

## 亞洲大學學分抵免及編級作業規定

### Asia University Credit Transfer and Grading Regulations

- 90.12.11 第1學期第3次教務會議通過  
90.12.11 Passed by the 3rd Academic Affairs Meeting of the 1st semester
- 91.10.09 第1學期第3次教務會議修正通過  
91.10.09 Amendment passed at the 3rd Academic Affairs Meeting of the 1st semester
- 95.05.19 94學年度第2學期第2次教務會議通過新增4、8點，修正法規名稱、體例、  
1、2、3點條文刪除原第2、3、4、6、9、11、13點條文  
95.05.19 The second academic meeting of the second semester of the 1994  
academic year passed the addition of points 4 and 8, revised the name, style,  
and provisions of points 1, 2, and 3 of the regulations, and deleted the  
original points 2, 3, 4, 6, 9, 11, 13 points
- 95.06.02 亞洲秘字第9502623號函發布  
95.06.02 Asia Secret Letter No. 9502623 is released
- 96.10.31 96學年度第1次教務會議通過修正第2、3、5、7點條文  
96.10.31 The first academic meeting of the 1996 academic year passed the  
amendment of points 2, 3, 5 and 7
- 96.11.27 亞洲秘字第0960007829號函發布  
96.11.27 Asia Secret Letter No. 0960007829 is released
- 100.04.15 99學年度第2次教務會議修正通過第2點條文  
100.04.15 The second academic meeting of the 1999 academic year revised and  
approved the second point of the article
- 100.05.04 亞洲秘字第1000005203號函發布  
100.05.04 Asia Secret Letter No. 1000005203 is released
- 102.04.09 101學年度第1次教務會議修正通過第2點條文  
102.04.09 The first academic meeting of the 101 academic year revised and approved  
the second point.
- 102.05.01 亞洲秘字第1020004800號函發布  
102.05.01 Asia Secret Letter No. 1020004800 is released.
- 105.12.21 105學年度第1學期第1次教務會議通過新增第8點，原第8、9點條次變更  
105.12.21 The first academic affairs meeting of the first semester of the 105  
academic year approved the addition of point 8, and the original points 8 and 9  
were changed.
- 106.01.13 亞洲秘字第1060000642號函發布  
106.01.13 Asia Secret Letter No. 1060000642 is released

1、本規定依本校學則第二十三條第二項訂定之。

1. These regulations are stipulated in accordance with Paragraph  
2 of Article 23 of the school's academic regulations.

2、學生抵免學分之申請：

- (1) 新生暨轉學生應於入學當學期或每學期加退選前教務處公告時程內  
辦理。
- (2) 學生經核准至國外學校修課之抵免，則須於修課完畢取得成績後一  
個月內辦理。

- (3) 日後因課程變動、轉系或修讀輔系、雙主修等特殊情形得再申請抵免學分，但應檢具相關證明文件。
- (4) 學生得依各學系(組)訂定之「專業證照檢定抵免課程學分對照表」檢附相關資料，於學期加退選前教務處公告時程內辦理，限以乙級或相當乙級以上之證照申請，同時取得多種證照者至多以抵免二科目為限。

## 2. Application for student credit exemption:

- (1) Freshmen and transfer students should apply within the schedule announced by the Academic Affairs Office before enrolling in the semester or each semester.
- (2) If a student is approved to take courses in a foreign school, the credit must be applied within one month after the course is completed and the results are obtained.
- (3) In the future, in the event of changes in the curriculum, department transfers, or pursuing minors, double majors, or other special circumstances, students may apply for credit exemptions again, provided that they can provide relevant supporting documents.
- (4) Students can submit relevant information according to the "Professional Certificate Examination Credit Exemption Course Credits Comparison Table" stipulated by each department, and process it within the time period announced by the Academic Affairs Office before adding or withdrawing from the semester. It is limited to Grade B or equivalent. For applications for certificates above Class B, those who obtain multiple certificates at the same time are limited to two subjects at most.

## 3、學分抵免繳交資料：

- (1) 學生申請學分抵免應依性質填具「專業必、選修課程科目學分抵

免申請表(如附表一)」、「基礎及分類通識課程科目學分抵免申請表(如附表二)」，並檢具原肄(畢)業學校核發之成績單正本及相關證明文件至所屬系(組)所、學程辦理申請。

(2)學分抵免後符合提高編級者，應填具「學生提高編級申請表(如附表三)」並檢具核准之抵免學分申請表及原肄(畢)業學校核發之成績單正本暨相關證明文件。

### 3. Credit exemption payment information:

(1) Students applying for credit exemptions should fill out the 'Application Form for Credit Exemption for Professional Required and Elective Courses (as in Appendix 1)' and the 'Application Form for Credit Exemption for Basic and Categorized General Education Courses (as in Appendix 2)' as appropriate. They should also submit the original transcript issued by their previous school upon graduation, along with relevant supporting documents, to their respective department (or program) for processing.

(2) Those who are qualified to improve their classification after credit deduction should fill out the "Student Application Form for Upgrading Classification (such as Appendix 3)" and submit the approved application form for credit deduction and the application form issued by the original school (graduation). Original transcript and relevant supporting documents.

### 4、學生申請抵免及提高編級之審核權責如下：

(1) 專業必、選修課程科目及學分數之抵免由各學系(組)所、學程負責審查。

(2) 基礎及分類通識課程科目及學分數之抵免由通識教育中心負責審查。

(3) 體育及軍訓科目及學分數之抵免分由體育室及軍訓室負責審查。

(4) 輔系科目及學分數之抵免由所修之輔系(組)、學程負責審查。

(5) 雙主修科目及學分數之抵免由加修學系(組)、學程負責審查。

(6)學分抵免後提高編級由教務處負責審查。

各權責單位辦理科目及學分數抵免之審核，除本作業規定之各項規範者外，得依其需求另訂相關規則。

4. The review powers and responsibilities for students' applications for credit exemption and grade improvement are as follows:

(1) The exemption of required and elective course subjects and credits for majors shall be reviewed by each department and academic program.

(2) The general education center is responsible for reviewing the credits for basic and classified general education courses.

(3) The physical education and military training subjects and credit points are reviewed by the physical education room and military training room.

(4) The exemption of minor courses and credits shall be reviewed by the minor department and academic program studied.

(5) The exemption of double major subjects and credits shall be reviewed by the additional studies department and the academic program.

(6) The Academic Affairs Office will be responsible for reviewing the grade increase after credit transfer.

In addition to the various standards stipulated in this operation, each responsible unit may formulate relevant rules according to its needs for the review of subjects and credit credits.

5、學分抵免以原就讀學校學制等同本校學制者始可辦理。五年制專科學校前三年級之科目學分不得抵免。

5. Credit exemption can be applied only if the academic system of the original school is equivalent to the academic system of this school. Credits from subjects in the first three years of a five-

year college are prohibited.

6、科目學分數不同時，處理抵免之規定如下：

(1)以多抵少者，以本校之學分數登錄。

(2)以少抵多者：

1. 原修習科目之學分數少於本校全學年之學分數而多於(等於)本校一學期之學分數，則准抵免上學期科目而補修下學期科目。
2. 原修習科目之學分數少於本校一學期之學分數，則該科目不予抵免。

6. When the number of subject credits is different, the rules for handling credits are as follows:

(1) If more is used to compensate for less, the number of credits from the school will be used to register.

(2) Using less to offset more:

1) If the number of credits in the original course is less than the number of credits in the school year but more than (equal to) the number of credits in one semester, the courses in the previous semester will be exempted and the courses in the next semester will be taken.

2) If the number of credits in the original course is less than the number of credits in one semester of the school, the course will not be exempted.

7、學分抵免之登錄，依下列規定辦理：

(1) 新生(含轉學生)抵免之科目與學分應由各學系(組)所、學程登錄於歷年成績表第一學年成績欄，並於各科目備註「抵免」字樣。

(2) 轉學生及經核准至國外學校修課完畢學生抵免之科目與學分，應由各學系(組)、學程登錄於歷年成績表內轉入年級前之各學年成績欄(二年級轉學生登記於第一學年；三年級轉學生登記於一、二學年)，並於各科目備註「抵免」字樣。

(3) 轉系(組)所、學程學生之科目與學分，其原歷年成績表繼續使

用，並於各科目備註「抵免」字樣，由教務處註冊組負責登錄。

(4) 修讀輔系、雙主修學生抵免之科目與學分，應由教務處註冊組登錄於歷年成績表內之申請修讀輔系、雙主修當學年成績欄並分別於該科目備註「抵免」字樣。

7. The registration of credit exemption shall be handled in accordance with the following regulations:

(1) The subjects and credits that are exempted for freshmen (including transfer students) should be recorded in the first-year score column of the previous academic transcripts by each department and academic program, and the word "exemption" should be noted in each subject.

(2) The subjects and credits for transfer students and approved students who have completed courses at foreign schools should be recorded in the academic performance column of each academic year before the transfer to the grade by each department and academic program. Grade transfer students are registered in the first academic year; third-year transfer students are registered in the first and second academic years, and the word "credit" is noted in each subject.

(3) The subjects and credits of students who transfer to another department or the program will continue to use their original transcripts. The word "credit" will be noted in each subject, and the registration team of the Academic Affairs Office will be responsible for recording.

(4) The subjects and credits for students taking minor departments and double majors to be exempted should be registered by the registration team of the Academic Affairs Office in the academic performance column of the academic year when they applied for minor departments or double majors in the previous year's transcripts and separately in the subjects. Note

the word "credit".

八、曾在境外大學院校修讀之科目學分，得依本辦法有關規定申請抵免，其學分轉換以授課時數及修課內容作為學分換算及科目抵免之原則。各國學分換算原則如下：

(一) 本校學分與美制、日制及陸制之學分可同等換算。

(二) 英國 CATS 學分制 $\div 4$ =本校學分 (Credits)。

(三) 歐洲 ECTS 學分制 $\div 2$ =本校學分 (Credits)。

(四) 其他特殊情形由開課單位審定。

8. Credits from subjects that have been studied at overseas universities and colleges may be applied for credits in accordance with the relevant provisions of these regulations. The credit conversion shall be based on the number of teaching hours and course content as the principle of credit conversion and course credits. The credit conversion principles for various countries are as follows:

(1) Our school's credits can be converted equally to American, Japanese, and mainland credits.

(2) UK CATS credit system  $\div 4$  = credits of this school (Credits).

(3) European ECTS credit system  $\div 2$  = credits of this school (Credits).

(4) Other special circumstances shall be determined by the course offering unit.

9、本作業規定未盡事宜，悉依有關法令辦理。

9. Matters not covered in this operation shall be handled in accordance with relevant laws and regulations.

10、本作業規定經教務會議通過，陳請校長核定後發布施行，修正時亦同。

10. This work regulation shall be approved by the academic affairs meeting and shall be promulgated and implemented after approval by the principal. The same applies to revisions.