

## 交換生選課常見 Q&A

# Course Selection FAQ for Exchange Students

**Q1. 學士班交換生是否可以上修碩博士班課程？碩士班交換生是否可以下修學士班課程？交換生選修的課程是否僅限於本系所專業課程？通識、體育、各類語文課程是否可以選修？**

Could exchange student of Bachelor program select courses of MA and PhD program?

Could exchange student of Master Program select courses of Bachelor program?

Are exchange student limited to select courses opened by their department?

Are courses of general education, physical education, language courses able to select?

A :

(1) 依據本校學生選課辦法第四條規定略以，外國交換學生或外國選讀生之選課，不受本辦法關於年級、身分、先修科目等條件限制，且得不受學分下限規定約束。但開課系所或授課教師另有規定者，從其規定。

According to article 4 of the regulation of NTPU courses selection, exchange student could be unrestricted by grade, status, prerequisite subject and minimum limit of credit. However, if the department that offers the class or the class instructor sets other regulations, such regulations should be observed.

(2) 承上，原則上經授課教師、開課系所同意即可選課，惟若開課系所或授課教師另有規定者，從其規定。

As the above-mentioned regulation says, basically, students can select courses with the agreement of the instructor and department that offers the class. If the department that offers the class or the class instructor sets other regulations, such regulations should be observed.

(3) 交換生選課不僅限於選修本系所課程，通識、體育、各類語文課程等，在選課系統上能選入的課程，原則上均可修習。

Exchange student are not limited to select courses of general education, physical education, language courses opened by their department. Courses on course selection system could be selected.

**Q2. 交換生是否有選修學分的最低下限？是否有選修學分之上限？**

**Do exchange students have the minimum or maximum limit of credit?**

A : 原則上交換生每學期至少應修習一科，至多修習 25 學分，若交換系所或母校另有規定交換生選修學分的最低下限或上限，從其規定。

Basically exchange students should at least select one course, at most 25 credits each semester. If the departments or exchange students' alma mater have other regulations for exchange students, such regulations should be observed.

**Q3. 交換生的選課及學分規定為何？**

**Academic administrative matters (course enrollment for exchange students)**

A : 1. 交換學生除了交換系所課程外，也可選擇其他系級的課程(須取得授課教師同意)。

All exchange/visiting students can take courses offered by departments/institutes outside of their majors, however consider students must have sufficient knowledge for certain courses, you should consult with the professor/ instructor of certain course before enrolling in a certain course.

(Professor's approval is required)

2. 交換學生修讀學分的規定:

Exchange/Visiting of student credit regulations:

(1) 每學期至少修讀一門課程，並請依各交換學系(所)及母校規定每學期至少修讀之學分規

定修習課程；至多修讀 25 學分。

Exchange/Visiting student is required to take at least one course each semester, and if your department or home universities have other regulations, you will need to add other regulations into consideration.

\*Most 25 credits most in one semester.

- ( 2 ) 大陸交換生需至少選 2 門日間部課程，才能選進修部課程。

Exchange/Visiting Students from Mainland China (PRC) must take at least two day time courses before your apply for extension program courses.

3. 即使在原學校已修滿畢業學分，於臺北大學交換期間仍須依上述規定選修課程。

Even if you have completed your graduation credit in your home university, you will still have to follow the regulations above.

#### Q4. 交換生是否可以選修進修部學士班課程？是否要收費？

**Can exchange students select courses of Extension Education Bachelor Program? Will it be charged?**

A :

- ( 1 ) 依據本校學生選課辦法第四條規定略以，外國交換學生或外國選讀生之選課，不受本辦法關於年級、身分、先修科目等條件限制，且得不受學分下限規定約束。但開課系所或授課教師另有規定者，從其規定。

According to article 4 of the regulation of NTPU courses selection, exchange student could be unrestricted by grade, status, prerequisite subject and minimum limit of credit. However, if the department that offers the class or the class instructor sets other regulations, such regulations should be observed.

- ( 2 ) 承上，原則上經授課教師、開課系所同意即可選課，惟若開課系所或授課教師另有規定者，從其規定。另大陸交換生應至少於日間部修習 2 門課程，才可選修進修學士班課程。

As the above-mentioned regulation says, basically, students can select courses with the agreement of the instructor and department that offers the class. If the department that offers the class or the class instructor sets other regulations, such regulations should be observed. In addition, exchange students from China should at least select 2 courses in day division, so as to select courses of Extension Education Bachelor Program.

- ( 3 ) 是否收費請依據兩校簽訂交換合約內容規定辦理。

Whether to charge the credit fee will be regulated by the contact signed by both schools.

#### Q 5. 交換生選修進修部課程是否可以抵日間部課程學分？選哪些課程可以抵認為母校學分？

只交換一學期，若修全學年的課程，是否能抵認半學年的學分？

**Can the credits selected in the Extension Education offset those in the day division?**

**What courses are able to offset credits in their alma mater?**

**If exchange for only one semester, can the credits selected in full year course offset those in half year?**

- A : 交換生選修課程後的學分，應是作為抵免自己母校的課程學分使用，故學分抵免的認定應屬其母校的權責，請交換生選課前事先洽詢母校確認。

Exchange student's credits should be used to offset credits in their alma mater. Therefore, for further information, the exchange students should contact their alma mater.

#### Q 6. 交換生選修課程是否受課程限制或擋修條件限制無法修習？

**Are there limitations that restrict exchange students from selecting courses?**

A：交換生選修課程不受年級、身分、先修科目等條件限制（即原則上於選課系統可以選入的課程均可修習），但開課系所或授課教師另有規定者，從其規定。

Exchange student could be unrestricted by grade, status, prerequisite subject and minimum limit of credit. (Basically students could choose courses that could be selected in the course selection system) However, if the department that offers the class or the class instructor sets other regulations, such regulations should be observed.

#### Q 7. 選課時間為何是第 2 次初選？過去是開學後(至北大)加退選期間才進行選課？

##### **Why can't Exchange/Visiting Student access course enrollment during First Preliminary Course Selection Period?**

A：近年來考量交換/訪問生漸多，為利同學儘早排定課表，故自 105 學年度開始，開放交換/訪問生提早線上選課，惟因第 1 次初選期間，交換/訪問生的學號尚未建置，故訂於第 2 次初選階段開放交換/訪問生選課，同學到校後，仍可於加退選期間進行選課。

It is because Exchange/Visiting students' student ID and System Accounts are not ready until the Second Preliminary Course Selection Period begins, however you fail to enroll contain course during this period, you could still enroll course through 『Significant Grounds Application』; You will need to fill up the application form online (in certain period), print it out and submit it to the Office of Academic Affairs (Curriculum Section) to complete course enrollment procedure.

\*Please check item 7: Exchange Student.

#### Q 8. 交換生如何判斷課程是進修部課程或日間部課程？上課地點是不一樣的嗎？

##### **How to distinguish whether the course is in Extension Education or in the day division? Are the course taken in different places?**

A：從課程「流水號」的第一碼可判斷，U 是日間部學士班課程、M 是日間部碩士班課程、N 是進修學士班課程、P 是碩士在職專班課程。日間部課程在三峽校區上課，進修部課程在台北校區上課。

Students can distinguish it from the first code of the serial number; U is for courses of Bachelor program in day school, M is for courses of Master program in day division, N is for courses of the Bachelor Program of Extension Education and P is for Master on-the-job training program. Day division takes course in Sanxia campus, Extentsion education takes course in Taipei campus.

#### Q 9. 第 2 次初選分發後，很多課程沒有選上，該怎麼辦？

##### **What should I do if I fail to enroll certain course during add/drop course period?**

A：開學後「加退選期間」可以進行線上選課，若加退選結束後仍未選上課程，可於「重大事由加退選期間」，上網填寫及列印「重大事由加退選申請單」（事由請選擇「7. 境外非學位生」），並完成授課教師、開課系所及所屬系所核章後，將申請單交至課務組完成加選課程。

Exchange/Visiting Students are able to enroll course through 『Significant Grounds Application』; You will need to fill up the application form online (in certain period), print it out and submit it to the Office of Academic Affairs (Curriculum Section) to complete course enrollment procedure.

\*Please check item 7: Exchange Student.

#### Q10. 學士班交換/訪問生想要上修碩士班課程，或選修進修學士班課程，該如何辦理？

##### **Undergraduate Student enroll for Graduate/Extension Program Courses**

A：1. 因學士班交換/訪問生無法於選課系統內選碩士班課程，故請於「重大事由加退選期間」，上網

填寫及列印「重大事由加退選申請單」(事由請選擇「7.境外非學位生」),並完成授課教師、開課系所及所屬系所核章後,將申請單交至課務組完成加選碩士班課程。

2.學生班交換/訪問生想要選修進修學士班,可於加退選第4天中午以後於「進修學士班選課系統」內選課。

1. Undergraduate Student who would like to enroll Graduate Courses can only process through 『Significant Grounds Application』; You will need to fill up the application form online (in certain period), print it out and submit it to the Office of Academic Affairs (Curriculum Section) to complete course enrollment procedure. \*Please check item 7:Exchange Student.

2. Undergraduate Students are able to enroll Undergraduate Courses from Extension Education Center online on the fourth day when adding and dropping course period begins

#### Q11.碩士班交換/訪問生想要下修學士班或進修學士班課程,該如何辦理?

##### Graduate Student enroll for Undergraduate Courses/Extension Program Courses

A:碩士班交換/訪問生想要選修進修學士班,可於加退選第4天中午以後於「下修學士班或進修學士班選課系統」內選課。

Graduate Students are able to enroll Undergraduate Courses and Courses from Extension Education Center online on the fourth day when adding and dropping course period begins.

#### Q12.若交換系所有開設實習課程,交換生是否可以修習?

##### If department open intern courses, are exchange students able to select?

A:因各系規定不一,請逕與各系所助教聯繫,或於申請交換時提出需求,以利系所儘早協助安排。Because each department has different regulations, please contact teaching assistant, or propose while apply for exchange, in order to arrange it as soon as possible.

#### Q13.我要如何查詢全校開設課程?上課地點?課程的必選修類別?課程大綱?

##### How to search courses, class location, category (required or elective) and syllabus?

A:可至「課程查詢系統」([https://sea.cc.ntpu.edu.tw/pls/dev\\_stud/course\\_query\\_all.chi\\_main](https://sea.cc.ntpu.edu.tw/pls/dev_stud/course_query_all.chi_main))查詢全校課程,依據不同查詢條件(選擇學制、學院、系所、學期、課程名稱、教師姓名等),點選送出查詢,即可列出符合搜尋條件之課程資料(含上課時間及教室、課程的必選修類別等),點選課程的「科目名稱」,即可查詢課程大綱。

Enter course query system to search courses, according to different query conditions (education system, college, department, semester, course title, instructor name, etc.) Click enter to see the list of course information that meets the search criteria (include time, classroom, category (required/optional), etc.), and click "Course Name" to search syllabus.

#### Q14.課程相同科目名稱有標示(一)、(二)或A、B、C者,差別為何?

##### What is the difference among course name with (I), (II) or A, B, C?

A:課程相同科目名稱有標示(一)、(二)者,代表課程有延續性(即先上(一),再上(二));若是標示A、B、C,則是代表課程內容相同,但不同班別(可能是授課教師不同或上課時間不同)。Course name with (I), (II) has continuity, student has to take (I) then (II). Course name with A, B, C, has the same content, but different classes (may be different teacher or different class time.)

### Q15.課程限制、擋修指的是什麼？

#### What are course limits and prerequisites?

A :

- (1) 課程限制：各系所課程規劃時，可能會考量課程性質而設定課程修習的限制，例如：年級、系所、身份等。

Course limits: Department plan courses may consider the nature of the course and set limitations, such as grade year, department, identity, etc.

- (2) 擋修：各系所課程規劃時，可能會考量教育目標、課程性質、難易程度等而設計初階、進階課程，擋修即是指 A 課程設有先修科目 B 課程之規定，需先修完 B 課程，才能修 A 課程。例如：欲修「中級會計學」，必須先修「會計學」(中級會計學為「擋修」科目，會計學為「先修」科目)。

Prerequisites: Department plan courses may consider course objectives, the nature of the course, difficulty, etc. and then design initial, advanced course. When course A has prerequired course B, student has to complete course B, in order to select to course A. For example, in order to select Intermediate Accounting, student must complete Accounting. (Intermediate Accounting is block course, Accounting is prerequired course.)

### Q16.初選之後，加退選是否還可以修改課程？

#### Is it available to adjust courses after 1st course selection period?

A：於加退選期間可修改課程。

It is available to adjust course during add/drop period.

### Q17.交換/訪問生可以人工加簽嗎？

#### Adding or Dropping Course under Significant Grounds

A：人工加簽僅開放本校學生使用，交換/訪問生請使用「重大事由加退選申請單」進行加簽課程。

\* 加退選事由：請選「境外非學位生」

Exchange/Visiting Students are able to enroll course through 『Significant Grounds Application』； You will need to fill up the application form online (in certain period), print it out and submit it to the Office of Academic Affairs (Curriculum Section) to complete course enrollment procedure.

\* Please check item 7: Exchange Student.

### Q18.交換/訪問生選錯課了，想要退課該怎麼辦？

#### Course Drop/ Withdraw from Selected Courses:

A：各時間點處理方式不同:

- 1.選課期間：可自行在學生資訊系統線上辦理退課。
- 2.已過了選課時間：期中考結束 2 週內可以申請棄修，棄修課程不退費，成績單的該課程成績欄會註記「W」，那不會影響學期成績，但棄修課程只能 1 科。
- 3.已過了選課及棄修時間：外籍交換生須寫學生報告書，敘明欲退課的理由，及無法於規定時間內辦理退課及棄修課程的理由，學生報告書請給任課教師簽名、開課系所及學生所屬系所蓋章後，送至課務組，經教務長同意後辦理退選課程。

1. During Course Add/Drop Period:  
Students are able to drop courses on line.



2. During Course Withdraw Period (the following two weeks after midterm exam):

Students are allowed to withdraw 1 course for each semester during course withdraw period. After withdrawal, a mark of 'W' will be shown on your official academic report (transcript). Please note that if you stop attending a course without complete the course withdrawal procedure, you will receive a grade of "F" or "X" on your transcript.

3. Overdue Course withdraw Period:

Exchange/Visiting student is required to submit a report to explain the reason why would you want to withdraw certain course and the reason why you didn't complete the withdrawal procedure before deadline. Your report must be signed by the instructor (lecturer), head of the department which offers the course and the head of your own department, and then submit it to the Office of Academic Affairs (Curriculum Section) for permission to do so.

**Q19.無法登入學生資訊系統 ( 一直出現密碼錯誤或網頁空白 ) 或忘記學生資訊系統密碼該怎麼辦 ?**

**What if unable to enter student information system (error password or webpage is blank) or forget password?**

A :

- (1) 密碼錯誤或忘記學生資訊系統密碼，可以經由課務組重新設定密碼；交換生預設密碼為西元年出生年月日 8 碼登入(例如 1985 年 1 月 1 日請輸入 19850101)。

Error password or forget password, please reset through Curriculum Section. Default password is (YYYYMMDD). For example, January 1, 1985, please enter 19850101.

- (2) 網頁空白或出現錯誤訊息，有可能是瀏覽器問題，請換別的瀏覽器使用，並儘量不用使用手機選課，以免因為系統不穩定而影響選課權益。若真的無法登入，請與課務組聯繫。

Webpage is blank or error message appears, may be a browser problem, please use other browsers, and try not to use mobile phone to select courses, to avoid system instability and affect the elective rights. It unable to enter, please contact Curriculum Section.

※ 有任何選課疑問，請來信課務組與我們聯繫 ( E-mail : [course@mail.ntpu.edu.tw](mailto:course@mail.ntpu.edu.tw) )

It student has any course selection question, please contact Curriculum Section.

※ 交換生選課注意事項&選課操作手冊，請至本校教務處/課務組/交換生專區/網頁查詢：

[http://www.ntpu.edu.tw/admin/a7/org/a7-2/course\\_download4.php](http://www.ntpu.edu.tw/admin/a7/org/a7-2/course_download4.php)

For Course selection notices for exchange students and course selection system manual, please search Academic Affairs Services/Curriculum Section/For exchange students.