

## **TKU Regulations Governing the Transfer of Credits**

Secretariat Regulation No. 1120000045 (11/23/2023)

### **Article 1**

The *TKU Regulations Governing the Transfer of Credits* (herein referred to as “These Regulations”) were formulated to make it easier for students to transfer credits.

### **Article 2**

The following students may apply for transfer of credits for courses enrolled in domestic universities, or foreign colleges/universities, or colleges/universities in Mainland China that is recognized by the Ministry of Education before admission:

1. Undergraduate students, transfer students, transfer students to a new department students.
2. Students who, according to law, are permitted to undertake a Credited Education Promotion Program – either within or outside TKU – and, subsequently, pass an examination to become degree-seeking students. But students who used those credits as bachelor’s equivalency cannot petition to waive the same credits after admission to TKU.
3. Undergraduate students who take graduate-level courses, these credits do not count towards their bachelor’s degree. However, undergraduate students who take graduate-level courses that *do* count towards their bachelor’s degrees and subsequently qualify to enter a TKU graduate program may also apply to transfer credits, as long as this does not affect the overall credit requirements for graduation.
4. Graduate students who have graduated or have not yet graduated and are accepted into a new or different master’s or doctoral program.
5. Overseas students that are admitted to TKU and take a double degree program.

Students in the Post Baccalaureate Diversified Expertise Program who, after graduating from university, have obtained the certificate of professional course credits according to the *Implementation Regulations Governing Continuing Education Offered by Junior Colleges and Universities*, the *Regulations Governing Junior Colleges and Universities to Conduct Vocational Continuing Education*, and the *Regulations Governing Vocational Training Institutions to Conduct Continuing Education and Evaluation*, may apply for credit transfer. After credit transfer, the number of professional course credits obtained through enrolling in courses in their respective departments at TKU must not be less than twelve credits.

### **Article 3**

Students may apply for a transfer of credits for each course in which they have obtained a passing grade (for bachelor's courses, the passing grade is 60; for master's courses, it is 70) from their previous educational institution. The corresponding courses and number of credits to be transferred will be determined by each academic department and graduate institute, study program, and each academic division from the Center for General Education and Core Curriculum.

Students from five-year vocational colleges are not permitted to apply for transfer of credits for courses taken in years one to three of the five-year program. The criteria for transfer of credits for professional courses offered by the TKU College of Foreign Languages and Literatures shall be determined by each individual department from the College.

Students with dual enrollment status upon admission to our university shall not be eligible to apply for credit transfer for courses taken at their original institution. However, those who relinquish their dual enrollment status may apply for credit transfer for credits earned prior to their enrollment at our university.

#### **Article 4 Principles Applying to Transfer of Credit**

1. Scope of Transfer: transfers of credits can be made for all compulsory and elective courses offered by a student's academic department, graduate institute, or study program; or, for approved compulsory and elective courses offered by other TKU academic departments or graduate institutes.
2. Transfer of credits may also be allowed for courses that have different names but feature the same content or are similar in nature.
3. Students may wish to transfer credits for a whole year of study previously undertaken. However, if the credits received for this previous year are not sufficient to count for an entire year-long (two-semester) corresponding TKU course, it will instead count toward the first semester of the course. Students will then be required to take the second semester component of the corresponding TKU course.
4. Credits for physical education courses taken previously will only count toward TKU physical education courses from previous years. Students should take courses from the year they transfer into TKU. However, those who originally were enrolled in TKU are not restricted by this limitation.
5. If, when applying for a transfer of credit, students discover an overlap in the courses they previously took, the credits from an extraneous course(s) will not count toward their degrees.
6. Courses that have not been offered by TKU for over ten years or courses for which no relevant department or unit is available to offer shall not be eligible for

credit transfer.

### **Article 5 Restrictions on transfer of credit**

#### 1. Undergraduate Level

- a) New first-year students(freshmen) may transfer no more than 35 credits as principal.
- b) For transfer students entering TKU as second-year students (sophomores), the total number of transferable credits is equal to the specified total number of credits that first-year students are limited to take in that particular department (maximum of 50 credits as principal).
- c) For transfer students entering TKU as third-year students (juniors), the total number of transferable credits is equal to the specified total credits that first and second-year transfer students are required to complete in that particular department (maximum of 100 credits as principal).
- d) Each department and degree program may be credited and advance to the next level of study according to the credits of the passing subjects that the students have taken.
- e) For students approved to transfer to another department, the number of transferrable credits cannot exceed the maximum number of transferrable credits allowed for the year of admission if they were freshmen and transfer students admitted before (including) 2021 academic year.

#### 2. Graduate Level

TKU undergraduate students that have completed an Honors Program or whose department, institute, and degree program have submitted applications before, may prioritize and attend master level classes first; and if they pass the admissions examination and are admitted to a TKU master's degree program, they may transfer a maximum of 20 credits. All other master's level students not mentioned above may transfer a maximum of one-half of the graduation credits as specified by each department, institute, or degree program.

3. The maximum of credits to be waived cannot exceed half of the total credits required by the student's academic department, graduate institute or study program for those who take the Continuing Education classes since the Fall semester of 2019 Academic Year.

Overseas students studying in universities and colleges in foreign countries or mainland areas recognized by the Ministry of Education are not subject to the credit limit mentioned in the previous paragraph and may be processed in accordance with the academic exchange agreement signed between the educational unit and the overseas

university.

### **Article 6 Transferring/advancing to the next grade level of study**

1. Undergraduate students after completing their transfer of credits must again apply to be incorporated into an appropriate grade level. The regulations for renewing one's grade level are as follows:
  - a) Students who, upon enrollment in the first semester, are granted credit transfers of 35 credits or more may apply for advancement to the first semester of the second year. Those granted 70 credits or more may apply for advancement to the first semester of the third year. Those granted 100 credits or more may apply for advancement to the first semester of the fourth year. Architecture students granted 130 credits or more may apply for advancement to the first semester of the fifth year. For those enrolling in the second semester, students granted 50 credits or more may apply for advancement to the second semester of the second year. Those granted 85 credits or more may apply for advancement to the second semester of the third year. Those granted 115 credits or more may apply for advancement to the second semester of the fourth year. Architecture students granted 145 credits or more may apply for advancement to the second semester of the fifth year.
  - b) Students that discontinue their academic career will not be allowed to transfer to the next grade level of study, regardless of the number of credits they have accrued. The highest level they may be incorporated into is the grade level at which they discontinued.
  - c) The highest level of advancement for students that have graduated with an associate degree is the third year (junior). The duration of their studies shall not be less than two years.
  - d) Students who transfer to another academic department may not apply to transfer to the next grade level of study.
2. Students who apply to transfer to the next grade level of study must have at least one year of academic studies remaining. In order to qualify to graduate, such students must ensure that they have obtained the total number of credits required to graduate within the assigned time limits.

### **Article 7 The process of applying for transfer of credit**

1. Time period for application submissions  
New students, transfer students, and dual-degree students who wish to transfer to a new academic department must submit application documents for the transfer of credits at the start of the semester. When registering for study, transfer students and new evening degree students must first go to their respective

departments or degree programs to enquire about the transfer of credits for certain courses. While doing so, they must submit an original copy of an academic transcript from their previous place of study. The transcript should state the student's department of study and student number.

2. Online application period for transfer of credit
  - a) New students, transfer students to new departments, and students taking a double degree program must attend to it within one week of the opening day of the university.
  - b) Transfer students and new evening degree students must apply for transfers of credits within one week of registering for study.
  - c) Students can only apply for transfers of credits once. Application for credit transfer must be made at the beginning of the semester in which the new student arrives at TKU.
3. After preliminary review by corresponding TKU departments, graduate institutes, and study programs, credit transfer applications will be sent to the Office of Academic Affairs for a secondary evaluation.
4. After a credit transfer application is approved, if a student wishes to make any further amendments to the application, he/she must apply to do so within three weeks of receiving approval.

### **Article 8**

This set of regulations will take effect on the date of its publication after being passed in an academic affairs meeting. The same applies to any later amendments made.