

長庚大學學生出境修課學分及成績採認表

Application Form for Recognition of Credits from Foreign Universities for Outbound Exchange Students

Application Date 申請日期____年(yyyy) ____月(mm)____日(dd)

Applied student 申請學生	系(所) Department :		年級 Grade :	學號 Student ID :		
	姓名 Name : (中、英文, 英文需與護照相同)			學生簽名 Student's Signature :		
	E-Mail :			連絡電話 Contact Tel. No. :		
	境外學校、系所名稱 Name of overseas University and department :					
國外修課課程資料 Foreign Course Information			需採認科目 Recognition of courses			
課程英文名稱及 上課時數、學分 Course Title in English, number of "contact hours" per week in class and credits	學年 Academic Year / 學期 Semester	原始成績 Original Grade	課程中文名稱 及學分 Course Title in Chinese and credits	必選修別 compulsory or elective course	採認結果 Decision on course recognition (系所審查填寫) Department Review	
			科目代號 Course code			
					<input type="checkbox"/> 不予採認 Non-recognition <input type="checkbox"/> 採認____學分 Recognized__Credits 說明 Note : _____	負責教師簽核 Signature of relevant Course Coordinator
					<input type="checkbox"/> 不予採認 Non-recognition <input type="checkbox"/> 採認____學分 Recognized__Credits 說明 Note : _____	負責教師簽核 Signature of relevant Course Coordinator
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					<input type="checkbox"/> 不予採認 Non-recognition <input type="checkbox"/> 採認_____學分 Recognized__Credits 說明 Note : _____	負責教師簽核 Signature of relevant Course Coordinator
教務長 Dean of Academic Affairs			註冊（研教）組長 Director of Registration and Graduate Studies Section		註冊（研教）組經辦 Person in Charge of the Registration and Graduate Studies Section	系（所）主管 Head of the Department

注意事項：

- 一、 本表課程欄位不夠，請另頁填寫，並附出國時呈准之「學生赴境外修課申請表」。
- 二、 學生修課期滿後，於回本校上課學期開學二週內，填妥「學生出境修課學分及成績採認表」，檢同課程書面資料(包括課程授課時數、課程大綱、成績證明正本)，提出學分及成績採認申請，逾期不予採認。
- 三、 國外修課採計，以授課滿 18 小時 1 學分為採計換算原則。

Notes:

1. Use extra page(s) if needed. Please attach the pre-approved " The Study Abroad Course Application " Form.
2. After the completion of the course in abroad, the student should complete the " Application form for recognition of credits from foreign universities for outbound exchange students " within two weeks of the opening of the school term. Please attach the course materials such as the course hours, course syllabus, course content and the official transcript. Late application will not be entertained.
3. In order to earn one credit hour for a course taken abroad, the course must meet for at least 18 hours of class time per semester.