

# **Yuan Ze University Regulations for Students Taking Courses from Overseas Universities in Taiwan**

Passed by the 6<sup>th</sup> Academic Affairs Meeting of the 2006 School Year, July 4, 2007

Amended by the 4<sup>th</sup> Academic Affairs Meeting of the 2012 School Year, March 7, 2012

Amended by the 4<sup>th</sup> Academic Affairs Meeting of the 2013 School Year, January 15, 2014

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 taking courses from overseas universities in Taiwan.

Article 2 Overseas universities to which students apply for taking courses from shall be those approved by the Ministry of Education; students applying for taking courses from overseas universities in Taiwan shall be those who are recommended by the department/institute and approved by the University.

Article 3 Students applying for taking courses from overseas universities in Taiwan shall submit the relevant application documents to the University’s authorities in the correct order for approval before doing so; students shall fill out “Application Form for Students Taking Courses from Overseas Universities in Taiwan” as well.

Article 4 The recognition of credits taken from overseas universities in Taiwan shall be conducted according to the following stipulations:

1. At the end of the study period, students shall submit the applications for recognition of credits to the University; students shall submit the original written documents including study periods, credit hours, syllabi and grade certificates of course taken.
2. Credit hours earned and grades obtained from overseas universities in Taiwan 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.
3. Credit hours earned from overseas universities in Taiwan 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.
4. Credit hours earned from overseas universities in Taiwan shall be calculated into the credits students taking that semester and shall be processed in accordance with “Yuan Ze University Study Regulations”.

Article 5 Recorded credit hours earned and grades obtained from overseas universities in Taiwan 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. Due to the differences between domestic and foreign academic systems, the recognition of credit hours shall be determined by each department or graduate institute separately and then approved by Office of Academic Affairs.
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.**