**高雄醫學大學學生抵免學分辦法**

**Kaohsiung Medical University**

**Student Credit Waiver and Transfer Regulations**

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Promulgated via the KMU official letter Hsiao

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104.06.03 高醫教字第1041101721號函公布

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105.08.02教育部臺教高（二）字第1050105828號函准予備查第3、5、7、8、9、12條

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108.02.13 一O七學年度第三次教務會議通過

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| 第1條  Article 1 | 高雄醫學大學（以下簡稱本校）為辦理學生學分抵免事宜，並依據大學法第二十八條及本校學則第二十一條訂定本辦法。  Kaohsiung Medical University (KMU or “the University”) formulates the KMU Student Credit Waiver and Transfer Regulations (“the Regulations”) in accordance with Article 28 of the University Act and Article 21 of the KMU Academic Regulations to handle matters related to students’ credit waivers and transfers. |
| 第2條  Article 2 | 下列學生得申請抵免學分：  The following students may apply for credit waivers and transfers:   1. 跨校轉系**所**生。**(不含校內轉系所生)** 2. Students transferring from departments or graduate institutes of other universities **(not including students transferring from departments or graduate institutes within the University).** 3. 轉學生。 4. Transfer students. 5. 新生（含重考或重新申請入學者）。 6. Freshman students (including those retaking exams or re-applying for admission). 7. 依照法令規定准許先修讀學分後考取修讀學位者。 8. Students permitted to take credits first and apply for and pursue a degree later in accordance with legal regulations. 9. 碩士在職專班研究生。 10. Postgraduate students in in-service master’s programs. 11. 經本校核准修讀雙聯學制，修習之科目學分持有證明者。 12. Students who have been approved by the University to participate in a dual degree program and possess a certificate for the credits earned. 13. 海外中五學制畢（結）業生，以同等學力資格入學之新生。 14. Freshman students who have graduated from Form 5 (Grade 11) at overseas schools and are admitted based on equivalent qualifications. |
| 第3條  Article 3 | 學生抵免學分多寡與轉(編)入年級配合規定如下：  The regulations regarding the number of credits that can be waived and transferred, as well as the corresponding grade levels into which students transfer, are as follows:   1. 跨校轉系生轉入二年級者，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，自轉入年級起，每學期至少應修習學分數不得減少。    1. For students transferring into the second grade at the University from departments of other universities, the total number of credits that can be waived and transferred shall be based on the total number of credits required for the first grade of the department they enter. For those transferring into the third grade, the total number of credits that can be waived and transferred shall be based on the total number of credits required for both the first and second grades of the department they enter. Starting from the grade of transfer, the minimum number of credits required each semester shall not be reduced.   轉所生抵免學分總數以轉入該所一年級應修學分總數為原則。  For students transferring from other graduate institutes, the total number of credits that can be waived and transferred shall be based on the total number of credits required for the first grade of the graduate institute they enter.   1. 轉學生轉入二年級者，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。又轉入三年級者於抵免學分後，且可於修業年限內(不包括延長年限)修畢轉入學系最低畢業學分數；否則，得申請**降低編**級轉入二年級。 2. For transfer students transferring into the second grade at the University, the total number of credits that can be waived and transferred shall be based on the total number of credits required for the first grade of the department they enter. For those transferring into the third grade, the total number of credits that can be waived and transferred shall be based on the total number of credits required for both the first and second grades of the department they enter. In addition, after credit waivers and transfers, those transferring into the third grade shall be able to complete the minimum graduation credits required by the department they enter within their study period (not including extended study period); otherwise, they may apply to transfer **to the lower grade level** to the second grade.   轉學生自轉入年級起，每學期至少應修習學分數不得減少。  Starting from the grade of transfer, the minimum number of credits required each semester shall not be reduced.   1. **新生(含重考或重新申請入學)或依法令規定先修習本校承認之學分後考取修讀學位之大學新生，其抵免學分數以該系學位學生一年級應修學分總數為原則。若抵免必修學分總數達二十四學分或已達一年級所有必修學分數者，得申請提高編級至二年級；若抵免必修學分總數六十四學分或已達一、二年級所有必修學分數者，得申請提高編級至三年級。**   3. **For freshman students (including those retaking exams or re-applying for admission) and students permitted to take credits recognized by the University first and apply for a degree later in accordance with legal regulations, the number of credits that can be waived and transferred shall be based on the total number of credits required for first-grade degree students in the department they enter. If the number of required credits waived and transferred reaches 24 credits or the total number of credits required for the first grade, students may apply to transfer to the higher grade level, the second grade. If the number of required credits waived and transferred reaches 64 credits or the total number of credits required for both the first and second grades, students may apply to transfer to the higher grade level, the third grade.**   1. **碩士在職專班研究生五年內曾於本校推廣教育學分班所修習之研究所課程，且成績及格者，得申請抵免學分，經就讀學系(所)審核通過及教務處複核者，准予抵免(惟學生畢業前至少應繳足二學年之學雜費)，抵免學分數不超過(含)各系所應修畢業學分之三分之ㄧ(不含論文)為限。**   4. **Postgraduate students in in-service master’s programs may apply for credit waivers and transfers for postgraduate courses they have completed with passing grades at the University’s Center for Continuing Education within the past 5 years. Upon the approval of their respective departments or graduate institutes and the final approval of the Office of Academic Affairs, they will be granted credit waivers and transfers. However, they shall pay tuition and miscellaneous fees for at least 2 full academic years before graduation. The number of waived and transferred credits shall not exceed ⅓ of the graduation credits required by their respective departments or graduate institutes (not including thesis).**   1. **符合第二條第六、七款者**，在不變更修業年限及學期應修學分數之原則下，得酌情抵免，抵免學分數大學新生以不超過(含)各系應修畢業學分之四分之ㄧ，研究生（不含碩士在職專班）不超過(含)各系所應修畢業學分之三分之二(不含論文)為限，通過本校學士班學生修讀碩士班課程之預備研究生，不在此限。   5. Students who meet the **definitions of Subparagraphs 6 and 7 of Article 2** may apply for credit waivers and transfers at their discretion, provided that the study period and the number of credits required per semester remain unchanged. For newly admitted undergraduate students, the number of waived and transferred credits shall not exceed ¼ of the graduation credits required by their respective departments. For postgraduate students (not including those in in-service master’s programs), the number of waived and transferred credits shall not exceed ⅔ of the graduation credits required by their respective departments or graduate institutes (not including thesis). Bachelor’s students who are approved to take master’s courses as pre-master’s students are not subject to these restrictions.  **提高或降低編級應於入學當學期加、退選日期截止前向學系提出申請，以一次為限。經教務長審核通過後於當學期提高或降低編級，經核准者，不得再行申請變更或撤銷。**  **Students applying to transfer to a higher or lower grade level shall submit their application to their respective departments by the deadline of the add/drop period of the current year, with a limit of one application. Those who are approved to transfer to a higher or lower grade level by the Vice President for Academic Affairs shall not apply for alteration or revocation.** |
| 第4條  Article 4 | 抵免學分之範圍如下：  The scope of credit waivers and transfers is as follows:   1. 必修學分（含基礎通識科目）。    1. Required credits (including basic general courses). 2. 選修學分（含相關科目及博雅通識科目）。    1. Elective credits (including relevant courses and liberal education courses). 3. 輔系學分（含轉系或轉學而互換主、輔系者）。    1. Minor credits (including cases where students transfer departments or schools and exchange their major and minor fields of study). 4. 雙主修（學位）學分。    1. Double major (degree) credits. 5. 推廣教育學分（含我國大學校院赴境外開設之推廣教育學分班）。    1. Continuing education credits (including credit programs for continuing education offered by domestic universities and colleges in overseas locations). 6. 海外中五學制應屆畢（結）業生，已修讀經教育部認可之當地大學校院開設之大學先修課程。    1. Graduates from Form 5 (Grade 11) at overseas schools who have already completed prerequisite courses at local universities or colleges recognized by the Ministry of Education (MOE) 7. 五專制專科學系畢（結）業生，僅得抵免四年級（含）以上科目。    1. Graduates from five-year junior colleges may only apply for credit waivers and transfers for courses completed in their fourth and fifth years. 8. 修習本校、高東屏區域教學資源中心夥伴大學、台灣綜合大學系統學校與獲「邁向頂尖大學計畫」補助等學校所開設之線上教學課程，修滿特定時數，且完成相關作業及測驗成績及格者。    1. Students who have completed a specific number of hours for online courses offered by the University, partner universities of the KTP Regional Resource Center for Teaching and Learning, universities of the Taiwan Comprehensive University System, and universities subsidized by the Aiming for the Top University Project, as well as completed required assignments and passed relevant exams. |
| 第5條  Article 5 | 抵免學分之原則規定如下：  Principles of credit waivers and transfers are as follows:   1. 科目名稱、學分數及內容相同者，學生應提供課程大綱、進度表等相關課程資料，由授課教師及系所主任審核認定。 2. For courses with the same titles, credits, and content, students shall submit relevant information, such as course syllabuses and course schedules, for review and approval by instructors and chairs. 3. 科目名稱及學分數不同而內容相同者；科目名稱、學分數及內容不同，而性質相同者，學生應提供課程大綱、進度表等相關課程資料，由授課教師及系所主任審核認定。 4. For courses with different titles and credits but the same content, as well as courses with different titles, credits, and content but the same nature, students shall submit relevant information, such as course syllabuses and course schedules, for review and approval by the instructors and chairs. 5. 通識科目之抵免，依本校通識教育中心之課程規劃為依據，通識教育中心學生抵免學分要點另訂之。 6. Credit waivers and transfers for general courses shall be handled in accordance with the curriculum planning of the University’s Center for General Education. The KMU Directives for Student Credit Waiver and Transfer at the Center for General Education are formulated separately. 7. 線上教學課程之抵免，需經申請並由授課教師及系所主任審核認定後，酌情抵免。 8. Credit waivers and transfers for online courses shall be requested by submitting an application to the instructor and chair for their review and discretionary approval.   前第一、二款所列之專業科目為最近七學年度內所修學分方得抵免，必要時經甄試通過後方可抵免，其他科目不在此限。  The professional courses listed in the preceding Paragraphs 1 and 2 may only be waived and transferred for credits earned within the most recent 7 academic years. If necessary, credit waivers and transfers may only be granted after passing the screening. Other courses are not subject to this limitation. |
| 第6條  Article 6 | 不同學分互抵後之處理，規定如下：  Credit waivers and transfers for courses with different credit hours are regulated as follows:   1. 以多抵少者：抵免後，以少學分登記。 2. For a course with higher credits used to waive a course with fewer credits, the recorded credit shall reflect the lower credit amount after the waiver. 3. 以少抵多者：抵免部份學分後，所缺學分應由就讀學系或授課單位指定補修科目，以補足所差之學分，若無科目名稱相同、內涵或性質相近之科目可補修者，不得抵免。 4. For a course with fewer credits used to waive a course with higher credits, the former course will be granted and registered as a partial waiver, and the discrepancy shall be filled by a course designated by the student’s department or academic unit. If there is no course with the same title, content, or nature to make up for the discrepancy, the waiver shall not be granted. |
| 第7條  Article 7 | 抵免學分之申請，應於入(轉)學當學期加、退選日期截止前辦理完竣，以辦理一次為原則，惟修讀雙聯學制之學生應於修業年限前提出申請。  Students applying for credit waivers and transfers shall complete the process before the deadline for adding or dropping courses in the current semester of their admission or transfer, with a limit of one application. Students enrolled in a dual degree program shall submit their applications before the end of their study period.  申請學生須填具抵免學分表，並檢附原校修讀之成績單、課程大綱、進度表及修業證明相關證件。  Students applying for credit waivers and transfers shall complete an application form and submit it along with their academic transcripts, course syllabi, course schedules, and a certificate of study from their original school  抵免學分後，每學期所選學分數，應達該學期修習下限學分規定。  After the credit waivers and transfers, the total number of credits selected for each semester shall meet the minimum credit requirement established for that semester. |
| 第8條  Article 8 | 抵免學分之審核，由通識教育中心、各系所、學位學程及軍訓室，分別負責審查，並由教務處負責複核。  The review of credit waivers and transfers shall be conducted by the Center for General Education, respective departments and graduate institutes, degree programs, and the Office of Military Education, with the Office of Academic Affairs responsible for final verification. |
| 第9條  Article 9 | 抵免學分之登記，應依下列規定辦理：  The registration of credit waivers and transfers shall be handled in accordance with the following regulations:   1. 跨校轉系(所)生、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 students transferring from departments or graduate institutes of other universities as well as transfer students, credits for waived courses (with grades exempt) shall be recorded in the academic transcript under the grades for the years prior to the year of transfer. Specifically, these credits shall be registered under the first academic year for those transferring in their second year, or under the first and second academic years for those transferring in their third year. 3. 重考或重新申請入學或依照法令規定先修讀學分後修讀學位之大學新生或研究生，應將抵免科目學分登記於歷年成績表內第一學年成績欄。 4. For students retaking exams, re-applying for admission, or permitted to take credits first and pursue a degree later in accordance with legal regulations, the credits for waived courses shall be registered in the academic transcript under the first academic year. |
| 第10條  Article 10 | 凡曾在符合教育部採認規定之國外或大陸地區大學校院修讀之科目學分，得依本要點有關規定酌情抵免。  Credits earned for courses taken at universities or colleges abroad or in the Mainland Area that are recognized by the MOE may be granted waivers and transfers based on the relevant provisions of the Regulations. |
| 第**11**條  Article 11 | 本辦法經**教務會議**審議通過後，自公布日起實施，並報教育部備查，修正時亦同。  The Regulations shall be passed by the Academic Affairs Meeting and then implemented on the date of promulgation, submitted to the Ministry of Education for approval, and shall apply to subsequent amendments. |