

# Shih Chien University Credit Transfer Guidelines

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- I. Credit transfer by Shih Chien University Students shall be handled pursuant to these Guidelines.
- II. The following student categories shall be eligible to apply for credit transfer:
  - A. Inter-university or inter-departmental transfer students.
  - B. Newly admitted students who have attended, successfully completed, and

hold a transcript of advanced placement courses offered or commissioned by this University or the Ministry of Education.

- C. Freshmen who have studied at or graduated from colleges, universities, and other tertiary institutions recognized by the Ministry of Education.
- D. Students who have been admitted to pursue a degree after earning credits in accordance with relevant laws and regulations (incl. “post-baccalaureate Multiple Competence Building program”).

III. Regulations governing the placement of students and credit transfer shall be as follows:

- A. The program duration of students who have been admitted through the entrance exam process after completing and passing exams of extension education credit courses shall not be less than 50% of the regular program duration of the respective academic system. The total program duration shall be no less than one year. Transferred credits shall not exceed 50% of the total credits required for graduation.
- B. Credit transfer by undergraduate program transfer students shall be limited to successfully completed courses offered by colleges, universities, and tertiary institutions provided students earned a passing score. Credit transfer by students who graduated from a five-year junior college shall be limited to courses completed in the fourth or fifth year of study (make-up credits for courses scheduled for the first, second, or third year of study shall not be transferable).
- C. Credit transfer by inter-university and inter-departmental transfer students who are admitted to **the second year first semester of study, second year second semester of study, and third year of study shall be limited to 40, 60 and 80 credits**, respectively. If special circumstances apply, students shall submit certificates to their home departments and the Office of Academic Affairs for review.
- D. Transfer students who transfer again after admission shall no longer be eligible to transfer credits earned at other universities.
- E. Regulations governing placement of undergraduate students in higher years of study shall be as follows:
  - 1. Undergraduate students may be placed in a higher year of study based on the number of transferred credits. The minimum program duration shall be one year.
  - 2. Students who transfer 36 credits or more may be placed in the second year of their program.

3. **Summer** transfer students who transfer 72 credits or more may be placed in the third year of their program. **Winter transfer students who transfer 90 credits or more may be placed in the third year of their program.**
  4. Students who transfer 108 credits or more may be placed in the fourth year of their program.
  5. Junior college graduates may not be placed higher than the third year. Undergraduate dropouts may not be placed in a year higher than the year of study when the dropout occurred.
  6. Where overseas Chinese students and international students have different demands, they may file a special request for approval.
  7. Demoted inter-departmental transfer students shall not be eligible for placement in a higher year of study.
  8. Students placed in a higher year of study shall take credits and courses pursuant to the provisions set forth on the list of required courses in the academic year of admission.
- F. Credit transfer regulations for Two-Year Program for Working Professionals specially designed for junior college graduates shall be as follows:
1. Credits (incl. extension education credits applied to an equivalent education level) earned by junior college graduates (incl. two-year, three-year, and five-year programs) during their academic studies shall not be transferable.
  2. Credits earned in the third or fourth year of a program offered at a university or credit certificates acquired in different types of credit courses recognized by the Ministry of Education after attaining the level of education which qualifies students for the entrance exam may be recognized and transferred at the discretion of respective departments. However, they shall not be eligible for placement in a higher year of study.
- G. Transferred credits shall be limited to 50% of the required number of credits for graduation from a Master's or PhD program (excluding Master's and PhD thesis credits). The minimum duration of Master's and PhD programs shall be one and two years, respectively.

IV. The scope of credit transfer shall be defined as follows:

- A. Required credits.
- B. Elective credits: Credits shall be transferrable based on elective courses offered by the respective departments. Transfer of elective credits of non-

major departments shall be limited to 16.

- C. Minor credits: Including students who switch majors and minors due to inter-departmental or inter-university transfer.
- D. Double-major credits.
- E. Credits earned for professional courses completed over ten years prior to admission to this University shall not be transferable.

V. Credit transfer principles shall be defined as follows:

- A. Credits earned for courses of the same name and content shall be transferable.
- B. Approval by the respective unit is required where course names are different but actual contents match.

VI. Where the number of credits of courses that conform to credit transfer principles differs, credit transfer shall be handled pursuant to the following regulations:

- A. Higher credit courses may be applied toward lower credit courses. Upon transfer, the lower number of credits shall be recorded.
- B. Compulsory physical education courses with less credits, which hours of courses that conform to the University's course hour standards, with the approval of adjunct faculty, may be applied toward compulsory physical education courses.**
- C. Where a lower credit course is applied toward a higher credit course, it shall be applied together with another similar course. The combined number of credits of these two courses shall not be lower than those awarded for the course they are applied to. Credits shall not be transferable if the student did not complete a course of similar content or the professional field differs significantly.

VII. Students shall not retake a course after approved credit waiver. Approval of credit waiver shall be revoked if students violate this regulation.

VIII. Credit transfer (incl. placement in a higher year of study) application procedures shall be as follows:

- A. Relevant application procedures shall be handled personally or by proxy provided that a power of attorney is presented.
- B. Students shall specify courses for which a credit waiver is requested on the credit transfer application form. An original copy of a full academic

transcript issued by the original university (copies and semester score notices are not accepted) shall be attached. Applications shall be submitted to units offering specified courses for approval and to the competent academic affairs unit for final review within the prescribed time limit(s). If any changes occur, application may be corrected within one week after credit transfer. No corrections may be made after this time limit.

- C. Where students apply for placement in a higher year of study, they shall submit an application to their major department after completion of credit transfer in accordance with the total number of credits approved by the respective units offering courses. Approval of applications by the department chair shall be required.
- D. Class, course IDs and credit numbers shall be clearly specified with reference to the list of required and elective courses of the student's home department.
- E. Applications for credit transfer (incl. placement in a higher year of study) shall be submitted within the time limit prescribed by the academic affairs unit for the semester of transfer/admission. Only one application may be submitted. Make-up applications or alterations may not be requested under any circumstances.

IX. After approval of credit transfer, the number of credits taken each semester shall still meet the minimum requirements for said semester.

X. Course credits earned at institutes/departments of overseas universities or independent colleges that conform to relevant provisions set forth in the Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education, Regulations Regarding the Assessment and Recognition of Academic Credentials for Mainland Area, and Regulations Governing the Examination and Recognition of Educational Records from Hong Kong and Macao may be transferred pursuant to relevant provisions set forth in these Guidelines. Credit conversion shall be handled in accordance with the conversion table for credits and scores earned at international sister schools of this University.

XI. These Guidelines and all amendments hereto shall be **put into practice from the date of promulgation** upon ratification by the Academic Affairs Committee subject to reporting to the Ministry of Education for future reference.