

National Kaohsiung University of Hospitality and Tourism

Course Exemption and Credit Transfer Guidelines

抵免學分要點

114 年 12 月 3 日教務會議修正通過(修訂§5、§13)
Amended and approved by academic affairs conference, December 3, 2025 (amendment §5, §13)

一、依據本校學則之規定，訂定本要點。

1. This Course Exemption and Credit Transfer Guidelines (the “Guidelines”) is hereby adopted pursuant to the Academic Rules and Regulations of the National Kaohsiung University of Hospitality and Tourism (the “University”).

二、本校各學制學生抵免學分，除法令另有規定外，依本要點辦理。

2. Matters in relation to students’ course exemption and credit transfer, unless otherwise provided for in the relevant laws and regulations, shall be subject to the Guidelines.

三、抵免學分包括必修與選修學分，分為「抵修」與「免修」，定義如下：

3. The Guidelines shall cover both required and selective courses. The terms “credit transfer” and “course exemption” are defined as follows:

(一) 抵修：抵修之學分數毋須再修習其他課程補足。

(1) Credit Transfer: If a student applies for credit transfer, the student will not need to take other courses to make up the total number of credits required for a degree.

(二) 免修：免修之學分數須選修其他課程補足。

(2) Course Exemption: If a student applies for exemption from specific courses, the student must take other courses to make up the total number of credits required for a degree.

四、下列學生得申請抵免學分：

4. The following students may apply for credit transfer /course exemption:

(一) 新生部份：

(1) Newly-Admitted Students:

1. 重考或轉學入學學生。

A. students who have retaken the entrance examination or transferred from another university;

2. 入學前於他校具有正式學籍，且修讀與本校學位同級課程之學生。

B. students who were officially enrolled in another school and have completed courses of the same level as those offered by the University;

3. 規定實習年限之系(組)，其學生入學前之實務經驗與所學相關者，亦得申請酌予抵免學分。

C. for departments (sections) requiring completion of internship programs, students who have earned practical experiences related to the subjects learned;

4. 入學前先修讀及格本校依法令規定開設之各項學分班科目學分(含進修部選讀生)後，考取修讀學位之新生。

D. students who have completed and passed credit courses of a degree program offered by the University (including the continuing education programs) and later been admitted to a degree program of the University;

5. 本校推廣教育學分班學生考取正式生。

E. students who have completed credit courses in the University's educational outreach programs and later been admitted as an official student of the University; and

6. 國外中五學制應屆畢(結)業生，已修讀經教育部認可之當地大學校院開設之大學先修課程。

F. graduating students (graduates) of a foreign five-year secondary education program who have completed prerequisite courses offered by a local institution of higher education recognized by the MOE.

(二) 在校生部份：

(2) Current Students:

1. 轉系(組)學生。

A. Students who have transferred from one department(section) to another department (section) of the University;

2. 新舊課程交替之學生

B. students in transition between the new and old curriculums.

3. 雙主修學生。

C. dual-major students.

4. 師資生修習師資職前教育專業課程擬抵免通識教育課程者。

D. Teacher education students who plan to have their general education courses waived by completing professional pre-service teacher education courses.

5. 非師資生修習師資職前教育專業課程者。

E. non pre-service teachers who have taken pre-service education programs for teachers;

6. 特殊情形經專案簽准抵免者。

F. students whose applications for credit transfer/course exemption have been approved due to special conditions.

五、下列課程不得申請抵免：

5. The following credits/courses may not be transferred/exempted:

(一) 五年制專科畢(肄)業，入學本校四年制各系(組)修讀學士學位之學生，於五專前三年修讀之課程學分，不得申請抵免。

(1) credits earned during the first three years of a five-year junior college by a student who is admitted to a four-year bachelor's degree program of the University;

(二) 五年制及二年制專科學校畢(肄)業，入學本校二年制各系(組)修讀學士學位

之學生，於五專及二專修讀之課程學分，不得申請抵免。

(2) credits earned during the years of a five-year or two-year junior college by a student who is admitted to a two-year bachelor's degree program;

(三) 高中職畢(肄)業，入學本校附設專科部五年制各科(組)修讀副學士學位之學生，於高中職修讀之課程學分，不得申請抵免四、五年級課程。

(3) credits earned during the years of a senior (vocational) school by a student who is admitted to a five-year associate program. The student shall not apply to transfer credits/exempt courses in terms of courses of the fourth and fifth years of study;

(四) 各所系學生於入學前，在各縣(市)政府開辦之社區大學修讀之課程學分，不得申請抵免。

(4) credits earned by a student in courses opened by the local government at a community college before the admission;

六、抵免學分應依規定時程提出申請，如已修讀該科目，不論成績是否及格，均不得再提出抵免申請。

6. Applications for credit transfer/course exemption shall be submitted by the prescribed deadline. If a student has again selected the same course stated in his/her application, no further application shall be submitted for such course regardless the final grades obtained.

學生若已辦妥抵免學分時，事後仍修讀該科目，則該科目之學分抵免視同放棄，即以修讀該科目之成績計算。

If a student takes the same course stated in his/her application after the application is approved, the approval shall be revoked. The grades acquired thereafter for such course will be final.

七、依法取得學籍入學本校修讀學士學位之新生，其入學前已修習同級學制及格之科目，得申請抵免學分，經核准者並得依抵免學分數情形酌予提高編級，但至少須修業一年始可畢業。編入年級由各系依下列標準審定之：

7. New students who have legally obtained student status and are admitted to this university to pursue a bachelor's degree may apply for credit exemptions for courses they have completed and passed at the same level prior to enrollment. Upon approval, their grade level may be adjusted according to the number of credits exempted; however, they must complete at least one year of study before graduation. The grade placement shall be determined by each department according to the following criteria:

(一) 四年制新生：抵免四十學分以上者得編入二年級、抵免七十八學分以上者得編入三年級、抵免一一〇學分以上者得編入四年級。

(1) For new students in the four-year program: those who are granted exemption for 40 credits or more may be placed in the second year; those with 78 credits or more may be placed in the third year; and those with 110 credits or more may be placed in the fourth year.

(二) 二年制新生：抵免三十六學分以上者得編入二年級。

- (2) For new students in the two-year program: those who are granted exemption for 36 credits or more may be placed in the second year.

其餘各學制學生核可之抵免學分數不得超過畢業學分數二分之一(不含論文)，但依本校「學士班學生提前修讀碩士班學分辦法」取得碩士班預研資格並依規定入學之研究生，其抵免學分數則依該規定辦理。

For students in other programs, the number of approved exempted credits shall not exceed half of the total graduation credits (excluding the thesis). However, graduate students who have obtained pre-master's student status in accordance with the university's 'Regulations for Bachelor's Students Taking Master's Level Courses in Advance' and enroll according to the regulations may have their exempted credits handled in accordance with those specific regulations.

新生因申請抵免學分後而提高編級者，其課程修讀標準及畢業應修總學分數，適用其編入年級之規定。

For new students whose grade level is advanced due to approved credit exemptions, the course requirements and the total number of credits required for graduation shall follow the regulations for the grade level they are placed in.

轉學生之編級，以招生缺額之班級為準，不以抵免學分之多寡為編級之依據；其課程修讀標準及畢業應修總學分數，適用其報考班級之規定。

For transfer students, grade placement shall be based on the class corresponding to available enrollment openings, and shall not depend on the number of credits exempted. The course requirements and total number of credits required for graduation shall follow the regulations of the class in which they are enrolled

八、推廣教育學分班之抵免總學分數，不得超過各學制規定畢業學分數二分之一（不含研究所論文學分）。

8. The total number of credits earned/courses completed in educational outreach programs to be transferred/exempted shall not exceed 1/2 of the graduation credits required and stipulated by the relevant school (excluding credits of thesis research).

九、抵免學分之原則規定如下：

9. Credits earned in the following courses may be eligible for credit transfer/course exemption:

(一) 科目名稱、內容相同者。

(1) Courses with the same title and content;

(二) 科目名稱不同而內容相同或相近者。

(2) Courses with different titles but the same or similar content;

(三) 科目名稱、內容不同而性質相同者。

(3) Courses with different titles and content but of similar nature.

科目名稱不同者，須檢附原校該科目之課程大綱供審核。

In the event that the courses have different titles, the curriculum of the previous school shall be provided for review.

十、不同學分互抵後之處理，規定如下：

10. Applications for credit transfer/course exemption for a course with different credit value shall be subject to the following rules:

(一) 以多抵少者：抵免後，以少學分登記。

(1) Where the number of credits earned for a previously completed course exceeds that of the course being exempted, the smaller number of credits shall be recorded;

(二) 以少抵多者：所缺學分應予補修，並由審核單位主管另選性質相近之科目代替。如無法補足學分數者，不得抵免。

(2) Where the number of credit hours earned for a previously completed course is smaller than that of the course being exempted, the smaller number of credits will be recorded while the discrepancy shall be made up by taking a similar course as chosen by the supervisor of the review unit. Should the applicant fail to do so, the approval of transfer/exemption will be revoked.

十一、復學生之畢業學分數及應修課程依復學銜接學年度課程標準辦理；復學前後之科目名稱及學分數有不同者，均應依本辦法申請抵免。

11. Reinstated students shall be subject to the curriculum standards in terms of graduation requirements (required credits and courses) stipulated for the year when such students return to school. In case of change of titles of the courses completed by such students prior to the reinstatement, the relevant rules regarding credit transfer/course exemption herein shall apply.

十二、抵免學分之申請流程：

12. Application Procedures:

(一) 申請時間：

(1) Time of Application:

1. 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。

A. Applications for credit transfer/course exemption by a newly-admitted student shall be submitted during the period from the first day of school upon admission to one week after the first day of the following semester.

2. 在校生於學籍變更當學期首次開學日起至次學期開學後一週內提出申請。

B. Applications by a current student shall be submitted during the period from the first day of school upon change of academic status to one week after the first day of the following semester.

3. 師資生修習師資職前教育課程擬抵免通識教育課程者，於次學期開學後一週內提出申請。

C. Teacher education students who plan to have their general education courses waived by completing pre-service teacher education courses must submit their application within one week after the start of the following semester.

4. 非師資生修習師資職前教育專業課程者，於師資招生甄試通過後首次開學日起至次學期開學後一週內前提出申請。

D. Applications by a non pre-service teacher taking a pre-service education program for teachers shall be submitted during the period from the first day of school after passing the screening test to one week after the first day of the following semester.

各項抵免學分申請以一次為限，逾期不予受理。

Applications for credit exemptions are limited to one submission only; late applications will not be accepted.

(二) 申請程序：

(2) Application Procedures:

1. 檢附原校之歷年成績單。

A. Attach full copies of transcripts issued by the previous school;

2. 如有原校科目與欲抵免科目名稱不相同者，須檢附原校科目之課程大綱。

B. Attach curriculum of the previous school if the courses have different titles;

3. 參照「各所系課程標準」，填寫「學分抵免申請表」。

C. Complete the Credit Transfer/Course Exemption Application Form pursuant to the Curriculum Standards of All Institutes/Departments;

4. 將 1-3 資料依抵免科目性質送至各審核單位。

D. Submit the information stated in the preceding three subparagraphs to the relevant reviewing units based on the nature of the courses for exemption;

5. 審核單位應於加退選日期截止前完成審核，並送教務處或師資培育中心複核。

E. Review units will complete the review process prior to the deadline of course selection process and submit the results to the Academic Affairs Office or Teacher Education Center for final review.

6. 教務處或師資培育中心彙整公告抵免結果，並核發抵免證明。

F. The Academic Affairs Office or Teacher Education Center will consolidate and announce the application results and issue the transfer/exemption certificates accordingly.

(三) 審核方式：

(3) Review:

除審核歷年成績單及課程大綱之外，必要時可採取甄試方式認定其程度及決定是否可以抵免，甄試應於加、退選日期截止前辦理完竣，否則除須甄試之科目外之該學期所選科目學分數，應達該學期修習下限學分規定，以免因甄試及格科目退選後，造成所修學分不符該學期應修學分下限規定。

In addition to full transcripts and curriculums, the reviewers may use screening tests to determine whether an applicant is qualified for credit transfer/course exemption when necessary. The screening tests best be completed prior to the deadline of course selection process, otherwise the applicant shall select courses in the way that after the application

is approved the total number of credits taken shall still meet the minimum requirement for the semester.

十三、抵免學分之審核單位如下：

13. Applications shall be respectively reviewed by the relevant units set forth below:

(一) 共同科目及通識課程為通識教育中心。

(1) Common subjects and general education courses: General Education Center.

(二) 通識英語課程為語文中心，通識日語課程為應用日語系。

(2) General education in English: Language Center ;General education in Japanese: Department of Applied Japanese

(三) 專業課程為各該所系科。

(3) Professional courses: the relevant institutes/departments/sections

(四) 軍訓課程為軍訓室。

(4) Military training: Military Training Office

(五) 體育、永續環境與勞作教育相關課程為體育與健康中心。

(5) Courses related to Physical Education, Sustainability and Environmental Studies, and Labor Education are administered by the Center for Physical Education and Health.

(六) 師資職前教育專業課程為師資培育中心。

(6) Pre-service education programs: Teacher Education Center.

請各審核單位組成審查小組負責審核，並由審核單位主管核定審查結果，由教務處或師資培育中心複核。

Each responsible unit shall establish a review team. The preliminary review results shall be approved by the individual unit supervisors before being submitted to the Academic Affairs Office or Teach Education Center for final review.

十四、扣除抵免學分後之修習學分數，應達該學期修習學分之下限。

14. After the application for credit transfer/course exemption is approved, the total number of credits taken for the relevant semester by the applicant shall meet the minimum requirement for the semester.

十五、抵免學分之登記，應依下列規定辦理：

15. Credits transferred and courses exempted shall be recorded pursuant to the following rules:

(一) 轉系（組）學生在原系（組）所修科目學分獲准抵免者，應於歷年成績表上註明「抵免」字樣。

(1) In case of students who have transferred from one department(section) to another within the University with approved application for credit transfer/course exemption, information of the credits/courses so transferred/exempted shall be recorded as “transferred/exempted” on their transcripts.

- (二) 轉學生，應將抵免科目學分登記於歷年成績表內轉入年級學期前各學年成績欄(如二年級轉學生登記於第一學年，三年級轉學生登記於第一、二學年)。
- (2) In case of transfer students, information of the credits/courses so transferred/exempted shall be recorded on their transcripts in the columns of school year(s) before the school year/semester admitted. (Examples: Information of the credits/courses so transferred/exempted of a second year transfer student will be recorded in the column of first school year; while third year transfer student, in the columns of first and second school years.)
- (三) 重考或重新申請入學或先修讀及格本校依法令規定開設之各項學分班科目學分(含進修部選讀生)後考取修讀學位之新生及非師資生先修讀及格師資職前教育專業課程者，應將抵免科目學分，登記於編入年級前歷年成績表內各學年成績欄。
- (3) In case of students who have retaken the entrance examination, reapplied for admission, or completed and passed courses under a degree program offered by the University (including the continuing education programs) and later admitted to a degree program, and non pre-service teachers who have completed and passed pre-service education programs for teachers, information of the credits/courses so transferred/exempted shall be recorded on their transcripts in the columns of school year(s) before the admission.

十六、凡曾在教育部認可之境外大學院校修讀之科目學分，得依本要點有關規定申請抵免，其學分轉換以授課時數及修課內容作為學分換算及科目抵免之原則。學分換算之原則如下：

16. Credits earned from courses taken at foreign universities or institutions recognized by the Ministry of Education may be applied for exemption in accordance with the relevant provisions of these guidelines. Credit transfer shall be based on class hours and course content as the principles for credit conversion and course exemption. The principles for credit conversion are as follows:
- (一) 若出國修習的學校係採歐洲學分互認系統(European credit Transfer and Accumulation System, ECTS, 英國大學除外)，ECTS 的學分以二分之一計算，取整數(四捨五入)。
- (1) If the courses were taken at a school using the European Credit Transfer and Accumulation System (ECTS), excluding universities in the United Kingdom, ECTS credits shall be calculated as one-half of the original credits, rounded to the nearest whole number.
- (二) 若採英國學分累計及轉換制度(Credit Accumulation Transfer Scheme, CATS)，CATS 的學分以四分之一計算，取整數(四捨五入)。
- (2) If the courses were taken under the United Kingdom's Credit Accumulation and Transfer Scheme (CATS), CATS credits shall be calculated as one-quarter of the original credits, rounded to the nearest whole number.

(三) 美制、日制、陸制之學分可等同換算。

(3) Credits from the U.S., Japanese, and Chinese (Mainland) systems may be converted on a one-to-one basis.

十七、於在學期間經本校遴選赴海外實習下列情形之一者，得於返國後當學期至次學期加退選截止前申請抵免「校（海）外參訪研習」課程：

17. Current students who have been selected for an overseas internship program by the University may apply for credit transfer/course exemption for the credits/courses earned/completed in such overseas internship program after they return from the foreign country till the course selection deadline of the following semester pursuant to the following rules:

(一) 至海外實習，成績及格申請免修「校（海）外參訪研習」者，由該系指定須修讀其他課程，補足該學分。

(1) Students who apply for course exemption for the course(s) completed and passed in the overseas internship program shall take other courses as designated by the relevant department to make up the number of credits required.

(二) 至本校姐妹校修讀課程，獲得高於本校該學制校外實習 20 學分以上，成績及格申請抵修「校（海）外參訪研習」者，毋須再修習其他課程補足抵修之學分數。

(2) Students who apply for credit transfer for the credit(s) earned in the overseas internship program, the number of which is 20 more than the number of credits for an off-campus internship program of the same years of the University, will not need to take other courses to make up the number of credits required.

(三) 至本校姐妹校修讀課程，僅修讀一學期或未獲得高於本校該學制校外實習 10 學分以上，成績及格申請免修必修「校外參訪研習」者，由該系指定須修讀其他課程，補足該學分。

(3) For students taking courses at the university's sister institutions who study for only one semester or earn no more than 10 credits from off-campus internships at the same program level, and who pass the courses and apply to be exempted from the required 'Off-Campus Study and Visits' course, the department shall designate other courses that must be taken to make up the corresponding credits.

十八、於在學期間經本校遴選赴海外實習或至本校姐妹校修讀課程，獲得高於本校該學制校外實習 20 學分以上，其多修之海外研修課程學分成績及格者，經所屬科系審核同意得申請本校其他課程之抵免，申請抵免課程以 5 門為限。

18. During their enrollment, students who are selected by the university for overseas internships or to take courses at the university's sister institutions, and who earn more than 20 credits from off-campus internships at the same program level, may, upon passing the additional overseas study courses and with approval from their department, apply for exemptions for

other courses at this university. The number of courses eligible for exemption is limited to five

十九、特殊條件學生於實習前欲申請以其他未曾修讀課程替代「校外實習」課程者，得於不影響其畢業學分情況下，由所屬系(科)學程課程委員會審議替代課程。前項特殊條件學生，指符合下列情形之一者：

19. Students under special circumstances who wish to apply to substitute the 'Off-Campus Internship' course with other courses they have not previously taken may, without affecting their graduation credit requirements, have the substitution reviewed and approved by the curriculum committee of their department or program. The 'students under special circumstances' mentioned above refer to those who meet any of the following conditions

(一) 持有有效期限內身心障礙手冊。

(1) Holders of a valid disability identification booklet.

(二) 持有有效期限內重大傷病卡。

(2) Holders of a valid major illness or injury card.

(三) 陸生。

(3) Mainland Chinese students.

(四) 特殊情形經系(科)學程實習輔導小組會議審議不適合校外實習。

(4) Students under special circumstances who, upon review by the internship advisory committee of their department or program, are deemed unsuitable for off-campus internships.

二十、學生因入選為國際技能競賽國手，而於在學期間從事全職訓練並取得累計達九個月以上訓練老師證明者，經各系實習輔導小組同意後，得申請替代「校外實習」課程。

20. Students who are selected as national representatives for international skills competitions and engage in full-time training during their enrollment, with documentation from instructors proving a cumulative training period of nine months or more, may, upon approval by the internship advisory committee of their department, apply to substitute the 'Off-Campus Internship' course

二十一、本要點未盡事宜，悉依本校學則及有關規章辦理。

21. Matters not provided for herein shall be subject to the Academic Rules and Regulations and other relevant regulations of the University.

二十二、本要點經教務會議通過，陳請校長核定後施行，修正時亦同。

22. The Guidelines shall come into effect upon adoption by the Academic Affairs meeting and approval by the President. Subsequent amendments shall be subject to the same approval procedure.