

Notices Governing Credit Transfer Applications by Undergraduate Students: Academic Year 23–24

Re-examinees, transfer students, and students with university-level courses as part of their high school studies and proof of completion of such courses may apply for credit transfer. Please submit your applications in accordance with the following.

1. Notices governing credit transfer application:

- 1) Credits for courses (including online courses but **not including continued education courses offered outside NTU**) taken and passed by students at NTU, other public or registered private universities or junior colleges, Academia Sinica, or foreign tertiary educational institutions recognized by the Ministry of Education OR courses with a credit or test passing certificate issued by the aforementioned institutions prior to admission that are designated as required/elective courses or liberal education courses by students' home departments may be transferred with the approval of students' home departments and the Office of Academic Affairs.
(The aforementioned required courses include general core courses; "online courses" refer to courses offered through websites such as Coursera, edX, and Udacity taken and passed by students with course certificates)
- 2) For courses taken outside NTU, up to 50 credits may be transferred (Credit transfer for students with justifiable cause shall require the special approval of the Vice President for Academic Affairs.), provided that there are corresponding courses at NTU that are the same or similar.
- 3) Students approved for a transfer of 50 credits or more may apply to be assigned to the appropriate year of study. However, a student shall complete at least one year of study at NTU. Assignment to a more advanced year of study shall be processed in the semester in which the student is admitted.
- 4) Credit transfers for **liberal education courses** shall first be reviewed by the Center for General Education to determine whether the courses to be transferred are consistent with the spirit and disciplines of liberal education courses offered at NTU. Students who have only taken or passed one semester of a full-year liberal education course at their original schools may not apply to transfer credits for that course.
- 5) Credit transfers for **Chinese, English/second foreign languages, and PE courses** shall first be reviewed and approved by course offering departments; credit transfers for **Service Learning** shall first be reviewed and approved by the Office of Student Affairs.
- 6) Credit transfer applications for **PE courses** that cover multiple ball sports or types of exercise shall include physical fitness test results if the course syllabus does not clearly indicate plans for such a test, or else, the course will be deemed as Fitness (1) and may not be transferred as Health-Related Physical Fitness. Physical activities and exercise courses may not be transferred as Health Related Physical Fitness, either.
- 7) Credit transfer for the minor and double major shall be approved by students'

home departments, and the Vice President for Academic Affairs.

- 8) Credit transfer applications for **Service Learning I, II, or III** submitted by students admitted in or after Academic Year 2019–20 may be recognized and transferred as Service Learning A/B. If individual departments have stricter rules, then they shall prevail.
 - 9) Credits for professional courses taken and passed more than 10 years prior to admission may not be transferred. As an example, a student admitted in Academic Year 2022–23 may only apply to transfer credits for courses taken and passed in or after Academic Year 2012–13.
 - 10) No credit transfer is allowed for courses taken by graduates of five-year junior colleges in their first three years of study. However, credits for second foreign language courses may be transferred with the approval of course offering departments, students' home departments, and the Vice President for Academic Affairs.
 - 11) In principle, credits will be transferred as corresponding NTU-offered courses with similar contents and the same number of credits. If the number of credits to be transferred is different from corresponding NTU courses, courses with more credits may be transferred as NTU courses with fewer credits. However, to transfer courses with fewer credits (full-year courses only) than corresponding NTU courses, students' home department shall designate related courses and credits to make up the difference; credits may not be transferred if no courses of a similar nature are offered at NTU.
 - 12) **Military Training** courses do not require credit transfer applications, and all credits will be recognized at time of conscription. For students registering for reserve military officer examinations, please consult with the Student Safety Center.
 - 13) No credit transfer application is required for **students who transfer to another department or double major/minor students**.
 - 14) Courses of the same title with suffixes (A/B/C) are variants of the **same course**, with each suffix denoting a different focus or number of credits. Credits for these courses shall be transferred as the corresponding variants designated by students' home departments. If two or more variants are transferred or taken, only one of them may be recognized as graduation credits (except for Service Learning A/B).
 - 15) **Whether the courses already included in the graduation credits for various degrees from this or other universities can be applied for transfer shall be determined by the home departments (degree programs).**
 - 16) **Whether transferred credits may be recognized as graduation credits shall be determined by the results of the graduation review conducted by students' home departments.**
2. **Procedures for credit transfer applications:**
- 1) Please complete the application process within the specified time (**between 8 a.m., August 9, 2023 and 12 p.m. August 17, 2023**) to avoid affecting the course add/drop period.

- 2) To log into the credit transfer application system, visit the NTU homepage > click on **New Students** (in the upper-left corner) > **Undergraduate Programs** > then click on **Apply for Credit Transfers** and read the following documents:
 - a) The University's *Regulations Governing Students' Credit Transfer*
 - b) Required courses and credits inquiry for graduate students
 - c) *Notes on Credit Transfer for Graduate Students*
 - d) Departmental required courses inquiry for undergraduate students
 - e) *Liberal Education and Core Competencies Course Selection Notice*
 - f) *Notice of Undergraduate Credit Transfer Review*
- 3) Log into the application system with the course selection account (student ID number) and password indicated on your admissions notice and follow the instructions to apply.
- 4) Credit transfer applications for any courses shall be completed online by the above deadline. Please deliver **an original copy of the transcript of academic record** at your original (graduating) institution to the home department. **Current students (excluding new students)** wishing to apply for make-up credit transfers shall mail (deliver) an original copy of the transcript of academic record at NTU to their home departments. (Single-semester grade reports and photocopies of transcripts will not be accepted.)
- 5) To transfer credits for **Liberal Education, Chinese, English (second foreign language), PE, or Service Learning** courses, please **convert course syllabi and transcript of academic record** at the original institution to PDF files and **upload** them to the application system at the time of application. (For courses taken at NTU, only the transcript of academic record is required; course syllabi are not required.) In addition to uploading the PDF files, **the original copy of the transcript shall also be delivered to your home department by the application deadline.**
- 6) Please confirm with your home department on whether course syllabi are required for transferring credits for **required and elective** course taken at another institution.
- 7) The application documents required to transfer credits for each course type are listed in the table below:

Course type	Courses taken at NTU		Courses taken outside NTU	
	Required/elective	Liberal Education, Chinese, English (second foreign language), PE, or Service Learning	Required/elective	Liberal Education, Chinese, English (second foreign language), PE, or Service Learning
Required documents	1. Submit an original copy of NTU transcript of academic record to your	1. Submit an original copy of NTU transcript of academic record to your	1. Submit an original copy of transcript of academic record to your home	1. Submit an original copy of transcript of academic record to your home department.

	home department. 2.Upload the PDF file of your NTU transcript of academic record to the credit transfer application system. (For courses taken at NTU, only the transcript of academic record is required; course syllabi are not required.)	home department. 2. Upload the PDF file of your NTU transcript of academic record to the credit transfer application system.	department. 2.Upload the PDF file of your transcript of academic record to the credit transfer application system. Check with your home department on whether course syllabi are required. If required, please consolidate them into one PDF file and upload it to the credit transfer application system.	2. Upload scanned PDF copies of course syllabi and transcript of academic record to the credit transfer application system.
--	--	--	---	---

- 8) Beginning in the afternoon of September 1, 2023, results for credit transfers that pass the secondary review can be looked up, and credit transfer certificates may be picked up at students' home departments, which may be used for the course add/drop period once instruction begins.
- 9) Students graduating in the current academic year who fail to complete the application process by the deadline or fail to submit the complete documents may apply for make-up credit transfers in writing. For students not graduating in the current academic year, please submit an application during the online application period in the next academic year.
3. Students admitted in and after Academic Year 2002–03 shall take and pass Online English Program I/II in order to graduate. Those who meet any of the criteria set forth in Article 7 of the University's *Regulations for the Implementation of Online English Program* may apply for an exemption by the date indicated on the academic calendar (tentative: exact date to be announced via campus announcements). Those whose application is rejected or who fail to submit an application shall take Online English Program I/II in the following academic year.
4. For detailed course syllabi, please visit <http://nol.ntu.edu.tw>.
5. For students in the Colleges of Science, Medicine, Engineering, Bioresources and Agriculture, Public Health, Electrical Engineering and Computer Science, and Life Science taking General Chemistry and Calculus, please read the course selection notices in the link above before registering for courses in accordance with departmental regulations.
6. For credit transfer inquiries, please call +886-2-3366-2388 ext. 304, 305, 306, or 307, or visit the Curriculum Division, Office of Academic Affairs in person.