

# **Wenzao University of Languages, Department of German Regulations Concerning Exemption from or Substitution of Credits**

approved by Department Meeting on March 9, 2007  
approved by Academic Affairs Meeting on June 3, 2008  
amendment approved by Department Meeting on September 5, 2013  
amendment approved by Department Meeting on November 1, 2013  
approved by College Meeting on November 28, 2013

- §1 These regulations correspond to the curricular guidelines and regulations concerning the exemption from or substitution of credits as stated by our University.
- §2 Unless other legal decrees are concerned, the exemption from or the substitution of credits by students of our University shall be conducted according to these regulations.
- §3 Upon admission, university students who have obtained credits in corresponding subjects by attending credit classes at national or international institutions of higher education or in extended education credit classes of our University acknowledged by the Ministry of Education may apply for exemption from or substitution of credits. This does not include credits obtained from extended education credit classes at other universities. The application should be submitted once during the period of time specified by regulations valid at the time of admission.
- §4 Upon admission, college students who have obtained credits in corresponding subjects by attending credit classes at senior high schools or vocational high schools acknowledged by the Ministry of Education may apply for exemption from or substitution of credits. The application should be submitted once during the period of time specified by regulations valid at the time of admission.
- §5 The upper limit of exemption from or substitution of credits is 60 credits for university students; the upper limit of exemption from or substitution of credits is 36 credits for two-year-college students; the upper limit of exemption from or substitution of credits is 115 credits for five-year-college students.
- §6 The evaluation of exemption from or substitution of credits in related subjects shall be conducted by the German department. The evaluation proceedings concerning the exemption from or substitution of credits shall be determined by the German department. Credits obtained in unrelated subjects shall be evaluated by the responsible department.

The principles for evaluating the exemption from or substitution of credits are as followed:

1. If a higher amount of credits is to be substituted for a lower amount, the lower amount of credits shall be registered.
2. If a lower amount of credits is to be substituted for a higher amount, the gap of credits shall be supplemented according to the decision of the responsible department.
3. If necessary for the evaluation of exemption from or substitution of credits, the German department is entitled to demand an audition from the applicant. Applicants passing the audition may obtain exemption from or substitution of credits, but the procedure has to be completed before the end of the course selection period.
4. According to different levels of German language ability, students can take German

language examinations of different levels, and after obtaining a certificate, apply for a substitution of credits.

5. Rules for the substitution of credits for transfer students are as follows:

Exam	Subjects for substitution	Preconditions
German ability corresponding to level A1 (or higher) of the Common European Framework of Reference for Languages (CEFR)	1. German Grammar 1 2. German Conversation 1	1. applicable for enrolled students transferred into the 2nd year of university 2. the substitution of credits must be completed before the start of classes after the transfer to our department
	1. German Grammar 1 2. German Conversation 1 3. German Pronunciation and Listening	1. applicable for enrolled students transferred into the 2nd year of the five-year college 2. the substitution of credits must be completed before the start of classes after the transfer to our department
German ability corresponding to level A2 (or higher) of the Common European Framework of Reference for Languages (CEFR)	1. German Grammar 1 2. German Conversation 1	1. applicable for enrolled students of our University transferred into the 3rd year of university 2. the substitution of credits must be completed before the start of classes after the transfer to our department
	1. German Grammar 1 2. German Conversation 1 3. German Pronunciation and Listening	1. applicable for enrolled students transferred into the 3rd year of the five-year college 2. the substitution of credits must be completed before the start of classes after the transfer to our department

§7 In cases of special reasons such as transfer from another department, the study of two majors, the study of a minor subject, a course, participation in an exchange student program or self-organised participation in international exchange programs, students may apply separately for exemption from or substitution of credits. The application may be submitted once during the semester, and has to be completed within the period stated in the academic calendar. After the end of this period, no applications shall be accepted.

If the exemption from or substitution of credits is applied for, because, upon graduation, the student is unable to pass a two major study, a minor subject or a course, the question whether those credits can be included in the minimum amount of credits for graduation has to be determined by the German department.

§8 After completing the exemption from or substitution of credits, the students are obliged to obtain the credits for each semester as required, in accordance with the regulations of course selection of the German department.

§9 In the case of the supplementation of old courses by new courses, if the student has not taken the old course yet, or transferred from another department, or transferred from another school, or resumed studies etc. and needs to make up subjects, all issues shall be settled according to the new courses. If the new course does not correspond to the conditions of the old course, the department or centre in question has to decide upon a substitute course to be attended. If

needed, classes in other departments, other study programs, other divisions or schools might be considered. Corresponding regulations are to be determined.

- §10 After the exemption from or substitution of credits have been reconfirmed by the Office of Academic Affairs, Registration Section (or Bureau of Academic Affairs, Continuing Education), the students shall be informed immediately. If students have objections, they can file an appeal within one week after notification with the aforementioned departments.
- §11 After a student has completed the exemption from or the substitution of credits, all the subjects that have been approved upon shall be registered in the comprehensive annual grade sheets, together with a note about the case of exemption or substitution, or filed together with the original grade sheets.
- §12 These regulations shall come into effect upon approval by the Department Meeting and the College Meeting. The same applies to amendments.