

Regulations for Credit Transfer by Students at I-Shou University

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Article 1 The Regulations for Credit Transfer by Students at I-Shou University (hereinafter referred to as “the Regulations”) is made pursuant to the Academic Rules of I-Shou University and the University Act. Academic units shall handle students’ applications for credit transfer in accordance with the Regulations.

Article 2 Students satisfying one of the following requirements may apply for credit transfer:

1. transfer students;
2. new students who have graduated from or dropped out of a university (junior college) and are admitted to I-Shou University (hereinafter referred to as “the University”) pursuant to the applicable regulations and rules;
3. students who are approved to earn credits before being admitted to a degree program according to law;
4. students who pursue further education, conduct research, participate in an exchange program, or study for a dual degree overseas; or
5. new students enrolled in a master’s degree or doctoral program.

Article 3 The number of credits allowed for transfer for the students as referred to in the preceding article and the applicable rules are as follows:

1. For transfer students transferred to the sophomore year level, the maximum number of credits allowed for transfer shall be equal to or less than the total credits required for the freshman year. For those transferred to the junior year level, the maximum number of credits allowed for transfer shall be equal to or less than the total credits required for the freshman and sophomore years. For those who have taken courses offered by the Division of Continuing Education or the credit program(s) offered by the Extension Education Center, the number of credits allowed for transfer shall be calculated separately.
2. Students who have graduated from or dropped out of a university (junior college) may apply for transferring the credits of courses with a passing score after having obtained the student status.
3. New students who are approved to earn credits before being admitted to a degree program shall apply for credit transfer in accordance with this article.
4. Students who pursue further education, conduct research, participate in an exchange program, or study for a dual degree overseas may apply for transferring the credits of courses with a passing score if the credits they earn abide by the

Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education or the Regulations Regarding the Assessment and Recognition of Mainland Chinese Academic Credentials for Institutions of Higher Education.

5. For postgraduate students who are admitted to the University by retaking an entrance exam or reapplying for admission, or who are approved to earn credits before being admitted to a degree program, the maximum number of credits allowed for transfer shall be equal to or less than half of the total credits required for graduation (credits for the thesis/dissertation shall not be included).
6. The criteria of the recognition of credits transferred shall be otherwise established by respective academic units.
7. Being placed at a higher grade level:
 - a. Undergraduate students having 32 credits or more transferred may be placed at the sophomore year level; those having 64 credits or more transferred may be placed at the junior year level; those having 96 credits or more transferred may be placed at the senior year level, and such students shall study at the University for at least one year and earn the required number of credits to be eligible for graduation.
 - b. Students who are approved to earn credits before being admitted to a degree program pursuant to Subparagraph 3 of Article 2 are required to study at the University for a period of equal to or longer than half of the prescribed duration of study after the application for credit transfer is granted, and the length of the period mentioned above shall be equal to or longer than one year.
 - c. Students who are qualified for being placed at a higher grade level shall submit an application before the end of course add/drop in the semester of enrollment, and such application shall be filed only once.

Article 4 The scope of credit transfer is as follows:

1. Required credits: required courses (including the core curriculum) offered by departments (institutes/programs);
2. Elective credits: electives offered by departments (institutes/programs) (including electives offered by other departments (institutes/programs) and recognized by the departments (institutes/programs) of major as well as liberal arts courses);
3. Credits required for minor studies (applicable to transfer students or re-admitted students taking minors); and
4. Credits required for double majors (dual degrees) (applicable to transfer students or re-admitted students taking double majors).

- Article 5 The principles for credit transfer are as follows:
1. courses with identical titles and content;
 2. courses with different titles but identical content; or
 3. courses with different titles and content, but of the identical nature.
- Article 6 The principles for handling credit transfer for courses with different number of credits are as follows:
1. From a course with more credits to a course with fewer credits: registered with the course with fewer credits after the credit transfer is granted; and
 2. From a course with fewer credits to a course with more credits: Students who want to be exempted from a course with more credits with a course with fewer credits shall make up the difference with the credits of other relevant courses they have earned at the previous school(s). The transfer will not be granted if they cannot make up the insufficient number of credits. In case of a one-year course, the total credits earned in one academic year at the previous school(s) shall be transferred to the credits required for the first semester at the University.
- Article 7 The rules about the application and review of credit transfer are as follows:
1. An application for credit transfer shall be made upon enrollment and course registration in the first semester after a student has obtained the qualification for credit transfer. Qualified students shall submit the academic transcript issued by the previous school(s) and an application form for credit transfer. An exam may be administered for the recognition of credits, if necessary. If an exam is a prerequisite to credit transfer, the credit transfer process shall be completed before the course add/drop begins.
 2. The application for credit transfer shall be filed only once, and students are not allowed to apply for change or to file a late application afterwards.
 3. Students shall conduct course registration pursuant to the Regulations for Course Registration at I-Shou University after the credit transfer process is completed.
 4. The review of applications for credit transfer: Applications for credit transfer for courses offered by departments (institutes/programs) shall be reviewed by the competent departments (institutes/programs). Applications for credit transfer for physical education, military training education, and service education shall be reviewed by the Office of Physical Education, the Office of Military Education, and the Service Education Section of the Office of Student Affairs, respectively. The Registration Section of the Office of Academic Affairs is responsible for a second review of applications and the registration of application results for future reference.

5. Credit transfer is not applicable to the credits of courses earned in the first three academic years of studying at a five-year junior college.

Article 8 Students may reapply for credit transfer if they are approved to transfer to another department or take a minor/double majors. In this case, they shall submit the academic transcript issued by the previous school(s) and an application form for credit transfer. An exam may be administered for the recognition of credits, if necessary. The credit transfer process shall be completed before the course add/drop begins, but the applicant is not allowed to be placed at a higher grade level.

For students taking a minor or double majors, the maximum number of credits allowed for transfer shall not exceed half of the total credits required by the department of major. The credits transferred shall be deducted and shall not be included as part of the credits required for graduation if students give up the minor or double major for any reason.

Article 9 The credits transferred shall be specified on the academic transcript of all semesters, and the word “Transferred” shall be entered in the grade column for the course(s) transferred.

Article 10 Any matter not mentioned herein shall be subject to the Academic Rules of I-Shou University as well as other applicable regulations and rules.

Article 11 The Regulations become effective on the third day of promulgation after being adopted by the University Academic Council, the University Administration Council, and the University Council, and ratified by the President. The Regulations shall also be submitted to the Ministry of Education for future reference. The same procedure applies to any amendment to the Regulations.