

元智大學學生至境外大學校院選修課程學分及成績採認表

The Form of YZU Students from Overseas University to Select Courses and Credits
Recognized

學年度 Academic Year _____ 學期 Semester _____

申請日期 Date : _____ 年(Y) _____ 月(M) _____ 日(D)

申請學生 Applied Student	系 (所) Department :		年級 Grade / 班別 Class :		學號 Student ID :		E-Mail :	
	姓名 Name (中、英文 CH and EN) :			學生簽名 Signature :		連絡電話 Tel :		
修課學校資料 School Information	國別 Country (中、英文 CH and EN) :			系所 Department (中、英文 CH and EN) :			全球處 初核 GAO Verified	
	校名 School Name (中文 CH) :							
	校名 School Name (英文 EN) :							
課程名稱 Course Name (需依境外學校成績單所列名稱) (Based on the overseas school transcript.) (如為遠距教學課程需另註明) (If it is a distance learning course, please indicate separately.)		上課時數 Number of class hours	原始成績 Original Grade	修課學年期 Academic Year	教學單位 初核 Initial verified of unit	採認結果 Result :		永久課號 (註冊組確認學分後由 課務組建置課號) Course Code (the Course Affairs Office will assign the course number)
		轉換學分 Transfer Credits	轉換成績 Transferred Grade			教學單位審核後勾選 Check after verifying by the unit (如為抵免課程請填寫本校課號、 學分數、課名) (I If it is an exemption course, please fill in the school's course number, number of credits, and course name.)		
(中文)(CH)					<input type="checkbox"/> 合抵 Agree	<input type="checkbox"/> 不予採認 Disagree		
(英文)(EN)						<input type="checkbox"/> 採認但不列入畢業學分 Accepted but not included in graduation credits		
(中文)(CH)					<input type="checkbox"/> 合抵 Agree	採認且列入畢業學分 Accepted and included as graduation _____ 學分 credits : <input type="checkbox"/> 自由選修 Free credits <input type="checkbox"/> 抵免本校課程 YZU course exempted :		
(英文)(EN)						<input type="checkbox"/> 不予採認 Disagree		
(中文)(CH)					<input type="checkbox"/> 合抵 Agree	<input type="checkbox"/> 採認但不列入畢業學分 Accepted but not included in graduation credits		
(英文)(EN)						<input type="checkbox"/> 採認且列入畢業學分 Accepted and included as graduation _____ 學分 credits : <input type="checkbox"/> 自由選修 Free credits <input type="checkbox"/> 抵免本校課程 YZU course exempted :		
審核單位 Countersign	教務長 Dean of Academic Affair Office		課務組 Curriculum Section	註冊組 Registration Section	全球事務處 Global Affairs Office	教學單位主管 Director of Unit	教學單位承辦人 Undertaker of Unit	

注意事項 Notice：

- 一、學生於境外大學校院選修課程之學分採認及成績登錄依據本校「學生至境外大學校院選修課程實施辦法」辦理。

The credit recognition and score registration of selecting courses by students at overseas universities should depend on the "Implementation Measures for Students' Elective Courses at Overseas Universities" in YZU.

- 二、學生修課期滿後，應於返國後二個月內，提供修課課程書面資料包含課程起始時間、課程時數、課程大綱及成績證明正本等資料，提出學分採認申請。境外修課期間，每學期應至少採認或抵免1門課。

After completing the course, students should provide written report about the course, including beginning date of course, course hours, course syllabus and original transcript of the course within two months after returning to the country, and apply for credit recognition. During the period of studying abroad, at least one course should be admitted or exempted each semester.

- 三、學生至境外大學校院所修習科目學分，須由修習學校出具成績證明；所修科目之中/英文名稱、上課時數、原始成績由學生填妥後，課程名稱及課程內容須經教學單位確認翻譯，並審核轉換學分及轉換成績後，送教務處註冊組核定、課務組建置課號後列入交換當學期之成績。

The subject credit of students on overseas university, they must issue a score certificate from the school where they studied. After the Chinese/English name of the subject, the number of class hours, and the original score are filled in by the student, the course name and course content must be filled in by the student. After the unit confirms the translation and reviews the transfer credits and scores, it will be sent to Registration Section for approval, and Curriculum Section will set the course number and then include it in the grades during the exchange semester.

- 四、修課學分是否採認為畢業學分總數內計算，由各教學單位審核認定。如列入畢業學分之課程，請填寫抵免之課號、學分數、課程名稱並另於教務系統建置替代課程。

Whether course credits are calculated into the total number of graduation credits should be verified and determined by each unit. If the course is included in the graduation credits, please fill in the course number, number of credits, course name and create an alternative course in the Academic System.

- 五、學生修習遠距教學課程，總學分數不得逾畢業學分數三分之一。

The total number of credits for students taking distance teaching courses should not more than one-third of the number of credits for graduation.

- 六、依個資保護法規定，本表單各項資料係僅作為業務處理需用，絕不轉做其他用途，將於資料處理完畢且保留至期限後，逕行銷毀。

According to the Personal Protection Law, the various data of this form are only used as business processing and will never be transferred to other purposes. After the data processing is completed and reserved to the deadline, it will be destroyed.