

# 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 The credit waiver and credit transfer of the Junior College Division shall be stipulated elsewhere.

Article III Students who meet any of the following criteria may apply for credit waiver or credit transfer:

1. 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.
2. Freshmen students and transfer students of graduate schools who

have taken courses and acquired credits from 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.

3. Inter-departmental transfer students.
4. 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".
5. Students of the University who participate in an off-campus internship for an entire semester.

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 sub-paragraphs 3, 4 and 5 of Article 3, students may apply for credit waiver or credit transfer once every semester and the procedures shall be completed before the due date specified in the university calendar. Late applications will not be accepted.

Article V Limits of the number of credits that students may apply to be waived or transferred:

1. The maximum number of credits that a four-year college student may apply to waive or transfer is 64 credits.
2. The maximum number of credits that a two-year college student may apply to waive or transfer is 36 credits.
3. The maximum number of credits that a graduate student may apply to waive or transfer 18 credits.

With the exception of credits acquired in the University, the number of credits to be waived or transferred should not exceed the limits stipulated above.

Article VI Procedures to review and approve applications for credit waiver or credit transfer:

1. Credits for professional courses shall be approved by the chairperson of the department or dean of the graduate school.
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 departments (centers or graduate schools).
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 chairperson of the student's department (or dean of the graduate school).

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 for college students and 70 for graduate 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. A physical education course can only be waived or used to replace a course taken before the semester of admission. Credits acquired from the University are excluded.
5. 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).
6. Students graduating from junior college are not allowed to apply to transfer credits for courses taken in the first three years of junior college. With respect to credits earned from courses offered in the last two years at the junior college, after deducting all credits required to graduate from the junior college (including total number of credits and compulsory professional credits), the remaining credits may be used to waive courses offered by four-year or two-year college programs or transferred to four-year or two-year college programs.
7. For students graduating from two-year junior college, the credits earned from that two-year junior college that remain after deducting all the credit hours required to graduate from the junior college (including total number of credits and compulsory professional credits) can be used to waive courses offered by four-year or two-year college programs or transferred to four-year or two-year college programs.
8. Authorities offering the courses can help foreign students use elective courses to waive common compulsory courses before the course selection period of each semester.
9. When deemed necessary, departments (centers, or graduate schools) may ask applicants to participate in a screening and those who pass the screening can then have their courses waived or credits transferred, but the procedures should be completed before the

add/drop period.

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 first-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. Students graduating from two-year junior college programs can apply to use the credits earned during the program to waive courses offered in the four-year or two-year college program.

Article IX Students of four-year college program whose College Student English Proficiency Test (GSEPT) scores are 600 or higher (or whose TOEFL iBT scores are 100 or higher) can waive 24 credits of common compulsory English courses; students of the Continuing Education Division four-year college program whose College Student English Proficiency Test (GSEPT) scores are 560 or higher (or whose TOEFL iBT scores are 83 or higher) or equivalent scores from other English proficiency tests recognized by the University can waive 16 credits of common compulsory English courses, but students will need to earn the required credits by selecting elective courses offered by the departments. 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 transitioning from the old to new curriculum, and who need to take or retake the courses due to credit discrepancies, inter-departmental transfers, transfers or resumptions, should use the new curriculum. In the event that the new curriculum does not offer the old required courses, departments (centers or graduate schools) 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 (Academic Affairs Section of Continuing Education Division), the students shall be notified of the results of 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 The Guidelines become effective after they are approved by the Academic Affairs Committee and ratified by the President. Revisions must follow the same procedures.