

# National Taipei University of Technology

## Policy on Course Credit Substitutions and Waivers

Resolved and passed in the Academic Affairs Meeting of the 2<sup>nd</sup> Semester on June 25, 1999  
Resolved and passed in the Academic Affairs Meeting of the 1<sup>st</sup> Semester on January 15, 2001  
Resolved and passed in the Academic Affairs Meeting of the 2<sup>nd</sup> Semester on April 18, 2006  
Resolved and passed in the Academic Affairs Meeting of the 1<sup>st</sup> Semester on December 26, 2006  
Resolved and passed in the Academic Affairs Meeting of the 1<sup>st</sup> Semester on December 30, 2008  
Resolved and passed in the Academic Affairs Meeting of the 2<sup>nd</sup> Semester on May 1, 2012  
Resolved and passed in the Academic Affairs Meeting of the 2<sup>nd</sup> Semester on May 30, 2012  
Resolved and passed in the Academic Affairs Meeting of the 2<sup>nd</sup> Semester on May 13, 2015  
Resolved and passed in the Academic Affairs Meeting of the 2<sup>nd</sup> Semester on June 5, 2018  
Resolved and passed in the Academic Affairs Meeting of the 1<sup>st</sup> Semester on Nov. 27, 2020  
Resolved and passed in the Academic Affairs Meeting of the 2<sup>nd</sup> Semester on May 12, 2021

Article 1 Students who wish to substitute, or waive any credit unit shall apply according to this Policy.

Article 2 This Policy is applicable to credit substitutions and waivers by the following types of students:

1. Freshmen have retaken the entrance exams.
2. Freshmen who have passed the exam and are admitted to the University after receiving the credit units of continuing education from universities or independent academies recognized by domestic and foreign ministries of education according to relevant regulations.
3. Freshmen who have passed the exam and are admitted to the University after permitted to complete the courses according to the University's "Guidelines for Advanced Placement for High School Students," or other applicable laws.
4. Students who have received the credit units from foreign universities or independent academies according to the University's "Guidelines for Academic Studies and Student Status during Student's Oversea Stays."
5. Students transferring among departments/sections.
6. Those who participate in the training of national teams for world skills competition during effective enrollment or leave of absence upon approval, and receive the certificate of training hours.
7. Transfer students.
8. Master's students who have completed the graduate courses and scored 70 or above during their undergraduate years or those who have completed and passed the requirement of Taipei Tech directed study courses.
9. Doctoral students who have completed the doctoral courses, which are not counted against the graduation units of master's programs, during their years of studies of master's degrees.
10. Those who have received the bachelor's degrees or higher levels, and enrolled in the two-year college of technology programs.
11. Students who have enrolled in the joint degree programs upon the University's approval, and demonstrated that they have successfully completed the courses and units.
12. Those who have received the major licenses as same as or similar to the courses in their departments (institutions) before or during their studies at the school or leave

of absence; or have participated in and won certain awards in national or international world skills competition. Master's and doctoral students, whoever, may be eligible for the waivers if they receive the awards during their studies at the school or leave of absence.

13. Students enrolling in during the transition of existing and new courses.

Article 3 Taipei Tech will grant course substitutions and waivers according to the order of priority as applied. The total number of waived units shall be subject to the following:

1. Actual units waived are subject to the determination of respective departments, and the total waived units shall not exceed one half of the minimum graduation units requirements (exclusive of the thesis credits for graduate students). Transfer students may waive as many units as up to three-fifths of the minimum graduation units requirements prescribed by respective departments. This section does not apply to those who enroll in the University's Accelerated Master's Program. If courses in the master course are parts of undergraduate graduation units or courses in the doctoral class are parts of master course graduation units, they are not allowed to be waived in master or doctoral units.
2. After the grant of waivers, four-year college students shall still fulfill at least 2 years of studies, master's students and two-year college students shall still fulfill at least one year of studies, and doctoral students shall still fulfill at least 2 years of studies. Doctoral students without master's degrees shall follow the related regulations.
3. Those who have received the bachelor's degrees or higher levels may waive the courses of the same nature in relevant fields, which are completed for the bachelor's degrees or higher levels before they enrolled in the two-year college of technology programs. Up to 9 credit units of professional courses, and up to 6 credit units of general education courses may be waived.
4. Waives of credits from Extension Center of colleges or above before admission are administered according to Academic or related regulations. The credits from Taipei Tech after waive shall not be less than half of the graduation units and less than a year. Credits waived by Students Entrance Examination are not allowed to be waived again.
5. If the waived credits from distance learning of Extension Center are over one third of the graduation units, the office should report to the Ministry of Education for checkup.

Article 4 Each department may approve to move the undergraduate freshmen who have retaken the college entrance exam, and met the following criteria after the credit waivers to a higher grade; the petition for higher grade placement will only be accepted in the first semester.

1. Four-year college students will be qualified for placement in the second year with 40 credit units, and in the third year within 64 credit units.
2. Two-year college students will be qualified for placement in the fourth year with 36 credit units.

Article 5 Credit substitutions and waivers are allowed for mandatory and selective courses.

Article 6 The principles for credit substitutions and waivers are:

1. Courses with the same title and content.
2. Courses with different titles but with the same content. (For new and transfer students' credit waiver)
3. Courses with different titles and content, but with the same spirit (only applicable to

selective courses).

4. Courses taken during the first to the third year in a five-year junior college are equivalent to high school/vocational high school courses, and are not eligible for **undergraduate** credit waivers.
5. Professional courses and general education courses which have been successfully completed before entering the University more than 10 years ago are not eligible for credit waivers.
6. Freshmen who have studied in junior colleges but did not receive graduation certificates of those schools, may not reduce the total credit units required according to the department's rules in the University when applying for credit waivers. The waived units shall be substituted by completing the courses offered by relevant departments/sections in the University. Enrollment in any course required to be fulfilled shall be subject to the consent of the Head of Department, and the review and approval of the Office of Academic Affairs.

Article 7 To substitute and waive equivalent courses that grant different number of credits:

1. If a course with less credits is substituted with a course with more credits, the course with less credits will be recognized after the grant of waivers.
2. If a course with more credits is substituted with a course with less credits, and the University offers relevant courses to make up for the deficiency, the credit waiver will be approved after the student has completed such courses. If the University does not offer any relevant course, the substitution will be rejected.

Article 8 The determination and recognition criteria of adopting major licenses, awards of national or international skill competition for course and credit substitutions and waivers shall be specified by the respective departments (institutions), or centers in a "Conversion Table of Major Licenses and Skill Competition Awards and Course Credit Substitutions and Waivers," which shall be announced upon the resolution of the department (institution) center curriculum committee, and submitted to the Office of Academic Affairs for record.

Article 9 Students, depending on their identities as new or transfer students, should fill in the credit waive application form accordingly, along with the official grade report and the relative course information. (transfer students should provide certificates of study; courses not taken in Taiwan should provide the official grade report in English or Chinese. The application should be submitted before the deadline.

1. Those who are qualified in (1)(2)(3), Section 1, Article 2 , credit substitutions and waivers within two weeks after the fall or spring semester being in the first year of study. The above application deadline does not apply to graduate students and foreign students.
2. Those who are qualified in (4), Section 1, Article 2 should submit the application in a month after the return ◦
3. Other credit waive application should be submitted after getting the credits, certificates, or proof of training ◦

The preliminary review of credit substitutions and waivers for common courses shall be respectively held by General Education Center, Development of English, Physical Education Office, Military Education Office, and Office of Student Affairs according to the nature of course; for professional courses and off-campus internship, it shall be held by the respective departments of the applying students. Center for Teacher Education is accountable for Teacher Education Program. Others are inspected by related offices according to the regulation. ◦ Upon completion of the preliminary review, the Office of Academic Affairs will conduct the second review.

- Article 10 Course credits from overseas universities recognized by Ministry of Education can be waived according to the related regulations. The principles of credit transfer are:
1. If the university uses European Credit Transfer and Accumulation System (ECTS), the credit is waived in half, rounded up to the nearest whole number.
  2. If the university uses Credit Accumulation Transfer Scheme (CATS), the credit is waived in quarter, rounded up to the nearest whole number.
  3. Credits from the US, Japan, and China can be wholly transferred.
- Students who conduct advanced studies abroad upon the University's approval after the school starts may be exempted from Article 6 with respect to the courses and credit units that are successfully fulfilled; the determination will be more leniently. The courses can be used for credit substitutions and waivers upon application and the approval of their department, regardless of the maximum credit units allowed for cross-departmental studies.
- Article 11 The preliminary review panel may request the student to provide relevant information about the courses which the student has taken, or review the credit substitutions and waivers through exam results, as necessary. Each department may prescribe stricter rules, which shall prevail in all circumstances. No waiver will be granted if the student fails to pass the review.
- Article 12 Application for students qualified for (1)-(12), Section 1, Article 2. Once a course has been substituted, the original scores will not be included in that student's semester grade; but a note "waived" will be placed in every transcript.
- Article 13 Regardless of the number of credit units substituted or waived, students shall enroll in at least the minimum number of credits per semester as prescribed in the University's Academic Policy.
- Article 14 The credit substitutions and waivers for English, physical education, national defense education, off-campus internship, teacher education program, and digital online courses are subject to relevant regulations.
- Article 15 Credit waiver is not allowed with different course titles unless the mandatory retake course is cancelled. If a mandatory course is cancelled, changed to a different title, or different credits, the students transferring among departments (sections), enrolling in during transition of existing and new courses, or repeaters can enroll in the courses of similar natures approved by the course committee. The score will be recorded. The total graduation units requirements for these students shall be as prescribed in the University's Academic Policy and will not be lowered.
- Article 16 Any matters not covered herein shall be implemented with the school rules and related requirements.
- Article 17 This Policy and its amendment shall become effective upon the resolution of the Academic Affairs Meeting.

" 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. "