

Chaoyang University of Technology

Policy on Course Credit Substitutions and Waivers

Amended at the 1st Academic Affairs Council Meeting of the 1st Semester of the 114th Academic Year (December 31, 2025)

Article 1

These Regulations are formulated in accordance with the provisions of the University's Academic Regulations and are entitled the " Chaoyang University of Technology Policy on Course Credit Substitutions and Waivers " (hereinafter referred to as "the Regulations").

Article 2

The following students may apply for credit transfer or waiver:

1. Students approved to change departments.
2. Transfer students.
3. New students who are admitted after retaking an entrance examination or reapplying for admission.
4. Students who have transferred to another institution and subsequently transferred back and changed departments.
5. Students who, pursuant to applicable laws and regulations, are permitted to complete courses and earn credits at the University before being admitted to pursue a degree.
6. New students who, prior to admission, have successfully completed courses and earned credits at a junior college or higher educational institution (including continuing education programs), or at an overseas university or college recognized by the Ministry of Education.
7. New students who have earned credits in accordance with the University's "Implementation Guidelines for Advanced Courses for Senior High School Students" and subsequently gained admission to the University.
8. Students who, while pursuing a bachelor's or master's degree, complete courses offered by a master's or doctoral program with a grade of 70 or above, provided that such credits are not included in the minimum credits required for graduation.
9. Students who obtain professional certifications or pass certification examinations, subject to approval by the department, graduate institute, or degree program (hereinafter collectively referred to as the "department (graduate institute)") may apply for course exemption (the exempted credits shall be made up by taking other courses).
10. Students selected by the University to undertake overseas internships or study tours during their period of study may have the relevant practical experience recognized for credit transfer, subject to determination by the respective department (graduate institute).
11. Currently enrolled students who have completed courses at an overseas university or college with the University's approval.
12. Students who have earned credits through short-term study programs at institutions in Mainland China listed in the Ministry of Education's approved list.
13. Students who have completed courses through an overseas credit program offered by the University or another institution.
14. Students enrolled in a dual-degree program.

Article 3

The curriculum standards governing credit transfer or waiver are as follows:

For first-year students entering a master's or doctoral program, first-year students in a four-year program, or third-year students in a two-year program, the courses eligible for credit transfer or waiver shall be determined based on the curriculum planning table applicable to the student's year of admission. For students changing departments, transferring from another institution, or being placed in an advanced class level, the curriculum planning table applicable to the year into which the student transfers or is placed shall serve as the basis for credit transfer or waiver. However, where a student has obtained a credit certificate from a continuing education credit program offered by the University and applies for credit transfer or waiver on that basis, and the relevant course has subsequently been removed from the curriculum planning table applicable to the student's year of admission or transfer, the relevant department (graduate institute) shall, on a more liberal basis, recognize the corresponding course for credit transfer or waiver.

Article 4

The principles governing the number of credits eligible for transfer or waiver and the corresponding placement of students into an academic year for the categories of students specified above are as follows. Detailed regulations shall be separately prescribed by each department (graduate institute). Detailed regulations governing credit transfer or waiver for students who obtain professional certifications or pass certification examinations shall be separately prescribed by each college.

1. Maximum number of credits eligible for transfer or waiver:

(1) Four-year programs:

1. First-year new students may transfer or waive no more than 45 credits.
2. Students transferring into the first semester of the second year may transfer or waive no more than 45 credits.
3. Students transferring into the second semester of the second year may transfer or waive no more than 58 credits.
4. Students transferring into the first semester of the third year may transfer or waive no more than 72 credits.
5. Students transferring into the second semester of the third year may transfer or waive no more than 88 credits.
6. Students transferring into the third year shall not have the minimum number of credits required to be completed each semester reduced. Students applying to transfer into the third year may do so only if, after the applicable credits have been transferred or waived, they are able to complete the minimum graduation credits required by the department to which they transfer within the prescribed period of study (excluding any extension thereof), subject to the University's regulations governing the maximum number of credits that may be taken per semester; otherwise, they shall be placed in the second year.

(2) **Two-year programs:** New students and transfer students (third-year students) may transfer or waive no more than 36 credits.

Students who have previously studied at the University and earned credits may, in the undergraduate division, transfer or waive a maximum of 110 credits.

2. For students who have withdrawn from the University and are subsequently readmitted after retaking an entrance examination, or for students enrolled as non-degree students who subsequently obtain student status in accordance with applicable laws and regulations and apply for credit transfer or waiver, those whose approved transferred or waived credits meet the following standards may, at the University's discretion, be permitted to advance to a higher academic level. Such advancement shall not exceed the academic year from which the student previously withdrew. The provisions are as follows:

(1) **Four-year programs:**

1. New students with 18 or more transferred or waived credits may be advanced to the second semester of the first year.
2. Students with 36 or more transferred or waived credits may be advanced to the first semester of the second year.
3. Students with 54 or more transferred or waived credits may be advanced to the second semester of the second year.
4. Students with 72 or more transferred or waived credits may be advanced to the first semester of the third year.
5. Students with 88 or more transferred or waived credits may be advanced to the second semester of the third year.
6. Students with 104 or more transferred or waived credits may be advanced to the first semester of the fourth year.

(2) **Two-year programs:**

7. New students with 18 or more transferred or waived credits may be advanced to the second semester of the third year.
8. Students with 36 or more transferred or waived credits may be advanced to the first semester of the fourth year.
3. Transfer students who are subsequently approved to change departments shall reapply for credit transfer or waiver for the courses and credits previously recognized upon transfer. The number of credits eligible for transfer or waiver shall remain subject to the maximum applicable to the academic year into which the student originally transferred.
4. New students who have previously studied in a master's or doctoral program at another institution and earned credits for master's or doctoral courses may transfer or waive no more than one-half of the total graduation credits prescribed by the department (graduate institute) in which they enroll.

Students who have previously studied in a graduate institute of the University and earned

credits may transfer or waive no more than two-thirds of the total graduation credits prescribed by the department (graduate institute) in which they enroll.

Where an individual department or graduate institute has more stringent requirements, such requirements shall prevail.

5. New students admitted to a daytime master's program in accordance with the University's "Regulations Governing the Selection and Admission of Bachelor's Degree Students to Master's Program Courses" who are admitted to the University within four years after completing their bachelor's degree may transfer or waive no more than two-thirds of the total graduation credits prescribed by the department (graduate institute) in which they enroll (excluding thesis credits).

Students who are not graduating students at the time of admission but are admitted to the University within four years after graduation may transfer or waive no more than one-half of the total graduation credits prescribed by the department (graduate institute) in which they enroll (excluding thesis credits).

Students who are not pre-admitted master's students of the University but who earned master's-level course credits while enrolled in a bachelor's program may transfer or waive a maximum of 6 credits of master's program courses at the University.

6. Students who have already obtained a degree may transfer or waive a maximum of 88 credits for courses in a four-year undergraduate program, 36 credits for courses in a two-year undergraduate program, and one-half of the graduation credits required by the relevant graduate institute for graduate-level courses. Each department shall establish its own review mechanism.
7. For credits earned through continuing education credit programs at various institutions, the cumulative number of credits earned in each semester shall be limited to 18 credits for bachelor's-level credit programs and 9 credits for master's-level credit programs. Credits earned through continuing education credit programs may be used to transfer or waive no more than one-half of the total credits required for graduation.

Where a student applies for credit transfer or waiver based on credits earned through distance learning in a continuing education program, and the number of credits transferred or waived exceeds one-third of the total graduation credits prescribed for the relevant program, the University shall compile a roster and submit it to the Ministry of Education for record.

8. For currently enrolled students who have completed courses at an overseas university or college with the University's approval, the total number of credits eligible for transfer or waiver shall be determined by the department (graduate institute) in which the student is enrolled.
9. After admission, students enrolled in a dual-degree program shall be permitted to transfer or waive credits for courses successfully completed in accordance with the agreement between the two institutions and shall be placed in an appropriate academic year.
10. Students enrolled in a post-baccalaureate degree program who, prior to admission, have completed courses of the same nature in a related field at the bachelor's degree level or above may apply for credit transfer or waiver in accordance with the admission prospectus

and the relevant provisions of these Regulations. After credit transfer or waiver, the number of credits actually completed by the student shall not be less than 12 credits.

Article 5

After credit transfer or waiver, students in four-year programs shall remain enrolled for at least one year; students in two-year programs shall remain enrolled for at least one year; master's students shall remain enrolled for at least one year; doctoral students shall remain enrolled for at least two years; and students directly admitted to doctoral study shall remain enrolled for at least three years.

For students applying for credit transfer or waiver based on credits earned through continuing education credit programs, the period of study at the University after credit transfer or waiver shall not be less than one-half of the prescribed period of study for the relevant program and shall in no case be less than one year.

Article 6

Regardless of the number of credits transferred or waived, the number of credits taken by a student in each semester shall not be lower than the minimum prescribed by the University's Academic Regulations.

Article 7

The scope of credits eligible for transfer or waiver is as follows:

1. Required credits.
2. Elective credits.
3. Minor credits.
4. Double-major credits.

Article 8

Credit transfer or waiver shall comply with the following requirements:

1. The course titles and contents are identical.
2. The course titles differ but the contents are identical.
3. The course titles and contents differ but the nature of the courses is equivalent.
4. Certificates or certification examinations related to the curriculum that have been reviewed and approved by the department (graduate institute).
5. Students selected by the University to undertake overseas internships or study tours who submit specific supporting documentation.

Article 9

The transfer or waiver of courses carrying different numbers of credits shall be handled as follows:

1. **Transfer from a course with more credits to one with fewer credits:** The lower number of credits shall be recorded after transfer or waiver.

2. **Transfer from a course with fewer credits to one with more credits:** Where the remaining credits cannot be completed through additional coursework after partial credit transfer or waiver, a stricter standard may be applied; where the remaining credits can be completed through additional coursework after partial credit transfer or waiver, a more liberal standard may be applied.

Article 10

Courses completed at junior colleges shall be subject to stricter review for credit transfer or waiver because the level of instruction differs from that of universities of science and technology, even where the course titles and contents are identical. For graduates of five-year junior colleges, courses completed during the first through third years of the junior college program shall not be eligible for credit transfer or waiver. Except for professional courses successfully completed during the third and fourth years of a university program, or courses for which the student has obtained credit certificates through the University's continuing education credit programs, no credits shall be transferred or waived for new students entering two-year programs. For graduates of three-year junior colleges, graduation courses completed during the final academic year may, at the University's discretion, be considered for credit transfer or waiver in accordance with the standards applicable to the third year of a university program.

Article 11

Credit transfer or waiver for general education courses shall be handled in accordance with the regulations of the University's Center for General Education.

Except for students of the University who have withdrawn and are subsequently readmitted after retaking an entrance examination, physical education courses taken by new students shall not be eligible for credit transfer or waiver pursuant to Article 5 of the University's "Detailed Regulations Governing Credit Transfer and Waiver Administered by the Center for General Education."

Transfer students shall continue to take physical education courses after transferring to the University until the end of the academic year in which such courses are required.

Applications for credit transfer or waiver for Labor Education courses shall be handled in accordance with the University's "Regulations Governing Labor Education."

Applications for exemption from required English courses shall be handled in accordance with the regulations of the University's Language Center.

Credit transfer or waiver for Chinese language courses by international students shall be handled in accordance with the regulations of the University's Chinese Language Center.

Article 12

Applications for credit transfer or waiver shall be submitted within the prescribed period following admission, transfer from another institution, change of department, acquisition of a professional certification, passing of a certification examination, completion of courses at an overseas

university or college with the University's approval, or return to Taiwan after completion of an overseas internship, as applicable.

An application for credit transfer or waiver may be submitted no more than twice; however, applications for course exemption based on professional certifications or passing certification examinations shall not be counted toward this limit.

Article 13

The review of credit transfer or waiver applications shall be conducted by the Center for General Education for general education and physical education courses, and by the respective departments (graduate institutes) for professional courses. The Office of Academic Affairs shall conduct a secondary review. The review of credits for transfer or waiver may be conducted through examinations or other methods.

Article 14

Credits transferred or waived shall be recorded in the student's academic transcript for all years of study; however, grades need not be recorded.

Article 15

Credits for courses previously completed at an overseas university or college recognized by the Ministry of Education may, at the University's discretion, be transferred or waived in accordance with the relevant provisions of these Regulations. The principles for credit conversion are as follows:

1. One credit shall be granted for every 18 hours of instruction per semester.
2. 1 credit = 2 ECTS credits (European Credit Transfer and Accumulation System).
3. 1 credit = 4 CATS credits (Credit Accumulation and Transfer Scheme).
4. 1 credit = 4 credits (Australia).
5. Credits of the University may be converted on an equivalent basis to credits under the U.S., Japanese, and Mainland Chinese systems.
6. Credit conversion for systems not specified above shall be determined by the respective department (graduate institute) based on academic and professional considerations.

The above credit conversion ratios constitute general principles. The final determination of credit conversion and recognition shall be made by the respective department (graduate institute).

Article 16

These Regulations shall take effect upon approval by the Academic Affairs Council and ratification by the President. The same shall apply to any amendments thereto.

" This regulation has been translated into English according to the original Chinese version. If there is any inconsistency or ambiguity between these two versions, the Chinese version shall prevail. "