

Yuan Ze University Regulations for Credit Exemption

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Article 1 Establishment of regulations

The university established these regulations in accordance with the university's study regulations to handle matters related to credit exemption for students.

Article 2 Qualifications for credit exemption

Students who meet any of the following criteria may apply for credit exemption:

1. Transfer students, students changing their majors, students retaking entrance examinations, or newly admitted students graduated from junior colleges.
2. Present students with minors or double majors.
3. Students who have taken courses offered through the continuing education program and accredited by the university or other universities.
4. Students who have received grades above 70 of the courses accredited by the master's or doctoral program during the period of their undergraduate or graduate study and have applied for credit transfer in accordance with the university's regulations.
5. Students who are approved to complete prerequisite credits before applying for admission to the programs in accordance with the university's regulations.
6. Other present students who are eligible for credit exemption in accordance with the university's regulations.

Article 3 Applications for credit exemption

1. Applications shall be submitted one week before the first semester begins once after the students meet the qualifications for credit exemption; no requests shall be processed after the deadline. Students who fail to do so or with missed course credits that shall be listed for exemption may file applications one week before the second semester begins, but there is a one-time only restriction. Students may reapply for credit exemption under specific circumstances such as adjustment of a course, changing major, minor or

double major; in such cases, students shall submit the official academic records but shall not be placed at a higher grade level for credit exemption. If students taking minors or double majors and thus applying for exemption for credits of their previous schools but fail to complete the graduation requirements for minors or double majors, those approved credits for exemption shall not be included in the required credits for graduating from the department/college/program of their major.

2. Individual departments may request the applicants to pass an examination or an interview (shall be done within two weeks after the semester begins) for the exemption to be granted.
3. Applicants shall submit Application Form for Credit Exemption as well as an original copy of the Chinese transcript (copy and grade report are not accepted) to Office of Academic Affairs for credit exemption.

Article 4 Review for credit exemption

Applications for credit exemption shall be reviewed in the following conditions:

1. Professional courses shall be reviewed or given an examination by the college/department/division/institute/degree program/class/center.
2. Common required courses (except for foreign language courses) shall be reviewed or given an examination by General studies.
3. Foreign language courses, including English and second languages, shall be reviewed or given an examination by International Language and Culture Center.
4. Courses of Physical Education and Military Education shall be reviewed or given an examination by Physical Education Office and Military Education Office respectively.

All the results mentioned above shall be sent to Office of Academic Affairs for processing.

Article 5 Criteria for credit exemption

1. Subjects that were completed and passed before enrollment at the university, but whose completion exceeds ten years at the time of enrollment, are not eligible for credit transfer.
2. (This article has been deleted.)
3. (This article has been deleted.)
4. Application of credit exemption filed by eligible students mentioned in Article 2 of these regulations shall be reviewed if conforming to these regulations concerned as well as being reviewed through the meeting of the college/department/division/institute/degree program/class/center.

Article 6 Maximum of credit exemption

1. Students changing major into the new department's second-year shall not be exempted for over the first-year study of a maximum of 50 credits; students changing major into the new department's third-year shall not be exempted for over the first- and second-year study of a maximum of 100 credits. Starting from the year of transfer, the number

of credits required for each semester may not be reduced; the number of credit exemption may be increased for demoted change major students.

2. Maximum of credit exemption for transfer students shall follow the previous statement mentioned above, with the exception of the students who withdrew or graduated from other universities may be approved on a case-by-case basis by the dean of department for over the maximum of credit exemption.
3. Transfer students who withdrew from another university, or new students retaking entrance examinations or reapplying for admission, or who have been approved to complete prerequisite credits before applying for admission to the programs may increase the number of credits exempted in accordance with the total credits required for graduation as stipulated by the college/department/division/institute/degree program/class/center.
4. (This article has been deleted.)
5. Maximum of credit exemption for graduate school (excluding the credits for thesis) must not exceed one-half of total credits required for graduation.
After completing master's or doctoral courses at this university and later gaining admission to this university's research program, the maximum for credit exemption is must not exceed 3/4 of total credits required for graduation.
6. Students who have passed the doctoral program courses during the period of their graduate study and have applied for credit transfer in accordance with the university's regulations (credit transfer will be held for three years at most) may file the application for credit exemption for a maximum of 6 credits after they are qualified as doctoral students.

Article 7 Placement of a higher grade level

1. Undergraduate students who have been granted for an exemption of 45 credits and above may be placed at the second-year level; those who have been granted for an exemption of 85 credits and above may be placed at the third-year level; those who have been granted for an exemption of 110 credits and above may be placed at the fourth-year level.
2. (This article has been deleted.)
3. Students who change major shall not be placed at a higher grade level.
4. Junior college graduates shall not be placed higher than the third-year level; students withdrew from universities shall not be placed at a higher level than the grade of withdrawal.
5. There is a one-time only restriction for the application of placement of a higher grade level. Students who have been granted for a higher grade level may not file for a change or withdrawal of their applications.
6. Students who have been granted for a higher grade level shall study for at least one year

before graduating.

7. The application of placement of a higher grade level shall be submitted to Office of Academic Affairs with the application form which shall be granted by both the director of college/department/division/institute/degree program/class/center and the college dean.

Article 8 Scope for credit exemption

The scope for credit exemption shall be as follows:

1. Required credits (including common required courses).
2. Elective credits (including relevant and General Education courses).
3. Minor credits (including exchange of major(college/division/degree program/class)and minor due to change major or transfer).
4. Double major (degree) credits.
5. Credits of continuing education courses for acquiring equivalent education qualification shall not be exempted.

Article 9 Principle for credit exemption

Credit exemption may be applicable under the following conditions:

1. The course has the same title and content (applicable for required and elective credits).
2. The course has a different title but the same content (applicable for required and elective credits).
3. The course has a different title and content, but similar in nature (applicable for elective credits).
4. Students who graduated from or studied at a five-year junior college shall not apply for credit exemption of the courses such as Chinese,English, and History that they have completed during the first three years of their study.
5. Physical education can be credited to the year of transfer.
6. Credit exemption of Military Education (including Nursing course) shall be processed in accordance with “Regulations for Waiving Military Education Courses for Students of Senior High School or Above” established by Ministry of Education.
7. While evaluating the application for exemption, the college/department/division/institute/degree program/class/center may deny the application due to the specialty of individual courses. The individual departments may request the applicant for an interview or to take an examination when necessary;upon passing the interview or the exam, the exemption can be granted.
8. After credit exemption are deducted by students who take extension education credit courses, their studies at school shall not be less than 1/2 of the duration of the academic system and the number of credits required for graduation (excluding thesis credits) and shall not be less than 1 year.
9. Students can apply for credit exempting of extension education credits obtained

through distance teaching. If the number of credit exemption exceeds 1/3 of the total graduation credits (excluding thesis credits) stipulated in the academic system, the school should make a register and submit it to the Ministry of Education for future reference.

Article 10 Regulations for handling courses with different credits shall be as follows:

1. Where the credits of the course taken exceed that of the course being exempted: the smaller number shall prevail in the calculation of credits exempted.
2. Where the credits of the course taken are less than that of the course being exempted:
 - (1) Exemption shall be approved by making up the difference in credits by taking thesecond-semester courses or by taking courses recognized by the director of college/department/division/institute/degree program/class/center as similar in nature.
 - (2) For insufficient credits with no courses of similar nature available,credit exemption shall not be approved.

Article 11 Recording for credit exemption

The recording for credit exemption shall be as follows:

1. Exempted credits shall be recorded in the changing major student's overall transcript of the original major and the word "exempted" will be shown in the grade column.
2. Exempted credits for transfer students prior to admission will be recorded in the column before the year of entry (credits exempted forsecond-year transfer students will be recorded in the first-year column on the transcript; credits exempted for third-year transfer students will be recorded in the first- and second-year column on the transcript).
3. For new undergraduate or graduate students retaking entrance examinations, reapplying for admission, or being approved to complete prerequisite credits before applying for admission to the programs, exempted credits shall be recorded in the first-year column on the transcript and a note indicating "Approved Exemption of XX Credits" .
4. Exempted credits of the other college/department/division/institute/degree program/class/center courses shall be recorded in the double degree student's overall transcript and the words "The XX credits earned should be approved for exemption in the relevant elective subjects of the main department." will be shown on it.

Article 12 These regulations are adopted by Academic Affairs Meeting, as shall amendments when they are made.

If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.