

淡江大學校際選課實施辦法

Regulations Regarding Inter-University Course Selection

86.05.14 教務會議通過
91.10.30 教務會議通過
93.11.22 教育部台高(二)字第0930151542號函備查
94.05.13 93學年度第2學期教務會議通過
94.08.11 教育部台高(二)字第0940105760號函備查
95.10.25 95學年度第1學期教務會議修正通過
95.12.29 教育部台高(二)字第0950184624號函備查
96.01.15 室秘法字第0960000003號函公布
98.10.28 98學年度第1學期教務會議修正
98.11.20 室秘法字第0980000064號函公布
Secretariat Regulation No. 0980000064 (11/20/2009)
98.12.07 台高(二)字第0980208668號函備查
106.05.05 105學年度第2學期教務會議修正通過
106.06.01 處秘法字第1060000017號函公布
106.08.17 教育部臺教高(二)字第1060081723號函備查
107.05.23 106學年度第2學期教務會議修正通過
107.06.07 處秘法字第1070000018號函公布
107.08.01 教育部臺教高(二)字第1070126775號函備查

第一條 本辦法依據大學法施行細則第二十五條及本校學則第十四條訂定之。

Article 1

This set of regulations was formulated in accordance with Article 25 of the University Act and Article 14 of the *TKU Study Regulations*.

第二條 本校學生選修他校開設之課程應以本校當學期末開設之科目或優久大學聯盟校際選課平台之課程為原則。

Article 2

When selecting courses offered by another university, TKU students should choose courses that are not available for selection at TKU in that semester.

第三條 本校學生選修他校開設之課程學分數規定如下：

研究生：學生每學期修習他校學分數，以該學期所修總學分數三分之一為限，且修習他校總學分數應受各該系所限修學分之限制。

大學部學生：符合下列條件者可提出校際選課申請，每學期以三科為限。

一、應屆畢業生或延修生如因缺必修學分，且本學期本校未開設此科目或因必修課衝堂無法選讀該課程而影響畢業資格者。

二、為增加跨領域多元學習機會者，惟所選之學分數不列入畢業學分數計算。

Article 3

When selecting courses offered by other universities, TKU students must refer to the following regulations:

Graduate Students may take a maximum of one-third of their total semester credits at another university. However, this maximum number of credits should also be determined by restrictions on credits specified by the department at the other university.

Bachelor Students who meet either of the following criteria may apply to select courses at another university, with a maximum limit of three courses per semester:

1. Students in their graduating year or extension year (after extending the time limit for duration

of study) who are unable to take a compulsory course at TKU because it is not offered in that semester or because it clashes with the schedule of another compulsory course, therefore affecting their ability to graduate on time.

2. Students who hope to gain more opportunities for cross-discipline and diverse learning and who select courses at other universities that will not be counted toward their degrees.

第四條 本校學生至他校選課應於該校規定選課日期一週前，持「淡江大學校際選課申請表（本校生至他校選課）」提出申請，由任課教師及系、所、學位學程主管簽章，送教務處經教務長核准後辦理。

Article 4

One week prior to the date assigned for course selection at the other university, TKU students must first go in person to the other university and apply for inter-university course selection by submitting a “TKU Inter-University Course Selection Application Form”. The form should be signed by the course instructor and the head of the department, graduate institute, or credit program offering the course, and then sent to the TKU Office of Academic Affairs for approval from the Dean of Academic Affairs.

第五條 本校學生選修他校課程時，繳費等有關事項應依他校規定辦理。如放棄報名或該課程停開時，仍應向本校報備。

Article 5

When TKU students select courses at another university, tuition payment and other related matters must be handled in accordance with the other university’s regulations. If the student cancels course registration or the course is cancelled, students should nevertheless report back to TKU about such matters.

第六條 本校學生選修他校之課程，其上課時間不得與在本校所選修科目時間衝突，否則二科概以零分計算。選修校外課程之成績，本校只取整數，小數點部分不計。

Article 6

Courses taken by TKU students at another university cannot clash with their original course schedule at TKU. If a clash of schedule occurs, students will receive a score of zero in both or all of the conflicting courses. For academic grades received in courses at other universities, TKU only counts whole numbers, disregarding decimal points.

第七條 他校學生修讀本校開設之課程，請持原肄業學校同意函或核准申請表提出申請，於本校加退選日期截止前辦理完畢，逾期不予受理，並須受本校各開設課程最高名額限制。

Article 7

Students from other universities who wish to take TKU courses must first apply to do so by submitting a letter of approval or approved application form from their original universities. They must then complete course selection before the end of the period for adding / dropping courses. Students who do not complete course selection before the deadline will not have their applications processed. Student applications will also be subject to the maximum student quota for each requested course.

第八條 他校學生至本校選課，應依規定繳交學分費及實習費。

Article 8

Students from other universities who take courses at TKU must pay tuition and internship fees as regulated by TKU.

第九條 他校學生依規定辦理選課後，除開課人數不足停開外，不得辦理退費。每學期結束後，由本校教務處將該生之成績送其原肄業學校，辦理成績登錄事宜。

Article 9

After students from other universities have completed the process of course selection in accordance with TKU regulations, they will not be entitled to a refund for tuition fees rendered, unless the course is cancelled due to insufficient student numbers. At the end of each semester, the Office of Academic Affairs will send students' transcripts to their original universities to enable these universities to process student grades.

第十條 本辦法經教務會議通過，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 10

This set of regulations will take effect on the date of its publication after being passed in an administrative 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.