

National Taipei University of Education
Implementation Guidelines for Student Transfer of Credits

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- I. In order to handle matters relating to student transfer of credits, National Taipei University of Education (hereinafter referred to as 'the School') has specially formulated the School's Implementation Guidelines for Student Transfer of Credits in accordance with Article 24 of the School regulations.

- II. The Guidelines are applicable to the following kinds of students:
 - (1) Freshmen.
 - (2) Transfer students.
 - (3) Students who have been approved before the fact by the school as students doing foreign exchange, studying in foreign university courses (including online digital courses) or studying for cross-border degrees.
 - (4) Students who have acquired qualifications as students studying education programs, minor programs, dual majors, or department transfers.

'Overseas university' refers to schools that have been listed by the Ministry of Education on its reference register of foreign universities and colleges or to mainland Chinese universities and institutions of higher learning that are recognized by the Ministry of Education's publicly announced register.

For those students who are studying education programs, transfer of credits will be handled according to these Guidelines and the School's 'Transfer Credit Guidelines for Professional Education Courses of All Teaching Subject Areas'.

III. Application times:

- (1) Freshmen and transfer students should carry out application within the first week of school in the semester of enrollment; however, where approved, special circumstances shall not be subject to these restrictions.
- (2) Exchange students and those approved to study in foreign university courses shall, at the latest, carry out application prior to graduating and leaving the School.
- (3) Students studying for a cross-border degree should apply before graduation.
- (4) Students who have acquired qualification as students studying teacher education programs should apply before graduation from the School.

IV. Scope of Transfer Credits:

- (1) Required credits.
- (2) Elective credits.
- (3) The School's Common credits and General Education credits.
- (4) Flexible undergraduate credits/ cross-elective graduate credits (limited to students to whom Point 2, Paragraphs 1 to 3 apply).

Flexible undergraduate credits and cross-elective graduate credits refer to inter-departmental (inter-graduate school or course), inter-school, cross-border courses, education programs or credit program courses outside of the student's department or graduate school.

V. Principles and rules for transfer of credit are as follows:

- (1) The subject name and content should be the same or similar, and in principle, credit for one subject is transferred to one other subject (credit for one subject cannot be transferred to multiple subjects).
- (2) The number of credits that have been studied and the number of transfer credits to be earned should be the same, or those with more credits should receive fewer transfer credits.
- (3) Students who have graduated from (completed) a five-year junior college shall not be eligible for transfer of credits for any of the subjects taken in the first year to the third year of their studies.
- (4) At the undergraduate level, the minimum score required to apply for transfer of credits is sixty points (or C- in the rating system), and at the graduate school level, the minimum score required is seventy points (or B- in the rating system).
- (5) Subjects of pre-admission studies are not eligible for transfer of credits if they were studied more than 10 years prior to admission, except in special signature-approved circumstances.
- (6) Applying for transfer of credits is based on the enrollment/transfer year or the structure of the approved department, graduate school or degree program courses. Courses taken before admission may not be used to earn transfer credits for flexible undergraduate credits and cross-elective graduate credits.
- (7) Subjects already awarded graduation credits may not be used to apply for transfer credits.
- (8) 18 hours of classes taken are equal to one credit, those who have not reached the standard for credits will not be recognized.
- (9) Upon approval of transfer credits, the number of credits studied each semester still cannot be less than the minimum required number of credits for that semester.

VI. Rules for the maximum number of transfer credits are as follows, and where a department, graduate school, or college has more stringent requirements, those requirements prevail.

(1) Bachelor's degree students:

The maximum total number of transfer credits for first-year new students shall, in principle, be fifty credits. For those transferring into the second year, the maximum total number of transfer credits shall, in principle, be the number of credits that someone having finished their first year in the department transferred into is required to have taken. For those transferring into the third year, the maximum total number of transfer credits shall, in principle, be the number of credits that someone having finished their first and second years in the department transferred into is required to have taken. Beginning with the enrollment year transferring in, the minimum number of credits to be taken per semester shall not be reduced.

(2) Doctoral and master's degree students: One-half of required graduation credits.

(3) For those studying in a master's degree program under the continuing education system: One-quarter of the required graduation credits.

(4) Exchange students:

Those who are transferring the credits of an undergraduate degree shall be limited to one-third of the required graduation credits.

Those who are transferring the credits of a graduate degree shall be limited to one-half of the required graduation credits.

(5) Students who are studying for cross-border degree courses should be handled in accordance with the regulations of the School's 'Implementation Guideline of National Taipei University of Education on International Dual Degree with Overseas Institutions'.

(6) For students who hold proof of credits from a continuing education program, authorization is given to the specialized academic review of each department, graduate school and college, but they should not exceed the transfer credit limit for each academic system.

(7) Undergraduate students who have been approved for study according to the School's 'Guidelines for Undergraduate Students Studying Master's Degree Program Courses': Two-thirds of the required graduation credits for master's degrees.

Transfer credits for education courses are not included in the limitations of the above seven items.

VII. Rules for applying to raise grading are as follows:

(1) Transfer students cannot raise their grade.

(2) Newly enrolled freshmen may raise their grade by one year for every 32 transfer credits, but with a minimum of one year of study, and they will be able to graduate provided that the number of credits taken is in accordance with the appropriate limits for each semester.

(3) College graduates may raise their grade by a maximum number of two school years; the highest grade which they may enter is the third year. The highest grade which university students who have dropped out of studies may enter is the grade at which they dropped out of studies, with the fourth year being the highest possible grade.

(4) For those applying to raise their grade who hold proof of credits from a continuing education program, the duration of study following the raise in grade must be no less than half of the duration of the academic program, and this must not be less than one year.

(5) Such an applicant shall submit their application to the specific department, graduate school, and degree program in written form during their enrollment (transfer) semester and before adding or dropping from elective courses, and application is limited to one time. Upon approval of the application form by their advisor, department head, degree program director, and college dean, review by the Office of Academic Affairs, and approval by the University president, the applicant's grade may be raised.

(6) The number of years of funding for state-financed students applying to raise their grade is limited to the duration of study at the School.

VIII. Procedures for Carrying out Subject Transfer Credits

- (1) Fill in a 'Transfer Credit Application Form' and submit it together with the following documents to the relevant department, graduate school, degree program, and college for processing.
 1. Chinese (or English) transcripts over the years or original documents of proof of credits.
 2. Information required by the relevant department, graduate school, college, degree program, and by educational authorities (such as the syllabi of subjects studied, proof of hours of study, certificate of courses studied, enrollment brochures, and so on.).
 3. Those applying for subject transfer credits with pre-enrollment credits for courses taken at overseas schools are required to attach the necessary documents that meet the "Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education", "Regulations Regarding the Assessment and Recognition of Academic Credentials from Mainland China for Institutions of Higher Education", or "Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macao".
 4. Other documents beneficial to review.
- (2) Execution of the two-phase operations of Initial Review and Secondary Review. Initial Review operations:
 1. In the Initial Review, teaching assistants of the department, graduate school, degree program, and college of study verify whether the original credits, subjects and grades within the academic year course structure the particular student belongs to have been filled out correctly.
 2. The department, graduate school, college, and other units where classes are held carry out review and approval and provide comments on the subjects of study selected with a 'Yes'.Secondary Review Operations:
 1. The number of transfer credits agreed by the department, graduate school, degree program, and college should be totaled and reviewed to check whether they meet the transfer credit guidelines of each department, graduate school and college, and provide comment on this.
 2. The educational authorities of each school system reviews whether the transfer credits are in conformity with the various provisions and approved transfer credit numbers of the School's 'Implementation Guidelines for Student Transfer of Credits'.
- (3) Upon receiving approval for transfer of credits, the credits will be registered in the student's transcript. These scores will not be included in the semester and graduation average scores.

IX. When deemed necessary, each department, graduate school or degree program may formulate its own matters and procedures for transfer of credits, and submit them to the Academic Affairs Meeting for review, and subsequent announcement and implementation.

X. Any matters not covered by these Guidelines should be handled in accordance with the School's regulations and relevant legal provisions.

XI. These Guidelines have been approved by the Academic Affairs Meeting, and will be announced and implemented following approval by the University president, and subsequently be submitted to the Ministry of Education for future reference.