

National Changhua University of Education

Student Credit Transfer Guidelines

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- I. These Guidelines were established in accordance with Article 20 of the University's Academic Regulations.
- II. Students must apply for credit transfer **in accordance with regulations between one week before the start of each semester and one week after semester starts. Late applications will not be accepted. However, this does not apply to applications by graduating students.**
- III. The number of credits transferred by new students and the year of study which the students are transferred to shall be as follows:
 - (I) New students of undergraduate programs may transfer credits and be transferred to higher academic years according to circumstances, but the students must study for at least one academic year before being allowed to graduate.
 - (II) For students who submit applications to transfer credits earned from continuing education credit courses, the period of study at the University may not be shorter than half of the period of study for the school system, the number of credits may not be less than half of the graduation credits, and the period of study may not be less than one year.
 - (III) Application to advance the year of study is limited to one time only, and may not be changed or canceled once approved.
 - (IV) The higher year of study is determined by the student's department. Students who transfer 40 credits or more may advance to the second year, students who transfer 80 credits or more may advance to the third year, and students who transfer 110 credits or more may advance to the fourth year.
Students with an associate degree (or higher diploma) from Hong Kong may be transferred into the third year when studying in a bachelor's program in Taiwan, and their credit transfer are not subject to the limit in the preceding subparagraph.
 - (V) In principle, the total number of credits that may be transferred by transfer students is limited to the total number of credits that should have been taken before the year they are transferring into. However, students who previously withdrew from the

University may apply to transfer all credits.

- (VI) The student receives a score of 70 points and above in a master's or PhD program course (including courses jointly offered by master's and PhD programs) while studying in an undergraduate or master's program, and provides proof that the credits for the course were not counted in graduation credits, but the credit transfer may not exceed six credits in total.
 - (VII) For students of the University or other universities who were approved to take courses of the University's master's and PhD programs in advance and were subsequently admitted into the master's or PhD program of the University, all credits that were not counted in the graduation credits may be transferred (excluding credits for "Thesis Supervision"), but the students must study at the University for at least one year. For students of the University who ~~are~~ were approved to directly study for a doctoral degree, the number of credits that may be transferred is limited to one-third of graduation credits.
 - (VIII) For new students and transfer students who have obtained equivalent degrees, in principle, their applications for credit transfer are limited to the University's required general education courses that were not counted in the graduation credits of their original degree (for those with certificates).
- IV. Principles for credit transfers are as follows:
- (I) Courses with the same name.
 - (II) Courses with different names but the same contents.
 - (III) Courses with different names and contents but the same nature.
 - (IV) Professional courses passed prior to enrolling in the University shall not be transferred if they had been passed for more than 10 years by the time of enrollment. However, this does not apply in special circumstances approved by the Dean of Academic Affairs.
- V. The following rules apply to non-equal credit transfer:
- (I) More to less: After the transfer, the lower number of credits will be recorded.
 - (II) Less to more: After transferring a part of the credits, if courses are available for the other part of credits, the first half will be registered and the student shall take the second half of the course.
- VI. Students who have graduated (completed) a five-year junior college shall not be allowed to transfer the credits for the courses taken in the first three years at the junior college.
- VII. The transfer of credits from professional courses of each department (institute), common courses, and military education courses shall be reviewed respectively by each department (institute), the Center for General Education, and Military Education Section. The Office of Academic Affairs is responsible for the second review, and review procedures must be completed before the deadline for adding and dropping courses.
- Rules for transferring credits of education program professional courses shall be separately established by the Center for Teacher Education.
- VIII. Application to transfer credits of physical education courses: If transfer students already

obtained a passing score for physical education courses at the previous school before transferring into the University's undergraduate program, the student will be exempted from physical education courses for a maximum of 4 semesters.

- IX. Students may apply for exemption under the following circumstances:
- (I) If the credits of master's program courses taken by an undergraduate student is counted in graduation credits of the undergraduate program, and the courses are required courses of the University's master's program that the student is subsequently admitted into, then the student may apply for exemption from the courses under the principle of not changing the number of graduation credits of the master's program.
 - (II) Undergraduate students with one of the following qualifications may submit related certificates/documents to apply for exemption from freshman English courses. However, the number of credits of the courses approved for exemption must be made up by taking two other foreign language courses besides English:
 1. Foreign students and overseas compatriot students whose native language is English or graduated from an English-taught school.
 2. Students who passed the "CEF Common European Framework of Reference for Languages B2 (Vantage)" test.
- X. The reviewing department for credit transfer may, if necessary, require students to participate in screening for credit transfer. Only those who pass the screening may transfer credits. The screening must be completed before the deadline for adding and dropping courses in the current semester. The screening rules of each reviewing department shall be set by the reviewing department.
- XI. Registration of credit transfers shall be handled as follows:
- (I) For new students and part-time students who have been admitted to study for a degree or directly study for a doctoral degree, the transferred credits shall be registered in the academic transcript for the year of study they are assigned to.
 - (II) For transfer students, the transferred credits shall be registered in the academic transcript for years prior to the year of study they are transferred into.
 - (III) For students re-taking the examination or re-applying for enrollment, the transferred credits shall be registered in the academic transcript for years prior to the year of study they are assigned to.
 - (IV) On the Chinese academic transcripts, the score for courses with transferred credits is marked with "Transferred"; on the English academic transcripts, it is marked with "P".
 - (V) On the Chinese academic transcripts, the score for exempted courses is marked with "Exempted"; on the English academic transcripts, it is marked with "PP".
- XII. Credits from courses offered by overseas universities that are recognized according to the Ministry of Education's "Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education" and "Regulations Governing the Assessment and Recognition of Academic Records from Mainland China", as well as overseas universities that signed the agreements of dual-degree systems with the

University may be transferred according to these Guidelines and the cooperation agreements.

- XIII. These Guidelines shall take effect after being approved and announced by the University's Academic Affairs Meeting, and shall be submitted to the Ministry of Education for reference. The same shall apply to subsequent amendments.