

# **Rules of Interdepartmental and Inter-university Course Registration**

## **of Department of Occupational Therapy at I-Shou University**

Adopted on June 7, 2010, at the seventh meeting of the Departmental Affairs Council in the second semester of the academic year 2009

Amendments to the Rules promulgated with the consent of the President dated September 3, 2017

Amendments to the Rules promulgated with the consent of the President dated May 17, 2018

Amendments to Provisions III-VIII adopted by the Departmental Affairs Council on December 8, 2021, and promulgated with the consent of the President dated January 10, 2022

- I. Regarding required courses, elective courses, “Practical English,” and “English Listening and Speaking Lab” offered by the Department of Occupational Therapy (hereinafter referred to as “the Department”), only courses with the same title and the same number of credit hours offered by other departments or by other public and private universities (including universities of science and technology) will be recognized.
- II. Regarding general education courses offered by I-Shou University (including general core courses, liberal arts education courses, and college-required general education courses, but excluding Practical English and English Listening and Speaking Lab) and college-required core courses, only courses with the same title and the same number of credit hours offered by other departments or by the undergraduate and evening programs of other public and private universities (including universities of science and technology) will be recognized.
- III. The Department’s criteria for recognizing professional required or elective courses offered by other departments or other universities are as follows:
  1. The course title shall be identical to the one offered by the Department;
  2. The number of teaching hours (or weeks) shall be at least equal to that offered by the Department;
  3. The course syllabus shall be at least 80% similar and approved by the course instructor;
  4. Courses offered by other departments or universities shall not be recognized as required courses within the Department; and

5. The above rules shall also apply when combining credits from multiple courses to transfer as a single course.

IV. Students who wish to have required or elective courses taken from other departments or universities recognized as graduation credits by the Department shall complete and submit an application form (see appendix) before the deadline specified by the Department. The application period begins at the start of each semester and ends on the Wednesday of the week when the course add/drop period ends, as specified by the University.

V. Students who meet the following requirements for professional required or elective courses are exempt from submitting the application form specified in Provision IV:

1. Courses offered by other departments that have been pre-approved by the Department as eligible professional elective courses for graduation (such courses will be announced on the Department's website prior to course registration each semester);
2. General core courses and liberal arts education courses; however, for Practical English and English Listening and Speaking Lab under the general core curriculum, only undergraduate courses will be recognized; for other general core courses and liberal arts education courses, those offered by evening programs may also be accepted.

VI. Applications to transfer credits earned from courses offered by other departments or other universities shall be submitted prior to the start of the course in the semester. If the application is not submitted before the start of the course and this results in issues with the review of graduation credits, the student shall bear full responsibility.

VII. Matters not mentioned herein, if any, shall be governed by the applicable regulations and rules of the University.

VIII. The Rules become effective on the third day of promulgation after being adopted by the Departmental Affairs Council, approved by the College of Medicine, and ratified by the President.

*Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Rules, the Chinese language version shall prevail.*