

國立臺灣科技大學學生抵免學分辦法

99年10月12日第157次教務會議修正通過
100年10月11日第161次教務會議通過
103年03月25日第171次教務會議通過
104年06月09日第176次教務會議通過
108年06月11日第196次教務會議通過
110年10月19日第205次教務會議修正通過
111年09月13日第209次教務會議修正通過

第一條 本辦法依本校學則訂定，以利各系、所、學程及其他開課單位辦理學生之學分抵免。

These regulations are set out in accordance with the General Academic Regulations of the National Taiwan University of Science and Technology to facilitate the processing of credit transfers for students of all departments, graduate institutes, study programs or other course-offering units (hereafter “departments”).

第二條 本校學生合於以下規定之一者得申請抵免學分，並以一次為原則：

- (一)重考或重新申請入學之新生、轉學及轉系（所、學程）之學生。
- (二)先修讀學分後考取修讀學位或考取後入學前修讀本校該學制相關課程者。
- (三)學士後學士學位學程學生入學前已修讀學士以上學位層級相關領域同性質科目學分者。
- (四)修讀學、碩士學位期間，修習碩、博士班課程成績七十分或B-以上，其學分未列入畢業最低學分數內，而持有證明者。
- (五)因就業保留入學資格或休學者於保留入學或休學期間從事相關工作、在學期間參加國際技能競賽國手培訓或參與專業成長實習，經核准並持有工作或培訓時數證明者。
- (六)學生入學後經本校核准出國進修或參加報部有案之進修課程，成績及格且持有證明者。
- (七)大學部四年制新生入學當學年度參加國立臺灣大學基礎學科認證考試或先修課程，成績符合各院系及格標準且持有證明者。

NTUST-students can apply for credit transfer if they meet any of the following requirements. In general, they can only apply once.

- 2.1 New students who have entered the university by retaking the entrance examination or reapplying for admission; students transferring from other universities; students transferring from one NTUST departments to another.
- 2.2 Students who have taken courses for credit only and then obtain admission to a degree program; students who are admitted to NTUST and have taken NTUST courses related to their degree program before enrollment.
- 2.3 Students who are admitted to a second bachelor’s degree program and have already taken courses related to this second major at Bachelor’s degree level or above before enrollment.

- 2.4 Students who can document that they have taken master's or PhD- level courses while studying for a bachelor's or master's degree, respectively, and have earned a grade of at least 70 or B-, with the credits not counted towards the minimum number of credits needed for graduation.
- 2.5 Students who have retained their enrollment status during employment; students who take leave of absence to gain work experience related to their studies; students who participate in training for WorldSkills Competition; students who do internships for professional growth. Their applications for credit transfer may be approved if they can prove the number of hours of work or training completed.
- 2.6 Students who go abroad for further study with the approval from NTUST; students who take Ministry of Education approved professional training courses. They have to submit official transcripts to prove that these courses have been completed successfully
- 2.7 Undergraduate freshmen in four-year-degree programs who have taken the National Taiwan University Certification Examinations for Basic Subjects or have enrolled in preparatory courses. They have to submit score reports to prove that they achieved the passing scores as required by the respective department they wish to enroll in..

第三條 核可之抵免學分數不得超過規定畢業學分數二分之一（含）。
於本校取得之學分數，除推廣教育中心須遵照前項規定外，其餘得不受前項規定之限制。以遠距教學之方式取得推廣教育中心學分申請抵免者，其抵免學分數已超過畢業學分數之三分之一者，應造冊報教育部備查。
參與本校雙聯學制者，其核可抵免學分，不得超過規定畢業學分三分之二。
在職專班得視實際需要自訂可抵免學分數，惟最高不得超過一至三項所列學分數上限。
大學部學生核准抵免總學分達五十學分（含）以上者（不含轉學生），得視情況提高編級一學年，但至少須修業一年始可畢業。學士後學士學位學程學生申請抵免學分後，其實際修習取得學分數不得少於四十學分。如各系所有雙聯學制等簽約合作之情況，從其規定。

The maximum number of transferred credits cannot exceed half of the required credits for graduation.

Credits from courses taken at NTUST's Continuing Education Center are applied to the limit, but credits obtained from any other courses taken at NTUST are not limited by it. Applications for the transfer of credits earned at the Continuing Education Center through distance learning: If the transferred credits exceed one-third of the total credits required for graduation, to the application will be forwarded to the Ministry of Education for further review.

The maximum number of transferable credits for students in dual degree programs cannot exceed two-thirds of the credits required for graduation.

Evening programs for working professionals can decide individually on the maximum

number of transferable credits; however, the permitted transfer credits cannot exceed the maximums stated above.

Undergraduate students who successfully applied for credit transfer (excluding students transferring from other universities) and transferred 50 or more credits in total, may be waived one academic year of study, but at least one year of study at NTUST is required for graduation. Students in second bachelor's degree programs who successfully applied for credit transfer have to earn at least 40 credits at NTUST as a graduation requirement. For dual degree programs where cooperative agreements are signed with another university, relevant regulations of those agreements shall apply.

第四條 審核抵免學分之原則規定如下：

- (一) 學分抵免以入學學年度前十年內所修成績及格且未獲得同學制學位之學分為限。特殊情況經專案簽請教務長核准者，不在此限。
- (二) 以多抵少：抵免後以少學分登記。
- (三) 以少抵多：所缺學分應予補修，如無法補足學分數者，不得抵免。
- (四) 科目名稱、內容相同者。
- (五) 科目名稱不同而內容相同者。
- (六) 凡曾在教育部認可之境外大學校院修讀，若學校係採歐洲學分互認體系 (European Credit Transfer and Accumulation System, ECTS)，ECTS 的學分以二分之一計算，取整數(四捨五入)。若學校採英國學分累計及轉換制度 (Credit Accumulation Transfer Scheme, CATS)，CATS的學分以四分之一計算，取整數 (四捨五入)。若為美制、日制、陸制之學分採等同換算為原則。
- (七) 五年制專科學校(結)業學生，參加科技校院四年制各項入學考試錄取本校者，其於專科一至三年級所修習之科目不得辦理抵免。參加科技校院二年制或研究所各項入學考試錄取本校者，其於專科一至五年級所修習之科目不得辦理抵免。
- (八) 二年制專科學校畢(結)業學生，參加科技校院二年制或研究所各項入學考試錄取本校者，其於專科所修習之科目皆不得辦理抵免。
- (九) 學分抵免之課程代碼以本校開設課程為限，不含國立臺灣大學系統及他校課程。
- (十) 各系、所、學程及其他開課單位得因個別科目之情況，認定該科不得抵免。

The principles for granting approval of credit transfers are as follows:

4.1 The transfer of credits is limited to credits awarded for courses passed within 10 years prior to the academic year of enrollment, and these credits shall not have been counted towards a previous dual degree program. Under special circumstances and with the approval and signature of the Dean of Academic Affairs, these restrictions shall not apply.

4.2 If the credits awarded for the course to be transferred are more than the NTUST credits given for a similar course, the number of transferable credits will be based on the credits for the respective NTUST course credits.

- 4.3 If the credits awarded for the course to be transferred are less than the NTUST credits given for a similar course, the remaining credits must be made up. If this is not possible, no credits will be transferred.
- 4.4 If the title and the content of the course is largely similar with the respective course at NTUST, credits can be transferred.
- 4.5 If the title of the course is different from the respective course at NTUST, but the content is the largely similar, credits can be transferred.
- 4.6 For students who have studied at an overseas university recognized by the Ministry of Education which uses the European Credit Transfer and Accumulation System (ECTS), two ECTS credits shall equal one credit at NTUST with integers rounded up. If the overseas university uses the UK's Credit Accumulation Transfer Scheme (CATS), four CATS credits shall equal one credit at NTUST with integers rounded up. For credits awarded by universities using the U.S., Japanese or Mainland Chinese systems, in general, the number of credits at NTUST shall be equal.
- 4.7 For students, who have graduated from a five-year junior college and have been admitted to a four-year program at NTUST, credits earned during years 1-3 of the junior college shall not be eligible for credit transfer. For students admitted to a two-year program or graduate program at NTUST, credits earned during the junior college are not eligible for credit transfer.
- 4.8 For students who have graduated from a two-year junior college and have been admitted to a two-year program or graduate program at NTUST, credits earned during junior college shall not be eligible for credit transfer.
- 4.9 Applications for credit transfers are limited to courses offered by NTUST, and do not include courses offered by the National Taiwan University System or other universities.
- 4.10 All departments have discretion to decide whether to reject credit transfer for certain courses.

第五條 抵免學分之申請及審查：

- (一)應於入學、轉系（所、學程）後當學期或取得學分之次學期，檢具原校（系）成績單或原始成績證明，於本校所定抵免申請期間內逕向所屬系、所、學程提出申請（申請免參加新生入學英文分級會考者送語言中心）。惟經本校核准出國進修之應屆畢業生，其出國選課抵免申請得於取得學分之當學期辦理。
- (二)接獲申請之系、所、學程等單位，應依學生申請抵免之科目性質成立審查小組負責審查。抵免科目如非本系、所、學程所開課程，得轉請相關單位審查，相關單位不得拒絕。
- (三)轉系（所、學程）前通過之抵免課程，轉系（所、學程）後得重新提出申請；轉系（所、學程）後之系得重新認定學生申請之抵免課程。
- (四)審查完成後，經院長核可後，將資料彙送教務處，並簽請教務長核定。

大學部四年制學生英文必修領域科目之抵免，依本校四年制學生英文必修領域課程修習辦法規定辦理。

教育學程科目之抵免，依本校中等學校教育學程學分抵免暨跨校選修辦法規定辦理。

專業成長實習之抵免，依本校專業成長實習作業要點規定辦理。

大學部新生入學前修習本校寒暑期密集課程成績及格，得由承辦單位彙整名單後送教務處辦理抵免登錄。

Application and evaluation of credit transfers:

5.1 Students should submit the original grade transcripts from the university (department) or the originals of the grade report certificates to the intended NTUST departments within the designated application period. The credit transfer may take effect when the student first enrolls at the departments or during the semester after the credits were received (newly enrolled students who apply for exemption from new student English proficiency tests shall be referred to the NTUST Language Center). Students, who did an exchange program at a partner university abroad in their final year before graduation, can apply for processing the credit transfer in the semester in which they receive their credits.

5.2 The departments that receive credit transfer applications should set up a committee to evaluate the applications. The committee should be made up of faculty who specialize in the fields for which applicants request credit transfers. If the course for which the credit transfer is being applied for is not offered by the departments, they may ask another relevant unit to proceed with the evaluation. This request shall not be refused.

5.3 Credit transfers that were approved before by a department, may be resubmitted to a new department for re-approval. The new departments may decide to reconfirm the credit transfer for which the student had previously applied.

5.4 Upon completion of the review and approval through signature by the Dean of the College, the documents will be sent to the Office of Academic Affairs, to be signed by the Dean of Academic Affairs for approval.

Credit transfer relating to the required English courses for four-year undergraduate students should follow NTUST Guidelines for Required English Courses for Four-Year Undergraduate Students.

Credit transfer relating to the Teacher Training Program should follow NTUST Guidelines for Middle and High School Teacher Training Program Credit Transfer and Inter-School Course Selection.

Credit transfer relating to Internships for Professional Growth should follow NTUST's Guidelines for Internships for Professional Growth.

New undergraduate students who have obtained passing grades in NTUST winter/summer intensive courses taken before enrollment can apply for credit transfer

after the name list of the eligible students has been sent by course-coordination unit to the Office of Academic Affairs.

第六條 抵免學分之登記，應將抵免科目學分，登記於歷年成績表內各學年成績欄，並依抵免審查結果註明「抵免」或「免修」二字；「抵免」學分計入畢業總學分(成績免錄)；「免修」學分不計入畢業總學分(學分及成績免錄)。

Credit transfers should be recorded on the student's permanent transcript in the respective academic year, using the remark "Credit Transfer" or "Requirement Waived," as determined by the evaluation committee. "Credit Transfer" means that the credits will be counted toward the total credits for graduation (the original course grade will not be recorded). "Requirement Waived" means that the credits will not be counted toward the total credits for graduation (neither the credits earned nor the original grade will be recorded).

Note: The remarks "Credit Transfer" or "Requirement Waived" are represented by "EX" on the English transcript.

第七條 不論抵免學分多寡，每學期所選學分數，應至少達該學期下限學分規定。

Regardless of how many credits have been approved for transfer, the student must select courses of at least the minimum number of credits required each semester.

第八條 校訂科目表所列必修科目，因科目表修訂而停開或改為選修或更改名稱及學分時，需補修或重修者，可免補修或重修，得以性質相近之科目或新訂名稱之科目抵免，但其畢業總學分數不得減少。

Students will be exempted from who need to making up or retaking the course, if any of the required courses is discontinued and does not show on the NTUST required course list, if it was changed into an elective course, or if the course title or number of credits was changed: Instead, students may take similar courses or a course with a new title to apply for credit transfer, with the total number of credits required for graduation remaining the same.

第九條 本辦法未盡事宜，悉依教育部相關法規及本校學則等相關規定辦理。

Any matters not covered by these regulations will be handled in accordance with the regulations of the Ministry of Education and this university.

第十條 本辦法經教務會議通過後實施，修正時亦同。

These regulations, and any ensuing revisions, will be implemented after being approved by a meeting of the Academic Affairs Council.