



# 學分採認說明會

## CREDIT TRANSFER

2019/08/29



# 所需文件 / Required Documents

1. 大學成績單正本  
Official Transcript
  2. 學生境外修習學分採認表 (教務處課務組表單下載)  
Application form for credit transfer  
(download from Curriculum Section, Office of Academic Affairs:  
<http://www.acad.tku.edu.tw/CS/downs3/archive.php?class=402>)
  3. 1,000字(中文或英文)之留學心得與相關照片  
A report of studying abroad, 1000 words (in Chinese or English), with photos
- ✓ **繳交期限: 9/20 (五)中午12點前**  
**Deadline: 12:00, Sep. 20 (Fri.)**
  - ✓ **繳交時以校為單位**  
**Submit in group of host university.**
  - ✓ **相關文件恕不退還, 請自行留底**  
**All documents are non-returnable.**

# 成績單 / Transcript

## 注意事項 / Points to note

1. 尚未收到成績單的同學，請務必盡快自行向交換學校詢問  
If you haven't received your transcript, please contact your host university ASAP.
2. 系上作業時可暫時接受影本，但**教務處只接受正本**  
Copied transcript is OK for preliminary review within IB dept..  
**Office of Academic Affairs accept original transcript only.**
3. 繳交時，成績單正面請用**鉛筆**寫上**姓名、班級、學號**  
When submitting the transcript, please write down your **name, class & grade, and student ID.**



# 學生境外修習學分採認表

## Application Form of Credit Transfer

### 注意事項 / Points to note


1. 填寫時以**校**為單位

1 host university, 1 form

2. 填寫前請先確認預計抵免之科目是否已於出國前取得學分

Before filling the form, please make sure that you haven't received the credits of the course you want to transfer to before studying abroad.

(請先查看缺修學分表 / Please check the list of lacking credits)

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3. 由於美國學校要求全職生每學期最低需選修12學分與各校選修學分之公平原則，本系最多僅承認一年**30學分**

Universities in the U.S. require full-time students to take at least 12 credits each semester.

Therefore, IB dept. only recognize **30 credits** for a complete academic year based on the principle of equitableness and reasonableness.

4. 每科抵免學分上限為本校開課學分數


The maximum credits that can be transferred of each course is that of the course of TKU.

5. 科目名稱、課程類別、系級、科目編號、學期序、選必修、學分數

請參照系網頁 [海外留學大四回國學分採認](#) [國企系國際商學全英語組出國學分採認表\(148科\)](#) 仔細填寫

For course title, category, grade, serial no., semester, required(A)/selective(C), credit, please refer to excel file of Courses for Credit Transfer for Div. of Global Commerce, IB Dept. (148 courses) on the webpage of IB dept.

國貿系 <b>【XX 學年度】</b> 出國留學班、交換生選課表									
留學學校：			可抵本校科目						
CSUS (加州州立大學)									
課程名稱	學分數	序號	科目名稱 【請填寫全名】	1 系必修 2 系選修 3 核心(群別) 4 其他	系級	科目編號	學期序	選必修	學分數
Business Finance	3	1	財務學入門	2	3	B1294	0	C	3
Mgmt Contemporary Organiz	3	2	人力資源管理	2	3	M0003	0	C	3



6.本校科目部分盡量以公告之148科及系上所開必選修為主，以免學校不允許採認


The courses offered by IB dept. and listed in the excel file of Courses for Credit Transfer for Div. of Global Commerce, IB Dept. (148 courses) are the priority for credit transfer in case of rejection.

7. 萬一真的無法於公告之148科及系上所開必選修中找到適合的抵免科目，請至課程查詢系統查詢適當之科目填寫，並檢附相關教學大綱。惟是否承認與抵免係屬教務處之權責，故請同學盡量自第6項所述範圍選取相關科目。

If you cannot find any suitable courses from IB dept. or the excel file, please search in the online course catalog. When submitting the application form, please provide the syllabus as an attachment. The final review will be done by the Office of Academic Affairs. It is strongly recommended to choose the course from IB dept. or the excel file.

選擇	年級	開課 序號 教學計畫表	科目 編號 書表	專業 別	學期 序	班 別	分 組 別	必 選 修	學 分	群 別	科目名稱 (Courses)	人數 設限	授課教師 (©教學支援平台)	上課時間	
														星期 / 節次 / 教室	星期 / 節次 / 教室
系別 (Department): TL FBE 國企系 國商英語組														DIVISION OF GLOBAL COMMERCE, DEPARTMENT OF INTERNATIONAL BUSINESS (ENGLISH-TAUGHT PROGRAM)	
	1	<a href="#">2773</a>	A0529		1	A		選	2		英語會話 全英語授課	50	曾秀美 (052***) ©	一 / 3,4 / B 425	





8. ESL課程，本系最多承認**6學分**。同時，非英語之外語課程採認系選修學分則以國企系國商組出國學分採認表為依據。

IB dept. recognizes **6 credits** for ESL program.

Credit transfer of courses of other languages shall be based on the excel file.

9.體育課程是否承認與抵免係屬體育事務處權責，非屬本系負責事務。然欲抵免體育課程者，需選修類似課程（以一學期**18週**，每週**2小時計**）並獲有**分數**，方可辦理抵免。→**必須有列在成績單上，且有學分**填寫時請請至課程查詢系統查詢適當之科目填寫。

Credit transfer of PE courses is reviewed by Office of Physical Education. Please choose similar courses (**2 hours per week, 18 weeks per semester**) with credits for credit transfer. → **PE classes is shown in transcript.**



10. 僅**全英語授課**之學分可採認為畢業學分。

Only the credits of **ENGLISH-TAUGHT**  
courses can be recognized for graduation.

## 11. 分數轉換規則 / Grading Scale

- 語言學校課程不論係屬該校語言中心或正式課程，一律以75分計

All courses of ESL program will be graded 75.

- 體育一律以90分計

All PE courses will be graded 90.

- 其他科目轉換依海外留學大四回國學分採認所公告之轉換規則辦理

Grading of other courses will be based on the grading scale provided on the webpage of IB dept.

- 當初無故未出席且未委請代表出席授旗典禮者，於抵免時，每科分數各扣5分

Those who didn't attend or didn't have representatives to attend the flag presentation ceremony for study abroad will get 5 scores deducted for each course.

# 留學心得與照片

## Report of Study Abroad and Pictures

### 心得內容 / Content

- 請至系網頁海外留學大四回國學分採認專區下載心得格式檔填寫。  
The template of the report can be downloaded from the webpage of IB dept.
- 請務必提供照片。  
Pictures must be included in the report.

請於9月20日12:00前將心得寄至[tbfxm@mail.tku.edu.tw](mailto:tbfxm@mail.tku.edu.tw)，檔案名：姓名\_學號\_留學學校\_「國企系大三留學生/交換生心得報告」

Please send the report to [tbfxm@mail.tku.edu.tw](mailto:tbfxm@mail.tku.edu.tw) before 12am, Sep. 20, with the file titled: Name\_student ID\_host university\_Report of Study Abroad



- ✓ 同學辦理學分抵免作業時，須同時繳交成績單，申請表及留學心得，方受理其學分抵免作業。且因以校為單位作業，因此待同一校之所有同學繳交完成，始進行抵免，故請同學互相提醒

Only when transcript, application form and report of study abroad are all submitted, the review will start.

Please note that all these documents of each student back from the same host university are submitted, will the review start.

- ✓ 請查看google表單追蹤學分採認作業進度

Please follow the google doc as follow for the process of credit transfer:

[https://docs.google.com/spreadsheets/d/1m0iRZQAAFzdqAua-IR2fGrD3TsP2jfxN8J\\_KPhbATCI/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1m0iRZQAAFzdqAua-IR2fGrD3TsP2jfxN8J_KPhbATCI/edit?usp=sharing)



# Q & A