

Wenzao Ursuline University of Languages

Guidelines for International Exchange Student's Status & Study with Regard to Students Who Apply for Studying Abroad by Themselves

Approved at the Academic Affairs Committee on November 1, 2005

Ratified by the President on December 6, 2005

Approved at the Academic Affairs Committee on July 29, 2013

Ratified by the President on August 30, 2013

- I. The Guidelines are established to handle the status and academic studies of students of the University who apply to study abroad and who have received official admission from the foreign college/university.
- II. Students who apply to study abroad during their permitted period of study shall complete the procedures for suspension in accordance with relevant regulations stipulated in the Academic Policies of the University.
- III. The student's period of study abroad shall be limited to one year.
- IV. The foreign college/university that the student applies for shall be recognized by the Ministry of Education. Students shall prepare all relevant documents, including the admission letter from the foreign college/university and submit the application at least two months before the date of departure. The application shall be approved by the review committee of the department.
- V. Upon returning to the University and applying for study resumption, students who received approval from their departments to study abroad shall prepare all relevant documents, including an official transcript of records and a syllabus for all courses taken to apply for the transfer of credits earned during their study abroad (In principle, 1 credit equals 18 hours) in accordance with relevant regulations governing credit transfer.
- VI. Any matters related to students' status and study abroad not stipulated herein shall be conducted in accordance with relevant regulations of the University.
- VII. The Guidelines become effective after they are approved by the Academic Affairs Committee and ratified by the President. Revisions must follow the same procedures.