

Regulations Governing Credit Transfer and Exemption in General English Program at the Center for English Language Teaching Wenzao Ursuline University of Languages

Approved by the College Affairs Committee of the Curriculum Designing Group on September 9, 2015

Approved by the College of English and International Studies' Affairs Committee on December 9, 2015

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- Article I The Guidelines are enacted based on the University Act and Regulations Governing Credit Transfer and Exemption of Wenzao Ursuline University of Languages.
- Article II Center for English Language Teaching is responsible for matters related to credit transfer and exemption. Standards follow the regulations in the implementation guidelines unless stated otherwise.
- Article III Reviews of credit transfer and exemption in General English Program are evaluated by the Center for English Language Teaching. Regulations are enacted by the Center for English Language Teaching. The criteria on credit transfer and exemption are as follows:
1. Credits to be transferred must be the same or more. Exemption is made to subjects with lesser credits.
 2. If transfer credits are insufficient, applicants have to take subjects referred by the Center to fulfill the requirement.
 3. Review on credits transfer or exemption must be approved by the Center. Center may request the applicant to accept test(s) where see fit. Credit transfer or exemption would be granted once test(s) are passed. However, all these processes should be completed before subject withdrawal.
- Article IV Qualifications of applying credit transfer and exemption are as follows:
1. Students who are approved by Ministry Education of University/College and Graduation School Education and Continuing Education Credit Courses can apply for credit transfer and exemption, except the credits granted from other schools' Continuing Education Credit Courses. The application is done only once during the prescribed time assigned by Admission.
 2. For 4-year College students who have completed Level 9 can waive the subjects in General English Program. The remaining credits would be earned with accordance to the curriculum charts stipulated by relative departments.
 3. Students with the following qualifications based on the criteria of

English proficiency test can apply to waive the course:

Applicants	Qualifications	Apply Procedure	Courses that can be waived	Remarks
4-year college (Day)	TOEFL iBT taken within 2 years with score of 80 or other tests recognized by the university with results in accordance to iBT standards (see table one).	Fill in the application form and submit directly to the Office of Academic Affairs (Registration Section), along with the transcripts for verification. After approved by the Director of CELT, students can waive the course.	24 credits of required General English Program	Applicants are required to complete the application process within the prescribed time.
4-year college (Evening)	TOEFL iBT taken within 2 years with score of 74 or other tests recognized by the university with results in accordance to iBT standards (see table one).		16 credits of required General English Program	

4. Short-term study program participants: students who joined the short-term study program organized by the school can apply to CELT to waive a maximum of 4 credits from the General English Program.

Article V During time of alternating from the old to new curriculum, students who need to make up credits due to missing subjects, changed the departments, transferred from another school or resumed schooling would have to study the subjects based on the new curriculum. Students who wish to study a subject prescribed in the old curriculum but not in the new curriculum, CELT Directors would determine the waivable subject. If necessary, students can choose subjects from another department, system, division or school.

Article VI The regulations become effective after approval by Center Affairs Committee of the Curriculum Designing Group, College of English and International Studies' Affairs Committee and the Academic Affairs Committee Meeting. Amendments follow the same procedure.

(Table One) Reference of English Proficiency Tests
<http://d001.wzu.edu.tw/article/297645>