

Chung Yuan Christian University (CYCU)

Management of Student Academic Issues and Status during Absence for Study Abroad Policies

Amended by the 724th Administrative Coordination Meeting
February/1st, 2000. Approved for Amendment by the Ministry of Education in reference to document Tai-Kao-
(II)-tzu-89012991

Amended by the 870th Administrative Coordination Meeting on January 7, 2010.

Amended by the 879th Administrative Coordination Meeting on October 7, 2010.

March/6th, 2011. Approved for Amendment by the Ministry of Education in reference to document Tai-Kao-(II)-
tzu-1000041370

Amended by the 990th Administrative Coordination Meeting on May 6, 2021.

June/30th, 2021. Revised by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2020-2021.

July/30th, 2011. Approved for Amendment by the Ministry of Education in reference to document Tai-Kao-(II)-
tzu-1100101008

July/19th, 2023. Revised by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2022-2023.

Article 1 These policies relative to students studying abroad prior to graduation, have been established to manage their academic issues and status in accordance with Article 29 of the University Act and any other relevant provisions or regulations announced by the Ministry of Education of Taiwan.

Article 2 These policies is applicable to students listed below:

- I. Students, who have been recommended by their departments (graduate schools) and have been approved by CYCU, to go to universities abroad to do research or to study for credits.
- II. Students, who are selected by governmental organizations, who go to universities abroad to do research or to study for credits.
- III. Exchange students selected by CYCU and sent to foreign universities that have cooperative programs with CYCU.
- IV. Students who are recommended by their departments (graduate schools) and are approved by CYCU, who go abroad to do research relevant to degrees and dissertations.
- V. Students who are required to go abroad for learning or internship in accordance with the curriculum or research for their departments (graduate schools).
- VI. Students who represent CYCU or Taiwan and go abroad to participate in international activities or conferences.
- VII. Students who represent Taiwan and go abroad to participate in international competitions.
- VIII. Students who are selected as athletic representatives for Taiwan and go abroad for site training or contests.
- IX. Students whose lineal relatives or spouse are critically ill or have passed

away and they need to go abroad to visit them or to attend a funeral or memorial service for them.

Article 3 Foreign universities for research or further study that CYCU students may attend prior to graduation must be acknowledged and approved by the Ministry of Education of Taiwan.

Article 4 Regulations for the periods of time and study abroad are as follows:

1. Going abroad for business: the absence period shall not exceed one-third of the total hours per semester of a student.
2. Going abroad for public reasons: the absence period shall not exceed one-third of the total hours per semester of a student.
3. Going abroad with suspension: subject to the limits of suspension stated in relevant CYCU policies and regulations.
4. Students who go abroad for further study as per the first four (4) items of Article 2 may apply for special projects, which may last no longer than the study periods designated for special projects.

Article 5 If enrollment or tests within a semester are affected by the absence while being abroad, students may make up for the enrollment requirements or tests after returning to school. Those who go abroad for special projects may authorize a substitute to carry out the enrollment procedures.

Article 6 Students who go abroad as per the first four (4) rules of Article 2 study and obtain credits for some subjects abroad may be transferred and recognized based upon CYCU procedures for transferring credits. The duration of time for study abroad may be counted in the academic study period, subject to a maximum extension of one year. Credits obtained from studying abroad shall be recorded in the student's transcript. Students approved by the Ministry of Education of Taiwan for study abroad shall be noted with the approval number in the remark column on the transcript.

Article 7 If students violate CYCU regulations, perform illegal actions, or fail to return to CYCU, actions may be taken in accordance with the disciplinary rules and the *CYCU Academic Policies*.

Article 8 Students who have not yet served their military service (from Jan. 1 of the next year after the age of eighteen to Dec. 31 after the age of forty-five should follow CYCU rules and regulations for departure for military service.

Article 9 For students going abroad, matters related to passport application, entry and exit permits, disbursement, suspension, or reimbursement of public funding and scholarships, or other unspecified matters, shall be handled in accordance

with the relevant regulations.

Article 10 The Guidelines shall take effect after they are approved at the Academic Affairs Meeting and announced by the President. The same shall apply to all subsequent amendments.