

Regulations Governing Student Credit Transfer of National Tsing Hua University

Amended by the 4th Academic Affairs Meeting of Academic Year 2017 on June 21st, 2018
Confirmed on record under MOE Letter Tai-Chiao-Gao(II)-Zi No.1070126769 on July 31st, 2018

- Article 1 Any student that meets any one of the following criteria may apply for credit transfer:
1. Transfer students or students re-taking entrance exams or re-applying for admission.
 2. Having obtained credits before pursuing the degree.
 3. During the time pursuing for bachelor's or master's degree, the student took any courses offered in the master's or Ph.D. curriculum respectively and received a grade of over 70 (or B-); however, such credits were not included in the minimum requirements for graduation and there are certificates for such credits.
 4. Approved by the University to go abroad for studying, being exchange students, intern or pursuing joint/double degrees and having certificates for such subjects and credits.
 5. During the time of studying/suspension at the University, the students completed courses with other universities and have proof for such credits.
 6. Approved by the University to enroll at another university simultaneously, the credits gotten from another university can be transferred. Unless otherwise stipulated, students enrolled in two departments/ graduate institutes/ degree programs at the University can apply for credit transfer.
- Article 2 The application for credit transfer should be completed all at once during the first semester of the academic year upon admission or transfer. The deadline for applications is stated on the notices of arrivals or registration. Any application after the deadline will not be processed. However, those meet the Article 1.4 may complete their applications before the deadline for the adding or dropping courses of the semester or the academic year following the acquisition of grades or credit certificates, at the very latest.
- Article 3 Undergraduates who have subjects and credits which are needed to pass the screening for credit transfer, they shall finish screening procedure before the deadline for the adding or dropping courses, otherwise, the credits chosen for that semester shall reach the minimum requirement of that semester except for the screened ones so that the drop of any course will not bring down the credits chosen below the minimum requirement after passing the screening.
- Article 4 Undergraduates who have gotten credits transferred may apply for promotion to higher grades according to the numbers of credits transferred. The student may be promoted to the sophomore class if the number of credits transferred is over 40, to the junior class if over 78 and to the senior class if over 110. However, the students graduated from two-year colleges or five-year junior colleges may be promoted to the junior class at most. The withdrawn student from the university may, at most, be promoted to the grade where he or she withdrew from. It is up to the discretion of the individual department or faculty to determine which grade the student should be in. However, a minimum of one-year study is required before graduation.
- Article 5 Credits gotten from the first to third year of five-year junior colleges and equal to high schools' or vocational high schools' levels are not transferable. Besides that, a strict standard shall apply to other courses.
- Article 6 Service and physical education credits are not transferable for students who re-take entrance exams or re-apply for admission. However, students who studied at the University previously can apply for transferring the above-mentioned credits.

- Article 7 Any student that meets the criteria set out by Article 1.1 of these Regulations may re-apply for credit transfer once they are approved to transfer departments, pursuing for a minor study, second major or double majors. However, they must not modify any credits that are previously transferred, nor can they re-apply to proceed to a higher year.
- Article 8 The reviews of the applications for credits of required courses (including general education), specialized courses offered by the departments, graduate institutes or degree programs, courses from minor study, second major or double majors shall be conducted by the individual units offering the courses. Besides that, the reviews for other courses shall be forwarded to the relevant units after being approved by the departments, graduate institutes or degree programs. Students with extraordinary circumstances can present a statement to the Vice President for Academic Affairs for review. The second review of the credit transfer shall be conducted by the Department of Academic Affairs.
- Article 9 The credits transferred for required courses in the bachelor's programs should be in accordance with the following principles, if the numbers of credits are different.
1. In the cases where the transferred credits are less than the required, the smaller number of credits is transferred. Students shall make up the shortage or study relevant subjects to replace it after being approved by the departments, graduate institutes or degree programs; unless the departments, graduate institutes or degree programs determine that the students do not have to do so, provided that the students are deemed to be academically qualified for these subjects.
 2. In the cases where the transferred credits are more than the required, the smaller number of credits is transferred.
- Article 10 The total number of transferable credits cannot exceed two thirds of required credits for graduation as far as graduate students are concerned.
- Article 11 Those students who have acquired credits in any foreign universities or colleges recognized by the Ministry of Education may apply for credit transfer according to the Regulations. Below are the principles to convert foreign acquired credits:
If the school abroad adopts the European Credit Transfer and Accumulation System (ECTS, except for UK universities), the ECTS credits are converted into two-thirds of NTHU credits (1 NTHU Credit = 1.5 ECTS) and rounded up to an integer; while adopting the UK Credit Accumulation Transfer Scheme (CATS), the CATS credits are converted into one-third of NTHU credits (1 NTHU Credit =3 CATS) and rounded up to an integer.
- Article 12 The Regulations and their amendments take effect upon the approval by the Academic Affairs Meeting and are sent to the Ministry of Education for records.