

## **TKU Implementation Guidelines for Domestic Exchange Students**

Secretariat Regulation No.: 1110000013 (06/15/2022)

(英文譯本僅供參考，法規之實施概以中文版為準。)

The English version is provided for reference only. The practice of the regulations shall be based on the Chinese version.)

### **Article 1**

To promote inter-school collaboration, enhance student learning motivation and effectiveness, Tamkang University (hereinafter referred to as TKU) hereby establishes the “TKU Implementation Guidelines for Domestic Exchange Student” (hereinafter referred to as these Guidelines).

### **Article 2**

Students enrolled in the undergraduate program in day school and masters degree programs at TKU, having completed at least one academic year of study, may, with the approval of their academic department, graduate institute, or degree program, apply to participate in an academic exchange program for a period of either one semester or one academic year at a university with which TKU has entered into a domestic student exchange cooperation agreement.

### **Article 3**

The quota and application timeframe for domestic exchange students shall be announced by the Office of Academic Affairs each semester.

### **Article 4**

Procedure:

- A. The Office of Academic Affairs shall announce related information of participating schools and available quotas, for domestic exchange students.
- B. The applicant shall complete the application form and prepare the necessary supporting documents, subject to approval by the head of the academic department, graduate institute, or degree program.
- C. The applicant shall submit the application form and relevant documents to the Office of Academic Affairs within the specified timeframe for compilation and handling.
- D. The Academic Affairs Office conducts a comprehensive review of the application documents and determines the list of recommendations.

- E. The recommended list shall be submitted by the Academic Affairs Office for examination by the host school. Only upon approval by the host school in the exchange program may the individual be officially designated as an exchange student.
- F. When TKU receives the recommended list from the host school, the Academic Affairs Office shall forward it to each department, graduate institute, and degree program for examination. The examination results shall be communicated to the host school by the Academic Affairs Office.

**Article 5**

Each academic year, the quotas for domestic exchange students allocated to each department, graduate institute, and degree program are determined based on the quotas agreed upon with the collaborating schools in the current year.

**Article 6**

The enrollment list shall be communicated by the Academic Affairs Office to the respective departments, graduate institutes, and degree programs, and shall be publicize online.

**Article 7**

Should a student participating in an exchange program be unable to attend the host school as scheduled due to unforeseen circumstances, the student is required to submit a request for disqualification to the Academic Affairs Office of TKU before the commencement of classes at the host school. The Academic Affairs Office is then responsible for notifying the cooperating institution, as well as the relevant departments, institutes, and degree programs. The exchange student is not permitted to apply for a deferral or replacement. Failure to adhere to the aforementioned procedure for disqualification precludes the student from submitting any further applications.

**Article 8**

The student exchange period shall be considered within the overall academic year limit. The exchange student is permitted to study at the host school for a maximum period of one academic year, adhering to the principle of one school and one occasion. In the event of special circumstances necessitating an extension of the exchange period, approval must be obtained from both participating schools.

**Article 9**

The exchange student shall pay tuition and miscellaneous fees at the rates established

by TKU. Registration and payment procedures at the host school shall be conducted in accordance with its respective regulations. However, if there are specific provisions regarding payment matters in the cooperation agreement, such provisions shall take precedence.

**Article 10**

Students from TKU participating in an exchange program at a cooperating school shall adhere to the relevant regulations of the cooperating school regarding the selection of courses, subject matter, and the minimum and maximum credit limits.

**Article 11**

At the conclusion of the student exchange program, the student is required, within two months following the conclusion of the academic term, to apply to the host school for an official transcript or certification of grades specifying the course names and corresponding credit hours. Recognition of these grades shall be subject to approval by the head of respective department, graduate institute, or degree program, with recognition not exceeding one-third of the total credits required for graduation.

Students eligible for graduation upon completion of the required credits must submit a formal application for credit recognition, for the first semester before January thirty-first (31); for the second semester before September thirtieth (30), to the Office of Academic Affairs. Only upon approval of the credit recognition application can the student proceed to receive the official degree certificate.

**Article 12**

During the period of student exchange, in addition to adhering to the regulations of the host school, the conduct of the student shall be governed by the disciplinary measures outlined in the *TKU Regulations on Student Rewards and Sanctions*.

**Article 13**

Matters that are not covered in these regulations shall be handled in accordance with the relevant regulations of TKU and the exchange agreement signed with the cooperating school.

**Article 14**

These Guidelines, upon approval by the Academic Affairs Meeting and subsequent approval by the President of TKU, shall come into effect from the date of publication; the same applies to any amendments.