

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

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Amended and approved by the 1st Academic Affairs Meeting in 2nd 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

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Articles 2, 3 and 4 amended and approved by the 1st Academic Affairs Meeting in the 2nd semester of 2005 on Mar 27, 2006

Articles 2, 3, 11 and 12 amended and approved by the 2nd Academic Affairs Meeting in the 2nd semester of academic year 2005 on Jun 5, 2006

Articles 2, 2-1, 3, 11, 12 and 13 amended and approved by the 2nd Academic Affairs Meeting in the 2nd semester of academic year 2006 on June 4, 2007.

Articles 2, 2-1, 3, 4, 5, 6, 8, 11, 12 and 13 amended and approved by the 2nd Academic Affairs Meeting in the 1st semester of academic year 2011 on Dec 12, 2011

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 The following students may apply for credit exemption:

1. Transfer students.
2. New students retaking entrance examinations or reapplying for admission.
3. Persons who are approved to complete prerequisite credits before applying for admission to the programs in accordance with the regulations.
4. Students who are approved by the University to pursue further studies overseas or are recommended to be sent to overseas universities for short-term courses.
5. Students who are approved to take credit courses offered by the University in the summer session.

Article 2-1 Overseas students (including foreign, overseas Chinese, Hong Kong, Macao, and Mainland students) and children of diplomatic personnel may be exempted from the "College English" course after passing the examination of the Foreign Language Center. However, the exempted credits shall be made up by taking another general course.

Article 3 The number of credits and the allocation of transferred credits in each year for students mentioned in Article 2 shall be as follows:

- 1 Second-year transfer students shall be exempted a maximum of 50 credits for first-year study in the department; third-year transfer students shall be exempted a maximum of 94 credits for first- and second-year study in the department. Starting from the year of transfer, the number of credits required for each semester may not be reduced; a maximum exemption of 6 credits is allowed for general courses. Only applications with a course outline included will be accepted.

- 2 First year students who retaking entrance examinations or reapplying for admission, or who have been approved to complete prerequisite credits before applying for admission to the programs in accordance with the regulations may increase with the regulations may increase the number of credits exempted or increase the level by discretion for subjects that he/she passed. However, he/she shall study for at least one year and fulfill the credits requirement for each semester before graduating.
- 3 The number of credits of MA and Ph.D. students retaking entrance examinations or reapplying for admission, or who have been approved to complete prerequisite courses before applying for admission to the programs in accordance with the regulations may be exempted at the discretion of the University. The maximum number of credits exempted shall be one-half of the total credits required for graduation from the relevant graduate institute.
- 4 Subject credits received at overseas universities and recognized by the Ministry of Education before admission may be exempted in accordance with these regulations. Students who are approved by the University to pursue further studies overseas or are recommended to be sent to overseas universities for short-term courses may apply for credit exemption in accordance with the “National Chengchi University Regulations for Students Studying Elective Courses Abroad”.
- 5 After being admitted into the University, students who are approved to take credit courses in the summer session are subject to these regulations for credit exemption of 12 credits maximum.

Article 4 The scope for credit exemption shall be as follows:

- 1 Required credits.
- 2 Elective credits.
- 3 General credits. (Excluding classical general education courses)
- 4 Service courses, but no credit can be transferred.

Article 5 The principles for credit exemption shall be as follows:

- 1 Same title and content.
- 2 Different title but same content.
- 3 Different title and content, but similar in nature.

Article 6 The regulations for handling courses with different credits shall be as follows:

- 1 Exemption from fewer against more credits: Registered with fewer credits after the exemption.
- 2 Exemption from more against fewer credits: Exemption shall be approved by making up the difference in credits by studying the subjects recognized by the department /institute and whichever academic unit deemed relevant. For insufficient credits with no subjects of similar nature available, credit exemption shall not be approved. Registered with fewer credits after the exemption.

Article 7 Credit exemption for transfer students shall be limited to subjects passed in a university or vocational college. However, for 5-year junior colleges, credit exemption shall be limited to subjects studied in the fourth and fifth year.

Article 8 Credits of students who have completed military service and passed all courses taken before the transfer may be exempted by discretion according to the regulations of the relevant department or college.

- Article 9 Students who have studied physical education for more than one year and passed the examinations may transfer directly to the second (third) year and may be exempted from the first (second) year. Physical education shall not be exempted starting from the year of transfer.
- Article 10 Credit exemption based on these regulations shall be applied by the following procedures:
1. The application and handling date of credit exemption shall be according to those stipulated on the admission notice.
 2. Before applying, students shall apply for an original copy of the Chinese transcript from the Office of Academic Affairs or the original graduating (previously attended) school before collecting the credit exemption application form from the relevant department.
 3. The department will then review the credits of specialized courses that have been submitted for transfer (including elective and general knowledge credits), while other academic units (where relevant), centers (where relevant) and the Physical Education Office will review credits of common courses before referring the case to the Office of Academic Affairs.
 4. The Registration Section shall perform a secondary review of the exempted credits and send the application to the Dean of Academic Affairs for approval before recording such credits in the student's overall transcript.
 5. Students who are approved by the University to pursue further studies overseas or are recommended to be sent to overseas universities for short-term courses during the course of study may apply for credit exemption in accordance with the "National Chengchi University Regulations for Students Studying Elective Courses Abroad".
 6. Students who are approved by the University to take credit courses in the summer session shall, within 1 month after completion of such courses, submit their original Chinese transcripts and credit exemption applications to the department or graduate institute they belong to for verification and then to the Office of Academic Affairs for further processing.
- Article 11 Courses that have passed the aforementioned reviews shall have credits (not grades) transferred onto the student's grade history. Meanwhile, the grades column will show credits as "Transferred" (no actual grades will be transferred). Transferred credits will be presented in the student's grade history one row/column before the student's initial year of admission, except in the case of short-term overseas studies where credits can be transferred to the current semester.
- Article 12 Credit transfers must be completed via a one-time application in the year of the student's admission. To transfer credits from NCCU-approved summer courses, the application must be completed within one month after the courses end. Students who go on short-term overseas studies must comply with NCCU's "Overseas Course Selection Rules" when choosing courses. Once a credit transfer has been finalized and reflected on record, the credit can no longer be transferred to other courses.
- Article 13 Other matters not stipulated in these guidelines shall be conducted in accordance with the University's study regulations and other relevant regulations.
- Article 14 These regulations and any amendments shall be approved by the Academic Affairs Meeting and shall become effective after promulgation by the President.