

# **Regulations for Credit Transfer in the Executive Master's Program of the Department of Law, National Chung Hsing University**

Passed on July 8, 2010, at the Joint Meeting of the Department of Finance and Law and the Institute of Technology and Law

Passed on December 28, 2010, at the 7th Extraordinary Departmental Affairs Meeting

Amended on March 9, 2012, at the 20th Departmental Affairs Meeting (Articles 3 and 5)

Amended on February 19, 2019, at the 103rd Departmental Affairs Meeting (Name and Full Text)

Article 1 The Department has formulated these Regulations for handling credit transfer matters for students in the Executive Master's Program (hereinafter referred to as "Executive Master's Students") in accordance with the Credit Transfer Regulations for Students of National Chung Hsing University.

Article 2 Executive Master's Students may request credit transfer for the following course transcripts:

1. Courses taken as part of the Department's concurrent enrollment program, for which the student has passed and obtained credit certification.
2. Courses successfully completed at the graduate level in the law faculties (institutes or departments) of the following universities, for which the student has earned credits:
  - (1) National Taiwan University
  - (2) National Cheng Kung University
  - (3) National Chengchi University
  - (4) National Tsing Hua University
  - (5) National Chiao Tung University
  - (6) National Chung Cheng University
  - (7) National Taipei University
  - (8) National Kaohsiung University
3. Courses completed by students who have been approved by the University to study at domestic or foreign institutions. However, students with dual enrollment status (excluding dual-degree programs) are not eligible for credit transfer for courses taken at the other institution.

Article 3 To apply for credit transfer, the following conditions must be met, with the agreement of the course instructor:

1. The course name and content must be the same, or the course name may differ, but the content must be substantively the same.
2. The grade for the course to be transferred must be 70 or above.
3. The course must have been completed within the four years prior to enrollment.

For the first condition, students must provide the course syllabus for comparison.

Courses taken at other public or private universities, or graduate schools recognized by the Ministry of Education, after receiving the acceptance notice from National Chung Hsing University, are not eligible for credit transfer.

Article 4 In cases where the credit hours of the courses differ, the following provisions shall apply:

1. Credits for courses with a higher number of credits may be transferred to those with fewer credits, with the transferred credits being recorded as the lower amount.
2. As a general rule, credits for courses with fewer credit hours may not be transferred to those with more credit hours. However, if a portion of the credits is transferred and the remaining credits can be supplemented through additional coursework, partial credit transfer may be allowed.

Article 5 The maximum number of credits that may be transferred is 18. However, for students approved to take courses at domestic or international universities, the transfer of credits and courses shall be determined by the Department chair.

Article 6 For students who have been approved by the Department to complete courses at domestic or foreign institutions, the transferred courses shall be credited with both the corresponding credits and grades.

Article 7 Executive Master's Students shall complete the credit transfer process within the prescribed timeframe. The credit transfer application may only be submitted once, and no further applications for credit transfer shall be accepted once the process is completed or the deadline has passed.

Article 8 Executive Master's Students shall complete the credit transfer process within two weeks from the registration date of the semester in which they are admitted. For students who have taken courses at other domestic or foreign institutions, the credit transfer application must be submitted within one month after receiving the final grades for those courses.

Article 9 Students must complete the Credit Transfer Application Form and attach a transcript from the previous institution or school for initial and secondary verification.

Article 10 The review of credit transfer applications shall be initially conducted by the Department's administrative staff in accordance with these Regulations, then submitted for re-evaluation by the course instructor, and subsequently confirmed by the Department Chair before becoming effective.

Article 11 These Regulations shall be implemented after being passed by the Department Affairs Meeting. The same procedure shall apply to any amendments.

In case of any dispute, the explanation should be based on the Chinese version.