

## 銘傳大學國外修讀科目抵免學分作業流程 Ming Chuan University Overseas Study Credit Waiver Procedure

國外修讀科目抵免學分程序說明:

### ①擬訂預選課程 Overseas course plan

通常國外交流學校將會要求確認錄取之交換學生於行前擬出預選課程表，但最後可修習之課程需於國外學校開學後才能確定，所以預選課程並不保證與抵達國外學校後所修讀的課程相同。擬訂課程須考慮因素 When accepted by overseas institute, plan ahead what courses you would like to take. Course plan may be subject to change after arriving at overseas school. Steps to be taken :

— 瀏覽國外學校的網站得知有哪些課程可以修讀 Search the course information provided by the overseas institute

— 考慮本身尚餘本校必選修之課程學分 Find out the remaining required/ elective credits at MCU

— 與系主任討論國外預選之學分可否抵免 Discuss with Dept. Chair/ Program Head about credit waiver policy

②學生出國前，將本系核可後之(A表)國外修讀科目規劃表繳交至國教處上簽呈核 Before going abroad, submit (Form A) Ming Chuan University Overseas Study Schedule, first approved by each Department office, to Division of International Education & Exchange (IEE)。

③學生抵達國外學校確認修習課程後，應立即填具(B表)銘傳大學國外修讀科目抵免學分申請表傳送回報國內本校所屬各系初審，審核通過後若再有異動，則須立即向所屬各系申請更正 After arriving at overseas institute and registering for courses, submit (Form B) Ming Chuan University Overseas Study Credit Waiver Application Form to each department. In case of any change, contact each department for approval and make correct on the application form。

④學生回國後，攜帶(C表)國外學校授課時數證明(載明國外課程每週授課時數、授課週數)及國外學校寄發至國教處之正式成績單至各學系，由各系依初審之(B表)國外修讀科目抵免學分申請單進行複審 When finishing the overseas study and before leaving, have (Form C) MCU LEARNING AGREEMENT (Credit Hour Certification) filled in/ signed by the departmental coordinator and institutional coordinator at the overseas institute. When official transcript gets to IEE office and forwarded to each department, the department shall final review (Form B) Ming Chuan University Overseas Study Credit Waiver Application Form and proceed with credit waiver procedure。

⑤複審通過後即完成抵免程序 Credit waiver procedure is complete based on the approval of the final review。

注意事項：

1.依據大學法施行細則第23條規定，大學學分之計算原則以授課滿十八小時為一學分 According to Article 23 of Enforcement Rules of the University Act, the calculation of credits for universities shall follow the principle that 18 teaching hours shall be equal to 1 credit.。

2.抵免原則請參考本校學生手冊【學生申請抵免科目學分辦法】；另請備妥國外學校修讀

科目課程大綱作為審核依據 Credit waiver policy is stated in Student Handbook. It is advised to prepare course syllabus from overseas institute to facilitate the waiver process。

3.申請表格如下頁，電子檔案於國際教育交流處網站下載 Download forms on IEE website。

銘傳大學交換生學生學分抵免處理原則

2012/1/16

一、依大學法施行細則第 23 條規定「大學學分之計算，原則以授課滿十八小時為一學分」。

二、持美制學期學分(Semester Credit)者：

1. 每週時數核算原則：

- 上課 50-60 分鐘者，以 1 小時計。
- 上課 100-120 分鐘者，以 2 小時計。
- 上課 150-180 分鐘者，以 3 小時計。

2. 上課週次核算原則：

上課 14-18 週者，以 18 週計。

3. 學分核算原則：

- 上課 18 週，每週上課 1 小時者，抵免 1 學分。
- 上課 18 週，每週上課 2 小時者，抵免 2 學分。
- 上課 18 週，每週上課 3 小時者，抵免 3 學分。

三、持美制季學分(Quarter Credit)者(上課 10-12 週)：

1. 每 3 季學分，抵免 2 學分。

四、另持非美制學分者得依下列原則辦理：

ECTS 轉換學分：

**ECTS = 1/2 US, ie: 4 ECTS = 2 US CREDITS**

CATS 轉換學分：

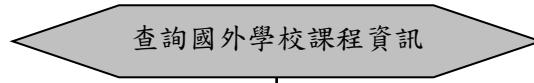
**CATS = 1/2 ECTS, ie: 4 CATS = 2 ECTS = 1 US CREDIT**

### 出國學分抵免流程圖

負責單位

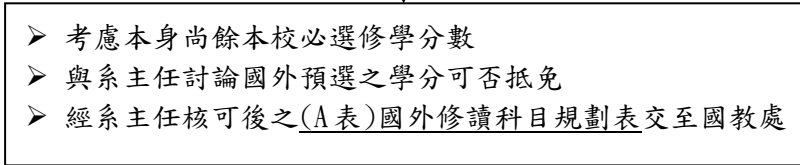
預計作業起始或所需時間

學生/國教處



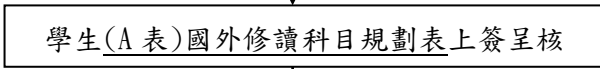
學生經國外學校確認錄取後進行

學生/各院系所

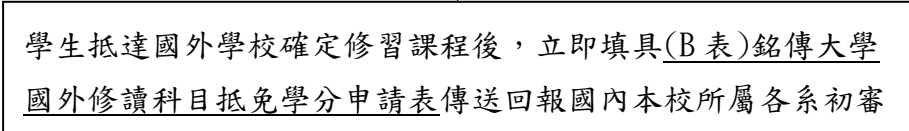


出國前完成

國教處

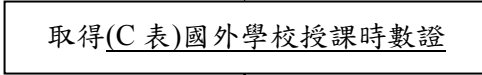


學生/各院系所



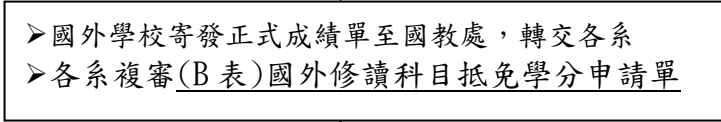
學生到國外學校，開學後進行

學生

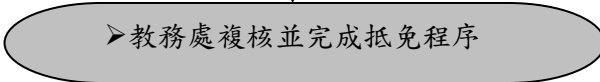


國外學校學期中

學生/  
各院系所



學生返國後1個月



本表單蒐集之個人資料，僅限於交換學生申請目的存續期間所需之必要範圍與地區內，供業務相關人員處理及利用。您將享有個資法第3條規定的五項權利，並可至「銘傳大學個人資料保護專區」(<http://pims.mcu.edu.tw>)進一步瞭解本校的個資管理政策、法規與個資連絡窗口。

\*The information collected on this form is only used in the range and region required for the purposes of holding administrative processing and data analysis for exchange student application; the period of keeping the information on file is based upon the activity. You will have rights in accordance with Item 5, Article 3 of Personal Information Protection Act. Please refer to MCU Guidelines for Personal Information Protection Management and MCU Personal Information Management System at URL (<http://pims.mcu.edu.tw>) for further understanding of MCU personal information management policy, regulations and contact information.

## (A 表) 銘傳大學國外修讀科目規劃表

(Form A) Ming Chuan University Overseas Study Schedule

制別 Program	<input type="checkbox"/> 大學部 Undergraduate	出國修課期間 Overseas Study Period	自	學年	學期至	學年	學期
	<input type="checkbox"/> 碩士班 Master's		From the	__ semester of 20__	—	__ to the	__ semester of 20__
班級 Class	學系	年級	班	學號	姓名	手機	
	Department	Year	Class	Student ID No.	Name	Cell phone No	

適用架構：( )年

修課學校名稱 Name of the Institution for Overseas Study: <b>國外學校校名 Name of Host Institution</b>				
課程名稱 Course Name (in full) (不得簡稱)	每週授課時數 Hours of Class/ week	授課週數 Total Weeks of Class	學期數 Semester	學分數 Number of Credits
<b>國外學校 課程名稱(英文或中文)</b> <b>Course title in Chinese or English at host institution</b>	<b>國外學校</b> <b>At host school</b>	<b>國外學校</b> <b>At host school</b>	<input type="checkbox"/> 上 Fall <input type="checkbox"/> 下 Spring	<b>國外學校</b> <b>At host school</b>
			<input type="checkbox"/> 上 Fall <input type="checkbox"/> 下 Spring	
			<input type="checkbox"/> 上 Fall <input type="checkbox"/> 下 Spring	
			<input type="checkbox"/> 上 Fall <input type="checkbox"/> 下 Spring	
			<input type="checkbox"/> 上 Fall <input type="checkbox"/> 下 Spring	
			<input type="checkbox"/> 上 Fall <input type="checkbox"/> 下 Spring	

### 注意事項：Notes:

- 依據大學法施行細則第23條規定，大學學分之計算原則以授課滿十八小時為一學分。

According to Article 23 of Enforcement Rules of the University Act, the calculation of credits for universities shall follow the principle that 18 teaching hours shall be equal to 1 credit.

- 程序：①出國前填妥(A表)銘傳大學國外修讀科目規劃表。(繳交至國教處)

②至國外選課確認後填具(B表)銘傳大學國外修讀科目抵免學分申請單。(繳交至各系)

Procedures:

- ① Fill in and submit (Form A) Ming Chuan University Overseas Study Schedule to the International Education and Exchange Division.
- ② Fill in and submit (Form B) Ming Chuan University Overseas Study Credit Waiver Application Form after the confirmation of the overseas study schedule to each department.

本表單蒐集之個人資料，僅限於交換學生申請目的存續期間所需之必要範圍與地區內，供業務相關人員處理及利用。您將享有個資法第3條規定的五項權利，並可至「銘傳大學個人資料保護專區」(http://pims.mcu.edu.tw)進一步瞭解本校的個資管理政策、法規與個資連絡窗口。

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## (B 表) 銘傳大學國外修讀科目抵免學分申請單

### (Form B) Ming Chuan University Overseas Study Credit Waiver Application Form

制別 Program	<input type="checkbox"/> 大學部 Undergraduate <input type="checkbox"/> 碩士班 Master's	出國修課期間 Overseas Study Period	自 學年 學期至 學年 學期 From the __ semester of 20__ - __ to the __ semester of 20__ - __							
班級 Class	學系 年級 班 Department Year Class	學號 Student ID No.	姓名 Name			手機 Cell phone No				
修課學校課程名稱 Name of the Institution for Overseas Study		國家名稱 Country			國外學校名稱 Name of Host Institution					
		中文 Chinese			中文 Chinese					
		英文 English			英文 English					
選別 (必修或選修) Type R or E	科目代號 Course No.	銘傳大學課程名稱 Ming Chuan University Course Name	修課學分數 Number of Credits	外校每週授課時數 Hours of Class/week	外校授課週數 Total Weeks of Class	學期數 Semester	抵免學分數 Credits	成績 Score	系審查結果 (一律核蓋職章) Review Result	
		修課學校課程名稱 Course Name of the Institution for Overseas Study							學分數 Credits	承辦人 (抵免)核章 Responsible Staff (Waiver) Approval
銘傳必修或選修 R or E	銘傳代號 Course No. at MCU	本校：銘傳大學課程名稱(英文或中文) Course title in Chinese or English at MCU	銘傳學分 At MCU	國外學校 At host school	國外學校 At host school	國外學校 At host school	銘傳學分 At MCU			(初審) (Initial Review)
		外校：國外學校 課程名稱(英文或中文) Course title in Chinese or English at host institution	國外學校學分 At host school							(複審) (Final Review)
										(初審) (Initial Review)
										(複審) (Final Review)
										(初審) (Initial Review)
										(複審) (Final Review)
										(初審) (Initial Review)
										(複審) (Final Review)

預計抵免\_\_\_\_\_學分

Expected Waived \_\_\_\_\_ Credits

實際抵免\_\_\_\_\_學分

Actual Waived \_\_\_\_\_ Credits

系 簽 章 Seal of the Department		教 務 處 簽 章 Seal of the Academic Affairs Division			
祕 書 Secretary	主 任 Director	承 辦 人 Responsible Staff	組 長 Section Chief	副教務長 Assistant Dean of Academic Affairs Division	教務長 Dean of Academic Affairs Division
(初審) (Initial Review)	(初審) (Initial Review)	(初審) (Initial Review)	(初審) (Initial Review)	(初審) (Initial Review)	(初審) (Initial Review)
(複審) (Final Review)	(複審) (Final Review)	(複審) (Final Review)	(複審) (Final Review)	(複審) (Final Review)	(複審) (Final Review)

## 注意事項：Notes:

1. 依據大學法施行細則第23條規定，大學學分之計算原則以授課滿十八小時為一學分。

According to Article 23 of Enforcement Rules of the University Act, the calculation of credits for universities shall follow the principle that 18 teaching hours shall be equal to 1 credit.

2. 程序： ① 出國前填妥銘傳大學國外修讀科目規劃表 (A表) 繳交至國教處。  
 ② 至國外選課確認後，立即填具銘傳大學國外修讀科目抵免學分申請表 (B表) 及國外學校修讀科目課程大綱傳送至各系初審。  
 ③ 回國後，請檢附授課時數證明表 (C表) 及成績單正本至各系複審。

## Procedures:

- ① Fill in and submit Ming Chuan University Overseas Study Schedule (Form A) to the International Education and Exchange Division.
- ② Fill in and submit Ming Chuan University Overseas Study Credit Wavier Application Form (Form B) and the course syllabus after the confirmation of the overseas study schedule to your department for the first stage of evaluation.
- ③ Please submit the credit hour certification (Form C) and the original transcript to your department for the second stage of evaluation.
3. 本表單蒐集之個人資料，僅限於教務管理及校務分析使用，非經當事人同意，不轉做其他用途，亦不會公佈任何資訊，並遵循本校資料保存與安全控管辦理。  
 The personal information collected on this form is used only for academic affairs data management, and university affairs analysis. Without student's express agreement, this information will not be used for any other purpose, nor will it be publicized, in accordance with the university's data storage and security control management procedures.

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## (C 表) 銘傳大學國外修讀科目授課時數證明 (Form C) MCU LEARNING AGREEMENT (Credit Hour Certification)

English Name of student: .....	Chinese Name of student: .....
Date of Birth: .....(dd)/ .....(mm)/ .....(yy)	MCU Student ID: .....
Department: .....	
Home University: Ming Chuan University	Country: Taiwan

### DETAILS OF LEARNING AGREEMENT AT HOST UNIVERSITY

Host University: ... **國外學校校名 Name of Host Institution**.... Country: ... **國家 Country**....

Item	Course Name	Hours of Class/ Per week	Total Weeks of Class	Semester(s) (Please tick <input type="checkbox"/> )	Number of Credits
	<b>國外學校 課程名稱(英文或中文)</b> <b>Course title in Chinese or English at host institution</b>	<b>國外學校</b> <b>At host school</b>	<b>國外學</b> <b>校</b> <b>At host school</b>	<input type="checkbox"/> Fall <input type="checkbox"/> Spring	<b>國外學校</b> <b>學分</b> <b>At host school</b>
				<input type="checkbox"/> Fall <input type="checkbox"/> Spring	
				<input type="checkbox"/> Fall <input type="checkbox"/> Spring	
				<input type="checkbox"/> Fall <input type="checkbox"/> Spring	
				<input type="checkbox"/> Fall <input type="checkbox"/> Spring	

#### Host University

We confirm this learning agreement is correct and approved.

Departmental coordinator's signature (系秘書)

Institutional coordinator's signature (國際事務人員)

.....

.....

Date: .....

Date: .....

❖ Please post mail student's official transcripts directly to Ming Chuan University (Attn: Ivy Lin, Study Abroad, International Education and Exchange Division, Add: No.5, De-Ming Road, Gui-Shan, Taoyuan 33348, Taiwan).

#### Student's signature:

I confirm the information of this learning agreement is correct and will be used for my MCU credit transfer.

.....

Date: .....