

亞洲大學學士班學生修習碩士班課程作業要點  
Operating Guidelines for Bachelor's Degree Students at Asia  
University to Take Master's Degree Courses

96.01.15 95 學年度第 1 學期第 3 次教務會議修訂通過  
100.12.29 100 學年度第 1 學期第 3 次教務會議修訂通過  
101.02.07 亞洲秘字第 1010000874 號函發布  
102.04.09 101 學年度第 2 學期第 1 次教務會議通過修正第 1 點條文  
102.04.30 亞洲秘字第 1020004705 號函發布  
102.07.29 101 學年度第 2 學期第 2 次教務會議修訂通過  
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103.04.10 102 學年度第 2 學期第 1 次教務會議修訂通過  
103.04.28 亞洲秘字第 1030005282 號發布  
108.06.05 107 學年度第二學期第 1 次教務會議通過修正第 2 點條文  
108.07.05 亞洲秘字第 1080009771 號函發布  
112.07.27 111 學年度第 2 學期第 2 次教務會議通過修正法規名稱、第 2、3、4、6、7、8 點條文  
112.08.10 亞洲秘字第 1120011998 號函發布

- 一、為鼓勵本校大學部學生賡續在本校攻讀碩士，並期達到連續學習及縮短修業年限之目的，特訂定本要點。

"One: In order to encourage undergraduate students of this university to continue their master's studies at this university and achieve the objectives of continuous learning and shortening the period of study, these guidelines have been established."

- 二、學士班學生得於一年級下學期至四年級上學期申請，依本校行事曆公告時程，向相關系(所)碩士班提出申請。

"Two: Undergraduate students may apply from the second semester of the freshmen year to the first semester of the senior year, according to the schedule announced in the university calendar, to the relevant department(s) or graduate programs for admission to the master's program. 預修生之甄選標準、甄選程序及選課事宜由各系(所)自訂，並請將辦理結果回報教務處公告。

"Two: "The selection criteria, selection procedures, and course enrollment details for preparatory students shall be determined by each department or graduate program, and the results of the process should be reported to the Office of Academic Affairs for public announcement."

同時獲本校兩個以上碩士班錄取者，應於本校指定日期之前擇一碩士班報到並放棄其餘碩士班預研究生錄取資格。

"Students who have been admitted to two or more master's programs at our university must choose one of the master's programs and complete the enrollment process by the specified date, forfeiting their admission eligibility for the remaining master's programs."

三、本要點之學士班預先修讀研究所課程之學生(以下簡稱預修生)係指經前條錄取之大學部學生。

"Three: The term 'prospective students' in these regulations refers to undergraduate students who are admitted through the aforementioned process to take graduate-level courses prior to their formal enrollment in a master's program."

四、預修生必須於第四年級(含)之前取得學士學位，並參加本校碩士班甄試入學或一般生入學考試，經錄取後始正式取得碩士班研究生資格。

"Four: Prospective students must obtain a bachelor's degree before the end of their fourth year (inclusive). Subsequently, they must participate in the master's program admission test or the regular student admission examination held by the University. Only after being admitted through this process can they formally qualify as master's students."

五、各系(所)應提供預修生有關選課及相關輔導措施。

"Five: Each department (or institute) should provide prospective students with information about course selection and relevant counseling measures."

六、預修生取得碩士班研究生資格後，大學期間所選修之碩士班課程，其修業成績達七十分以上者，其學分可承認為碩士班應修之學分，但至多可抵免三分之二碩士班應修學分數(不含論文學分)。

"Six: Prospective students who obtain the status of a master's program graduate student and achieve a grade of seventy or above in the master's program courses they took during their undergraduate studies may have those credits recognized as part of the required credits for the master's program. However, the maximum credit transfer allowed is two-thirds of the required master's program credits (excluding thesis credits).

預修生修得之碩士班學分已計入大學部畢業學分者，其後得否抵免碩士班學分，由各系所自訂規範認定之。

Prospective students who have already counted master's program credits towards their undergraduate degree may be subject to regulations determined by each department or graduate program regarding whether they can still transfer credits for the master's program."

七、預修生取得碩士班研究生資格後，未於五年內取得學、碩士學位者，其第六年學雜費比照一般生收費標準辦理。

"Seven: Prospective students who obtain the status of a master's program graduate student and do not obtain their bachelor's and master's degrees

within five years will be charged tuition and fees at the standard rate for regular students in the sixth year."

- 八、預修生依第四條規範進入碩士班就讀，必需符合就讀碩士班學系所訂「取得畢業資格應修學分數」及「通過學位考試」之規定，方得取得碩士學位證書。本要點未盡事宜，依相關規定辦理。

"Eight: Prospective students who enter the master's program according to Article 4 must meet the requirements set by the master's program department for the "number of credit hours required to obtain graduation qualifications" and "passing the degree examination" in order to obtain a master's degree certificate. Matters not covered by these provisions shall be handled in accordance with relevant regulations."

- 九、本要點經教務會議通過，報請校長核定後發布施行，修正時亦同。

"Nine: These guidelines, after being approved by the Academic Affairs Council, shall be submitted to the President for approval and promulgation, and the same shall apply when amendments are made."



# 亞洲大學學士班學生修習碩士班課程作業要點

## 申請表

"Application Form for the Operating Guidelines for Bachelor's Degree Students at Asia University to Take Master's Degree Courses."

申請日期 Application Date :      年 Year      月 Month      日 Day

學 號 Student ID Number			學 制 Educational System	<input type="checkbox"/> 大學日間部 University Day Division <input type="checkbox"/> 進修學士班 Bachelor of Continuing Education	
姓 名 Name			就讀系所(組) Department (Division) of Study		
聯絡方式 Contact Information	手機： cell phone: 電話： Phone:		年級班別 Grade and class	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 年 班	
申請修讀 系所別 Department of Application for Enrollment	_____學系碩士班 _____組				
學 年 School year	第一學年 First Academic Year		第二學年 Second Academic Year		第三學年 Third Academic Year
					第四學 年 Fourth Academic Year
學 期 Semester	上學期 First Semester	下學期 Second Semester	上學期 First Semester	下學期 Second Semester	上學期 First Semester
					下學期 Second Semester
				學業總平均 Overall Academic Average	
				歷年成績 Historical Grades 全班排名/人 數	
				/	

								Class Rank/Number of Students	
學業成績平均 Grade Point Average (GPA)								百分比 Percentage	
<p>※ 說明：申請學生請檢附歷年成績單（轉學生附入學前原校及現修歷年成績單）及各學系甄選辦法規定之資料，連同本申請表一併送擬申請之系所，以備審查。</p> <p>"Instructions: Applicants are requested to submit their transcripts (transfer students should include transcripts from their previous and current schools) along with the required documents specified in the respective department's selection criteria. Please send these materials together with this application form to the department you intend to apply to for review."</p>									
申請修讀系所 (組)審查結果 (請打勾) Application for Enrollment in Department (Unit) Review Result (Please Check)	<input type="checkbox"/> 資格符合，同意該生為本系碩士班預修生 Eligible, Approve the student as a pre-master's student in this department.  <input type="checkbox"/> 不同意 (請述明原因): Disapprove (please provide reasons)							系所承辦人 Department Coordinator	
								<input type="checkbox"/> 系統登錄 System Login	
指導教師簽名 Supervisor's Signature								系所主管 Program Director	
							註：不通過學生不需指導教師簽名		
註冊與課務組承辦人 Registrar and Academic Affairs Coordinator			註冊與課務組組長 Director of Registration and Academic Affairs				教務長 Dean of Academic Affairs		

附註：

- 錄取名額、甄選標準由各系（所）自訂，請逕向擬申請修讀之系所洽詢。  
The quota and selection criteria are determined by each department (or graduate program). Please contact the department (or program) you intend to apply for directly for information.
- 同時獲本校兩個以上碩士班錄取者，應於本校指定日期之前向「註冊與課務組」申請擇一碩士班報到並放棄其餘碩士班預修生錄取資格。

Students who have been admitted to two or more master's programs at our university must apply to "Registration and Curriculum Division" to choose one master's program to enroll in before the specified date and must relinquish their admission status for the other master's programs.

3. 預修生必須於第四年級（含）之前取得學士學位，並參加本校碩士班甄試入學或一般生入學考試，經錄取後始正式取得碩士班研究生資格。

Preparatory students must obtain their bachelor's degree before or during their fourth year of undergraduate studies and must participate in our university's master's program entrance examination or the general student entrance examination. Upon successful admission, they will officially acquire the status of a master's program graduate student.

4. 預修生於取得碩士班研究生資格後之學分抵免相關規定請參閱本校「亞洲大學學士班學生修習碩士班課程作業要點」。

For information regarding credit transfer and exemptions for preparatory students who have obtained the status of master's program graduate students, please refer to the "Operational Guidelines for Asia University Bachelor's Degree Students Taking Master's Degree Courses."

5. 預修生依第四條規範進入碩士班就讀，必需符合就讀碩士班學系所訂「取得畢業資格應修學分數」及「通過學位考試」之規定，方得取得碩士學位證書。

Preparatory students entering the master's program as per the regulations in Article 4 must comply with the requirements set by the master's program departments regarding the "number of credits required for graduation" and "passing the degree examination" to be eligible for receiving a master's degree certificate.