

CYCU Directions for Processing Incoming International Exchange Students

Approved at the 1026th School Administration Council on September 5, 2024

- Article 1 In order to implement international educational exchanges, Chung Yuan Christian University (hereinafter referred to as CYCU) has formulated regulations for exchange students who apply to study at the University, per "Directions for CYCU's Processing of International Exchange Students" (hereinafter referred to as "Directions"), so they can smoothly enter the University for their study.
- Article 2 The term "exchange students" as mentioned in the Directions refers to students who are exchange students in accordance with the written agreement signed between CYCU and the overseas sister universities – those students have been nominated by sister universities and approved by CYCU to come to study at CYCU. Exchange students will enroll in relevant departments, institutes, and programs of CYCU to earn credits. The period of stay shall follow the semester system of CYCU, with a minimum stay of one semester and a maximum stay of one school year. A transcript will be issued at the end of the study period, but a degree will not be awarded.
- Article 3 The exchange application shall be submitted to the Office of International and Cross-Strait Education (hereinafter referred to as “the International Office”) of CYCU within the specified time – complete the nomination process; then, submit the application. The nomination deadline for exchange in the fall semester is the end of April; deadline for the spring semester is the end of October. The detailed date is mainly based on the current brochure announcement.
- Article 4 After the exchange application documents are reviewed and approved by the department/institute/program, the International Office will issue an admission permit, and a document will be issued to the Office of Academic Affairs for registration to the system of academic affairs.
- Article 5 Exchange students should take credits every semester – taking at least 6 credits in the undergraduate program and 2 credits in the graduate program. All courses offered by department/institute/program of CYCU – unless the courses have special regulations or are restricted in nature – are available for exchange

students in principle. The maximum number of credits taken per semester is 25 (including 25).

- Article 6 CYCU will reserve dormitories for exchange students. The rooms will be allocated by the university, and the receipt of accommodation fee payment will be issued within one week of check-in and sent to the International Office. If a student chooses to check out after checking in, he or she should inform the International Office at least one week before checking-out.
- Article 7 To ensure the quality of learning, exchange students shall focus on their studies and shall not work part-time during their stay in Taiwan. CYCU does not provide guarantee for obtaining work permits.
- Article 8 Exchange students shall abide by the laws of the country and the regulations of CYCU.
- Article 9 Matters not listed in the Directions shall be handled in accordance with the relevant regulations of CYCU.
- Article10 These Directions are passed by the School Administration Council, and shall be promulgated and enforced by the President. The same shall apply when the Directions are amended.