

# **Yuan Ze University Regulations for Students Studying Elective Courses Abroad**

Passed by the 2<sup>nd</sup> Academic Affairs Meeting of the 2002 School Year, November 13, 2002  
Amended by the 1<sup>st</sup> Academic Affairs Meeting of the 2006 School Year, September 20, 2006  
Amended by the 5th Academic Affairs Meeting of the 2010 School Year, April 20, 2011  
Amended by the 4th Academic Affairs Meeting of the 2013 School Year, January 15, 2014  
Amended by the 4th Academic Affairs Meeting of the 2020 School Year, March 10, 2021

Article 1 Yuan Ze University (hereinafter referred to as “the University”) established these regulations to enhance international academic and cultural exchanges, and assist students in studying elective courses abroad.

Article 2 Overseas universities to which students apply for studying elective courses shall be those approved by the Ministry of Education; students applying for studying elective courses shall meet any of the following criteria:

1. Being recommended by the department/institute and approved by the University to go abroad to conduct research or to take credit courses at overseas universities.
2. Being selected by a governmental organization to go abroad to conduct research or to take credit courses at overseas universities.
3. Being selected by the University to become an exchange student at overseas universities with which the University has formed a cooperative partnership.
4. Being recommended by the graduate institute and approved by the University to go abroad to conduct research relating to their thesis at overseas universities.

Article 3 Students applying for studying elective courses at overseas universities shall submit the relevant application documents to the University’s authorities in the correct order for approval before going to overseas universities; students shall fill out “Application Form for Students Studying Elective Courses Abroad” as well.

Article 4 The recognition or exemption of credits for elective courses taken abroad shall be conducted according to the following stipulations:

1. Matters related to the credits taken abroad shall be conducted in accordance with the terms set forth in “Yuan Ze University Study Regulations”.  
Undergraduate students may be exempted from the minimum or maximum number of credit hours per semester requirement with the approval from the chairman of their department or graduate institute.
2. At the end of the study period, students shall submit the applications for recognition or exemption of credits to the University within two months after returning to Taiwan; students shall submit the original written documents including study periods, credit hours, syllabi and grade certificates of course taken.
3. Students shall submit the applications for exemption of credits after returning to

the University. Any credit hours earned at overseas universities by students who have been granted a suspension of studies prior to enrolling shall be processed in accordance with “Yuan Ze University Regulations for Credit Exemption”.

4. For students studying elective courses at overseas universities and remaining enrolled at the University, all credit hours earned and grades obtained from courses taken abroad shall be processed in accordance with the regulations governing interuniversity course selection. The total credit hours earned and grades obtained shall be recorded on the students’ overall transcripts.
5. For students studying elective courses at overseas universities, all credit hours earned from courses taken abroad shall come along with the grade certificates issued by the institute where the courses are taken; the Chinese title and the content of courses taken shall be reviewed by the chairman of their department or graduate institute and approved by Office of Academic Affairs.
6. Whether or not credit hours earned overseas are to be counted toward the students’ credit hours required for graduation shall be determined by each department or graduate institute separately.
7. For the calculation of credits, one credit will be calculated after 18 hours of teaching in a semester. For conversion of credits from foreign academic systems, please refer to the following table:

	Yuan Ze University	American system, Japanese system, Chinese system	European Credit Transfer and Accumulation System	The accumulated of UK credits and conversion system
Units	Credit	Credit	ECTS	CATS
Conversion Ratio	1	1	2	4
Note: The above credit conversion ratio is a general rule. The final credit conversion determination is calculated and reviewed by the relevant competent authority.				

Article 5 Recorded credit hours earned and grades obtained from courses taken at overseas universities shall be processed according to the following stipulations:

1. Calculation of students’ grades shall be based on the grade certificates issued by the institute where the courses are taken. Grade conversions shall be conducted in accordance with *the cross reference of grade scale and 100-mark scale* set forth in “Yuan Ze University Study Regulations”. The original grade certificates shall be submitted to Registration Section and retained on file for reference.
2. When converting credit hours, for each 18 hours of completed course taken it is considered one credit hour into the University’s credits.
3. Grades not showed in 100-mark scale can be converted to 100-mark scale based on the cross reference provided by the institute where the courses are taken and then recorded on the transcript.
4. In the case that the institute where the courses are taken fails to provide the cross reference for 100-mark scale, grade conversions shall be conducted based on the following table:

Undergraduate	96	90	84	78	75	72	68	65	62	50
	A+	A	A-	B+	B	B-	C+	C	C-	D
Graduate	96	90	86	84	80	76	74	70	66	50

5. In the case that the grade from the institute where the courses are taken is Low Pass (50 as Pass), the recorded grade in the University will be converted as:  $60 + (\text{the grade of the institute} - 50) * 40/50$ .
6. In the case that the grade can not be converted in accordance with the preceding statement as in 4 and 5, students shall submit documents or proof of grades that can be converted or recorded; in the case that the grade (such as Pass or Satisfactory) can not be converted in any forms, 70 will be given as the grade for undergraduate students and 80 will be given as the grade for graduate students.

Article 6 Other matters not stipulated in these regulations shall be conducted in accordance with “Yuan Ze University Study Regulations” and other relevant rules.

Article 7 These regulations are adopted by Academic Affairs Meeting, as shall amendments when they are made.

**If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.**