

NCHU Department of Business Administration

Guidelines for Credit Exemption

Enacted in the Departmental Affairs Meeting on Jun. 24th, 2013

Amended (Articles 3) in the Departmental Affairs Meeting on Jan. 8th, 2015

Amended (Articles 6) in the Departmental Affairs Meeting on Jan. 5th, 2016

Amended (Articles 4) in the Departmental Affairs Meeting on Sep. 28th, 2016

Amended (Articles 7~10) in the Departmental Affairs Meeting on Nov. 28th, 2017

Article 1 Department of Business Administration Guidelines for Credit Exemption (“Guidelines”) is adopted pursuant to the NCHU Regulation for Credit Exemption and relevant regulations.

Article 2 The exempted courses should have the same name and content as those in the department’s curriculum plan. If the course names differ but the content is the same, the exempted courses may be processed after reviewed by the department.

Article 3 Students get score of 70 points or higher in their former school can exempt the professional required and elective courses of Bachelor's degree. The credits of first and second semesters, which are merged into one semester for exemption, must get score of 70 points or higher.

Article 4 The rules for the grades of exempted courses in the master's and doctoral degrees are as follows:

1. A minimum score of 70 is required for credit exemption. However, for additional core courses in the master's degree, a minimum score of 60 is required to qualify for course waivers.
2. A minimum score of 80 is required to qualify for credit exemptions for new students who have previously attended the Extension Education Master's Degree Program at this university.
3. The Department may increase the criteria for course exemption depending on the university or class where the students took the course; The Department may decide not to exempt.

Article 5 The rules for exempting courses with different credits are as follows:

1. Students who use courses with more credits to exempt courses with fewer credits can only get credits from courses with less credits.
2. Students cannot use courses with fewer credits to exempt courses with more credits. For full-year courses can be used to exempt courses in the first or second semester.

Article 6 The rules for the credit exemptions are as follows:

1. Students who have obtained credits for courses from NCHU or other

universities' Extension Education Undergraduate Programs may be exempted from a maximum of 30 credits in the department's bachelor program.

2. Students who transfer into the department's master's or doctoral degrees may be exempted from a maximum of 12 credits in the department's master's or doctoral degrees.
3. Students who have previously studied in the master's, doctoral, or executive master's programs at NCHU or other universities may be exempted from a maximum of 12 credits in the department's master's or doctoral degrees respectively.
4. Students who have previously studied in NCHU's Extension Education Master's Degree Program may be exempted from a maximum of 12 credits in the department's master's degree.
5. Bachelor's degree graduates from NCHU who are pursuing courses in the department's master's degree may receive credit for all courses, except for the master's thesis credits, with no limit on the number of credits that can be exempted.

Article 7 Newly admitted and transferred students in departments (graduate institutes) shall apply for credit waiver and credit transfer complete the process within 2 weeks after the registration date. Registered NCHU students who study abroad shall apply and complete the process for credit exemption within a month after the completion of the studies. Seniors need to complete the process for credit exemption before leaving school.

Article 8 The courses offered by the NCHU College of Management will be processed in accordance with the NCHU College of Management Guidelines for Credit Exemption Procedures.

Article 9 Matters not covered in this Guidelines shall be processed in accordance with the relevant regulations of NCHU and the Department.

Article 10 The present guidelines and any amendments shall be implemented after being passed by the Departmental Affairs Meeting and approved by NCHU Dean of Academic Affairs.

※ In case of discrepancy between the Chinese version of terms & rules and its English translation, the Chinese version shall prevail.