



高雄醫學大學

KAOHSIUNG MEDICAL UNIVERSITY



外籍生聯合新生說明會

Foreign Students Joint Freshmen Information Session

報告單位：教務處註冊課務組

Reporting Unit: **Registration and Curriculum Division**

Office of Academic Affairs

12/05/2021





高雄醫學大學
KAOHSIUNG MEDICAL UNIVERSITY



簡報大綱 Outline

1、教務處網站、行事曆介紹

Introduction to The Office of Academic Affairs Website and Calendar

2、選課事宜 Course Selection Matters

3、成績查詢 Grades Inquiry

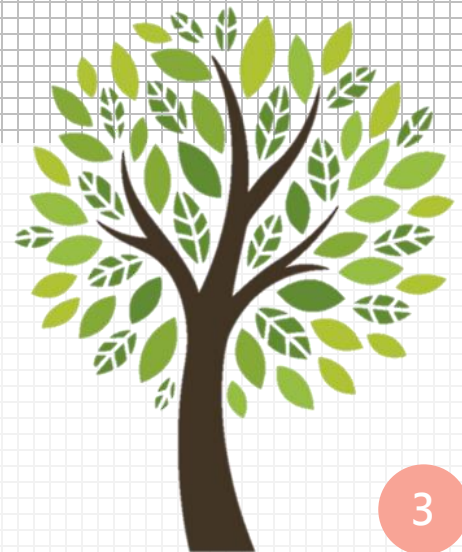
4、畢業 Graduation

5、各式文件申請 Application for Various Documents



1、教務處網站、行事曆介紹

Introduction to the Office of Academic Affairs Website and Calendar



教務處網站、行事曆介紹

Introduction to the Office of Academic Affairs Website and Calendar



辦公室地點：勵學大樓二樓

Office Location: 2nd floor of Li-Hsueh Building

- 教務處網址(<https://academic.kmu.edu.tw/>)：重要通知都會公告在教務處網站上
Important information will be announced on the website of the Office of Academic Affairs
- 英文版行事曆([下載](#))：有關各業務時程，皆依學校行事曆為主
Academic Calendar(English): Important schedules are based on the academic calendar
- 所有訊息通知皆以電子郵件方式寄送至學校給予學生信箱(u學號@kmu.edu.tw)
All notifications will send to the student' s mailbox (e.g. u1095XXXX1@kmu.edu.tw)

★校務資訊系統 School Affairs Information System

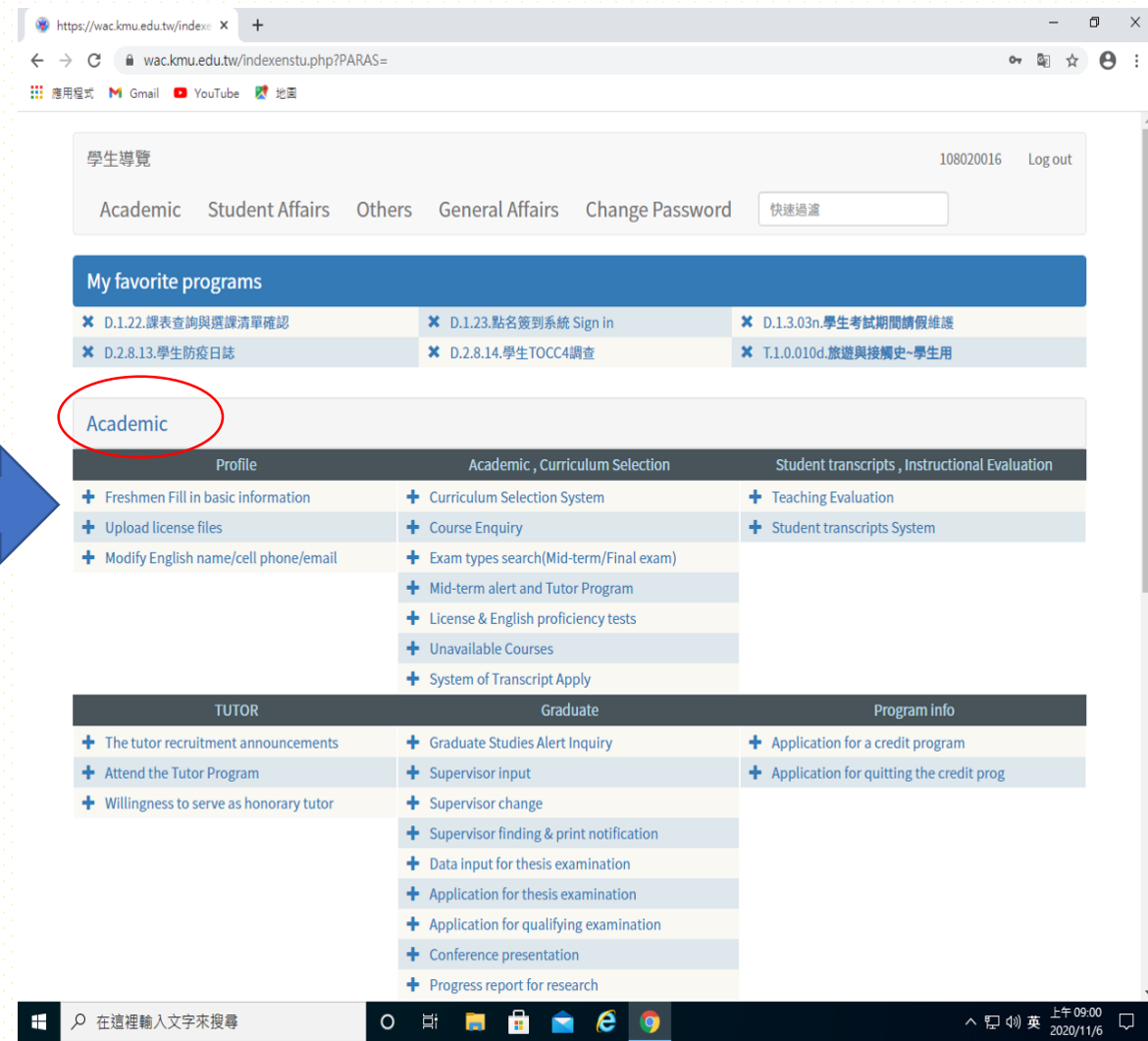
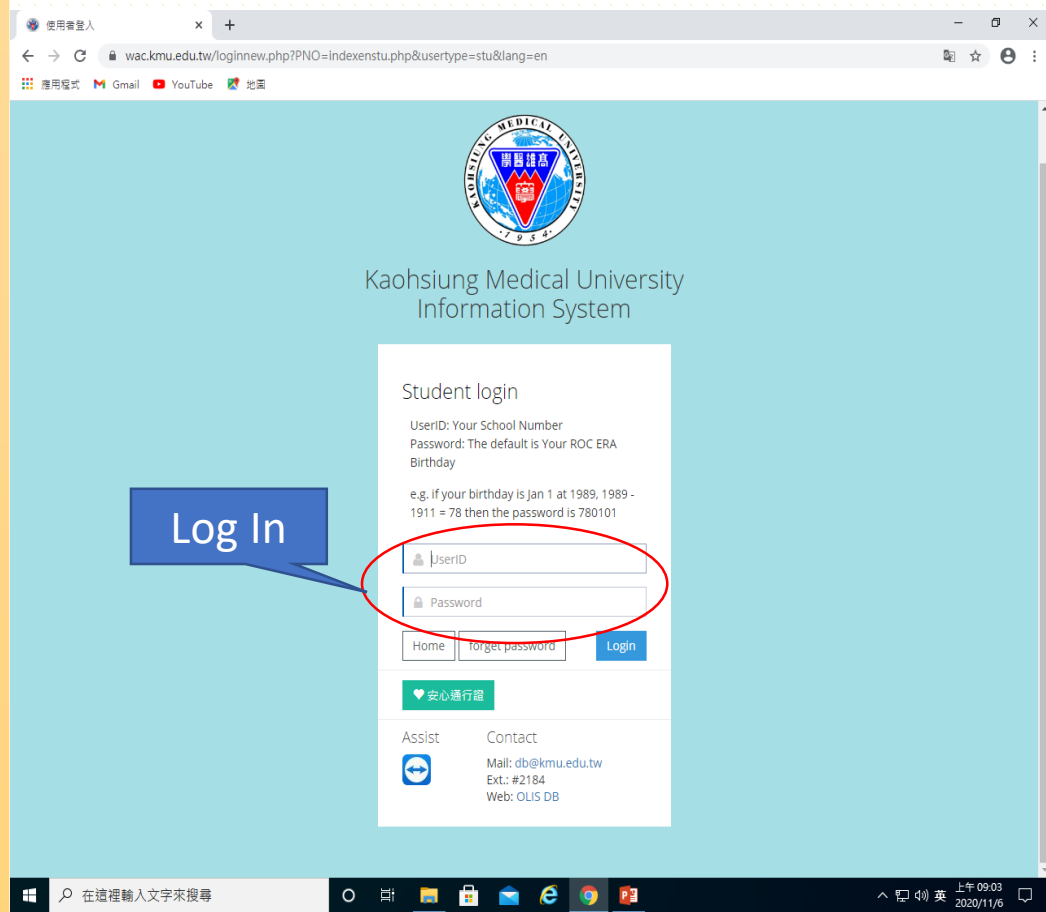


<https://wac.kmu.edu.tw>

教務處網站、行事曆介紹

Introduction to Office of Academic Affairs Website and Calendar

- 校務資訊系統(<https://wac.kmu.edu.tw>)
School Affairs Information System



學生重要教務期程(下述相關期程，依當學年度公告之行事曆為主)

Important Academic Schedule(The following information is based on the schedule announced in the school year)



選課期程 Course selection schedule

- 1.預選課：每學期開學前1個月左右，開始預選課
Pre-Selected Courses will start about 1 month before the start of each semester.
- 2.第一階段、第二階段、人工加退選：以教務處公告為主
The first stage, second stage, and the add/drop period: based on the announcement of the Office of Academic Affairs
3. **System: Curriculum Selection System**

學分抵免 Credit Transfer

- 1.法規Regulations：[學生抵免學分辦法](#) Student Transfer Credit
- 2.抵免學分之申請，應於入(轉)學當學期加、退選日期截止前辦理完竣，以辦理一次為原則
The application for transferring credits should be completed before the add/drop deadline for the semester in which the student is enrolled (transfer). Students have only one opportunity to transfer credits.

停修申請 Withdrawal application

- 1.每學期第12~13週. 12th~13th week in each semester
2. **System: D.1.12b.棄選(停修)課程申請**
Withdrawal period for the second semester of the 109 school year: **May 10~May 21**

暑修申請 Summer term application

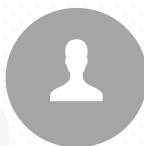
109學年度期程：**110年5月03日**，公布暑修開班日程表
109 school year schedule: The summer course schedule had announced on **May 03, 2021**.

休學 Leave of Absence

休學申請截止日：**每學期第17週**
Deadline for leave of absence application: **week 17** of each semester

研究生重要期程(下述相關期程，依當學年度公告之行事曆為主)

Important Period for Graduate Students (The following information is based on the schedule announced for the school year)



登錄指導教授名單日期 Date of Recording to The Advisor

*碩士班研究生應於第一學年第二學期註冊後 3 月底之前

Postgraduate students : Log in at the end of March before the second semester of the first academic year

*博士班研究生應於第二學年第一學期註冊後 10 月底之前

Doctoral students : Log in at the end of October before the first semester of the second academic year



博士候選人資格考核申請 Application for Qualifying Examination

開始：上、下學期開學日起

Start: the first day of school of the semester

結束：上、下學期第二週結束止

End: End of **week 2** of the semester



學位論文考試申請 Application for Thesis Examination

開始：上、下學期開學日起

Start: the first day of school of the semester

結束：上、下學期第八週結束止

End: End of **week 8** of the semester



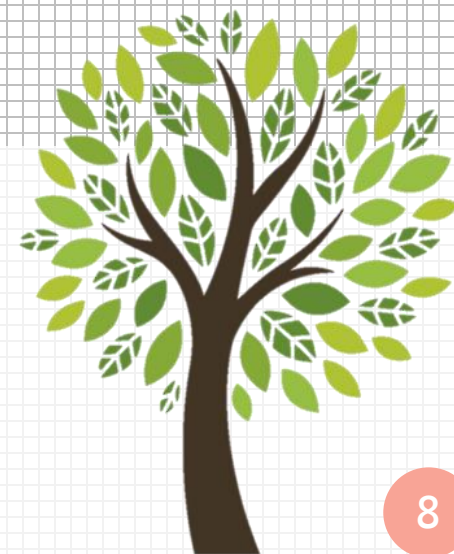
領取畢業證書 Receiving Your Diploma

需於7月31日前通過學位考試，並完成所屬系、所及學位學程畢業要求規定之研究生，應繳交學位論文紙本、全文電子檔並於辦妥離校程序後，教務處始得發予學位證書。

1. Pass the thesis examination before July 31, and complete the graduation requirements of the department, institute, and degree program.
2. Complete the exit procedures, then go to the Office of Academic Affairs to receive the diploma.

2.選課事宜

Course selection matters



選課事宜

Course Selection Matters



選課期程

Course selection schedule

1. 預選課：每學期開學前1個月

Pre-selected courses: 1 month before the start of each semester

2. 第一階段、第二階段、人工加退選：以教務處公告為主

The first stage, second stage, adding and dropping of modules: based on the announcement of the Office of Academic Affairs

3. **System:** Curriculum Selection System

*人工加退選申請單：[Application Form for Adding Dropping of Modules](#)

課程查詢程式

Course inquiry program

- 校務資訊系統(<https://wac.kmu.edu.tw>)

1. D.1.14. 全校開課清單 Course Enquiry

2. Q.1.07. English-Taught Courses

選課程式

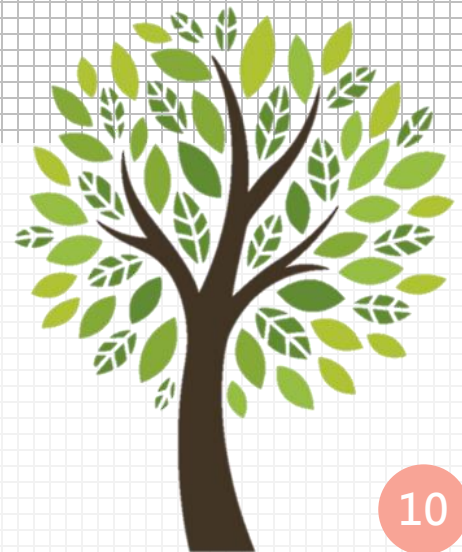
Course selection

- 校務資訊系統(<https://wac.kmu.edu.tw>)

1. D.1.12a. 網路選課_新版 **System:** Curriculum Selection System

2. D.1.22. 課表查詢與選課清單確認: Check and confirmed the list of Courses

3.成績查詢 Grades Inquiry



成績查詢

Grades Inquiry



成績查詢程式

Grades Inquiry Program

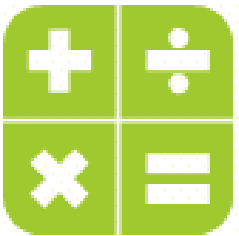
- 校務資訊系統(<https://wac.kmu.edu.tw>)
 - D.1.21 歷年成績資料查詢 Historical grades data query
 - D.1.25 歷年成績檢核明細表 Check list of all semester

成績單申請

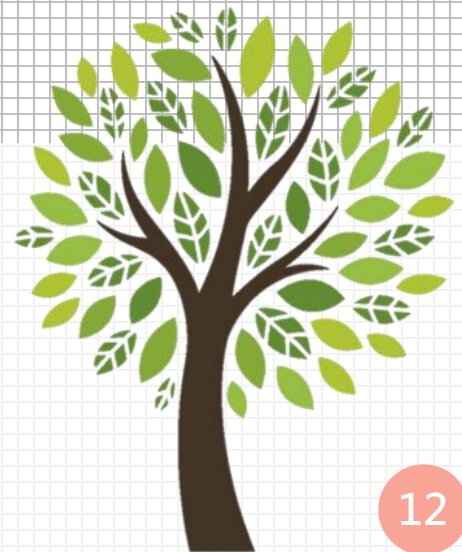
System of Transcript Apply

Step:

- Log in to the system.
- Choose the program: + System of Transcript Apply
- Pay the fee and apply to the **Registration and Curriculum Division**.



4.畢業 Graduation



應屆畢業生注意事項

Notes for Graduation



- 符合各系所規定之必修、選修及通識畢業學分數

Correspond with the required, elective and general graduation credits by each department.

詳請參閱
各系所網站公告
之科目學分表

Please refer to
Course credit list
announced on the website
of each department

- 符合各系所規定之英文畢業門檻

Correspond to the English graduation threshold by each department.

- 完成離校手續後，至教務處領取畢業證書

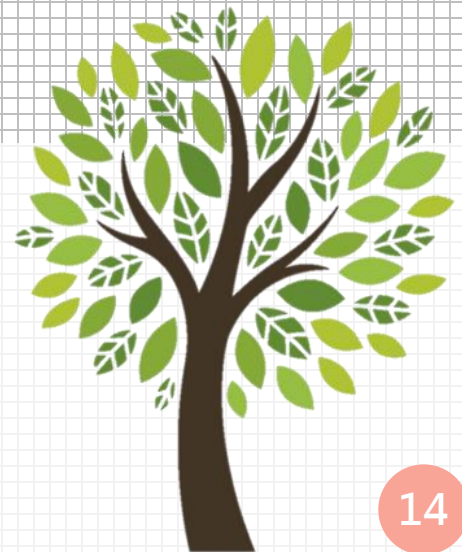
After completing the graduating and leaving procedures, go to the Office of Academic Affairs and receive the diploma.

****畢業離校手續單：** [Graduating and Leaving procedure](#)



5.各式文件申請

Application for Various Documents



服務項目-各類證明書申請

Service Items-Application for Transcript and Academic Certificates

※申請方式 How to apply

➤ 方式一 Method One

*學生資訊系統：wac.kmu.edu.tw

D.1.29.各類證明書申請 (含成績單)

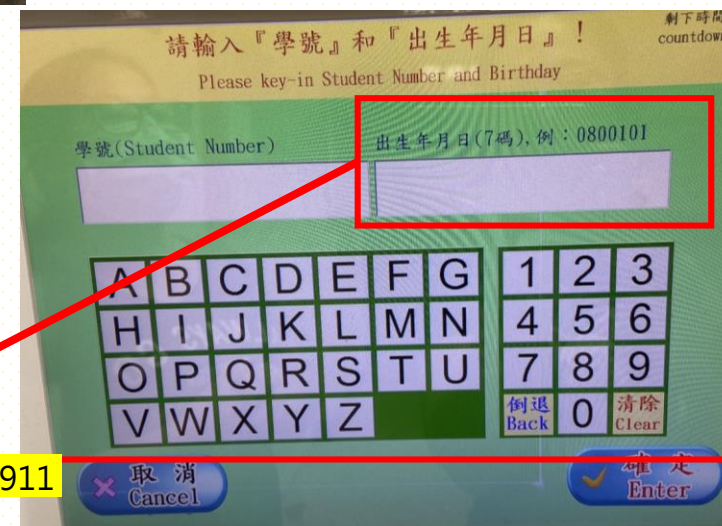
Application for Transcript and Academic Certificates

➤ 方式二 Method Two

自動化服務：勵學大樓1樓、2樓，皆有自動化機器可申請相關證明文件。(除中文相關成績單會直接印出外，申請其他文件仍要將申請聯拿進註冊課務組，以利製作)

1. Automated machines: located on the 1st and 2nd floors of the Li-Hsuesh Building.

2. You can apply for various documents. (Except for the Chinese version of transcripts that will be printed out directly; other documents still need to be applied for through the Registration and Curriculum Division)



民國年的計算方式=西元年-1911

Ex: 西元生日1999年1月1日

則須輸入0880101

The calculation method of the Republic of China = AD year-1911

Ex: A.D. birthday January 1, 1999 You must enter 0880101

服務項目-各類證明書申請

Service Items-Application for Transcript and Academic Certificates



證書類別 Certificate category	如何申請 How to Apply
在學證明書 Enrollment Certificate	<p>兩種方法:Two Methods</p> <ol style="list-style-type: none">1.自行影印學生證正、反面影本，至註冊課務組蓋章。 Copy the front and back of the student card, then come to stamp it at the Registration and Curriculum Division.2.至自動化申請機投幣申請「中文(英文)在學證明」，再將申請聯交至註冊課務組，以利製作。 Go to the automatic machine to pay the fee for the "Chinese(English) Version Attendance Certificate", and then turn in the application receipt to the Registration and Curriculum Division.
<u>學生證</u> (遺失補發) <u>Student card</u> (Replacing a lost ID card)	<ol style="list-style-type: none">1.請先上<u>一卡通網站(ipsc.kmu.edu.tw)</u>辦理掛失。 Please go to the website (ipsc.kmu.edu.tw) to report the lost card.2.至自動化申請機投幣申請「學生證」，費用250元，再將申請聯交至註冊課務組，以利製作。 Go to the automatic machine to pay the fee to apply for the "student card" (NT250), then turn in the application receipt to the Registration and Curriculum Division.3.製發新卡需3個工作日。It takes 3 business days to make a new card.
各式成績單 <u>Application Form for Transcript and Academic Certificates</u>	<ol style="list-style-type: none">1.請至自動化申請機投幣申請。Go to the automatic machine to apply and pay the fee.2.申請英文成績單或其他文件者，需將申請聯繳至註冊課務組，以利製作。 To apply for an English Version of Academic Transcript or other documents, you must fill out and submit the application form to the Registration and Curriculum Division. <p>(<input type="checkbox"/> Urgent: 1 business day / <input type="checkbox"/> General: 2-3 business days)</p>

感謝聆聽、敬請指教

thank you

