

# Taipei National University of the Arts

## Regulations for Credit Transfer and Exemption

Approved by the 1<sup>st</sup> Academic Affairs Meeting in the 2<sup>nd</sup> Semester of Academic Year 1995 (March 26, 1996)  
Amended by the 1<sup>st</sup> Academic Affairs Meeting in the 1<sup>st</sup> Semester of Academic Year 1996 (October 8, 1996)  
Approved by the 2<sup>nd</sup> Academic Affairs Meeting in the 1<sup>st</sup> Semester of Academic Year 1996 (December 31, 1996)  
Approved by the University Affairs Meeting in the 2<sup>nd</sup> Semester of Academic Year 1996 (May 13, 1997)  
Amended by the 1<sup>st</sup> and 2<sup>nd</sup> Academic Affairs Meetings in the 2<sup>nd</sup> Semester of Academic Year 1998 (March 2, 1999 and May 4, 1999)  
Approved by the 2<sup>nd</sup> University Affairs Meeting in the 2<sup>nd</sup> Semester of Academic Year 1998 (June 15, 1999)  
Amended by the 2<sup>nd</sup> Academic Affairs Meeting in the 1<sup>st</sup> Semester of Academic Year 2001 (January 8, 2002)  
Approved by the 2<sup>nd</sup> University Affairs Meeting in the 1<sup>st</sup> Semester of Academic year 2001 (January 22, 2002)  
Amended by the 1<sup>st</sup> Academic Affairs Meeting in the 1<sup>st</sup> Semester of Academic Year 2002 (October 8, 2002)  
Approved by the 1<sup>st</sup> University Affairs Meeting in the 1<sup>st</sup> Semester of Academic Year 2002 (October 15, 2002)  
Approved by the 1<sup>st</sup> University Affairs Meeting in the 2<sup>nd</sup> Semester of Academic Year 2002 (April 15, 2003)  
Approved by the 1<sup>st</sup> Academic Affairs Meeting in the 2<sup>nd</sup> Semester of Academic Year 2006 (March 20, 2007)  
Ratified by Ministry of Education Letter Tai Gao (2) Zi No. 0990023694, dated February 20, 2010 (Article 10 amended in accordance with instructions in the Letter)  
Approved by 2<sup>nd</sup> Academic Affairs Meeting in the 2<sup>nd</sup> Semester of Academic Year 2010 (May 17, 2011)  
Ratified by Ministry of Education Letter Tai Gao (2) Zi No. 1000162772

**Article 1** The Regulations are specifically provided to govern students' credit transfer and exemption.

**Article 2** The following students may apply for credit transfer and exemption:

1. Students who transfer from one department to another.
2. Students who transfer from another university.
3. Repeat students who have retaken the entrance examination or students who have resumed study.
4. Students who enroll through other ways.
5. Students who transfer from one graduate program to another.
6. Anyone who meets the descriptions as stated in Guideline 6 of the University's Guidelines for Handling Students' Registration and Learning during Their Stay Overseas and in Mainland China.
7. Exchange students.
8. Students who have taken credit courses in the University's educational outreach programs.

**Article 3** Regulations concerning the number of transfer credits and the placement of transfer students in undergraduate programs as described in Article 2:

1. Students who transfer to another department: For students who transfer to the second year, the number of transfer credits in principle may not exceed the total number of credits required for the first-year study at the departments; and for students who transfer to the third year, the number may not exceed the total number of the departments' second-year study. Beginning from the year of transfer, the minimum number of credits required for each semester may not be reduced. Furthermore, after the credit transfer, those who transfer to the third year must be able to achieve the minimum graduation credits within the maximum years of study (excluding the years of extension) following the credit requirements of each semester; otherwise, they have to transfer to the second year.
2. Students described in the second, third, and fourth subparagraphs of Article

2 come under the same regulations as stipulated in the preceding paragraph, and may apply for placement to a more senior year. However, they must study for at least one year and meet the credit requirements of each semester before they may graduate.

3. Transfer to a more senior year is determined by each department. Those with 44 transfer credits or more may transfer to the second year; 78 transfer credits or more, to the third year; and 110 transfer credits or more, to the fourth year. However, graduates from two-year and five-year junior college programs may not transfer beyond the third year, which is the highest level to which they may transfer. Those who have previously withdrawn from an undergraduate program may not transfer beyond the year in which they left the previous program.
4. Undergraduate students who pre-take graduate courses may have the credits from the courses counted as part of their graduation credits. If they enroll in the University's graduate programs later, and those pre-taken courses are required in those programs, then, granted that the number of graduation credits for the graduate programs remain unchanged, they may apply for exemption from one to two courses of the graduate programs. However, the grades they have received from those pre-taken courses must be at least 70, and whether the courses may be exempted eventually shall be jointly determined by the chairpersons of the departments (institutes) and the instructors of the courses.

Article 4 Students meeting the descriptions in the fifth, sixth, and seventh subparagraphs of Article 2 may transfer credits on a case-by-case basis. The number of transfer credits shall be decided by respective departments. Outstanding students may shorten the program, but the maximum reduction is only one year.

Article 5 Students in the eight subparagraph of Article 2 may be excused from certain courses if they meet one of the following descriptions: they meet the requirements of the TNUA Statutes in terms of the achievements in the courses they have previously taken and the names of the previous courses must be the same as those they intend to be excused from; or these courses were indicated as carrying transferable credits in the enrollment rules for the University's outreach credit programs and the courses were taken before admission to the University's regular degree programs; or under special circumstances, students of the University's degree programs are allowed to take these course with permission by their departments or the Committee of General Education. The number of transfer credits shall be determined by respective departments and the Committee of General Education, and the maximum shall not exceed half of the total graduation credits.

The special circumstances described in the preceding paragraph are defined by respective departments and the Committee of General Education.

Article 6 The regulations for handling courses with different credits are as follows:

1. Exemption from fewer credits against more: Registered with fewer credits after the exemption.
2. Exemption from more credits against fewer: For insufficient credits that cannot be made up by studying in another course, the exemption shall be

handled strictly; exemption shall be handled leniently if the difference in credits can be made up by studying in another course.

3. Applications for exemption from the University courses with the students' credits from their original universities shall be handled in accordance with the preceding two subparagraphs if there is a difference between the credits.

- Article 7 Undergraduate students who wish to apply for credit transfer and exemption must complete the process by the deadline for course add and drop period of the first semester of their arrival at the University; otherwise, the number of credits they must take for the semester must meet the minimum requirements of the semester. Graduate students must submit their credit transfer or exemption applications during the period for registration and course selection of each semester. The applications must come with related transcripts and other documentation.
- Article 8 The processing of credit transfer or exemption applications may require, when necessary, reviews by respective departments, the Committee of General Education, the Office of Physical Education, or the Military Training Office, or may require verification by a transfer examination. General education courses shall be handled by the Committee of General Education; academic courses, physical education courses, and military training courses shall be handled by the concerned departments (institutes), the Office of Physical Education, and the Military Training Office. The results shall be reviewed by the Office of Academic Affairs.
- Article 9 Only those credits for educational outreach programs from programs offered by the University shall be exempted; those from other universities, social, or educational institutions are not exemptible.
- Article 10 Those who have achieved credits from any public or registered private universities in Taiwan, or any universities or colleges in other countries or in the mainland China which are recognized by the Ministry of Education may be entitled to credit exemption on a case-by-case basis in accordance with the Regulations or the University's Guidelines for Handling Students' Registration and Learning during Their Stay Overseas and in Mainland China.
- Article 11 The Regulations shall be implemented after approval by the Academic Affairs Meeting, and reported to the Ministry of Education for reference. The same procedure shall apply to future revisions.