

東海大學交換至國外學校學生申請修習科目及學分採認注意事項

THU Guidelines for Exchange Students Applying for Credit Transfers from Foreign Institutions

一、法規依據：

1. Legal Basis:

(一) 東海大學學生出境期間有關學業及學籍處理要點（詳參該要點第七點）。

(1) Guidelines on the handling of academics and student status during departure for students of Tunghai University (specifically, No. 7 of those guidelines)

(二) 東海大學學生抵免學分辦法。

(2) THU Credit Transfer Regulations

(三) 東海大學教師繳交及更正成績作業要點。

(3) and the THU Policies for Grade Submission and Correction

二、辦理時間：

交換學生申請學分採認以一次為限，於結束交換後次學期加退選截止日前辦理（擬交換結束，當學期畢業者，須於開學一週內完成學分採認）。

2. Application Timeline:

Students can apply for credit transfer only once and must do so before the course selection deadline of the semester following the completion of their exchange program. For students graduating during the current semester, credit transfers should be completed within one week after the start of the semester.

三、採認學分範圍：

各系、所之必修科目、選修科目，及該系、所承認之他系、所選修科目。採認科目以當學年或當學期所開授課程為主。

3. Scope of Credit Transfer:

Credits for required and elective courses offered by each department or graduate institute, as well as courses recognized by the respective department or graduate institute, from other departments or graduate institutes. Credits will primarily be considered for courses offered during the current academic year or semester.

四、採認學分原則：

4. Credits shall be transferred as follows:

(一) 科目名稱、內容相同者。

(1) Credits will be transferred for courses with identical course titles and content.

(二) 科目名稱不同而內容相同者。

(2) Credits will also be transferred for courses with different titles but similar content.

(三) 科目名稱、內容不同而性質相同者。

(3) Credits may still be transferred for courses with different titles and content but with

similar natures.

(四) 學分數以多抵少，不能以少抵多；一科或多科抵一科，不能一科抵多科。

(4) Credits are transferred on a one-to-one basis, i.e., credits earned should match the credits required. One course may transfer to another course, but one course cannot transfer to multiple courses.

五、學分採認審核作業流程：

學生向國際處領填申請表（或至註冊課網頁下載）→國際處確認簽核（領取成績單正本／影本成績單蓋章、登錄返校註記）→系所審查→系所主管審核→通識中心審查及主管簽核（修習課程如含有通識類課程者）→註課組收件、複核及成績登錄。

5. Review Process for Credit Transfers:

(1).Students obtain the application form from the Office of International Relations (or download it from the registration office's website).(2).The Office of International Relations verifies and approves the application, which includes stamping and registering the returned-to-school note on the official transcript. (3).Forwarded to the department for review.(4). Approved by the department chair.(5).Assessment and endorsement by the Center for General Education (for courses that include general education subjects).(6).Grade submission, cross-checking, and registration by the Registration & Curriculum Office.

六、成績登錄：

依「交換至國外學校學生修習課程及成績認定申請表」之系所認定課程通過或不通過，予以登錄，參加交換之當學期，至少應登錄 1 科，不列入排名及獎項評比。

6. Grade Registration:

Grades will be recorded based on the courses approved or otherwise by the department, as specified in the "Application for Courses Taken and Grade Recognition by Exchange Students." Students who participate in the exchange program for a particular semester should have at least one course registered. These grades will not be factored into rankings or award assessments.

七、檢附證明文件：

辦理學分抵免時，務必攜帶交換學校所給予正本之歷年成績單或學分證明等相關文件，以資查驗，否則一概不予受理。如有特殊情況，須先以傳真或 EMAIL 影本處理者，請先至國際處辦理認定後（須蓋章），始得進行後續作業。

7. Supporting Documents:

When applying for course credit transfers, students must furnish the original transcripts or credit certifications from the exchange institution for verification. Failure to do so will result in the application not being processed. In unique situations where fax or email copies are initially used, students must first obtain document certification stamps from the Office of International Relations before proceeding.

八、國外修課學分登錄為本校成績時，非百分制成績得依原校提供之轉換為百分制對照表轉換為百分後登錄；原校未能提供轉換百分制說明者，得參考下表轉換：

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	E	X
Score	100-90	89-85	84-80	79-77	76-73	72-70	69-67	66-63	62-60	59-50	49-1	0
Grade Point	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.0	0	0

8. In cases where foreign course credits are recorded as grades at THU, non-percentage grades will be converted into percentages using the conversion table provided by the original institution. If the original institution cannot provide a conversion explanation to percentages, the following table may be referred to:

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	E	X
Score	100-90	89-85	84-80	79-77	76-73	72-70	69-67	66-63	62-60	59-50	49-1	0
Grade Point	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.0	0	0