

國立中山大學校際選課實施辦法

Regulations for the Implementation of Inter-University Course Selection

87.10.28本校第77次教務會議修正通過
Amended and approved at the 77th Academic Affairs Council meeting on October 28, 1998
88.1.28教育部台(88)高字第(二)88008946號函核備
Filed in Ministry of Education (ref. no. 88008946) on January 28, 1999
97.1.3本校第114次教務會議通過
Approved at the 114th Academic Affairs Council meeting on January 03, 2008
97.01.21教育部台高(二)字第0970006797號函核備
Filed in Ministry of Education (ref.no. 0970006797) on January 21, 2008
104.12.17本校第146次教務會議修正通過
Amended and approved at the 146th Academic Affairs Council meeting on December 17, 2015
105.01.19教育部臺教高(二)字第1050008020號函備查
Filed in Ministry of Education (ref.no. 1050008020) on January 19, 2016
107.12.10本校第158次教務會議修正通過
Amended and approved at the 158th Academic Affairs Council meeting on December 10, 2018
113.03.22 第179次教務會議修正通過
Amended and approved at the 158th Academic Affairs Council meeting on March 22, 2024

第一條 為促進校際合作，充分利用師資與設備，便利學生選習他校開設之課程，特依大學法第廿八條及大學法施行細則第廿五條之規定，訂定本辦法。

I. These regulations are formulated to promote inter-university collaboration, fully utilize teaching resources and facilities, and increase accessibility for students to take courses offered by other universities in accordance with Article 28 of the *University Act* and Article 25 of *Enforcement Rules of the University Act*.

第二條 本校實施校際選課以各大學及獨立學院之系、所為範圍，以本校當學期未開設之科目為原則。但本校在職專班學生不得選修他校課程，惟因修習教育學程、跨校學分學程、獲准跨校交換及專案簽請核准者，不在此限。

II. The inter-university course selection scheme applies to courses offered in other universities and independent colleges/institutes, but not in the University during the current semester, in principle. Students of in-service master's programs are not eligible for the scheme, except for students in teacher education programs, inter-university credit-bearing programs, domestic exchange programs, and special circumstances approved by the University.

第三條 本校學士班學生每學期校際選課之科目學分總數，以不超過當學期修習學分總數的三分之一為原則。惟延修生及修習跨校雙主修、輔系、學分學程者，不在此限。

III. Undergraduate students shall take no more than one-third (1/3) of the required minimum number of credits per semester from other universities,

in principle. Students who are deferring for graduation or taking inter-university double major, minor, or credit-bearing programs are exempt from this restriction.

碩博士班學生，以不超過肄業系所規定之最低畢業學分數的三分之一為原則。

Postgraduate students shall take no more than one-third (1/3) of the required number of credits for graduation from other universities, in principle.

其成績應與本校該學期所修學分合併累計；在本校與他校修習總學分數仍應受每學期限修學分之限制。

Grades for courses taken from other universities shall be tallied with those from the University, with the total number of credits combined not exceeding the limit of the semester.

第四條

本校學生選修他校課程，應先向本校教務處提出申請，經系（所）主管核准（教育學程課程需經師資培育中心核准，通識教育課程需經西灣學院核准），並依他校校際選課之規定辦理選課手續後，於申請表註明之期限內將申請表繳回教務處辦理加選，逾期未繳回者，申請科目逕予註銷。

IV. For taking courses from other universities, students shall apply to the Office of Academic Affairs (OAA) first and obtain the approval from the head of their affiliated departments/institutes (courses from teacher education program to be approved by the Center for Teacher Education and general education courses to be approved by the Si wan College). Students then shall follow the course selection procedure of other universities to complete the course enrollment and return the application form to the OAA before indicated deadline in the form. For those who fail to return the form within the deadline, the application shall be cancelled.

本校學生已完成校際選課程序後，除因開課人數不足停開或衝堂外，不得辦理退選。惟退選應於本校加退選截止日一週內（暑期應於7月31日前）檢具證明文件至本校教務處辦理，逾期不予受理。

After the application for taking courses from other universities is completed, no application for dropping the courses shall be accepted except for a clash in class schedule or the course is cancelled due to insufficient number of students. Students dropping courses with the said reasons shall submit the supporting documentation to the OAA no later than a week after the deadline of the course selection add/drop period (the deadline for summer courses is July 31).

本校學生已完成校際選課程序後，得依他校之規定及期程辦理棄選，惟每學期含本校課程之棄選科目至多2科，且棄選後之總修課學分

不得低於學則修課規定下限。

Students shall follow the regulation and schedule of other university offering the courses for withdrawal from taking the course. A maximum of two course withdrawals, including inter-university courses, is permissible each semester provided that the number of credits after withdrawal meets the minimum credit requirement stipulated in the University's *Academic Regulations*.

第五條 本校學生選修他校課程，其上課時間不得與在本校所選修科目時間衝突，否則，衝突之科目概予註銷。

V. An inter-university course schedule shall not clash with any selected courses at the University, or the former shall be cancelled.

第六條 他校學生申請選修本校開設之課程，必須經原肄業學校之同意，並依本校行事曆之規定於每學期註冊選課開始至加退選截止日期內辦理選課手續，逾期不予受理。選修學生人數須受本校名額之限制，並依上課時數繳交學分費。必要時，應另繳實習費及實習材料費。他校學生經依規定辦妥選課後，除開課人數不足停開外，不得辦理退選、退費。

VI. Students from other universities shall obtain an approval from their universities before taking the University's courses. Course selection shall be completed within the stipulated time period according to the University calendar, starting from the registration date until the deadline of the add/drop period. Applications shall not be accepted after the deadline. The number of students who are able to select the courses shall be restricted by the University's quota and credit fees shall be paid based on the number of course hours. Extra fees may be charged for internship and its material cost. Requests for refund or dropping course shall not be accepted after the completion of course selection procedure unless the selected course is cancelled due to insufficient numbers of students.

第七條 他校學生選修本校課程，其授課、考試及成績計算均比照本校學生辦理；學期考試結束後，由任課教師將他校選課學生成績送交教務處轉送校際選課學生原肄業學校查考。

VII. Lecturing, exams, and grades of students from other universities taking the University's courses shall follow the University's regulations. After the final exam, the grades shall be submitted by the OAA to their universities.

第八條 本校學生赴國外教育部認可之學校修讀學分，回國後憑核准申請書影本及修課成績單向教務處辦理學分抵免，其採計學分以不超過最低畢業學分數四分之一為限。

VIII. Students receiving course credits from overseas universities officially recognized by the MOE are eligible to apply for credit transfer at OAA

with a copy of the approved application form and the course report card. Overseas course credits shall only be transferred up to one-fourth (1/4) of the minimum credit requirement towards graduation.

第九條 本辦法如有未盡事宜，悉依有關規章辦理。

IX. Matters not covered in these regulations shall be handled in accordance with relevant regulations.

第十條 本辦法經教務會議通過，經校長核定後公告實施，修正時亦同。

X. These regulations are approved by the Academic Affairs Council and the President before implementation. Amendments to these regulations shall follow the same procedure.