

## Instructions and Illustrations of Academic Transcripts

- I. According to Article 23 of the “Enforcement Rules of the University Act,” the calculation of credits for universities shall follow the principle that 18 teaching hours shall be equal to one credit. The calculation of credits for practice lessons or experiments shall follow Article 15 of the “School Regulation of National Central University” (NCU) and the regulations of the “Guidelines for Processing Students’ Grades at NCU.”**

**A. Evaluation of academic results contains the following methods:**

- (A) Percentage grading: 100 is full marks. For undergraduate students, 60 is the course passing score. All scores should be integers. For postgraduate students, 70 is the course passing score. If postgraduate students take any courses from the teacher education program, 60 is the passing score for those courses.
- (B) “Pass” and “Fail”: Concerning subjects with special characters, “Pass (P)” and “Fail (F)” can be applied as a method to evaluate students’ academic results if the method is approved by the curriculum committee of a particular department/institute and the meeting of academic affairs.
- (C) Academic results of the courses taken abroad will be registered according to the “original academic results” given by the foreign schools providing those courses.

**II. Methods for the calculation of the average grade for a semester, the graduation score, and the grade point average (GPA) are as follows:**

**A. Undergraduate students:**

**(A) Undergraduate students’ average grade for a semester: The grades of the courses taken in Taiwan are calculated using percentile grading.**

- 1. The sum of cumulative grade-credit points for a semester: Multiply the numeric grade value of each course taken in a semester by the number of credits of each course taken in the semester, and then, add these numbers together to acquire the sum.
- 2. The sum of credits for a semester: The sum of the number of credits of all courses taken in a semester.
- 3. The average grade for a semester = (the sum of cumulative grade-credit points for a semester) ÷ (the sum of credits for a semester).
- 4. The calculation above includes failed courses and courses repeatedly taken. However, courses with transferred credits, courses waived, courses taken in summer vacation, courses from advanced placement programs taught in summer vacation, courses whose results are evaluated with “Pass” and “Fail,” courses taken abroad, autonomous-learning micro-courses, and autonomous-learning micro-credit subjects are not included.

**(B) Undergraduate students’ average grade of all semesters to date: The grades of the courses taken in Taiwan are calculated using percentile grading.**

- 1. The sum of cumulative grade-credit points for all semesters to date: multiply the numeric grade value of each course taken in all semesters to date by the number of credits of each course taken in all semesters to date, and then, add these numbers together to acquire the sum.
- 2. The sum of credits for all semesters to date: the sum of the number of credits of all courses taken in all semesters to date.
- 3. The average grade of all semesters to date = (the sum of cumulative grade-credit points for all semesters to date) ÷ (the sum of credits for all semesters to date).
- 4. The calculation of credits and grades above includes failed courses, courses repeatedly taken, courses taken in summer vacation, and courses from advanced placement programs taught in summer vacation. However, courses with transferred credits, courses waived, courses whose results are evaluated with “Pass” and “Fail,” courses taken abroad, autonomous-learning micro-courses, and autonomous-learning micro-credit subjects are not included.

**(C) The sum of credits earned in all semesters to date:**

1. The sum of credits earned in all semesters to date includes courses with transferred credits, courses waived, courses taken in summer vacation, courses from advanced placement programs taught in summer vacation, courses whose results are evaluated with “Pass” and “Fail,” courses taken abroad, autonomous-learning micro-courses, and autonomous-learning micro-credit subjects.

**(D) Undergraduate students’ graduation score: The grades of the courses taken in Taiwan are calculated using percentile grading.**

1. The sum of accumulative grade-credit points for graduation: multiply the numeric grade value of each course taken in all school years by the number of credits of each course taken in all school years, and then, add these numbers together to acquire the sum.
2. The sum of all credits earned for graduation: the sum of the number of credits of all courses taken in all school years.
3. Undergraduate students’ graduation score = (the sum of accumulative grade-credit points for graduation) ÷ (the sum of all credits earned for graduation).
4. The calculation of credits and grades above includes failed courses, courses repeatedly taken, courses taken in summer vacation, and courses from advanced placement programs taught in summer vacation. However, courses with transferred credits, courses waived, courses whose results are evaluated with “Pass” and “Fail,” courses taken abroad, autonomous-learning micro-courses, and autonomous-learning micro-credit subjects are not included.

**(E) The sum of credits required for graduation:**

1. The sum of credits required for graduation includes courses with transferred credits, courses waived, course taken in summer vacation, courses from advanced placement programs taught in summer vacation, and courses whose results are evaluated with “Pass” and “Fail.”
2. Whether any academic credits of any courses/subjects (including courses taken abroad, autonomous-learning micro-courses, and autonomous-learning micro-credit subjects) earned by a student will be included in the sum of credits for graduation or not is determined by the student’s department (institute, division, special program, or degree program).

**B. Postgraduate students:**

**(A) Postgraduate students’ average grade for a semester: The grades of the courses taken in Taiwan are calculated using percentile grading.**

1. The calculation of postgraduate students’ average grade for a semester follows the regulation for undergraduate students’ average grade for a semester.
2. The sum of cumulative grade-credit points for a semester: Multiply the numeric grade value of each course taken in a semester by the number of credits of each course taken in the semester, and then, add these numbers together to acquire the sum.
3. The sum of credits for a semester: The sum of the number of credits of all courses taken in a semester.
4. The average grade for a semester = (the sum of cumulative grade-credit points for a semester) ÷ (the sum of credits for a semester).
5. The calculation of credits and grades above includes failed courses and courses repeatedly taken. However, courses with transferred credits, courses waived, courses from undergraduate programs, courses from the teacher education program, courses taken in summer vacation, courses from advanced placement programs taught in summer vacation, courses whose results are evaluated with “Pass” and “Fail,” courses taken abroad, autonomous-learning micro-courses, and autonomous-learning micro-credit subjects are not included.

**(B) The sum of credits earned in all semesters to date:**

1. The sum of credits earned in all semesters to date includes courses with transferred credits, courses waived, courses taken in summer vacation, courses from advanced placement programs taught in summer vacation, courses whose results are evaluated with “Pass” and “Fail,” and courses taken abroad. However, courses from

undergraduate programs and the teacher education program are not included. Autonomous-learning micro-courses and autonomous-learning micro-credit subjects will be included if they are from any postgraduate programs.

**(C) Postgraduate students' graduation score: The grades of the courses taken in Taiwan are calculated using percentile grading.**

1. Postgraduate students' graduation score =  $\left[ \left( \frac{\text{the sum of accumulative grade-credit points for graduation}}{\text{the sum of all credits earned for graduation}} \right) \times 50\% + \left[ \text{the grade of the degree examination} \times 50\% \right] \right]$ .
2. The calculation of credits and grades above includes failed courses, courses repeatedly taken, courses taken in summer vacation, and courses from advanced placement programs taught in summer vacation. However, courses from undergraduate programs, courses from the teacher education program, courses whose results are evaluated with "Pass" and "Fail," courses taken abroad, autonomous-learning micro-courses, and autonomous-learning micro-credit subjects are not included.

**(D) The sum of postgraduate students' credits required for graduation:**

1. The sum of credits required for graduation includes courses with transferred credits, courses waived, course taken in summer vacation, courses from advanced placement programs taught in summer vacation, courses whose results are evaluated with "Pass" and "Fail," and courses taken abroad. However, courses from undergraduate programs and the teacher education program are not included.
2. Whether any academic credits of any courses/subjects (including courses taken abroad, autonomous-learning micro-courses, and autonomous-learning micro-credit subjects) earned by a student will be included in the sum of credits required for graduation or not is determined by the student's department (institute, division, special program, or degree program) on the basis of course attributes.

**C. An average score is rounded to the nearest hundredth.**

**D. Table of Admissible and Inadmissible Courses and Their Attributes**

**Table of Admissible and Inadmissible Courses and Their Attributes**

| Credits and Grades<br>Course Attributes   | Sum of Credits for a Semester | Average Grade for a Semester | Sum of Credits Earned in All Semesters to Date | Average Grade of All Semesters to Date | Sum of Credits Required for Graduation | Graduation Score |
|---|-------------------------------|------------------------------|--|--|--|------------------|
| Passed  | ○                             | ○                            | ○  | ○                                      | △                                      | ○                |
| Failed;<br>Repeatedly Taken   | ○                             | ○                            | ×  | ○                                      | ×                                      | ○                |
| Taken in Summer Vacation;<br>From Advanced Placement<br>Programs Taught in<br>Summer Vacation   | ×                             | ×                            | ○  | ○                                      | ○                                      | ○                |
| With transferred credits;<br>Waived   | ×                             | ×                            | ○  | ×                                      | ○                                      | ×                |
| Autonomous-Learning<br>Micro-courses;<br>Autonomous-Learning<br>Micro-credit Subjects   | ×                             | ×                            | ○  | ×                                      | △                                      | ×                |
| Evaluated with "Pass"<br>and "Fail"   | ○                             | ×                            | ○  | ×                                      | ○                                      | ×                |
| Taken Abroad  | ×                             | ×                            | ○  | ×                                      | △                                      | ×                |
| Note: △ stands for that whether the course will be included in the sum of credits required for graduation or not is determined by the student's department (institute, division, special program, or degree program) on the basis of course attributes. |                               |                              |  |  |  |                  |

### III. Calculation of Grade Point Average (GPA):

#### A. GPA 4.0 Scale

For NCU students who:

(A) Graduated before 14<sup>th</sup> Sep. 2020,

(B) Withdraw from school before 14<sup>th</sup> Sep. 2020

Grades will be listed on the students' transcript according to the conversion chart as listed below:

| Educational System | Score   | 100~80 | 79~70 | 69~60 | 59~1 | 0 |
|--------------------|---------|--------|-------|-------|------|---|
| Undergraduate      | Grading | A      | B     | C     | F    |   |
|                    | GP      | 4      | 3     | 2     | 1    | 0 |
| Postgraduate       | Grading | A      | B     | F     |      |   |
|                    | GP      | 4      | 3     | 2     | 1    | 0 |

#### Notes:

1. GPA calculation:

- (1) Multiply the GP of each course taken in all school years by the number of credits of each course taken in all school years.
  - (2) Add these numbers together to acquire a sum.
  - (3) Divide this sum of the addition by the sum of credits for graduation, and the quotient of this division is your GPA.
2. Please refer to the previously mentioned instruction for the definition of "the sum of credits for graduation."
3. The calculation of GPA does not include a postgraduate student's dissertation score.
4. 70 is the course passing score for postgraduate students; 60 is the course passing score for undergraduate students

#### B. GPA 4.3 Scale

From 14<sup>th</sup> Sep. 2020 onwards, all NCU students who:

(A) Currently studying in NCU,

(B) Graduated after 14<sup>th</sup> Sep. 2020,

(C) Currently is under suspension of schooling,

(D) Have suspended their schooling since 14<sup>th</sup> Sep. 2020,

(E) Have completed the school withdrawal procedures since 14<sup>th</sup> Sep. 2020.

Grades will be listed on the students' transcript according to the conversion chart as listed below:

| Grade Interval of Percentage Grading | 90~100 | 85~89 | 80~84 | 77~79 | 73~76 | 70~72 | 67~69 | 63~66 | 60~62 | 50~59 | 1~49 | 0 |
|--------------------------------------|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|------|---|
| Letter Grading                       | A+     | A     | A-    | B+    | B     | B-    | C+    | C     | C-    | D     | E    | X |
| Grade Points                         | 4.3    | 4     | 3.7   | 3.3   | 3     | 2.7   | 2.3   | 2     | 1.7   | 1     | 0    | 0 |

#### Notes:

1. GPA calculation:

- (1) Multiply the GP of each course taken in all school years by the number of credits of each course taken in all school years.
  - (2) Add these numbers together to acquire a sum.
  - (3) Divide this sum of the addition by the sum of credits for graduation, and the quotient of this division is your GPA.
2. Please refer to the previously mentioned instruction for the definition of "the sum of credits for graduation."
3. The calculation of GPA does not include a postgraduate student's dissertation score.
4. 70 is the course passing score for postgraduate students; 60 is the course passing score for undergraduate students

C. An average score is rounded to the nearest hundredth.

D. Definition of each rank:

| Letter Grade  | Definition  |
|---|---|
| A+  | All goals achieved beyond expectation                 |
| A   | All goals achieved                                    |
| A-  | All goals achieved, but need some polish              |
| B+  | Some goals well achieved                              |
| B   | Some goals adequately achieved                        |
| B-<br>(Passing Grade for<br>Postgraduate Students)  | Some goals achieved with minor flaws                  |
| C+  | Minimum goals achieved                                |
| C   | Minimum goals achieved with minor flaws               |
| C-<br>(Passing Grade for<br>Undergraduate Students) | Minimum goals achieved with major flaws               |
| D   | Below the passing grade                               |
| E   | Failed  |
| X   | Not graded due to unexcused absences or other reasons |

#### IV. Descriptions of the notes on academic transcripts:

##### A. Notes on academic transcripts in Chinese:

| Note | Description  |   |
|------|--|---|
| XXX  | The grade has not been submitted yet.  |   |
| *    | Fail   |   |
| TR   | Transferred  |   |
| 停修   | A course withdrawn by the student  | Any credit of the course is <u>not</u> included in the sum of credits for a semester; however, the record of having taken this course must be registered on Chinese and English transcripts.  |
| △    | An undergraduate course or a course from the teacher education program taken by a postgraduate student | The grade and credit(s) of the course are <u>not</u> included in the average grade for a semester, the graduation score, the sum of credits for a semester, and the sum of credits for graduation.  |
| ★    | A course repeatedly taken  | Any credit of the course is <u>not</u> included in the sum of credits for graduation.   |
| 暑    | A course taken in summer vacation  | The grade and credit(s) of the course are <u>not</u> included in the average grade for a semester and the sum of credits for a semester; however, they <u>are</u> included in the sum of credits for graduation and the graduation score.   |
| 預    | A course from an advanced placement program  |   |
| 境    | A course taken abroad  | Any credit of the course is <u>not</u> included in the sum of credits for a semester. However, whether any credit of the course is included in the sum of credits for graduation depends on the decision made by the department, institute, division, program, or degree program of the student who took the course. The grade of the course is <u>not</u> included in the average grade for a semester and the graduation score. |

## B. Notes on academic transcripts in English:

| Note | Description |  |
|------|-------------|--|
| ***  | 成績未到        | The grade has not been submitted yet.  |
| P    | 及格、通過       | Pass   |
| *, F | 不及格、未通過     | Fail   |
| TR   | 抵免          | Transferred  |
| EX   | 免修          | Exemption  |
| W    | 停修          | Withdrawn  |
| △    | 不列入學位學分     | The grade and credit(s) of the course are not included in the average grade for a semester, the graduation score, and the sum of credits for graduation. |

## V. Descriptions of curriculum codes:

- A. A curriculum code contains six places and two parts. The former two places are letters, which stand for the “department/institute code” of the department/institute that provides the course. The latter four places are digits, which stand for the “course code.”
- B. Please find the abbreviations of departments/institutes at the following website address:  
[http://pdc.adm.ncu.edu.tw/Course/course/COUR\\_U\\_EL.pdf](http://pdc.adm.ncu.edu.tw/Course/course/COUR_U_EL.pdf)
- C. A course code contains four digits or a combination of digits and letters. The principle for the coding of general courses is shown below:

| Coding of course codes | Description                        | Coding of course codes | Description  |
|------------------------|------------------------------------|------------------------|--|
| 0000-4999              | Courses of each undergraduate year | A000-A999              | Courses of in-service master's programs            |
| 5000-8999              | Postgraduate courses               | Z000-Z999              | Courses of industrial technology master's programs |

## VI. Descriptions of credit transfer for the courses taken abroad:

- A. Credits earned from a school applying semesters to divide a year are generally admitted.
- B. Credit hours earned from a school applying quarters to divide a year should be transferred in the following ways:  
 18 hours of a course taught at the previous school shall be transferred into one credit at NCU;  
 72 hours of a practice lesson given at the previous school shall be transferred into one credit at NCU.
- C. If a foreign school adopts the European Credit Transfer and Accumulation System (ECTS), two credits of ECTS equal to one credit at NCU.

