

National Sun Yat-Sen University

Credit Transfer Guidelines for Professional Program Students

Approved at the 81st meeting of academic affairs, October 08, 1999

Modified and approved at the 1st extraordinary meeting of academic affairs during the 2002 academic year, January 03, 2003

- Article 1 Credit transfer shall be conducted by the department or institute according to the Guidelines.
- Article 2 The following students can apply for credit transfer:
1. Students (including non-degree student) have taken courses prior to being admitted to this university, in accordance with relevant regulations, may apply for credit transfer by submitting credit certificates or transcripts after admitted to and enroll in this university
 2. Master's students, during undergraduate study period, have taken master's level courses and have completed with satisfactory grades with which credits were not counted into the Bachelor's degree requirement.
- Article 3 The credit transfer claimed by a student of the two-year professional program is limited to 21 credits.
- Article 4 The credit transfer claimed by a graduate student of the professional Master program is limited to 1/2 of the total required credits (thesis credits not included).
- Article 5 The department, institute and college are responsible for review of the credit transfer on the following basis:
1. Same title and contents of the course
 2. Different title of the course with the same contents
 3. Different title and contents of the course but with the same nature
- Article 6 For transfer of credits that are different in the number of hours, it is only allowed to transfer to credits with fewer hours and register them accordingly.
- Article 7 Application for credit transfer shall be made according the calendar of the University, and no application may be accepted after the deadline. Only one application is acceptable for the duration of the study.
- Article 8 All affairs that are not covered in the Guidelines shall be handled according to the Academic Policies and the related regulations of the University.
- Article 9 The Guidelines are approved at the meeting of academic affairs and implemented after being approved by the president. The same procedure is applicable to the amendment of the Guidelines.

(These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.)