**高雄醫學大學學生選課辦法**

**Kaohsiung Medical University**

**Student Course Selection Regulations**

95.11.14 95學年度第2次教務會議通過

November 14, 2006 Passed by the 2nd Academic Affairs Meeting of the

Academic Year 2006

95.12.12 95學年度第4次法規會通過

December 12, 2006 Passed by the 4th meeting of the Regulations Committee of the Academic Year 2006

95.12.18高醫校法一字第0950007776號函公布

December 18, 2006 Promulgated via the KMU official letter Hsiao Fa Tzu Yi No. 0950007776

96.05.16 95學年度第7次教務會議通過

May 16, 2007 Passed by the 7th Academic Affairs Meeting of the

Academic Year 2006

96.07.09高醫教字第0960005806號函公布

July 9, 2007 Promulgated via the KMU official letter Chiao Tzu No. 0960005806

97.01.02 96學年度第4次教務會議通過

January 2, 2008 Passed by the 4th Academic Affairs Meeting of the

Academic Year 2007

97.02.01高醫教字第0971100431號函公布

February 1, 2008 Promulgated via the KMU official letter Chiao Tzu No. 0971100431

100.07.25 99學年度第9次教務會議通過

July 25, 2011 Passed by the 9th Academic Affairs Meeting of the

Academic Year 2010

100.08.24高醫教字第1001102548號函公布

August 24, 2011 Promulgated via the KMU official letter Chiao Tzu No. 1001102548

101.07.26 100學年度第7次教務會議通過

July 26, 2012 Passed by the 7th Academic Affairs Meeting of the

Academic Year 2011

101.09.05高醫教字第1011102268號函公布

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101.12.04 101學年度第2次教務會議通過

December 4, 2012 Passed by the 2nd Academic Affairs Meeting of the

Academic Year 2012

101.12.22高醫教字第1011103562號函公布

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104.02.16 103學年度第3次教務會議通過

February 16, 2015 Passed by the 3rd Academic Affairs Meeting of the

Academic Year 2014

104.04.20高醫教字第1041101153號函公布

April 20, 2015 Promulgated via the KMU official letter Chiao Tzu No. 1041101153

104.07.23 103學年度第6次教務會議通過

July 23, 2015 Passed by the 6th Academic Affairs Meeting of the

Academic Year 2014

104.08.28高醫教字第1041102741號函公布

August 28, 2015 Promulgated via the KMU official letter Chiao Tzu No. 1041102741

105.05.20 104學年度第5次教務會議通過

May 20, 2016 Passed by the 5th Academic Affairs Meeting of the

Academic Year 2015

106.02.13 105學年度第4次教務會議通過

February 13, 2017 Passed by the 4th Academic Affairs Meeting of the

Academic Year 2016

106.05.25 105學年度第6次教務會議通過

May 25, 2017 Passed by the 6th Academic Affairs Meeting of the

Academic Year 2016

106.12.22 106學年度第2次教務會議通過

December 22, 2017 Passed by the 2nd Academic Affairs Meeting of the

Academic Year 2017

107.12.12 107學年度第2次教務會議通過

December 12, 2018 Passed by the 2nd Academic Affairs Meeting of the

Academic Year 2018

108.02.13 107學年度第3次教務會議通過

February 13, 2019 Passed by the 3rd Academic Affairs Meeting of the

Academic Year 2018

108.03.20高醫教字第1081100960號函公布

March 20, 2019 Promulgated via the KMU official letter Chiao Tzu No. 1081100960

109.02.05 108學年度第3次教務會議通過

February 5, 2020 Passed by the 3rd Academic Affairs Meeting of the

Academic Year 2019

109.02.24高醫教字第1091100442號函公布

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109.10.29 109學年度第1次教務會議通過

October 29, 2020 Passed by the 1st Academic Affairs Meeting of the

Academic Year 2020

109.11.20高醫教字第1091103733號函公布

November 20, 2020 Promulgated via the KMU official letter Chiao Tzu No. 1091103733

111.03.25 110學年度第2次教務會議通過

March 25, 2022 Passed by the 2nd Academic Affairs Meeting of the

Academic Year 2021

111.04.20高醫教字第1111101423號函公布

April 20, 2022 Promulgated via the KMU official letter Chiao Tzu No. 1111101423

112.09.19 112學年度第1次臨時教務會議通過

September 19, 2023 Passed by the 1st interim Academic Affairs Meeting of the Academic Year 2023 112.11.14 高醫教字第1121103732號函公布

November 14, 2023 Promulgated via the KMU official letter Chiao Tzu No. 1121103732

113.02.06 112學年度第2次教務會議通過

February 6, 2024 Passed by the 2nd Academic Affairs Meeting of the

Academic Year 2023

113.02.20 高醫教字第1131100597號函公布

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| 第1條  Article 1 | 依據本校學則第15條規定，訂定本辦法。  Kaohsiung Medical University (KMU or “the University”) formulates the KMU Student Course Selection Regulations (“the Regulations”) in accordance with Article 15 of the KMU Academic Regulations. |
| 第2條  Article 2 | 學生選課分為預選及加退選，依學校公告期間內辦理，除本辦法第八條情形外，逾期不予受理。  Course selections include course pre-selection and the add/drop processes. Students shall complete these processes within the timeframe announced by the University. Except in situations specified in Article 8 of the Regulations, late selections will not be accepted. |
| 第3條  Article 3 | 學生選課應以所屬系、所、學位學程開設之必修課程、英文課程、體育課程為原則，如因重修或補修課程而致衝堂者，不在此限。  Students shall, in principle, select required courses, English courses, and physical education courses offered by their respective departments, graduate institutes, or degree programs. However, this restriction shall not apply in cases of scheduling conflicts due to retaking or making up courses. |
| 第4條  Article 4 | 學生修習他系、所、學位學程開設之課程，視為本系、所、學位學程之選修課程，惟是否採認為畢業學分應由學生所屬學系認定。  When students enroll in courses offered by other departments, graduate institutes, or degree programs, such courses shall be regarded as elective courses for the students’ respective departments, graduate institutes, or degree programs, which will determine whether the credits earned from these courses shall be counted toward graduation.  若修習課程為雙主修、輔系、重修或補修因衝堂而修習他系、所、學位學程課程者，應於網路選課時勾選正確之「選、必修」及「課程別」。  If, due to scheduling conflicts, students select courses offered by other departments, graduate institutes, or degree programs for their double major, minor, or for retaking or making up courses, they shall select the correct “elective/required” and “course type” options on the online course selection form.  學生欲上修高年級課程或碩（博）士班課程，研究生修讀學士班課程，須填寫加退選申請單，並經課程主負責教師、系所主任同意後，送交教務處進行人工加退選作業。  For students who seek to enroll in courses from higher grade levels or master’s or doctoral degree programs, and for postgraduate students who seek to enroll in bachelor’s courses, they shall complete an add/drop course application form and submit it to the primary instructors for approval and subsequently to the Office of Academic Affairs for the manual add/drop process.  研究生修讀學士班課程成績以六十分為及格，不及格者，不得補考，學士班課程之學分及成績不列入學期、畢業平均成績及學分數內計算。  Postgraduate students who enroll in bachelor’s courses shall achieve a minimum grade of 60 to pass. Those who fail are not eligible for makeup exams. The credits and grades from bachelor’s courses shall not be counted towards semester average grades, graduation average grades, or graduation credits. |
| 第5條  Article 5 | 加退選結束後，若未達選課人數下限標準者不予開班，不開班課程由教務處公告，原選修不開班課程者，應於公告期間內至教務處改選修其他課程。  After the add/drop period, courses that do not meet the minimum enrollment requirements shall not be offered. The Office of Academic Affairs will announce which courses are not offered, and students who have enrolled in these courses shall select other courses at the Office of Academic Affairs within the announced timeframe. |
| 第6條  Article 6 | 學生不得修讀與上課時間互相衝堂之課程，衝堂課程之成績均以零分登錄。惟若有特殊情形，其衝堂時數不超過該課程總時數之四分之一，且須事先申請調課或徵求課程主負責教師同意補課，以一門課程為限，並報教務處核定。  Students shall not enroll in courses with scheduling conflicts; otherwise, the grades for these conflicting courses will be registered as 0. However, in special circumstances, the overlapping hours shall not exceed ¼ of the total hours of a course. In addition, students shall apply in advance for a class rescheduling or seek permission from the primary instructor for makeup classes. This provision is limited to one course and shall be reported to the Office of Academic Affairs for approval. |
| 第7條  Article 7 | 系、所、學位學程應輔導學生選課，依教務處公告時程，由學生至資訊系統線上確認選課內容，並由導師或指導教授、系、所、學位學程單位主管於資訊系統線上審核選課清單後送交教務處備查。學生選課資料皆以網路選課系統內容為準。  Departments, graduate institutes, and degree programs shall guide students in course selection. Students shall confirm their course selection content online through the information system within the timeframe announced by the Office of Academic Affairs. Mentors or advisors, as well as heads of departments, graduate institutes, and degree programs, shall review the lists of selected courses online through the information system and submit them to the Office of Academic Affairs for future reference. The information regarding students’ course selection shall be based on the content in the online course selection system. |
| 第8條  Article 8 | 學生因學習適應不良或其他特殊原因，得於當學期第12週開始至第13週結束前辦理課程停修申請，逾時不予受理。  Students who have difficulties in adjusting to a course they have selected or face other special circumstances may apply to discontinue the course between the start of the 12th week and the end of the 13th week of the semester. Late applications will not be accepted.  學生申請課程停修每學期至多以兩門課程為限，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。  Students may apply to discontinue a maximum of 2 courses per semester and shall still meet the minimum credit requirements specified by the University after the discontinuation.  停修課程應於成績欄上註記，學分數不列計於學期及歷年修習學分總數計算，停修之課程一律不予退費。  A discontinued course shall be indicated on the academic transcript. The credits for the course will not be counted toward the semester’s total credits or the cumulative credits earned over the years. No refunds will be issued for discontinued courses.  辦理停修後，當學期不得再以任何理由申請加選同一課程。  After applying to discontinue a course, students shall not apply to add the same course for any reason during the current semester. |
| 第9條  Article 9 | 學生每學期應修學分數：  The number of credits that students are required to earn per semester is as follows:   1. 學士班學生上限為二十五學分，下限為十六學分。惟各學系第四學年、牙醫學系第五學年、第六學年；醫學系第五學年、第六學年；學士後醫學系第三學年、第四學年及藥學系第四學年、第五學年學生上限為二十五學分、下限為九學分。 2. Bachelor’s students shall earn no more than 25 credits and no fewer than 16 credits per semester. Students in their 4th year in all departments, 5th or 6th year in the School of Dentistry, 5th or 6th year in the School of Medicine, 3rd or 4th year in the School of Post-Baccalaureate Medicine, or 4th or 5th year in the School of Pharmacy shall earn no more than 25 credits and no fewer than 9 credits. 3. 碩士班及博士班研究生每學期選課學分數規定由各系所自行訂定，並在課程科目學分表中明確規範。 4. The credit requirements per semester for master’s and doctoral students shall be determined by each department and graduate institute and shall be specified in the course and credit list.   修讀學分數未達前項應修最低學分數者，應於第2條規定期間內加修學分，未符合本條規定者當學期應令休學。  Students who do not meet the minimum credit requirements as specified in the preceding paragraph shall add courses within the timeframe specified in Article 2. Students who fail to comply with these provisions shall be required to take a leave of absence for the current semester.  學生因延長修業年限、見習、實習擋修或因特殊情況等經教務長核定後得降低選課學分數，不受第一項限制，惟學士學位學生仍至少應修習一門課程。  Students who are granted a reduction in their course credit requirements by the Vice President for Academic Affairs due to an extension of their study period, clerkships, internships, or special circumstances are not subject to the restrictions in Paragraph 1. However, bachelor’s students shall still be required to take at least 1 course. |
| 第10條  Article 10 | 學生當學期選課學分數達上限，於符合下列情形之一時，經系主任核准後得申請加修課程，至多以二門為限。  Students who have met the maximum credit requirements for the current semester may still apply to add up to 2 more courses if they meet one of the following conditions and receive the approval of the dean of their department:  一、前一學期學業平均成績八十分以 上。  1. Having achieved an average grade of at least 80 in the previous semester.  二、名次在該學系該年級學生人數前百分之十以內。  2. Having ranked within the top 10% in the grade level of their department.  三、修讀雙主修。  3. Studying for a double major.  四、修讀學分學程學生。  4. Studying in a credit program.  五、通過本校各系所甄選之預研生。  5. Pre-master’s students who have passed the screening conducted by the University’s departments or graduate institutes.  六、轉系生。  6. Students who have transferred from other departments.  七、轉學生且前一學期學業平均成績八十分以上。  7. Students who have transferred from other universities and who have achieved an average grade of at least 80 in the previous semester.  94年次以後出生之學士班學生申請在學期間服役者，擬修讀總學分數高於第9條規定時，應於本校公告選課時程內提出申請，經教務長核定，得不受前項加修科目規定限制。  For bachelor’s students born in or after 2005 who apply to serve in the military while studying, if the total number of credits they plan to enroll in exceeds the requirements specified in Article 9, they shall submit their application within the course selection period announced by the University. Upon approval by the Vice President for Academic Affairs, they may be exempt from the course addition restrictions set forth in the preceding paragraph. |
| 第11條  Article 11 | 大學部延長修業年限者及研究所碩、博士班三年級以上有修習學分者（論文除外），應依教師實際授課時數另行繳交學分費，如有實習者，應加繳實習費，並於開學後二週內完成繳費作業，逾期者註銷選課。  Bachelor’s students who have extended their study period, as well as master’s and doctoral students who are in their 3rd year or above and are taking credit courses (not including thesis or dissertation courses), shall pay credit fees based on the actual teaching hours of their instructors. They shall also pay internship fees if they are participating in internships. Payment shall be completed within 2 weeks after the semester begins. Failure to do so will result in the cancellation of their selected courses. |
| 第12條  Article 12 | 修讀訂有先修條件之課程者，先修課程須及格後始得修讀該課程。  For courses that have prerequisites, students shall complete the prerequisites with passing grades before enrolling in these courses. |
| 第13條  Article 13 | 已修讀及格之課程，再重複修讀課程名稱或內容、性質相同者，其學分及成績概不予列計。  If students enroll in courses with the same title, content, or nature as those they have previously completed with passing grades, the credits and grades for the newly enrolled courses will not be included in the calculations. |
| 第14條  Article 14 | 校際選課應依本校「校際選課辦法」規定辦理。  The selection of courses offered by other universities shall be handled in accordance with the KMU Regulations for Inter-University Course Selection. |
| 第15條  Article 15 | 本校課程旁聽須符合下列各項條件：  Students shall meet the following conditions to be eligible to audit courses at the University:   1. 具本校學生身分（不含休學生）。    * + 1. They shall be students at the University (not including students on a leave of absence). 2. 依規定提出申請，並經課程主負責教師同意與教務處核定通過。   2. They are required to submit their application and obtain approval from the primary instructors and the Office of Academic Affairs.  符合前項旁聽課程者，不另授予學分數。  Students who meet the conditions outlined in the preceding paragraph will not be granted credits for auditing courses. |
| 第16條  Article 16 | 本辦法如有其他未規定事項，均依照教育部及本校相關規定辦理。  Matters not set forth in the Regulations shall be handled in accordance with relevant regulations of the Ministry of Education and the University. |
| 第17條  Article 17 | 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 then implemented on the date of promulgation and shall apply to subsequent amendments. |