National Chung Hsing University Department of Mechanical Engineering Regulations on Credit Transfer Review

1. Basis

These regulations are established in accordance with "The NCHU Regulation for Credit Exemption."

2. Application for Credit Transfer

Newly enrolled students, transfer students, or students changing departments must apply for credit transfer (including those with exemption from courses) during the course selection period of their first semester. Applications can only be submitted **once**.

Credits eligible for transfer must come from courses taken at colleges or universities. Courses from **extension or continuing education programs** are only recognized if taken at this university. Courses from the first three years of five-year junior colleges are not eligible. Students must submit:

- Official transcript showing passing grades (**60 or above for undergraduate courses; 70 or above for graduate courses**).
- Relevant supporting documents for review.

The transfer will be approved only after a review by the department chair. The review process includes the following:

1. **Course Similarity**:
   - If the course title is similar or related, students must provide the original course syllabus.
   - A similarity level of 70% or higher is required for approval.
   - For required courses offered by other departments in support of the Department of Mechanical Engineering, the same review process applies. / The same process applies to compulsory courses offered by other departments that are required by this department.

2. **Credit Disparity**:
   - If the credit hours differ, a higher number of credits can cover a lower number, but the final recorded credits will not be the greater number but will match the lower number. Fewer credit hours cannot be matched to greater credit hours.
   - If only one semester of a year-long departmental course is transferred, the student must make up for the missing credits.

3. **Graduate Courses Taken During Undergraduate Studies**:
   - Graduate-level courses taken during undergraduate studies and not counted toward undergraduate graduation credits may be counted toward graduate program credits upon approval by the Curriculum Committee.
   - Such transferred credits cannot exceed **half** of the total graduation credits (excluding

thesis credits).

- o However, undergraduate students from the Department of Mechanical Engineering who take courses in the department's master's program (excluding the in-service master's program) may be exempted from this limitation with the approval of the department chair.

4. **Graduate and Doctoral Programs**:

- o For new students in master's, doctoral, or in-service master's programs, credit transfer is limited to **half** of the total graduation credits required (excluding thesis credits).
- o For graduates or alumni of the department's graduate programs who take master's or doctoral courses in the department, credits transferred can account for up to **two-thirds** of the total graduation credits (excluding thesis credits).

3. External Required Courses

Students taking required courses in other departments must comply with the "Regulations on Approval for Required Courses Taken in Other Departments by Department of Mechanical Engineering Students" to qualify for credit transfer.

4. Additional Provisions

Any matters not covered by these regulations will be handled in accordance with relevant laws and regulations.

5. Implementation and Revision

These regulations take effect upon approval by the Department Affairs Meeting. The same procedure applies to any future amendments.

Note: Applicable to students admitted from the 112th academic year onward.