

中國醫藥大學學生選課作業辦法
China Medical University Guidelines for Course Selection

第一條 中國醫藥大學(以下簡稱本校)為使學生選課作業處理程序及原則有所遵循，特訂定本辦法。

China Medical University (CMU) stipulates these regulations to ensure that students follow the procedures and principles for course selection.

第二條 教務處於每學期初選開始前公告選課程序及注意事項，提供學生選課之參考。

The Office of Academic Affairs will announce the course selection procedures and important notices before the start of each semester's course selection period for students' reference.

第三條 學生選課流程：

一、初選前：必修課程由選課系統預先設定，惟轉學(系)生及研究生之必修課程不預先設定，須由學生自行選課。

二、初選：全校課程於前一學期第 16 週辦理。

三、選課額滿之科目進行志願選填，依權重登記志願序後進行抽籤。(研究生除外)

四、新生選課：各學制新生及轉學(系)生第一學年第一學期於開學前 2 週完成。

五、加退選：於開學後第 1-2 週辦理完成，第 3 週起不再受理。初選額滿之課程如有退選者，依志願序自動遞補。在不超過教室之容量，如授課教師同意增加修課人數，仍依志願序自動遞補。

六、加退選截止後：學生應於選課確認期限內完成確認。

Student Course Selection Process:

1. Before first course selection: Required courses are pre-assigned in the course selection system, except for transfer students and graduate students, who must select their required courses manually.
2. First course selection: Conducted in the 16th week of the previous semester for all courses.
3. If a course reaches full capacity, students must rank their preferences, and enrollment is determined by a lottery system (excluding graduate students).
4. New student course selection: New enrolled students and transfer students must complete their first semester course selection within two weeks after the start of classes.
5. Courses add/drop: Conducted during week 1-2 of the semester. No course changes are allowed from week 3 onward. If students drop a course, students on the waitlist will be automatically enrolled based on preference ranking. If the classroom

capacity allows and the instructor agrees, additional students may be enrolled following the preference ranking.

6. After the deadline of courses add/drop: Students must confirm their course selection before the designated confirmation deadline.

第四條 每學期應修課程學分規定：

一、學士班：上限二十八學分，下限九學分。學生每學期修讀學分數未達最低應修學分數者，須加修學分至規定最低應修學分數，未符合本規定者予以強制休學。例外情況如下：

(一)前一學期學業平均成績達八十分或名次排名為全班(系)前百分之十者，始得超修；每學期超修至多六學分，於加退選時間自行選課。

(二)修讀輔系、雙主修、學分學程或預修生，上限三十四學分。

(三)非前述身分學生因不可抗力之特殊情況，經專案簽請導師、系主任及教務長核可者，得不受前述最高或最低應修學分之規定，以上限三十四學分、下限需修習一科為原則。

(四)延長修業年限學生，至少須修習一科，學分不限。

(五)因重補修等因素未分發見實習者，其修課及繳費規定與延長修業年限學生相同。

(六)醫學系、中醫學系、牙醫學系、學士後中醫學系全學年見實習以全學年計算成績，每學期修讀學分數依各系學分認定表辦理；無法如期見實習而須重補修課程者，比照第四目延長修業年限學生辦理。

(七)94年次以後學士班專案就學役男(以下簡稱專案就學役男)因申請就學期間服役或其他特殊情況，以上限三十四學分為原則。

二、學生符合超修規定者，於原定修業期限內超修之學分，不予收取學分費

三、碩、博士班：無最高或最低修習學分限制。

Credit requirement per semester:

1. Undergraduate Programs: A maximum of 28 credits and a minimum of 9 credits.

Students who do not meet the minimum required credits must take courses to reach the minimum requirement. Those who fail to meet the requirements will be subject to compulsory suspension of study. The exceptions are as follows:

- (1) Students may take additional courses if their academic average score in the previous semester is above 80 points or their ranking is in the top 10% of the class (department). The maximum of additional credits per semester is 6 credits.
- (2) For students pursuing a minor, double major, credit program, or preparatory course, the maximum credit is 34 credits.
- (3) Students who are not in the above-mentioned status may be exempted from the maximum or minimum credit requirements due to special circumstances of force majeure, with the approval of the mentor, the Director of Department,

and the Dean of Academic Affairs. Students in this situation can take a maximum of 34 credits and a minimum of one course.

- (4) Students who extend their study period must take at least one course, with no limit on the number of credits.
 - (5) For those who are not assigned to internship due to retaking courses, their course taking and fee payment regulations are the same as the students that extend their study period.
 - (6) For students in the School of Medicine, School of Chinese Medicine, School of Dentistry, and School of Post-baccalaureate Chinese Medicine in full-year internship, their grade will be calculated as full-year grade. The number of credits taken per semester is based on the course requirement for graduation of each program. Those who are unable to attend the internship as scheduled and need to retake the courses should follow the same regulations as students extending the period of study in (4) in the preceding paragraph.
 - (7) For male conscripts born after 1995 enrolled in the undergraduate program, if served in the military during the study period or there are other special circumstances, the maximum credits are 34 credits in principle.
2. Students who meet the requirements for taking additional courses will not be charged credit fees for the additional courses taken within the original study period.
 3. Graduate Programs (Master's and PhD): No maximum or minimum credit limits.

第五條

選課注意事項：

一、必修科目以修習本班開設之課程為原則。因重補修課程衝堂或其他特殊需求者，得至各學系登記換班，經本系主管核准後，得辦理緩修或修習其他學系(班)開設科目名稱及學分相同之課程，惟仍須視該課程之學生選課狀況而定，並以先修重補修之科目為原則。

二、課程訂定先修條件限制者，須於完成先修課程且成績及格後，始得修讀。

三、必修體育課：請按原班級排訂之上課時段，依學校規定時間自行上網點選上課項目。

四、已修習及格之科目學分不得重複修習；重複修習之科目，成績及格者，其學分及成績仍不予採計。

五、專案就學役男入伍服役後復學(含中途驗退或停役情形)，其原肄業學系應對學生進行選課輔導，並提供課程銜接及學習輔導等協助。若原肄業學系已變更或停招，應依本校「各學制停招後學生學籍暨修課處理辦法」輔導之。

Course Selection Guidelines:

1. Compulsory courses should be taken within the designated class. Students with schedule conflicts due to retakes or special needs may apply for a deferral or course substitution. After approval by the Director of Department, they may defer their

course or take a course with the same title and credits offered by other departments (classes). However, course enrollment will depend on the availability, and students should take the retake courses first, in principle.

2. Courses with prerequisite requirements must be completed and passed before taking subsequent courses.
3. Required physical education courses must be selected online within the assigned class schedule.
4. Passed courses cannot be retaken. If a course is repeated and passed, the credits and grades will not be counted.
5. When conscripts return from military service (including from those discharged), their original departments shall provide counseling on course selection and study guidance. If their original department is discontinued, CMU shall provide assistance in accordance with the "Regulations on Student Status and Course Enrollment for Discontinued Programs."

第六條 學生選課優先順序規定：

- 一、因教室座位或設備等之限制，無法容納全部選課之學生時，其優先順序為：
(一)本班生、(二)本系生、(三)雙主修生、(四)輔系生、(五)學分學程、(六)外系生。
- 二、前款所列本系生之優先順序為：(一)畢業班重補修生、(二)重補修生、(三)預修生、(四)本系上修生。

Priority for Course Enrollment:

1. If a course exceeds its seating or equipment capacity, priority is given to: (1) Class students, (2) Department students, (3) Double major students, (4) Minor students, (5) Credit program students, (6) Students from other departments.
2. Within department students, priority is given to: (1) Graduating students retaking courses, (2) Students retaking courses, (3) Pre-admitted students, (4) Department students taking courses ahead of schedule.

第七條 學生於加退選時間，若因下列情形無法選課者，須填寫「加修課程申請單」向教務處提出申請。

- 一、因外系(所)之課程設定限制條件而無法於網路上選課者。
- 二、於初選階段未選到課程者。

以上以不超過該課程修課人數限制及該教室容量為原則。

During the add/drop period, students unable to select courses due to the following restrictions must submit a "Add Course Application Form" to the Office of Academic Affairs:

1. Those who are unable to enroll online due to restrictions set by other departments (or graduate institutes).
2. Those fail to get a spot in the course during the first selection stage.

Enrollment is still subject to course capacity limits and classroom availability.

第八條 學生在學習上因適應不良或其他特殊原因，得於每學期第 12 週至第 13 週內，於學生資訊系統辦理線上停修作業，辦理至多二門課程之停修，逾時不予受理。停修課程經核准後於成績欄上註記「停修」，且當學期所修學分總數仍應符合本校最低修習學分之規定，停修之科目一律不予退費。

Students facing academic difficulties may withdraw from up to two courses between weeks 12-13 through the online student information system. Withdrawal will be marked on transcripts, and the remaining credits must still meet the minimum credit requirements. No refunds will be issued for withdrawn courses.

第九條 大學部二年級(含)以上(含預修生)學生修習研究所課程，得依「大學部學生選修研究所課程申請表」辦理，該科成績達 60 分(C-)以上為及格，及格學分得列入大學部畢業學分認列；成績達 70 分(B-)以上者，若該課程學分未列入大學部畢業學分，得於入學本校研究所後申請抵免。

碩士班學生修讀博士班課程，該科成績達 70(B-)分以上，且課程學分未列計入碩士班畢業學分數者，得於入學本校博士班後申請抵免。

Undergraduate students (sophomore and above, including pre-admitted students) may apply to take graduate courses with the “Application Form for Undergraduate Students Taking Graduate Courses.” Grades above 60(C-) are considered pass, and the credits can be included in the graduation credits. Grades above 70(B-), if the credits are not included in the undergraduate graduation credits, can be transferred after admitted to graduate school.

Master’s students may take PhD courses. Grades above 70(B-), if the credits are not included in the master’s graduation credits, can be transferred after admitted to PhD program.

第十條 因系所課程變動而致無法重、補修原科目學分或學分數不足者，應填具「課程變動替代方案申請單」，經系所主管同意及教務長核可後，得另修習該系所開設之相關選修科目抵之；若因休學而致復學後無法修習原課程者，得依新制之課程學分計算。

If curriculum changes prevent students from retaking or supplementing original courses, they may fill out the “Application Form for Curriculum Adjustment Plan” to apply to take other elective courses offered by the department, after the approval of the Director of Department and the Dean of Academic Affairs. If the original course is not available after the student resumes study due to suspension, the required credits may be calculated according to the new system.

第十一條 加退選截止後，選課人數未達最低開班人數之選修、通識課程，應予停開，停開課程由教務處及研究生事務處公告，並統一辦理退選；原選課之學生，得於開學後第3週至教務處或研究生事務處辦理補(加)選課程。

前項所稱最低開班人數標準如下：專任教師最低開班人數為十一人；兼任教師最低開班人數為十五人；研究所課程博士班最低開班人數為二人，碩士班最低開班人數為三人。

After the add/drop deadline, elective and general education courses with insufficient enrollment will be canceled. The Office of Academic Affairs or the Office of Graduate Student Affairs will make announcement on the cancelled courses and students will be dropped out automatically. Students may re-select a course in week 3 of the semester.

Minimum enrollment requirements:

Courses offered by full-time faculty: 11 students

Courses offered by part-time faculty: 15 students

PhD courses: 2 students

Master's courses: 3 students

第十二條 學生於加退選截止(開學後第3週)，符合下列情況者，得填寫「逾期選課申請書」，經授課教師簽章同意後，送交教務處或研究生事務處辦理，逾期不得再以其他方式加簽申請。

一、應屆畢業生未符合應修畢業課程學分者。

二、選課未達最低修課學分規定者。(只能選修未達開課人數之課程。)

三、其他不可抗力事件或不可歸責於學生之特殊情況，導致學生無法於加退選截止前辦理選課，此情況者請檢附「學生報告書」及相關證明文件。

After the add/drop deadline (during week 3), students with the following conditions may submit a "Overdue Course Selection Application" to apply for late course registration, with signature of the course instructor and approval by the Office of Academic Affairs or the Office of Graduate Student Affairs. Late submission will not be accepted.

1. Graduating students who lack required graduation credits.
2. Students who do not meet the minimum credit requirement (may only select courses that have not reached full capacity).
3. Students affected by force majeure or special circumstances not attributable to the students that are unable to register for courses before the add/drop deadline. In this case, a "student report" and supporting documents shall be attached.

第十三條 校際選課：

本校學生至外校選課或外校學生至本校選課，須於本校開學前一週至開學後第一週內完成申請程序，並依「校際選課辦法」規定辦理，逾時不予受理。

Cross-University Course Selection:

CMU students taking courses at other universities, or vice versa, must complete the application procedure between one week before and the first week of the semester, in accordance with the “Regulations for Cross-University Course Selection.” Late submission will not be accepted.

第十四條 其他未盡事宜，依本校學則暨相關規定辦理。

Matters not addressed herein shall be subject to the relevant regulations of the China Medical University Academic Regulations.

第十五條 本辦法經教務會議通過後實施，修正時亦同。

These regulations are subject to review and approval by the University Affairs Meeting. Amendments follow the same procedure.