

中國醫藥大學學生辦理抵免學分要點

China Medical University Guidelines for Students Applying for Credit Transfer

- 一、 本校為明確辦理學生學分抵免事宜，依據大學法第 28 條規定，特訂定「學生辦理抵免學分要點」（以下簡稱本要點）。

To clarify matters concerning credit transfer, China Medical University (CMU) hereby stipulates the Guidelines for Students Applying for Credit Transfer (“the Guidelines”) in accordance with Article 28 of the University Act.

- 二、 各系、所辦理抵免學分，應依本要點辦理。

Departments and institutes shall handle credit transfer according to these guidelines.

- 三、 申請抵免學分學生包括：

(一) 轉學(系)生。

(二) 重考、重新入學及其他新生。

(三) 修讀本校推廣教育學分班並取得學分證明之學生(須依所屬系所相關規定辦理)。

(四) 預先修習碩、博士班課程成績達七十分(B-)，且學分未列入畢業最低學分數內，而持有證明者。

(五) 碩、博士班錄取生，預先修讀課程者。(成績達七十分(B-)之科目始得抵免)

(六) 雙聯學制學生。

(七) 學生在學期間出境修習相關科目，經依規定採認者。

(八) 學士後中醫學系學生具教育部認可之國內外大學醫學系畢業且有醫師執照。

Students eligible to apply for credit transfer:

1. Transfer student (including department transfer).
2. Re-examination, re-admission and other new students.
3. Students who have taken the continuing education credit program and obtained a credit certificate (the credit transfer must be processed in accordance with the regulations of the students' original department).
4. Students who have completed master's or PhD courses with a grade above 70(B-) with a certificate and the credits are not included in the minimum number of credits for graduation.
5. Students admitted to master's or PhD program who have taken preparatory courses. (Subjects with a score above 70(B-) may apply for credit transfer)
6. Students enrolled in dual-degree programs.
7. Students who go abroad to study relevant courses that are recognized in accordance with regulations.

8. Students in the School of Post-baccalaureate Chinese Medicine who graduated from a medical school at a domestic or overseas university recognized by the Ministry of Education and possess a medical license.

四、 抵免學分規定：

(一) 修讀學士學位學生之學分抵免依下列規定辦理：

1. 轉學(系)生抵免總數以轉入年級前該系應修學分總數為原則，並由學系輔導評估並經學生同意後，專案簽請教務長核准調整至適當年級，其修業年限以調整後之年級計算，並應符合大學法修業年限規定。
2. 重考或重新入學之新生，以抵免該系所開科目為原則，且抵免後該學期所修學分數不得低於規定之下限學分數。經核准抵免學分數達該學系欲提編年級前之必修課程學分總數三分之二以上，得由學系審核，專案簽請教務長核准後，提高編級至適當年級，惟至少須修業二學年。各學系訂有相關規定者，從嚴辦理。
3. 已具碩士學位以上之新生申請抵免科目，得由學系審核，另案簽經教務長核准後，提高編級至適當年級，惟至少須修業一學年。
4. 入學前已修習軍訓成績及格者，其課程抵免依軍訓暨生活輔導組規定辦理審核。
5. 入學前已修習體育成績及格者，其課程抵免依「中國醫藥大學學生抵免體育課程作業要點」辦理。

(二) 修讀碩、博士學位研究生之學分抵免依下列規定辦理：

1. 碩士班研究生於修讀學士學位期間，選修碩士班課程成績達七十分(B-)，且該課程學分未計入其學士班規定之畢業學分數者，得申請抵免。
2. 博士班研究生於修讀碩士學位期間，選修博士班課程成績達七十分(B-)，且該課程學分未計入其碩士班規定之畢業學分數者，得申請抵免。
3. 第一、二目之課程學分，已計入其取得學士、碩士學位時規定之畢業學分數者，不得再申請抵免；惟得經就讀研究所審核後，准予免修。
4. 各系、所、學位學程委託本校推廣教育中心開辦學分班之課程，得予抵免。
5. 論文不得抵免或免修。
6. 依本條規定核予免修科目之學分，均不計入現就讀研究所之畢業學分。

Regulations for credit transfer:

1. Undergraduate students:

- (1) For transfer students (including department transfer), the total number of credits eligible for transfer is based on the total credits required for the corresponding year in the new department. The department will assess the transfer credits in consultation with the student. Upon approval by the Dean of Academic Affairs, the student may be placed in an appropriate academic year. The study duration will be calculated based on the adjusted year, and it must comply with the study duration regulations set by the University Act.

- (2) In principle, new students or re-enrolled students can only apply for credit transfer for the courses offered by the department they are studying in. After credit transfer, the number of credits taken in the semester shall not be less than the required minimum. If the approved credit for transfer is more than two-thirds of the total required credits for courses preceding the target academic year, the department may assess and submit a special request for approval by the Dean of Academic Affairs to advance the student to an appropriate academic year. However, the student must complete at least two years of study. If a department has stricter regulations, those shall apply.
 - (3) Newly enrolled students with a master's or higher degree who apply for credit transfer may have their application reviewed by the department and, after approval by the Dean of Academic Affairs, the student may be advanced to an appropriate academic year. However, the student must complete at least one year of study.
 - (4) For those who have completed military training courses before admission, their credit transfer will be reviewed by the Office of Student Affairs-Military Education, Guidance and Counseling Division.
 - (5) For those who have passed the physical education courses before admission, their credit transfer shall be processed according to the "Guidelines for Students Applying for Credit Transfer for Physical Education Courses."
2. Master's and PhD students:
- (1) Master's students who have taken courses offered by master's program and scored above 70(B-) during their undergraduate studies and whose credits are not included in the graduation credits for their bachelor's degree may apply for credit transfer.
 - (2) PhD students who have taken courses offered by PhD program and scored above 70(B-) during their master's studies and whose credits are not included in the graduation credits for their master's degree may apply for credit transfer.
 - (3) Credits for courses listed in points (1) and (2) that were already included in the graduation requirements for bachelor's or master's degree cannot be transferred again. However, such courses may be exempted upon approval by the graduate program.
 - (4) Courses offered as credit programs by the Continuing Education Center, upon approval, may be eligible for credit transfer.
 - (5) Thesis credit may not be transferred or exempted.
 - (6) Courses that are exempted according to these regulations will not be included in the graduation credits for the current graduate program.

五、 抵免學分之原則：

(一) 共同科目或轉學考試應考科目先抵，專業科目後抵。

(二) 以科目名稱、學分及內容均相同者為原則，學分相同而科目名稱不同，但內容性質相近者，學生應提供相關課程資料，由授課教師及系主任審核認定之。

(三) 學分不同之科目抵免：

1. 以多抵少者，抵免後，以少學分登記。

2. 以少抵多者不得抵免，如申請抵免之科目為學年課程，得申請抵免一學期學分，並由就讀系所及授課單位依已修讀課程內容核定抵免之學期。

(四) 通識課程之抵免，依本校通識教育中心之課程規劃為依據，歸屬相同領域者始得認列其科目學分，依本校「通識教育中心辦理學生通識教育課程抵免學分審查原則」辦理。

(五) 二年制學系學生：限修讀本校二年制學系開設之課程，或二年制學系委託本校推廣教育中心開辦學分班之課程。

(六) 五專一至三年級視同高中職階段，其修習之科目學分不得抵免，五專四、五年級修習及格之科目得酌情抵免。

(七) 修業期間如因重(補)修科目名稱(學分)異動者，得修習新制課程抵之；其學分數不足者，需經系所主管同意，加修性質相近課程學分合抵之；惟多餘之學分數以不得認列為畢業學分為原則。

(八) 提高編級限於入學之當學期辦理，提高編級學生應修讀之必選修科目及畢業學分數以符合編入學年班之規定為原則。

(九) 持本校推廣教育學分班核發之學分證明者，其抵免後在校修業，不得少於該學制修業期限二分之一，且不得少於一年。

Principles for credit transfer:

1. Common subjects and subjects required for transfer examinations shall be prioritized for credit transfer, followed by professional courses.
2. In principle, credits transfer is granted when the course title, number of credits, and content are identical. For courses with same credits and similar contents but different titles, students should provide relevant course materials for review and approval by the instructor and the Director of Department.
3. Credit transfer for courses with different credit values:
 - (1) If transferring a course with more credits to a course with fewer credits, the transferred course will be recorded with the lower credit value.
 - (2) If transferring a course with fewer credits to a course with more credits, credit transfer is not allowed. However, if the course being transferred is part of a full-year course, the student may apply for credit transfer for one semester. The department and the teaching unit will determine the semester to be credited based on the completed course content.

4. Credit transfer for general education course is based on the curriculum planning of the General Education Center. Only those in the same field can be recognized to transfer, according to the "Regulations for Reviewing Credit Transfer for General Education Courses."
5. Students in the two-year program can only take the courses offered in the two-year program, or courses offered as credit programs by the Continuing Education Center.
6. Courses taken during the 1st-3rd year of the five-year junior college are considered equivalent to high school level and are not eligible for credit transfer. However, the courses completed and passed during the 4th-5th year of junior college may be considered for credit transfer on a case-by-case basis.
7. If a required (or retaken) course undergoes changes in title or credit value, students may take the new version of the course. If the credits are insufficient, students must obtain the consent of the Director of Department and take additional related courses to make up the missing credits. However, in principle, the extra credits shall not be recognized as graduation credits.
8. Applications for academic advancement (placement in a higher academic year) must be processed during the semester of admission. Students who are placed in a higher year must complete all required and elective courses as well as fulfill the graduation credit requirements for the academic year they are placed in.
9. Students applying for credit transfer with credit certificate issued by the Continuing Education Center must complete at least half of the required study duration of their department after credit transfer, and this period must not be less than one year.

六、 抵免學分之申請與流程：

(一) 抵免學分之申請於入(轉)學註冊後辦理，線上申請以一次為限。辦理抵免須於學校公告辦理期間內完成，特殊情形由系所先行審核，並簽請教務長、研究生事務長同意後辦理抵免。

(二) 申請學生須填具抵免學分表並附相關證件，畢(肄)業生附歷年成績表(肄業生另附轉學或修業證明書)或推廣教育中心學分證明書，至各系所辦理初審。

(三) 初審完成後，各系所彙集抵免學分表送交教務處進行複審。複審完畢，經教務長核定後；登錄於各生歷年成績表。

Application and process for credit transfer:

1. Application for credit transfer must be submitted after enrollment (transfer) registration, with online application limited to one submission per student. The application must be completed within the given deadline. For special circumstances, the department will review and the credit transfer will be processed after the approval of the Dean of Academic Affairs or the Dean of Graduate Student Affairs.

2. Applicants must fill out the Credit Transfer Form and attach the relevant documents. Graduates (or dropouts) must attach transcripts of all years (dropouts must attach a transfer or completion certificate) or a credit certificate from the Continuing Education Center and submit to the department for preliminary review.
3. After the preliminary review is completed, credit transfer applications from all departments will be submitted to the Office of Academic Affairs for second review. After the second review is completed and approved by the Dean of Academic Affairs, the results will be recorded in the students' transcript of all years.

七、各學系及研究所得自訂抵免規則，經系(所)務會議及院務會議通過後實施；系所有較嚴格規定者，所屬學生應從其規定。各學系及研究所並得依自訂之規則，核定申請案之科目抵免或免修及抵免之學分數。

Each department and graduate institute may establish its own regulations for credit transfer, which take effect after approval by the Department (Institute) Affairs Meeting and the College Affairs Meeting. If a department or institute has stricter regulations, its students must adhere to those rules. Each department and graduate institute may determine the number of credits to be transferred or exempted based on its own regulations.

八、抵免學分之登錄：應將抵免科目學分（成績免錄）登記於歷年成績表，並註明入學之相關學籍資料。

Recording for transferred credits: Transferred course credits (without recorded grades) should be entered into the student's academic transcript of all years, along with relevant enrollment information.

九、凡符合教育部採認規定之國外大學院校修讀之科目學分，得依本要點有關規定酌予抵免。

「臺灣地區與大陸地區人民關係條例」於 99 年 9 月 3 日修正生效後，於當學期或以後學期入學於大陸地區高等學校就讀，符合「大陸地區學歷採認辦法」者，得依本要點有關規定酌予抵免。

99 學年度第 2 學期起本校學生經學術交流至教育部所列大陸地區學校認可名冊，非醫療法所稱醫事人員相關科系短期研修學分，且符合大學法施行細則第 23 條規定者，得依本要點有關規定酌予抵免。

Credits taken at overseas universities and institutions recognized by the Ministry of Education may be transferred in accordance with the relevant provisions of these regulations.

After the amendment of the "Act Governing Relations between the People of the Taiwan Area and the Mainland Area" came into effect on September 3, 2010, those who enrolled in a mainland higher education institution and met the "Regulations Regarding the

Recognition of Mainland Academic Credentials for Institutions of Higher Education” may apply for credit transfer in accordance with the relevant provisions of these regulations. Starting from the 2nd semester of the 2010 academic year, students participated in academic exchanges at schools in mainland China that are recognized by the Ministry of Education, with credits of short-term training in non-medical personnel departments (according to the Medical Care Act) and meet the requirements of Article 23 of the Enforcement Rules of the University Act, may apply for credit transfer in accordance with the relevant provisions of these regulations.

- 十、 各系所應本公平原則及教學理念辦理抵免事宜。
Each department and graduate institute shall handle credit transfer matters based on the principle of fairness and educational philosophy.
- 十一、 本要點經教務會議通過，陳請校長發布實施，並報教育部備查，修訂時亦同。
These regulations are subject to review and approval by the University Affairs Meeting, announced by the President of CMU and submitted to the Ministry of Education for reference. Amendments follow the same procedure.