

Wenzao Ursuline University of Languages

Guidelines Governing Domestic Exchange Students

Approved at the Academic Affairs Committee on April 7, 2009

Approved at the Executive Committee on May 19, 2009

Approved at the Academic Affairs Committee on July 29, 2013

Approved at the Executive Committee on August 6, 2013

Revision of the title of the regulation by the President on August 25, 2013 as the college was changed into a university.

- I. These Guidelines have been established by Wenzao Ursuline University of Languages (hereinafter referred to as the University) to facilitate collaboration between colleges/universities, to enhance students' learning motivation and effectiveness, and to encourage outstanding students of the University to take complementary courses or courses for a second major.
- II. Students of the University (including fourth-and fifth-year students of the Junior College Division, students of the college programs and graduate programs, excluding students of the Continuing Education Division) who meet the following criteria can apply to study as an exchange student at a domestic college/university that has signed a domestic student exchange and collaboration agreement with the University for a semester or one academic year: (a) the student has been studying at the University for over one academic year; (b) the student's overall grade average is 75 or above; (c) the student's overall grade average of conduct performance is 80 or above; (d) the student has passed the language proficiency tests for the major and minor stipulated by the department or the graduate school.
- III. The number of domestic exchange students and deadlines for application for the following semester shall be announced by the Office of Academic Affairs each semester in accordance with the agreements signed by the University and the collaborating college/university.
- IV. The applicant shall prepare the following documents and submit the application to the Office of Academic Affairs:
 - (1) One original copy of application form.
 - (2) One original copy of transcript of records.
 - (3) One study plan (written according to the suggested format as announced on the website of the Registration Section.)
 - (4) Letter of consent signed by the student's parent.
 - (5) Other documents that serve as evidence of the applicant's learning effectiveness (such as portfolio or certificates of awards).
- V. Procedures:
 - (1) The Office of Academic Affairs announces information about collaborating colleges/universities and number of exchange students;
 - (2) Applicants submit applications to be reviewed and approved by their departments or graduate schools.
 - (3) Applicants submit applications and relevant information to the Office of Academic Affairs before the deadline.
 - (4) The office of Academic Affairs forms a review committee to review all documents submitted by the applicants; when necessary, applicants may be interviewed by the committee.
- VI. The number of domestic exchange students approved by the departments or graduate schools

each academic year will vary in accordance with the number of exchange students agreed upon by the University and the collaborating college/university.

- VII. The Office of Academic Affairs shall notify the applicants and the departments, and announce the list of applicants approved on-line.
- VIII. Upon receiving approval and recommendation from the University, applicants shall prepare all documents required by the collaborating college/university, and the University will recommend the students. Upon receiving approval from the collaborating college/university, the student becomes an exchange student.
- IX. If the approved exchange student cannot study at the collaborating college/university due to special circumstances, the student shall apply to abandon the status of exchange student at the Office of Academic Affairs before the beginning of the semester for the collaborating college/university, and the Office of Academic Affairs shall notify the collaborating college/university and relevant department. No extension or replacement will be accepted. Students who fail to comply with the preceding regulation shall not apply to become domestic exchange student in the future.
- X. The time that the student spent as an exchange student will be included in the permitted period of study. In principle, the exchange student can study up to one academic year at one college/university and can be a domestic exchange student only once. If an extension is needed due to special circumstances, the consent of both colleges/universities is required.
- XI. During the period of exchange, the exchange student shall complete the registration procedures of the University and pay the full tuition. (Note: The exchange student does not need to pay the tuition at the collaborating college/university.) After the period of exchange, the student shall return to the University to study for at least one semester.
- XII. For exchange students, the maximum number of credits shall be the lower of those stipulated in the academic policies of the two colleges/universities, and the minimum number of credits shall be the higher of those stipulated in the academic policies of the two colleges/universities.
- XIII. After the period of exchange, the exchange student shall apply for a transcript of records with the names and number of credits for the courses taken at the collaborating college/university and apply for transfer of the credits earned in accordance with the relevant regulations governing credit transfer. The recognition or transfer of courses and credits shall be determined by the student's department or graduate school.
- XIV. The grades of the courses taken during the exchange period cannot be used to apply for scholarships according to the Guidelines Governing Student Scholarship for Day Division Students, Wenzao Ursuline University of Languages.
- XV. During the period of exchange, students shall follow relevant regulations on student affairs stipulated by collaborating college/university. If dormitory accommodations are offered by the collaborating college/university, the fees shall be paid by the student.
- XVI. For exchange students from the collaborating college/university, in addition to relevant regulations stipulated by the Ministry of Education and the agreement signed by the University and the collaborating college/university, the following regulations shall be followed:
 - (1) Course selection and learning guidance: The relevant department or graduate school shall provide students with guidance related to course selection and learning.
 - (2) When available, the University will offer student dormitory accommodations to exchange students during their period of exchange and the Student Assistance Section, Office of Student Affairs, will provide assistance to exchange students.
- XVII. The Guidelines become effective after they are approved by the Academic Affairs Committee and Executive Committee and ratified by the President. Revisions must follow the same procedures.