

National Chengchi University Student Application Form for Overseas Domestic Exchange Class Credit

Form No.: QP-T01-04-05

Document storage time limit: 1 year to graduation

Date of application: (Day/Month/Year) _____

Page _____ of _____

Student ID	Name	Department (graduate institute) of study	Status	Period of overseas/domestic exchange
		Department of study Graduate institute	<input type="checkbox"/> Undergraduate department <input type="checkbox"/> Double majors <input type="checkbox"/> Minor <input type="checkbox"/> Doctoral degree program <input type="checkbox"/> Master's degree program	From the ____ Semester of the ____ Academic Year to the ____ Semester of the ____ Academic Year

Completed course and credit		Course requested to be waived			Review comments from departments		
Original course	Credits	Course title (Chinese / English) (To be translated by each department)	Academic year / semester	Major Required / Elective / General studies / Minor / Double major	Credits	Credit waiving review (Check the options and sign)	Seal/signature of reviewing department
		Course ID (To be filled in by Instruction Resources Section)					
		(Course titles in Chinese)		<input type="checkbox"/> Required <input type="checkbox"/> Elective <input type="checkbox"/> General studies <input type="checkbox"/> Chinese <input type="checkbox"/> Foreign Languages <input type="checkbox"/> Humanities <input type="checkbox"/> Social Studies <input type="checkbox"/> Science <input type="checkbox"/> Double major <input type="checkbox"/> Minor		<input type="checkbox"/> Approved waived credits (counted toward graduation) <input type="checkbox"/> Rejected <input type="checkbox"/> Approved but cannot be counted toward graduation (graduate students only)	
		(Course titles in English)		<input type="checkbox"/> Required <input type="checkbox"/> Elective <input type="checkbox"/> General studies <input type="checkbox"/> Chinese <input type="checkbox"/> Foreign Languages <input type="checkbox"/> Humanities <input type="checkbox"/> Social Studies <input type="checkbox"/> Science <input type="checkbox"/> Double major <input type="checkbox"/> Minor		<input type="checkbox"/> Approved waived credits (counted toward graduation) <input type="checkbox"/> Rejected <input type="checkbox"/> Approved but cannot be counted toward graduation (graduate students only)	
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Fill in the required information, sign the form, and send the form to your own departments for review before submitting it to the Registration Section. **Applicant's signature:** _____

Number of credits to be waived	_____ credits	Seal/ signature of case handler		Seal/ signature of directors of departments	
Instruction Resources Section		Registration Section		Dean of Academic Affairs	

- Remarks:** 1. Students in undergraduate programs are required to take at least 6 credits a semester. However, **as of the second semester of 2012 academic year, the requirement is at least one course in each semester.**
2. After the completion of exchange period, a transcript or a certificate of score of the total credits taken at exchange universities **must be provided to the department of study within two months of returning in order for credits to be waived.**
3. Whether or not the courses taken and the credits earned should be counted toward the requirements for graduation will be decided by the relevant department of study or institute. Physical education, general studies, and foreign language credits will be forwarded by the respective department/institute to the Physical Education Office, Center of General Education, and Foreign Language Center for approval. Double major, and minor courses will be sent to respective departments of study for approval. Credits that are approved to be waived will be screened by the Office of Academic Affairs, then logged onto the transcript. **As per regulation of October 18th, 2013 academic year, for students who are exchanged to China under the approval of the Department of Chinese Literature, the procedure of credit waiving will be approved on a course by course basis.**
4. Regardless of that decision, maximum transfer credit for Master's and doctoral students may not surpass 1/2 of the total credits required for graduation; the maximum transfer credits for undergraduate students may not surpass 1/3 of the credits required for graduation.

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