

## **TKU Regulations for Students Going Abroad to Study for Credit**

Secretariat Regulation No. 0980000039 (07/02/2009)

### **Article 1**

In order to promote internationalization, “TKU Regulations for Students Going Abroad to Study for Credit” (hereafter abbreviated ‘these regulations’) were enacted for students who are currently studying at TKU and who have been selected to go abroad to study for credit.

### **Article 2**

The sponsoring unit of the students going abroad to study for credit should supply a specific plan (as an appended document); it should first be sent to all related offices and then be approved by the TKU Committee for International Education and Exchange; last it should be submitted to the university president for approval.

### **Article 3**

When the students go abroad to study for credit, they should complete the registration procedures and according to regulations should pay miscellaneous fees, insurance fees, and pension fund fees.

### **Article 4**

The number of credits studied while abroad should not exceed more than one third of the total number of credits required to graduate; the amount of time spent abroad studying can be included as part of the total length of time studying.

### **Article 5**

The way to calculate the credits for studying abroad is one credit in principle equals 18 hours of class instruction; the grade should follow a percentile score in accordance with the university’s grading practice.

### **Article 6**

If during the time a student is abroad there are infractions of school regulations or other dishonorable conduct or one is overdue to return to the school, he/she will be treated in accordance with TKU Regulations on Student Rewards and Sanctions and TKU Study Regulations.

### **Article 7**

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If the number of students is 15 or more people, a group leader must be arranged. The group leader's travel expenses will be reimbursed after application. Departure permit, passport fees, visa fees for the country visited, insurance fees, and living expenses for the duration of stay (up to a limit of 6 days) will be reviewed and reimbursed. The group leader should within one month of returning settle the expenses.

**Article 8**

Before leaving, there should be instruction about things to pay attention to when going abroad. The group leader after returning home should give a report about the study tour and its results at the most current meeting of the TKU Committee for International Education and Exchange.

**Article 9**

Matters that are not covered in these regulations must be handled in accordance with TKU Study Regulations and other related TKU regulations.

**Article 10**

This set of regulations will take effect on the date of its publication after being passed in the TKU Committee for International Education and Exchange and approved by the TKU President. The same applies to any later amendments made.