

Guidelines on Credit Transfer by Transfer Students of Department of Industrial Management at I-Shou University

Amendments adopted on September 10, 1997

Amendments adopted on January 20, 2006 by the
Departmental Affairs Council

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- I. For students who transfer to start their studies from the sophomore year at the Department of Industrial Management (hereinafter referred to as the “Department”), the total number of credits allowed to be transferred shall be equal to or less than the total credits required to be earned by freshmen of the Department. For those who transfer to start their studies from the junior year at the Department, the total number of credits allowed to be transferred shall be equal to or less than the total credits required to be earned by freshmen and sophomores. For those who have taken additional courses offered by the Division of Continuing Education or undergraduate credit-based programs at the Extension Education Center, there shall be an alternative way to calculate and transfer the credits; however, a maximum of 20 credits are allowed to be transferred.
- II. For those whose earned credits available for transfer exceed the restrictions mentioned above, an application may be put forward for re-arrangement to start the studies in an advanced grade. Such applications for re-arrangement shall be handled in accordance with relevant regulations for grade re-arrangement of the University.
- III. Priority of Credit Transfer:
 1. All required and elective courses that shall be taken before an applicant transfers to the target year.
 2. All courses offered by the Center of General Education as well as common courses, such as *History and Culture of Taiwan*, to the target year an applicant intends to transfer to and beyond.
 3. Elective professional courses offered by the Department to the target year an applicant intends to transfer to.
 4. Required professional courses offered by the Department to the target year an applicant intends to transfer to.
- IV. All required and elective courses shall not be transferred after an applicant transfers to the target year.
- V. The credits of elective courses earned at the previous institution/university shall not be

transferred for required professional courses offered by the Department.

- VI. When a transfer student applies for credit transfer for courses with learning sequence to be learned in one academic year, the credits earned in the second semester may only be transferred when those in the first semester are transferred successfully.
- VII. When the credits of courses with different titles are applied for transfer, a letter of explanation is required to be submitted by applicants to the Curriculum Committee of the Department for approval. The textbook used for the courses taken in the previous institution/university and the contents of the courses shall be elaborated in the letter as well.
- VIII. Registration of Credits for Different Courses after Credit Transfer:
 1. Transfer from more to fewer credits: courses with fewer credits shall be registered after the transfer.
 2. Transfer from fewer to more credits: when a course with more credits being exempted by one course with fewer credits, the applicant shall make up the insufficient credits with other credits of related courses earned at the previous institution/university to meet the credit transfer requirements. The credit transfer shall not be accepted if the aforesaid requirement is not fulfilled. If a course is taught for a whole academic year, in principle the total credits earned in one academic year at the previous institution/university shall be transferred for the credits of a course offered in the first semester at the University.
- IX. In principle, credits earned by taking courses offered from the first to the third grades at a junior college shall not be transferred.
- X. The following documents are required when applying for credit transfer:
 1. 2 copies of academic transcripts issued by the previous institution/university.
 2. The score of transfer examination.
 3. Supporting documents from the previous institution/university: a letter of explanation for taking courses with different titles at the previous schools as well as certificates of taking the courses (please apply for these documents to the previous institution/university).
 4. A copy of the Credit Transfer Application Form
- XI. Any matter not mentioned herein or being contradictory to the University's regulations and rules shall be governed by the Regulations for Credit Transfer for Students at I-Shou University.

Note : In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.