

# National Taiwan University Guidelines for Student's Course Exemption

Amended by the 2<sup>nd</sup> Academic Affairs meeting on the 2<sup>nd</sup> semester of 2005 academic year on Apr. 7, 2006

- Article 1** These guidelines are established for the purpose of handling matters related to student's course exemption procedures.
- Article 2** Course exemption procedures for undergraduate students in all departments shall be handled in compliance with the following regulations:
- I. Before entering this university, students who have courses completed with a passing grade at other public or accredited private university, junior college, Academia Sinica, foreign university or institution approved by the Ministry of Education and these courses are required subject courses at the students' current department or that are considered a general education requirement, these courses may be used to fulfill the requirement of the department after departmental approval. These courses may not include those taken at a Continuing Education program. The maximum exemption that can be requested for a student is 50 credit hours. If the approved exemption exceeds 50 credit hours, the student may request advancement into the second year level.
  - II. Students who have taken courses at this university with a proof of the credits received, may request exemption of course requirement when re-entering this university at the particular department. The student shall be placed into the appropriate year level based upon the amount of total credit hours exempted, and shall complete at least one year of study.
  - III. Students who have taken courses with a satisfactory grade at the Academia Sinica or have taken courses with a satisfactory grade at an approved overseas study program may request exemption of those courses at their departments.
  - IV. Exemption of General Education courses must be handled in accordance with *General Education Course Selection Guidelines*.
  - V. Request for advancement into a higher year level must be completed in the semester of entering the university.

- Article 3** Exemption procedures for Master program and Ph.D. program students shall be handled in compliance with the following regulations:
- I. Graduate students who have completed courses with satisfactory grades at a public or accredited private university, Academia Sinica, or foreign university approved by the Ministry of Education, or the Continuing Education Credit program or students who have participated in any short-term technology research courses may request exemption of courses at their pertinent department/institute. Students who have taken courses at a Continuing Education program of another university may request exemption at their pertinent department/institute by passing the departmental examination.
  - II. A satisfactory grade is 70 points and above for all graduate courses. If the individual graduate institute has stricter rules, those rules shall be followed.
  - III. The maximum number of credit hours that can be exempted must not exceed one-half of total credit hours required for graduation as stipulated by the individual department, with the exception of those approved on a case-by-case basis by the Dean of Academic Affairs or those covered under special rules.

- Article 4** Exemption of professional education courses shall be handled in accordance with the following regulations:
- I. Students who have reserved the enrollment status for professional education study, when re-entering the university, may request exemption of courses previously taken at the professional education program; and with the approval of the Center for Teacher Education, the student may continue the study at the program.
  - II. Students who have taken professional education courses at other universities, upon admission into the Center for Teacher Education program, may request exemption approval from the Center of Teacher Education. The maximum exemption allowed cannot exceed one-half of total required courses at the education program.
  - III. Students who have taken professional education courses prior to the entrance exam before 2001 academic year or students who have taken professional education courses at other universities

before 2001 academic year, may request exemption approval from the Center of Teacher Education. The maximum exemption allowed cannot exceed one-half of total required courses at the education program. Starting in 2002 academic year, students may not take professional education courses before passing the entrance exam into the program.

- IV. Professional education courses that have been included in the computation of completed credit hours for graduation in a major degree previously earned may not be used to qualify for exemptions.
- V. Professional education courses that have been exempted may not be used in computing the minimum graduation requirements of the program.

**Article 5** Principles for reviewing exemption are as follows:

- I. Physical education courses and service education courses may not be exempt.
- II. Courses that have been completed with a passing grade for over 10 years cannot be used as an exemption.
- III. When exempting a course with another course of less credit hours, the latter one shall be reported; when exempting a course with another course of more credit hours, the pertinent department or Center for Teacher Education must designate which course to take in order to make up for the difference. If there are no similar courses to make up for the difference, the request for exemption may not be granted.
- IV. Except for General Education courses, if the student has completed one semester of study with satisfactory grade in the entire academic year, the department (or graduate institute) may decide whether or not to grant exemption.
- V. Individual departments or the Center for Teacher Education can stipulate that a certain course subject may not be exempted, depending upon the nature of that course subject.
- VI. When evaluating the application for exemption, 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.
- VII. Courses taken previously at this university, regardless of whether

the course had a passing grade or not, cannot be used to qualify for exemption, except when there are other existing rules.

VIII. Students who graduated from or studied at a five-year junior college may not use the courses completed during the first three years of their study to qualify for exemption.

**Article 6** Applications for course exemption must be completed within the stipulated time period as determined in the school calendar and must be completed in compliance with all regulations. Graduating students are not under this restriction.

**Article 7** These guidelines shall be implemented after being approved by the Academic Affairs meeting; the same procedure applies to all amendments.