**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 | □學期課 Semester Course□學年課（上／下）Year-long course (fall/spring) | 學分數Credit(s) |  | 上課時間星期節次Course Time |  |

**三、申請說明** Descriptions for application

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

**四、文藻外語大學核定 Review by Wenzao**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 所屬系所主任Chairperson of the Student’s Major | 開課單位主任Chairperson of Offering Courses | 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:□同意agree□不同意disagree | 抵免課程學分Course given credit for:□同意agree□不同意disagree |  |  |  |

**五、接受學校審核Review by the University**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 授課教師Instructor | 開課系所Department | 教務處Office of Academic Affairs | 出納組（繳費）Cashier Section | 教務長Dean of Academic Affairs |
|  |  |  |  |  |

注意事項Regulations：

1. 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.
2. 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.
3. 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.