

國立中央大學境外合作協議學校校際選課及成績報告單

National Central University Course Selection and Grade Report of Intercollegiate Courses at Overseas Partner Institutes

姓名 Name		學號 Student ID No.		系所 Department/Institute		電話 Phone No.	
學年度 Academic Year		學期別 Semester		境外校名 Name of the Overseas Institute			

第一階段流程：系所同意至境外修課→境外選課確定→填寫校際選課及成績報告單並 E-mail 或郵寄至系所→課務組→送還系所
First-stage application: Approval of the department/institute for taking courses at a foreign institute → confirmation of taking the courses → filling out **this application form (Course Selection and Grade Report)** and sending the form to the department/institute by email or post → application processed by the staff at the department/institute → director of the department/institute → Submission to the Division of Curriculum → application returned to the department/institute

課號(課務組填寫) Course No. (provided by the Division of Curriculum)	英文課程名稱 Course Title in English	中文課程名稱 Course Title in Chinese	學分數 Credit(s)

系所經辦 Staff at the Department/Institut e	系主任/所長 Director of the Department/Institute	課務組經辦 Staff at the Division of Curriculum	課務組組長 Chief of the Division of Curriculum	完成第一階段送還系所暫存 After the first-stage application is completed, please return the form to the department/institute for temporary preservation.

第二階段流程：境外學校學期結束後學生持成績單正本辦理→系所依規定辦理並影印乙份留存→課務組→註冊組
Second-stage application: The applicant presents to the department/institute the original copy of a grade report or a transcript from the foreign institute after the semester/quarter ends. → The department/institute reviews the application and recognizes the credits according to relevant regulations and retains a copy as a record. → Submission to the Division of Curriculum → Submission to the Division of Registrar

課號(課務組填寫) Course No. (provided by the Division of Curriculum)	中文課程名稱 Course Title in Chinese	課程歸屬 (學/碩/博) Course Level (Bachelor/Master's/Doctoral)	換算 學分 Credit Conversion	原始 成績 Original Grade	成績通過 (是/否) Grade Marked Pass or Fail(P/F)	列計畢業學分(是/否) Earned Credits Included in the Credits Required for graduation(Yes/No)

100學年度起入學之大學部延修(畢)生，按修習總學分數等比例收取雜費(若僅修習0學分課程者，以1學分計)。
Concerning undergraduate students who have been enrolled after the academic year 100 (September, 2011), if they file for extension of period of study, they will be charged for a certain miscellaneous fee in proportion to the total credit hours they have taken. (Those who only take zero-credit courses will be regarded as having one credit in total).

□大學部延修(畢)生修習未達 10 學分 Undergraduate students who file for extension of study and takes less than 10 credits	學分數(A) The Number of Credits (A)	學分費(B) Credit Fee (B)	學分費小計 The Total of Credit Fee(C=A*B)	雜費 (D) Miscellaneous Fee(D)	雜費小計 The Total of Miscellaneous Fee(E=D*A/10)	總計 Total (F=C+E)
□大學部延修(畢)生修習 10 學分以上 Undergraduate students who file for extension of study and takes at least 10 credits	學費 (A) Tuition (A)		雜費(B) Miscellaneous Fee (B)		總計 (A+B) Total (A+B)	

系所經辦 Staff at the Department/Institute	系主任/所長 Director of the Department/Institute	國際處經辦 Staff at the Office of International Affairs	課務組經辦 Staff at the Division of Curriculum	課務組組長 Chief of the Division of Curriculum

出納組經辦 Staff at the Division of Cashier	註冊組承辦 Staff at the Division of Registrar	註冊組組長 Chief of the Division of Registrar	教務長(或授權人) Dean of Academic Affairs (or the Deputy)