

Wenzao Ursuline University of Languages

Guidelines for International Exchange Student's Status & Transfer of Credits

Approved at the Research and Development Committee meeting on November 19, 2003
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Amended at the Executive Committee meeting on January 7, 2014
Ratified by the University President on January 28, 2014

Article I. Wenzao Ursuline University of Languages has enacted the Guidelines for the Establishment of International Exchange Student's Status & Transfer of Credits (hereinafter "Guidelines") to encourage its students to participate in student exchange programs.

Article II. The eligible students are students selected in accordance with the Guidelines Governing the Selection of Students for the International and Cross-Strait Exchange Program. For students who are not selected based on this Regulations, their student statuses and studies have to comply with the Guidelines for International Exchange Student's Status & Study with Regard to Students Who Apply for Studying Abroad by Themselves.

Article III. Students who are draftees should submit all documents two months before studying abroad to Office of Student Affairs for approval by the MOE based on the Guidelines for Students Who Do Not Fulfill Their Duty of Military Service and Are Planning to Participate in The International Academic/Sports Activities Abroad.

Article IV. The duration of studying abroad has to be within one year.

If it is a short-term study, due to the timing, final exam can be started earlier at the School; the grades calculation should follow the Guidelines for Requesting Leave (for official leave).

Students who study abroad for more than one semester do not need to apply for withdraw. However, they should still complete the enrollment procedures before the beginning of the semester; unless stated in other regulations, full tuition and fees as well as the fees of transferred credits must be paid.

Article V. Students should mail their curricula at institutions abroad to the School after completing the course selection.

Article VI. Rules of credits and transfer of credits are stated below:

1. Every semester, university students must register for a minimum of 10 credits and students of graduate institute for a minimum of 6 credits or the minimum credits required by institutions abroad (credit calculation is based on the system of institutions abroad).
2. Credits from institutions abroad can be transferred and the grades are not calculated for semester (academic year) as average grades for the graduation grades.
3. The transferred credits are evaluated by the School based on the doctrine of liberal construction.
4. Students who attended the full length of the study program and acquired the official transcripts of the curriculums should submit the records to the School after returning to Taiwan. Each Dept. should submit the approved transferred credits to Registration Section, Office of Academic Affairs (Academic Affairs Section, Division of Continuing Education) within one month for conducting the transfer of credits.
5. Graduating students whose credits are transferred and meet the eligibility for graduation, degrees will be conferred after approval.

Article VII. Matters not specified in these Guidelines shall be resolved according to other related regulations.

Article VIII. These Guidelines become effective after review and approval by the Executive Committee and ratification by the University President. Amendments must follow the same procedure.