

CYCU Exchange student **【Credits Recognition and Transfer】** application sheet

Semester			School	Chinese	
				English	
Student profile	Dept.				
	Student ID		Name		

Information regarding courses taken at the foreign exchange school				Credit Recognition at CYCU <small>(Please convert course grades into percentages and record them. Indicate whether the course is recognized or not with the department's stamp.)</small>				
Courses		Credits	Grade	Subject names eligible for credit transfer	Required/ Elective	Credits	Grade	Examination units
1	English						<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
	Chinese							
2	English						<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
	Chinese							
3	English						<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
	Chinese							
4	English						<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
	Chinese							
5	English						<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
	Chinese							
6	English						<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
	Chinese							

※ According to Article 11 of the “CYCU Directions Governing Students Studying in Exchange Programs as Exchange Students”: The exchange student shall discuss with the department of CYCU in which he/she is studying about the name and credits of courses to be waived before the student goes to the host university for exchange study, and the exchange student shall check with the department of CYCU in which he/she is studying voluntarily within two weeks after selection of courses in the exchange program to make sure the name and credits of courses to be waived. The exchange student shall take no less than 6 credits per semester in the exchange program.

※ According to Article 13 of the “CYCU Directions Governing Students Studying in Exchange Programs as Exchange students”: The Office of International and Cross-Strait Education or the college/department in which the student is studying shall calculate the scores by the method of “pass” or “fail,” and the student

shall submit the official transcript issued by the host university at which the student is doing his/her exchange study. Recording of the scores shall be done with the Office of Academic Affairs within 3 weeks at the end of the semester of CYCU. Certain agreements shall be reached with CYCU at first, in the case of a different foreign educational system.

※According to Article 16 of the “CYCU Directions Governing Students Studying in Exchange Programs as Exchange students”: The exchange student’s personal performance result in the exchange program shall be submitted to the Office of Academic Affairs for record; however, the scores of the courses taken during the exchange study shall not be included to obtain the average score, regardless of whether the credits are included into his/her graduation credits.

【Please submit the original transcript and the grading scale. Ensure that the submission is completed before the beginning of each subsequent semester during the exchange period.】

●**The process of credit transfer for exchange students:**

Department→College→Curriculum and Registration Division (Curriculum)→Curriculum and Registration Division (Registration)

【If the course credit transfer is not from the student's affiliated department, please make sure to review it to the respective department for evaluation before submitting it to the Curriculum and Registration Division for course opening.】

Signature of
Department Chair

Signature of
Dean of College

Signature of
Academic Affairs