

National Sun Yat-Sen University

Credit Transfer Guidelines

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Article 1 The department (institute) shall deal with the transfer of credits for the students according to the Guidelines.

Article 2 The following students can apply for a credit transfer:

1. A student who changes department (institute);
2. A student who transfers from another university;
3. A student who takes the admission examination again.
4. A student (incl. non-degree student) that is allowed to elect courses and obtain credits in advance and admitted to the university against his/her credit certificate or transcript after passing the examination for the qualification as a degree student.
5. A graduate who has finished related courses of the Master's program and met the passing requirements during his/her study period as an undergraduate, and the courses are not incorporated in the credits required for graduation from the Bachelor program.
6. A Ph. D candidate who has finished related courses of the Ph. D program and met the passing requirements during his/her study period as an graduate, and the courses are not incorporated in the credits required for graduation from the Master program.
7. A student who is selected and approved by the university to further study overseas or take courses of any double degree program.

Article 3 The credits that an undergraduate can transfer and the academic year to which the student is transferred (arranged) are specified as follows:

1. The credits to be obtained in a semester must reach the minimum credit points required for that semester, no matter how many credits can be transferred.
2. An undergraduate as specified in Numbers 3 and 4 of the previous article may be arranged to a higher academic year after transfer of the credits according to the Guidelines, but must study for a full academic year and obtains the minimum credits required for each semester. Otherwise, the student is not allowed to

graduate.

3. The department may determine the arrangement to a higher academic year. An arrangement to the second academic year is allowed for a transfer of more than 40 credits, an arrangement to the third academic year is allowed for a transfer of more than 78 credits and an arrangement to the fourth academic year is allowed for a transfer of 110 credits. An undergraduate who stops his/her schooling can only be arranged to the academic year in which he/she stops the schooling.

Article 4 The courses specified in Numbers 5 and 6 of Article 2 are determined by the department (institute). The graduate can transfer no more than 1/2 of the total credits to be obtained. The graduate who acquired the qualification as a pre-graduate of Master program according to the Guidelines for the Five-Year Bachelor's and Master's Degree System and was admitted according to related regulations can transfer no more than 2/3 of the total credits to be obtained. The restriction of 1/2 credit transfer specified in the previous sentence is not applicable to this case.

The upper limit of credit transfer for the double degree program is determined according to the "Implementation Guidelines for the Multinational Double Degree Program between National Sun Yat-Sen University and International Universities" and not subject to the restriction of 1/2 credit transfer specified in the previous sentence.

Article 5 The range of credit transfer is specified below:

1. Obligatory credits (including basic courses and liberal arts courses).
2. Elective credits (including related courses of the department or institute).
3. Minor study credits (including exchange of major and minor studies due to change of department or transfer to the university).
4. Double-major credits.

Article 6 Credit transfer is generally carried out as follows:

1. The courses with the same name and contents.
2. The courses with different names and same contents.
3. The courses of the same nature and with different names and contents.

The applicant shall submit the grade certificate and syllabus to the related unit for review.

The courses of general education are reviewed by the Center for General Education and specialized courses are reviewed by the department (institute) that gives the courses. Both shall be double checked by the Office of Academic Affairs.

Article 7 Transfer of different credit points is carried out as follows:

1. More credits transferred to less credits: The less credits will be the basis for registration after the transfer.
2. Less credits transferred to more credits: The credit transfer will be dealt with strictly if the credits left can not be made up after the transfer; the credit transfer will be dealt with leniently if the credits left can be made up after the transfer.

Article 8 For a student who is admitted or transferred to the university, the courses allowed for

transfer of the credits are limited to those that have been finished with a pass mark at a university or college. For the student who is graduated from a five-year junior college, only the courses finished in the 4th and 5th academic year can be used for credit transfer. Whether the courses that are arranged for transfer to the university can be used for credit transfer is determined by the chairman of the department.

Article 9 Application for credit transfer is made according to the calendar of the university and no application is accepted after the given timeframe. Only one application is allowed for the transfer of credits that have been obtained before entering the university.

An undergraduate who is arranged to a higher academic year due to transfer of credits must finish all required procedures within the timeframe specified by the university.

In case of minor study, double majors or change of department, application for transfer to the credits of the original university is allowed after an application for transfer of credits has been made, but it is not allowed to arrange the student to a higher academic year.

Application for the credit transfer according to the previous section shall be made with the transcripts of the original university.

In case that application for credit transfer is made for minor study or double majors using the credits of the original university, the department can decide whether the credits can be transferred to the minimum credits required for the graduation if the minor study or double major courses have not been finished at the time of the graduation.

Article 10 The reviewing unit may, if necessary, ask the applicant to undertake a test. After the applicant has passed the test, the procedure of the credit transfer has to be carried out before adding or dropping the courses to ensure a smooth arrangement to a higher academic year.

Article 11 A student who takes courses at a university in foreign countries or China that has approved by the Ministry of Education and obtained the required credits can apply for credit transfer according to the Guidelines.

Article 12 Credit transfer for the student who takes the courses of educational program is dealt with according to related regulations.

Article 13 The matters that are not covered by the Guidelines are subject to the Academic Policies and related regulations of the university.

Article 14 The Guidelines are passed at the meeting of academic affairs and implemented after approved by the president. The same procedure is applicable to the amendment of the Guidelines.

(These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.)