

# Wenzao Ursuline University of Languages

## Regulations Governing Credit Waiver and Credit Transfer

Approved at the Academic Affairs Committee on May 28, 2019  
Ratified by the University President on June 21, 2019  
Approved at the Academic Affairs Committee on December 24, 2019  
Ratified by the University President on January 18, 2020  
Approved at the Academic Affairs Committee on July 30, 2020  
Ratified by the University President on August 19, 2020  
Approved at the Academic Affairs Committee on October 13, 2020  
Ratified by the University President on November 12, 2020  
Approved at the Academic Affairs Committee on December 22, 2020  
Ratified by the University President on January 15, 2021  
Approved at the Academic Affairs Committee on December 19, 2023  
Ratified by the University President on January 5, 2024

Article I The Regulations have been established in accordance with the Academic Policies of the University to govern students' application for credit waiver or credit transfer. Unless otherwise specified, credit waiver and credit transfer shall be governed by these Regulations.

Article II The credit waiver and credit transfer of the Junior College Division shall be stipulated elsewhere.

Article III If a credit waiver is granted, a student has to take another course to earn the credits required. No course credits shall be made up if the credit transfer is approved. The following students may request credit waiver/transfer:

1. Freshmen students and transfer students who have taken courses and acquired credits from other domestic or foreign colleges or universities recognized by the Ministry of Education and credit classes offered by the University's Extension Education Division before attending the University. Credits acquired from credit classes offered by other colleges and universities will not be recognized.
2. Freshmen students and transfer students of graduate schools and in-service graduate schools who have taken courses and acquired credits from graduate schools and in-service graduate schools of domestic or foreign colleges or universities recognized by the Ministry of Education and credit classes offered by the University's Extension Education Division before attending the University. Credits acquired from credit classes offered by other colleges and universities will not be recognized.
3. Inter-departmental (graduate Institute/degree Program) transfer students.
4. Exchange students, students of the joint dual degree programs or students who study abroad in accordance with the University's "Guidelines for International Exchange Student's Status & Study with Regard to Students Who Apply for Studying Abroad by Themselves".
5. Students of the University who participate in an off-campus internship for an entire semester.

Article IV Students shall apply for a credit waiver or credit transfer in accordance

with the following timetable:

1. In principle, freshmen students and transfer students may apply once after being enrolled in the University.
2. Under the special circumstances specified in sub-paragraphs 3, 4 and 5 of Article 3, students may apply for credit waiver or credit transfer once every semester and the procedures shall be completed before the second week of the university calendar. Late applications will not be accepted.

Article V Graduate and undergraduate students may apply for the credit waiver/transfer for a maximum of one half of the total credits required by departments/graduate institutes/degree program units for graduation. Transfer students, exchange students, dual degree programs students and **preliminary students of master's and master's degree courses** may apply for credit waivers as long as the transferred credits do not exceed two of three of the total credits required by departments, graduate institutes or degree programs for graduation.

Article VI Procedures to review and approve applications for credit waiver or credit transfer:

1. Credits for professional courses shall be approved by the head of each department/graduate institute/degree program unit.
2. Credits for school-wide required courses shall be approved by relevant competent authorities.
3. Procedures for departments (centers or graduate schools) to review and approve applications for credit waiver or credit transfer shall be stipulated by each department/graduate institute/degree program unit.
4. If the applicant participates in an off-campus internship for an entire semester, the application for credit waiver or credit transfer shall be approved by the head of each department/graduate institute/degree program unit.

Article VII Principles governing the approval of applications for credit waiver or credit transfer:

1. For credits earned from courses taken in the student's original college/university, the passing mark is 60 for college students and 70 for graduate **and in-service graduate schools** students. Applications for courses that have been transferred by the student's original college/university will not be accepted.
2. Where the credits for the course taken exceed those of the course being transferred, the smaller number shall prevail in the calculation of credits transferred.
3. Where the credits of the course taken are less than those of the course being transferred, the discrepancy in the number of credits shall be made up by taking another course stipulated by the competent authorities.
4. In principle, the credits earned from one course can only be used to waive one course (and cannot be used to waive more than one course).
5. For students who have graduated from five-year junior colleges and who are subsequently enrolled in our four-year **bachelor's programs**, they can

apply for **credit transfer for courses that are at the same level as the degrees they are studying**. However, for credits earned for courses in the first three years of the five-year junior college programs, they cannot be used for said credit transfer.

6. If a student enters any 2-year undergraduate program after graduating from or terminating his/her studies in a 5-year junior college/2-year college, no credits earned during previous studies may be used to apply for credit waiver/transfer. If a fourth/fifth-year student of the five-year junior college program obtains credits outside the credits of the five-year junior college program required for graduation (including the total credits and professional compulsory credits), the student may request credit waiver or transfer for courses of the two/four-year program.
7. For a student of **graduate and in-service graduate schools** who has already taken and passed a course of the graduate **and in-service graduate schools** program during undergraduate study, the credits of the completed course are not included in the undergraduate credits for graduation.
8. Two courses have the same name and content.
9. Two courses have different names, but their contents are the same or similar.
10. Two courses have different names and contents, but they are designed based on a similar nature.
11. If two courses have different names, the syllabus of the course from which a student earns credits shall be submitted for review and approval.
12. If credits obtained from a credit program of extension education are transferred, the student must study for half of the specified time not less than one year and obtain half of the credits required for graduation.
13. If the credits transferred are obtained from an online credit program of extension education and the number of transferred credits exceeds one third of the number of the credits required for graduation, the University shall make a list and submit it to the Ministry of Education for future review.
14. Overseas students may apply for waiver of general compulsory courses before the beginning of the course selection procedure every semester. The responsible academic unit shall review applications and provide another course with similar content for students to fulfill their degree requirements.
15. If the responsible department/graduate institute/center/degree program unit determines that verification for credit waiver/transfer is required, an applicant shall take a screening test. Credit waiver/transfer may be granted if the applicant passes the test. The entire process shall be completed before the add/drop period.
16. Each department/graduate institute/center/degree program unit shall specify their respective validity periods of all course credits and exception for the handling principles based on their frequency of updating new professional knowledge.

Article VIII As the major language courses offered by French, German, Spanish and Japanese Departments to their freshmen and sophomore students in the four-year college programs are very similar to the major language courses offered to first-and second-year students in the junior college division in course names and content, to ensure students' learning

effectiveness, these departments may allow students to apply for these courses to be waived in accordance with the following regulations:

1. Students can apply to replace relevant major language courses with the professional credits that they have earned during the fourth-and fifth-year in the junior college division. Departments receiving the applications can consider allowing the students to waive major language courses offered to freshmen and sophomore students in the four-year college program.
2. Students can apply to waive relevant major language courses with the credits that they have earned from the same courses during the first three years in the junior college division. Departments receiving the applications can consider allowing students to waive major language courses offered to freshmen and sophomore students in the four-year college program, but students will need to earn the required credits by selecting elective courses offered by the departments.
3. For students graduating from or completing their studies in a 2-year junior college, credits earned during previous studies may be used to apply for credit waiver/transfer for the first or second-year courses of the 4-year College Program.

Article IX Students of four-year college program whose College Student English Proficiency Test (CSEPT) scores are 345 or higher can waive 24 credits of common compulsory English courses; students of the Continuing Education Division four-year college program whose College Student English Proficiency Test (CSEPT) scores are 330 or higher or equivalent scores from other English proficiency tests recognized by the University can waive 16 credits of common compulsory English courses, but students will need to earn the required credits by selecting elective courses offered by the departments. The disciplines of the elective courses to be elected shall be stipulated by departments.

Article X The number of credits that students need to acquire after waiving or transferring credits is stipulated by the University's regulations governing course selection.

Article XI Students transitioning from the old to new curriculum, and who need to take or retake the courses due to credit discrepancies, inter-departmental (graduate Institute/degree Program) transfers, transfers or resumptions, should use the new curriculum. In the event that the new curriculum does not offer the old required courses, each department/graduate institute/degree program unit shall decide which course can be used to replace the required course. When necessary, students can take a course offered by another department, educational system, division or university. The relevant regulations shall be specified separately.

Article XII After being reviewed and approved by the Registration Section of the Academic Affairs Office (Academic Affairs Section of Continuing Education Division), the students shall be notified of the results of credit waiver or credit transfer. If the student disagrees with the results, he/she can apply for reconsideration within one week after the results are announced.

Article XIII Courses that are waived or credits that are transferred will be recorded on the transcript of records with remarks concerning the results of credit

waiver or transfer. The grades of courses that have been waived will not be counted when calculating semester grade averages (academic year) or graduation grade averages.

Article XIV A new undergraduate student who has already obtained course credits and completed a full year of study at the University may apply for upgrade based on the number of credits waived and transferred. Said student shall also obtain the minimum number of credits for graduation and the study period will not be extended.

Article XV The Guidelines become effective after they are approved by the Academic Affairs Committee and ratified by the President. Revisions must follow the same procedures.

Approved at the Academic Affairs Committee on December 11, 2002

Ratified by the President on December 20, 2002

Approved at the Academic Affairs Committee on March 31, 2003

Ratified by the President on April 29, 2003

Approved at the Academic Affairs Committee on November 3, 2004

Ratified by the President on November 23, 2004

Approved at the Academic Affairs Committee on May 11, 2005

Ratified by the President on July 31, 2005

Approved at the Academic Affairs Committee on November 1, 2005

Ratified by the President on December 6, 2005

Approved at the Academic Affairs Committee on November 7, 2006

Ratified by the President on November 13, 2006

Approved at the Executive Committee on April 17, 2007

Ratified by the President on May 8, 2007

Approved at the Executive Committee on September 30, 2008

Ratified by the President on October 23, 2008

Approved at the Academic Affairs Committee on March 23, 2010

Ratified by the President on April 2, 2010

Approved at the Academic Affairs Committee on December 20, 2011

Ratified by the President on January 4, 2012

Approved at the Academic Affairs Committee on July 29, 2013

Ratified by the President on August 30, 2013

Approved at the Academic Affairs Committee on October 8, 2013

Ratified by the President on November 5, 2013

Approved at the Academic Affairs Committee on March 11, 2014

Ratified by the President on April 2, 2014

Approved at the Academic Affairs Committee on July 8, 2014

Ratified by the President on August 26, 2014

Approved at the Academic Affairs Committee on January 6, 2015

Ratified by the President on January 27, 2015

Approved at the Academic Affairs Committee on January 6, 2015

Ratified by the President on January 27, 2015

Approved at the Academic Affairs Committee on October 24, 2017

Ratified by the President on November 16, 2017