

CJCU Student Credit Transfer Regulations

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Article 1: This Student Credit Transfer Regulation (hereafter "this Regulations") is established according to the relevant rules of the CJCU Academic Regulations. Student credit offsets for the various departments (institutions) (degree programs) of CJCU shall be undertaken according to this Regulations.

Article 2: The following students may apply for credit offset:

1. New students (including students who have retaken the enrollment exam and junior college graduates)
2. Department transfer students
3. School transfer students
4. Dual degree program students
5. International exchange students

Article 3: The student category, number of credits offset, and transfer (enrollment) grade for those listed in Article 2 shall conform to the following:

1. First year new students (including students who have retaken the enrollment exam and junior college graduates) shall offset no more than 40 credits, second year transfer students shall offset no more than 80 credits, and third year transfer students shall offset no more than a total of 110 credits.

After the third year transfer students have offset the corresponding credits, the students shall complete their studies according to the semester study credit limit rules and meet the lowest graduation credit requirements for

the department, or be downgraded to second year level.

2. The preceding total credit offset restrictions shall not apply to the dual degree program, international exchange students, students that did not apply to drop out of school. But shall offset no more than a total of 110 credits.
3. For new students who have taken pre-studies and passed the courses according to the Ministry of Education Senior Vocational School Student Professional Technical College and Intern Course Pre-study Implementation Guidelines or the Ministry of Education Subsidized Senior High School Student Second Language College Trial Pre-study Course Operation Guidelines, the pre-study courses may be used for credit offset but shall not be used to enhance grade classification.
4. Course credits gained from a foreign university institution recognized by the Ministry of Education or an overseas 80-credit class of CJCUC shall be used for credit offset and to enhance grade classification, and shall not be restricted by section 1 of this Article. However, students must study for at least 2 years and gain the study credits according to the semester duration deadlines in order to graduate.
5. First year graduate students or graduate students who have obtained pre-study credits and then studied for a degree according to the law shall offset the credits appropriately. The number of credits that can be offset shall be limited to one-half of the credits needed for graduation.
6. Undergraduate students of CJCUC who have formally obtained Master's program admission qualifications via the various Master's program entrance exams may apply to offset up to two-thirds of the required credits for the Master's courses with score over 70 marks taken during the university period, and the restriction provided in the preceding section shall not apply. However, if the graduate school courses have already been included in the undergraduate graduation credits, said credits shall not be used to offset the Master's program credits.
7. In accordance with the law, new undergraduate two-year study in-service students who have obtained pre-study credits before taking the degree exam and studies may offset a maximum of 18 credits.
8. Bachelor's degree students taking a second Bachelor's degree program may apply to offset the credits for the

Bachelor's degree or higher level in the related field or similar courses already taken, but said students must actually earn at least 40 credits after the offset.

9. Bachelor program of extension education students who have engaged in work, education training, or research development that are similar or equivalent to the course and submitted creditable off-campus learning or achievement certificates that are sufficient to meet the requirements of a course may offset the credits for the internship or pilot course subject credits.
10. The school shall issue a credit certificate to students who have completed extension of education credit classes, and the credits earned may be offset after passing the admission exams. However, the study duration shall be no less than one-half of the academic system study duration required and no less than one year.
11. If the student has participated in the " Overseas Youth Skills Training Class " (also known as "Hai-Qing Program") organized by the "Overseas Community Affairs Council, R.O.C (Taiwan)" before admission, the credits obtained can be considered for credit transfer.

Article 4: Students applying to increase their grade level shall submit the Credit Offset Application Form and the Pre-admission Graduation (Study) Report Card to the Department Audit Team for review and signature approval. After approval by the Department Audit Team, the department director, and the Dean of Academic Affairs; the matter shall be handled by the Registration and Curriculum Section.

1. Undergraduate first year students (including students who have retaken the exam and junior college graduates) and school transfer students shall be enrolled in the second year if 36 credits or more have been offset, enrolled into the third year if 72 credits or more have been offset, and enrolled into the fourth year if 104 credits or more have been offset.
2. Only one application to increase the grade-level may be applied after the completion of the credit offset process. The grade-level increase application shall not be changed or canceled after approval.
3. Students who have increased their grade-level must study for at least one year in the school in order to graduate.

Article 5: The scope of credit offset is as follows:

1. Mandatory credits (includes common courses and general

- courses)
- 2. Elective credits (includes relevant courses)
- 3. Minor credits (includes department or school transfer and major department switches)
- 4. Double major credits

Article 6: The credit offset principle is as follows:

- 1. Same course title and course content.
- 2. Different course title but same course content.
- 3. Five-year college students can offset the fourth and fifth year college study courses in principle.
- 4. Application to offset or transfer All-out Defence Education Military Training courses shall conform to the Ministry of Education Senior Secondary School Student Military Course Offset Operation Guidelines, which shall be established separately by the Common Education Center.
- 5. Some of the school's foreign language courses may be offset based on valid foreign language proficiency certifications recognized by the Language Education Center or Department of Applied Japanese Language. Relevant operating guidelines shall be established separately by the Language Education Center and Department of Applied Japanese Language.

Students who are approved of offset credits can count the waiving credits into graduation total ones and the waiving credits can also be awarded the academic scores. It is not necessary to supply additionally.

- 6. If courses whereby credits have already been offset are retaken, the repeated credits shall not be counted as part of the graduation credits.

The same or similar content described in sections 2 and 3 above shall be verified by the responsible audit unit.

Article 7: Different offset credits shall be handled as follows:

- 1. Offset a lower credit course using a higher credit course:
After offset, the lower credit course shall be registered.
- 2. Offset a higher credit course using a lower credit course:
The insufficient credits must be supplemented or the offset shall be invalidated.
- 3. The compulsory physical education courses of Daytime Bachelor Degree Program and Continuing Education Bachelor Degree Program of the school are mutually offset. Different credits conversion modification after offset approval, not restricted by using a lower credit course to offset a higher credit course that need to supply

the other credits

Article 8 : Application and audit of credit offset

1. Credit offset application shall be handled during enrollment registration and course selection with the report cards and/or credit certificates from the original school for the courses already taken. When necessary, tests can be used to verify the student's competency and to determine whether to approve the offset. Tests to determine whether subjects can be offset shall be completed prior to the deadline for course addition, dropping, or selection.
2. Regardless of the number of credits offset, the course credits for the semester shall conform to the upper and lower credit restrictions for the semester.
3. Credit offset audits:
 - (1) Department (institution) professional courses: Each department (institution) shall compose an audit team to conduct the audits, which shall be signed by the department (institution) director.
 - (2) Common courses and Language courses: Audits shall be conducted by General Education Center and Language Education Center.
Physical education courses and All-out Defence Education Military Training courses: Audited by Common Education Center, and shall be signed by the institution director.
 - (3) After being signed and sealed by the department (institution) director, the audit for the relevant offset (waiver) courses stipulated in Sections 8, 9, of Article 3 shall be submitted to the Audit Team of the College of Continuing Education for audit.
4. After a student has filled out the application form and the matter has been audited by the relevant units specified above, each department (institution) shall deliver the documents back to the Office of Academic Affairs for review and archiving.

Article 9: Registration of the offset credits shall be handled as follows:

1. Courses that a transfer student has taken from the original department (institution) that are approved for offset, the report card history shall specify the word "offset."
2. Course credits (without the grade) for transfer students may be registered into the grade column of the report card history for courses completed prior to the transfer.
3. Offset course credits for new or graduate students who have

retaken the enrollment exams, reapplied for admission, or earned pre-study credits before studying for the degree according to the law shall be registered into the academic year performance column of the report card history for the duration prior to the enrollment grade.

4. Except for department transfer students of CJCUC, the aforesaid offset credits shall not be calculated as part of the graduation grade.

Article 10: Foreign university institution study course credits recognized by the Ministry of Education shall be offset appropriately according to the relevant provisions stipulated by this Regulation. In addition, students traveling abroad pursuant to Sections 1 to 5, Article 2 of the "Grade and Registration Handling Guidelines for Students Traveling Overseas" shall provide study course information in writing (including the course start time, course hours, course syllabus, and grade certificate) and submit the credit offset application within two months after returning home.

Article 11: The credit transfer application for courses taken by students at overseas universities will be based on the principle that 1 credit is granted for every 18 hours of instruction in a semester. The conversion will be made according to the following method:

1. If the university where the student has taken the courses follows the European Credit Transfer and Accumulation System (ECTS), the principle is that 2 ECTS credits will be credited as 1 credit at our university.

2. If the university where the student has taken the courses follows the British Credit Accumulation and Transfer Scheme (CATS), the principle is that 4 CATS credits will be credited as 1 credit at our university.

The above credit transfer ratios are general guidelines. If there are individual circumstances that require special consideration, the final credit transfer will be confirmed by each department or degree program based on the credits submitted by students, the number of hours of instruction, course outlines, and relevant proof of grades.

Article 12: Matters not provided in this Regulation shall be undertaken according to the CJCUC Academic Regulations and other relevant Regulations of CJCUC.

Article 13: This Regulation shall be announced after approval by the University Affairs Meeting and submitted to the Ministry of Education for future reference, and the same shall apply to its

amendments.