

CJCU Study Abroad Implementation Guidelines

Approved on July 4, 2019, by the 5th Administrative Affairs Meeting of Academic Year 2018.

- Article 1 : To meet the teaching needs of courses offered by the departments, degree programs, and centers of Chang Jung Christian University (hereinafter referred to as CJCU), the teaching relocation of an abroad or part of the teaching activities and visitations abroad shall be handled in accordance with the Chang Jung Christian University Study Abroad Implementation Guidelines (hereinafter referred to as the Guidelines).
- Article 2 : The unit that implements the teaching abroad plan shall carefully evaluate the plan objectives and the budget, also formulate the plan in accordance with the format. The plan format contents shall include the course teaching plan, current status, implementation method, budget amount, and benefits evaluation. The implementation method shall list the time, location, number of participants, and relevant administrative support.
- Article 3 : The teaching hours of the courses offered shall meet the credit requirements. Based on the itinerary plan of study abroad teaching activities, every hour of visitation activity shall generally be counted as one teaching hour.
If the number of teaching hours abroad does not meet the required teaching hours, it shall be made up with on-campus physical courses.
- Article 4 : Article 4 : The proposals for full or partial study abroad seminars or visitation shall be reviewed by the department (institute, center, program), college, and university curriculum review committees.
- Article 5 : Funding regulations:
All expenses for study abroad courses shall be funded by the project grant except for the hourly remuneration of the course instructors, which shall be paid by the Office of Academic Affairs.
1. Hourly fees shall be handled in accordance with the CJCU Teacher Hourly Fee Calculation Regulations.
 2. Lecture fees shall be handled in accordance with the provisions of the CJCU Lecture Fees Application Regulations for “lecture-type teaching”.
 3. Travel expenses shall be handled in accordance with the CJCU Faculty and Staff Travel Expenses Application Regulations.
- Article 6 : Within one month after the end of the study abroad period, the teachers shall publish their outcome report on the course unit webpage to share the results.
- Article 7 : This Guidelines will be announced and implemented upon the approval of the Administrative Affairs Meeting and the University President, and the same also applies to the amendments of the regulations.