

# National Chengchi University Regulations for Credit Exemption

Approved by the Academic Affairs Meeting on Jun 3, 1992  
Approved for future reference by the Ministry of Education in letter Tai (81) Kao Tze 34763 on Jun 29, 1992  
Approved by the 529<sup>th</sup> Administrative Meeting on Oct 26, 1994  
Amended and approved by the 1<sup>st</sup> Academic Affairs Meeting in 2<sup>nd</sup> semester of academic year 2002 on Mar 31, 2003  
Article 2-1, Subsection 1 of Paragraph 1 of Article 3 and Subsection 3 of Paragraph 1 of Article 11 amended and approved by the 1<sup>st</sup> Academic Affairs Meeting in the 1<sup>st</sup> semester of academic year 2005 on Oct 31, 2005  
Articles 2, 3 and 4 amended and approved by the 1<sup>st</sup> Academic Affairs Meeting in the 2<sup>nd</sup> semester of 2005 on Mar 27, 2006  
Articles 2, 3, 11 and 12 amended and approved by the 2<sup>nd</sup> Academic Affairs Meeting in the 2<sup>nd</sup> semester of academic year 2005 on Jun 5, 2006  
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Articles 2, 2-1, 3, 4, 5, 6, 8, 11, 12 and 13 amended and approved by the 2<sup>nd</sup> Academic Affairs Meeting in the 1<sup>st</sup> semester of academic year 2011 on Dec 12, 2011  
Issued by Letter No. Cheng Jiao Zih 1010002760, Feb. 9, 2012  
Articles 2, 3, 4, 5, 6, 7, 8, 9, 10 amended, Articles 2-1 delete and approved by the 2<sup>nd</sup> Academic Affairs Meeting in the 1<sup>st</sup> semester of academic year 2022 on Dec 19, 2022  
Articles 5 and 7 amended and approved by the 1<sup>st</sup> Academic Affairs Meeting in the 2<sup>nd</sup> semester of academic year 2022 on March 20, 2023  
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- Article 1     The University established these regulations in accordance with the University's study regulations to handle matters related to credit exemption for students.
- Article 2     Students of our school who meet one of the following conditions may apply for credit exemption
1. First year students of each program.
  2. Transfer students (including transfer students from the University System of Taiwan.)
  3. Enrolled in NCCU's bachelors program with an associate degree (higher diploma) from Hong Kong.
  4. Studied in a dual degree program at NCCU through intercollegiate cooperation.
  5. Students who are approved by the University to studies overseas or are recommended to be sent to domestic university 、 overseas universities for exchange studies and exchange within the University System of Taiwan.
  6. Students who are approved to take credit courses offered by the University.
- Article 2-1   Deleted
- Article 3     Students may apply for credit transfer for courses they have taken and passed. However, credit transfer is not allowed if any one of the following situations apply:
1. The course has already been counted in other graduation credits for the degree.
  2. More than ten years have passed since the student took and passed the course.  
However, departments may establish related regulations based on the development of knowledge in the field.
  3. Courses taken by students who graduated from 5-year junior college during years one through three, including such courses retaken in years four and five.
  4. Credit courses taken by students after enrollment, except for courses specified in Article 2, Subparagraph 6.

5. Master's and doctoral program courses taken by first year students of master's and doctoral programs during their bachelors and master's studies, which do not reach a score of 70 points (or B- in the letter grading system) and above.

Article 4      The number of credits transferred and the academic year to which the student is transferred to shall be as follows:

1. First year students of bachelors programs may transfer credits and be transferred to higher academic years, but the students must be enrolled for at least two semesters before being allowed to graduate. Departments may process applications to be transferred to higher academic years based on the required courses and number of credits transferred by the student.
2. Transfer students who transfer into the second semester of the first academic year of NCCU's bachelors program may transfer a maximum of 20 credits; students who transfer into the second academic year (including transfer students from the University System of Taiwan) may transfer a maximum of 40 credits; students who transfer into the third academic year (including transfer students from the University System of Taiwan) may transfer a maximum of 80 credits. If a transfer student has special circumstances, the department may submit an application to waive the limit on the number of credits transferred specified in this subparagraph.

Transfer students shall enroll in the academic year they were originally accepted into. Students who transfer into the second semester of the first academic year may not submit an application to be transferred to a higher academic year. Other students with any one of the following situations may submit an application to be transferred to a higher academic year:

- (1) The department did not conduct recruitment of transfer students for the third academic year, which is the same academic year that the transfer student was originally in.
- (2) If the student dropped out of NCCU and was accepted again, the student may transfer to the original academic year.
3. A student enrolled in NCCU's bachelors program with an associate degree (higher diploma) from Hong Kong may transfer credits and be transferred into a higher academic year according to Subparagraph 1, but is limited to the third academic year.
4. Unless otherwise stipulated by the department, the maximum number of credits that may be transferred by first year students of master's and doctoral programs is half of the program's graduation credits. When there are separate credit transfer regulations by the department, the number of credits transferred may not exceed two thirds of the department's graduation credits.
5. The number of credits transferred by students of dual degree programs according to the contract they signed may not exceed two thirds of the department's graduation credits.
6. Credit transfers by students according to Article 2, Subparagraph 5 shall be handled in accordance with the "National Chengchi University Guidelines for Studying Abroad" and "National Chengchi University Guidelines for Student Exchange at Domestic Partner Institutions."
7. Credit transfers by students according to Article 2, Subparagraph 6 are limited to 12 credits.

After students transfer credits earned from continuing education credit courses, the period of study at NCCU may not be shorter than the half of the student's original required study duration, and the number of credits taken may not be less than half of the graduation credits; furthermore, the period of study may not be shorter than one year.

When students submit an application to transfer credits from continuing education courses earned through distance education and the number of credits exceeds one third of their graduation credits, the department shall submit a report to the Office of Academic Affairs, which will compile a list and submit it to the Ministry of Education for future reference.

- Article 5     The scope of credit transfer for NCCU courses:
1. Professional courses are (partially) required courses and elective courses of each department.
  2. Common required courses are general courses and physical education courses of NCCU's bachelors programs.
    - (1) Credits earned from general language courses, general knowledge courses, and residential college general education courses may be transferred. The transfer of credits from general knowledge courses is limited to general courses taken at the student's original school. Credits earned from residential college general courses and core general courses may only be transferred for residential college and core general courses offered by NCCU.
    - (2) Credits may be transferred for required physical education courses, but are limited to four courses. If the physical education course taken by students enrolled in the 2020 academic year (inclusive) or later was originally a zero-credit course, students may submit an application to transfer 1 credit for NCCU's required physical education course under the applicable rules for taking common courses, provided that the course meets the condition of 1 credit for 18 hours.

- Article 6     The exemption of courses and credits should meet the following requirements
1. The review principles of courses exemption are as follows:
    - (1) Same title and content.
    - (2) Different title but same content.
    - (3) Different title and content, but similar in nature.
  2. Principles for determining the number of credits transferred are as follows:
    - (1) Exemption from fewer against more credits: Registered with fewer credits after the exemption.
    - (2) Exemption from more against fewer credits shall not be approved, unless making up the difference in credits by studying the subjects recognized by the department /institute. Registered with fewer credits after the exemption.

- Article 7     Credit transfers must be completed via a one-time application in the year of the student's admission according to the schedule announced by NCCU. After the semester for exchange or full-time study by a student ends according to Article 2, Subparagraph 5, the student shall handle credit transfer in accordance with the "National Chengchi University Guidelines for Studying Abroad" and "National Chengchi University Guidelines for Student Exchange at Domestic Partner Institutions." Unless otherwise stipulated by the credit course, students that fulfill Article 2, Subparagraph 6 shall complete credit transfer within one month after the course ends.

NCCU's application procedures for credit transfer are as follows:

1. Students shall fill out related credit transfer application forms and submit an original academic transcript or documentation of courses taken, grades, and number of credits. The transcript and documentation shall be in Chinese. Academic transcripts issued by an overseas university shall be in English in principle. Documents submitted by students for credit transfer will not be returned.
2. When a new student applies for credit transfer, professional courses will be reviewed by the department the student is studying in; Chinese general courses will be reviewed by the Department of Chinese Literature; foreign language general courses will be reviewed by the Foreign Language Center; general knowledge courses and residential college general courses will be reviewed by the Center of General Education; physical education courses will be reviewed by the Physical Education

Office. Applications for transfer of credits from education program courses are accepted and reviewed by the Institute of Teacher Education. The review unit may require students to submit the syllabus before accepting the application.

When a student applies for credit transfer according to Article 2, Subparagraph 5, professional courses will be reviewed by the department the student is studying in; professional courses of double major or minor departments will be reviewed by related departments; general knowledge courses and residential college general courses will be reviewed by the Center of General Education; Chinese general courses, foreign language general courses, and physical education general courses shall be handled in accordance with the preceding subparagraph. When a student applies for credit transfer according to Article 2, Subparagraph 6, it will be reviewed by the department the student is studying in;

3. After credit transfer applications are reviewed by related units, they will be submitted to the Registration Section for a secondary review, and then sent to the Dean of Academic Affairs for approval before recording such credits in the student's overall transcript. The letters "EX" are shown in the grades column and the original score of the course is not registered.

Transferred credits will be registered in the student's grade history one column before the student's initial year of admission, except in the case of domestic/overseas student exchange (full-time study), where credits are registered in the semester of the student exchange.

- Article 8 After credit transfer is reviewed and registered, the student may inquire results on the grade inquiry system. Once a credit transfer is reflected on record, the credit can no longer be transferred to other courses. Students who have any questions regarding credit transfer results must submit a review application to the Office of Academic Affairs, Registration Section before the end of the semester of the course that credits are being transferred for.
- Article 9 Other matters not stipulated in these guidelines shall be conducted in accordance with the University's study regulations and other relevant regulations.
- Article 10 These regulations and any amendments shall be promulgated by the President of the University after being approved by an Academic Affairs Meeting of the University and be submitted to the Ministry of Education for future reference.