本校核准出國進修或推薦送至境外大學短期修課之學生。

(8) Those who are granted approval by NCKU to study abroad or are recommended by NCKU to study for a short term at an overseas university.

前項第一、二及三款學生再經核准轉系(學位學程、組)、修讀輔系(學位學程)或雙主修者，得再次申請抵免科目學分。

Those with student status defined in Items (1), (2) or (3) who are granted approval to transfer to another department (degree-program or class-category) or to pursue a minor or double major shall re-apply for course credit waiver.

(九) 持香港副學士或高級文憑資格入學本校學士班者。

(9) Students holding an associate degree or higher diploma from a Hong Kong institute of education.

第三條 前條所列各類學生抵免學分數與轉(編)入年級規定如下：

Article 3 The rules governing the academic level classification of students based on the results of course credit waiver are as follows:

- (一) 轉系(學位學程、組)生轉入二年級者，其抵免學分總數以轉入該系一年級應修學分總數為原則；轉入三年級者，其抵免學分總數以轉入該系一、二年級應修學分總數為原則。又轉入三年級者抵免相當學分後，須於修業年限內(不包括延長年限)依照學期限修學分規定而可修畢轉入學系最低畢業學分；否則，應降級轉入二年級。

降級轉系者，其抵免學分總數以轉入該系一、二年級或一、二、三年級應修學分總數為原則。

- (1) Freshman-turned-sophomore interdepartmental (inter-program, inter-category) transfer students are allowed in principle to have course credits waived up to the total number of credits designated for the freshman class of the new department (program, class-category).

Sophomore-turned-junior interdepartmental (inter-program, inter-category) transfer students are allowed in principle to have course credits waived up to the total number of credits designated for the freshman and sophomore classes of the new department (program, category). Following course credit waiver, a sophomore-turned-junior transfer student is required to complete the minimum number of credits for graduation as designated by the new department within the maximum four-year duration of study (excluding extended years). Those who will fail to do so shall be classified into the sophomore class level of the department.

Those classified into a lower class level are allowed to have course credits waived up to the total number of credits for the first two or three years of study in the department.

- (二) 重考(含專科畢業生)新生，依法取得學籍時，其已修及格之科目學分，得酌情辦理抵免及提高編級。

學士班抵免四十學分以上者得編入二年級，抵免八十學分以上者，得編入三年級，抵免一百一十學分以上者，得編入四年級，但二專或五專畢業生最高編入三年級，退學學生最高編入退學之年級。提高編級限入學當學期辦理。

- (2) Newly accepted undergraduate students who passed their second-year joint university entrance examination or who graduated from junior colleges are entitled to apply for course credit waiver or/and be classified into an upper class level of their major department.

In general principle, those who have waived 40 or more of the minimum number of course credits required for graduation shall be classified into a second-year class level; those who have waived 80 or more course credits shall be classified into a third-year

class, and those who have waived 110 or more course credits shall be classified into a fourth-year class. However, graduates from two- or five-year junior colleges are only allowed to be classified up to a third-year class, regardless of the number of course credits waived. A newly accepted dropout student is only allowed to be classified up to the original class level at which the dropout occurred. The classification into an upper class shall be completed upon enrollment in the first semester of the first academic year.

- (三) 以香港副學士(或高級文憑)資格入學為本校學士班者，申請學分抵免並經各學系(學程)核准後，至多得以提高編級修讀三年級。

研究生抵免學分總數由各學系(所、學程)自訂，抵免後學士、碩士班學生至少修業一年、博士班學生至少應修業滿二年以上，且在學期間內至少修習一門有學分數之科目。

推廣教育學分班抵免規定畢業學分(不含論文指導學分)總數，以不超過二分之一為原則，各學系(所、學程)另有更嚴格規定，從其規定。

- (3) Undergraduate program students holding an associate degree (or higher diploma) from a Hong Kong institute of education, upon approval of an application for a course credits waiver, are only allowed to be classified up to a third-year class of their major program. The total number of credits allowed for graduate program course waiver shall be designated by each individual department or graduate institute.

Basically, following the completion of their course credit waiver, undergraduate students and master's program students are required to study for a minimum duration of one year, while doctoral students are required to study for a minimum of two years, with at least one course taken for each semester.

- (四) 轉學生比照前兩款規定辦理；若有特殊情形得比照有關規定辦理。

- (4) In general, applications for course credit waiver by intercollegiate transfer students shall be processed according to the same rules specified in Items (1) and (2). Any special applications shall be dealt with according to the relevant regulations.

前項各款學生除五專畢業生外，辦理申請抵免科目學分，如已計入取得畢業學分規定之課程及學分數者，不得申請抵免。如有其他特殊情形，經系所專案簽請教務長核准者，方可抵免。

All eligible students as defined in this article, except five-year junior college graduates, are not allowed to apply for waivers of course credits that have been counted into their graduation credits. Any special applications for course credit waiver shall be reported by the related department/institute and approved by the Vice President for Academic Affairs before they are administered.

第四條 抵免學分之範圍如下：

Article 4 The scope of course credit waiver is defined as follows:

- (一) 必修學分(含共同科目及通識科目)。
 - (1) Required course credits (including general courses and general education courses)
- (二) 選修學分(含相關科目)。
 - (2) Elective course credits (including related courses)
- (三) 輔系學分(含轉系或轉學而互換主輔系者)。
 - (3) Minor program course credits (including credit waiver for major program change as a result of interdepartmental or intercollegiate transfer)
- (四) 雙主修(學位)學分。
 - (4) Double-major program course credits
- (五) 教育學程學分。
 - (4) Educational program course credits

第五條 抵免學分之原則規定如下：

Article 5 The types of courses applicable to credit waiver are prescribed as follows:

- (一) 科目名稱、內容相同者。
 - (1) A course is the same as an established program course in terms of its title and contents.
- (二) 科目名稱不同而內容相同者。
 - (2) A course is the same as an established program course in terms of its contents, regardless of its title.
- (三) 科目名稱、內容不同而性質相同者。
 - (3) A course is the same as an established program course in terms of its nature, regardless of its title or contents.

第六條 不同學分互抵後之處理，規定如下：

Article 6 An application of course credit waiver for a course with divergent credit hours is regulated as follows:

- (一) 以多抵少：抵免後以少學分登記。
 - (1) Where the number of credit hours earned for a completed course exceeds that of the course being waived, the smaller number shall prevail in the calculation of credits waived.
- (二) 以少抵多：所缺學分應予補修，如無法補足學分數者，不得抵免。
 - (2) Where the number of credit hours earned for a completed course is smaller than that of the course being waived, the smaller credit-hour number may be granted and registered as a partial waiver, which requires the applicant to make up the discrepancy. Should the applicant fail to do so, the waiver will be annulled.

第七條 申請抵免學分之期限及程序：

Article 7 Deadlines and procedures for course credit waiver application:

抵免學分之申請，應於入（轉）學當學年第一學期一次辦理完畢。申請抵免學分之期限及程序如下：

Applications for course credit waiver by transfer students or newly accepted students shall be completed upon enrollment in the first semester of the first academic year.

The deadlines and procedures for course credit waiver application are detailed as follows:

- (一) 申請期限：新生（含轉學生）、轉系（所、學位學程、組）學生應於入學當學期開始上課日（以行事曆為準）起一週內辦理完畢；惟合於本辦法第二條第七、八款規定者，至遲須於取得成績或學分證明後之次學期開始上課日起一週內辦理完畢。
- 情況特殊經專簽核准者，另案處理。

(1) Application deadlines:

Newly-admitted students (including intercollegiate transfer students) or interdepartmental transfer students (including inter-program or inter-category transfer students) are required to complete their applications for course credit waivers within the first week from the opening day of school (according to the university calendar) in their first academic year. However, those defined in Items (7) and (8) of Article 2 who have completed a period of overseas study for one semester, or a short term with academic transcripts or certificates, shall complete their course credit waivers within the first week from the opening day of school in the following semester immediately after their return.

Any special applications for course credit waiver that have been reported and approved will be processed on a case-by-case basis.

- (二) 申請程序：請於申請期限內至教務處註冊組網頁下載抵免學分承認表，再至各學系（所、學位學程）辦理並應繳驗（交）原校修讀之成績單及修業（或轉學）證明書，必要時可採取甄試方式認定其程度及決定是否可以抵免。
- 須甄試及格始可抵免之科目，應依第一款規定時間辦理完竣。

(2) Application procedures:

Applicants are required to complete an application form for course credit waiver downloaded from the webpage of the Division of Registrar under the Office of Academic Affairs, and submit the completed form along with the related transcripts or academic certificates to the department office for review. If necessary, a test may be conducted to decide a course credit waiver. Applicants passing a test for a course credit waiver shall complete their applications by the designated deadline, as specified in Item (1) under this article.

第八條 不論學分承認多寡，每學期所選學分數，應達該學期修習下限學分規定。

Article 8 Regardless of the number of course credits waived, every applicant is required to enroll

in courses with a minimum number of credits required for each individual semester.

第九條 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、學位學程）專業科目，應由各該系（所、學位學程）分別成立審查小組負責審查，體育科目，應由體育室分別負責審核，並由教務處複核。轉系生、轉學生原在本校已修習之共同核心課程、專業課程及體育等科目成績及格者，由各學系審核之。

Article 9 Applications for course credit waivers shall be reviewed by departments or academic units offering related courses and approved by the Office of Academic Affairs. A waiver application for general education courses shall be reviewed by the General Education Center, a waiver application for program courses shall be reviewed by each individual department/graduate institute, and a waiver application for physical education shall be reviewed by the Physical Education Office. Applications by interdepartmental or intercollegiate students for credit waivers of general courses, program courses or physical education courses completed previously at NCKU shall be reviewed by each individual department/graduate institute.

第十條 抵免學分之登記，應依下列規定辦理：

Article 10 The registration of course credit waivers shall be administered as follows:

(一) 轉系生在原系(所、學位學程、組)所修科目學分獲准抵免者，應於歷年成績表上註明「抵免」字樣。

(1) For interdepartmental transfer students, courses completed at the original department (degree-program, class-category) that are waived shall be marked “TR” (for transfer credits) on the transcript.

(二) 轉學生應將抵免科目學分(成績可免)登記於歷年成績表內轉入年級前各學年成績欄，二年級轉學生登記於第一學年，三年級轉學生登記於一、二學年。

(2) For intercollegiate transfer students, course credits waived (grades unmarked) shall be registered in the grade columns designated for the preceding academic years on the transcript. e.g., for an intercollegiate transfer student enrolled as a sophomore, course credits waived shall be registered in the grade column for the first academic year and for that enrolled as a junior, courses waived shall be registered in the grade columns for the first two academic years.

(三) 重考或先修讀學分後考取修讀學位新生，應將抵免科目學分，登記於編入年級前歷年成績表內各學年成績欄。

For those defined in Items (3) and (4) of Article 2, courses waived shall be registered in the grade columns for the past academic years prior to class classification.

第十一條 凡曾在教育部認可之境外大學院校修讀之科目學分，得依本辦法有關規定酌情抵免，其學分轉換以授課時數及修課內容作為學分換算及科目抵免之原則。學分換算之原則如下：

- (一)若出國修習的學校係採歐洲學分互認系統 (European Credit Transfer and Accumulation System, ECTS, 英國大學除外), ECTS 的學分以二分之一計算, 取整數 (四捨五入)。
- (二) 若採英國學分累計及轉換制度 (Credit Accumulation Transfer Scheme, CATS), CATS 的學分以四分之一計算, 取整數 (四捨五入)。
- (三) 美制、日制、陸制之學分可等同換算。

Article 11 Applications of course credit waivers for courses completed at overseas universities accredited by the Ministry of Education shall be processed equivalently according to the relevant preceding regulations. Basically, any credit transfer or waiver shall take into account the number of course hours and course contents. The principles of credit calculation for courses completed at overseas universities are as follows:

- (1) Half of the number of credits for a course completed at any university adopting the European Credit Transfer and Accumulation System (ECTS, excluding universities in the UK) shall be calculated and rounded up to nearest whole digit for credit transfer or waiver.
- (2) One-fourth of the number of credits for a course completed at any university adopting the Credit Accumulation Transfer Scheme (CATS) shall be calculated and rounded up to nearest whole digit for credit transfer or waiver.
- (3) The number of credits for a course completed at any university adopting the credit transfer and accumulation system used in the USA, Japan or mainland China shall be calculated for credit transfer or waiver.

第十二條 本辦法未盡事宜, 悉依本校學則及有關規章辦理。

Article 12 Any matters that are not regulated shall be administered according to NCKU Academic Regulations and relevant rules.

第十三條 本辦法經教務會議通過後公告施行, 並報請教育部備查, 修正時亦同。

Article 13 These regulations should be approved by the Academic Affairs Council and ratified by the Ministry of Education to take effect, as should any amendments to them.

These regulations were translated from the original Chinese. In the event of discrepancies between the two versions, the Chinese always takes precedence.