

Ming Chuan University Procedures for Dealing with the Academic Work and Matriculation of Students Who Have Traveled Abroad During Study Period

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Article 1 These procedures have been established in accordance with Article 2 of General Provisions for Study.

Article 2 These procedures apply to students from this institution who have traveled abroad during their study periods. The conditions are as follows.

- (1) Students have been recommended by the department, school, section or specialized degree program to which they belong, and have been approved to go conduct research or to take credits in a foreign university and accepted as dual degree candidates.
- (2) Students have been selected by a governmental institution and sent to do research in a graduate department in a foreign university or to take credits in a foreign university.
- (3) Students have been chosen by a foreign institution to participate in an exchange program.
- (4) Students have been recommended by the department to which they belong, and have been approved to go to go abroad to conduct research for a thesis.
- (5) Students have been selected and sent abroad by this institution on summer or winter vacation for the purpose of conducting research or studying related to the student's field of study.
- (6) Departments, schools, sections or specialized degree programs have deemed student should go abroad for internship or that student's course of study would benefit from an observation study trip.
- (7) Students are representing the institution or the country at an overseas activity or meeting.
- (8) Students are representing the institution or the country at an arts-related competition.
- (9) Students have been selected as representatives of the country for sporting events wherein they are required to go to a foreign country for training or competition.
- (10) Students who in the case of the death or serious illness of a relative or spouse must leave the country to visit the sick or attend to a death.

- Article 3 Students must be approved by the Ministry of Education or through a project to go abroad to conduct research or study.
- Article 4 Students who go abroad to study at institutions other than those with which this institution has an exchange program must follow the following rules and regulations when requesting leave or taking official study leave.
- (1) For those that request leave for a private matter, no more than a third of the semester can remain.
 - (2) For those that request official leave, in principle no more than a third of the semester can remain.
 - (3) Students taking official study leave must take leave within the given study leave period requirements.
 - (4) Those going abroad for internships are in principle restricted to a three month study period.
 - (5) For students going abroad for advanced study, the study period is restricted to one year, except for doctoral students who have not yet done their military service. Such persons may extend this period for six months, but for one time only. The study period for those participating in international meetings, arts-related competitions, and so on, is three months. Students that exceed the one-third semester limit must take study leave.
- Article 5 When study abroad influences registration or examinations, students must get permission to go through registration procedures or retake the examination upon their return to the institution. In the case that students go to an institution with which this institution has an exchange program agreement or sister school agreement, registration must be done at this institution, and courses for which credit is given at the foreign institution should be as similar as possible to the relevant courses at the home institution.
- In order to confer the student's degree, the courses taken must comply with the overseas institution's graduation requirements and the Ministry of Education's relevant regulations.
- Article 6 The credits taken by students abroad must be approved by the department, school, section or specialized degree program to which students belong and by the relevant authorities. Waivers will be granted after university regulations are considered, and waived credits may not exceed one third of the total credits required to graduate. The recognized grades taken in foreign universities should be recorded on the cumulative academic transcript in the form used by the foreign university and must include the university name and file number designated by the Ministry of Education. The photocopy of the original transcript must be attached.

- Article 7 If students break a rule, do not attend school, or if any improper event occurs during the student's study abroad period, students will be punished in accordance with the rules of this institution.
- Article 8 Students who have yet to do their military service must observe all the relevant regulations and receive permission from the Ministry of Education.
- Article 9 If problems occur with passport application or permission to leave the country, if difficulties occur withdrawing money, if the government scholarship is withheld or must be reimbursed, or if other such matters arise that are not covered in the regulations, all such matters will be dealt with in accordance with the relevant laws and regulations.
- Article 10 Matters not covered in these procedures will all be dealt with in accordance with the other relevant regulations.
- Article 11 Upon being passed at the University Affairs Committee Meeting and approved by the president, these procedures were announced and implemented.

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