

附錄三

文藻外語大學英語教學中心共同英文科目學分免修與抵免辦法

民國104年9月9日英語教學中心課程規劃小組會議通過
民國104年12月9日英語暨國際學院院務會議通過
民國104年12月29日教務會議通過
民國106年9月14日英語教學中心課程規劃小組會議通過
民國106年9月15日英語教學中心會議
民國106年10月24日教務會議通過
民國108年1月8日教務會議通過
民國108年5月26日教務會議通過

第一條 本辦法依據本校學則及科目學分免修與抵免辦法之規定訂定之。

第二條 本中心辦理學生免修或抵免科目學分，除法令另有規定外，悉依本辦法之規定辦理。

第三條 科目學分免修或抵免之審核，共同英文科目由本中心負責審核，免修或抵免之核定方式由本中心訂定之。

審核免修或抵免學分之相關原則如下：

- 一、學分以多抵少者，抵免後以學分少者登記。
- 二、學分以少抵多者，不足學分數應由本中心指定科目補足。
- 三、本中心審核免修或抵免科目認定必要者，得要求申請者接受甄試，甄試及格者，准予免修或抵免，惟應於加退選前辦理完成。

第四條 得申請辦理學分免修或抵免情形如下：

- 一、大學部學生入學前於教育部承認之國內外大專校院修習及格之等同科目學分及本校推廣教育學分班修習及格之科目，得申請免修或抵免，一般學生抵免學分以6年內所修學分為限，但不含他校推廣教育學分班所修習之學分，此項申請以入學時規定之時間內辦理一次為原則。
- 二、日四技學生如完成第九階，則可免修共同英文課程。惟其剩餘學分由所屬學系決定修課科目。
- 三、依英語能力測驗成績申請學分免修者：

適用對象	免修條件	申請流程	可免修之科目	備註
日間部 四技部 學生	<u>近三年內大學英檢測驗達345或本校認可之語文檢定測驗成績等同大學英檢標準者(如表一)</u>	依其取得之成績向教務處註冊組提出學分免修申請。提出申請後，經中心主任簽名核可後即予以免修。	可免修24學分之共同必修英文	申請者需於規定時間內完成申請程序。
進修部 四技學 生	<u>近三年內大學英檢測驗達330或本校認可之語文檢定測驗成績等同大學英檢標準者(如表一)</u>		可免修16學分之必修英文	

- 四、短期遊學團學生：參與本校主辦之英語短期遊學團，返國後可向

本中心提出申請最多抵免4學分之共同英語必修課程。

第五條 新舊課程交替時，學生因缺修、轉系、轉學、復學等需重補修科目，均以新課程為主；新課程無舊課程規定之科目者，得由中心主任決定可抵免之科目，必要時可跨系(中心)、跨學制、跨部或跨校選課修讀。

第六條 本辦法經中心課程規劃小組會議、英語暨國際學院院務會議通過，提教務會議核備後實施，修正時亦同。

表一、<http://d001.wzu.edu.tw/article/297645>



Regulations Governing Credit Transfer and Exemption in General English Program at the Center for English Language Teaching Wenzao Ursuline University of Languages

Approved by the College Affairs Committee of the Curriculum Designing Group on September 9, 2015

Approved by the College of English and International Studies' Affairs Committee on December 9, 2015

Approved at the Academic Affairs Committee Meeting on December 29, 2015

Approved at the Academic Affairs Committee Meeting on October 24, 2017

Article I The Guidelines are enacted based on the University Act and Regulations Governing Credit Transfer and Exemption of Wenzao Ursuline University of Languages.

Article II Center for English Language Teaching is responsible for matters related to credit transfer and exemption. Standards follow the regulations in the implementation guidelines unless stated otherwise.

Article III Reviews of credit transfer and exemption in General English Program are evaluated by the Center for English Language Teaching.

Regulations are enacted by the Center for English Language Teaching.

The criteria on credit transfer and exemption are as follows:

1. Credits to be transferred must be the same or more. Exemption is made to subjects with lesser credits.
2. If transfer credits are insufficient, applicants have to take subjects referred by the Center to fulfill the requirement.
3. Review on credits transfer or exemption must be approved by the Center. Center may request the applicant to accept test(s) where see fit. Credit transfer or exemption would be granted once test(s) are passed. However, all these processes should be completed before subject withdrawal.

Article IV Qualifications of applying credit transfer and exemption are as follows:

1. Students who are approved by Ministry Education of University/College and Graduation School Education and Continuing Education Credit Courses can apply for credit transfer and exemption, except the credits granted from other schools' Continuing Education Credit Courses. The application is done only once during the prescribed time assigned by Admission.
2. For 4-year College students who have completed Level 9 can waive the subjects in General English Program. The remaining credits would be earned with accordance to the curriculum charts stipulated by relative departments.
3. Students with the following qualifications based on the criteria of English proficiency test can apply to waive the course:

Applicants	Qualifications	Apply Procedure	Courses that can be waived	Remarks
4-year college (Day)	CSEPT taken within 3 years with score 345 or other tests recognized by the university with results in accordance to CSEPT standards (see table one).	Fill in the application form and submit directly to the Office of Academic Affairs (Registration Section), along with the transcripts for verification.	24 credits of General English Program	Applicants are required to complete the application process within the prescribed time.
4-year college (Evening)	CSEPT taken within 3 years with score 330 or other tests recognized by the university with results in accordance to CSEPT standards (see table one).	After approved by the Director of CELT, students can waive the course.	16 credits of General English Program	

4. Short-term study program participants: students who joined the short-term study program organized by the school can apply to CELT to waive a maximum of 4 credits from the General English Program.

Article V During time of alternating from the old to new curriculum, students who need to make up credits due to missing subjects, changed the departments, transferred from another school or resumed schooling would have to study the subjects based on the new curriculum. Students who wish to study a subject prescribed in the old curriculum but not in the new curriculum, CELT Directors would determine the waivable subject. If necessary, students can choose subjects from another department, system, division or school.

Article VI The regulations become effective after approval by Center Affairs Committee of the Curriculum Designing Group, College of English and International Studies' Affairs Committee and the Academic Affairs Committee Meeting. Amendments follow the same procedure.

(Table One) Reference of English Proficiency Tests

<http://d001.wzu.edu.tw/article/297645>