

NATIONAL SUN YAT-SEN UNIVERSITY

Guidelines for Processing the Status and Studies of Students Studying Abroad

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1. The following guidelines have been formulated to regulate matters related to the status and studies of National Sun Yat-sen University (hereinafter referred to as NSYSU or “the University”) students during their period of study abroad.
2. These guidelines shall apply to the following students:
 - 1) Students who are selected for the University’s Exchange Program or who pay out-of-pocket to study at a foreign educational institution that has a collaborative agreement with the University
 - 2) Students who go abroad for short-term reciprocity programs, internships, further studies, or thesis/dissertation-related research
 - 3) Students approved by the University to pursue a dual degree at the recommendation of their home department, institute, degree program, or college
 - 4) Students taking a course that requires a short-term research or study period in a foreign country
 - 5) Students approved to go abroad by the University for other reasons
3. Individual departments, institutes, degree programs, and colleges shall determine whether students who are approved to go abroad shall apply for suspension of studies. Matters related to suspension of studies shall be subject to the applicable regulations set forth in the University’s *Academic Regulations*.
4. Students shall abide by the following regulations while abroad:
 - 1) Students shall complete the University’s enrollment and registration process as usual (or have a third party do so for them) while they are abroad.
 - 2) Exchange students who are studying in a country that is facing a national emergency (such as a disease outbreak, political unrest, or natural disaster) may apply to return to the University early. Matters related to such students’ status and course selection shall be handled with the assistance of the Office of Academic Affairs, while matters related to repatriation and transfer of course records shall be handled with the assistance of the Office of International Affairs.
5. Matters related to the repatriation and course record/credit transfers of students going abroad under Article 2 herein who did not apply for a suspension of studies shall be processed as follows:
 - 1) Course records and credits accrued abroad may be transferred in accordance with the University’s *Credit Transfer Guidelines*. However, if a course to be transferred has no corresponding course (course with the same name, similar contents, or homogeneity) at the student’s home department, the student may apply for credit recognition pursuant to the University’s *Guidelines for Evaluation of Students’ Academic Performance*. Students must complete the necessary application process for going abroad before applying for credit transfers or recognition.
 - 2) Students shall submit the repatriation processing form along with an original copy of the transcript (or grade certificate) and the necessary course taking records (which shall indicate the total lecture hours and whether the course is intended for graduate or undergraduate students) issued by the foreign exchange institution within two months of returning to Taiwan.

Students graduating in the current semester shall complete the aforementioned process by the first day of instruction the following semester; otherwise, they shall be required to enroll in the following semester.

- 3) In principle, up to one year of time spent abroad may be counted as part of students' period of study.
- 4) Students approved to return to the University early under Article 4, Subparagraph 2 may take the appropriate bridging courses at the University with the approval and assistance of their home department and the course instructors. They shall not be bound by the course selection restrictions instituted for the semester, and their grades shall be calculated in accordance with the University's *Guidelines for Evaluation of Students' Academic Performance*.
- 5) Calculation of credits for courses taken abroad shall be handled in accordance with the Credit Transfer Schedule for the NSYSU Exchange Program (**Appendix I**). Courses of a special nature may be reviewed on a case-by-case basis provided that the necessary proof of course credits, lecture hours, and grades are available. In principle, one credit may be recognized per 18 hours of lecture pursuant to Article 47 of the University's *Academic Regulations*, with decimal points rounded to the nearest whole number.
- 6) The passing grade for courses taken abroad shall be subject to the Grades Conversion Schedule for the NSYSU Exchange Program (**Appendix II**). Courses of a special nature may be reviewed on a case-by-case basis by students' home departments in a manner consistent with the passing criteria for each academic division set forth in the University's *Academic Regulations*.
6. Matters related to students' violations of University policies and other misconducts while abroad or late returns shall be handled in accordance with the *Academic Regulations* and other applicable regulations of the University.
7. Matters related to students' military service duties shall be handled in accordance with applicable regulations; draftees who have yet to serve in the military shall additionally be subject to the Ministry of the Interior's *Regulations for Exit of Draftees*.
8. Matters related to students' passport and entry/exit permit applications, payment/termination/reimbursement of public expenses/scholarships, or any other matter not addressed herein shall be handled in accordance with applicable regulations.
9. These guidelines shall be implemented following passage by the Academic Affairs Meeting and approval by the President of the University, after which they shall be reported to the Ministry of Education for recordation. The same shall apply when amendments are made.

Appendix I: Credit Transfer Schedule for the NSYSU Exchange Program

Taiwan	Japan	Other countries					Mainland area
	Japan	Asia ¹	Oceania	Americas ²	EU-ECTS ^{3,4}	The UK	Mainland China ⁵
1	1	1	4	1	2	5	1
2	2	2	8	2	4	10	2
3	3	3	12	3	6	15	3
4	4	4	16	4	8	20	4
5	5	5	20	5	10	25	5
6	6	6	24	6	12	30	6

*1: Including Korea, Singapore, Thailand, the Philippines, Vietnam, Indonesia, and Sri Lanka

*2: Including United States, Canada, and Chile

*3: ECTS: European Credit Transfer and Accumulation System

*4: Including France, Finland, the Netherlands, Sweden, Germany, the Czech Republic, Hungary, Austria, Italy, Slovakia, Turkey, Latvia, Belgium, Croatia, Switzerland, and Norway

*5: Including Hong Kong and Macau

Appendix II: Grades Conversion Schedule for the NSYSU Exchange Program

Taiwan	Japan	EU ECTS	Finland	Germany	Switzerland	France	Austria
A+	A+ / S	A	90-100	1.0-1.5	6	14.25-20	1
A/A-	A	B	80-89	1.6-2.0	5.5	13-14.24	2
B+/B/B- (Graduate program passing grade: B-)	B	C	70-79	2.1-2.5	5	12-12.99	3
C+/C/C- (Undergraduate passing grade: C-)	C	D	60-69	2.6-3.5	4.5	10-11.99	4
D	D	E	50-59	3.6-4.0	4	0-10	4
E/F/X	F	F	0-49	4.1-5.0	3.5-1.0		5

Taiwan	United States and Canada	Korea	Netherlands
A+	A+ / A / 4	A+ / 4.5	9
A+	A- / 3.7	A / 4.0	8
A	B+ / 3.3	B+ / 3.5	8
A-	B / 3.0	B / 3.0	8
B+/B	B- / 2.7	C+ / 2.5	7
B/B- (Graduate program passing grade: B-)	C+ / C / 2.0-2.3	C / 2.0	7
C+/C	C- / 1.7	D+ / 1.5	6
C/C- (Undergraduate passing grade: C-)	D+ / D / 1.0-1.3	D / 1.0	6
D/E/F/X	D- / 0-0.9	F / 0.0	0-5

Taiwan	Australia
A+/A/A-	7
B+/B/B- (Graduate program passing grade: B-)	6
C+/C/C- (Undergraduate passing grade: C-)	5
D	4
E/F/X	1-3