

# 淡江大學學分抵免規則

## TKU Regulations Governing the Transfer of Credits

108.05.17 107 學年度第 2 學期教務會議修正通過  
108.06.11 處秘法字第 1080000009 號函公布  
Secretariat Regulation No. 1080000009 (06/11/2019)  
108.07.25 教育部臺教高(二)字第1080094356號函備查

第一條 為便於處理學生抵免學分，特訂定淡江大學學生學分抵免規則(以下簡稱本規則)。

### Article 1

The *TKU Regulations Governing the Transfer of Credits* (herein referred to as “These Regulations”) were formulated to make it easier for students to transfer credits.

第二條 下列學生入學前於國內大學或教育部認可之境外大學院校已修習及格之科目，得申請抵免學分：

- 一、大學部新生、轉學生、轉學復轉系生。
- 二、依照法令規定准許於校內外修讀推廣教育學分班後考取修讀學位者。但所修學分作為大學同等學力報考大學學士班一年級新生入學考試資格之用者，入學後，不得再申請抵免學分。
- 三、本校大學部學生先修本校研究所課程，且此課程不計入大學部畢業學分數規定者。惟列入大學部畢業學分數內計算者，嗣後考取研究所碩士班，在不變更碩士班畢業學分數原則下，得據以申請免修。
- 四、已畢業或肄業之研究生，嗣後考取碩士班、博士班者。
- 五、入學本校修讀雙聯學位之境外學生。

### Article 2

If before attending classes the following students were enrolled in a domestic college or were enrolled in an overseas university, college or institute approved by the Ministry of Education, they may apply for transfer of credits:

1. Undergraduate students, transfer students, transfer students to a new department students.
2. Students who, according to law, are permitted to undertake a credited Education Promotion Program – either within or outside TKU – and, subsequently, pass an examination to become a degree-seeking student. But students who used those credits as bachelor equivalency cannot petition to waive the same credits after admission to TKU.
3. Bachelor students who take graduate level courses that do not count toward their bachelor degrees. However, bachelor students who take graduate level courses that do count toward their bachelor degrees and subsequently qualify to enter a TKU graduate program may also apply to transfer credits, as long as this does not affect the overall credit requirements for graduation.
4. Graduate students who have graduated or have not yet graduated and who are accepted into a new or different master or doctoral program.
5. Overseas students that are admitted to TKU and take a double degree program.

第三條 凡原校已修及格之科目，大學部以六十分、研究所以七十分為及格，可申請抵免，抵免之科目及學分由各系、所、學位學程及通識教育課程開課單位自訂。

五專學制專一至專三所修習之課程不得申請學分抵免；外語學院專業課程學分抵免標準由各系訂定之。

#### Article 3

Students may apply for a transfer of credits for each course in which they have obtained a passing grade (for bachelor courses, the passing grade is 60; for master courses, it is 70) from their previous school. The corresponding courses and number of credits to be transferred will be determined by each academic department and graduate institute, study program and each academic division from the Center for General Education and Core Curriculum.

Students from five-year vocational colleges are not permitted to apply for transfer of credits for courses taken in years one to three of the five-year program. The criteria for transfer of credits for professional courses offered by the TKU College of Foreign Languages and Literatures shall be determined by each individual department from the College.

第四條 學分抵免之原則：

一、學分抵免範圍：各系、所、學位學程之必修科目、選修科目及該系、所承認之他系、所、學位學程選修科目。

二、科目名稱不同，但內容相同或性質相近者，得從寬抵免。

三、原修科目學分不足，欲抵免全學年之科目者，以抵免上學期為原則，下學期仍須補修。

四、體育只可抵免轉入年級前之課程，自轉入年級起應修習，惟原就讀本校者，不受此限。

五、經辦理學分抵免之科目如重覆修習，將不計算於畢業學分內。

#### Article 4

##### Principles Applying to Transfer of Credit

1. Scope of Transfer: transfers of credits can be made for all compulsory and elective courses offered by a student's academic department, graduate institute or study program; or, for approved compulsory and elective courses offered by other TKU academic departments or graduate institutes.
2. Transfer of credits may also be allowed for courses that have different names but feature the same content or are similar in nature.
3. Students may wish to transfer credits for a whole year of study previously undertaken. However, if the credits received for this previous year are not sufficient to count for an entire year-long (two-semester) corresponding TKU course, it will instead count toward the first semester of the course. Students will then be required to take the second semester component of the corresponding TKU course.
4. Credits for physical education courses taken previously will only count toward TKU physical education courses from previous years. Students should take courses from the year

they transfer into TKU. However, those who originally were enrolled in TKU are not restricted by this limitation. the three limitation mentioned above.

5. If, when applying for a transfer of credit, students discover an overlap in the courses they previously took, the credits from extraneous course(s) will not count toward their degrees.

#### 第五條 抵免學分數之限定：

##### 一、大學部

(一)一年級新生至多抵免三十五學分。

(二)轉入二年級者，其抵免學分總數以轉入該系一年級限修學分總數為原則  
(至多抵免五十學分)

(三)轉入三年級者，其抵免學分總數以轉入該系一、二年級限修學分總數為原則  
(至多抵免一百學分)。

(四)本校畢業生、退學生、選讀生則不受前三目之限制。

(五)轉學生再經轉系核准後，抵免之學分數仍以原轉入年級之學分數為限。

(六)修習自一百零八學年度第一學期起開辦之推廣教育學分班學分者，其學分抵免數不得超過各系、所、學位學程所定畢業學分數二分之一以上。

二、研究所：本校大學部學生修畢榮譽學程或經系、所、學位學程提報可先修碩士班課程，且經招生考試錄取碩士班者，至多抵免二十學分，非屬前述身分者，至多抵免十二學分；博士班至多抵免九學分。

境外生不受前項第一款第一目抵免學分數之限制，並得依教學單位與境外大學簽訂之學術交流協議書辦理。

#### Article 5

#### Restrictions on transfer of credit.

##### 1. University Level

- a) New first year students (freshmen) may transfer no more than 35 credits.
- b) For transfer students entering TKU as second year students (sophomores), the total number of transferable credits is equal to the specified total number of credits that first year students are limited to take in that particular department (maximum of 50 credit points).
- c) For transfer students entering TKU as third year students (juniors), the total number of transferable credits is equal to the specified total credits that first and second year transfer students are required to complete in that particular department (maximum of 100 credit points).
- d) Graduated students, expelled students and non-degree students are not confined to the three restrictions above.
- e) Some transfer students may wish to transfer into another academic department. After gaining approval to do so, they can transfer credit points across to their new department. The maximum number of credits that they may transfer is equivalent to the maximum number of transferrable credits for new transfer students entering the department in the same year.
- f) The maximum of credits to be waived cannot exceed half of the total credits required by the student's academic department, graduate institute or study program for those who take the TKOCE since the Fall semester of 108 Academic Year.

## 2. Graduate Level

TKU bachelor students, who have completed an Honors Program or whose department, institute or degree program have submitted an application before, can first attend master level classes; and then if they pass an admissions examination and are admitted to a TKU master's degree program, they may transfer a maximum of 20 credits. All other master's level students not mentioned previously may transfer a maximum of 12 credits. PhD students may transfer a maximum of nine credits.

Overseas students are not limited by the transfer of credits mentioned in the first item, and they must handle it following the academic exchange agreement signed between the related TKU educational unit and the overseas university.

### 第六條 提高編級：

一、大學部學生經辦理學分抵免後得重新申請編入適當年級，重新編級之規定如下：

(一)上學期入學抵免三十五學分以上者，可申請提高編級為二年級上學期，七十學分以上者，可申請提高編級為三年級上學期，一百零五學分以上者，可申請提高編級為四年級上學期；下學期入學抵免五十學分以上者，可申請提高編級為二年級下學期，八十五學分以上者，可申請提高編級為三年級下學期，一百二十學分以上者，可申請提高編級為四年級下學期。

(二)大學肄業之退學生無論抵免學分多寡，最高得編入退學之年級。

(三)專科畢業生最高得編入三年級，其修業年限不得少於二年。

(四)轉系生不得申請重新編級。

二、前述辦理提高編級學生，至少修業一年並依照學期限修學分數修習，始可畢業。

### Article 6

#### Transferring to a Higher Year

1. Undergraduate students after completing their transfer of credits must again apply to be incorporated into an appropriate grade level. The regulations for renewing of one's grade level are as follows:

- a) Those who during the first semester of school transfer 35 or more credits can apply to advance to the first semester of second year (sophomore); those who transfer 70 or more credits can apply to advance to the first semester of the third year (junior); those who transfer 105 or more credits can apply to advance to the first semester of the fourth year (senior). Those who during the second semester of school transfer 50 or more credits can apply to advance to the second semester of the second year (sophomore); those who transfer 85 or more credits can apply to advance to the second semester of the third year (junior); those who transfer 120 or more credits can apply to advance to the second semester of the fourth year (senior).
- b) Students who discontinue their studies will not be allowed to transfer to a higher year, regardless of the number of credits they have accrued. The highest level they can be

- incorporated into is the grade level at which they discontinued their schooling.
- c) The highest level students who have graduated from a technical school can be incorporated into is the third year (junior). Their grade level cannot be less than the second year (sophomore).
  - b) Students who transfer to another academic department may not apply to transfer to a higher year.
2. Students who apply to transfer to a higher year must have at least one year of academic studies remaining. In order to qualify to graduate, such students must ensure that they have obtained the total number of credit points required to graduate within the assigned time limits.

第七條 申請學分抵免之作業程序：

一、繳交資料時間：

新生、轉學復轉系生及雙聯學制生於開學時；轉學生及進學班新生於現場註冊時，先至各系、所、學位學程諮詢抵免科目並繳交原校成績單正本，成績單上註明系級、學號。

二、上網填寫抵免時間：

(一)新生、轉學復轉系生及雙聯學制生於開學日起一週內辦理。

(二)轉學生及進學班新生於報到後一週內辦理。

(三)學分抵免辦理以一次為限，均限於入學當學期辦理。

三、各系、所、學位學程初審後送教務處複審。

四、學生申請學分抵免經核准後，如有任何異動，得於三週內申請更正。

Article 7

The process of applying for transfer of credit:

1. Time period for application submissions

New students and transfer students and double degree students who wish to transfer to a new academic department must submit application documents for the transfer of credits at the start of the semester. When registering for study, transfer students and new evening degree students must first go to their respective departments or study program to enquire about the transfer of credits for certain courses. While doing so, they must submit an original copy of an academic transcript from their previous place of study. The transcript should state the student's department of study and student number.

2. Online application period for transfer of credit

a) New students, transfer students to a new department and students taking a double degree program must attend to it within one week of the opening day of school.

b) Transfer students and new evening degree students must apply for transfers of credits within one week of registering for study.

c) Students can only apply for transfers of credits once. Application for credit transfer must be made at the beginning of the semester in which the new student arrives at TKU.

3. After preliminary review by corresponding TKU departments, graduate institutes, and study

program, credit transfer applications will be sent to the Office of Academic Affairs for a secondary evaluation. After a credit transfer application is approved, if a student wishes to make any further amendments to the application, he/she must apply do so within three weeks of receiving approval.

第八條 本規則經教務會議通過，報請校長核定後，自公布日實施，並報教育部備查；修正時亦同。

#### Article 8

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. After approval, it will be submitted to the MOE for future reference. The same applies to any later amendments made.