

Kaohsiung Medical University (KMU) Guidelines on Transfer Credits to Students

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Dec. 22, 1999	Promulgated on letter ref. (88) KMU Jiao Fa Zi No. 001 of KMU
Oct. 11, 2004	Announced on letter ref. Xiao Fa Zi No. 0930100035 of KMU
Jun. 15, 2007	Amendment approved on letter ref. Tai Gao (2) Zi No. 0960081444 of the Ministry of Education
Jul. 9, 2007	Announced on letter ref. Jiao Zi No. 0960005804 of KMU
Feb. 11, 2009	Stated on letter ref. Tai Gao (2) Zi No. 0980020270 of the Ministry of Education for reference
Feb. 27, 2009	Announced on letter ref. Jiao Zi No. 0981100638 of KMU
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Article 1 The Guidelines are drawn out by Kaohsiung Medical University (simply referred to as “KMU,” hereinafter) in accordance with Article 28 of the University Act and Article 21 of the KMU Regulations.

Article 2 The following students may apply for credit transfer:

1. Internal transfer students from another department (graduate institute).
2. Transfer students from another university.
3. New students.
4. Those students who are allowed by laws to take credits before taking examination for admission to degree programs of KMU.

5. Postgraduates of In-Service Master Program, who may submit application in accordance with Article 11 herein.
6. Those students who are approved by KMU to take Dual Degree System and have evidence of course credits taken by them.
7. Those overseas new students being graduates (school leavers) of 5-year high school system and obtaining equivalent qualifications for admission to KMU.

Article 3 The number of transfer credits to be awarded to students and to which year to transfer (arrange) students shall be determined according to the following rules:

1. For second-year internal transfer students, the total transfer credits awarded to them shall be accepted as their first year's total required credits of the transferred department. For third-year internal transfer students, the total transfer credits awarded to them shall be accepted as their first and second years' total required credits of the transferred department. From the year the student is transferred to, the minimum credits to be taken in each semester should not be decreased. After a third-year internal transfer student is awarded transfer credits, the student should be able to complete taking the minimum graduation credits of the transferred department within the specified study period (exclusive of the extended period) in accordance with the Regulations about credit taking of each semester; otherwise, the student has to apply for transfer to the second year.
2. For transfer students from another university, the awarding of transfer credits shall follow the rules of the previous item.
3. New students or those who are allowed by laws to take credits before taking examination for admission to degree programs of KMU, under the principle of no change for study period and total required credits per semester, shall be awarded transfer credits after evaluation. The number of transfer credits awarded to new undergraduates shall not exceed (be) one-fourth of the required credits for graduation from the department concerned. The number of transfer credits awarded to new postgraduates (exclusive of postgraduates of In-Service Master Program) shall not exceed (be) one-third of the required credits (exclusive of thesis or dissertation) for graduation from the department concerned.
4. For circumstances correspond to article 2 provision 5, they shall be executed pursuant to rules stipulated in article 11.

Article 4 The scope of transfer credits to be awarded is as follows:

1. Compulsory credits (including basic general education courses).
2. Elective credits (including the related courses and broader-sense general education courses).
3. Credits of minor (including those internal transfer students and those students transferred from another university who interchange their majors and minors for the reason of transfer).
4. Credits of double majors (degrees).
5. Credits of continuing education (including the credit-granting classes of continuing education offered overseas by the Taiwanese universities and junior colleges).
6. Advanced placement courses offered by the overseas universities and junior colleges recognized by the Ministry of Education and taken by those overseas students being fresh graduates (school leavers) of 5-year high school system.
7. For graduates (school leavers) of 5-Year Diploma Program, only the course credits of the 4th year and above shall be accepted as transfer credits.
8. Online learning courses offered by KMU, partner universities of Kaohsiung, Taitung and Pingtung Regional Teaching Resources Center, universities of Taiwan Comprehensive

University System (TCUS) and subsidized schools of “Aim for the Top University Project.”

Article 5 Principles and rules for awarding of transfer credits:

1. For a course having the same name, number of credits and contents.
2. For a course having a different name and different number of credits, but having the same contents, or a course having different name, number of credits and contents, but having the same nature — The students concerned should provide the related course description to be evaluated and approved by KMU’s teacher of the course, and the Department Chair or the Director of the Graduate Institute.
3. The awarding of transfer credits of general education courses shall be based on the curriculum planning of General Education Center of KMU.
4. The professional courses of Items 1 and 2 aforesaid have to be completed within the past 7 academic years. If necessary, the student concerned has to pass a screening before being awarded transfer credits. But other non-professional courses shall not be subject to this restriction.

Article 6 Rules for handling of courses with different number of credits:

1. Superseding a course with fewer credits by an equivalent course with more credits earned: After transfer credits are awarded, fewer credits shall be registered.
2. Superseding a course with more credits by an equivalent course with fewer credits earned: After transfer credits are awarded to part of the course, the relevant department or teaching unit should ask the student to make up the balance credits by taking an assigned course. If there is no other suitable course to make up the balance credits, no transfer credit shall be awarded, and the course shall not be superseded.

Article 7 Application for awarding of transfer credits should be submitted for only one time after registration of admission (transfer) and before the deadline of adding or dropping courses. Applicants have to fill out Credit Transfer Form, and attach the transcript of the original teaching institution and the related document certifying completion of academic studies at the original institution. After transfer credits are awarded, the number of credits selected in each semester should reach the lower limit of the number of credits of the semester.

Article 8 Applications for transfer credits shall be evaluated by General Education Center, the relevant department or graduate institute and Military Training Office; and finally re-evaluated and approved by the Office of Academic Affairs.

Article 9 Registration of transfer credits should follow these rules:

1. Internal transfer students: The awarded transfer credits should be recorded on the full academic transcript of the transferred department, and indicated with these words, “Approved transfer credits.”
2. Transfer students from another university: The awarded transfer credits (without results) should be recorded on the results blanks of the each academic year before the year of transfer on the full academic transcript (recorded on the first academic year of transcript for the second-year transfer students, and on the second and third academic years of transcript for the third-year transfer students).
3. Students retaking the admission examination or reapplying for admission to KMU, or those new undergraduates or postgraduates who are allowed by laws to take credits before taking the degree programs, shall have their awarded transfer credits recorded on the results blanks of the first academic year on the full academic transcript.

Article 10 For the courses taken at the overseas or Chinese universities and junior colleges recognized by the Ministry of Education, the awarding of transfer credits shall be implemented according to the related regulations herein after evaluation.

Article 11 Postgraduates of In-Service Master Program having taken the graduate institute courses offered by credit-granting classes of continuing education of KMU within 5 years and having passed these courses may apply for awarding of transfer credits. After the relevant department (graduate institute) has evaluated and approved the transfer credits, and the Office of Academic Affairs has reevaluated and re-approved them, transfer credits shall be awarded (but the student concerned should pay school fees and miscellaneous fees of at least two semesters in full amount before graduation). The awarded transfer credits should not exceed (be) one-third of the required credits (exclusive of thesis or dissertation) for graduation from the department concerned.

Article 12 Having been approved at the academic affairs meeting, these Guidelines are announced and implemented, and then submitted to the Ministry of Education for reference. Any amendments to the Guidelines shall also be processed in the same way.