

# **Chung Yuan Christian University (CYCU)**

## **Domestic University Exchange Student Policies**

Amended by the 835th Administrative Coordination Meeting on April 12, 2007.

Amended by the 871st Administrative Coordination Meeting on February 08, 2010.

Amended by August/25th, 2016, Official Letter No. 1050002657 (Yuan-Mi-Tzi)

Amended by the 961st Administrative Coordination Meeting on May 24, 2018.

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

- Article 1      These policies have been established to promote CYCU's cooperation with domestic universities in academic fields and improve students' learning motivation and outcomes.
- Article 2      The universities with which CYCU cooperates (referred to as cooperating schools herein) shall sign contracts of agreement with CYCU. Such cooperating schools shall be recognized as colleges or universities by the Taiwan Ministry of Education.
- Article 3      Students who have completed more than one (1) semester for a bachelor's degree or a master's degree and who also meet the requirements as follows may apply for one semester or a year to exchange and follow the selection procedures for being recognized as an exchange student with a domestic university (cooperating school).
1. Students who are outstanding in both academic and conduct grades, and who rank in the top fifty (50%) of academic grades of their class or department, or whose GPA of full academic transcript that is not lower than seventy (70) points, as well as having a conduct grade that is not lower than eighty (80) points.
  2. Students who have other relevant records that are beneficial to the application (personal portfolios or certificates of award).
- Article 4      The necessary documents to be filed with an application to be recognized and approved as a domestic exchange student are as follows:
1. Application form.
  2. Official copy of Transcript (including the rank).
  3. Course plan.
  4. Parental consent.
  5. Any other materials designated as being necessary to determine and approve the application.
- Article 5      The procedures of selection are as follows:
1. The CYCU Office of Academic Affairs announces the domestic universities for exchange and admission quota.

2. Students' applications shall be approved by the chairman of the student's department.
3. The applications of qualified students shall be referred to the CYCU Office of Academic Affairs for approval, it may have an interview if necessary.

- Article 6 Only two applicants from individual departments will be selected for the domestic exchange students.
- Article 7 The CYCU of Academic Affairs will notify individual departments and applicants of the admission list which also will be announced on the Internet.
- Article 8 After being qualified, the applicant shall prepare all relevant documents that cooperating schools require. CYCU will send recommendation letters to cooperating schools. The applicants will be recognized as exchange students after being approved by the cooperating schools.
- Article 9 Students shall apply to the CYCU of Academic Affairs for disqualification before the cooperating schools start a new semester.  
The CYCU of Academic Affairs will notify cooperating schools and individual departments. The exchange students could not apply for postponing or substituting.  
If those applicants did not apply for disqualification in accordance with the former policy, they could not apply again.
- Article 10 The student's exchange study period will be counted in the academic year, and it is limited to one academic year for exchange. Besides, there is no extension that could be applied for, and the principal is one school, one time.  
Students who have been qualified as exchange students of foreign universities could not apply for a domestic university exchange.
- Article 11 Exchange students shall enroll and pay the fees of the original school. Students may select courses from the cooperating school, with the minimum of optional courses and credit hours being in accordance with the requirements of CYCU.
- Article 12 After finishing the exchange, students should hand in the transcripts to conduct credit waivers in accordance with the policies and regulations of CYCU. The credit waiver of taken courses will be referred to individual departments.
- Article 13 During the exchange, in addition to complying with the school rules of the cooperating school, the code of conduct shall be handled in accordance with the school's student reward and punishment measures.

Article 14 All other relevant matters not covered in these policies shall be governed by relevant policies and regulations of the Taiwan Ministry of Education, CYCU, and cooperating schools.

Article 15 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.