

## **Regulation Governing Students' Credit Transfer**

1. Any student who wants to transfer credits shall apply before the course begins. A post-application can be accepted only if the reason is for timely graduation after adopting a newer credit requirement.
2. The principles governing credit transfer are listed below:
  - I. Courses that have the same name and content, or have been approved for credit transfer in the past, can be counted towards graduation credits without further review;
  - II. Courses that have similar content but different names or courses with the same name but different content can be approved for graduation credits upon review.
3. The credits transferred for required courses shall be in accordance with the following principles if the numbers of credits are different.
  - I. More credits transferred to fewer credits: fewer credits shall prevail upon the transfer.
  - II. Fewer credits transferred to more credits: fewer credits shall prevail upon the transfer, and the student shall undertake professional courses to make up the credit difference.
4. Procedures:
  - I. The acceptance period for general Credit Transfer Applications starts one month before the start of the semester. Applications submitted outside the specified period will not be processed;
  - II. Applicants shall complete the application form, prepare the required documents, and actively submit it to the Department office;
  - III. Applications will be reviewed by the Curriculum Committee of the Department in the 2nd week after the start of semesters.

\* Kindly note that the Department retains the right to decline after-action applications.
5. The Department reserves the right, at its sole discretion, to modify, add or remove portions of the Regulation, at any time, without notice.

Documents requested in Article 4 of the “*Regulation Governing Students’ Credit Transfer*” are listed below, please combine them sequentially into one PDF file and upload it to the online form.

- A. Application Form
- B. Syllabi of the courses
- C. Transcript for All Semesters

\*Page formatting options while printing from the Academic Information Systems:

- a. Set 2 pages per sheet;
- b. Select ‘Headers and Footers’ to display the URL and number of pages printed;
- c. Disable the checkmark on 'Background graphics'.

- D. Proof of Course Conflict (optional)

- a. Course conflict will be considered sufficient as a reason only when it occurs between two required courses.
- b. Students who apply for credit transfer due to course conflict shall provide supporting documents such as the personal study arrangement.

**Special Note:** One form can only apply for credit transfer to one course.