

Dharma Drum Institute of Liberal Arts

Regulations governing Credit Transfer

Adopted at the 2nd Teaching and Research Meeting of the Academic Year 111 on October 12, 2022

Article 1 To handle the credit of students of all academic systems, the Institute hereby establishes these regulations in accordance with Article 28 of the University Act and the Academic Regulations of the Institute.

Article 2 Students of the Institute who have the following circumstances may apply for credit transfer:

1. Change-of-Major students.
2. Transfer Students.
3. Retaking Students or New Applicants for Admission.
4. Students who have attended (or graduated from) colleges or universities and are admitted to the Institute for a bachelor's degree course.
5. New students admitted after completing credits at a university or independent college under relevant regulations.
6. Bachelor's students who have obtained pre-master's program qualifications and have completed graduate courses during their bachelor's degree studies, with grades of 70 or above, provided the credits for these courses are not included in the graduation credit requirements for their undergraduate degree.
7. Students enrolled in extension education credit courses or attending classes alongside regular students at the Institute, who hold credit certificates and are subsequently admitted to undergraduate or graduate programs at the Institute.
8. Graduates of the Institute's undergraduate programs who, during their studies, completed graduate-level courses open to undergraduates; however, language courses must comply with the "Directions for the Exemption from Graduate Program Language Courses" of the Institute.
9. Students who study abroad with approval from the Institute and complete qualifying subjects.
10. Students who are unable to complete courses due to department mergers, course cancellations, or curriculum changes.

Article 3 Regulations on the quantity of credit transferable and transfer/advancement to specific academic year for bachelors are as follows:

1. Change-of-major students/students transferring from other institution are placed in academic year according to their admissions level. Students to attend the second year of study can have their total transferable credits capped at the total first-year credits required for the program, with a maximum of 50 transferable credits; for those transferring to the third year, the transferable credits are capped at the total second-year credits required, with a maximum of 78 credits; from the transfer year

onward, students must meet the minimum semester credit requirements. Students transferring to the third year must have sufficient transferable credits to complete the minimum graduation credits within the standard study period (excluding extended periods) or will be placed in the second year.

2. Students who have withdrawn (been dismissed) from the Institute, pursuing elective courses only or transfer students, where they've become re-enrolled after re-examination, they may apply upon obtaining student status for credit transfers and advancement. However, the study period cannot be less than one year, and they must complete the minimum credit requirements per semester to graduate.

3. For graduates of five-year junior colleges, their studies from 1st to 3rd grade are equivalent to completing studies at a high school/vocational school and are not eligible for credit transfers.

4. Bachelor's students may apply for grade advancement based on transferable credits. Those with over 40 credits may enter the second year, over 78 credits the third year, and 104 credits (or more) the fourth year. Advancement levels are determined by departments or degree courses. However, two- and five-year college graduates may only advance to the third year, and former undergraduates may only advance to their original year.

5. Transfer students are placed in academic years according to their admission level but may apply for advancement if they meet the above credit transfer requirements.

6. Advancement applications must be submitted along with credit transfer requests and are limited to one submission. Approved requests cannot be changed or withdrawn.

Article 4 The credit for graduate students shall be handled in accordance with the following provisions:

1. Graduate students may transfer credits for courses completed at the Institute or other accredited institutions before admission, subject to departmental review and approval.

2. Transferred courses must have grades of 70 or above. Departments may set stricter requirements.

3. Pre-master's students who took graduate courses during their undergraduate studies may transfer up to two-thirds of the required credits for the graduate program (excluding thesis credits). Credits counted toward undergraduate graduation are not transferable.

4. Master's students may transfer credits up to half of the required credits for graduation.

5. Doctoral students may transfer up to half of the required graduation credits (credits earned in combined master's-doctoral courses with grades of 70 or above

are transferable if not counted toward prior graduation requirements).

6. Transferred courses must match the course name and credit count of previously completed courses. A transcript with credit certification is required.

7. Regardless of transferred credits, students must study at the Institute for at least one academic year.

Article 5 Students who took extension education courses at the Institute must meet Academic Regulations of the Institute. The course name and content shall match those of the course to be exempted, or be designated as transferable in the Institute's extension course catalog. The courses must have been completed before admission unless special permission is granted. Credit transfers are limited to half the required graduation credits for the department/degree course.

If credits from continuing-education programs at schools above the junior college level are used as proof of equivalent academic ability for admission to the first year of a bachelor's program of the Institute, such credits cannot be applied for credit exemptions after enrollment. However, if such academic ability is used to qualify for transfer into a bachelor's program, credit exemptions may be applied for after enrollment.

After applying for credit exemptions using continuing-education credits, the remaining duration of study at the Institute must not be less than half of the program's required duration and graduation credit requirements, and it must not be less than one year.

For credits obtained through distance education in continuing-education programs, the number of credits that can be exempted must not exceed half of the total graduation credits required by the program. If the exempted credits reach one-third of the total graduation credits, a separate report must be submitted to the MOE for record-keeping.

The criteria for determining special circumstances mentioned in Paragraph 1 herein are to be established by the respective department or degree course.

Article 6 The application and examination requirements for credit are as follows:

1. Application Deadline: For current students, they shall complete their applications during the semester following the acquisition of the credits; for new students, they shall complete their applications within the first two weeks of their first semester after enrollment. They must submit the credit exemption application form along with an original copy of their complete transcript (or proof of earned credits) to their department or degree course. Late applications will not be accepted.

2. The initial review of credit exemption applications is conducted by the department, degree course, and relevant course providers. If necessary, exams may be required to determine eligibility for exemption. Such exams must be completed

within the first two weeks of the semester.

3. The final review of credit exemptions is managed by the Academic Affairs Section.

4. Courses completed before enrollment that are more than six years old at the time of admission are not eligible for credit transfer.

5. All initial and final review processes for credit exemptions must be completed before the course add/drop deadline.

Article 7 The scope of credit is as follows:

1. Compulsory Credit.

2. Elective Credit.

3. General Studies Credit.

Article 8 The principles of credit transfer are as follows:

1. Courses with identical titles and content as the course eligible for exemption.

2. Courses with different titles but identical content as the course to be exempted are also eligible.

3. Courses with differing titles and content but similar nature to the course eligible for exemption.

4. Courses with the same titles and content but differing credit values.

Article 9 When the course title and credit hours differ, or for zero-credit courses, the following rules apply for credit exemptions:

1. Transfer for courses with fewer credits: After exemption, the lower credit value is recorded.

2. Transfer for courses with more credits: If the remaining credits cannot be made up, the transfer will not be allowed; if the remaining credits can be made up, the department or degree course must designate similar courses for the student to complete the remaining credits.

3. Transfer for zero-credit courses: When exempted using credited courses, zero credits will be recorded.

Article 10 Approved exempted courses and credits will be recorded on the student's transcript. These grades will not count towards the semester or graduation GPA but will be noted with the word "Exempted" in the transcript's grade column.

Article 11 Credits for courses completed under extension education programs are only recognized if the courses were offered by the university itself. Credits earned from extension education programs at other universities or social education institutions cannot be exempted.

Article 12 Credits earned from courses taken at public or officially recognized private universities in Taiwan, or overseas institutions that meet the MOE's "Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education" or "Recognition Standards for Degrees from

Mainland China”, may be conditionally exempted in accordance with these guidelines or the Institute’s “Guidelines for Handling Student Academic Affairs and Status During Overseas Periods”.

Any matter unspecified in these Regulations shall be handled in accordance with the Institute’s Academic Regulations and relevant regulations.

Article 13 These Regulations shall be approved by the Teaching and Research Meeting, and shall be submitted to the President for approval and promulgated for implementation; the same shall apply to any amendment thereto.