

Guidelines for Studying Abroad of Department of English, NCCU

Adopted by the Department General Faculty Committee, February 23, 1998
Amendments adopted by the Department General Faculty Committee, September 15, 2000

- Article 1 Department of English, NCCU has formulated this set of Guidelines according to “National Chengchi University Guidelines for Studying Abroad”.
- Article 2 Any student who wishes to take courses from a foreign university should choose a foreign university with an academic exchange cooperation with NCCU or a foreign university that has been approved on a case-by-case basis by the Department of English, NCCU.
- Article 3 These guidelines apply to the following students:
1. Bachelor's degree program: Applications are limited to the second year students or above; students who have extended their studies and are on leave of absence are not allowed to apply.
 2. Master's program: Applications are limited to first-, second-, and third-year students.
 3. Doctoral Program: Applications are limited to first-, second-, third-, and fourth-year students.
- Article 4 Students who apply to take courses at foreign universities should submit relevant documents to the department office. After the initial signature approval from the departmental chair and college dean, the documents should be sent to Office of International Cooperation Center for review, and then further approval from the Office of Student Affairs, Office of Academic Affairs and the NCCU president. The students shall complete the application process afterwards based on the school's schedule.
- Article 5 Students may take courses at universities abroad twice at most, and the length shall not exceed one year. Students must still register at NCCU and pay the relevant NCCU fees while studying abroad.
- Article 6 After completing class selection at universities abroad, students shall send their class selection information to the department office for approval and the department will send the information to the office of Academic Affairs for review.
- Article 7 Credits for course taken abroad and upon return will be processed according to the following regulations:
1. The number of credits taken in one semester shall not be less than 6 credits.
 2. Upon completion of the overseas studies, students should obtain an official

copy of their transcripts or grade report from foreign university and apply for transfer credits within one and a half months after returning to the country.

3. The maximum credits obtained abroad that can be counted may not surpass 1/4 of the total credits required for graduation.

Article 8 Draftees who intend to select courses abroad shall submit applications in accordance with the Ministry of the Exterior's Regulations for Exit of Draftees. Necessary documentation shall be prepared by students and sent to the department office 10 weeks before departure and the office will send the documents to the Office of Student Affairs for them to report to the Ministry of Education for review.

Article 9 If the regulations regarding the studies and student status of students studying abroad are not stipulated in these guidelines, the department will follow the school's relevant regulations.

Article 10 These regulations shall be implemented after being adopted by the Department General Faculty Committee and submitted to the dean and president for approval. The same applies to revisions.