

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 at an overseas university and accepted as dual degree candidates.
 - (2) Students have been selected by a governmental entity and sent to do research in a graduate department at an overseas university or to take credits at a foreign university.
 - (3) Students have been chosen by an overseas 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 overseas 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 overseas to conduct research or study.
- Article 4 Students who go overseas 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 who request leave for a private matter, no more than a third of the semester can remain.
 - (2) For those who 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 who exceed the one-third semester limit must take study leave.
- Article 5 When study abroad influences registration or learning assessments, students must get permission to go through registration procedures or retake the learning assessment 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 earned by students studying abroad may, upon approval by the department, school, section or specialized degree program head to which students belong, be granted a waiver and counted toward degree requirements in accordance with university regulations. However, the number of waived credits may not exceed one third of the total credits required for graduation, and the period of study overseas shall be counted in the student's maximum period of study. Approved waived credits and grades from overseas universities shall be recorded on the cumulative academic transcript including the university name. A photocopy of the original transcript from the overseas institution must be retained for verification.

- Article 7 Students who wish to enroll in a distance course or research project course while overseas must apply prior to departure. The credits must be approved by their designated department, the course offering department, and Academic Affairs Division.
- As to maintain the grade fairness, the scores received will not be calculated into the current semester grade ranking; however, these credits and scores will be calculated into other related grade ranking.
- Article 8 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 9 Students who have yet to do their military service must observe all the relevant regulations and receive permission from the Ministry of Education.
- Article 10 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 11 Matters not covered in these procedures will all be dealt with in accordance with the other relevant regulations.
- Article 12 Upon being passed at the 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.****