CTU Regulations regarding Student’s Academic Affairs

And Academic Status While Abroad

Written at the Academic Affairs Meeting on July 22nd, 2010

Article 1 These Regulations are pursuant to CTU’s University Rules and Regulations.

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| Article 2 These Regulations are applicable to the following CTU students： |

1. Studying abroad
2. Students who independently apply and are approved by their department or graduate institute to conduct research abroad for course credits.
3. Students who are recommended by their department, graduate institute, or degree program to conduct research overseas, or study abroad for course credits.
4. Students who are chosen by the government to conduct research overseas or study abroad for course credits.
5. Students who are selected to attend our alliance schools as exchange students or dual-degree program students.
6. Attending international events, competitions or exhibition tours.
7. Students who represent the country or CTU to take part in international events or conferences.
8. Students who represent the country to CTU to take part in international artistic competitions.
9. Students who are chosen to represent the country to train abroad or to take part in competition.
10. Students who participate in international exhibition tours or apprenticeship as required by their respective department, graduate institute, or degree program.
11. Visiting relatives or attend funerals

Students who need to leave the country to visit a critically ill lineal relative or spouse, or attend the funeral of a lineal relative or spouse

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1. Others

Those allowed by school to deal with other incidents

Article 3 Studying abroad does not include long distance education or correspondence courses of any foreign school or the curriculum of their division.

Article 4 While studying abroad, the students who apply to receive subject credits in a foreign country must register in accordance with CTU regulations. Late applications are not accepted and will result in invalid academic status.

Article 5 The students who apply to study abroad shall submit the letter of acceptance from the foreign school with their own proposal (including subject list), which must be approved by the chair of their department or graduate school and approved by CTU’s president.

Article 6 For enrolled students who plan to study abroad with the permission of CTU, the courses taken and the credits earned abroad may be accepted based on the CTU Regulation for Credit Exemption. The courses and credits which are not included in their proposals will not be recognized. The application of credit exemption each semester is adopted pursuant to the Implementation Rules of the CTU Regulation for Credit Exemption. The completed course grades will be included on the student’s CTU transcript for the corresponding semester. The grade conversion shall be handled and completed by the department, graduate institute, or degree program before the result is sent to the CTU Office of Academic Affairs for record. The students who study abroad with the approval of the Ministry of Education should fill in the document number in the “notes” area of the academic transcript.

Article 7 The duration of a student's stay abroad is to be limited as follows:

1. Duration of stay abroad for students who leave the country due to personal reasons or on an official leave is limited to one third of a semester. If more than the limited duration is needed, students must apply for Suspension of Study.
2. Duration of stay abroad for students who leave the country due to voluntary Suspension of Study is governed by the CTU Student Study Regulation. Students who are assigned by the government to participate in international events or competitions may extend the period to 1 year.
3. Duration of stay abroad for students who leave the country for internship is limited to 3 months.
4. During the Suspension of Study, students may not apply for credit transfer from another institution.

Article 8 Students who miss the tuition deadline or examinations while staying abroad due to personal reasons or on an official leave are permitted by the Academic Affairs Office to register or take make-up examinations in no later than one week after coming back to our school.

Article 9 Students who, while staying abroad, violate University rules, or are charged with inappropriate conduct or fail to return to CTU are subject to disciplinary actions according to the Students’ Reward and Punishment Regulations and the CTU Students’ Study Regulation.

Article 10 Students who have not completed their military service at the age of 16 to 35 and intend to leave the country must follow applicable regulations regarding military services and have the approval of Ministry of Education as requested by CTU.

Article 11 Matters such as application of passport, receiving or ceasing to receive grants or scholarships for students going abroad are governed by other relevant regulations.

Article 12 This Regulation and any amendments hereto shall be announced and implemented after being passed at the school's Academic Affairs Meeting and approved by CTU’s president.