

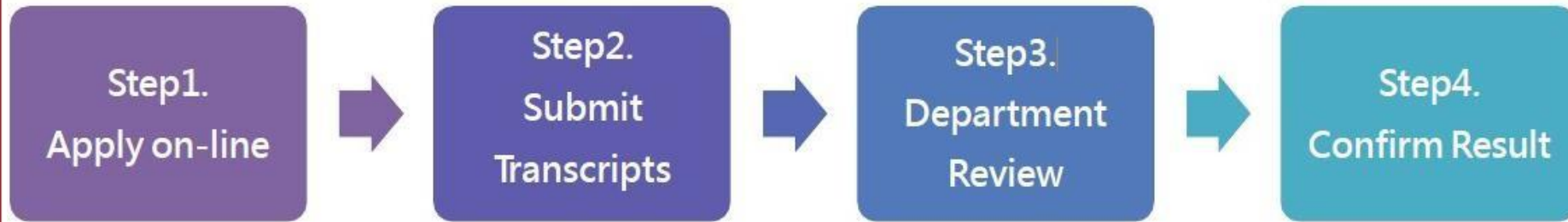


臺北醫學大學
TAIPEI MEDICAL UNIVERSITY

Operation Manual of Course Credit Transfer for International Graduate New Student

Registration Section

Procedure



Students who apply for course credit transfer shall be subject to the following 2 steps:

- (1) Complete online application** at the Academic & Student Affairs Information System and click “SEND”
- (2) Submit a hard copy of transcript for all semesters from the home school.**

If the applicant does not complete all steps within the given timeframe, the application will be considered unsuccessful and will not be accepted.

Step 1. Log in

Academic & Student Affairs Information System



The screenshot shows the login page of the Taipei Medical University Academic & Student Affairs Information System. The header includes the university's logo and name in Chinese (臺北醫學大學) and English (TAIPEI MEDICAL UNIVERSITY), along with the system title (教務學務系統). A red box highlights the '登入 Login' button. A large red arrow points from this button to the 'Academic' menu on the right. The 'Academic' menu is expanded, showing options like '註冊繳費', '學籍(Enrollment Status)', '抵免(Course Credit Transfer)', and '抵免作業(Course Credit Transfer)'. The '抵免作業(Course Credit Transfer)' option is highlighted with a red box. Below it, a sub-menu is visible with options like '課程課務(Curriculum)', '選課(Course Selection)', '成績(Score)', '核心能力', and '畢業學分進度(Credit Progress)'. A search bar and a checkbox for '顯示程式代碼' are also present.

臺北醫學大學 TAIPEI MEDICAL UNIVERSITY 教務學務系統

登入 Login

查

☐ 顯示程式代碼

教務系統(Academic) ▲

- 註冊繳費 ▼
- 學籍(Enrollment Status) ▼
- 抵免(Course Credit Transfer) ▲
- 抵免作業(Course Credit Transfer) ▼

Apply for Credit Transfer

- 課程課務(Curriculum) ▼
- 選課(Course Selection) ▼
- 成績(Score) ▼
- 核心能力 ▼
- 畢業學分進度(Credit Progress) ▼

Step 2. Fill in original school information



ENR6030_Apply for Transfer Credits

Corresponding School Year : 109

1

[Fill in school information and upload scanned complete transcript file]

School Name * : School Window Department * : Graduation * : OYON

Upload Scanned Complete Transcript file : Description:

Please upload a attachment before saving the file

Description

	School Name	Department	Graduation	Attach
Edit	Universitas Pelita Harapan	Faculty of Nursing and Allied Health Sciences		

Search

2

School Name * : 臺北醫學大學 Search by Keyword

After query, If there is no matching school name, please click "Other" And add by yourself

6

3

ENR3020_ School Name Window

	School Code	School Name	School Address
Retrieve	1028	臺北醫學大學	
5 Retrieve		4 Others	

Step 3. Upload original hard-copy transcript



ENR6030_Apply for Transfer Credits

Corresponding School Year : 109

【 Fill in school information and upload scanned complete transcript file 】

School Name * : Universitas Pelita Harapan School Window Department * : Faculty of Nursing and Graduation * : OYON

Ad Save

Upload Scanned Complete Transcript file :

SelectFile Description

Please upload a attachment, before saving the file

Display Description

1

2

3

4

5

6

學校名稱	系所名稱	肄/畢業	附件
Universitas Pelita Harapan	Faculty of Nursing and Allied Health Sciences		

Step 4.

Fill in credit waiving courses information – courses from department



ENR6030_Apply for Transfer Credits

1

2

Close Clear Save

Remark

Student ID : 8117107052

Course Title From Pre-school * : Original Course Type * : B-Elective Original Credit * :

Original Course Type * : 001-Required Courses

Grade Level From Pre-school * : Semester From Pre-school * : Original Score * :

Course Title From TMU * : Choose Detail : Course Title From TMU :

Upload Syllabus or Course Schedule : SelectFile Description: Attaching

Please upload a attachment before saving the file

Display Description

Close Clear Save

Select All Unselect Delete

No Data

Select All Unselect Delete

Each Page 20 Results Page 1 Total 0 Pages, Total 0 Results

Each Page 20 Results Page 1 Total 0 Pages, Total 0 Results

Step 5.

Fill in credit waiving courses information – courses from other department



ENR6030_Apply for Transfer Credits

1

Close Clear Save

Remark

Student ID : M911109010

Course Title From Pre-school * : Original Course Type * : B-Elective Original Credit * :

Original Course Type * : 001-Required Courses

Grade Level From Pre-school * : Semester From Pre-school * : Original Score * :

Course Title From TMU * : Choose Detail : Course Title From TMU :

Upload Syllabus or Course Schedule : UploadFile Description: Attaching

Please upload a attachment before saving the file

Display Description

Close Clear Save

Select All Unselect Delete

No Data

Select All Unselect Delete

Each Page 20 Results Page 1 Total 0 Pages, Total 0 Results

Each Page 20 Results Page 1 Total 0 Pages, Total 0 Results

PAY1060_Course

Close Clear Query

Close Clear Search

Academic Year/Semester 110 / 1

Department : All Grade Level/Class : All / All

Course Code : Course Title :

Step 6.

Confirm all data is correct,
then click “Send”



Core Courses for Postgraduate

	Course Title	Course Code	Credits	Full/Half year	Semester	Course Title	Area	Type of Credit	Credits	Grade Level	Semester
Add	Research ethics	A0030001	0.0	Half Year	1/Fall	研究倫理	Research ethics	Required	0.0	1 (University)	Fall
Add	Research ethics	A003E001	0.0	Half Year	1/Fall						
Total Credits0						Total Credits0					

Send

Must **send** or **personally deliver** the original transcripts of home school for all semesters to the Registration Section in Xinyi Campus.

Must enclose the transcripts in an envelope and mark the following information: "Application for credits transfer, student ID number, and student name". **Please note that transcripts of the current semester/year will not be accepted.**