

# 臺北醫學大學學生選課須知

## Taipei Medical University Course Enrollment Notes\*

92年12月30日教務會議修正通過  
Amended and approved by Academic Affairs Committee Meeting on December 30<sup>th</sup>, 2003  
93年5月14日教務會議修正通過  
Amended and approved by Academic Affairs Committee Meeting on May 14<sup>th</sup>, 2004  
93年6月2日校長核定  
Approved by President of TMU on June 2<sup>nd</sup>, 2004  
97年5月16日教務會議修正通過  
Amended and approved by Academic Affairs Committee Meeting on May 16<sup>th</sup>, 2008  
99年12月10日教務會議修正通過  
Amended and approved by Academic Affairs Committee Meeting on December 10<sup>th</sup>, 2000  
100年1月18日北醫校教字第1000000193 號令修正第九條、第十七條  
Amended article IX, XVII by document No. 1000000193 TMU Xiao Jiao Tze on January 18<sup>th</sup>, 2011  
102年6月13日教務會議修正通過  
Amended and approved by Academic Affairs Committee Meeting on June 13<sup>th</sup>, 2013  
102年8月6日北醫校教字第1020002292號令修正第九條、第十七條  
Amended article IX, XVII by document No. 1020002292 TMU Xiao Jiao Tze on August 6<sup>th</sup>, 2013  
104年6月16日教務會議修正通過  
Amended and approved by Academic Affairs Committee Meeting on June 16<sup>th</sup>, 2015  
104年7月20日北醫校教字第1040002442號令訂定，全文17條  
Amended by document No. 1040002442 TMU Xiao Jiao Tze on July 20<sup>th</sup>, 2015 for 17 articles  
105年9月22日教務會議修正通過  
Amended and approved by Academic Affairs Committee Meeting on September 22<sup>nd</sup>, 2016  
105年10月20日北醫校教字第1050003474號令修正，全文17條  
Amended by document No. 1050003474 TMU Xiao Jiao Tze on October 20<sup>th</sup>, 2016 for 17 articles

**第一條** 本校為明確規範選課作業處理程序及原則，使各系所學位學程、學生及承辦人員有所遵循，特依據本校學則有關選課條文及教育部相關規定，制訂「學生選課須知」（以下簡稱本須知）。

**Article I** These notes are enacted to regulate processing procedures and principles of course selection in order to make degree programs of departments, students, and organizers follow TMU study regulations, which are related to course selection and relevant regulation of Ministry of Education.

**第二條** 學生辦理選課時，須受原系所學位學程主管、行政老師及相關系所學位學程主管輔導，選課完成後，應於規定時間內親至網路選課系統中確認所選課程結果。未上網確認者，日後若發現選課錯誤，不得有所異議。

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\*The Chinese version of this document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.

Article II While conducting course selection, students need to accept counseling by supervisor of degree program of original department, administrative advisor and supervisor of degree program of relevant department. After course selection, students shall confirm the result of course selection on course selection system within specified time. If there is any problem of course selection, those who have not confirmed selections on Internet are not available to have any opinions.

第三條 學生選課手續須於規定期間內辦理完成。未經核准之選課，其所修科目學分不予承認。

Article III Procedures of student course selection shall be completed within the specified time. The credit of subject which is not approved will not be recognized.

第四條 已修習及格之同一科目學分，不得重複選修；且不得累計畢業應修學分及成績。退選未經核准卻未到課及未參加考試者，該科目以零分計算。

Article IV Previously passed subjects cannot be repeated for selection and used to accumulate graduation credits or achievements. Scores to subjects which have not been approved to be dropped and students with excessive absences and missed examinations will be calculated as zero.

第五條 全學年之科目，應依序修習，不得前後顛倒。實驗科目應與學科課程配合修習。

Article V Full-year courses shall be studied in order (they cannot be taken in reverse order). Experiment subjects should be studied in line with department curriculum.

第六條 超修上限學分須於加退選結束前，經行政老師及系所學位學程主管之核准，並經教務長確認後始生效。

Article VI Students who overload maximum credits should apply before the end of the period for adding and dropping courses, and must be approved by administrative advisor and supervisor of degree program of department. It becomes effective after approval by dean of Office of Academic Affairs.

第七條 選課科目之上課時間衝突者，其學分、成績概不承認。

Article VII The credits and achievement with conflicting course class time won't be recognized.

第八條 各系所學位學程學生每學期應修之科目學分，應以教務處所公布各該系所學位學程之必選修科目為原則。如有必要，欲修他系所學位學程開設課程者，依下列原則辦理：

- 一、如因重、補修之必修課程更動或上課時間衝突，欲改修他系所學位學程開設課程，其科目名稱、內容及學分數必須相同。
- 二、各科目如訂有總修習人數限制，致無法接受他系學生選課時，學生應遵從教務處之規定。
- 三、凡本校大學部二年級（含）以上及二技最高年級學生（學士後學制學生不在此限），可修研究所課程（該課程須為正常開課），成績及格者（七十分），得給予學分，但不列計總畢業學分數；但未來考入本校研究所，可辦理抵免。
- 四、選修他校課程依本校校際選課辦法辦理。
- 五、大學部改修他系所學位學程開設課程，需於加退選期間至系所學位學程辦公室辦理，經原系所學位學程行政老師、授課教師及主管之核准；研究所則依各系所學位學程規定辦理。

Article VIII The credits of subjects which students from degree programs of each department must study each semester shall be on the basis of required and elective subjects of the degree program of their department announced by Office of Academic Affairs. If necessary, students who want to study curriculum in a degree program of another department should conduct as follow:

- I. If required subjects for retake are changed or conflicted with class time, students who want to change courses from degree program of another department need to select a course in which the subject name, content and credits are the same.
- II. There is a total maximum amount of curriculum. Students shall obey the regulations of the Office of Academic Affairs if the number of courses meet the maximum and unable to accept course selection by students from other departments.
- III. Students beyond second grade of undergraduate studies or at the highest grade of two-year professional program can study graduate curriculum as long as the courses are given normally. Students who get a score of at least 70 pass and can get credits, but it will not count in total graduate score. However, if the student studies in TMU's graduate institute, he/she can conduct credit exemption.

- IV. Students shall conduct course selection of other college by TMU Regulations for Inter-University Courses Selection.
- V. Undergraduate students who change to study the course of degree program of other department shall submit an application to office of degree program of department within Add/Drop period. The application shall be approved by administrative advisor, instructor and supervisor of degree program of original department; graduate students shall abide by regulations of degree program of each department.

第九條 各系所學位學程學生每學期選課學分限制如下：

- 一、研究生以三至十五學分為原則。
- 二、大學部各學系除最高學年九至二十五學分外，其他學年為十六至二十五學分。因特殊情況經申請核可減修學分者、延修生及醫、牙學系受實習擋修生不受此限（惟下限可低於九學分；上限則比照本條第五款應屆畢（結）業生之規定）。
- 三、二年制技術學系第一學年十至二十五學分，其他各學年十至二十二學分，但因特殊情況經申請核可減修學分者、延修生不在此限。
- 四、前學期學業成績平均八十分以上者，經系所學位學程主管核可後，得加修一至二科目學分，並得修習較高年級及他系必修課程。合於規定者須出具上學期成績單，經行政老師及授課教師同意後，由系所學位學程主管核可加選。
- 五、應屆畢（結）業生，若需加修一科目，始得畢（結）業時，經系所學位學程主管同意，得辦理加修。

Article IX The limited number of credits for students of degree program of each department in each semester is listed as follow:

- A. Graduate students shall register for 3 to 15 credits
- B. The maximum grade of undergraduate students shall register for 9 to 25 credits; Others shall register for 16 to 25 credits. Students under special conditions who can apply for reducing credits, students with delayed graduation and prerequisite students of medicine and dentistry department by internship will not be restricted by the regulation of minimum credit amount.

- C. Students who study the first academic year of a two-year professional program shall register for 10 to 25 credits; Others shall register for 10 to 22 credits. However, students under special conditions who can apply for reduced credits and delay graduated students will not be restricted by the regulation of minimum credit amount.
- D. If approved by the supervisor of the degree program, students whose average achievement score is over 80 points in their previous semester can add one to two credits and study required subject curriculum of a higher grade of another department. Students who are qualified of regulations shall show the transcript of the last semester, and, if approved by administrative advisor, instructor, and supervisor of the degree program of the department, they can add courses.
- E. If graduating or graduated students need to add a subject then graduation, he/she can conduct adding course by approval of supervisor of degree program of department.

第十條 重修或補修科目之處理原則：

- 一、凡有須重、補修之必（選）修科目，於選課時，應依各系所學位學程必修課程表之先後順序修習，不得藉故拖延。
- 二、凡全學年之科目，第一學期不及格未滿四十分者，不得續修第二學期；其成績在四十分以上者，得准續修第二學期。惟修完全期皆及格始列入畢業學分。
- 三、各系訂有先後修習順序者，依其修課規定。

Article X Principle of retaking subjects:

- A. If there is any required or elective subject to be retaken, students should follow the lists of courses of degree program of each department to study in order, and cannot procrastinate for any reason.
- B. Students who score less than 40 points for a full academic year subject in the first semester cannot continue to study the subject in second semester; students who get more than 40 points of a full academic year subject in the first semester can continue to study the subject in second semester. Only completion of full academic year subject is included in graduation credits.
- C. Students shall follow study regulations of each department which have the order.

第十一條 大學部學生應修習之通識課程依通識教育中心規定，必須修滿廿

八學分。

Article XI Due to regulation of the center for liberal arts, undergraduate students shall register for 28 credits of liberal curriculum.

第十二條 因各系所學位學程課程變動而致二學年內無法重、補修原訂科目學分或所缺部份學分者，應提出申請，由系所學位學程主管同意、教務長核可，另修習該系所學位學程開課之相關選修科目抵足之，若因休學而致無法修習原課程者，得依新修習之學程計算學分。

Article XII Students who cannot retake original subject credits or are missing part of their credits by curriculum change of degree program of each department shall apply. After approval by supervisor of degree program of department and dean of Office of Academic Affairs, students can study relevant elective subjects offered by degree program of department to exempt. Students who drop out of school and cannot study original courses shall study the new degree program to calculate credits.

第十三條 凡重、補修實驗課程，授課教師聲明須先親自簽准者，從其聲明。

Article XIII The experiment curriculum of retake shall be signed and approved by instructors.

第十四條 應屆畢（結）業生選課時，應特別注意核算畢（結）業總學分，是否不足或遺漏，以符合畢（結）業資格。

Article XIV During courses selection, graduating and graduated students shall pay more attention to total graduation credits, whether they are enough or lost, in order to meet graduate qualification.

第十五條 選修課程因人數不足致無法開班時，由教務處公告統一辦理退選，並於指定日期辦理補加選。開課基本人數另行規定之。

Article XV If the number of elective subject is not enough for class, the Office of Academic Affairs will announce unified conducting withdraw and add another course in specified date. The basic number of curriculum is stipulated in other regulations.

第十六條 本須知如有未盡事宜，應依本校學則及相關規定辦理。

Article XVI Issues not stipulated in this document are resolved according the notes by

Ministry of Education and Taipei Medical University relevant regulations.

第十七條 本須知經教務會議通過後公告施行；修正時亦同。

Article XVII These notes become effective after approval by the Academic Affairs Committee. Amendments follow the same procedure.