

# 淡江大學學生選課規則

## TKU Regulations on Student Course Selection

自 107 學年度起實施  
Secretariat Regulation No. 1070000019 (06/08/2018)

第一條 本規則依據本校學則第四十六條規定訂定之。

### Article 1

These regulations are formulated based on article Number 46 of the *TKU Study Regulations*.

第二條 學生選課應遵照導師、指導教授或系、所主管指導辦理。

### Article 2

Students should select courses in accordance with the advice and guidance provided to them by teachers, supervising professors, or department chairs.

第三條 選課日期及方式：須依照行事曆規定之日期，自行以網路辦理初選及加退選；選課期間大學部學生均依四、三、二、一年級順序安排選課時段。

### Article 3

Dates and methods for course selection: after referring to the TKU academic calendar to view dates for course selection, students must use the Internet to complete preliminary course selection and then add or drop courses. University level students should select courses based on the time frame allocated to first year, second year, third year, and fourth year students for course selection.

第四條 研究生修習大學部課程均不列入畢業學分數計算。

### Article 4

If a master's student takes a university level course, the associated credits will not be counted toward his / her master's degree.

第五條 學生必須依據教務處公布之各系、所課程表及當學期選課注意事項，先將必修及本系選修課程選齊，並儘量先修讀前一學年不及格之必修課程，然後再選其他選修課程。

### Article 5

In accordance with the list of prescribed courses and the list of important issues related to course selection (for that semester) provided to each student by the Office of Academic Affairs, students must first select compulsory courses and all elective TKU courses for that semester, and then – when possible – select any failed compulsory courses from the previous academic year. Only after first selecting these courses should students go on to select other elective courses.

第六條 每學期修習學分數之規定

#### 一、研究生

(一)碩、博士班：至少一科，至多十五學分。

(二)碩士在職專班：至少一科，至多十二學分。

#### 二、大學部

(一)日間部、進修學士班：

1、一、二、三年級（不含國際企業學系國際商學全英語組及蘭陽校園日間部各學系三年級赴國外進修之學生）、建築學系四年級：日間部至少十二學分、進修學士班至少十學分，至多均為二十五學分。

- 2、四年級、建築學系五年級：至少九學分，至多二十五學分。
  - 3、延修生：至少一科，至多二十五學分。
- (二)二年制在職專班：
- 1、至少九學分，至多二十學分。
  - 2、延修生：至少一科，至多二十學分。

## Article 6

Regulations governing the minimum and maximum credits to be taken per semester:

### 1. Graduate students

- a) Master / PhD: Minimum of 1 course; maximum of 15 credits
- b) EMBA: Minimum of 1 course; maximum of 12 credits.

### 2. Bachelor students

#### a) Daytime and evening degree programs:

- i) First, second, and third year students (not including students from the Department of International Business' specialized English program or Junior Year Abroad students from each department at the Lanyang Campus), and fourth year Department of Architecture students: Minimum of 12 credits in the daytime program, Minimum of 10 credits in the evening degree program; maximum of 25 credits.
- ii) Fourth year students and fifth year Department of Architecture students: Minimum of 9 credit points; maximum of 25 credits.
- iii) Students whose duration of study has been extended: Minimum of one course; maximum of 25 credits.
- iv) Regulations related to course selection for honors programs are defined separately.

#### b) Two-year executive master's programs:

- i) Minimum of 9 credit points; maximum of 20 credits.
- ii) Students whose graduation has been postponed: minimum of one course; maximum of 20 credits.

第七條 超修學分之規定：每學期至多超修六學分。

一、研究生：經核准加修學程及修習大學部課程者。

二、大學部：前學期學業平均成績在八十分（等第 A）以上、經核准加修輔系、雙主修、學程者及應屆畢業生加修即可畢業者。

## Article 7

Certain students may be permitted to exceed the maximum credit point quota by 6 credits per semester. They include:

1. Graduate students who have gained permission to take extra credit programs or university-level courses.
2. University students whose average grade from the previous semester is at least 80 (A) and who have gained permission to undertake an academic minor or double major; or, graduating students who are only able to graduate in time if they take extra credits.

第八條 互選學分之規定

一、研究生：研究生修習之科目，係屬他系所、不同學制及他校開課者，必須經所屬學系、所主管、他系、所主管及任課老師同意，均以個案申請；選修不同學制之課程，每學期以一科為限，上述互選之科目至多以六學分計算於畢業學分數內。唯碩士班學生修習同系所博士班課程及教育學院碩士班學生修習教育學院博士班課程均計算於畢業學分數內、博士班學生修習同系所碩士班課程至多以九學分計算於畢業學分數內；但各系所另有規定者，經各系所務會議及院務會議通過後，從其規定。

二、大學部除應屆畢業生經教務處核准外，不得申請至其他學制修讀。

## Article 8

Regulations applying to credits from other sources:

## 1. Graduate students:

Graduate students who wish to take courses from other departments, other course programs (bachelor degree programs, etc.), or other course providers must first gain approval from the head of their own department / graduate institute, the head of the department / institute offering the course, and the instructor responsible for teaching the course. An individual application must be made for each of these steps. However, for courses offered in other course programs (bachelor degree programs, etc.), an upper limit of one such course per semester applies. The above mentioned courses – offered by other departments, course programs, or course providers – can count for no more than six credits out of all credits required for graduation. If a master student studies Ph.D. courses of the same department and a master student of the College of Education studies Ph.D. courses of the College of Education, those credits can all be computed in the graduation credits the master student. If a Ph.D. student studies master courses of the same department, at most 9 credits can be computed in the graduation credits of the Ph.D. student. However in the case where a department or an institute has its own regulations that have been passed by the Academic Affairs Committee of the department or institute and the Academic Affairs Committee of the college, those regulations shall be followed.

2. Apart from graduating bachelor students who have already gained permission from the Office of Academic Affairs, no other bachelor students are permitted to apply to study in other course programs (master's programs, PhD programs, etc).

第九條 學生所修習之課程，其上課時間不得衝突，如有衝突科目，學期成績均以零分計算。

### Article 9

Students must not choose courses with conflicting class times. If this occurs, the grades given for each conflicting class will be zero.

第十條 凡各系訂有先修課程之科目，學生需依規定先行修習。

### Article 10

Students must first complete prerequisite courses in accordance with the regulations set by each respective department.

第十一條 同一課程，重覆修習二次以上，僅計算一次學分數於畢業學分數內。

### Article 11

Courses taken two or more times will only count once toward the credit total required for graduation.

第十二條 大二「全民國防教育軍事訓練（二）」、體育選修課程之學分數均不列入畢業學分數計算且體育選修課程不可抵體育必修課程。

### Article 12

Credit points from second year “All-out” Defense Military Education Training (II) and elective physical education courses do not count toward the credit total required for graduation, and elective physical education courses will not be counted among compulsory first year to third year physical education courses.

第十三條 學生參加校際選課，悉依本校校際選課實施辦法辦理。

### Article 13

Students who take part in inter-university course selection must do so in accordance with the *TKU Regulations Regarding Inter-University Course Selection*.

第十四條 大學部及二年制在職專班學生修習通識教育課程，悉依本校「通識教育課程施行規則」辦理。

### Article 14

The taking of general education courses by bachelor students and two-year executive bachelor degree students must be handled in accordance with the *TKU Regulations on the Implementation of General Education Courses*.

#### 第十五條 其他規定：

##### 一、研究生

- (一) 研究生因公或從事學位論文有關研究等肄業中出國進修，其選修與採認學分數，依教育部有關規定辦理。
- (二) 本校與國外大學交換之研究生，其選修與採認學分數，依其交換計劃之規定辦理。

##### 二、大學部

- (一) 一百零五學年度前(含)之入學新生一至三年級每學期均必修體育、一百零六學年度入學新生起一至二年級每學期均必修體育。如須補修或重修體育者，應於非必修年級或延長修業年限期間修畢，且每學期以補修或重修一科為原則。
  - (二) 一年級學生每學期均必修全民國防教育軍事訓練(一)/護理(一)，不得缺修。
  - (三) 通識核心課程每學期至多選修三學門，同一學門以選修一科為限。
  - (四) 前目課程於加退選時每班另增加五個名額，提供應屆畢業生優先線上選課；應屆畢業生若仍有缺修時，可以加簽方式辦理，加簽程序於開始上課日公告周知。
- 三、學生於開放初選課程前，如有前期欠款未繳清者，須至財務處完成繳費，方能如期參加初選課程；加退選課程結束後如尚未完成註冊繳費者，逕由教務處課務組刪除選課資料，俟完成註冊繳費後，再自行補辦選課。
- 四、學生於期中考試後因特殊情況，無法繼續修習課程時，如欲退選悉依「淡江大學學生期中退選實施要點」辦理。
- 五、學生退選課程，如已逾全學期上課達三分之一時，其依規定應繳交之學分費不予退還。

#### Article 15

##### Other regulations:

##### 1. Graduate students

- a) The credits earned by graduate students who go abroad before graduating to take part in degree-related events, or to undertake research related to their dissertation; and whether or not these credit points are acknowledged by TKU will be evaluated in accordance with related Ministry of Education regulations.
- b) Acknowledgement of credit points earned by graduate students on exchange at overseas sister universities will depend on the exchange agreement in place with the university in question.

##### 2. University-level Students

- a) New students enrolled in and before 2016 fall semester must attend physical education classes during their first, second, and third years (6 semesters). New students enrolled from 2017 fall semester must attend physical education classes during their first and second year (4 semesters). Students who need to make up for a missed course(s) or repeat a course(s) must do so in their fourth year or fifth (extension year) of study, taking no more than one such course per semester.
- b) All first year students must take courses in "All-Out" Defense Military Education Training (I) (for men) or nursing (for women). Failure to take such courses will not be permitted.
- c) The maximum of General Core Courses selection are 3 courses. Each General Core Course is limited to select one course.
- d) In the initial phase of adding or dropping courses, the student quota for the above mentioned units of study will increase by an extra five places, to allow fourth year students priority online selection of such courses. If fourth year students miss out on adding the required course in this phase, they may enter the course after gaining the signed approval of the course instructor. Information on this process will be provided to students at the start of the semester.

3. As the preliminary phase of course selection begins, students who have outstanding tuition fees from the previous semester must first resolve this amount in full at the Office of Finance. Only after doing so will they

be allowed to take part in the initial phase of course selection. After students have finished adding and dropping courses, the course selection data of students who have not completed registration or payment will be erased by the TKU Curriculum Section, Office of Academic Affairs. Consequently, after these students complete the registration and payment process, they will be required to once again carry out course selection.

4. Students who wish to drop a course after the mid-term examinations and who cannot continue taking the course due to special circumstances must do so in accordance with the “*TKU Implementation Guidelines on Dropping Courses Mid-Semester*”.
5. If a student withdraws from a course at a time which already exceeds one third of the semester’s total class hours, then in accordance with regulations there will not be a refund of the tuition that should be paid for those credit hours.

第十六條 若有選課不合規定且未辦理更正者，由各系、所通知課務組依下列方式處理：

- 一、超修者退選至規定學分數。
- 二、低修者加選至規定學分數。
- 三、上課時間衝堂者，則衝堂科目之學期成績均以零分計算。
- 四、擋修者該科退選。
- 五、有註冊無選課者加選至規定學分數。

#### Article 16

If a student’s selection of courses does not conform to TKU regulations and he / she does not amend the problem, the department or graduate institute at which the student is enrolled will notify the Office of Academic Affairs, which will then ask the student to take one of the following actions:

1. Students over the maximum credit point limit for one semester must drop courses until they reach the required number of credits.
2. Students under the minimum credit point limit for one semester must add courses until they reach the required number of credits.
3. Students with a course schedule that clashes will receive a mark of zero for each of these conflicting courses.
4. Students blocked from taking a course (due to, for example, failing the first semester of a year-long unit) must drop the course.
5. Students who are registered but have not selected any courses must add courses until they reach the required number of credits.

第十七條 本規則未盡事宜，依本校學則規定辦理。

#### Article 17

Matters not covered in this set of regulations will be handled in accordance with the *TKU Study Regulations*.

第十八條 本規則經教務會議通過，報請校長核定後，自公布日實施；修正時亦同。

#### Article 18

This set of regulations will take effect on the date of its publication after being passed in an academic affairs meeting and approved by the TKU President. The same applies to any later amendments made.