

TKU Guidelines for Dealing with Students' Schoolwork and Their Student Status When Going Abroad

Secretariat Regulation No. 1070000014 (06/05/2018)

1. In order to increase internationalization and strengthen activities for international academics and cultural exchange, and deal with the matters of schoolwork and their student status when students go abroad, these regulations are drawn up in accordance with *TKU Study Regulations* Article 51.
2. If any registered student completes one year of study and encounters one of the following situations related to going abroad, he/she must handle it in accordance with these guidelines.
 - a) A student who is recommended by his/her college, department or degree program and is approved by the school to attend a university abroad or to take credits;
 - b) A student who is selected by a governmental office and who is approved by the school to attend a university abroad or to take credits;
 - c) A student who has been selected to attend a sister university abroad as an exchange student;
 - d) A student who has been approved by his/her department or institute and by the school to go abroad to pursue research, be a visitant or do fieldwork related to his/her thesis or dissertation.
 - e) A student who goes abroad to represent the school or nation in an international activity, arts or skill competition or conference;
 - f) A student who goes abroad as a member of a national athletic team to receive training and to participate in a competition;
 - g) A student who has been approved by the school to go abroad during the winter or summer vacation to take a course of study related to his/her subject of discipline;
3. Those students whose going abroad influences registration or semester examinations need to get permission after returning to the school to make up registration or examinations. When going to schools that have established cooperative relations or sister school relations with TKU, students must register at TKU; and those courses and credit hours offered by the other schools that are similar to TKU will be treated as far as possible in accordance with the instrument signed by the two parties.
4. The courses and credit hours that students have studied while abroad if they have not transacted withdrawal from school before going abroad should provide a grade transcript within two months after the conclusion of the semester, which must be approved at the discretion of the head of the department, institute or degree

program to which the student belongs. At most the credit hours can not exceed more than one third of the total number of credit hours required for graduation. Those approved to pursue joint degrees are excluded from the preceding mentioned limit on the maximum number of credits, and the semesters studied abroad can be included in the total time for the duration of study. Those approved to pursue joint degrees are excluded from the preceding mentioned limit on the maximum number of credits. After students have gained credits hours for studying abroad and are qualified for graduation, they must before January 31st if returning to the school during the first semester or before September 30th if returning to the school during the second semester apply to the Office of Academic Affairs to address acknowledgement of course credits; only then can they receive their diploma.

Those who exceed the specified amount of time to study abroad must as soon as the semester starts provide an application for recognition of grades. The grades that are recognized will not be included in the calculation of the semester grade class ranking.

5. 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 or other related regulations.
6. A male draftee student who has applied to go abroad and has been approved by the school must one month before departure send the materials listed below to the school to be sent as official school correspondence to the county or city government military service unit to which he reports.
 - a) Letter of approval issued by the school;
 - b) Letter of invitation or official document issued by the school abroad or cultural or athletic organization;
 - c) Student Registration (including name, date of birth, address, identification number, place of conscription).
7. If these guidelines have deficiencies, they will be treated in accordance with the TKU Study Regulations and related rules.
8. This set of guidelines will take effect on the date of its publication after being passed in an academic affairs meeting and approved by the TKU President; it will then be submitted to the MOE for future reference. The same applies to any later amendments made.