

China Medical University Credit Program Establishment Guidelines

Resolution reached by the fourth Academic Affairs meeting and fourth Curriculum meeting of the 2000 academic year on July 10, 2001

Approved by the second Academic Affairs meeting and second Curriculum meeting of the 2001 academic year on December 5, 2001

Submitted to the President of CMU for approval on December 5, 2001

Revised by the third Academic Affairs meeting and third Curriculum Committee joint meeting of the second semester of the 2002 academic year on June 25, 2003

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Amendment approved by the second Academic Affairs meeting of the second semester of the 2015 academic year on July 14, 2016

Announced in the Wen-Jiao-Zi No. 1050010380 Letter dated August 8, 2016

Article 1 In response to the diversifying trends of society, and in order to increase course election flexibility through the integration of teachers, facilities and courses so that students may systematically take courses in specific fields and which helps augment their competitiveness in the job market, CMU has formulated the Guidelines based on Article 28 of the University Act and Article 25 of the Enforcement Rules of the University Act.

Article 2 Each department or center may plan and offer inter-college or inter-department credit programs to CMU students or students from other universities.

CMU students may apply to take credit programs in other universities and students from other universities may apply to take credit programs in CMU.

Students from other universities who apply to take credit programs at CMU shall adhere to CMU regulations; CMU students who apply to take credit programs at another university shall adhere to the regulations of that university.

Students who take inter-university credit programs shall obtain approval from both universities for the application, withdrawal and completion of the program. Course selection shall be conducted based on the Inter-school Course Selection Guidelines.

CMU students who complete credit programs at another university will be awarded the credit program completion certificate. The maximum allowed years of study, credits and scores shall be governed by the Academic Regulations of CMU and relevant regulations.

Article 3 For the establishment of credit programs, instructors in charge of the program shall draft, in cooperation with respective teaching units, the aim, course planning and review, required courses and credits for the completion of the program and relevant regulations for taking the program and submit to the CMU Curriculum Committee for approval. The program shall be implemented upon obtaining approval from the Academic Affairs meeting, including the changes thereto.

Article 4 Relevant departments shall conduct a review at least once annually to evaluate the practicality and necessity of the credit programs offered and to adjust and change the course content timely. In the event programs need to be terminated (e.g. no student has applied to take the credit program within two academic years), a termination explanation shall be provided one semester prior to the termination (including remedial measures for students who are still enrolled in the program). The termination may only take effect after obtaining approval from the CMU Curriculum committee and Academic Affairs meeting.

Article 5 The required courses and credits of the credit program shall fulfill the following conditions:

1. The required number of credits for the program shall be 15 to 20. Credits from compulsory courses shall be no less than 1/2 of the required credits.

2. The required courses in the program shall contain at least 9 credits from courses not pertaining to the student's major, minor or required courses for other credit programs.

Article 6 The credit programs shall designate the qualifications for students taking the program and the maximum allowed number of students.

Article 7 Students who take credit programs are still subject to the maximum allowed credits for each semester.

The minimum required credits for graduation remain the same. Students who take credit programs who already qualify for graduation from their original department or institute but have not completed the required courses and credits for the credit program may apply to extend their years of study for a maximum of two years by submitting relevant documents of proof to the Office of Academic Affairs. However, their total allowed years of study shall still fulfill the regulations stipulated in the University Act.

- Article 8 Students who apply for credit programs shall submit the application form for the program and all score sheets for courses taken in their original department prior to the deadline for adding or dropping courses. If the students are deemed by the director of the department as qualified for taking credit programs, their application shall be submitted to the chairperson of the selected credit program for approval and then to the Office of Academic Affairs for approval and review of the required course content.
- Article 9 CMU students who apply for credit programs shall add or drop courses within the designated period each semester. The dropping of courses shall be handled based on the CMU Student Course Selection Rules. Students may take such programs in another university based on the CMU Inter-school Course Selection Regulations.
- Article 10 Students who complete the credit program with a passing grade may apply for a program completion certificate from the Office of Academic Affairs, pending approval.
- Article 11 In the event that the university deems it necessary to open new courses as part of the program, students taking the credit-based program are required to pay the course fees.
- Article 12 Matters not addressed herein shall be governed by the relevant laws and regulations of the Ministry of Education and of CMU.
- Article 13 The Guidelines shall be announced and implemented after approval is obtained in an Academic Affairs meeting and from the President of CMU and after they are submitted to the Ministry of Education for reference. The same shall apply to any future amendments.