

National Sun Yat-sen University

Guidelines for the Study and Enrollment Status of Students Going Abroad

Amendment approved by the 2nd Executive Council Meeting of 2011 Academic Year, November 16, 2001

Ratified by Ministry of Education Tai (90) Kao (2) Letter No. 90182119, December 27, 2001

Amendment approved by the 1st Executive Council Meeting for Semester 2 of 2012 Academic Year, February 27, 2013

Amendment approved by the 6th Executive Council Meeting for Semester 2 of 2012 Academic Year, May 8, 2013

Approved by the 137th Academic Affairs Council meeting, October 14, 2013

Articles 5 and 9 ratified by Ministry of Education Chiao-Tai-Kao (2) Letter No. 1020182943, December 12, 2013

- Article 1. The Guidelines were established to deal with the study and enrollment status of students going abroad during the semester.
- Article 2. The Guidelines are applicable to the students below:
- (1) A student who is selected by the university as an exchange student or traveling at their own expense to a foreign university/college in cooperation with the university.
 - (2) A student engaged in short-term exchange, internship, research program, or research for his/her degree thesis.
 - (3) A student who has been nominated by their college, department (institute) or degree program and given approval by the university to undertake a double degree program overseas.
 - (4) A student whose curriculum involves a short-term research program that requires going abroad.
 - (5) Others given special approval by the university to go abroad.
- Article 3. Whether a student given approval to go abroad needs to apply for suspension is left up to the discretion of each college, department (institute) and degree program.
Suspensions should be dealt with in accordance with the relevant rules of the Academic Regulations.
- Article 4. Relevant matters during the student's time overseas:
- (1) They should still complete the University's enrollment procedure during their period abroad (or appoint someone to do so, on their behalf).
 - (2) If the region of the exchange university experiences an international emergency (such as epidemics, political unrest or natural disaster), the student may apply for early return; the Office of Academic Affairs will assist with their enrollment and course selection upon their return; the Office of International Affairs shall assist with their return to the university and the details of their overseas study.
- Article 5. If a student goes abroad according to Article 2 of the Guidelines and did not apply for a suspension, the course credits they undertook at the foreign university (academic credits are in principle calculated on the basis that 18 hours of instruction is equivalent to 1 credit) and their return procedure shall be handled in accordance with the following regulations:

- (1) Credit transfers should first complete the relevant procedures for going abroad.
- (2) The original academic transcript (or proof of academic performance) for the courses undertaken at the foreign exchange university or institution along with the related proof of instruction (including hours of instruction and whether the courses taken were undergraduate or graduate courses) should be submitted with the return to university application form within two months of returning from overseas.
- (3) Credit transfers shall be processed by each college, department (institute) and degree program in accordance with the university's Credit Transfer Guidelines; the time spent studying overseas may count towards their study period and should in principle not exceed one year.
- (4) If a student returned early to the university under Article 4, Paragraph 2, once they complete the return to university procedure assistance may be given for them to undertake additional courses that they can transition into with the approval of their unit and course instructor, and without being subject to the course selection schedule for that semester. The calculation of their grades shall be carried out in accordance with the relevant university regulations for academic assessment.

Article 6. If a student violates the university regulations, engages in other forms of misconduct, or fails to return by the due date after going abroad, they shall be dealt with in accordance with the Academic Regulations and related policies.

Article 7. Matters relating to military service of the student going abroad are subject to related laws and regulations; a student who is obligated to military service is subject to the "Regulations for Exit of Draftees" issued by the Ministry of the Interior.

Article 8. The application of passports and exit permits for students going abroad as well as the receiving, suspension or reimbursement of public financial support, scholarships or other matters not covered in the Guidelines shall be handled in accordance with the related regulations.

Article 9. The Guidelines were approved by the Academic Affairs Council, sanctioned by the University President prior to implementation, and forwarded to the Ministry of Education for reference. Modifications shall follow the same procedure.