

# **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.

英文法規翻譯內容若有疑義，以中文法規為主。

For the avoidance of doubt in English version regulation , Chinese version will be prevailing .

# 國立中山大學學生出國期間有關學業及學籍處理要點

90.11.16 本校 90 學年度第 2 次行政會議修正通過

90.12.27 日教育部臺（90）高（二）字第 90182119 號函准予備查

102.2.27 本校 101 學年度第 2 學期第 1 次行政會議修正通過

102.5.8 本校 101 學年度第 2 學期第 6 次行政會議修正通過

102.10.14 本校 102 學年度第 1 學期第 137 次教務會議修正通過

102.12.12 教育部臺教高（二）字第 1020182943 號函准備查第 5、9 條

107.5.24 本校 106 學年度第 2 學期第 156 次教務會議修正通過

- 一、為本校學生於修業期間出國，有關學業與學籍之處理，特訂定本要點。
- 二、本要點適用之學生如下：
  - (一)經本校甄選為交換生或自費選讀生前往有合作關係之國外學校或機構者。
  - (二)從事短期交流、實習、研修或學位論文相關研究者。
  - (三)經所屬院、系所、學位學程推薦並經學校核准出國就讀雙學位者。
  - (四)修習之課程須短期出國研修者。
  - (五)其他經本校專案核准出國者。
- 三、出國經專案核准者是否須辦理休學，由各院、系所、學位學程決定。休學應依本校學則相關規定辦理。
- 四、學生出國期間相關事項如下：
  - (一)出國期間仍應辦理本校註冊手續(或委託他人代為辦理)。
  - (二)因交換學校為國際緊急情勢地區者(如疫情、政局、天災等)，得申請提前返校；返校後學籍及選課事宜由教務處協助辦理；返校相關事宜及於國外修課相關資料由國際事務處協助辦理。
- 五、學生依本要點第二條規定出國而未辦理休學者，於國外大學所修習之科目學分及返校手續依下列規定辦理：
  - (一)境外修習之科目學分，得依本校「辦理學生抵免學分辦法」申請抵免，惟學生所屬系所無名稱、內容或性質相同之課程可辦理抵免者，得依「本校學生成績作業要點」申請認列學分。學生如欲抵免或認列本校學分，應事先辦理完成出國申請之相關程序。
  - (二)返國後二個月內檢附國外交換學校或機構修習科目之成績單正本(或成績證明書)及相關授課證明(應含授課時數及註明修習之科目為大學部或研究所)併同返校手續單辦理返校手續；應屆畢業生至遲需於次學期上課開始日前完成審核作業，逾期次學期仍應辦理註冊。
  - (三)學生出國進修時間得列入修業年限計算，至多以一年為原則。
  - (四)因第四點第二款提前返校者，於完成返校手續後，得經所屬單位及授課教師同意，協助其加修校內可銜接之相關課程，不受當學期選課期程之限制，其成績計算方式依本校成績評量相關規定辦理。
  - (五)境外修習科目學分之計算，得依本校交換校學分轉換參考表（如附表 1）辦理。倘有需個別認定之情形，得由學生檢附修習學分、修課時數及成績相關證明文件等，由

系所依本校學則第四十七條規定予以認定(原則以授課滿十八小時為一學分)。學分轉換若遇有小數部分，得經系所認定後以四捨五入方式採計學分。

(六)境外修習科目之成績及格標準認定，得依本校交換校成績轉換參考表（如附表2）辦理。倘有需個別認定之情形，應符合本校學則規定之各學制成績及格標準，經系所同意後採計學分。

六、學生出國期間，如有違反校規或其他不端情事或逾期未返校者，依學則及相關規定辦理。

七、學生出國期間有關兵役事宜，除依其相關規定辦理外；役男尚未履行兵役義務者，另依內政部頒「役男出境處理辦法」辦理。

八、學生出國，有關申請護照及入出境許可，支領，停發或賠償公費及獎學金，或其他未規定事項，另依相關規定辦理。

九、本要點經教務會議通過，經校長核定後實施，並報教育部備查；修正時亦同。

附表 1：國立中山大學交換校學分轉換參考表

臺灣	日本地區	一般地區					大陸地區
	日本	亞洲 <sup>1</sup>	大洋洲	美洲 <sup>2</sup>	歐盟 ECTS <sup>3,4</sup>	英國	中國大陸 <sup>5</sup>
1	1	1	4	1	2	5	1
2	2	2	8	2	4	10	2
3	3	3	12	3	6	15	3
4	4	4	16	4	8	20	4
5	5	5	20	5	10	25	5
6	6	6	24	6	12	30	6

\*1：含韓國、新加坡、泰國、菲律賓、越南、印尼、斯里蘭卡。

\*2：含美國、加拿大、智利。

\*3：歐盟學分轉換機制 (European Credit Transfer and Accumulation System，簡稱 ECTS)。

\*4：含法國、芬蘭、荷蘭、瑞典、德國、捷克、匈牙利、奧地利、義大利、斯洛伐克、土耳其、拉脫維亞、比利時、克羅埃西亞、瑞士、挪威。

\*5：含香港、澳門。

附表 2：國立中山大學交換校成績轉換參考表

臺灣	日本	歐盟 ECTS	芬蘭	德國	瑞士	法國	奧地利
A+	A+ / S	A	90-100	1.0-1.5	6	14.25-20	1
A/A-	A	B	80-89	1.6-2.0	5.5	13-14.24	2
B+/B/B- (B-研究所及格標準)	B	C	70-79	2.1-2.5	5	12-12.99	3
C+/C/C- (C-學士班及格標準)	C	D	60-69	2.6-3.5	4.5	10-11.99	4
D	D	E	50-59	3.6-4.0	4	0-10	4
E/F/X	F	F	0-49	4.1-5.0	3.5-1.0		5

臺灣	美國、加拿大	韓國	荷蘭
A+	A+ / A / 4	A+ / 4.5	9
A+	A- / 3.7	A / 4.0	8
A	B+ / 3.3	B+ / 3.5	8
A-	B / 3.0	B / 3.0	8
B+/B	B- / 2.7	C+ / 2.5	7
B/B- (B-研究所及格標準)	C+ / C / 2.0-2.3	C / 2.0	7
C+/C	C- / 1.7	D+ / 1.5	6
C/C- (C-學士班及格標準)	D+ / D / 1.0-1.3	D / 1.0	6
D/E/F/X	D- / 0-0.9	F / 0.0	0-5

臺灣	澳洲
A+/A/A-	7
B+/B/B- (B-研究所及格標準)	6
C+/C/C- (C-學士班及格標準)	5
D	4
E/F/X	1-3