

National Sun Yat-sen University

Credit Transfer Guidelines

Approved by the 73rd Academic Affairs Council Meeting, October 8, 1997

Approved by the 75th Academic Affairs Council Meeting, March 20, 1998

Approved by the 82nd Academic Affairs Council Meeting, January 12, 2000

Approved by the 98th Academic Affairs Council Meeting, January 7, 2004

Approved by the 128th Academic Affairs Council Meeting, June 13, 2011

Approved by the 136th Academic Affairs Council Meeting, June 10, 2013

- Article 1. Each department (institute) shall deal with the transfer of credits for students in accordance with the Guidelines.
- Article 2. The following students may apply for a credit transfer:
1. A student who changed department (institute);
 2. A student who transferred from another university;
 3. A student who retook the admission exam.
 4. A student (including non-degree students) who is allowed to elect courses and obtain credits in advance then used the credit certificate or academic transcript to qualify as a degree student.
 5. An undergraduate or graduate student who undertook and passed courses from the Master's or Ph.D. program, and the credits were not included in the minimum credits required for graduation.
 6. A student given approval by the university to further study overseas or undertake a double degree (joint) program.
- Article 3. The credits that an undergraduate student can transfer and the academic year to which the student is transferred to are subject to the following regulations:
1. No matter how many credits were transferred, the number of credits selected in each semester must meet the minimum credit requirements for that semester.
 2. An undergraduate as specified in Items 3 and 4 of the preceding article may be promoted to a higher academic year after the transfer of credits under the Guidelines. They must however complete at least one further year of study and undertake the minimum credits required each semester in order to graduate.
 3. The promotion to a higher academic year is left up to the discretion of each department. The student may be placed in the second year if they transferred over 40 credits, placed in the third year if they transferred over 78 credits, and placed in the fourth year if they transferred over 110 credits; an undergraduate who discontinued their study may be placed at most in the year they discontinued from.
- Article 4. The courses described in Article 2 Items 5 and 6 are to be determined by the department (institute).
Research students should be limited to transferring no more than 1/2 of the credits required.
For research students who qualified as a pre-graduate for the Master's program and were enrolled in accordance with the Guidelines for the Five-Year Bachelor's and Master's Degree System the above restriction on credit transfers does not

apply.

The upper limit of credit transfers for double degree programs is governed by the "Implementation Guidelines for Offshore Dual Degree Programs" and the limit on credit transfers to 1/2 of requirements does not apply.

Article 5. The scope of credit transfer is as listed below:

1. Compulsory credits (including general education courses);
2. Elective credits (related courses of the department (institute));
3. Minor study credits (including those who switched their major and minor due to change of department or transfer).
4. Double major credits.

Article 6. The principles governing credit transfer are listed below:

1. Courses with the same name and content.
2. Courses with different names but the same content.
3. Courses of the same nature but with different names and contents.

The applicant shall certificate the grade certificate and course syllabus to the relevant unit for review.

When reviewing credit transfers, the Center for General Education reviews general education courses and specialized courses are reviewed by the department (institute) offering the course. Their decisions shall be double-checked by the Office of Academic Affairs.

Article 7. The transfer of different credit points is carried out as follows:

1. More credits transferred to less credits: Less credits will be registered after the transfer.
2. Less credits transferred to more credits: A strict criteria will be applied for the credit transfer if the difference in credits can't be made up after the transfer; a lenient criteria will be applied for the credit transfer if the different in credits can be made up after the transfer.

Article 8. The courses that an admitted (transfer) student can transfer credits from are limited to courses previously completed and passed at a university or college. For students who graduated from a 5-year junior college, only courses completed in the 4th and 5th academic year can be transferred; whether courses designated in the transfer examinations can be used for credit transfer is left up to the head of the department.

Article 9. Applications for credit transfer should be made in accordance with the university calendar. In principle, the transfer of credits from courses completed prior to admission may only be carried out once.

Undergraduate students whose application for credit transfer will lead to placement in a higher year must submit their application in the semester they were admitted within the specified timeframe.

If a credit transfer had been previously applied, another application for credit transfers from the original university can be made in special circumstances such as a change of department, selection of minor study or double major but the year level cannot be increased.

Applications for a credit transfer under the preceding section should include transcripts from the original university.

Where an application for a transfer of credits from the original university due to undertaking minor study or double major, if the minor study or double major could be obtained at the time of graduation then whether these credits count towards the minimum credits required for graduation is left up to the department to decide.

Article 10. The review unit may ask the applicant for a credit transfer to sit a test if necessary. The examination and credit transfer procedure should be completed before the end of the course selection period so they can be placed in a higher year.

Article 11. When reviewing credit transfers, the Center for General Education reviews general education courses and specialized courses should be reviewed by a review team set up by the department (institute) offering the course. Their decisions shall be double-checked by the Office of Academic Affairs.

Article 12. Course credits completed at a university in foreign countries or in China approved by the Ministry of Education can be transferred in accordance with the relevant rules in the Guidelines.

Article 13. Credit transfers for students in educational programs shall be handled in accordance with the relevant regulations.

Article 14. Any matters not covered in the Guidelines shall be handled in accordance with the Academic Regulations and related policies.

Article 15. The Guidelines were approved by the Academic Affairs Council and sanctioned by the University President prior to implementation. Modifications shall follow the same procedure.