

文藻外語大學國際交流學生學籍及學分抵免處理要點

Wenzao Ursuline University of Languages

Guidelines for International Exchange Student's Status & Transfer of Credits

中華民國 92 年 11 月 19 日研發會議通過 Approved at the Research and Development Committee meeting on
November 19, 2003

中華民國 96 年 1 月 9 日跨處室國際交流推動小組會議修正 Amended at the Cross-departmental Committee for the
Promotion of International Exchange meeting on January 9, 2007

民國 96 年 11 月 27 日跨處室國際交流推動小組會議修正 Amended at the Cross-departmental Committee for the
Promotion of International Exchange meeting on November 27, 2007

中華民國 100 年 5 月 24 日跨處室國際交流推動小組會議修正 Amended at the Cross-departmental Committee for
the Promotion of International Exchange meeting on May 24, 2011

民國 100 年 6 月 7 日行政會議通過 Approved at the Executive Committee meeting on June 7, 2011

中華民國 102 年 8 月 25 日校長核定配合學校改名大學修訂法規名稱 Ratified by the University President for
Change of Document Title in concert with the University's Name Change on August 25, 2013

民國 103 年 01 月 07 日行政會議修正通過 Amended at the Executive Committee meeting on January 7, 2014

民國 103 年 01 月 28 日校長核定通過 Ratified by the University President on January 28, 2014

- 一、文藻外語大學為加強國際學術交流，協助學生出國研習，訂定「文藻外語大學國際交流學生學籍及學分抵免處理要點」（以下簡稱本要點）。

Article I. Wenzao Ursuline University of Languages has enacted the Guidelines for the Establishment of International Exchange Student's Status & Transfer of Credits (hereinafter "Guidelines") to encourage its students to participate in student exchange programs.

- 二、本要點適用對象為依「文藻外語大學國際交流學生甄選辦法」所甄選之國際交流學生，未依本辦法參加甄選而出國交流者，其學籍及學業須依「文藻外語大學學生自覓國際交流機構進修期間學籍及學業處理要點」規定辦理。

Article II. The eligible students are students selected in accordance with the International Exchange Student Selection Regulations. For students who are not selected based on this Regulations, their student statuses and studies have to comply with the Guidelines for International Exchange Student's Status & Study with regard to students apply for studying abroad by themselves.

- 三、具役男身份學生，應依「教育部審核尚未履行兵役義務之在學役男出國參加國際學術體育活動處理要點」之規定，至遲於出國前二個月內備齊文件，由學務處報請教育部審核。

Article III. Students who are draftees should submit all documents two months before studying abroad to Office of Student Affairs for approval by the MOE based on the Guidelines for Students who do not fulfill their Duty of Military Service and are planning to participate in the International Academic/sports Activities abroad.

- 四、學生赴國外大學進行國際交流以不超過一年為限。

Article IV. The duration of studying abroad has to be within one year.

學生於國外大學，進行短期之國際交流，若影響期末考試者，得准提前考試，其成績處理方式與公假同。

If it is a short-term study, due to the timing, final exam can be started earlier at the School; the grades calculation should follow the Guidelines for Requesting Leave (for official leave).

學生於國外大學進行長期之國際交流（一學期以上者），得免辦理休學，惟仍應於開學前辦理註冊手續，除有其他規定外，須繳交全額學雜費，及所抵免之學分費。

Students who study abroad for more than one semester do not need to apply for withdraw. However, they should still complete the enrollment procedures before the beginning of the semester; unless stated in other regulations, full tuition and fees as well as the fees of transferred credits must be paid.

- 五、學生於國外大學進行國際交流期間，應於選課完畢後，將國外研習課程相關資料，寄送回所屬學系(所)核查。

Article V. Students should mail their curriculums at institutions abroad to the School after completing the course selection.

- 六、學生於國外大學研習課程之學分數及抵免規定，依下列各款辦理：

Article VI. Rules of credits and transfer of credits are stated below:

- (一)所修學分數，每一學期大學部不得少於十學分，研究所不得少於六學分或交流機構所規定之最低學分數（學分得依所交流機構之學制換算）。

1. Every semester, university students must register for a minimum of 10 credits and students of graduate institute for a minimum of 6 credits or the minimum credits required by institutions abroad (credit calculation is based on the system of institutions abroad).

- (二)學生於國外大學所修得之學分，採抵免制，其成績不列入學期(年)及畢業平均分數。學分抵免按學校規定辦理。

2. Credits from institutions abroad can be transferred and the grades are not calculated for semester (academic year) as average grades for the graduation grades.

- (三)所研習科目抵免方式由所屬系(所)採抵免從寬之原則自行審核。

3. The transferred credits are evaluated by the School based on the doctrine of liberal construction.

- (四)修課期滿，應取得國外大學所研習全部科目之正式成績單或成績證明書，於返國後送請所屬系(所)核定，各系(所)應於一個月內將核定抵免之科目學分送交教務處註冊組(進修部教務組)辦理抵免事宜。

4. Students who attended the full length of the study program and acquired the official transcripts of the curriculums should submit the records to the School after returning to Taiwan. Each Dept. should submit the approved transferred credits to Registration Section, Office of Academic Affairs (Academic Affairs Section, Division of Continuing Education) within one month for conducting the transfer of credits.

- (五)應屆畢業生若抵免後，符合畢業資格，經相關單位核定後，即可領取學位證書。

5. Graduating students whose credits are transferred and meet the eligibility for graduation, degrees will be conferred after approval.

- 七、其他有關學生出國研習之學業及學籍未盡事宜，依相關規定辦理。

Article VII. Matters not specified in these Guidelines shall be resolved according to other related regulations.

- 八、本辦法經行政會議通過，陳請校長核定後實施，修正時亦同。

Article VIII. These Guidelines become effective after review and approval by the Executive Committee and ratification by the University President. Amendments must follow the same procedure.