

# 臺北醫學大學學生選課須知

## Taipei Medical University Notes for Course Selection and Registration

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### 第一條 (目的)

本校為明確規範選課作業處理程序及原則，使各系所學位學程、學生及承辦人員有所遵循，特依據本校學則有關選課條文及教育部相關規定，制訂「學生選課須知」（以下簡稱本須知）。

#### Article 1 (Objectives)

To establish procedures and principles of course selection and registration for students, faculty members, and institutes, departments, and academic units to follow, the *Notes for Course Selection and Registration* (hereinafter referred to as the Notes) were formulated in accordance with TMU's *School Regulations* governing course selection and relevant regulations of the Ministry of Education (MOE).

### 第二條 (選課時程及原則)

選課作業依本校行事曆規定之日期辦理，如因天災或其他不可抗力之情況，教務處得公告調整各階段時程。各階段學生選課作業須於規定期間內辦理完成。

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修課未經核准，其所修科目學分不予承認。

退選未經核准卻未到課及未參加考試者，該科目以零分計算。

Article 2 (Course Selection Timeline and Principles)

Course selection and registration shall be administered during the time promulgated in TMU's calendar. In case of natural disasters and other force majeure events, the Office of Academic Affairs may announce adjustment to the timeline of different selection stages. Students shall select and register for courses within the time specified.

Should a student enroll in a course without the approval from the academic unit deemed relevant, the credits of the course will not be admitted.

Should a student not approved for withdrawing from a course fail to attend the class and take examinations, the student will receive a grade of zero.

第三條 (選課依據)

各系所學位學程學生每學期應修之科目學分，應以教務處所公布各該系所學位學程之必選修科目為原則。

大學部必修課程由教務處統一辦理加選為原則（不含當學期復學生、轉系生、轉學生）。

大學部學生修習通識課程，依本校「通識修業規定」辦理。

大學部學生修習服務學習課程，依本校「服務學習課程實施辦法」辦理。

研究所學生應於申請學位考試前修畢研究所共同必修「研究倫理」零學分課程。

Article 3 (Governing Rules for Course Selection and Registration)

The required courses and credits each semester for each institute, department, and degree program shall be based on the List of Courses for each program promulgated by the Office of Academic Affairs.

The registration of required courses for undergraduates will be handled by the Office of Academic Affairs (not including resumption students and transfer students).

The selection and registration of general education courses of undergraduates shall be administered in accordance with TMU's *Regulations Governing General Education Study*.

The selection and registration of service-learning courses of undergraduates shall be administered in accordance with TMU's *Enforcement Rules of Service Learning Courses*.

Graduate students must complete compulsory research ethics courses (0 credit) before applying for a degree examination.

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#### 第四條 (學期選課學分限制)

各系所學位學程學生每學期選課學分限制如下：

- 一、研究生以三至十五學分為原則，至少需修習一科目，學分不限，未符合本規定者當學期應予休學。但若因特殊情況，經系、所、學位學程主管核准後，得不受此限。
- 二、大學部各學系除最高學年九至二十五學分外，其他學年為十六至二十五學分，未達最低應修學分數者，須於選課更正期間加修學分至規定最低應修學分數，未符合本規定者當學期應予休學。因特殊情況經申請核可減修學分者、延修生及醫、牙學系受實習擋修生不受此限，惟下限可低於九學分，但仍至少需修習一科目，惟若因特殊情況，經系、所、學位學程主管核准後，得不受此限；上限則比照本條第三款應屆畢(結)業生之規定。
- 三、前學期學業成績平均八十分以上者，得加修至三十一學分；應屆畢(結)業生，得加修至二十八學分；已具輔系、雙主修資格者，經系(所)主管核准得酌予增加。

#### Article 4 (Credit Requirements Each Semester)

The credit requirements for students each semester are as follows:

1. Graduate students shall take 3 to 15 credits or at least 1 course with no restrictions number of credits. Those do not qualify would be suspended from school, unless under special circumstances with the permission of their program director.
2. Undergraduates shall take 9 to 25 credits during each semester of the final year before graduation, and 16 to 25 credits during each semester of other years. Those do not meet minimum number of credits would be suspended from school, unless adding courses to minimum credits within Course Selection List Confirmation and Final Corrections period. Students approved for lower minimum credits under special circumstances, extension students, and medical and dentistry students not meeting internship prerequisites are exempted from the restrictions of a minimum number of 9 credits, but should still take at least 1 course for each semester, unless under special circumstances with the permission of their program director. The restrictions of maximum number of credits shall be handled in the same way as graduating students, as stipulated in Item 3 of this Article.
3. Students with an average grade of 80 or above for the previous

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semester may apply to take up to 31 credits in a single semester; graduating students may apply to take up to 28 credits. Students with double majors or a minor may apply to take more credits with the permission of their program director.

#### 第五條 (改修他系所學位學程課程)

學生如因特殊原因，欲修他系所學位學程開設課程者，依下列原則辦理：

- 一、如因重、補修之必修課程更動或上課時間衝突，欲改修他系所學位學程開設課程，以科目名稱、內容及學分數皆相同為原則，並於選課期間至教務系統進行申請，經主授教師、原系所學位學程行政教師及主管之核准。
- 二、凡本校大學部一年級（含）以上學生，可修研究所課程且成績七十分及格者得給予學分。大學部畢業學分不足時，得以該研究所及格課程學分列計大學部畢業學分，惟未來考入本校研究所，不得辦理抵免。
- 三、選修他校課程依本校校際選課辦法辦理。
- 四、大學部改修他系所學位學程開設課程，需於選課期間至教務系統進行選課，未開放課程需再經主授教師核准；選修通識教育中心課程，則經主授教師及通識行政教師核准；研究所依各系所學位學程規定辦理。

#### Article 5 (Registering for Courses Offered by Different Programs)

Students, due to special circumstances, wishing to register for a course offered by a different program shall follow the following principles:

1. If a student wishes to register for a course offered by a different program due to a schedule change of required courses they must retake or a scheduling conflict, the course registered shall have the same title, content, and credit number with the one offered by their department. The student shall submit application on the Academic Affairs Information System during the course selection period and receive permission from the instructor of the course and the administrative adviser and director of their program.
2. Undergraduate students in the first year and above may register for graduate courses, and will obtain credits if receiving a grade of 70 or above, the credits will be included in graduation credits if students have insufficient graduation credits. Should these students in the future enroll

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in the TMU's graduate program, they are not allowed to apply for credit waive.

3. The registration of courses offered by schools other than TMU shall be handled in accordance with TMU's *Regulations for Inter-University Course Selection*.
4. An undergraduate wishing to register for a course offered by a different department shall select the course on the Academic Affairs Information System during the course selection period. For courses not opened for selection, the student must receive permission from the instructor of the course. For the registration of general education courses, the student must receive permission from the instructor of the course and the administrative advisor of the Center of General Education. The registration of graduate courses will be handled in accordance with the regulations of institutes, departments, and academic units deemed relevant.

#### 第六條 (選課確認)

學生選課須受原系所學位學程主管、行政老師及相關系所學位學程主管輔導，且應主動於規定時間內至教務系統中確認當學期選課清單。未上網確認者，日後若發現選課錯誤，不得有所異議。

#### Article 6 (Course Selection List Confirmation)

When selecting courses, students shall receive guidance from their program director and administrative advisor and other advisors deemed relevant. Students shall confirm their course list on the Academic Affairs Information System by the selection deadline. Students who fail to confirm their course list must not raise any objection if they find any registration errors after the selection period.

#### 第七條 (重複修習)

已修習及格之同一學分科目，不得重複修習，且不得累計畢業應修學分及成績。

經教務會議核准更名前、後之課程屬於同一學分科目。

修習體育課程及修習學分數大於已修及格之同一科目名稱者不列為重複修習。

#### Article 7 (Repeated Enrollment)

Students passing a course must not retake the same course with the same number of credits. Should students retake the same course, the credits and the grade of the course will not be included in the required graduation credits.

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Students passing a course before its name change approved by the Academic Affairs Committee Meeting must not retake the course after the change.

Students may retake PE courses & courses with the same title but with more credits.

第八條 (全學年課程)

全學年之科目，應依序修習，不得前後顛倒。實驗科目應與學科課程配合修習。

Article 8 (Full Year-long Courses)

Students taking a Full year-long course shall complete the first semester before taking the second semester. Laboratory courses shall be taken with relevant lecture courses.

第九條 (選課衝堂)

選課科目之上課時間衝突者，其學分、成績概不承認。

Article 9 (Scheduling Conflicts)

Should there be course scheduling conflicts, the grades and credits of both courses will not be admitted.

第十條 (重、補修課程)

重修或補修科目之處理原則：

- 一、凡有須重、補修之必(選)修科目，於選課時，應依各系所學位學程必修課程表之先後順序修習，不得藉故拖延。
- 二、凡全學年之科目，第一學期不及格未滿四十分者，不得續修第二學期；其成績在四十分以上者，得准續修第二學期。惟修完全期皆及格始列入畢業學分。
- 三、各系訂有先後修習順序者，依其修課規定。

Article 10 (Retaking Courses or Taking Make-up Courses)

Students retaking courses or taking make-up courses must abide by the following principles:

1. Students who need to retake courses or take make-up courses shall take the courses in the order stipulated by the institutes, departments, and academic units deemed relevant.
2. Students who fail the first semester of a Full year-long course with a grade below forty percent must not continue in the course during the second semester. Students who earn a grade above forty percent may be allowed to continue. Yet students must pass both the first and

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second semester of the course to have the credits included in graduation credits.

3. Sequential courses must be taken in accordance with the order stipulated by each department.

第十一條 （應屆畢、結業生選課提醒）

應屆畢（結）業生選課時，應特別注意核算畢（結）業總學分，是否不足或遺漏，以符合畢（結）業資格。

Article 11 (Notes for Graduating Students)

Graduating students, when selecting courses, must pay special attention to their total credits and ensure there is sufficient credits for graduation.

第十二條 （選課人數不足之課程）

選修課程因人數不足致無法開班時，由教務處公告統一辦理退選，並於指定日期辦理補加選。開課基本人數另行規定之。

Article 12 (Courses with Low Enrollment)

Should elective courses be cancelled due to low enrollment, the Office of Academic Affairs will announce the course withdrawal and assist students to enroll in alternative courses within designated time. The minimum enrollment for courses will be stipulated separately.

第十三條 （未盡事宜）

本須知如有未盡事宜，應依本校學則及相關規定辦理。

Article 13 (Matters not covered)

Any matters not covered in the Notes shall be handled in accordance with TMU's *School Regulations* and relevant regulations.

第十四條 （核決權限）

本須知經教務會議通過後公告施行；修正時亦同。

Article 14 (Authorization)

The above Notes take effect upon promulgation with approval by the Academic Affairs Meeting. Amendments shall follow the same procedure.