

CYCU Directions for Handling Visiting Students

Approved by the 1026th School Administration Council dated September 5, 2024

Article 1 In order to upgrade research standards and enhance international exchanges, Chung Yuan University (hereinafter referred to as the University) has formulated the "CYCU Directions for Handling Visiting Students" (hereinafter referred to as the Directions) on the principle of not affecting the quality of the teaching quality of courses and the rights and interests of our students.

Article 2 The "visiting students" referred to in these Directions are those recommended by overseas schools and institutions or those invited by the University, and both groups shall be approved by the University:

1. For students who come to Taiwan for "internship," the internship should be a graduation requirement of the applicant's school. Both undergraduate and graduate students can apply.
2. For students who come to Taiwan for "short-term study," the purpose of the short-term study should be to write a graduation thesis or to do a special research.
3. For students recruited by various units within the University through other channels such as special projects, college/departmental cooperation projects, special funds, etc., the students' information shall be submitted to the Office of International and Cross-Strait Education (hereinafter referred to as the International Office); subsequently, the International Office shall submit such information to the Office of Academic Affairs to log into the Academic Affairs System for archiving for future reference.

All of the above items are provided by the applicant's unit of the University to assist students in admission, reception, and care during their stay in Taiwan. The International Office only provides consultation and assistance related to administrative procedures.

Article 3 Visiting students should meet the following conditions:

1. During the period of application and visit, applicants shall have current student status at the school they belong to. Unless otherwise specified, they cannot be on leave of absence or under non-student status.
2. The affiliated school shall meet one of the following requirements:
 - 2.1 A sister school that has signed an academic exchange agreement with the University or college or department;
 - 2.2 If it is not a sister school, it shall be a school recognized by the Ministry

of Education, or it shall be other special projects approved for coming to Taiwan.

3. Applicants shall be of foreign nationality. Applicants who hold only the nationality of the Republic of China are not allowed to apply.
4. The minimum period for visiting students to come to the University shall be two weeks, and the maximum period shall not exceed six months.

Article 4 For visiting student application, the application form and relevant information shall be submitted to the International Office by the student's on-campus advising faculty member of the unit he/she belongs to two months before the student arrives in Taiwan.

Article 5 Issuance of Admission Permit:

1. For the student coming to Taiwan for internship or short-term research, the International Office shall send a letter to the Ministry of Education for review. After the Ministry of Education approves the case, the International Office shall issue an admission permit, and the applicant's unit of the University shall send the permit to the student.
2. For the student recruited through other channels such as special projects, college/departmental cooperation projects, special funds, etc., the admission permit shall be issued by the International Office, and the applicant's unit of the University shall send the permit to the student.

Article 6 In principle, applicants who apply for visiting students shall not have the students' status in the University.

Article 7 Matters not listed in these Directions shall be handled in accordance with the relevant regulations of the University.

Article 8 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.