

# 國立臺北教育大學學生抵免學分實施要點

National Taipei University of Education

## Implementation Guidelines for Student Transfer of Credits

86.12.31 教務會議通過

90.5.23 教務會議修正通過

90.8.1 教務會議修正通過

90.12.26 教務會議修正通過

教育部 91.1.29 台(91)師(二)字第 91010303 號函備查

94.12.21 94 學年度第 1 學期第 2 次教務會議修正通過

95.1.26 教育部台(二)字第 0950014159 號函備查

95.5.24.94 學年度第 2 學期第 2 次教務會議修正通過

95.7.10 教育部台(二)字第 0950095725 號函備查第 3、4 點

96.4.4 95 學年度第 2 學期第 1 次教務會議修正通過

96.5.9 教育部台(二)字第 0960057295 號函備查

97.12.24 97 學年度第 1 學期第 2 次教務會議修正通過

98.1.17 教育部台高(二)字第 0980009600 號函備查

99.10.13 99 學年度第 1 學期第 1 次教務會議修正通過

99.11.4 教育部台高(二)字第 0990187193 號函備查

100.5.11 99 學年度第 2 學期第 2 次教務會議修正通過

100.5.27 教育部臺高(二)字第 1000087148 號函備查

103.5.21 102 學年度第 2 學期第 2 次教務會議修正通過

103.12.17 103 學年度第 1 學期第 2 次教務會議修正通過

104.9.11 教育部臺教高(二)字第 1040024317 號函備查

104.12.16 104 學年度第 1 學期第 2 次教務會議修正通過

105.5.6 教育部臺教高(二)字第 1050019580 號函備查

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一、國立臺北教育大學(以下簡稱本校)為處理學生抵免學分事宜，特依據本校學則第十八條及第六十九條，訂定本校學生抵免學分實施要點(以下簡稱本要點)。

1. In order to handle matters relating to student transfer of credits, National Taipei University of Education (hereinafter referred to as 'the School') has specially formulated the School's Implementation Guidelines for Student Transfer of Credits in accordance with Article 18 and Article 69 of the School regulations.

## 二、本要點適用下列學生：

- (一)入學新生。
- (二)轉學生。
- (三)經本校核准赴境外大學研修之交換學生或跨境修習學位之學生。
- (四)取得修習教育學程資格之學生。

境外大學係指教育部收錄之外國大學校院參考名冊學校或教育部公告之大陸地區大學及高等教育機構認可名冊學校。

修習教育學程者，學分抵免依本要點及本校「各師資類科教育專業課程學分抵免要點」規定辦理。

## 2. The Guidelines are applicable to the following kinds of students:

- (1) Freshmen.
- (2) Transfer students.
- (3) Students who have been approved by the school as exchange students studying at overseas universities or studying for cross-border degrees.
- (4) Students who have acquired qualifications as students studying education programs.

'Overseas university' refers to schools that have been listed by the Ministry of Education on its reference register of foreign universities and colleges or to mainland Chinese universities and institutions of higher learning that are recognized by the Ministry of Education's publicly announced register.

For those students who are studying education programs, transfer of credits will be handled according to these Guidelines and the School's 'Transfer Credit Guidelines for Professional Education Courses of All Teaching Subject Areas'.

## 三、申請時間：

- (一)入學新生及轉學生，應於入學當學期本校行事曆規定期間內辦理。
- (二)交換學生應於返校就讀當學期辦理。
- (三)跨境修習學位之學生應於畢業離校前辦理。
- (四)取得修習教育學程資格之學生，應於畢業離校前辦理。

## 3. Application times:

- (1) Freshmen and transfer students should carry out application within the semester of enrollment in accordance with the regulations stipulated in the School calendar.
- (2) Exchange students should carry out application during the semester of their return to the School.
- (3) Students studying for a cross-border degree should apply before graduation.
- (4) Students who have acquired qualification as students studying teacher education programs should apply before graduation from the School.

## 四、抵免學分範圍：

- (一)本系、所、學位學程必修學分。
- (二)本系、所、學位學程選修學分。
- (三)通識學分。
- (四)大學部彈性學分/研究所跨選學分(限交換學生)。

彈性學分及跨選學分係指學生選修所屬系所外之跨系(所、班別)、跨校、跨境課程、教育學程或學分學程課程。

## 4. Scope of Transfer Credits:

- (1) Required credits of the School's departments, graduate schools, and degree programs.
- (2) Elective credits of the School's departments, graduate schools, and degree programs.

- (3) General Education credits.
- (4) Flexible undergraduate credits/ cross-elective graduate credits (limited to exchange students).

Flexible undergraduate credits and cross-elective graduate credits refer to inter-departmental (inter-graduate school or course), inter-school, cross-border courses, education programs or credit program courses outside of the student's department or graduate school.

#### 五、抵免學分之原則規定如下：

- (一) 學科科目名稱、內容相同或相近者，以一科抵一科為原則(不可以一科抵多科)。
- (二) 已修習及擬抵免科目學分數應相同，或以學分數多者抵免學分數少者。
- (三) 五年制專科學校畢(結)業之學生，其一年級至三年級修習之科目不得辦理抵免。
- (四) 申請抵免科目最低成績標準大學部為六十分(或等第制 C- )，研究所為七十分(或等第制 B- )
- (五) 入學前修習之科目，至入學時已超過十年者不得抵免；特殊情況經專簽核准者，不在此限。
- (六) 申請抵免學分以入學或轉入年級之所屬系、所、學位學程課程結構為抵免之依據，惟入學前所修習之課程不得抵免大學部彈性課程及研究所跨選課程。
- (七) 已計入畢業學分之科目，不得申請抵免。
- (八) 授課滿十八小時者為一學分，未達學分認定標準者，不予採認。
- (九) 學分抵免經核准後，各學期所修學分數仍不得少於最低應修學分數。

#### 5. Principles and rules for transfer of credit are as follows:

- (1) The subject name and content should be the same or similar, and in principle, credit for one subject is transferred to one other subject (credit for one subject cannot be transferred to multiple subjects).
- (2) The number of credits that have been studied and the number of transfer credits to be earned should be the same, or those with more credits should receive fewer transfer credits.
- (3) Students who have graduated from (completed) a five-year junior college shall not be eligible for transfer of credits for any of the subjects taken in the first year to the third year of their studies.
- (4) At the undergraduate level, the minimum score required to apply for transfer of credits is sixty points (or C- in the rating system), and at the graduate school level, the minimum score required is seventy points (or B- in the rating system).
- (5) Subjects of pre-admission studies are not eligible for transfer of credits if they were studied more than 10 years prior to admission, except in special signature-approved circumstances.
- (6) Applying for transfer of credits is based on the structure of the department, graduate school or degree program courses for the year of enrollment or transfer. Courses taken before admission may not be used to earn transfer credits for flexible undergraduate credits and cross-elective graduate credits.
- (7) Subjects already awarded graduation credits may not be used to apply for transfer credits.
- (8) 18 hours of classes taken are equal to one credit, those who have not reached the standard for credits will not be recognized.
- (9) Upon approval of transfer credits, the number of credits studied each semester still cannot be less than the minimum required number of credits for that semester.

六、抵免學分數上限規定如下，各系、所、學院有更嚴格規定者，從其規定。

(一) 入學新生：

學士班(含學位學程)：五十學分。

博、碩士班(含學位學程)：應修畢業學分數二分之一。

(二) 大學部轉學生：

轉入二年級者，其抵免學分總數以轉入該系一年級應修學分總數為原則。

轉入三年級者，其抵免學分總數以轉入該系一、二年級應修學分總數為原則。

自轉入年級起，每學期至少應修學分數不得減少。

(三) 進修學制碩士學位班學生：應修畢業學分數四分之一。

(四) 交換學生：

抵免學士班學分者，以應修畢業學分數三分之一為限。

抵免研究所學分者，以應修畢業學分數二分之一為限。

(五) 跨境修習學位之學生：依本校「與境外大學校院辦理跨境雙學位制實施辦法」規定辦理。

(六) 持推廣教育學分班之學分證明學生：授權各系、所、學院學術專業審核，惟不得超過各學制抵免學分數上限。

(七) 依本校「學士班學生修讀碩士班課程要點」核定修讀之學生：應修碩士班畢業學分數三分之二。

教育學程抵免學分數不計入前七款抵免學分數上限。

6. Rules for the maximum number of transfer credits are as follows, and where a department, graduate school, or college has more stringent requirements, those requirements prevail.

(1) Freshmen:

Undergraduate degrees (including degree courses): 50 credits.

Doctoral and master's degrees (including degree courses): One-half of the required graduation credits.

(2) Undergraduate transfer students:

For those transferring in their sophomore year, the total number of transfer credits should in principle be no more than the number of credits required of freshman students in the same department.

For those transferring in their junior year, the total number of transfer credits should in principle be no more than the sum of the number of credits required of freshman and sophomore students in the same department.

Starting from the year of transfer, the number of credits required to be completed each semester may not be lowered.

(3) For those studying in a master's degree program under the continuing education system: One-quarter of the required graduation credits.

(4) Exchange students:

Those who are transferring the credits of an undergraduate degree shall be limited to one-third of the required graduation credits.

Those who are transferring the credits of a graduate degree shall be limited to one-half of the required graduation credits.

(5) Students who are studying for cross-border degree courses should be handled in accordance with the regulations of the School's 'Implementation Guideline of National Taipei University of Education on International Dual Degree with Overseas Institutions'.

(6) For students who hold proof of credits from a continuing education program, authorization is given to the specialized academic review of each department, graduate

school and college, but they should not exceed the transfer credit limit for each academic system.

- (7) Undergraduate students who have been approved for study according to the School's 'Guidelines for Undergraduate Students Studying Master's Degree Program Courses': Two-thirds of the required graduation credits for master's degrees.

Transfer credits for education courses are not included in the limitations of the above seven items.

#### 七、申請提高編級規定如下：

- (一) 轉學生不可提高編級。
- (二) 入學新生每抵免三十二學分得提高編級一學年，但至少修業一年，並依照學期限修學分修習，始可畢業。
- (三) 專科畢業生得提高編級至多二學年，最高得編入三年級；大學部退學學生提高編級最高得編入退學之年級，惟至多編入四年級。
- (四) 持推廣教育學分班之學分證明申請提高編級者，修業年限不得少於該學制修業期限二分之一，且不得少於一年。
- (五) 申請者應於入(轉)學當學期加退選作業結束前，以書面方式向各系、所、學院提出申請，並以一次為限。申請表經導師、系主任及院長核准簽章，並由教務處覆核，陳校長核定後始准予提高編級。
- (六) 公費生申請提高編級者其受領公費年數，以在校就學期間為限。

#### 7. Rules for applying to raise grading are as follows:

- (1) Transfer students cannot raise their grade.
- (2) Newly enrolled freshmen may raise their grade by one year for every 32 transfer credits, but with a minimum of one year of study, and they will be able to graduate provided that the number of credits taken is in accordance with the appropriate limits for each semester.
- (3) College graduates may raise their grade by a maximum number of two school years; the highest grade which they may enter is the third year. The highest grade which university students who have dropped out of studies may enter is the grade at which they dropped out of studies, with the fourth year being the highest possible grade.
- (4) For those applying to raise their grade who hold proof of credits from a continuing education program, the duration of study following the raise in grade must be no less than half of the duration of the academic program, and this must not be less than one year.
- (5) Applicants should submit their applications to departments, graduate schools and colleges in written form during their enrollment (transfer) semester and before adding or dropping from elective courses, and application is limited to one time. Upon approval of the application form by advisor, department heads and college deans, review by the Office of Academic Affairs, and approval by the University president, the applicant's grade may be raised.
- (6) The number of years of funding for state-financed students applying to raise their grade is limited to the duration of study at the School.

#### 八、辦理抵免科目學分流程

(一) 填寫「抵免學分申請表」並檢具以下文件送各學系、所、學院辦理。

1. 中(英)文歷年成績單或學分證明正本。
2. 系、所、學院及教務權責單位要求資料(如修習科目授課大綱、授課時數證明、修業證明書、招生簡章等)。
3. 持入學前於境外學校修讀之科目學分申請抵免者，需檢附符合教育部所定大學辦理國外學歷採認辦法、大陸地區學歷採認辦法或香港澳門學歷檢覈及採認辦法規定之文件辦理。

4.其他有助於審查之文件。

(二) 進行初審及複審二階段審查作業。

初審作業：

- 1.就讀系、所、學院助教審核是否為該生所屬學年度課程結構內科目、原修習學分、科目及成績填寫是否正確。
- 2.開課系、所、學院、單位就讀系所勾選「是」之科目進行審核並表示意見。

複審作業：

- 1.就讀學系、所、學院合計同意抵免之學分數、審查是否符合就讀系、所、學院之抵免學分要點各項規定並表示意見。
- 2.各學制之教務權責單位審查是否符合本校「學生抵免學分實施要點」各項規定及核定抵免之學分數。

(三) 經核准抵免科目、學分將登記於學生成績表內，其成績不列入學期及畢業平均分數。

#### 8. Procedures for Carrying out Subject Transfer Credits

(1) Fill in a 'Transfer Credit Application Form' and submit it together with the following documents to the relevant department, graduate school and college for processing.

1. Chinese (or English) transcripts over the years or original documents of proof of credits.
2. Information required by the relevant department, graduate school, college, and by educational authorities (such as the syllabi of subjects studied, proof of hours of study, certificate of courses studied, enrollment brochures, and so on.).
3. Those applying for subject transfer credits with pre-enrollment credits for courses taken at overseas schools are required to attach the necessary documents that meet the "Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education", "Regulations Regarding the Assessment and Recognition of Academic Credentials from Mainland China for Institutions of Higher Education", or "Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macao".
4. Other documents beneficial to review.

(2) Execution of the two-phase operations of Initial Review and Secondary Review.

Initial Review operations:

1. In the Initial Review, teaching assistants of the department, graduate school, and college of study verify whether the original credits, subjects and grades within the academic year course structure the particular student belongs to have been filled out correctly.
2. The department, graduate school, college, and other units where classes are held carry out review and approval and provide comments on the subjects of study selected with a 'Yes'.

Secondary Review Operations:

1. The number of transfer credits agreed by the department, graduate school, and college should be totaled and reviewed to check whether they meet the transfer credit guidelines of each department, graduate school and college, and provide comment on this.
2. The educational authorities of each school system reviews whether the transfer credits are in conformity with the various provisions and approved transfer credit numbers of the School's 'Implementation Guidelines for Student Transfer of Credits'.

- (3) Upon receiving approval for transfer of credits, the credits will be registered in the student's transcript. These scores will not be included in the semester and graduation average scores.

九、各系、所、學位學程學分抵免相關事宜，必要時得自行訂定，並送教務會議審議後公告實施。

9. When deemed necessary, each department, graduate school or degree program may formulate its own matters and procedures for transfer of credits, and submit them to the Academic Affairs Meeting for review, and subsequent announcement and implementation.

十、本要點未規定事宜，悉依本校學則暨相關法令規定辦理。

10. Any matters not covered by these Guidelines should be handled in accordance with the School's regulations and relevant legal provisions.

十一、本要點經教務會議通過，陳校長核定後公告實施，並報教育部備查。

11. These Guidelines have been approved by the Academic Affairs Meeting, and will be announced and implemented following approval by the University president, and subsequently be submitted to the Ministry of Education for future reference.