

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	<input type="checkbox"/> 學期課 Semester Course <input type="checkbox"/> 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)	<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： (Name of course at Wenzao: _____) 學分數：____ 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教務處課務組 Curriculum Section	④教務長 Dean of Academic Affairs
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教務處課務組，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 Curriculum Section of the Office of Academic Affairs 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.