



## Tunghai University Disposal Directions for Students' School Work & Academic Status during Abroad

Amendment Approved by Meeting of Academic Affairs on November 25, 2014

Article 3, 4, 7 of March 5, 2015 MOE Tai-Jiao-Gao-(2)- No. 1040007299 Letter for Future Reference

Article 1. Regarding the disposal for students of the School's departments (institutions) on school work and academic status during abroad shall be handled in accordance with the Directions herein.

Article 2. The Directions herein shall apply to students who meet one of the following circumstances:

- 1-1. any person recommended by the department (institution) he or she studies in and approved to research or study courses and credits at offshore universities (colleges) by our School.
- 1-2. any person selected and sent to the offshore universities (colleges) which have cooperative relationship with our School as a student of dual degree system or an exchange student.
- 1-3. any person recommended by the department (institution) he or she studies in and approved to work abroad on studies related to dissertations.
- 1-4. any person recommended by government institutions to research or study courses and credits at offshore universities
- 1-5. any person going abroad for observation and emulation or on probation depending on the course' or studies' needs of the department (institution) he or she studies in
- 1-6. any person leaving the country to participate in international events, conferences, contests or to be trained on behalf of the School.
- 1-7. a person must exit because any lineal relative or spouse is dying or dead or for visiting patient or funeral.

Article 3. Overseas universities that students leaving for to research or study at and the course credits awarded shall meet the requirements of and be limited to provisions of Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education, The Regulations Governing the Accreditation of Schools in Mainland China, and Academic Credential Verification and Accreditation Methods adopted in Hong Kong and Macao prescribed by the Ministry of Education.



Article 4. Term of being overseas for students shall be prescribed as follows:

- 4-1. Term of being overseas for personal leave or statutory reasons shall be less than one third of semester teaching hours.
- 4-2. Term of being overseas for suspension shall be limited to the term prescribed in the School Regulations.
- 4-3. Term of being overseas for extension education according to Paragraph 1 to 4, Article 2 of the Directions hereto, except for pursuing dual degree, shall be limited to one year, provided that such restriction does not apply to those special cases approved by the President of the School.

Article 5. Except being overseas for extension education according to Paragraph 1 to 4, Article 2 of the Directions hereto, term of being overseas for over one third of semester teaching hours, the student shall handle suspension procedures in advance.

Article 6. If the registration or semester exams were affected because of the term of being overseas, the students may be approved to register supplementary or take a make-up examination after returning to School.

Article 7. Going abroad according to Paragraph 1 to 4, Article 2 of the Directions hereto without handling suspension procedures, the study length of being overseas shall be included in the term of study.

Students shall take at least one course each semester during the period of exchange programs and studies overseas, and shall submit certificates of results and relevant documents within two months after the completion of semesters so as to handle matters of credits assessment and recognition. Whether such courses will be recognized and the number of credits will count toward graduation requirements should be approved by the Office of Academic Affairs after the review conducted by the department (institution) and the degree programs such student studies at, and then shall be logged into the transcript of the study years. However, the same courses such student has completed at this School may not be applied for assessment and recognition.

When the credits awarded overseas by the students plus the results are logged in the transcripts of the School, it shall all be handled in accordance with the provisions of the School's Operation Directions Governing Teacher's Submission of and Corrections to Results.

Article 8. During the term being overseas for extension education, if the student violated school rules or committed other misconduct violations or overdue return to school,



the matters shall be handled in accordance with the School's regulations of rewards and punishment on students and the School Regulations.

Article 9. Matters regarding military services and entry exit permit shall be handled according to “ Regulations for Exit of Draftees” and relevant laws and regulations.

Article 10. Matters not mentioned in the Directions hereto shall be handled in accordance with the School Regulations and relevant provisions.

Article 11. The Directions herein shall be approved by the meeting of Academic Affairs and implemented after public announcement, and shall be reported to the Ministry of Education for future reference.