

文藻外語大學校際選課申請表

Wenzao Ursuline University of Languages

Application to Register for Courses at Other Institutions

主旨：文藻外語大學學生擬至 貴校 () 選課，請 惠予同意。

Subject: The student of Wenzao Ursuline University of Languages wishes to take the course at (). Please grant the approval.

一、申請學生基本資料 Student's basic information

姓名 Name	學號 Student ID Number	系所班別 Department/Class
	身分證號 I.D. Number	聯絡電話 Contact Phone Number

二、選課資料 Course information

選課學期：__學年度第__學期 (暑修請填第5學期)

Semester: __ semester of __ academic year (Write 5th for summer semester)

開課系所 Department	開課學制 Division	開課年級 Year
課程代碼 Course Code	科目名稱 Course Title	中文 Chinese: 英文 English:
課程性質 Course Type	學分數 Credit(s)	上課時間 星期節次 Course Time

學期課 Semester Course
 學年課 (上/下)
 Year-long course (fall/spring)

三、申請說明 Descriptions for application

外校選課原因 Reason(s)	<input type="checkbox"/> 該科目校內未開課 Course not offered at Wenzao <input type="checkbox"/> 其他原因 Other reason:
擬抵免本校課程 Course Given Credit for	<input type="checkbox"/> 必修 Required Course (對應本校課程名稱: _____ 學分數: _____) (Name of course at Wenzao: _____ Credits: _____) <input type="checkbox"/> 專業選修 Specialized Elective Course <input type="checkbox"/> 一般選修 General Elective Course

四、文藻外語大學核定 Review by Wenzao

① 所屬系所主任 Chairperson of the Student's Major	② 開課單位主任 Chairperson of Offering Courses	③ 教務組 - 課務 Academic Affairs Section	教務組 - 註冊 Registration Section	進修部主任 Director of Continuing Education Division
抵免課程學分 Course given credit for: <input type="checkbox"/> 同意 agree <input type="checkbox"/> 不同意 disagree	抵免課程學分 Course given credit for: <input type="checkbox"/> 同意 agree <input type="checkbox"/> 不同意 disagree			

五、接受學校審核 Review by the University

④ 授課教師 Instructor	⑤ 開課系所 Department	⑥ 教務處 Office of Academic Affairs	⑦ 出納組 (繳費) Cashier Section	⑧ 教務長 Dean of Academic Affairs

注意事項 Regulations:

- 申請校際選課者，須符合「文藻外語大學校際開課選課辦法」規定，其他未盡事宜，依本校相關規定辦理。Students applying to take courses at a collaborating university must follow regulations stated in the Wenzao University of Foreign Languages Regulations for Cross-registration. Matters not stated in said document will be addressed according to relevant regulations of this University.
- 校際選課完成後，請將申請表正本交回本校進修部教務組，否則視選課無效且其成績不予承認。After registering for a course at a collaborating university, students must return their original application forms to the Academic Affairs Section of the office Division of Continuing Education of this University. Otherwise, cross-institutional course registration will not be considered complete and grades received will not be recognized.
- 至外校修課學生如未依開課學校之規定完成修習，其造成之損失應自行負責。Students who do not complete courses according to the regulations of the institutions offering the courses must assume full responsibility for the consequences.