

Taipei Medical University

Inter-University Course Selection Application Form*

A. **Purpose:** To allow the students at Taipei Medical University to select courses of your esteemed university (hereafter referred to as “the Visited University”).

Description:

1. Please accept this application form, which can be substituted as an official document.
2. If students withdraw from courses for a reason during a semester, please send the list of students to the Curriculum Section of the Office of Academic Affairs at Taipei Medical University.
3. Please send the students’ final course grades to the Registration Section of the Office of Academic Affairs at Taipei Medical University within a week after the end of the course.

Columns of Basic Information

Application Category	<input type="checkbox"/> Inter-University Course Selection <input type="checkbox"/> Inter-University Course Selection in summer session				Date of Application	(yy/mm/dd):			
Name	Student ID			Registration for Semester		_____ Academic Year _____ Semester (in summer session)			
Department/Institute	Degree System			<input type="checkbox"/> Undergraduate <input type="checkbox"/> Master <input type="checkbox"/> Ph.D.		Grade			
Extension Students	<input type="checkbox"/> YES	Phone Number		E-MAIL					
Reason(s) of Application	<input type="checkbox"/> The course is not offered by the University or no proper courses to study this term. Approved Subjects/Credits: <input type="checkbox"/> required <input type="checkbox"/> elective _____ / _____ Credits <input type="checkbox"/> Strategic Alliance School Course Selection (<input type="checkbox"/> Double Majors <input type="checkbox"/> Minor Study Departments: _____ <input type="checkbox"/> Credit Program Program Name: _____) <input type="checkbox"/> Others _____								

Course information * Credits taken in another school: _____ * Total credits for this term: _____

Name of the Visited University					Degree System	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Master <input type="checkbox"/> Ph.D.		The Instructor's Signature	
Department/Program of the Visited University									
Course Code	Course Title	Number of Credits	Full/Half	Required/Elective	Grade	Class-meeting Time	Distance Learning	TMU	Visited University
							<input type="checkbox"/> Yes <input type="checkbox"/> No		
							<input type="checkbox"/> Yes <input type="checkbox"/> No		

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

Approved Signatures

	Department			Units of Academic Affairs				
	Academic Advisor	Administrative Advisor (Center for Liberal Arts for liberal education courses)	Department Chair/ Program Director	Curriculum Section Case Officer	Registration Section Case Officer	Curriculum Section Chief	Associate Dean of Office of Academic Affairs	Dean of Office of Academic Affairs
Approved by TMU	(only for graduate students)	waive credits <input type="checkbox"/> agree <input type="checkbox"/> disagree						
					Chief			
Approved by the Visited University	Department Chair/Program Director			Office of Academic Affairs			Casher Section	
							____ credit fee paid	

B - Attention:

- The students applying for Inter-University Course Selection Program shall meet TMU Inter-University Course Selection rules and complete the application procedure during the TMU add and drop period; for applying for Inter-University Course Selection Program in summer session, students who need to retake or make up credits shall meet article II, 2nd paragraph of TMU Guidelines of Governing Summer Courses.
- All applications to Strategic Alliance schools or other participating schools shall be processed as agreed upon in regulations drawn up together.
- Class-meeting time must be filled in and the student shall avoid any schedule conflicts with other courses.
- Students shall fill in all information except for columns of approved signatures→submit the form to the TMU instructor, department chair, and related offices for approval→submit the form to the instructor, department/program which offers the courses→ original application form shall be submitted to TMU, another three copied forms shall be submitted to the Office of Academic Affairs, department/program which offers the courses and for students keep by theirseives.
 ※After completing the enrollment of Inter-University Course Selection, the student shall submit one copy of the application form to the Curriculum Section of the office of Academic Affairs at TMU. **If the students do not submit the application forms as required, the registration will be invalid, and the course credits will not be counted** If the students withdraw or drop the course for a reason during a semester, please submit one photocopy of the approved application form to the Curriculum Section of the Office of Academic Affairs at TMU to ensure the accuracy of the student's academic record.
- Students who do not follow the rules of the university courses shall be responsible for all their own loss.
- Organizer: TMU Curriculum Section of the Office of Academic Affairs ; Contact Number : (02)-27361661 ext. 2121-2128

※The personal information you filled in will be only used to process this application form.