



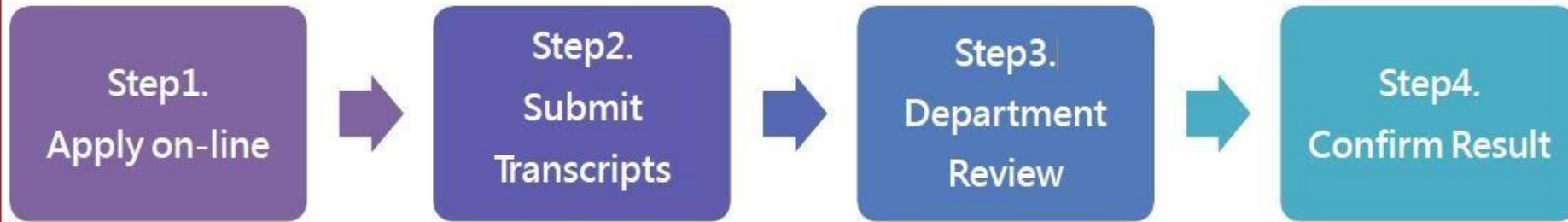
臺北醫學大學
TAIPEI MEDICAL UNIVERSITY

Operation Manual of Course Credit Transfer for International Graduate New Student

Registration Section

2024

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 Academic & Student Affairs Information System. The header includes the Taipei Medical University logo and the text "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 "抵免(Course Credit Transfer)" option in the navigation menu. The navigation menu is expanded, showing options such as "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", and "畢業學分進度(Credit Progress)".

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

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

School Name * : 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

School Name * : Search by Keyword

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

ENR3020_ School Name Window

	School Code	School Name	School Address
<input type="button" value="Retrieve"/>	1028	臺北醫學大學	
<input type="button" value="Retrieve"/>		<input type="text" value="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 Website : Department * : Faculty of Nursing and Graduation * : OYON

Ad Save

SelectFile Description [] Attaching

Please upload a attachment, please saving the file

Upload Scanned Complete Transcript file : Display [] Description

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

1

2

3

4

5

6

Step 4.

Fill in credit waiving courses information – courses from department



ENR6030_Apply for Transfer Credits

1

2

【Edit】 - Add

Close Clear Save

Remark

Student ID :	B117107052		
Course Title From Pre-school * :	<input type="text"/>	Original Course Type * :	B-Elective ▾
Original Course Type * :	001-Required Courses ▾		
Grade Level From Pre-school * :	<input type="text"/>	Semester From Pre-school * :	<input type="text"/>
Course Title From TMU * :	<input type="text"/>	Choose	Detail :
Course Title From TMU :	<input type="text"/>		

Upload Syllabus or Course Schedule :

SelectFile Description: Attaching

Please upload a attachment before saving the file

Display	Description
<input type="text"/>	

Close Clear Save

Select All Unselect Delete

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

No Data

Select All Unselect Delete

【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 2 Detail : Course Title From TMU :

Upload Syllabus or Course Schedule : AttachFile Description: Attaching

Please upload a attachment before saving the file

Display Description

Close Clear Save

Select All Unselect Delete [Each Page 20 Results Page 1 Total 0 Pages, Total 0 Results]

No Data

Select All Unselect Delete [Each Page 20 Results Page 1 Total 0 Pages, Total 0 Results]

PAY1060_Course

Close Clear Query 4

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

Send

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

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.**