

## Guidelines for Students at National Central University

### Traveling or Studying Overseas

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1. Matters relating to University students traveling or studying overseas shall be processed in accordance with these guidelines.
2. These guidelines are applicable to students who meet any of the following criteria:
  - (1) Have the recommendation of their department or graduate institute and the approval of the University to go abroad to conduct research or to take credit courses at a foreign college or university;
  - (2) Have been selected by a governmental organization to go abroad to conduct research or to take credit courses at a foreign college or university;
  - (3) Have been selected by the University to become an exchange student at a foreign college or university with which the University has formed a cooperative relationship;
  - (4) Have the recommendation of their department or graduate institute and the approval of the University to go abroad to conduct research relating to their thesis or to enroll in an International Dual Degree Program at a foreign college or university;
  - (5) Are required by their department or graduate institute to participate in an overseas excursion or internship;
  - (6) Are required by their department or graduate institute to participate in a practicum held abroad;
  - (7) Are participating in an international event or attending a conference held abroad;
  - (8) Are representing Taiwan in international skills competition;
  - (9) Are a member of a national sports team selected to go abroad in order to receive training or to take part in a competition as a representative of Taiwan;
  - (10) Need to go abroad to visit a family member in critical condition or to attend the funeral of a lineal relative related by blood or marriage.
3. Students going abroad to conduct research or pursue studies may only do so at colleges and universities recognized by the Ministry of Education.
4. Durations of Overseas Stay:
  - (1) The duration of an overseas stay for students on a personal leave shall not exceed one-third of the semester;

- (2) The duration of an overseas stay for students on a leave for public affairs shall, in principle, not exceed one-third of the semester;
  - (3) The duration of an overseas stay for students taking a suspension of studies shall follow the suspension period specified in the University's *Study Regulations*;
  - (4) The duration of an overseas stay for students participating in overseas internships shall, in principle, not be longer than three months;
  - (5) The duration of an overseas stay for draftees shall follow the *Regulations for Exit of Draftees* and other pertinent rules and regulations. Students should apply for a suspension of studies prior to going abroad if they do not want the time spent studying overseas included in the calculation of their period of study at the University.
5. Students studying abroad who are unable to meet the University's registration deadline or attend a necessary exam held at the University during their overseas stay may apply for late registration or make-up exams after resuming their studies at the University provided they have the approval of the head of their department or graduate institute and of the dean of Academic Affairs.
  6. In cases where the student studying overseas remains enrolled at the University, all credit hours earned and grades obtained from courses taken abroad that have been approved by the student's department and graduate institute at the University shall be processed in accordance with the rules and regulations governing interuniversity course selection. The total credit hours earned and grades obtained shall be recorded on the student's semester transcript; whether or not credit hours earned overseas are to be counted toward the student's minimum credit hours required for graduation shall be left to the student's department or graduate institute to decide.
  7. Students studying overseas who remain enrolled at the University must fax a copy of their course selection information to their home department or graduate institute to be reviewed by the departmental chair or head of the graduate institute in which they are enrolled; they must also see that an official copy of their semester transcript is sent to their home department or institute for review no later than two months after the semester ends at the institution in which they are studying abroad; these transcripts shall be forwarded to the Office of Academic Affairs for final review.
  8. Students who violate university regulations or engage in improper conduct during their overseas stay or who fail to resume studies at the University within the designated deadline shall be dealt with in accordance with the University's rules and regulations governing student affairs and the *Study Regulations*.
  9. Any student studying overseas between the age of 18 and 40 who has not completed his compulsory military service must comply with the *Regulations for Exit of Draftees*; moreover,

the University must obtain the approval of the Ministry of Education before that student is permitted to leave the country.

10. Any matters relating to researching or studying abroad that are not covered by these guidelines (e.g., applications for passports or entry or exit permits, disbursements, suspensions or repayments of government grants or scholarships) shall be processed in accordance with the relevant rules and regulations.
11. The aforementioned guidelines shall be implemented and entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the Ministry of Education. The same procedure applies to any amendment of these guidelines.