

Ming Chi University of Technology

Transfer Credit Regulations

Established at the academic affairs meeting on 1999.09.01

Amended at the academic affairs meeting on 2015.10.13

Article 1 Purpose

The Transfer Credit Regulations (hereinafter referred to as the Regulations) have been established in accordance with Article 40 of the Regulations of Ming Chi University in order to handle matters relevant to the transfer of credits.

Article 2 The Regulations are applicable to the following:

1. Students transferring to another department (section), new students, and students transferring from other schools;
2. Persons permitted by the law to acquire credits for courses taken before being admitted through examination to study for the degree;
3. Students applying to quit their minor study;
4. Students applying to quit their study of a dual degree and whose credits acquired have not met the standards for minor study;
5. New students admitted through examination to study at Ming Chi after having acquired continuing education credits at universities or independent colleges certified by the Ministry of Education in the R.O.C. or overseas in accordance with applicable laws;
6. People acquiring credits in foreign universities or independent colleges in accordance with Ming Chi's Guidelines for Academic Study and Enrollment Qualifications of Students Staying Overseas;
7. New students admitted to study at Ming Chi and having studied as juniors or seniors in universities or independent colleges or having studied in two-year technical institutes, but having not been given the certificate of graduation of such university, independent college, or institute;
8. Students taking courses in old curriculum plans that will be replaced by new curriculum plans; and
9. PhD students and master students who earned a minimum grade of B- in any course designed for the PhD program and master's program, as the case may be, while studying in the master's program or bachelor's program, but the credits for the course have not been included in the graduation credits.

Article 3 Number of Transfer Credits

Courses to be waived by a new student shall be subject to the courses listed in the curriculum schedule for the school year when the student enrolls at Ming Chi. If a student who resumes studies has earned credits before resuming studies, the student may request a course waiver based on the courses in the curriculum schedule for the school year when he/she enrolled at Ming Chi. If a student who resumes studies did not earn credits before resuming studies, the student may request a course waiver based on the courses in the curriculum schedule for the school year when he or she returns. Students transferring from different departments (sections) may request a course waiver based on the courses listed in the curriculum schedule for the school year in which they transfer. Students applying for cancellation of a major or a dual degree may request to have the credits for the courses already taken transferred to the credits for elective courses required by the major department (section); however, the number of such transfer credits shall not exceed the number provided in the Course Registration Regulations of Ming Chi.

At its discretion, Ming Chi will approve the requested transfer credits in order of priority. However, the total transfer credits shall not exceed one-third of the minimum graduation credits provided by the student's department, and the transfer credits earned at Ming Chi shall not exceed half of the minimum graduation credits provided by the student's department.

Article 4 Principles of Course Waiver and Transfer Credits

Principle of a course waiver:

Both required courses and elective courses are eligible to be waived.

Principle of transfer credits:

1. Names and content of the two courses are the same.
2. The two courses have different names, but the content of the two courses is the same.

Principle of course waiver with different credits:

1. If the course already taken is worth more credits than the course to be waived, the transfer credits shall be the credits for the course to be waived. As Ming Chi is in transition from an old curriculum system to a new one, the extra credits may be transferred to the credits of electives with the consent of the chairperson of the relevant department.
2. If the course already taken is not worth as many credits as the course to be waived, the student is allowed to take any relevant course, if any, at Ming Chi to make up the number of credits for the course to be waived. If Ming Chi does not have relevant courses for the student to take, the

request for transfer credits will not be approved.

Article 5 Application for Course Waiver

Students who meet the requirements provided in Article 2 must complete the Transfer Credit Application (Form No. A032061006) and submit it together with the transcript of records to their respective departments within one week after enrollment. Such application may only be filed once.

Transfer credits with respect to the graduation threshold of undergraduate students shall be handled in accordance with Ming Chi's Regulations Governing the Implementation of Graduation Threshold for Students.

Article 6 Review and Approval

The General Education Center is responsible for the preliminary review of transfer credits for general knowledge courses while each department is responsible for the preliminary review of transfer credits requested by its students for professional courses. After the preliminary review, the Registration Division, Office of Academic Affairs and the Division of Academic Affairs, College of Continuing Education will conduct the second review and then inform the students of the results of their transfer credit applications.

Article 7 Review of Transfer Credits

During the review, the students may be required to provide information relevant to the courses already taken or may be required to be interviewed. The decision of the review will be partly based on the information provided and the result of the interview.

Article 8 Notices

1. After a course waiver, the grade of the course taken will not be counted into the student's semester grade. Instead, the word "transfer" will be indicated in the grade field of the transcript for that course.
2. The number of credits for the courses to be taken in each semester shall not be less than that provided by the regulations of Ming Chi, regardless of how many transfer credits are approved.
3. If any required course is not provided, the name of a required course is changed, or the number of the credits for a required course is changed, each department and the General Education Center shall choose a course with a similar nature to the required course and provide it for the students required to retake the required course during the

transition from the old curriculum to the new one. However, the total number of graduation credits of the student shall still comply with the Regulations of Ming Chi University and shall not be reduced.

Article 9 Relevant Rules

Any matters not provided for in these Regulations shall be handled in accordance with the Regulations of Ming Chi University and other applicable rules.

Article 10 Implementation and Amendment

These Regulations shall be promulgated and implemented after being adopted at an academic affairs meeting and approved by the president. The same shall apply to any amendment to these Regulations.

Ming Chi University of Technology Transfer Credit Application

- Master's program
 Four-year technical program
 Two-year technical program
 Seven-year technical program

Department / Graduate School	Class	Name	Student No.	Date of Application

Please provide the courses to be waived in order of priority.

Priority	Courses to be waived		Courses already taken		Result of the review		Signature of the teacher teaching the course
	Semester	Number of credits	Semester	Number of credits	Approved	Not approved	

Note: 1. According to Articles of the Transfer Credit Regulations, students eligible for transfer credits shall submit an application for transfer credits to their respective departments within one week after enrollment. Such application may only be submitted once. The transcript of records for all semesters shall also be provided together with the application.
 Process of approval: Teacher teaching the course → Staff of the department or center → Chairperson of the department or director of the center → Dean → Registration Division
 2. Before the end of the period for adding and dropping courses, the students shall check the result of the review of transfer credits with the Registration Division, Office of Academic Affairs.

Dean: _____ Chairperson of the department or director of the center: _____
 Staff of the department or center: _____

 Dean of Academic Affairs: _____ Deputy Dean of Academic Affairs: _____ Director of Registration Division: _____ Staff: _____

Form No.: 032061006