

# **CJCU Academic Study and Registration Undertaking Guidelines for Students Traveling Abroad**

Undertaken according to Ministry of Education Letter No. T(BL)G(E)Z86116702  
01-10-2007 Amended and Approved by the 2006 First Semester End University Affairs Meeting  
02-16-2007 Ministry of Education Approval Letter No. TG(E)Z0960024346 is archived for future reference  
06-10-2009 Amended and Approved by the 2008 Second Semester End University Affairs Meeting  
06-29-2009 Ministry of Education Approval Letter No. TG(E)Z0980108848 is archived for future reference  
10-01-2014 Amended and Approved by the 2014 First Semester Start University Affairs Meeting  
11-28-2014 Amended by the Ministry of Education Letter No. TJG(E)Z1030163208  
03-18-2015 Amended and Approved by the 2014 Second Semester Start University Affairs Meeting  
06-23-2015 Approved by the Ministry of Education Approval Letter No. TJG(E)Z1040073402  
12-23-2019 Amended and Approved by the 2019 Second Semester End University Affairs Meeting  
02-06-2020 Ministry of Education Approval Letter No. TJG(E)Z1090004212 is archived for future reference

**Article 1:** Various departments of CJCU shall undertake the academic study and registration matters of the students traveling abroad according to this Guideline.

**Article 2:** This Guideline applies to the following students:

1. Dual Degree Program students of CJCU.
2. Students recommended by their departments and approved by CJCU to conduct research or complete study course credits in a foreign university.
3. Students selected by a government agency to conduct research or complete study course credits in a foreign university.
4. Students selected by CJCU to conduct foreign student exchanges with a foreign partnership university.
5. Students recommended by their institute and approved by CJCU to conduct dissertation research abroad.
6. Students who must travel abroad to observe or intern according to department, course, or research needs.
7. Students representing CJCU or the nation to travel abroad to participate in international events or conferences.
8. Students participate in international skill and technique competitions abroad on behalf of the nation.
9. Students selected as national sports representatives to travel abroad and train or participate in competitions.
10. Students who must travel abroad due to illness or death of a blood relative or spouse.
11. Other circumstances approved by the President.

**Article 3:** Foreign universities and colleges for studying abroad, continuing studies, or Dual degree programs shall be limited to those approved by the Ministry of Education.

**Article 4:** Foreign nation traveling restrictions for students during the school period are as follows:

1. Foreign travel due to leave of absence for personal affairs shall be limited to no more than one-third of the semester

teaching duration.

2. In principle, foreign travel due to business leave shall be limited to no more than one-third of the semester duration.
3. The duration of foreign travel during suspension shall be based on the suspension rules of the CJCUC Academic Regulations.
4. Foreign travel for internships shall be limited to one semester or one year.
5. Dual degree program student foreign travel shall be undertaken according to the relevant provisions by the "Chang Jung Christian University and Foreign University Transnational Dual Degree Program Implementation Regulations."

Article 5: Leaves of absence approved by the sports commission for training transfer shall be exempt from the restrictions of Section 2 of Article 4.

Article 6: Students who are unable to register or participate in semester exams during foreign travel shall supplement the registration or exams after returning to school. Parents or guardians of a student who travels abroad due to a cooperative agreement shall handle the registration formalities on behalf of the student according to the rules.

Article 7: Courses and credits taken by the student while traveling abroad according to Sections 1 to 5 of Article 2 shall be recognized upon approval by the department or institution. The foreign study period shall be calculated against the study duration deadline except for dual degree program students according to the relevant provisions provided by "Chang Jung Christian University and Foreign University Transnational Dual Degree Program Implementation Regulations," which shall be limited to one year. Foreign study courses and credits recognized by CJCUC shall be registered into the report card history of the student. The Ministry of Education foreign travel approval number shall be noted in the remarks column for those whose foreign travel was approved by the Ministry of Education.

Article 8: If a student during his/her visit abroad violates school rules, display misconduct or fail to return to school within the time limit, the student shall be disciplined according to the CJCUC disciplinary regulations and provisions of the CJCUC Academic Regulations.

Article 9: If a student is a draftee, the foreign travel application shall be handled according to the "Regulations for the Exit of Draftees."

Article 10: The student's foreign travel related passport application; immigration permits; issuance, suspension, or public compensation and scholarships; or other specified matters shall be handled according to the provisions provided by the relevant laws and regulations.

Article 11: Students selected for foreign exchange and dual degree programs with partnership foreign university institutions shall comply with the rights and obligations of the cooperation agreement between both parties.

Article 12: This Guideline shall be announced and implemented after approval by the University Affairs Meeting and submitted to the Ministry of Education for future reference, and the same shall apply to its amendments.