

National Dong Hwa University

Course Credit Transfer Regulations for Students

Amended and approved at the 1st Academic Affairs Meeting in Academic Year 2008-2009 on September 25, 2008.
Amended and approved at the 2nd Academic Affairs Meeting in the 1st Semester, Academic Year 2013-2014 on December 18, 2013.
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Article 1 National Dong Hwa University (“the University”) has formulated these regulations (“the Regulations”) in order to regulate the administration of course credit transfer for students of the University.

Article 2 The following provisions state the students of the University who are eligible to apply for course credit transfer:

1. Students who transfer from other higher education institutions, enroll in the University by retaking the entrance examinations, or transfer to other undergraduate or graduate programs of the University.
2. Students who have completed course credits before being admitted to a degree program of the University.
3. Undergraduate or master’s students who have completed and passed a master’s or doctoral-level course whose credits have not counted toward their required course credits for graduation during their previous studies and hold an official proof document issued by the higher education institutions they graduated from.
4. Students who hold an official certificate of completing course credits at other higher education institutions during their withdrawal (or leave of absence) from the University.
5. Students who hold an official certificate of completing course credits during their overseas further studies, exchange programs, internships, or dual degree programs approved by the University.
6. Other students who are approved by the University.

Article 3 The number of course credits transferred and the placement of the year of class for undergraduate students mentioned in Article 2 shall be as follows:

1. In principle, students who transfer to the second-year class (of a department, degree program, or division) shall have their number of course credits transferred equivalent to the number of the required course credits for the first-year class of the admitted department, degree program, or division; students who transfer to the third-year class shall have their number of course credits transferred equivalent to the total number of the required course credits for the first- and second-year classes of the admitted department, degree program, or division. Starting in the new study year, the minimum course credit requirement in each semester shall follow the regulations designated by individual departments, degree programs, or divisions. In addition, students who transfer to the third-year class and have their course credits transferred have to fulfill the minimum course credit requirements for graduation of the admitted department,

degree program, or division within the term of study; otherwise, they shall be lowered to the second-year class.

2. Transfer students and students who enroll in the University by retaking the entrance examinations referred to in Provision 1, Article 2 as well as students referred to in Provision 2, Article 2 shall follow the preceding paragraph for course credit transfer and may be placed in a higher year of class. Those who have their course credits transferred up to forty (40) credits or above may be placed in the second-year class; those who have their course credits transferred up to seventy-eight (78) credits or above may be placed in the third-year class; those who have their course credits transferred up to one hundred and ten (110) credits may be placed in the fourth-year class; however, students should study at the University for at least one (1) year and take courses by following the minimum course credit requirement in each semester so as to be able to graduate from the University.
3. Students who graduated from a two-year or five-year junior college may be placed in the third-year class as the highest, and students who were withdrawn from a higher education institution are placed in the same year of class as the one they were in upon their withdrawal.

Article 4 Graduate students who enroll in the University by retaking the entrance examinations or have completed course credits in accordance with laws and regulations before being admitted to a degree program of the University may apply for course credit transfer in the light of actual conditions. For graduate students, course credits from taking undergraduate courses do not count toward the course credit requirements for graduation.

Master's and doctoral-level courses referred to in Provision 3, Article 2 shall be assessed and determined by individual departments, graduate institutes, degree programs, or divisions of the students.

For graduate students, the maximum number of course credit transfer and related regulations shall be stipulated by individual departments, graduate institutes, degree programs, and divisions.

Credit transfer for courses in the Teacher Education Program shall be assessed and determined in accordance with regulations by the Center for Teacher Education.

Article 5 Courses eligible for credit transfer for admitted and transfer students to the University shall be limited to those taken and passed (including online courses with official proofs of passing the examinations) in universities, colleges, junior colleges, Academia Sinica, or overseas universities and colleges accredited by the Ministry of Education.

Courses taken between the first and the third years at a five-year junior college that are equivalent or similar to senior high school or vocational high school courses are not eligible for credit transfer, and other junior college courses for credit transfer shall be assessed strictly.

Article 6 The principles for course credit transfer are prescribed as follows:

1. Courses with the same title and content.
2. Course with different titles but the same content.
3. Course with different titles and content but the same in nature.

Article 7 Course credit transfer for courses with different credit values is processed according to the following rules below:

1. A course with more credits for a course with fewer credits: Once the credit transfer has been approved, the course is recorded with fewer credits.
2. A course with fewer credits for a course with more credits: Once the credit transfer has been approved, the course is recorded with fewer credits. The credit difference shall be made up by taking other courses; if no other courses with the same title or similar in content or nature are available, the course credit transfer will not be approved.

Article 8 Together with their course credit transfer application, students shall submit an official copy of the academic transcript from their previous institution and apply within the deadline given on the academic calendar of the University in the first semester of their admission to the University; late applications will not be accepted.

Article 9 In principle, course credit transfer may be applied for only once. Where it is necessary, individual departments, graduate institutes, degree programs, and divisions may administer a screening test to identify the applying students' competency level and decide whether to approve or not their credit transfer applications; however, a screening test shall be completed prior to the end of the course add/drop period.

Students under special circumstances such as transferring to another major, taking a minor or degree program, or taking a double major may apply for additional course credit transfer with an official copy of the academic transcript attached but may not be reassigned to a higher year of class.

Students desiring to apply for credit transfer for courses in their major due to the cancellation of a minor or degree program or a double major should follow the curriculum structure designed by the students' majoring departments, degree programs, or divisions.

Article 10 Students who are admitted to the University based on the Implementation Regulations Governing Continuing Education at Junior Colleges and Institutions of Higher Education may not apply for credit transfer for the courses that serve as the qualification for the entrance examinations. In addition, once the credit transfer has been approved, their total period of study at the University and also remaining course credits may not be less than one half (1/2) of the prescribed term of study to complete their respective programs as well as the course credit requirements for graduation; moreover, the period of study at the University may not be less than one (1) year.

Admitted and transfer students to the University who completed and passed Physical Education and Military Training courses whose credits have not counted toward graduation before entering the University may apply for a waiver of the aforementioned two kinds of courses; however, once the course waiver is approved, students shall still make up the credits of the waived courses to fulfill the minimum course credit requirements for graduation of the department, degree program, or division.

Article 11 In regard to the review of course credit transfer applications and placement of a higher year of study, General Education (University Core) courses are assessed and determined by the Committee for General Education, and specialized courses of individual departments, graduate institutes, degree programs, and divisions shall be assessed and determined by the review panel established by individual departments, graduate institutes, degree programs, and divisions; the review results shall be submitted to the Office of Academic Affairs for further review.

Article 12 In regard to the documentation of approved course credit transfer, the title and credit value of each

approved course shall be recorded on the academic transcript and marked “Transferred” (no grades recorded) in the first column, “Transfer Credit & Course Waiver Record,” of the transcript.

Article 13 Course credits that have been completed at overseas universities and colleges accredited by the Ministry of Education may be applied for credit transfer in accordance with the relevant provisions of the Regulations. The principles of credit conversion and credit transfer shall be based on the course content and hours of instruction. The principles of credit conversion are as follows:

1. Course credits completed at an overseas higher education institution that adopts the European Credit Transfer and Accumulation System (ECTS, except for universities and colleges in the United Kingdom) are calculated as one half (1/2) of the original ECTS credits, rounded to the nearest whole number.
2. Course credits completed at a higher education institution in the United Kingdom that adopts the Credit Accumulation Transfer Scheme (CATS) are calculated as a quarter (1/4) of the original CATS points, rounded to the nearest whole number.
3. Course credits completed at a higher education institution in the United States, Japan, and Mainland China may be converted equivalently.

Article 14 Matters that are not covered in the Regulations shall be administered in accordance with the Academic Regulations and relevant rules of the University.

Article 15 The Regulations are implemented after being approved at the Academic Affairs Meeting and by the President of the University and submitted to the Ministry of Education for future reference.

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