

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

Approved by Curriculum Design Group, Center for English Language Teaching on September 9, 2015

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

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Approved at the Academic Affairs Committee Meeting on December 21, 2021

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. Reviews on credits transfer or exemption must be approved by the Center. The Center may request the applicant to take test(s) where see fit. Credit transfer or exemption would be granted once the test(s) are passed. However, all these processes should be completed before the due date for subject adding and withdrawal.

Article IV      Qualifications of applying credit transfer and exemption are as follows:

1. Students who have earned credits of the same or equivalent subjects within six years before admission to Wenzao University from universities or colleges approved by the Ministry of Education or from the Division of Extension Education of Wenzao University can apply for credit transfer and exemption, exclusive of the credits earned from

other schools' extension education courses. The application is done only once during the prescribed time assigned by Wenzao Admission.

2. For 4-year college students who have completed Level 9 can waive the subjects in General English Program. The remaining credits should be earned in accordance with the curriculum charts stipulated by relative departments.
3. For 4-year college students of the Day Division who have reached CEFR C1 as listed in Wenzao University's conversion chart may apply with official transcript reports for waiving 8 credits in General English Program. However, the remaining 16 credits should be earned from EMI courses.
4. International and overseas students with official documents showing identity as a native speaker of English or birth in an English-speaking country may apply for waiving 8 credits in the General English Program. However, the remaining 16 credits should be earned from EMI courses.
5. Students with the following qualifications based on the criteria of English proficiency tests can apply to waive the course(s):

Applicants	Qualifications	Courses that can be waived	Application Procedure	Remarks
4-year college (Day)	CSEPT taken within 3 years scoring 345 or above or equivalent results in other tests recognized by the University	24 credits of required General English Program	Fill in the application form and submit directly to the Office of Academic Affairs (Registration Section), along with the transcripts for verification. After approval by the Director of CELT, students can waive the course.	Applicants are required to complete the application process within the prescribed time.
	Official transcript report reaching CEFR C1 or equivalent results in other tests recognized by the University	8 credits of required General English Program, but the remaining 16 credits to be earned from EMI courses		
	Official document showing identity as a native speaker of English or birth in an English-	8 credits of required General English Program, but		

	speaking country	the remaining 16 credits to be earned from EMI courses		
4-year college (Evening)	CSEPT taken within 3 years scoring 330 or above or equivalent results in other tests recognized by the university	16 credits of required General English Program		

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

ArticleV Upon transition from the old curriculum to a new one, students who are required to make up credits due to reasons such as missing subjects, transferring from other departments or other universities, or resuming schooling will have to take subjects based on the new curriculum. When subjects prescribed in the old curriculum are no longer available in the new curriculum, CELT directors may determine the waivable subjects. As circumstances require, students may be permitted to study subjects offered by another department, system, division, or university.

ArticleVI The regulations become effective after approval by the Curriculum Designing Group of the Center for English Language Teaching, the College Affair Committee of the College of International Culture, Education, and Foreign Affairs, and the Academic Affairs Committee. Amendments follow the same procedure.