

Wenzao Ursuline University of Languages

Regulations Governing Credit Waiver and Credit Transfer

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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 Credit waiver or credit transfer for students of the Junior College Division, University Division, and Master's Programs and in-service Master's Programs shall be handled in accordance with the provisions of the Regulations.

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. Newly enrolled students and transfer students of the Junior College Division who have taken courses and acquired credits from other domestic or foreign junior colleges, senior high schools, or vocational high schools recognized by the Ministry of Education.
2. 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.
3. 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.

4. Inter-departmental transfer students.
5. 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".
6. Students of the University who participate in an off-campus internship for an entire semester.
7. Students of the University take online courses or independent study courses during their schooling period and obtain course certificates.
8. The pre-master's student for the Master's (including the In-Service Master's degree) and the pre-prerequisite student for the Bachelor's Degree in the Wenzao Ursuline University of Languages.

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 subparagraphs 4,5,6, and 7 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 (Master's programs and in-service Master's programs) for graduation. Transfer students, Exchange students, Dual Degree Programs students, Bachelor's degree course prerequisite students, and Master's and in-service Master's degree course prerequisite students may apply for credit waivers as long as the transferred credits do not exceed two of three of the total credits required by departments (Master's Programs and In-Service Master's Program) 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 respective Head of the Department (Master's programs and in-service Master's programs).
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 the respective department (Master's programs and in-service Master's programs).
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 respective Head of the Department (graduate schools and in-service graduate schools).

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 points for five-year college and four-year college students and 70 points for Master's program and in-service Master's program 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. Students who have graduated from five-year junior colleges and who are subsequently enrolled in our four-year bachelor's programs can apply for credit transfer for courses that are at the same level as the degrees they are studying. However, credits earned for courses in the first three years of the five-year junior college programs 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. Students of Master's Programs and In-Service Master's Programs have already taken and passed courses of the said programs during undergraduate study, and those credits have not been included in the undergraduate graduation credits, they may request credit waiver or transfer for courses of the said Master's program.
8. Courses have the same name and content.
9. Courses have different names, but teaching contents are the same or similar.
10. If courses are under different names, it is mandatory to provide the syllabus of the course from which a student earns credits for review and approval.
11. If credits obtained from a credit program of extension education are transferred, the student must study for half of the enrolled program's designated schooling period, no less than one year, and obtain at least half of the credits required for graduation.
12. 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 credits required for graduation, the University shall make a list and submit it to the Ministry of Education for future review.
13. 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.

14. If the responsible department (Master's Program and In-Service Master's Program) or Center determines that verification for credit waiver/transfer is required, the office may ask the applicant to take a screening test. Credit waiver/transfer may be granted if the applicant passes the test. The entire process shall be completed before the course add/drop period.
15. Departments (Master's Programs and In-Service Master's Programs) or Centers shall specify their respective validity periods of course credits and exceptions 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 the first-year 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 the Five-Year Junior College whose College Student English Proficiency Test (CSEPT) scores are 345 or higher, can waive 36 credits of common compulsory English courses; students of the Four-Year College whose 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 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. Nevertheless, students will need to earn the required credits by selecting elective courses offered by the departments to replace the said waived credits. 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 are transitioning from the old to the new curriculum and who need to take or retake the courses due to credit discrepancies, inter-departmental (Master's Programs and In-Service Master's Programs) 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 (Master's Programs and In-Service Master's Programs) 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 (**Division of Continuing Education Affairs, Office of Continuing and Extension Education**), the students shall be notified of the results of the 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 newly enrolled associate degree student or undergraduate student who has already obtained course credits and completed a full year of study at the University may apply for an upgrade based on the number of credits waived and transferred. The said student shall also obtain the minimum number of credits for graduation and the study period will not be extended.
- Article XV **The Guidelines shall take effect from the date of promulgation following approval by the Academic Affairs Committee and ratification by the President. Any amendments shall be promulgated and take effect following the same procedure.**

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