

Guidelines on Overseas Studies and Overseas Credit Transfer for Students at I-Shou University

Adopted by the University Administration Council on July 17, 2019 and promulgated with the consent from the President dated on July 22, 2019

- I. The Guidelines on Overseas Studies and Overseas Credit Transfer for Students at I-Shou University (hereinafter referred to as “the Guidelines”) are made by I-Shou University (hereinafter referred to as “the University”) to serve as the legal basis for students’ studies overseas and application for credit transfer after returning to the University.
- II. Overseas academic institutions where students intend to undertake overseas studies should meet either of the following requirements:
 1. having entered into an agreement on academic exchange and cooperation with the University; or
 2. being listed in the Database for the Reference List of Foreign Universities of the Ministry of Education, or having been recognized by the local competent authorities (or a professional organization) and verified by the local R.O.C. diplomatic mission.
- III. To undertake studies at an overseas academic institution, students shall download and complete an application form for credit recognition available on the website of the Office of International and Cross-Strait Affairs, and submit the application form for approval before going abroad for purposes of study.

Students’ studies and enrollment status while studying abroad shall be subject to the Regulations for Handling of Studies and Enrollment Status for Students Studying Abroad/in Mainland China at I-Shou University.
- IV. Students who have been approved to undertake studies at an overseas academic institution shall apply for course drop on the Information System within one week of the beginning of a semester. Rules concerning taking courses overseas are as follows:
 1. Mainland Area (excluding Hong Kong and Macau): Undergraduate students shall take at least nine credits per semester, and graduate students shall take at least six credits per semester.
 2. Countries or regions other than the Mainland Area (including Hong Kong and Macau): Undergraduate students shall take at least six credits per semester, and graduate students shall take at least one course per semester.
 3. If the minimum number of credits to complete per semester required by an overseas

academic institution is more than that required by the University, the former shall apply. Under special circumstances, alternative arrangements may be accommodated with prior consent from the University.

The Office of International and Cross-Strait Affairs shall compile a list of students undertaking overseas studies, and then it shall submit the list to the Office of Academic Affairs and academic units within one week of the beginning of a new semester.

- V. Upon completion of overseas studies, students shall, within one month of receipt of the academic transcript by the University, complete a form for returning to the University after an international exchange program available at the Office of International and Cross-Strait Affairs to apply for credit transfer. Graduands shall complete the process of credit transfer not later than the first week of the following semester of completing overseas studies; otherwise, they are required to complete the registration process and undertake studies in the following semester.
- VI. Students who have passed the courses taken at an overseas academic institution shall apply for credit transfer in accordance with the Regulations for Credit Transfer by Students at I-Shou University after returning to the University. The table below shows the conversion of credits earned at an overseas academic institution:

Taiwan (R.O.C.)	United States Canada Mainland Area Hong Kong Macau South Korea Japan Singapore	European Credit Transfer and Accumulation System (ECTS)	United Kingdom	Mexico	Oceania
1	1	2	5	2	4
2	2	4	10	4	8
3	3	6	15	6	12
4	4	8	20	8	16
5	5	10	25	10	20
6	6	12	30	12	24

In principle, one credit requires eighteen class hours. If an overseas academic institution requires more hours to validate one credit, departments (institutes) may make alternative arrangements after taking into consideration the course syllabus and the number of class hours.

- VII. If a student has already graduated from the University or if he/she applies for suspension of schooling or withdrawal from the University while undertaking studies at an overseas academic institution, the courses taken and the credits earned at the overseas academic

institution will not be recognized.

- VIII. Matters not mentioned herein, if any, shall be subject to the Academic Rules of I-Shou University as well as other applicable regulations and rules.
- IX. The Guidelines become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.