

國立高雄應用科技大學科目學分抵免（充）辦法(rr4)

National Kaohsiung University of Applied Sciences Regulations Governing Course Credits Exemption

89年10月20日教務會議通過

Passed at Academic Affairs Meeting on Oct. 20, 2000

89年09月27日教務會議修正通過

Amended and passed at Academic Affairs Meeting on Sept. 27, 2000

91年05月01日教務會議修正通過

Amended and passed at Academic Affairs Meeting on May 1, 2002

92年10月14日教務會議修正通過

Amended and passed at Academic Affairs Meeting on Oct. 14, 2003

93年03月31日教務會議修正通過

Amended and passed at Academic Affairs Meeting on March 31, 2004

94年10月12日94學年度第1學期第1次教務會議修正通過

Amended and passed at the 1st Academic Affairs Meeting of the 1st semester, Academic Year 2005 on Oct. 12, 2005

95年10月25日95學年度第1學期第1次教務會議修正通過

Amended and passed at the 1st Academic Affairs Meeting of the 1st semester, Academic Year 2006 on Oct. 25, 2006

99年6月2日98學年度第4次教務會議修正通過

Amended and passed at the 4th Academic Affairs Meeting of Academic Year 2009 on June 2, 2010

101年10月17日101學年度第1次教務會議修正通過

Amended and passed at the 1st Academic Affairs Meeting of Academic Year 2012 on Oct. 17, 2012

103年3月12日102學年度第4次教務會議修正通過

Amended and passed at the 4th Academic Affairs Meeting of Academic Year 2013 on Mar. 12, 2014

第一條 依據本校學則第三十六條之規定，訂定本辦法。

Article 1 This Regulations is formulated in accordance with Article 36 of “Academic Policies” of the University.

第二條 本校大學部及進修推廣處辦理學生抵免科目學分，除法令另有規定外，依照本辦法之規定辦理。

Article 2 Course/credit exemption requested by students of undergraduate programs and Division of Continuing and Extension Education of the University shall be handled in accordance with this Regulations, unless specified by other regulations.

第三條 下列學生入學前已修習及格之科目學分得申請抵免相關科目學分：

一、轉學生或轉系學生、加修輔系及雙主修之學生。

二、復學生。

三、新舊課程交替學生。

四、學生入學前，於大學院校具正式學籍所修習及格之課程與修讀學位同級，經審核通過准予抵修者。但四年制學生，其於五專一、二、三年級所修之課程，係屬就讀學系之專業課程者（不

含學程課程)，所修學分是否准予抵修，由各系自行決定。

- 五、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，考取本校修讀學位，經審核通過准予抵修者。
- 六、碩士班研究生於修讀大學部期間先修研究所課程達碩士班及格標準，且此課程不計入大學部畢業學分數者。
- 七、博士班研究生於修讀碩士班學位期間先修博士學位相關課程達博士班及格標準，且此課程不計入碩士班畢業學分數者。
- 八、學生入學後，經本校核准出國進修，修習及格之科目經申請並由就讀系所審核通過者。

Article 3 Course credits that have been completed with passing grades by the following students prior to admission may be transferred to exempt relevant course credits.

1. Students who transfer from other universities or transfer department (change majors); students who study a minor or double major
2. Students who return from leave of absence and are readmitted
3. Students who encounter transition from the old to the new curriculum
4. Students who, prior to admission, register in other institutes of higher education, complete courses with passing grades at equivalent programs, and obtain approval, after admission, through review to exempt the course credits. However, for students of four-year programs, whether the courses completed in the first, second, and third year of junior college may be transferred to exempt professional courses (not including courses of degree programs) of the department or not is subject to the decision of the department.
5. Students who, prior to admission to the University, pre-take courses in accordance with applicable regulations, obtain a credit certificate or transcript, get admitted to the University, and gain approval to exempt the course credits.
6. Students of master's programs who complete courses of master's programs with passing grades during the period of undergraduate study and the credits are not counted to meet graduation requirements of the bachelor's degree.

7. Students of doctoral programs who complete courses of doctoral programs with passing grades during pursuing a master's degree and the credits are not counted to meet graduation requirements of the master's degree
8. Students who, following admission, obtain permission of the University to study abroad, complete courses overseas, and gain approval, through application and review, with the department or graduate institute to exempt the courses.

第四條 入學前取得下列校外學習成就，並符合課程要求者，經各系(所)組成審核小組審查甄試通過後，得申請抵免，採計為畢業學分：

- 一、從事與課程相同或相近之工作成就、教育訓練及研究發展者，得抵免實習或實驗學分。
- 二、參與肄業學校或本校主辦之校外教育訓練及研究發展，得抵免專業科目之學分。

前項校外學習成就所抵免之總學分數，碩士在職專班以三學分為上限，學士在職專班以六學分為上限，日間部研究生以六學分為上限，其餘各學制學生以其畢業應修學分數的四分之一為上限。

Article 4 Students who have the following learning achievements outside the campus prior to admission and meet course requirements must pass the review and exams arranged by the taskforce of the department in order to apply for exemption and count the credits for graduation.

1. Students who engage in work, education training, and development & research in the same or relevant field of current courses may apply to exempt credits of practicum or lab hours. .
2. Students who participate in educational training and research & development organized by the school of previous study or the University may apply to exempt credits of professional courses.

The total credit number of exemption on the aforementioned learning achievements outside the campus shall not exceed three for students of part-time master's programs, six for students of part-time bachelor's programs, six for graduate students of daytime programs, and one-fourth of graduation credits for students of other programs.

第五條 本校依下列規定辦理抵免科目學分：

- 一、科目名稱及內容皆相同或科目名稱不同而內容相同或科目名稱及內容不同而性質相近者，得互為抵免。
- 二、以「校外學習成就」申請抵免科目學分者，應出具相關有效證明申請抵免。
- 三、申請抵免之科目學分，必要時各系得經甄試後再准予抵免。
- 四、學分以多抵少者，以少學分認定；以少抵多者，其缺修學分應補足之，應補足之科目學分由系、所主任認定之。

Article 5 The University grants course credit exemption abiding by the following rules:

1. Courses with the same title and content, with different titles but the same content, or different titles and contents but of similar nature may be taken to exempt each other.
2. Students who apply to exempt course credits on account of “learning achievements outside the campus” must provide verifying documents of the achievements.
3. The department, when necessary, may conduct exams before granting exemption.
4. In the event of taking courses with a lower credit number to exempt those with a higher credit number, the lower credit number shall be adopted for exemption; in the event of taking courses with lower credits to exempt those with higher credits, the lower credit number shall be adopted for exemption and the credit deficiency must be made up. The credit number to be made up shall be decided by head of the department or graduate institute.

第六條 本校學則第十四條規定之學生每學期修習學分數上下限之規定，其核算不包括已核准抵免之學分數在內。

Article 6 The upper and lower limits of credit number taken by students in each semester specified in Article 14 of “Academic Policies” of the University do not include the credits that have been approved to exempt.

第七條 復學生之畢業學分數及應修課程依其原入學年度課程標準辦理；凡復學後之科目名稱（含階段）及學分數與原入學年度課程標準不同者，均應依本辦法申請抵免（充）。

Article 7 For readmitted students, the credit and course requirements for graduation shall follow the curriculum standards of the academic year of the first admission. Students, following readmission, must apply to exempt courses with titles (and levels) and credit numbers different from those specified in the curriculum standards of the academic year of the first admission in accordance with this Regulations.

第八條 學生經核准抵免之總學分超過該年級應修必修學分三分之二或無法達到學則所規定之選課最低學分者，得申請提高編級，重新編入適當年級就讀，但至少應在校修習滿一年，並符合各系規定最低畢業學分，始可畢業，唯修業年限不因此而延長。除經抵免科目學分可編入較高年級者，其低年級部分的體育學分可申請抵免外，其他之體育學分不得抵免。

Article 8 Students who are granted to exempt over two-thirds of required course credits for the study year or unable to meet, after exemption, the lower limit of course selection stipulated in "Academic Policies" may apply to move to a higher grade and to be re-placed in a class of appropriate grade; however, to graduate, the students must complete at least one year's study at the University and meet the minimal graduation requirements of the department without extending the period of study. Students who move to a high grade on account of course credit exemption may exempt Physical Education with credits acquired in the lower grade. For other cases, no Physical Education credits shall be exempted.

第九條 抵免科目學分申請，應於入學當學期開學後十日內，填具「科目學分抵免申請表」，檢附成績證明向教務處綜合教務組(進修推廣處教務組)一次提出全學程之科目學分抵免申請，逾期不予受理，惟依據本辦法第四條規定以校外學習成就申請抵免，其於入學後十日內無法取得相關證明文件者，得於次學期開學後十日內提出申請抵免，並以一次為限。

Article 9 Application for course credit exemption must be filed within ten days following the starting day of school in each semester. Students must complete "Course Credits Exemption Application Form," provide transcript, and apply to Section of General Academic Affairs, Office of Academic Affairs, (or Section of Academic Affairs, Division of Continuing and Extension Education) for exempting course credits of the programs once for all. Application beyond the deadline will not be accepted. However, students who apply for exemption on account of

“learning achievements outside the campus” as is stipulated in Article 4 of this Regulations but unable to obtain verifying documents within ten days after admission may apply for exemption within ten days after the starting day of school in the next semester. The application can be filed for one time only.

抵免科目學分之審核，通識科目、教育學程科目、共同必修科目、專業科目、體育、軍訓與服務學習科目，由通識教育中心、語文中心、各系(所)、體育室、軍訓室及學務處等相關開設單位分別初核後，再送綜合教務組(進修推廣處教務組)進行程序審核後陳教務長(進修推廣處處長)核准。

Exemption of General Education courses, required common courses, professional courses, Physical Education courses, Military Education courses, and Service Learning courses shall be reviewed initially by Office of General Education, Language Center, each department (graduate institute), Office of Physical Education, Office of Military Education, and Office of Student Affairs respectively, then sent to Section of General Academic Affairs (or Section of Academic Affairs,) for procedure review, and finally submitted to Dean of Academic Affairs (or Director of Division of Continuing and Extension Education) for approval.

各相關開課單位辦理抵免學分，得組成審查小組或系(所)務會議就抵免科目之實質內涵進行專業審查，並由單位主管核定審查結果。如認有必要時，得通知申請者接受甄試或提供課程綱要與內容之文件，以決定是否准予抵免。

In handling course exemption, each academic unit offering courses may form a review team or entrust department (graduate institute) affairs meeting to conduce professional reviews on the substantial content of the courses to be exempted and have the decisions ratified by head of the academic unit. If necessary, the unit may notify the applicant to take exams or to provide syllabus and course contents prior to granting exemption.

入學本校前修習及格之專業科目，至入學時已超過十年者，不得抵免。

Course credits that are completed with passing grades over ten years prior to admission to the University shall not be exempted.

第十條 新舊課程交替學生應重(補)修科目之名稱(含階段)或學分與本學期擬修讀之科目名稱或學分不一致時，學生應於開學後十日內或申請

暑修時填具「科目學分抵充申請表」，向各系提出科目學分抵充申請，經核准且修習及格後抵充該應重(補)修科目學分。

但應屆畢業生（限下學期）及延長修業年限學生，如有特殊原因申請課程抵充時，須檢附課程綱要資料，並經系(所)主任審核認定後，得不受前項規定之限制。

Article 10 Students who are required to repeat (or make up for) courses but face different course titles (and levels) or credit numbers due to transition of curriculum must complete "Course Credit Exemption Application Form" to apply to the department for course credit exemption within ten days after start of school or during the request for taking summer courses. Upon approval and completion of the new courses with passing grades, the courses for repetition will be exempted.

However, students who are graduating (in the second semester only) or extend the period of study and apply for course credits exemption for particular reasons must provide syllabus with course contents. Upon review and approval with Department Head, the application will not be restricted by the previous paragraph.

第十一條 學生科目學分抵免或重(補)修成績，均須登記於歷年成績表內，並備註抵免情形併存原成績表。抵免後之科目，其原有成績本校不計入學生之學期成績。

Article 11 The grades of course credits exempted or repeated must all be stated in the transcript of study years with indications of exemption and original grades as well. Original grades of courses that are exempted will not be counted in students' grades for the semester.

第十二條 學生若已辦妥抵免學分之科目，不得再重複選課。

Article 12 Students who have been granted exemption of certain course credits are not allowed to select the courses again.

第十三條 學生申請抵免之總學分數，碩士在職專班（工學院及人文社會學院以九學分為上限；管理學院以十二學分為上限），學士在職專班以十五學分為上限，其餘各學制學生以其畢業應修學分數的二分之一為上限；惟轉學生總抵免學分數以其畢業應修學分數的五分之三為上限。

Article 13 The upper limits of course credit numbers for exemption are 9 for students of part-time master's programs at College of Engineering and College of Humanities and Social Sciences, 12 for students of part-time

master's programs at College of Management, 15 for students of part-time bachelor's programs, and half of required course credits for graduation for students of other programs. However, the upper limits of course credit numbers for exemption are three-fifths of required course credits for graduation for students who transfer from other universities.

第十四條 凡曾在教育部認可之國外大學院校修讀之科目學分，得依本辦法有關規定申請抵免（充）。

Article 14 Course credits acquired at foreign universities or institutes of higher education recognized by Ministry of Education may be exempted in accordance with applicable clauses of this Regulations.

第十五條 本辦法經教務會議通過，陳校長核定後公佈實施，修正時亦同。

Article 15 This Regulations shall be passed at Academic Affairs Meeting, submitted to the president for approval, declared, and enforced. Amendment takes the same procedure.

In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.