

## **Dharma Drum Institute of Liberal Arts**

### **Guidelines for Handling Student Academic Affairs and Status During Overseas Periods**

Adopted at the 1<sup>st</sup> Teaching and Research Meeting on April 18, 2007

Sanction agreed per Letter Taiwan-Education-High-(II) No. 0970001039 on January 8, 2008

Sanction agreed per Letter Taiwan-Education-High-(II) No. 0970169349 on August 8, 2008

Amendment adopted at the 4<sup>th</sup> Teaching and Research Meeting on March 25, 2015

Sanction agreed per Letter Taiwan-Education-High-(II) No. 0970169349 on June 17, 2015

1. These Directions are set forth in accordance with Article 18 of the Institute's Academic Regulations.
2. The academic and enrollment matters of students studying abroad during their period of study at the Institute shall be handled in accordance with these Guidelines.
3. The students to whom these Guidelines applies are as follows:
  - (1) Students recommended by their departments or programs and approved by the Institute to conduct research or take courses for credit at foreign universities or institutions.
  - (2) Students selected by government agencies to conduct research or take courses for credit at foreign universities or institutions.
  - (3) Students selected by the Institute to participate as exchange students at partner universities abroad.
  - (4) Students recommended by their departments or programs and approved by the Institute to conduct research related to their theses or dissertations abroad.
  - (5) Students required by their departments or programs to go abroad for observation, exhibitions, performances, or internships related to their curriculum or research.
  - (6) Students representing the Institute or the country in international activities or conferences.
  - (7) Students representing the country in international arts and performance competitions.
  - (8) Students required to travel abroad due to the critical illness or death of an immediate family member or spouse.
4. The foreign universities and colleges where the students go abroad for research or further study shall be limited to those who meet the requirements of the Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education.
5. The period of time for students to go abroad is as follows:
  - (1) Students studying or conducting research abroad as specified in Items (1) to (3) of Section 3 may do so for a maximum of one year. Whether to take a leave of absence

during this period will be determined by the department or program. However, if a leave of absence is taken, the credits earned during this period cannot be transferred. For those studying abroad under Items (4) to (8) of Section 3, the duration is limited to less than one-third of a semester, and relevant regulations shall follow the Academic Regulations.

(2) If overseas studies affect the students' registration or participation in semester examinations, they may be permitted to complete registration or examinations upon their return.

6. Students who go abroad in accordance with the provisions of Paragraphs 1 to 3 of Section 3 without leave of absence may have the credits earned during their overseas studies considered for transfer by their departments or programs. The duration of overseas studies may also count toward the calculation of their study period, up to a maximum of one year.

Transferred credits and grades from overseas studies will be recorded on the students' academic transcripts. For students approved by the MOE to study abroad, the MOE approval document number shall be noted in the remarks section.

7. If a student violates the rules of the Institute or otherwise misbehaves or fails to return to the Institute within the time limit, he/she will be dealt with in accordance with the Institute's Regulations for Student Rewards and Disciplines and the Academic Regulations.

8. Students subject to military conscription shall comply with the "Regulations on Exit for Draftees" issued by the Ministry of the Interior and related provisions.

9. When students go abroad, the application for passports and entry and exit permits, the payment, suspension or compensation of public funds and scholarships, or any matter unspecified shall be handled in accordance with the relevant laws and regulations.

10. These Guidelines is approved by the Teaching and Research Meeting, and submitted to the MOE for reference; the same shall apply to any amendment thereto.