

大仁科技大學  
Tajen University  
學生抵免科目學分暨抵免後修課處理要點  
Implementation Guidelines for Student Credit Transfer and Course  
Enrollment Post-Transfer

102.06.13教務會議修正通過

Amended and passed by the Academic Affairs Meeting on June 13, 2013

102.10.16教務會議修正通過

Amended and passed by the Academic Affairs Meeting on October 16, 2013

103.10.29教務會議修正通過

Amended and passed by the Academic Affairs Meeting on October 29, 2014

107.06.14教務會議修正通過

Amended and passed by the Academic Affairs Meeting on June 14, 2018

108.03.28教務會議修正通過

Amended and passed by the Academic Affairs Meeting on March 28, 2019

108.06.04教務會議修正通過

Amended and passed by the Academic Affairs Meeting on June 4, 2019

108.12.25教務會議修正通過

Amended and passed by the Academic Affairs Meeting on December 25, 2019

109.04.30教務會議修正通過

Amended and passed by the Academic Affairs Meeting on April 30, 2020

110.01.14教務會議修正通過

Amended and passed by the Academic Affairs Meeting on January 14, 2021

111.12.27教務會議修正通過

Amended and passed by the Academic Affairs Meeting on December 27, 2022

113.05.01教務會議修正通過

Amended and passed by the Academic Affairs Meeting on May 1, 2024

114.06.04教務會議修正通過

Amended and passed by the Academic Affairs Meeting on June 4, 2025

一、 為處理學生抵免學分事宜，依據大仁科技大學（以下簡稱本校）學則有關規定，訂定「學生抵免科目學分暨抵免後修課處理要點」（以下簡稱本要點）。

Article 1 These "Implementation Guidelines for Student Credit Transfer and Course Enrollment Post-Transfer" (hereinafter referred to as "the Guidelines") are established to process student credit transfer matters, in accordance with the relevant provisions of the Tajen University Academic Rules (hereinafter referred to as "the University Academic Rules").

二、 下列學生得申請抵免學分：

- (一) 轉系生、轉學生、申請放棄輔系（雙主修）學生。
- (二) 重考或重新入學之新生。
- (三) 依學生一貫修讀學碩士學位實施要點核准先修讀學分後考取修讀學位者。
- (四) 參加本校推廣教育學分班經考試錄取之正式生。
- (五) 修讀外校學分班經考試錄取之正式生。
- (六) 依教育部相關計畫預修大學學分之新生。

Article 2 The following students may apply for credit transfer:

1. Transfer Students: Students transferring between departments, students transferring from other universities, or students who have applied to drop their minor or double major.

2. Re-admitted Students: Freshmen who have re-taken the entrance examination or have been re-admitted to the University.
3. Accelerated Program Students: Students approved to take credits early under the "Implementation Guidelines for Accelerated Bachelor's and Master's Programs" and subsequently admitted to the degree program.
4. Continuing Education Students: Regular students who previously earned credits in the University's extension education credit courses and were admitted through examination.
5. External Credit Program Students: Regular students who earned credits in credit programs at other universities and were admitted through examination.
6. Pre-university Program Students: Freshmen who completed university-level credits under relevant Ministry of Education projects.

三、

學分抵免原則如下：

- (一) 學分抵免以入學學年度前十年內所修成績及格且未獲得同學制學位之學分為限。特殊情況經專案簽請教務長核准者，不在此限。
- (二) 科目名稱、內容相同者，或是科目名稱不同但內容性質相近者，方可抵免。
- (三) 學分以多抵少者，以少學分登記；以少抵多者，不得抵免。
- (四) 學分抵免以該系所開科目為原則，抵免後每學期所修學分數應符合該學期修習學分下限規定。
- (五) 抵免學分總數以應修畢業學分數二分之一為上限，且至少須修業一年。入學前修讀外校學分班之課程，於學分抵免上限範圍內，依系所專業認定可抵免之學分。
- (六) 大學部新生抵免學分總數每達到 32 學分以上者，得提高編級一個年級，但至少須修業一年。申請提高編級以一次為限，提高編級經核定者，不得申請變更或撤銷。
- (七) 碩士班新生學分抵免達應修畢業學分數（不含碩士論文學分）二分之一以上者，得提高編級一個年級。
- (八) 轉學（系）生抵免學分總數，以轉入系年級學期前之各年級學期應修學分總數為原則，不得申請提高編級。
- (九) 五專畢業轉學生，抵免學分以大學層級相關專業科目為原則。
- (十) 四技二年級肄業學生與二專及空中行專畢業生考入二技之新生，不得要求抵免學分。
- (十一) 體育課程一律不得辦理抵免，但依本要點規定辦理而提高編級者，得抵免其編入年級前各年級之體育。
- (十二) 教保專業課程科目及學分數之抵免，依教育部「國內專科以上學校教保相關系科認可辦法」之相關規定辦理。
- (十三) 系所得自訂抵免規則，系所規定較嚴格者，所屬學生應從其規定。

Article 3

The principles for credit transfer are as follows:

1. Validity Period: Credit transfer is limited to courses passed within ten years prior to the year of admission for which a degree of the same level has not yet been obtained. Special cases approved by the Dean of Academic Affairs are exempt.
2. Course Equivalence: Credits may be transferred if the course titles and contents are identical, or if the titles differ but the contents and nature are similar.
3. Credit Calculation: If transferring from a higher-credit course to a lower-credit one, the lower credit amount shall be recorded. Transferring from a lower-credit course to a higher-credit one is prohibited.
4. Enrollment Requirements: Credits shall ideally be transferred to courses offered by the student's department. Post-transfer, the remaining credits per semester must still meet the minimum credit threshold.
5. Transfer Limits: The total transferred credits shall not exceed one-half of the graduation requirement, and at least one year of residency is required. Credits from external university programs are subject to departmental professional recognition within this limit.
6. Year Placement (Undergraduate): For every 32 credits transferred, undergraduate freshmen may advance one grade level (up to one year of residency remaining). This application is limited to once and cannot be changed or revoked.
7. Year Placement (Graduate): Master's students transferring more than one-half of the required graduation credits (excluding thesis) may advance one grade level.
8. Transfer Students: Total credits for transfer students are based on the required credits of the previous semesters of the entering grade; advancing grade levels further is not permitted.
9. 5-Year Junior College Graduates: Credit transfer is limited to university-level relevant professional subjects.
10. Ineligible Students: Sophomore dropouts from 4-year programs, 2-year junior college graduates, and Open Junior College graduates entering 2-year technical programs may not request credit transfers.
11. Physical Education (PE): PE courses generally cannot be transferred, unless a student advances grade levels under these Guidelines, in which case previous years' PE may be waived.
12. Early Childhood Care Courses: Transfer of credits for professional childcare courses shall follow the Ministry of Education's "Recognition Regulations for Early Childhood Care Related Departments."
13. Stricter Departmental Rules: Departments may set their own rules; if departmental rules are stricter, students must comply with them.

四、 抵免學分之程序如下：

- (一) 學生申請抵免學分，以入學當學期辦理一次為原則，於入學註冊後辦理。
- (二) 申請學生須填具抵免學分申請書並檢附歷年成績單或學分證明，至各系所及通識教育中心辦理初審。
- (三) 初審完成後送交教務處進行複審，複審完畢經教務主管核定後，登錄於各生歷年成績單。

Article 4 The procedures for credit transfer are as follows:

1. Application Timing: In principle, students shall apply for credit transfer once during the semester of admission. The application shall be processed after the completion of enrollment and registration.
2. Preliminary Review: Applicants must complete the Credit Transfer Application Form and attach their official transcripts or credit certificates. These documents shall be submitted to the respective departments, institutes, or the Center for General Education for preliminary review.
3. Final Review and Recording: Upon completion of the preliminary review, the application shall be sent to the Office of Academic Affairs for final review. Once ratified by the academic affairs executive, the results shall be recorded in the student's cumulative transcript.

五、 抵免科目學分應登記於歷年成績單，並註明入學之相關學籍資料。

Article 5 Transferred credits shall be recorded in the student's cumulative transcript, and the student's relevant enrollment status information upon admission shall be clearly annotated.

六、 本要點經教務會議通過，陳請校長核定後公布實施，修正時亦同。

Article 6 These Guidelines shall be passed by the Academic Affairs Meeting, submitted to the President for ratification, and subsequently promulgated. The same procedure shall apply to any future amendments.