

## 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. 4. 9 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
- 112.11.06 112學年度第1學期第2次教務會議通過新增第5、7點，修正第1、3、4點條文，原第5、6、7、8、9、10點條次變更  
112.11.06 The second academic meeting of the first semester of the 112 academic year approved the addition of points 5 and 7, the amendment of points 1, 3, and 4, and the changes to the original points 5, 6, 7, 8, 9, and 10.
- 112.12.14 亞洲秘字第1120018735號函發布  
112.12.14 Asia Secret Letter No. 1120018735 is released
- 113.06.12 112學年度第2學期教務會議通過新增第2點，修正第3、7、8點條文，原第2至12點條次變更  
113.06.12 The academic affairs meeting of the second semester of the 112 academic year approved the addition of point 2, amendments to points 3, 7, and 8, and changes to the original points 2 to 12.
- 113.06.21 亞洲秘字第1130010193號函發布  
113.06.21 Asia Secret Letter No. 1130010193 is released
- 113.10.01 113學年度第1學期第2次教務會議通過修正第2、6點條文  
113.10.01 The second academic meeting of the first semester of the 113th academic year passed the amendment to points 2 and 6.
- 113.10.17 亞洲秘字第1130016670號函發布  
113.10.17 Asia Secret Letter No. 1130016670 is released

一、本校依據學則規定，訂定亞洲大學學分抵免及編級作業規定（下稱本規定）。

1. Based on the academic regulations, our school formulates the regulations for credit transfer and grading of Asia University (hereinafter referred to as these regulations).

二、辦理學分抵免分為抵免、免修或認列，其定義如下：

2. Credit Transfer, Exemption, and Recognition Definitions:

(一)「學分抵免」應符合科目名稱及課程內容相近之既有課程。

(1) "Credit credits" should comply with existing courses with similar subject names and course content.

(二)「免修」係指審核同意後，學生不必修習該課程，但仍需選修其他科目以補足畢業所需學分數。

(2)Exemption: Students are exempted from taking a course but must choose other courses to meet graduation requirements.

(三)「認列」係指審核同意後其學分數採計畢業學分數。

(3)Recognition: Credits are recognized and counted toward graduation requirements after approval.

三、學生抵免學分之申請：

3.Application for student credit exemption:

(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。

(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) 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。

(2)Freshmen and transfer students should apply within the schedule announced by the Academic Affairs Office before enrolling in the semester or each semester.

(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。

(3)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.

(4) 學生得依各學系(組)所、學位學程訂定之「專業證照檢定項目」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，英語文能力悉依「亞洲大學英語課程修習要點」之標準辦理，同時取得多種證照者至多以申請免修二科目為原則。

(4)Students can submit relevant information in accordance with the "Professional Certificate Verification Items" stipulated by each

department (group) and degree program, and apply within the time announced by the Academic Affairs Office before adding or withdrawing from the semester. Applications are limited to Grade B or equivalent certificates. English language proficiency is handled in accordance with the standards of "Asia University English Course Learning Points". Those who have obtained multiple certificates at the same time can apply for exemption from taking at most two subjects.

#### 四、學分抵免採線上申請及繳交紙本佐證資料：

4. Credit exemption requires online application and submission of paper supporting documents:

(一) 學生申請學分抵免應於系統開放期間線上登錄「學生資訊系統」，填具所屬學系（組）所、學位學程課程規劃之基礎課程、通識課程、專業必選修或自由選修科目之抵免相關資料，並檢具原肄（畢）業學校核發之成績單正本及課程大綱或相關證明文件至所屬學系（組）所、學位學程辦理。

(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.

(二) 學分抵免後符合提高編級者，應填具「學生提高編級申請表（如附表一）」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。

(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.

#### 五、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、學位學程負責審查。

(2) 校定必修之語文、核心及博雅通識等科目及學分數之抵免由通識教育中心負責審查。

(3) 輔系科目及學分數之抵免由所修之輔系學系（組）所、學位學程負責審查。

(4) 雙主修科目及學分數之抵免由加修學系（組）所、學位學程負責審

查。

(5)跨領域學程科目及學分數之抵免由該跨領域學程權責單位負責審查。

(6)他系專長學程科目及學分數之抵免由加修學系（組）、學位學程負責審查。

(7)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，除本規定之各項規範者外，得依其需求另訂相關規則。

5.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 exemption of minor courses and credits shall be reviewed by the minor department and academic program studied.

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

(5) The credit for subjects and credits of cross-disciplinary programs shall be reviewed by the responsible unit of the cross-disciplinary program.

(6) The credit for the subjects and credits of other specialty courses shall be reviewed by the additional studies department (group) and the degree program.

(7) 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.

六、抵免學分之審核由開課之權責單位負責審查，並由教務處負責複核。抵免審查包含前置、初審、複審及複核四階段作業。

6. The review of credit credits shall be reviewed by the responsible unit responsible for starting the course, and shall be reviewed by the Academic Affairs Office. The credit review includes four stages: pre-examination, preliminary review, review and review.

(一)前置作業：由學生就讀學系（組）所、學位學程進行以下資料檢核。

1. 檢核佐證資料(依本規定第三點辦理)與抵免申請表是否一致，如：

課程名稱、學分數與成績是否及格。

2. 原修習科目與抵免科目學分數不得以少抵多。

3. 檢核有無重複抵免之情形。

(1) Preparatory homework: The following information will be checked by the department (group) and degree program where the student is studying.

1. Check whether the supporting information (processed in accordance with the third point of this regulation) is consistent with the credit application form, such as: course name, number of credits, and whether the grades are passing.
2. The credits of the original subjects and the credits of the exempted subjects shall not be offset by the amount of credits.
3. Check whether there are any duplicate credits.

(二)初審作業：

- 1.科目及學分數抵免之審核由權責單位之課程委員會依抵免科目專業考量推派至少兩位(含)以上教師，依據第四點第一項第一款學生繳交之課程大綱及修課成績進行實質審查得抵免之學分數。
- 2.前日審查結果需再提權責單位之課程委員會審議。
- 3.申請學生之就讀學系（組）所、學位學程負責彙整各權責單位之審查結果，確認可抵免之學分數，送所屬學系課程委員會，審查是否符合就讀學系（組）所、學位學程之抵免學分要點各項規定。

(2) Preliminary review assignments:

1. The examination of subjects and credit credits shall be carried out by the curriculum committee of the responsible unit based on the professional consideration of the subject to be exempted. At least two (inclusive) teachers shall be selected to conduct a substantive review of the credits to be credited based on the course syllabus and course results submitted by the students in Paragraph 1, Paragraph 1 of Point 4.
2. The current review results need to be submitted to the curriculum committee of the responsible unit for review.
3. The department (group) and degree program where the applicant is studying is responsible for summarizing the review results of each responsible unit, confirming the number of credits that can be deducted, and sending it to the curriculum committee of the department to which the applicant belongs to review whether it meets the various regulations on the key points for credit exemption of the department (group) and degree program where the student is studying. (2) Preliminary review assignments:

(三)複審作業：申請學生之就讀學系（組）所、學位學程將初審作業結果及相關資料提送所屬學院之院課程委員會進行複審。

(3) Review assignment: The department (group) and degree program of the applicant will submit the preliminary review assignment results and relevant information to the Curriculum

Committee of the affiliated college for review.

(四)複核作業：

1. 由教務處審核各學系（組）所、學位學程、中心之抵免程序及學生抵免總學分數符合規定。
2. 審核提高編年級作業。

(4) Review work:

1. The Academic Affairs Office shall review the credit exemption procedures of each department (group), degree program, and center and the total number of credit credits for students to comply with regulations.
2. Review and improve grade-level assignments.

七、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。

7.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.

碩士班學生於修學士學位期間所選修之碩士班課程，其修業成績達七十分以上者，且此課程不計入大學畢業學分數規定者（應請檢附「修讀研究所學分證明」，如附表二），得申請抵免課程。

Master's degree students who have taken a master's degree course while studying for a bachelor's degree, and whose academic score reaches 70% or above, and this course does not count towards the university's graduation credit requirements (please attach a "certificate of graduate school credits", as shown in Appendix 2), may apply for course credit.

八、抵免學分之原則如下：

- (一)科目名稱、內容相符者。
- (二)科目名稱不同而性質或內容相符者。
- (三)科目名稱、內容不同而性質相同者。
- (四)持有「青年教育與就業儲蓄帳戶方案」實務資歷相關證明（工作年資證、勞工保險證明或體驗學習證明）者，得由相關學系（組）所、學位學程抵免對應學科之課程或實習學分。

8. The principles of credit exemption are as follows:

- (1) The subject name and content match.
- (2) Subjects with different names but consistent nature or content.
- (3) Subjects with different names and contents but the same nature.
- (4) Those who hold relevant certificates of practical qualifications of the "Youth Education and Employment Savings Account Program" (work seniority certificate, labor insurance certificate or experiential learning

certificate) can be credited for courses or internship credits in the corresponding disciplines from the relevant departments (groups) and degree programs.

九、科目學分數不同時，處理抵免之規定如下：

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

(一) 以多抵少者，以本校之學分數登錄。

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

(二) 不可以一科抵多科(係指抵免後尚有剩餘學分)為原則，如有特殊情形，須由權責單位之課程委員會進行專業審查，方可抵免。

2) The principle is that one subject cannot be used as credit for multiple subjects (meaning there are remaining credits after the credit is credited). If there are special circumstances, professional review must be conducted by the curriculum committee of the responsible unit before credit can be applied.

(三) 抵免科目學分數不足者，應在完成補修之科目學分後始得辦理抵免。

(3) If the number of credits for the credited subjects is insufficient, the credits for the credits should be completed only after the credits for the supplementary subjects are completed.

十、經核准抵免科目、學分將登錄於學生歷年成績表內，其成績不列入學期及畢業平均分數。

10. The approved subjects and credits will be recorded in the student's academic performance list, and their scores will not be included in the semester and graduation average scores.

十一、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。

11. 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.

十二、本作業規定未盡事宜，悉依有關法令辦理。

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

十三、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。

13. 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.