高雄醫學大學校際選課辦法

Kaohsiung Medical University

Regulations for Inter-University Course Selection

84.03.13(84)高醫法字第0一九號函公布

March 13,1995 Promulgated via the (1995) KMU official letter

Fa Tzu No. 019

93.05.24九十二學年度第四次教務會議修正通過

May 24, 2004 Amended and Passed by the 4th the Academic Affairs

Meeting of the Academic Year 2003

93.06.23九十二學年度第十一次法規委員會通過

June 23, 2004 Passed by the 11th meeting of the

Regulations Committee of the Academic Year 2003

教育部93.07.20台高(二)字第0930091938號函備查

July 20, 2004 Submitted to Ministry of Education letter

Tai Kao (2) No. 0930091938 for approval

93.07.22高醫校法字第0930100027號函公布

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Hsiao Fa Tzu No. 0930100027

96.02.07九十五學年度第四次教務會議通過

February 7, 2007 Passed by the 4th the Academic Affairs

Meeting of the Academic Year 2006

96.06.15教育部台高(二)字第0960081470號函備查

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Tai Kao (2) Tzu No. 0960081470 for approval

96.07.09高醫教字第0960005805號函公布

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Chiao Tzu No. 0960005805

102.05.15 101學年度第6次教務會議通過

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Meeting of the Academic Year 2012

102.06.11高醫教字第1021101733號函公布

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Chioa Tzu No. 1021101733

102.07.25教育部臺教高(二)字第1020109757號函備查

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Tai Chiao Kao (2) No. 1020109757 for approval

102.08.19高醫教字第1021102494號函公布

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letter Chiao Tzu No.1021102494

112.04.14 111學年度第3次教務會議通過

April 14, 2023 Passed by the 3rd the Academic Affairs

Meeting of the Academic Year 2022

112.06.21教育部臺教高(二)字第110049771號函備查

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Tai Jiao Kao (2) No. 110049771 for approval

112.06.29高醫教字第1120007086號函公布

June 29, 2023 Promulgated via the KMU official

letter Chiao Tzu No. 1120007086

112.09.18 112學年度第1次臨時教務會議通過

September 18, 2023 passed by the 1st interim meeting of

the Academic Affairs Meeting of the Academic Year 2023

112.09.26高醫教字第1121103248號函公布

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113.02.06 112學年度第2次教務會議通過

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Meeting of the Academic Year 2023

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| 第1條  Article 1 | 本校為明確規範學生跨校選修課程，依據本校學則第十六條規定，訂定本辦法。  Kaohsiung Medical University (KMU or “the University”) formulates the KMU Regulations for Inter-University Course Selection (“the Regulations”) in accordance with Article 16 of the KMU Academic Regulations to provide specific guidelines for students to select courses from other universities. |
| 第2條  Article 2 | 本校學生選讀他校開設之課程，以選讀本校未開設之科目為原則，但應屆畢業生有特殊情形者，經學生陳述事實，經系、所、學位學程主管核准後，得以專案申請之。  In principle, students at the University may select courses from other universities only when these courses are not available at the University. However, graduating students with special circumstances may submit an application on a case-by-case basis after stating the facts and receiving approval from the head of their department, graduate institute, or degree program.  94年次以後出生之學士班學生申請就學期間服役者(以下簡稱就學役男)，如遇課程衝堂或其他不可抗力因素而無法選課時，不受前項限制，其相關作業應於本校選課時程期間內辦理。  For bachelor’s students born in or after 2005 who apply to serve in the military while studying (“draftee students”), the restrictions in the preceding paragraph do not apply if they are unable to select courses due to scheduling conflicts or force majeure. Relevant applications shall be completed within the course selection period. |
| 第3條  Article 3 | 大學部學生除延畢生外，每學期選讀他校學分數，以該學期修讀總學分數之三分之一為限。  Except for students with extended studies, undergraduate students may select courses from other universities for up to ⅓ of their total credits for that semester.  研究所學生選讀他校學分數，以系、所、學位學程畢業學分三分之一為限，且應受每學期最高限修學分之限制。  Postgraduate students may select courses from other universities for up to ⅓ of the graduation credits of their department, graduate institute, or degree program and shall be subject to the maximum credit limit each semester.  就學役男或其他特殊情況，擬超修學分高於規定者，得以專案提出申請。  Draftee students or students with special circumstances may apply to take more credits than the prescribed limit on a case-by-case basis. |
| 第4條  Article 4 | 本校學生申請選讀他校開設之課程，應於該校規定選課日期一週前，依本校規定填寫校際選課申請表，經所屬系、所、學位學程主管核准後送教務處複核。符合規定者，得以審核通過後之申請表逕向他校辦理選課事宜。  Students at the University who seek to select courses from other universities shall complete and submit an inter-university course selection application form for approval by the head of their department, graduate institute, or degree program and then submit it to the Office of Academic Affairs for final approval by 1 week before the course selection period begins at these universities. Applicants who meet the requirements may select courses from these universities using the approved application form. |
| 第5條  Article 5 | 本校學生選讀他校課程時，繳費應依他校規定辦理。  Students at the University who select courses from other universities shall adhere to the payment regulations of these universities. |
| 第6條  Article 6 | 他校學生申請選讀本校開設之課程，需檢附原就讀學校之同意書，依本校規定填寫校際選課申請表，填列有關事項，且受本校各系、所、學位學程受理外校學生名額最高人數之限制。校際選課應於本校加退選期間內辦理完畢，逾期不予受理，並應依本校規定繳交學分費，收費標準以教育部規定為準。  Students from other universities who seek to select courses from the University shall provide a consent form from their original school and complete an inter-university course selection application form as required by the University. They will be subject to the limit on the maximum number of external students permitted by each department, graduate institute, and degree program at the University. Inter-university course selection shall be completed within the add/drop period of the University. Late selections will not be accepted. Students shall pay credit fees in accordance with the regulations of the University, with the fee standards based on the regulations set by the Ministry of Education.  如有選修電腦或語言教學課程，應另繳實習費。  Students who select computer or language teaching courses shall also pay internship fees. |
| 第7條  Article 7 | 他校學生經依規定辦理選課後，除開課人數不足停開外，不得辦理退選、退費。  Except when a course is canceled due to insufficient enrollment, students from other universities shall not apply to drop courses or request refunds after they have completed course selection in accordance with the Regulations.  每學期結束後教務處應將該選讀學生之成績送其原就讀學校，以辦理登記事宜。  The Office of Academic Affairs shall submit the grades of external students to their original school by the end of each semester for registration. |
| 第8條  Article 8 | 成績登錄：  Grade registration:   1. 依他校核定成績登錄。   1. Grades will be registered based on those approved by the universities from which students select courses.  二、校際選課學生如未依規定完成跨校選課申請程序者，其成績不予承認。  2. Grades of students who have not completed the inter-university course selection process will not be acknowledged.  三、本校學生欲停修至他校修讀之課程，應同時於規定期限內辦妥本校及開課學校之停修申請，並須符合本校學生選課辦法之相關規定，即學生申請課程停修每學期至多以兩門課程(含外校課程)為限，且課程停修後當學期修讀學分總數仍應符合本校最低修習學分之規定。  3. Students at the University who seek to discontinue courses from other universities shall complete the application process at both the University and the universities offering the courses. They shall adhere to the provisions of the KMU Student Course Selection Regulations, which state that students may apply to discontinue a maximum of 2 courses (including courses from other universities) each semester. After discontinuation, the total credits for that semester shall still meet the minimum credit requirements set by the University.  四、違反第三款規定之外校課程均以零分計算。  4. Students who violate the provisions in Paragraph 3 will have the violated courses selected from other universities recorded as 0. |
| 第9條  Article 9 | 本辦法如有未盡事宜，悉依有關規章及學則辦理。  Matters not set forth in the Regulations shall be handled in accordance with relevant regulations and the KMU Academic Regulations. |
| 第10條  Article10 | 本辦法經教務會議審議通過後，自公布日起實施，修正時亦同。  The Regulations shall be passed by the Academic Affairs Meeting, and implemented on the date of promulgation and shall apply to subsequent amendments. |