

National Taipei University of Technology

Policy on Course Credit Substitutions and Waivers

Resolved and passed in the Academic Affairs Meeting of Spring Semester on June 5, 2018

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 who have retaken the entrance exams:

Two-year college students: Who have studied in the junior year (or above) of universities or independent academies recognized by domestic and foreign Ministries of Education, or two-year technical colleges, but did not receive graduation certificates of those schools.

Four-year college students:

(1) Who have studied in universities or independent academies recognized by domestic and foreign Ministries of Education but did not receive graduation certificates of those schools.

(2) 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.

Master's students: Who have studied in the master's programs of universities or independent academies recognized by domestic and foreign Ministries of Education but did not receive graduation certificates of those schools.

Doctoral students: Who have studied in the doctoral programs of universities or independent academies recognized by domestic and foreign Ministries of Education but did not receive a graduation certificate of those schools.

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. Students enrolling in during the transition of existing and new courses.
7. 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.
8. Transfer students.
9. Master's students who have completed the graduate courses, which are not counted against the graduation units of undergraduate, and scored more than 70, during their undergraduate years of studies.
10. 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.
11. Those who have received the bachelor's degrees or higher levels, and enrolled in the two-year college of technology programs.
12. 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.
13. 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.

Article 3 The University 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.

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 fulfill at least 3 years of studies.
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.

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 68 credit units.
2. Two-year college students will be qualified for placement in the fourth year with 32 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 difference titles but with the same content.
3. Courses with difference titles and content, but of the same nature (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 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.

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 Freshmen who meet the qualifications under Article 2, as well as those who hold any major licenses, or won any awards in national or international skill competitions before the school starts, shall apply for the course credit substitutions and waivers with the preliminary review panel of 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.

Students who obtain any major licenses, or win any awards in national or international skill competitions after the school starts shall submit the application within one month of the receipt of such licenses or awards.

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, it shall be held by the respective departments of the applying students. Upon completion of the preliminary review, the Office of Academic Affairs will conduct the second review, and notify the students about the results.

Article 10 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 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 physical education and national defense education are subject to relevant regulations.
- Article 15 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 selected by the preliminary review panel of credit substitutions and waivers. 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.