

National Taipei University of Technology Guidelines for Applying for Credit Substitution and Waiver for English Courses

Amended and Reinstated by the Academic Affairs Meeting on June 25th, 1999
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Amended and Reinstated by the Academic Affairs Meeting on Dec 26th, 2006
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Resolved by the Academic Affairs Meeting in the 2nd semester of the 2020 academic year on May 12th, 2021
Resolved by the Academic Affairs Meeting in the 1st semester of the 2021 academic year on Dec 09th, 2021

1. The “Guidelines for Applying for Credit Substitution and Waiver for English Courses” (Guidelines) are developed by the National Taipei University of Technology (NTUT) to improve its students’ English language proficiency, global perspective, and competitiveness, as these competencies are becoming more relevant worldwide.
2. The Guidelines are applicable to the four-year bachelor’s degree programs (including the four-year technical program offered by the Office of Continuing Education) and the five-year junior college programs, except programs offered by the Department of English.
3. The Guidelines are applicable to the following English courses: “English in Practice” (mandatory, 4 credits) and “Diversified English” (mandatory, 4 credits) separately offered in year one and two of the bachelor’s degree programs, “Advanced English in Practice” (mandatory, 4 credits) offered in year two of the technical program by the Office of Continuing Education, and “English” (mandatory, 6 credits) offered in year four of the five-year junior college programs.
4. Students who meet one of the following requirements are eligible for credit substitution or waiver for the English courses:
 - (1) For courses offered in both semesters of year one and two of bachelor’s degree programs and year four of the five-year junior college programs, a student must achieve a CEFR CI level score in an English test organized by a recognized domestic or international institution. The test report must include listening, speaking, reading, and writing scores.
 - (2) For courses offered in both semesters of either year one or two of the bachelor’s degree programs, a student must achieve a CEFR B2 level score in an English test organized by a recognized domestic or international institution or a grade A score in an NTUT English Proficiency Graduation Threshold Test. Both score reports must include listening, speaking, reading, and writing scores.
 - (3) International students from English-speaking countries who wish to apply for credit substitution or waiver for the courses without an English test may do so after being reviewed and deemed eligible by the Department of English (relevant regulations are

stipulated by the Department). This applies to courses offered in both semesters of year one and year two of bachelor's degree programs or in year four of the five-year junior college programs

Qualified English tests organized by recognized domestic or international institutions are listed in the appendix to NTUT's "Guidelines for Minimum English Proficiency Requirements for Graduation for Graduate Students of Day Division". If the student wishes to use an English test organized by a recognized domestic or international institution that is not on this list, a comprehensive research report referencing and comparing the test to CEFR by language test experts should be provided. Credit substitution and waiver will only be granted after the report is reviewed and approved by the Department of English.

5. A freshman in a bachelor's degree program may apply for credit substitution and waiver for the English courses offered in years one and two; in other words, the maximum span of a credit substitution and waiver is two academic years. A sophomore in a bachelor's degree program may only apply for credit substitution and waiver for the English courses offered in year two. A five-year junior college program student may only apply for a credit substitution or waiver for the English courses offered in year four. Each student's application(s) will only be accepted once in the program.
6. In principle, the application should be submitted one week before the start of the first semester of an academic year, following the academic calendar announced by NTUT. Students of bachelor's degree programs can only apply in year one or year two. Transfer students can only apply in the academic year of transfer. Students in the five-year junior college programs can only apply in year four. Eligible students should submit an original copy of the test score report and the application form for credit substitution and waiver to the Department of English. Late applications will not be accepted.
7. Students who wish to apply for credit substitution or waiver through completing credit courses should do so pursuant to NTUT's "Policy on Course Credit Substitutions and Waivers".
8. The Guidelines and their amendment shall become effective upon the resolution of the Academic Affairs Meeting.