

National Chi Nan University Regulations on Academic Affairs and Student Status Management During Overseas Stays

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101st Academic Year on June 5, 2013

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Article 1 To address matters related to academic affairs and student status for students of the University who go abroad during their period of study, these regulations are hereby established in accordance with Article 26, Paragraph 3 of the University Academic Regulations (hereinafter referred to as the "Academic Regulations").

Article 2 These regulations apply to the following categories of students:

1. Students who have been recommended by their department (graduate institute or degree program) and approved by the University to conduct research or take courses for credit at an overseas university or college.
2. Students who have been selected by a government agency to conduct research or take courses for credit at an overseas university or college.
3. Students who have been selected by the University as exchange students to overseas universities or colleges that have an academic cooperation agreement with the University.
4. Students who have been recommended by their department (graduate institute or degree program) and approved by the University to go abroad for research related to their thesis or dissertation.
5. Students who go abroad for observation or practicum as required by the curriculum or research of their department (graduate institute or degree program).
6. Students who go abroad to represent the University or the nation in international activities or conferences.
7. Students who go abroad to represent the nation in international arts or talent competitions.
8. Students who are selected as national athletic representatives to go abroad for training or to participate in competitions.

The overseas universities or colleges referred to in the preceding paragraph must comply with the recognition standards set by the Ministry of Education.

Article 3 Students of the University who go abroad without applying for a leave of absence must still complete registration procedures for each semester as scheduled, except during winter or summer breaks, when otherwise stipulated by a government agency or academic cooperation agreement, or if special circumstances have been approved on a case-by-case basis.

Article 4 The approved period of a student's stay abroad exceeds one-third of the total instructional hours for the semester, the student may not enroll in courses at the University for that semester, and the provision in Article 49, Item 8 of the Academic Regulations regarding mandatory withdrawal shall not apply. However, this restriction does not apply to master's and doctoral students who, prior to going abroad, submit a written application stating their reasons and receive special approval from their department (graduate institute or degree program) to take a seminar course.

If the approved period of a student's stay abroad does not exceed one-third of the total instructional hours for the semester, the student must still enroll in courses at the University

for that semester, except in cases where the exception clause of Article 49, Item 8 of the Academic Regulations applies, allowing course enrollment to be waived.

Undergraduate students who, in accordance with the first paragraph, are not permitted to enroll in courses during their stay abroad shall not have their academic performance or class ranking for that semester considered when applying for early graduation under the Academic Regulations.

Article 5 If a student's approved period of stay abroad exceeds one-third of the total instructional hours for the semester but is cut short for any reason, the actual date of return to the University shall serve as the basis for handling the situation in accordance with the following provisions:

1. If the actual return date falls within one-third of the total instructional hours for the semester, the student may, with special approval, retroactively complete course registration for that semester. The period from the start of classes to the actual return date shall be processed as a leave of absence.
2. If the actual return date is beyond one-third of the total instructional hours for the semester, the student must apply for a leave of absence for that semester. If the maximum leave of absence period of two years has already been reached, an extension may be granted only through the procedures specified in Article 44, Paragraph 4 of the Academic Regulations and with special approval.

Article 6 For students going abroad under Items 1 to 4 of Article 2, if they have completed registration at the University and have not applied for a leave of absence, the period of their stay abroad shall be counted toward the time limit for degree completion, but only up to a maximum of one academic year.

During their stay abroad, students who take courses for credit at an overseas university or college must submit an official transcript from the host institution. Credit transfer shall be granted at the discretion of each department (graduate institute or degree program), based on the University's Credit Transfer Regulations and the principle that 18 instructional hours equal one credit.

Article 7 During their stay abroad, students with military service obligations must comply with Article 48 of the Enforcement Act of the Military Service Act.

Article 8 Matters not covered by these regulations shall be handled in accordance with relevant government laws and regulations, the Academic Regulations, and other applicable rules of the University.

Article 9 These regulations shall take effect upon approval by the Academic Affairs Meeting and public announcement and shall be submitted to the Ministry of Education for record.