



Guidelines for the Handling of Academic Studies and Enrollment Status during Stays Abroad

Amended and approved by the fifth session of the Administrative Council in the first semester of the Academic Year 2006/2007 (on record)

In reference to Official Letter No. 0950182121 issued by the Ministry of Education on December 15, 2006

Reviewed and approved by the first session of the Administrative Council in the first semester of the Academic Year 2008/2009 on September 24, 2008

In reference to Official Letter No. 0980004548 issued by the Ministry of Education on January 10, 2009

Approved by the second session of the Academic Affairs Meeting in the first semester of the Academic Year 2024/2025 on December 25, 2024

1. These guidelines have been formulated to standardize the handling of Academic Studies and Enrollment Status during stays abroad while students are enrolled at NDHU.
2. These guidelines apply to the following students :
 - (1) Students who have been recommended by their home departments or degree Programs and authorized by the university to conduct research or attend courses at foreign colleges and universities.
 - (2) Students selected by government agencies to conduct research or attend courses at foreign colleges and universities.
 - (3) Exchange students dispatched by the university to international partnership universities.
 - (4) Students who have been recommended by their home graduate institutes or degree Programs and authorized by the university to conduct research for their academic thesis abroad.
 - (5) Students pursuing studies at foreign universities in accordance with the Implementation Guidelines for dual degree programs which are jointly organized by NDHU and international universities.
 - (6) Students who have been authorized by the university to go abroad for observation or field work to meet the needs of their research and academic studies.
 - (7) Students who have been selected by accredited cultural, educational, or artistic organizations to participate in important cultural, educational, or sports activities in foreign countries upon approval by the Ministry of Education.
 - (8) Those who must travel abroad to visit critically ill direct blood relatives or spouses, or attend their funerals due to their passing.
 - (9) Other stays abroad which have been approved by the university.

3. Foreign colleges and universities where NDHU students conduct research or pursue advanced studies should be listed in the reference lists used by the Ministry of Education. Institutions which do not appear on those lists must be accredited by local government authorities or professional evaluation organizations.
4. The deadlines for stays abroad of NDHU students are as follows :
 - (1) Personal leaves for stays abroad are only granted in the first third of the semester.
 - (2) Leaves for official business abroad are usually only granted in the first third of the semester.
 - (3) The deadlines for suspension periods spent abroad are based on the Academic Regulations.
 - (4) Study periods abroad in accordance with items a-d of Article 2 are limited to one year and may be extended once for a maximum of one year.
 - (5) Study periods abroad in accordance with item e of Article 2 are handled according to the regulations in said implementation guidelines.
5. If personal leaves or leaves for official business abroad prevent students from attending the semester exams or completing the registration procedures, they make take make-up exams after they return or complete the registration procedures within one week
6. If students fail to apply for suspension of studies during study periods abroad in accordance with items (1)-(5) of Article 2, the courses course they register for during these periods may be acknowledged **by their home departments or degree Programs or College of Huilan** and said study periods may be included in the calculation of the program duration.

The acknowledged course credits acquired by students during their studies abroad should be entered in the academic transcripts.

If study periods abroad have been authorized by the Ministry of Education, it shall be indicated in the note section
7. Restrictions regarding stays abroad due to military service are handled in accordance with the Regulations for Exit of Draftees and other relevant regulations.
8. If students violate university regulations or commit other infractions or fail to return within the specified deadline during study periods abroad, such violations shall be handled in accordance with the Guidelines for Rewards and Penalties for students and the Academic regulations.
9. Applications for passports and entry permits, payment, suspension, and compensation of public funds and scholarships, or other matters not specified here during stays abroad shall be handled in accordance with relevant laws and regulations.
10. **This guideline will be announced and implemented after being approved by the Academic Affairs Meeting.**

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