

# National Chengchi University Guidelines for Studying Abroad

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**Article 1** National Chengchi University (hereafter referred to as NCCU) has formulated this set of Guidelines for the express purpose of enhancing NCCU's exchange in international academics and culture by supporting and assisting students who wish to study and register for courses abroad.

**Article 2** Any student who wishes to apply for course selection from a foreign university should choose a foreign university with an academic exchange collaboration with NCCU or a foreign university that has been approved on a case by case basis by NCCU.

**Article 3** Undergraduate students registered for their third semester and beyond, and Master's and PhD students registered for their second semester and beyond may study abroad.

**Article 4** Students applying for courses at foreign universities shall submit the appropriate documentation as well as an NCCU abroad enrollment application and apply to each relevant college department and institute. After obtaining the initial approval of the relevant college departmental or institute heads, the applicant should then bring the application and documentation to the college dean for review and signature; only after an additional round of review and approval by the International Cooperation Center, and further approval from the Office of Student Affairs, Office of Academic Affairs, and the NCCU President is received, will the application process for studying abroad be completed. Students shall complete the application process prior to the faculty endorsement and withdrawal phase of the semester abroad.

**Article 5** Students studying and selecting courses at universities abroad are limited to two years at most. Each application is limited to a maximum of one academic year. However, this specified limit does not apply to winter and summer vacations, in which no courses are selected.

Students who study abroad to pursue dual degrees may extend this time limit with authorization.

Students must still register at NCCU while studying abroad and pay the relevant NCCU fees. Exchange students that have entered into a mutually beneficial arrangement to waive the payment of miscellaneous fees and tuition must pay NCCU's tuition, miscellaneous fees, insurance fees, as well as computer and network communication facilities fees. Other students must pay NCCU's tuition, insurance fees, as well as computer and network communication facilities fees.

Article 6 After completing class selection, students shall their send class selection information to their respective college departments or institutes at NCCU for approval to earn transfer credit.

Article 7 Credits for courses taken abroad and upon return will be processed according to the following regulations:

1. During their time abroad, Bachelor's and Master's students should register for at least one course per semester at the foreign university.
2. Upon completion of their overseas studies, students should obtain an official copy of their transcripts or an official grade report from the foreign university and apply for transfer credit no later than after 1/3 of the entire duration of the next semester. Once transfer credits are approved, the students are allowed to graduate if they meet graduation requirements.  
Except for special circumstances that have been approved, transfer credit applications are not accepted after the prescribed time limit. The Office of Academic Affairs will record "courses taken abroad do not meet regulations, credit shall not be transferred" on the overall transcript.
3. Transfer credit applications for courses taken abroad shall be submitted to the academic units based on course properties, identified and signed by the respective departments. They must be subsequently approved by the Office of Academic Affairs. Subjects and credits that have been approved will be recorded on the overall transcript by the Office of Academic Affairs.
4. The maximum credits obtained abroad that can be counted for Master's and PhD students may not surpass 1/2 of the total credits required for graduation; the maximum credits transferred for

Bachelor's students may not surpass 1/3 of the credits required for graduation.

The maximum of credits transferred for students pursuing dual degrees may not surpass 2/3 of the credits required for graduation.

Article 8 Draftees who intend to select courses abroad shall submit applications in accordance with the Ministry of the Exterior's Regulations for Exit of Draftees.

Necessary documentation shall be prepared no later than a month before departure and sent by the recommending institution to the local government agency of the student's registered residence for review. For students applying on their own, documents shall be delivered by their respective departments.

Article 9 For academic or student status issues that are related to but not specifically stated in these Guidelines, the student shall refer to and comply with relevant rules.

Article 10 The Rules shall take effect upon the approval at the Administration Meeting and subsequent announcement by the President. Any amendments to these Guidelines shall follow the same procedure to be deemed effective.