

**Credit Transfer of Professional Courses Guidelines**  
**Department of Teaching Chinese as a Second Language,**  
**Chung Yuan Christian University**

Passed on March 11, 2015 at the 1<sup>st</sup> Department Regulations Committee Meeting  
Revised and Passed on March 24, 2015 at the 3<sup>rd</sup> Department Affairs Meeting

Article 1      These guidelines are established in accordance with the "Chung Yuan Christian University Guidelines for Credit Transfer Review."

Article 2      The following students may apply for credit transfer:

1.    Students transferring to a different department (or institute).
2.    Transfer students.
3.    Newly admitted bachelor's program students who have retaken entrance exams or reapplied for admission.
4.    Students who have previously withdrawn from university, credit program participants, or graduates from specialized colleges who have gained student status.
5.    Students allowed by law to take credits before officially enrolling in a degree program.
6.    Students who have taken master's courses during their bachelor's degree and achieved a score of 70 or above, with the credits not counted towards graduation, and who can provide proof.

Article 3      Credit Transfer Principles:

1.    Courses and credits for transfer must have a score of 60 or above for undergraduate courses and 70 or above for master's courses from the original institution (department).
2.    The course name and credit hours from the original institution (department) must match those offered by the department, and the credit hours must be equal to or greater than those offered by the department. If the annual credit hours from the original institution (department) are less than those of the department but greater than or equal to the credit hours of the first semester, the credits for the first semester can be transferred.
3.    If the course name from the original institution (department) differs from that of the department but the content is the same, a course syllabus from the original institution (department) must be provided and approved by the instructor before the credits can be transferred.

4. Courses from other departments can be transferred as elective credits in the department, up to the maximum number of elective credits specified in the curriculum.
5. Graduates from five-year specialized colleges can apply for credit transfer for courses taken in the fourth and fifth years to the department's undergraduate courses.

Article 4      Students applying for credit recognition of professional courses in the department as part of a double major or minor must complete courses outside the curriculum requirements of the department's double major or minor to make up for the recognized credits.

Article 5      These guidelines will be implemented upon approval by the Departmental Affairs Meeting. Revisions will follow the same procedure.