

國立中山大學辦理學生抵免學分辦法

Regulations for Credit Transfer

107年5月24日第156次教務會議修正通過

Amended and approved at the 156th Academic Affairs Council meeting on May 24, 2018

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113年3月22日第179次教務會議修正通過

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第一條 各系所辦理學生抵免學分，應依本辦法辦理。

I. Individual departments/institutes shall handle credit transfer in accordance with these regulations.

第二條 下列學生得申請抵免學分：

II. The following students may apply for credit transfer:

一、轉系（所）生。

1. those who transfer into a new department/institute,

二、轉學生。

2. those who transfer from other universities,

三、重考生。

3. those who retake 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. those (including guest students) who are entitled to take courses first in accordance with relevant regulations and subsequently admitted as degree students with credit certificates and transcripts,

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. undergraduate or master's students who completed the pre-graduate courses with a passing grade and whose credits are not counted into the required number of credits for graduation, and

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. those who take the inter-university courses, digital courses, study at a partner university through domestic exchange program, study overseas, or pursue their dual degrees.

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 number of transferable credits and the corresponding grade level to which undergraduate students can transfer are stipulated as below:

- 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 are transferred, the number of credits taken in each semester shall 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. Undergraduate students mentioned in Subparagraph 3 or 4 of Paragraph 1 of Article 2 may move up their study grade after credit transfer according to these regulations. However, they shall at least study for one year and complete the required semester credits before graduation.
- 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. Individual departments may decide how to move up the study grade of students applying for credit transfer. Students may be accepted as a sophomore, a junior, or a senior when their number of transferable credits are over forty (40), seventy-eight (78), and one hundred (100), respectively. The study grade of students once withdrawing or being dismissed from the University shall only study from the grade level they left.

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.

Courses mentioned in Subparagraphs 5 & 6 of Paragraph 1 of Article 2 shall be recognized by students' affiliated department/institute. Graduate students shall be allowed to transfer up to one-half (1/2) of their required credits.

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。

Students qualified as a five-year pre-graduate of a master's program in accordance with the *Regulations for Bachelor's Students Pursuing a Master's Degree in Five Years* shall be exempt from the restriction for credits transfer stipulated in the preceding paragraph.

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。

Students qualified as a seven-year pre-graduate student in accordance

with the *Regulations for Bachelor's Students Pursuing a Doctoral Degree in Seven Years* shall also be exempt from the restriction for credit transfer stipulated in Paragraph 1 of this Article.

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 number of transferable credits for dual-degree programs shall be handled in accordance with the *Regulations for the Implementation of Dual-Degree Programs* and not restricted by Paragraph 1 of this Article.

第五條

抵免學分之範圍如左：

V.

The scope of credit transfer is stipulated as follows:

- 一、 必修學分（含通識教育課程）。
 1. credits of mandatory courses (including general education courses),
- 二、 選修學分（所屬學系（所）相關科目）。
 2. elective credits (relevant to courses of the affiliated department/institute),
- 三、 輔系學分（含轉系或轉學生而互換主、輔系者）
 3. credits from a minor study (including those from switching between major and minor due to department transfer or transfer to the University), and
- 四、 雙主修學分。
 4. credits from a double major.

第六條

抵免學分之原則規定如左：

VI.

The principles of credit transfer are stipulated as follows:

- 一、 科目名稱、內容相同者。
 1. courses with the same title and content,
- 二、 科目名稱不同而內容相同者。
 2. courses with different titles but the same content, and
- 三、 科目名稱、內容不同而性質相同者。
 3. courses similar in nature but with different titles 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。 Applicants shall submit the certificate of academic record 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。

Credit transfer of general education courses shall be reviewed by the Si Wan College and that of professional courses shall be reviewed by the units offering the courses, and then approved by the Office of Academic Affairs (OAA).

第七條 不同學分互抵後之處理，規定如左：

VII. The handling of unmatched credit transfer is as follows:

一、以多抵少者：抵免後以少學分登記。

1. For a course with more credits transferred to one with fewer: Fewer credits shall be recognized 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. For a course with fewer credits transferred to one with more: Strict measures shall be taken when the missing credits cannot be made up after the transfer; lenient measures may be applied when the missing credits can be made up through taking other courses 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. Courses eligible for credit transfer are restricted to those completed at the universities and junior colleges with a passing grade. Nevertheless, only courses completed during the fourth and fifth years of junior colleges shall be eligible for credit transfer. The chairs of individual departments shall determine whether the credits of the courses also listed as a designated subject of the transfer exam is transferrable.

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 shall be handled during a stipulated period in accordance with the University calendar. In principle, application for credit transfer of courses completed before admission is limited to 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。

For undergraduate students, the application for moving up study grade after credit transfer shall be submitted within a stipulated period of the semester they enroll in the University.

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。

After applying for credit transfer, the students may apply for credit transfer from their previous university again due to department transfer, a double major, or a minor study without advancing the study grade.

前項申請抵免學分，應繳附原校成績證明。

Students shall attach the academic record of their previous university while applying for credit transfer mentioned in the preceding paragraph.

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。

When students apply for transferring credits from their previous university due to a double major or a minor study but then fail to graduate with a double major or a minor, their affiliated department shall determine whether the course credits they transferred can be counted into the required number of credits for graduation.

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 students applying for credit transfer for an interview if necessary. After students passing the interview, the procedure of credit transfer shall be completed before the start of the add/drop period of the semester to facilitate the possible moving up of study grade.

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。

XI. Credit transfer of general education courses shall be reviewed by the Si Wan College and that of professional courses shall be reviewed by the units offering the courses, and then approved by the OAA.

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。

After credit transfer, only the number of credits (not the grade) shall be recognized. Nevertheless, for the students mentioned in the Subparagraph 1 of Paragraph 1 of Article 2, the grades of the courses may be calculated into the semester grade. The courses of which credits are recognized shall adhere to the provisions of *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. Credits received from a MOE-approved university in a foreign country

or China may be eligible for credit transfer in accordance with these regulations.

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。

Application for credit transfer of students from a dual-degree program shall be handled in accordance with Articles 6 and 7 of *Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education*. The credits they received while studying at a foreign university shall reach at least one-third (1/3) of the total number of required credits for the foreign 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。

Application for credit transfer of students initially approved by their affiliated department/ institute or Si Wan College to take digital courses offered by an international partner university or on well-known online educational platforms (Coursera, edX, FutureLearn, Udacity, etc.) shall be handled, along with their credit certificates, per these regulations and Article 6 of *Implementation Regulations Regarding Distance Learning by Universities* for a maximum of ten (10) credits.

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 received from the digital courses mentioned in the preceding Paragraph are deemed insufficient for transfer through the review of department/institute or Si Wan College, students shall take the supplementary courses assigned by individual department/institute or Si Wan College to make up the missing credits. Credits shall not be transferred if there isn't any supplementary course to take that is similar in nature to the completed course.

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 transfer for students taking the teacher education program 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. Matters not covered herein shall be handled in accordance with the *Academic Regulations* and relevant provisions.

第十五條、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。

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