

# Regulations Governing Student Credit Transfer of National Tsing Hua University

Amended Article 6 by the 4<sup>th</sup> Academic Affairs Meeting in Academic Year 2017 on June 21, 2018  
Confirmed Article 6 on record under MOE Letter Tai-Chiao-Gao(II)-Zi No.1070126769 on July 31, 2018  
Amended Article 1, 4, 9, 10 by the 4<sup>th</sup> Academic Affairs Meeting in Academic Year 2018 on June 20, 2019  
Confirmed Article 1, 4, 9, 10 on record under MOE Letter Tai-Chiao-Gao(II)-Zi No.1080103384 on Sep. 9, 2019  
Amended Article 1, 7 by the 1<sup>st</sup> Academic Affairs Meeting in Academic Year 2020 on October 22, 2020  
Confirmed Article 1, 7 on record under MOE Letter Tai-Chiao-Gao(II)-Zi No.1100009558 on February 18, 2021  
Amended Article 1 by the 2<sup>nd</sup> Academic Affairs Meeting in Academic Year 2021 on December 23, 2021  
Amended Article 1, 2, 6, 8, 9, 11 by the 1<sup>st</sup> Academic Affairs Meeting in Academic Year 2023 on October 26, 2023

Article 1 Students of National Tsing Hua University (NTHU or “the University”) who meet any of the following criteria and who can present the required supporting documents may request a credit transfer:

1. Transfer students, students who enrolled in NTHU after re-taking the entrance exam(s), or students who re-enrolled in the University
2. Students who have obtained credits before pursuing a degree
3. New graduate students who have taken a Master’s or doctoral course while enrolled in an undergraduate or Master’s program and who received a grade of 70% (B- in letter grade) or higher in the said course
4. Students who have received NTHU approval to go overseas to pursue academic endeavors or participate in a student exchange program, internship program, or joint degree program
5. Students who have taken courses at and received credits from other universities or credit classes from NTHU Continuing Education while on leaves of absence from their study.
6. Students who are double registered (inter-university or intra-university double registration)
7. Students enrolled in the University’s undergraduate programs (including undergraduate programs of all NTHU colleges) who hold an associate degree (or higher diploma) from Hong Kong

The application for credit transfer of students who meet any of the criteria set out in the subparagraphs of the preceding paragraph will not be accepted if the credits they received from an equivalent course have already been counted toward another degree. This restriction does not apply, however, to students who have received NTHU approval to participate in a joint degree program, students who are double registered at NTHU, and students enrolled in the University’s undergraduate programs who hold an associate degree (or higher diploma) from Hong Kong.

Students who face suspension under the NTHU Student Reward and Punishment Measures shall be ineligible to transfer courses and credits from continuing education credit programs at NTHU or other universities during the suspension period. The provisions set forth under Article 1.5 shall not apply.

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 1-1-4&5 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.

Students who are unable to complete the transfer process by the deadline described in the preceding article due to sickness, natural disaster, war, or force majeure may request an extension by submitting a statement to the department, institute, college, or degree program for review and to the Vice President of Academic Affairs for special approval.

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.

Students who are admitted to the undergraduate programs (hereinafter including undergraduate programs of colleges) with Associate Degree or Higher Diploma from Hong Kong may apply for a promotion to the 3rd grade at most after having the approval of departments or programs.

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 Courses and credits referred to these regulations should be offered by domestic public/private universities and colleges, foreign higher education institutions listed in the Ministry of Education's Reference, higher education institutions in mainland China, Hong Kong or Macau listed in the Ministry of Education's recognized reference. Or continuing education programs offered in accordance with the Ministry of Education's regulations for the continuing education of Junior Colleges.

Students whose certificate (or certificate of study/credit) does not meet the criteria in the preceding article shall not be eligible for credit transfer. Unless students who have obtained the prior approval of the department, graduate institute, college, or degree program and who are able to provide the relevant proof which meets the required standards for courses and credits to be transferred and obtain the special approval from the Vice President of Academic Affairs.

- Article 7 Students who meet the criteria of Article 1.1 of these regulations may reapply for credit transfer upon the University's approval of their change of major, change of degree program, declaration of minor, declaration of minor degree program, declaration of double major, or forfeiture of double registration status. However, said students cannot make changes to any credits previously transferred nor can they apply to advance to a higher year of study.
- 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, other courses shall be reviewed from the departments, graduate institutes or degree programs and consult the relevant units if it's necessary. 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 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 remaining study duration and credits for those students whose transferred credits are from continuing education programs shall be more than half the original required study duration and credits, and their remaining study duration shall be more than one year.
- When a student's transferred credits getting from continuing education programs via distance learning have exceeded one third of required credits for graduation, the University shall make a name list to the Ministry of Education for records. Credits from distance learning (including transferred credits and ones taken in the University) cannot exceed half the required credits for graduation.
- 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 acquired credits in any foreign universities or colleges recognized by the Ministry of Education may apply for credits transfer. 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.