國立高雄餐旅大學＿＿＿學年度第＿＿＿學期學分抵免申請表 NKUHT Application Form for Credit Transfer (Semester　Year　)

申請日期 Application date＿＿＿＿(M)＿＿＿＿(D)＿＿＿＿(Y)

學號 ID		姓名 Name		所系科別 Program		年級 Year	年　　班	手機號碼 Mobile No.	

入學前就讀學校(限新生填寫) School prior to enrollment(For New Students Only)			畢（肄）業所系科別(限新生填寫) Completed (Uncompleted) Program (For New Students Only)		

項目	擬抵修科目 Transfer Course	科目代碼 （學生免填）	課程別 Course Type	學期別 Semester	學分數 No. of Credits	必(選)修 Required or Electives	原科目 Equivalent Course	學期別 Semester	學分數 No. of Credits	必(選)修 Required or Electives	審核意見及核章 Comments and Decision （授課老師或主任） (Lecturer or Chief)	單位主管核章 Chief Stamp （若有不同意見請加註） (Please state if there are other comments)
1			☐所系專業科目 Professional ☐通識課程 General								☐准予抵修，免加修。 Credit transfer allowed; retake is not required ☐准予免修，加修＿＿＿＿＿＿ Course exempted but need to retake ＿＿＿ ☐不准予抵免 Credit transfer allowed 審核人員核章 Assessing Officer's Stamp：	
2			☐所系專業科目 ☐通識課程								☐准予抵修，免加修。 ☐准予免修，加修＿＿＿＿＿＿ ☐不准予抵免 審核人員核章：	
3			☐所系專業科目 ☐通識課程								☐准予抵修，免加修。 ☐准予免修，加修＿＿＿＿＿＿ ☐不准予抵免 審核人員核章：	
4			☐所系專業科目 ☐通識課程								☐准予抵修，免加修。 ☐准予免修，加修＿＿＿＿＿＿ ☐不准予抵免 審核人員核章：	

注意事項 Notes:：

一、軍訓課程抵免請另向軍訓室提出申請；二技非本科系畢業補修學分非屬於學分抵免範圍，勿使用本申請表。

1. Application of military training course exemption must be filled to the Military Training Office: Credit courses of the 2-year Technical School cannot be transferred to the Bachelor Degree Program, please do not use this form.

二、新生應於入學後之首次開學日起至次學期開學後一週內提出申請，請檢附原校歷年成績單正本，提出全學程之科目抵免申請，逾期不予受理（※原校科目名稱與本校不同時，必須提供原校課程大綱證明，以利審核。其餘依抵免辦法規定辦理。）

2. New students must apply between the first day of their first semester and the 7th day of the second semester. Please submit your course credit transfer application along with the official transcripts from your previous school. Application will NOT be accepted after the deadline (If the course taken at your previous school has a different name from the National Kaohsiung University, the Applicant must then provide course outline for assessment purpose and the rest will be assessed in accordance with the Credit Transfer Assessment Guidelines).

三、申請流程：1.填寫本表並檢附相關證明文件送審查單位核章（專業課程－各所系；共同科目及通識課程－通識中心；勞作教育－體育與健康中心）。→2.將申請資料送教務處註冊課務組覆核。→3.審查結果由註冊課務組彙整公告，並核發抵免通知單。

3. Application Procedure: 1. Fill in this application form and submit the application along with supporting documents for assessment (Professional Courses – All Departments; Common or General Courses – General Education Center; Labor Education – Physical Education and Health Center). → 2. Application documents are sent to Registration and Curriculum Section of Academic Affairs Office for re-assessment. → 3. Final decisions will be printed by the Registration and Curriculum Section and results will be sent to the applicant.

四、於註冊課務組公告核准抵免名單前，申請抵免之課程仍須上課。

4. Before decisions made by the Registration and Curriculum Section, students must still take courses listed on this application form.

註冊課務組複核 Reviewed by the Registration and Curriculum Section		註冊課務組組長 Head of Registration and Curriculum Section		教務長 Dean of Academic Affairs	