

# 外交系交換學生辦理學分抵免相關〈提醒〉

## Exchange program and credits transfer Notice

### 出國前：

1. 請先至交換學校網頁搜尋欲修習之課程。
2. 撰寫欲修習之課程於「境外修習學分採認表」(初稿)。\*欲抵免本系修習之課程，請參照系上大三、大四課表\*
3. 可自行向系上(或系主任、教師)徵詢對於「境外修習學分採認表」(初稿)之意見。
4. 提供系辦「境外修習學分採認表」(初稿)影本或電子檔給系上備查。
  - \*系必修、系選修、系外選修(系主任認定)。
  - \*通識課程(各學門認定)。
  - \*所有要抵免之科目均需要呈現於成績單中(及格是必要的)。
  - \*每人需提供1科欲抵免課程之 syllabus(若抵免2學分的課程需上36小時課以符合本校18週之課程)。
5. 依本校抵免原則，相同之科目名稱及學分數可以直接認抵(可參考手冊，手冊外的英授課程請查學校歷年開課系統)；如有雷同或者不同者，必要時請一定要提供課綱佐證，否則無法認抵。

1. Check your exchange program school's website for the courses.
2. Pre-write the "Acceptance for Transfer Credits Form of Study Abroad (exchange program)", please check the DDIR senior and junior courses list for reference.
3. DDIR office (or Chair and teachers) will preview your Form draft and give you some suggestions.
4. Deliver or email your draft to DDIR office.
5. According to TKU credit transfer regulations, the credits shall be recognized when the course titles and credits are identical to the ones that the department request, otherwise the course syllabuses are required.

### 回國後：

#### 一、給系辦

1. 紙本成績單(正本與影本各1份，有其他需求者可申請多份備用)。
2. 境外修習學分採認表(正式紙本)，申請者請填寫完整後連同成績單繳交。
3. 如果該校僅能提供電子成績單，請務必先請國際處認證後再交件給系上。

#### 二、給國際處交流組(T1006)

1. 出國照片(要勤拍照，生活、旅遊、學習等照片都可以)。
2. 出國心得。

### Deliver documents after you come back to study at TKU:

#### A. For Department

- ★ Transcript: original\*1 and hard copy\*1.  
(if you need it for other purposes, please remember to apply more copies)
- ★ Acceptance for Transfer Credits Form of Study Abroad(exchange program) need to be written by yourself.
- ★ If your exchange school provides you the "Electronic transcript", you need to go to T1006 to get their Certified Stamp.

#### B. For International and cross-strait affairs office(OICSA) (T1006)

- ★ Photos (life, travel, picture of school name or buildings etc.)
- ★ Report of your exchange program.