

National Taiwan Ocean University

Regulations for Credit Exemption

Amended and approved by the Academic Affairs Meeting on May 9, 2003.
Promulgated on July 4, 2003, through Hai-Jiao-Zhu-Zi No.09200005126.
Amended and approved by the first Academic Affairs Meeting of the second semester of the 2003 academic year on March 25, 2004.
Promulgated on May 18, 2004, through Hai-Jiao-Zhu-Zi No.0930003903.
Amended and approved by the extraordinary Academic Affairs Meeting on August 20, 2004.
Amended and approved by the Academic Affairs Meeting on November 18, 2004.
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Amended and approved by the first Academic Affairs Meeting of the first semester of the 2007 academic year on September 20, 2007. (Article 2, 3, 8, and 11 amended)
Promulgated on October 12, 2007, through Hai-Jiao-Jin-Zi No.0960011063.
Amended and approved by the second Academic Affairs Meeting of the first semester of the 2007 academic year on December 18, 2007. (Article 11 amended)
Amended and approved by the first Academic Affairs Meeting of the second semester of the 2007 academic year on March 27, 2008. (Article 8 amended)
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Promulgated on December 6, 2010, through Hai-Jiao-Zhu-Zi No.0990015061D.
Amended and approved by the first Academic Affairs Meeting of the first semester of the 2012 academic year on October 25, 2012. (Article 1 to 3, 7 to 9, and 11 amended)
Promulgated on November 28, 2012, through Hai-Jiao-Zhu-Zi No.1010017530.
Amended and approved by the first Academic Affairs Meeting of the second semester of the 2012 academic year on March 21, 2013. (Article 3 and 7 amended)
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Amended and approved by the first Academic Affairs Meeting of the first semester of the 2022 academic year on October 13, 2022. (Article 3 amended)
Promulgated on October 27, 2022, through Hai-Jiao-Zhu-Zi No.1110023912.
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Promulgated on June 9, 2023, through Hai-Jiao-Zhu-Zi No.1120013352.

Article 1 These Regulations are established in accordance with Article 15 of the Academic Regulations of National Taiwan Ocean University (hereinafter referred to as the University). Departments, institutes, and degree programs (hereinafter collectively referred to as departments) at the University shall handle student credit exemptions in accordance with these Regulations.

Article 2 The following students are eligible to apply for credit exemption:

1. Students who transfer to another department.
2. Transfer students.
3. Students admitted through recommendation or re-examination and students who reapply for admission.

4. Individuals permitted by law to complete credits in advance and then obtain a degree.
5. Master's program students who have passed department-specified courses during their undergraduate studies and passed the screening process.
6. International students at the University who are approved as formal students.
7. Graduates of the "In-Service Program for Professional or Vocational School Teachers with 40 Credits" at various institutes who formally pass the entrance exams of these institutes.
8. Students who complete Continuing Education Credit Programs at various departments and pass the formal entrance exams of these departments.
9. Students approved by the University or selected to study at foreign universities or institutions recognized by the Ministry of Education, or at higher education institutions in Mainland China (hereinafter referred to as overseas institution), and who have not taken a leave of absence.
10. Students participating in dual degree programs with institutions abroad.

Article 3 The extent of credit exemptions for the various categories of students mentioned in the previous article and the alignment with their transfer (or re-enrollment) year levels are as follows:

1. Students transferring to a different department into the second year may have credits exempted based on the total credits required for the first year of the new department. For transfers into the third year, the exemption is based on the total credits required for the first and second years of the new department. From the year of transfer, the minimum number of credits to be taken each semester should not be less than the lower limit set.
2. Students who re-enroll after re-examination or are selected for admission to the University may have their previously passed courses exempted and be placed at a higher level, but must complete at least one year of study and the prescribed number of semester credits before graduating.
3. Transfer students are processed according to the above two subparagraphs.
4. Students re-examining or reapplying for admission, or those allowed by law to complete credits before obtaining a degree, may be granted exemptions, with a limit of half of the total credits required for graduation (excluding thesis credits) by each institute. However, for courses passed at the undergraduate level and recognized by the respective institutes, these credits may be included in the exemption, provided they are not counted towards undergraduate graduation. If they are counted towards undergraduate credits, especially if these are mandatory university courses, they can be exempted without changing the total number of credits required for the master's degree.

5. Bachelor's students pursuing a doctoral degree are processed under the same provision as the Subparagraph 4.
6. Graduates of the “In-Service Program for Professional or Vocational School Teachers with 40 Credits” at various institutes who formally pass the entrance exams of these institutes may have a maximum of twelve credits exempted, with the respective institutes handling the exemption process.
7. Students who complete Continuing Education Credit Programs and pass the formal entrance exams of the respective departments are subject to the same credit exemption process, with a limit of half of the total credits required for graduation (excluding thesis credits) for institutes, and half for undergraduate departments.
8. Students approved by the University or selected to study at an overseas institution recognized by the Ministry of Education without taking a leave of absence may have their credits and courses taken there considered for exemption. Whether these credits are included in the graduation credit requirements is determined by each department. The limit for credit exemption is half of the total credits required for graduation (excluding thesis credits) for master’s and doctoral programs, and one-third for undergraduate programs. For students studying at overseas institutions not recognized by the Ministry of Education without taking a leave of absence, the subjects and credits taken can be recognized according to these Regulations but are not included in the graduation credits.
9. Students participating in dual degree programs with overseas institutions can apply for exemptions according to the provisions of the "Agreement for Cooperative Dual Degree Programs with Overseas Institutions" between the University and the overseas institution.

The range and upper limit of credits that can be exempted for students from Subparagraph 1 to 8 shall be determined by each department and implemented after being reported to and recorded by the Academic Affairs Office.

If students fall under the following circumstances, the credits of the courses they apply to exempt will not be exempted:

1. Students who have agreed to cross-enroll in other universities or hold dual enrollments within the University, as per the University's Academic Regulations, will not have credits from courses taken prior to admission exempted. Graduation credits should be calculated and recognized separately and not be mutually exempted.
2. Courses and credits that are already counted towards another degree being obtained are not exempted.
3. Courses passed before admission to the University that are over ten years ago at the time of admission are not eligible for exemption. However, each department may set its own exceptions based on the rate of knowledge update in their respective fields.

Article 4 The scope of credit exemptions is as follows:

1. Required credits (including common subjects).
2. Elective credits (including related subjects and general education subjects).
3. Minor credits (including those for students who switch majors or transfer and exchange their major and minor).
4. Double major (degree) credits.
5. Professional subjects specified by each department or institute as non-exemptible are not eligible for exemption.

Article 5 The principles for credit exemption are as follows:

1. Courses with the same name and content.
2. Courses with different names but the same content.
3. Courses with different names and content but of the same nature.

Article 6 For courses with the same name and content but different credit values, the following rules apply:

1. More credits can be used to exempt fewer credits: After exemption, the lesser number of credits is recorded.
2. Fewer credits cannot fully exempt more credits and the shortfall cannot be made up: The course should not be exempted and must be retaken.
3. Fewer credits can exempt more credits and the shortfall can be made up: The credits from the previous semester may be exempted, while the credits from the next semester must be made up.

Article 7 Students should submit their application for credit exemption to their department (or institute) during the course registration period upon entry (or transfer), and it should be done once only. If necessary, an examination may be conducted to determine the level of understanding and decide on the exemption. Subjects that require passing an examination for exemption should be completed before the end of course registration. Applications for grade promotion should be made during the same semester as applying for credit exemption upon entry (or transfer). The dates for processing credit exemptions should be noted in the academic calendar for each academic year.

Students approved by the University or selected to study at an overseas institution without taking a leave of absence should submit original transcripts from the overseas institution within two months of returning to their department (or institute) for credit exemption (recognition).

Students participating in dual degree programs with overseas institutions should submit

original transcripts from the overseas institution for courses and credits passed abroad within the prescribed duration of study at the University for credit exemption.

Students who have obtained a digital self-learning course certificate approved by the University before admission can apply for exemption, but the number of exempted credits is limited to the maximum credits recognized for graduation from the University's digital self-learning courses, and this is included in the total number of exempted credits in Article 3; stricter regulations from the department (or institute, degree program) shall prevail.

Article 8 The review of credit exemptions is conducted as follows: General education courses are reviewed by the General Education Center's Liberal Arts Education Group and Language Education Group, and the Institute of Applied English. Professional subjects, physical education, and military training courses are reviewed by the respective departments (or institutes), Physical Education Office, and Military Training Instructor's Office, and rechecked by the Division of Registration and Curriculum of the Office of Academic Affairs (Continuing Education classes are handled by the Division of Continuing and Extension Education). In case of any doubts, the decision shall be made by the Provost.

Article 9 Approved exempted subjects and credits will be recorded on the transcript. Their grades will not be included in the semester and graduation average scores but will be marked with "exempted" in the grade column of the transcript.

Article 10 Subjects already approved for exemption cannot be retaken, and repeated subjects will not be counted in the total graduation credits and the semester average.

Article 11 Other matters concerning credit exemption not covered herein shall be handled in accordance with the Academic Regulations and relevant regulations of the University.

Article 12 These Regulations shall be implemented after approval by the Academic Affairs Meeting.

Note: These regulations are formulated in Chinese. In case of any discrepancies between the English and Chinese versions, the Chinese version shall prevail.