



# 學分採認說明會

## CREDIT TRANSFER

2026/07/06

# 海外留學大四回國學分採認專區 / IB Website

## 大四回國學分採認

以下規定僅適用於國企系國際商學全英語組學生

Courses for Credit Transfer for Div. of Global Commerce, IB Dept. (150 courses)

國企系國商組出國採認學分表(150科)

106學年度(含)以後學年度入學學生適用

下載

Confirmation Form of Course Selecting

出國留學班、交換生選課確認表

下載

Grading Scale

分數轉換規則

下載

Guidelines of Credit Transfer between TKU and Foreign Higher Educational Institutions

淡江大學與外國學制學分數轉換參考說明

下載

Template of Report of Study Abroad

心得格式

下載

Credit Transfer Online Application System

境外學分採認作業系統

進入

Instructions of Credit Transfer Online Application System

境外學分採認作業操作說明

下載

How to search courses in previous semesters

如何查詢歷年開課

下載

Credit Transfer Briefing 2024

2024 學分採認說明

下載



# 應繳文件 / Required Documents

## ✓ 上傳至大三出國輔導系統 Upload to Junior Year Abroad Counseling and Reporting System:

- 1,000字(中文或英文) 留學心得與6張照片  
A report of studying abroad, 1000 words (in Chinese or English), with 6 photos



## ✓ 上傳至採認系統 Upload to credit transfer system:

- 留學學校成績單(正本)  
Transcript of partner university (Original Copy)
- 留學學校課程大綱  
Syllabus of partner university





## 應繳文件 / Required Documents

✓ 繳交期限:

心得上傳: 7月30日 (四)

應屆畢業: 7月30日 (四)

非應屆畢業: 8月12日(三)

Deadline: 12 Aug. (Wed.)

Senior student who plan to graduate this semester  
please submit before 17:00, 30 July (Thur.)

## 成績單 / Transcript

- 如姊妹校僅提供紙本成績單，請務必繳交1份正本至系辦，並請上傳掃描檔至學分採認系統

If your host university only provide hard copy. Please submit an original copy to IB office and upload the scan copy to Credit Transfer System.

- 繳交正本時，成績單右上角請用鉛筆寫上**姓名、班級、學號**

When submitting the original copy of transcript, please write down your **name, class & grade, and student ID** in the upper right corner with a pencil.

## 成績單 / Transcript

- 電子成績單需有pdf驗證圖示，或由姊妹校直接寄給系辦。  
Soft copy need to have pdf validation mark. Or your host university must send the file of transcript to IB office directly.



由"Parchment, Parchment"認證，由"GlobalSign Atlas R45 AATL CA 2020"簽發認證。



已簽署，且所有簽名均有效。

- 如姊妹校將電子成績單寄給國際處，交換生可請國際處協助驗證。  
If the partner university send the transcript to OICSA, exchange student can ask OICSA for help with the validation
- 電子成績單如有密碼，請先解鎖再上傳。  
Please unlock the file before upload it.



# 申請流程 / Application Procedure

學生填報採認系統及上傳心得

1. 心得上傳後才可申請採認。
2. 送出採認申請1週後可登入系統查看審核進度。
3. 如缺件將不予受理。

系助確認資料是否完整正確，  
如有錯漏將退件

送出後，請務必留意Teams訊息及Email。

系助審核本系課程，並將非本  
系課程轉請開課單位審核

系辦需要至少2週審核時間。

系助送出審查結果前，與學生  
做最後確認

系主任審查

完成後，系統會顯示“系所審核完成”



# 申請流程 / Application Procedure

系主任審查



註課中心審查



教務長簽核



完成採認申請



學生可查看採認成績



如有疑問，學生可申請成績複查

完成後，系統會顯示“系所審核完成”



系所審核完成2週後，可至“校務行政資訊查詢系統-各學期成績”查看採認科目及成績

系所審核完成日起5週內可向教務處提出成績複查。



## 採認規定 / IB Regulation for Credit Transfer

- 請先確認欲申請採認科目尚未取得學分。  
Please make sure that you haven' t earned the credits of the course you want to transfer.
- 請參考淡江大學與外國學制學分數轉換參考說明。  
Please refer to the "Guidelines to Credit Transfer between TKU and Foreign Higher Educational Institutions for Exchange Students"
- 學分計算方式為一學分以上課18小時為原則。  
Each credit, student must take 18 hours course for a semester.

○ **多科抵一科 Transfer multiple courses to one course**

範例: 初級日文聽說(2學分)+初級日文讀寫(3學分) 抵 日文(5學分)

注意: 請依原始分數及學分數填寫, 兩科分數如不同, 系辦將取平均分換算本校成績。  
本校學期序需相同。

○ **一科抵多科 Transfer one course to multiple courses**


範例: 跨文化交流(2學分) 抵 各國文化交流(1學分)+國際文化分享教育(1學分)

注意: 科目內容需有相關。

✗ **所修學分數小於可採認科目, 且沒有可一起抵免的科目。**

**The credit of the course you took is less than the one you would like to transfer, with no related course that can be transferred together.**

範例: 財務管理(2學分) 抵 財務管理(3學分)

- 
- 可採認學分數應依據本校開課學分數


The credits that can be transferred of each course should base on the credits of TKU courses.


- 本系最多僅承認一年**30學分**

IB Dept. only recognize **30 credits** for one academic year.

- 須為全英語授課課程，才可抵國商組課程，及計入畢業學分。

Only **ENGLISH-TAUGHT** courses can be transferred to Division of Global Commerce' s credits and be counted as graduate credit.

- 
- 請優先抵免國企系國商組採認科目表及必、選修科目。  
The courses offered by IB dept. and listed in the “Course List of Credit Transfer of IB ”are the priority for credit transfer.
  - 非本系課程須經開課單位同意始可採認。  
Credit transfer of non-IB courses must be approved by the department or office which offered the course.
  - 依本校規定，若採認學分數未達低修規定，成績將不予列入排名。  
If the transferred credit did not meet the minimum credit, student’ s transcript will not have ranking.


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- **語言加強課程:** 本系承認**至多6學分**。

IB dept. recognizes **maximum 6 credits** for **ESL program**.

\*因語言成績未達該校要求，姊妹校要求選修之英語加強課程。

The courses you are required to take by the partner university since you didn' t meet their language requirement.

- 非英語之外語課程: 採認系選修學分數以國企系國商組出國學分採認表為依據。  
Credit transfer of courses of languages other than English shall be based on the “Course List of Credit Transfer of IB” .



- **分數轉換規則 / Grading Scale**

語言學校課程不論係屬該校語言中心或正式課程，最高以90分計

The grade of ESL program cannot be higher than 90.

體育最高以90分計

The grade of PE courses cannot be higher than 90.

其他科目依海外留學大四回國學分採認所公告之大三出國[成績轉換規則](#)辦理

Grading of the other courses will be transferred following the “Grading Scale of Junior Abroad” posted on IB website.

如姊妹校成績單有列百分制對照表，可依其對照表給分。

If the partner university listed grading scale on the transcript, the grade can be given following their scale.



# 境外修習學分採認系統 Application of Credit Transfer

- 境外學分採認系統 Credit Transfer Application System  
<https://tku.schroll.edu.tw/CrApply>
- 請參考系統操作說明 Please refer to “Instructions of Credit Transfer Application System  
<https://reurl.cc/Ze6n43>

# 境外修習學分採認系統

## Application of Credit Transfer

它校課程資訊

開課學制：

課程名稱：

是否全程以英文授課：

全學期上課總時數：

學分數：

學習成績：

課程大綱： 沒有選擇檔案

(限pdf格式，大小不可超過2M)



# 境外修習學分採認系統

## Application of Credit Transfer

### 它校課程資訊

- **課程名稱 Course Name**

請填完整名稱，勿縮寫。 Please fill the full course name.

- **是否全程以英語授課 Is it an English taught course**

非英語授課課程可申請採認中文授課之課程，但不可無法計入國商組畢業學分  
Non-English Courses can be transfer to the Chinese Taught Programs.  
But CANNOT count as IB graduate credits.



# 境外修習學分採認系統 Application of Credit Transfer

## 它校課程資訊

- 學分數、學期成績

請完全依成績單之學分數及成績填寫。例如: A+ ~ E、Pass/Fail

Please fill the credit and grade as stated by the transcript.

For example, A+ ~ E、Pass/Fail



## 境外修習學分採認系統 Application of Credit Transfer

### 它校課程資訊

- **全學期授課總時數 Total Course Hours for a Semester**

請參考姊妹校教學大綱或成績單上課時數說明填寫。

Please fill the course hours according to the information on the transcript or syllabus.

如無法找到相關說明，請與系辦確認要如何填寫。

If there is no any info about the course hours, please confirm with IB office for how to fill it.

# 境外修習學分採認系統

## Application of Credit Transfer

本校課程資訊

開課學制：

採認學期：

課程類型：

請輸入科目名稱(可只輸入部分文字)：

查詢



# 境外修習學分採認系統

## Application of Credit Transfer

### 本校課程資訊

- **採認學期 Semester**

可自行選擇修課學期。Please fill the semester that you would like to transfer.  
如多科抵一科，本校學期序須填同一學期。

If you transfer multiple courses to one course, please fill the same semester.

- **課程類型 Course Type**

請於採認系統搜尋課程。

Please search for the course in the credit transfer system.



# 境外修習學分採認系統

## Application of Credit Transfer

### 本校課程資訊

- **課程類型 Course Type**

欲抵免本系採認科目表所列課程，請選：系外選修-國企系(留學班)

The courses listed in the “Course List of Credit Transfer of IB” can be find in the “系外選修-國企系(留學班)”

\*系辦審核時會再手動調整為系內選修

\*IB office will adjust it to IB Elective Courses(系內選修) when reviewing the application.

# 境外修習學分採認系統

## Application of Credit Transfer

課程類型：

請輸入科目名稱(可只輸入部分文字)：

請點選要採認的課程

選取	課程名稱	科目編號	開課單位	開課年級	學期序	學分	群別
<input checked="" type="radio"/>	商業法文	A0583	法文系(日)	4	0	2	
<input type="radio"/>	德文商業書信	A1514	德文系(留學班)	3	0	2	
<input type="radio"/>	德文商業書信	A1514	德文系(日)	3	0	2	
<input type="radio"/>	商業報告寫作	B0743	留學班共同科	2	0	2	
<input type="radio"/>	商業報告寫作	B0743	國企系(留學班)	2	0	2	
<input type="radio"/>	商業報告寫作	B0743	語言系(留學班)	3	0	2	
<input type="radio"/>	商業學入門	B1293	國企系(留學班)	3	0	3	
<input type="radio"/>	商業基礎道德	B1313	留學班共同科	4	0	4	
<input type="radio"/>	商業基礎道德	B1313	國企系(留學班)	3	0	3	
<input type="radio"/>	商業基礎道德	B1313	國企系(留學班)	3	0	4	



# 境外修習學分採認系統

## Application of Credit Transfer

### 本校課程資訊

- 課程類型 Course Type

系外選修 Non-IB Elective Courses \*系統由系辦審

請先自行與開課單位確認是否同意，若同意請提供信件紀錄。

Please first confirm with the department who in charge of the course whether they agree. If they do, please provide the email record.

通識核心課程 General Education and Core Curriculum Courses \*系統由通核審

系統審核單位為通核中心，通核中心同意後始可採認。

The system approval unit is Center of General Education and Core Curriculum. If they approved, the credit can be transferred.



## 境外修習學分採認系統 Application of Credit Transfer

- 如欲抵免的課程在校務行政資訊查詢系統-課程查詢系統(含歷年~至本學期) 或本系採認科目表有列，但採認系統沒有，請與系辦連繫。  
If the course you would like to transfer is listed in the TKU Administration System-Course Catalogs(All Semester) or “Course List of Credit Transfer of IB ” but you cannot find it in the Credit Transfer System, please contact with IB Office.



## 境外修習學分採認系統 Application of Credit Transfer

- 無課程可採認者亦須登入本系統申請放棄採認。未完成採認或未申請放棄採認者無法畢業。

If you don't have any course that can be transferred, please confirm that you would like to give up the credit transfer via the system. Please note that if you did not apply for transfer or waive, you are not eligible to graduate.

- 提出確定放棄後，即無法撤回。

Once you confirm to waive credit transfer, you cannot withdraw it.



## 境外修習學分採認系統 Application of Credit Transfer

- 學生送出採認申請1週後可登入系統查看審核進度。  
Student can login to the system to check the progress of reviewing **a week after they applied.**
- 系辦需要至少2週審核時間。  
IB office needs at least 2 weeks for reviewing.
- 送出申請後，請務必留意Teams訊息及Email  
**Please check your Teams and email frequently after you submitted the application.**



## 境外修習學分採認系統 Application of Credit Transfer

- **系所審核完成2週後**，可至校務行政資訊查詢系統-各學期成績查看採認科目及成績  
**2 weeks after the IB reviewing completed**, student can find their grade via the TKU Administration System-Grades of each semester.
- 如對採認科目成績有疑義，需於**系所審核完成日起5週內**向教務處提出成績複查。  
If student have doubt to the grade, they must apply for grade checking **within 5 weeks after the IB reviewing completed**.



## 聯絡資訊/ Contact US

Email: [tbfxm@mail.tku.edu.tw](mailto:tbfxm@mail.tku.edu.tw)

Tel: (02) 2621-5656#2569

Teams: 144116

### 辦公時間 Office Hour

- 暑假(7、8月): 週一~週四 8:30-12:00、13:00-17:00  
July & Aug.: Mon. ~ Thur. 8:30-12:00、13:00-17:00  
**\* 7/9-7/19為全校行政休假，暫停辦公**
- 開學(9月之後): 週一~週五 8:30-12:00、13:00-17:00  
Sept.~: Mon. ~ Fri. 8:30-12:00、13:00-17:00



Q & A