



大四回國學分 採認說明



CREDIT TRANSFER

商管學院全球財務管理全
英語學士學位學程



所需文件

Required Documents

請同學備齊下列各項文件：

1. 國外學校成績單 Official Transcript

❖ 2. 淡江大學學生境外修習學分採認表

❖ Application form for credit transfer(download from Curriculum Section, Office of Academic Affairs:

❖ (教務處課務組表單下載表單編號：ATRX-Q03-001-FM229-03)
<http://www.acad.tku.edu.tw/CS/downs3/archive.php?class=402>)

❖ 3. 中文或英文各1,000字之留學心得與相關照片相關文件概不返還，請自行留存。

❖ A feedback report of studying abroad, 1000 words (in Chinese or English), with photos, All documents are non-returnable.



成績單

Transcript

注意事項 / *Points to note*

- ❖ 1. 尚未收到成績單的同學，務必儘快透過國際處或自行向國外交換學校詢問進度。 If you haven't received your transcript, please contact your host university ASAP.
 - ❖ 2. 本學程初審作業時可暫時接受影本，但教務處只接受正本文件。 Photocopied transcript is OK for preliminary review within GFM.
 - ❖ Office of Academic Affairs accept original transcript only.
 - ❖ 3. 繳交時，成績單正面請用鉛筆寫上姓名、班級、學號。 When submitting the transcript, please write down your name, class & grade, and student ID.
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學生境外修習學分採認表

Application Form of Credit Transfer

❖ 注意事項 / Points to note

- ❖ 1. 填寫時以校為單位(2人以上請填寫同一張)
 - ❖ ONE host university in ONE form
 - ❖ 2. 填寫前請先確認預計抵免之科目是否已於出國前取得學分(請先查看缺修學分表)
 - ❖ Before filling the form, please make sure that you haven't received the credits of the course you want to transfer to before studying abroad.
 - ❖ (請先查看缺修學分表/ Please check the list of lacking credits)
 - ❖ 3. 由於美國學校要求full time每學期最低需選修12學分，基於各校選修學分之公平原則，本學程最多僅承認1年30學分。
 - ❖ Universities in the U.S. require full-time students to take at least 12 credits each semester. Therefore, GFM only recognize 30 credits for a complete academic year based on the principle of equitableness and reasonableness.
 - ❖ 4. 每科抵免學分上限依本校開課學分數為基準
 - ❖ The maximum credits that can be transferred of each course is that of the course of TKU.
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學生境外修習學分採認表

Application Form of Credit Transfer

注意事項 Points to note



5. 科目名稱、課程類別、系級、科目編號、學期序、選、必修、學分數，請參照學程網頁海外留學大四回國學分採認106學年度起學生境外修習學分採認科目表(173科)填寫

For subject title, category, grade, serial no., semester, required(A)/selective(C), credit, please refer to excel file of [Bachelor's Program in Global Financial Management \(English-Taught Program\), Tamkang University Credit Transfer Form for Overseas Study \(effective from 2017\)](#).

淡江大學 商管全財管學程 107 學年度學生境外修習學分採認表

境外學校名稱：		可採認本校科目及學分								
Akita International University 國際教養大學		科目名稱	學分數	序號	科目名稱	系級	科目編號	學期序	選必修	學分數
		Portfolio management	3	1	投資學	1	3	B0071	0	A 3
		Econometric and Application	3	2	計量經濟	1	3	B0124	0	A 3

學生境外修習學分採認表

注意事項

6. 為避免教務處審核不通過採認，填寫本校科目部分儘量以公告之**173科**及本學程所開必、選修為主，切勿超過專業範圍。

The courses offered by GFM and listed in the file of Bachelor's Program in Global Financial Management (English-Taught Program), Tamkang University Credit Transfer Form for Overseas Study (effective from 2017) (170 courses) are the priority for credit transfer lest you should be rejected .

7. 若無法於公告之**173科**及本學程所開必選修中找到適合抵免科目，請至課程查詢系統查詢適當之科目填寫，並檢附相關教學大綱，然而是否承認與認抵係屬教務處之權責，故請同學盡量自上述範圍選取相關科目。

If you cannot find any suitable courses from GFM or the file, please search in the online course catalog. When submitting the application form, please provide the syllabus as an attachment. The final review will be done by the Office of Academic Affairs. It is strongly recommended to choose the course from GFM or the file.

選擇	年級	開課序號 (依學分課表)	科目編號	專業別	學期序	班別	分組別	必修修	學分	群別	科目名稱 (Course)	人數 節限	授課教師 (按節數填寫)	上課時間	
														星期/節次/教室	星期/節次/教室
..	3	(正選)	B0071		0	A		必	3		XB.全球管理學(日) BACHELOR'S PROGRAM IN GLOBAL FINANCIAL MANAGEMENT (ENGLISH-TAUGHT PROGRAM)		吳思臻 (1462**)	三/7/B 606	五/ 3,4/B 427
	3	3119 (黃選)	B0071		0	A	P	必	0		投資學-全球國際課 投資學(黃選課)	175	謝 毅 (999***)	--/2/B 501	

學生境外修習學分採認表

注意事項

8. ESL課程本學程至多承認6學分。非全英語授課之外語課程一概不予採認。赴非英語系國家，因在該國生活之需，屆時得准予承認該留學國語言（**需全英語授課**）

GFM recognizes 6 credits for ESL program. Credit transfer of courses of other languages shall be based on the file.

9. 體育課程是否承認與抵免係屬體育事務處權責，非屬本學程負責事務。然欲抵免體育課程者，需選修類似課程（以一學期18週，每週2小時計）並獲有分數，方可辦理抵免。**→必須有列在成績單上，且有學分填寫時請請至課程查詢系統查詢適當之科目填寫。**

Credit transfer of PE courses is reviewed by Office of Physical Education. Please choose similar courses (2 hours per week, 18 weeks per semester) with credits for credit transfer. **→ PE classes is shown in transcript.**

學生境外修習學分採認表

10. 僅全英語授課之學分可採認為畢業學分。 Only the credits of ENGLISH-TAUGHT courses can be recognized for graduation.

分數轉換規則/ Grading Scale

- ❖ 語言學校課程不論係屬該校語言中心或正式課程，一律以75分計。 All courses of ESL program will be graded 75. 體育一律以90分計。 All PE courses will be graded 90.
 - ❖ 其他科目轉換依海外留學大四回國學分採認所公告之轉換規則辦理。
 - ❖ Grading of other courses will be based on the grading scale provided on the webpage
 - ❖ 採認作業教務處僅接受**正本**成績單，且採認後不返還。如有需要，請自行多申請幾份。
 - ❖ 本校商管、國際事務學院全英語授課學系及本學程，皆積極鼓勵學生大三出國，其中國企系於入學簡章規定學生於大三需出國一年方得畢業，各系(學程)出國學校認抵標準不儘相同，請本學程學生勿存比較之心提出要求本學程比照他系而要求更改分數。
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留學心得與照片

▶心得內容

- ☐ 中文或英文各1,000字之留學心得與留學國家學習、生活及活動相關照片。
 - ☐ 請於學分抵免時將心得寄至 tlwx@oa.tku.edu.tw
 - ☐ 註明姓名、學號及「全財管學程大三交換生心得報告」
 - ☐ 同學辦理學分抵免作業時，須同時繳交中文1,000字之留學心得與相關照片，**提醒**成績單及相關文件抵免概不返還，請仔細依前述規則填寫並備妥相關資料，以利採認
 - ☐ 作業。 Only when transcript, application form and report of study abroad are all submitted, the review will start.
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Q & A

- ❖ 連絡電話：26215656#3614 何孟家助理(Lori Ho)
- ❖ 系辦位置：商管大樓B917
- ❖ 聯絡信箱：tlwx@oa.tku.edu.tw



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Thank You!

