

淡江大學轉學生、新生提高編級申請表

申請日期： 年 月 日

學 系		姓 名	
年 級		學 號	
原 校 名 稱		原 系 名 稱	
原 校 離 校 原 因	<input type="checkbox"/> 學業勒退(退學年級_____) <input type="checkbox"/> 畢業 <input type="checkbox"/> 自動退學(退學年級_____) <input type="checkbox"/> 其他：_____		
已 抵 免 學 分 數		擬申請編入_____年級	
學 系 助 理		系 主 任	
以下欄位由教務處填寫			
審 核 結 果	<input type="checkbox"/> 准予編入_____年級 <input type="checkbox"/> 不准重新編級		
承 辦 人		複 核 人	
註 冊 課 務 發 展 中 心 主 任			

備註：

- 1、審核結果影本將連同學分抵免申請表影本送交各系，請學生自行至各系領取。
- 2、編高原則：請詳見「淡江大學學生學分抵免規則」。
- 3、畢業審核原則：畢業審核年度同編高後相同年級之學生。
- 4、修業年限：編高至四年級者，其修業年限不得少於一年；專科畢業生最高得編入三年級，其修業年限不得少於二年。

*依本校個人資料管理規範，本表單各項個人資料僅作為業務處理使用，並於保存期限屆滿後，逕行銷毀。

Tamkang University Transfer and Freshman Advanced Placement Application Form

Application Date: : / / (YYY/MM/DD)

Department		Name	
Grade		Student ID	
Previous School		Previous Department	
Reason of Leaving Previous School	<input type="checkbox"/> Academic dismissal (Dismissal at the ____ grade level) <input type="checkbox"/> Voluntary withdrawal (Withdrawal at the ____ grade level) <input type="checkbox"/> Graduation <input type="checkbox"/> Others :		
Credits Already Transferred		Proposed Advanced Year of Placement :	
Department Assistant		Department Chairman	
The following section is to be completed by the Office of Academic Affairs:			
Review Result	<input type="checkbox"/> Approved for advanced placement into the ____ grade. <input type="checkbox"/> Not approved for advanced placement into a higher year.		
Person in Charge		Reviewing Officer	
Director of the Center for Registration-Curriculum Development			

Notes :

1. A copy of the review results, along with a copy of the credit transfer application form, will be sent back to the department. Students must collect them from their departments.
2. The principles regarding advanced placement, please refer to the "TKU Regulations Governing the Transfer of Credits."
3. Graduation review principles: The year of graduation will be the same as that of students in the corresponding grade after advanced placement.
4. Study duration: Students who apply to transfer to the next grade level must have at least one year of academic studies remaining. The highest level of advancement for students who have graduated with an associate degree is the third year (junior). The duration of their studies shall not be less than two years.

* In accordance with personal data management regulations of university, personal data collected in this form is used solely for academic affairs and will be destroyed after the retention period expired.