

# National Taiwan University of Science and Technology Credit Transfer Regulations

Passed and amended at the 157<sup>th</sup> Academic Affairs Meeting (12 Oct 2010)

Passed at the 161<sup>st</sup> Academic Affairs Meeting (11 Oct 2011)

Passed at the 171<sup>st</sup> Academic Affairs Meeting (25 Mar 2014)

Passed at the 176<sup>th</sup> Academic Affairs Meeting (9 Jun 2015)

Passed at the 196<sup>th</sup> Academic Affairs Meeting (11 June 2019)

Article 1 These regulations are set out in accordance with the General Academic Regulations of the National Taiwan University of Science and Technology, to facilitate each department (graduate institute or study program) in processing the transfer of credits for their students.

Article 2 Students of NTUST can apply for credit transfer if they meet any of the following requirements:

- 2.1 New students who have entered the university by retaking the entrance examination or reapplying for admission; students transferring from other universities; students transferring from one NTUST department or graduate institute to another.
- 2.2 Students who have taken courses for credit only and then obtained admission to a degree program; students who have obtained admission to NTUST and then taken NTUST courses related to their degree program before they enroll..
- 2.3 Students admitted to the second bachelor's degree program who have already taken courses related to this second major at the bachelor's degree level or above before enrollment.
- 2.4 Students who can document that they have taken master's or Ph.D. level courses while studying for a bachelor's or master's degree, respectively, and have earned a grade of at least 70 or B-, with the credits not counted toward the minimum credits needed for graduation.
- 2.5 Students who reserve their admissions place or take leave of absence in order to gain work experience and obtain employment related to their studies, students who participate in training for international skills contests, or those who undertake internships for professional growth may be granted approval for credit transfer based on certification of the

number of hours of work or training completed.

- 2.6 Students who go abroad for further study or take Ministry of Education approved professional training courses and submit official transcripts recording passing grades for the courses taken.
- 2.7 Undergraduate freshmen in four-year degree-programs who have taken the National Taiwan University Certification Examinations for Basic Subjects and submit score reports recording the passing scores required by each college and department.

Article 3 The permitted transfer credits cannot exceed half of the required credits for graduation. Credits from courses taken at NTUST's Continuing Education Center are included in the above limit, but credits obtained for any other courses taken at NTUST are not counted against this limit.

The permitted transfer credits for students in dual-degree programs cannot exceed two-thirds of the required credits for graduation.

Evening programs for working professionals can decide individually how many transfer credits to allow; however, the permitted transfer credits cannot exceed the maximums stated above.

After applying to transfer credit, the student may be able to skip a year or more of study; however, at least one year of study at NTUST is required for graduation. Students in second bachelor's degree programs who apply to transfer credits must still earn at least 40 credits beyond the credits transferred in order to graduate.

Article 4 The principles for granting approval of credit transfers are as follows:

- 4.1 If the credits awarded for the course being transferred are more than the NTUST credits given for a similar course, the smaller number of credits will be recorded..
- 4.2 If the credits awarded for the course being transferred are less than the NTUST credits given for a similar course, then the remaining credits must be made up. If this is not possible, then no credits will be transferred.
- 4.3 If the names and the content of the courses are the same, credits can be transferred.
- 4.4 If the names of the courses are different but the content is the same,

credits can be transferred.

- 4.5 If the names of the courses and the content are different but are still similar, credits can be transferred.

Article 5 Application for and evaluation of credit transfers:

- 5.1 Students should submit the grade transcripts from the original university (department) or the originals of the grade report certificates to the intended NTUST department (or graduate institute) within the designated application period during the semester when the student first enrolls or the department (or graduate institute) transfer takes effect, or during the semester after the credits were received. Students who are permitted to go abroad for further study during their final year of study before graduation can apply for credit transfer during the same semester in which they earn the credits abroad.
- 5.2 The department (or graduate institute) that receives credit transfer applications should set up a committee to evaluate the applications. The committee should be made up of faculty in fields related to the applicants' requested transfers.
- 5.3 Credit transfers that were approved before a department (graduate institute) transfer may be resubmitted to the new department (graduate Institute) for re-approval. The new department may also decide to reconfirm credit transfers for which the student had previously applied.
- 5.4 After the evaluation is completed and receives the signature of the dean of the college, the documents will be sent to the Academic Affairs Office, to be signed and ratified by the Dean of Academic Affairs. Credit transfer related to the required English courses for four-year undergraduates should follow this university's Guidelines for Required English Courses for Four-Year Undergraduates. Credit transfer related to the Teacher Training Program should follow this university's Guidelines for Middle and High School Teacher Training Program Credit Transfer and Inter-Scholastic Course Selection. Credit transfer related to Internships for Professional Growth should follow this university's Guidelines for Internships for Professional Growth. New undergraduate students who have obtained passing grades in the university's winter/summer intensive courses taken before enrollment can apply for credit transfer after the name list of the eligible students

has been sent by the office coordinating the courses to the Academic Affairs Office.

- Article 6 Credit transfers should be recorded on the student's permanent transcript in the appropriate academic year, using the notation "Credit Transfer" or "Requirement Waived," as determined by the evaluation committee. The "Credit Transfer" notation means that the credits will be counted toward the total credits for graduation (the original course grade will not be recorded). The "Requirement Waived" notation means that the credits will not be counted toward the total credits for graduation (neither the credits earned nor the original grade will be recorded).
- Article 7 Regardless of how many credits have been approved for transfer, the student must register for at least the minimum number of credits required each semester.
- Article 8 If any of the required courses on the university's required subjects list is closed, changed into an elective course, or has the course name or number of credits changed, students who need to make up or retake the course do not have to make up or retake the same course; instead, they can use similar courses or a course with the new name to apply for credit transfer. However, the total credits required for graduation will remain the same.
- Article 9 Any matters not covered by these regulations will be handled in accordance with the regulations of the Ministry of Education and this university.
- Article 10 These regulations will be implemented after being approved by a meeting of the Academic Affairs Council, as will any amendments.