

# NATIONAL SUN YAT-SEN UNIVERSITY

## Guidelines for Processing the Status and Studies of Students Studying Abroad

Amended and approved by the 2<sup>nd</sup> Executive Council Meeting on November 16, 2001, 1<sup>st</sup> semester of School Year 90  
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Amended and approved by the 1<sup>st</sup> Executive Council Meeting on February 27, 2013, 2<sup>nd</sup> semester of School Year 101  
Amended and approved by the 6<sup>th</sup> Executive Council Meeting on May 8, 2013, 2<sup>nd</sup> semester of School Year 101  
Amended and approved by the 137<sup>th</sup> Academic Affairs Meeting on October 14, 2013, 1<sup>st</sup> semester of School Year 102  
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1. The following guidelines have been formulated to regulate matters related to the status and studies of National Sun Yat-sen University (hereinafter referred to as NSYSU or “the University”) students during their period of study abroad.
2. These guidelines shall apply to the following students:
  - 1) Students who are selected for the University’s Exchange Program or who pay out-of-pocket to study at a foreign educational institution that has a collaborative agreement with the University
  - 2) Students who go abroad for short-term reciprocity programs, internships, further studies, or thesis/dissertation-related research
  - 3) Students approved by the University to pursue a dual degree at the recommendation of their home department, institute, degree program, or college
  - 4) Students taking a course that requires a short-term research or study period in a foreign country
  - 5) Students approved to go abroad by the University for other reasons
3. Individual departments, institutes, degree programs, and colleges shall determine whether students who are approved to go abroad shall apply for suspension of studies. Matters related to suspension of studies shall be subject to the applicable regulations set forth in the University’s *Academic Regulations*.
4. Students shall abide by the following regulations while abroad:
  - 1) Students shall complete the University’s enrollment and registration process as usual (or have a third party do so for them) while they are abroad.
  - 2) Exchange students who are studying in a country that is facing a national emergency (such as a disease outbreak, political unrest, or natural disaster) may apply to return to the University early. Matters related to such students’ status and course selection shall be handled with the assistance of the Office of Academic Affairs, while matters related to repatriation and transfer of course records shall be handled with the assistance of the Office of International Affairs.
5. Matters related to the repatriation and course record/credit transfers of students going abroad under Article 2 herein who did not apply for a suspension of studies shall be processed as follows:
  - 1) Course records and credits accrued abroad may be transferred in accordance with the University’s *Credit Transfer Guidelines*. However, if a course to be transferred has no corresponding course (course with the same name, similar contents, or homogeneity) at the student’s home department, the student may apply for credit recognition pursuant to the University’s *Guidelines for Evaluation of Students’ Academic Performance*. Students must complete the necessary application process for going abroad before applying for credit transfers or recognition.
  - 2) Students shall submit the repatriation processing form along with an original copy of the transcript (or grade certificate) and the necessary course taking records (which shall indicate the total lecture hours and whether the course is intended for graduate or undergraduate students) issued by the foreign exchange institution within two months of returning to Taiwan.

Students graduating in the current semester shall complete the aforementioned process by the first day of instruction the following semester; otherwise, they shall be required to enroll in the following semester.

- 3) In principle, up to one year of time spent abroad may be counted as part of students' period of study.
  - 4) Students approved to return to the University early under Article 4, Subparagraph 2 may take the appropriate bridging courses at the University with the approval and assistance of their home department and the course instructors. They shall not be bound by the course selection restrictions instituted for the semester, and their grades shall be calculated in accordance with the University's *Guidelines for Evaluation of Students' Academic Performance*.
  - 5) Calculation of credits for courses taken abroad shall be handled in accordance with the Credit Transfer Schedule for the NSYSU Exchange Program (**Appendix I**). Courses of a special nature may be reviewed on a case-by-case basis provided that the necessary proof of course credits, lecture hours, and grades are available. In principle, one credit may be recognized per 18 hours of lecture pursuant to Article 47 of the University's *Academic Regulations*, with decimal points rounded to the nearest whole number.
  - 6) The passing grade for courses taken abroad shall be subject to the Grades Conversion Schedule for the NSYSU Exchange Program (**Appendix II**). Courses of a special nature may be reviewed on a case-by-case basis by students' home departments in a manner consistent with the passing criteria for each academic division set forth in the University's *Academic Regulations*.
6. Matters related to students' violations of University policies and other misconducts while abroad or late returns shall be handled in accordance with the *Academic Regulations* and other applicable regulations of the University.
  7. Matters related to students' military service duties shall be handled in accordance with applicable regulations; draftees who have yet to serve in the military shall additionally be subject to the Ministry of the Interior's *Regulations for Exit of Draftees*.
  8. Matters related to students' passport and entry/exit permit applications, payment/termination/reimbursement of public expenses/scholarships, or any other matter not addressed herein shall be handled in accordance with applicable regulations.
  9. These guidelines shall be implemented following passage by the Academic Affairs Meeting and approval by the President of the University, after which they shall be reported to the Ministry of Education for recordation. The same shall apply when amendments are made.

### Appendix I: Credit Transfer Schedule for the NSYSU Exchange Program

Taiwan	Japan	Other countries					Mainland area
	Japan	Asia <sup>1</sup>	Oceania	Americas <sup>2</sup>	EU-ECTS <sup>3,4</sup>	The UK	Mainland China <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: Including Korea, Singapore, Thailand, the Philippines, Vietnam, Indonesia, and Sri Lanka

\*2: Including United States, Canada, and Chile

\*3: ECTS: European Credit Transfer and Accumulation System

\*4: Including France, Finland, the Netherlands, Sweden, Germany, the Czech Republic, Hungary, Austria, Italy, Slovakia, Turkey, Latvia, Belgium, Croatia, Switzerland, and Norway

\*5: Including Hong Kong and Macau

### Appendix II: Grades Conversion Schedule for the NSYSU Exchange Program

Taiwan	Japan	EU ECTS	Finland	Germany	Switzerland	France	Austria
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- (Graduate program passing grade: B-)	B	C	70-79	2.1-2.5	5	12-12.99	3
C+/C/C- (Undergraduate passing grade: C-)	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

Taiwan	United States and Canada	Korea	Netherlands
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- (Graduate program passing grade: B-)	C+ / C / 2.0-2.3	C / 2.0	7
C+/C	C- / 1.7	D+ / 1.5	6
C/C- (Undergraduate passing grade: C-)	D+ / D / 1.0-1.3	D / 1.0	6
D/E/F/X	D- / 0-0.9	F / 0.0	0-5

Taiwan	Australia
A+/A/A-	7
B+/B/B- (Graduate program passing grade: B-)	6
C+/C/C- (Undergraduate passing grade: C-)	5
D	4
E/F/X	1-3

# 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