

University of Taipei

Guidelines Governing Taking Courses Overseas

Passed at the First Meeting of the Academic Affairs Council for the 2014-2015 Academic Year on September 23, 2014

Passed at the Third Meeting of the Academic Affairs Council for the 2014-2015 Academic Year on April 20, 2015 (Amendments to Guideline 3)

Passed at the First Meeting of the Academic Affairs Council for the 2016-2017 Academic Year on October 11, 2016 (Amendments to Guideline 7)

1. University of Taipei (“the University”) formulated these Guidelines in order to boost international education, enhance cultural exchange, and help students register in courses overseas.
2. A host institution located overseas must have been approved by, or signed an academic exchange agreement with, the University.
3. These Guidelines apply to:
 - (1) Undergraduates in second year or above. Students on a leave of absence are ineligible. Students on track to graduate during the current academic year must first obtain permission from the director of their department (graduate institute, degree program) and ensure they follow University regulations for delaying graduation.
 - (2) Graduate students (i.e. master’s/doctoral) must be currently registered and not on track to graduate for the semester.
4. Students must submit an application along with required documents to the office of their program. After initial review, the application package will be forwarded to the Office of Academic Affairs, the Office of Student Affairs, and the President for approval, following which the student will be informed to complete procedures to select courses at the host institution. Individual departments (graduate institutes, degree programs) determine the quota for exchange students based on the situation. Students are required to complete registration at the University even while taking courses overseas.
5. Students may study on exchange overseas up to a maximum of two times and for no longer than a combined total of one year. Summer vacation is considered as one semester but will not be counted as part of the time limit to complete a degree.
6. While studying overseas, students must submit their course registration information to their program office. After approved, this information will be forwarded to the Office of Academic Affairs to keep on record.
7. Credit transfers and recognition of courses taken overseas will be handled in accordance with the following regulations:
 - (1) Students may not take less than six credits per semester. (A minimum of three credits is required for a period of exchange during summer vacation).
 - (2) Upon completing courses overseas, students must obtain an official academic transcript or certificate listing all courses taken and credits earned from the host

institution and submit it to the Registrar Division within two months of their return.
The courses and grades will then be added to the student's complete transcripts.

- (3) Individual programs make decisions on the recognition of courses taken overseas and credit transfers, as well as on whether or not courses and credits will count towards fulfilling graduation requirements. No more than one-quarter of credits required for graduation may be earned in courses overseas.
- (4) Credits are calculated as follows: eighteen hours of class is equal to one credit; an internship, hands-on, or laboratory course held two to four hours per week over a span of eighteen weeks is equal to one credit. When a credit includes a decimal place, it may be rounded to the nearest integer.
- (5) When the institution overseas employs the European Credit Transfer and Accumulation System (ECTS), two ECTS credits are equal to one credit.
8. Draftees must follow Regulations for Exit of Draftees and other laws and regulations for entry and exit.
9. Any matters not covered in these Guidelines will be handled in accordance with University regulations.
10. These Guidelines were passed by the Academic Affairs Council and implemented after the approval of the President.