

Ming Chuan University Procedures for Information Technology Course Waiver Applications by Undergraduate Students

Passed at the Information Technology School Affairs Committee Meeting on July 29, 2009
 Passed at the Academic Affairs Committee Meeting on December 3, 2009
 Revised and passed at the Information Technology School Affairs Committee Meeting on May 14, 2010
 Revised and passed at the Academic Affairs Committee Meeting on December 10, 2010
 Revised and passed at the Information Technology School Affairs Committee Meeting on March 16, 2011
 Revised and passed at the Academic Affairs Committee Meeting on December 15, 2011
 Revised and passed at the Information Technology School Affairs Committee Meeting on September 25, 2014
 Revised and passed at the Academic Affairs Committee Meeting on May 14, 2015
 Revised and passed at the Information Technology School Affairs Committee Meeting on April 27, 2017
 Passed at the Academic Affairs Committee Meeting on May 18, 2017

- Article 1 These procedures were established to improve students' information technology capability and encourage them to take IT certificate examinations.
- Article 2 Starting from the 2009-10 academic year, these procedures apply to undergraduate students (including transfer students). According to regulations, students in extended study period are not eligible for waiver.
- Article 3 Students who have earned certificate(s) in information technology issued by authorized testing and certification organizations will be eligible for IT credit waivers. The requirements for IT credit waivers are set as follows:

Courses and Target Students	IT-Office Applications (1 st semester of first year)		IT-Data Processing (2 nd semester of first year)
	English Typing Speed	Communication Skills	Data Processing Skills
Undergraduate students admitted from 2009-10 academic year to 2016-17 academic year	TQC Test held by Computer Skills Foundation:	TQC Test held by Computer Skills Foundation: Word Or PowerPoint-primary or higher level	TQC Test held by Computer Skills Foundation: Excel-primary or higher level
	English typing over 15 words per minute (primary or higher level)	Have attained certificate in Microsoft Office (MOS)-Word or PPT	Have attained certificate in Microsoft Office (MOS)-Excel
		Have attained certificate in Oracle Open Office –Word or PPT	Have attained certificate in Oracle Open Office-Excel
	Students who meet the requirements for above-mentioned capabilities will be eligible for IT credit waivers.	Students who meet the requirements for above-mentioned capabilities will be eligible for IT credit waivers.	

Courses	IT-Office Applications (course number: 36134)	Programming Design (Course number: 13285)	Dynamic Homepage Design (Course number:)
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Target Students	Each Department (excluding the departments from the School of Information Technology)		Each department (excluding Digital Media Design Department and Architecture Department)	Digital Media Design Department and Architecture Department	
Undergraduate students admitted in and after 2017-18 academic year	Communication Skills	Authorized Testing and Certification Organization	Minimum Requirements	Programming Design Skills	
	Office Software Application: Word and Excel	Computer Skills Foundation	Primary or higher level	Certificate granted by a competent authority (for example, the Computer Skills Foundation)	
		Microsoft Certified Application Specialist (MOS)	Pass	APP Design related certificate	Homepage Design related certificate
		Oracle Open Office	Pass		
Students who meet the requirements for above-mentioned capabilities will be eligible for IT credit waivers.					

Article 4 Within the first two weeks of every semester, eligible applicants must submit and complete an application.

If an applicant has achieved the requirements for IT credit waivers before admission, the scores are valid for three years from the certificate's date of issue.

Eligible applicants should go to the School of Information Technology website and download the Ming Chuan University Application Form for Information Technology Course Waivers. After completing the application, applicants must submit the form along with relevant certificates (original and copy) to the School for review before the deadline. (The version of software tested must be the same one the University is using for that academic year. The version of software will be announced at the beginning of the semester.)

Students may check the application results on the School of Information Technology website or the University's website.

According to the Procedures for Course Selection, students who are granted a credit

waiver must complete the course-dropping process within the specified deadline.

Article 5 According to the University Law and Ming Chuan University General Provisions for Study, should any students fail to meet the graduation credit requirements due to the IT credit waivers, they must enroll in other professional electives to attain graduation eligibility.

Article 6 Upon being passed at a University Curriculum Committee Meeting and Academic Affairs Committee Meeting and approved by the president, these procedures were announced and implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****