

Exchange Program Pre-departure Guideline

Date: 2019.06.10

I. Duties

1. The maximum exchange period for each student is one year(2 semesters).
2. Students should remain the status of enrollment at THU during the exchange program. Under the circumstance of graduation and leave for absence, the qualification will be cancelled.
3. Enrollment
 - i. All the exchange students(post-graduate students included) need to complete the enrollment procedure with paying full tuition fees.
 - ii. If exchange students are abroad before the payment period, their family and friends in Taiwan could assist to complete the payment procedure.
4. Student Loan: For more information, please contact with Mr. Hou, Kun-Hui at Office of Student Affairs, ext. 23003.
5. Tuition Fees
 - i. Exchange students need to pay the full tuition fees at Tunghai University while the tuition at partner universities is waived.
 - ii. Dual degree students need to pay the tuition fees at partner universities and to pay miscellaneous fees at Tunghai University. (The exact tuition details would depend on each dual degree agreement.)
 - iii. The living expenses, insurance fees, housing fees, flight tickets fees, visa application fees, etc. should be afforded by students.
 - iv. Students who exchange to “Bukkyo University” and “Hokusei Gakuen University” need to pay the dormitory fee at Tunghai for the housing arrangement at the mentioned institutes.
6. Credits
 - i. Students need to communicate with professors at departments about the course recognition before departure in advance.
 - ii. Every exchange student should transfer at least one course for each exchange semester.
 - iii. Procedure of credit transferring is according to the policy of Academic Office. Office of International Relations does not guarantee anything about this issue. Students should be responsible for any case of transferring failures.
7. Course Selection
 - i. Course at THU: Exchange students and dual degree students should not have course record during the program period at partner universities; if the online system automatically adds the courses, please drop them before going abroad.
 - ii. Course at Partner University: Exchange students need to select courses according to the policy at partner universities. Every exchange student should transfer at least one course for each semester.

II. Before Departure

1. Certificate of Enrollment/Letter of Acceptance
 - i. Usually the certificate of enrollment will be ready within 2-5 months after the application deadline. Please don't book the flight schedule until the certificate of enrollment is received. (For students to Japan, Certificate of Eligibility is also necessary for visa application.)
 - ii. If there is any typo or errors on any enrollment materials, please inform the coordinator at OIR as soon as possible.
2. Passport: The valid period of passport should be longer than one year finish the program.
3. Visa
 - i. Students should apply for student visa by themselves.
 - ii. If the visa application is rejected, the exchange student qualification would be cancelled also. OIR does not be responsible for visa issue.
4. Flight Tickets
 - i. Students should book the flights by themselves.
 - ii. Pick-up service information would be provided by partner universities. (Not every university has pick-up service.)
 - iii. We recommend students for the same partner university to book the same flight.
 - iv. After the flight is confirmed, please send the flight information to the coordinator at OIR.
5. Military Service Postpone
 - i. Definition
 1. Serviceman: Male students who haven't completed the military service need to apply for military service postpone.
 2. Non-serviceman: Male students who were examined for military service waived or have completed the service don't need to apply for it.
 - ii. Please inform the coordinator at OIR about the departure date so that the postpone application could be done in advance.
 - iii. After the application is approved, the applicant will receive the official letter from local government. Applicant should complete the required procedures according to the instructions on the official letter before departure.
 - iv. Serviceman-students should return to Taiwan according to the prescribed period or they should be responsible for the legal punishment.
6. Health and Insurance
 - i. Please prepare the personal medicine before going abroad. If you have special diseases, please inform the coordinators at OIR in advance.
 - ii. Every student should have insurance that cover the medical and accident expenses during their stay at partner universities.
7. Others
 - i. Students could prepare some formal clothes for the special occasions and souvenir about Taiwan or Tunghai University for host institutes or host family.
 - ii. Please be careful about the security check rules of each countries and the restrictions of different airlines.

8. Living expenses
 - i. Cash
 - ii. Overseas withdrawal (withdrawal fees would be charged): please be sure that the overseas withdrawal function works.
 - iii. Local Bank Account: Please be sure you have enough money before the account is ready. Please take care of your personal belonging. The loss of it will be your own responsibility.
9. Please register the relative information on the website of Bureau of Consular Affairs, Ministry of Foreign Affairs(www.boca.gov.tw) and download the "Travel Emergency Guidance" APP in advance.

III. During the Exchange Program

1. Please keep contacting with your family after arriving at partner universities and provide them with local contact information.
2. After settling down, please email the following documents to the coordinator of each regions:
 - i. Verification of Study Abroad and Selected Courses List
 - ii. Registration Sheet After Arriving Sister School
3. If students need to shorten the exchange period due to any reasons other than events of force majeure, please inform the Offices in charge at both institutes. Students could return to Taiwan when the shorten-period-application is approved.
4. After the exchange program, students should return to Taiwan and enroll at Tunghai University or complete the university leaving procedure for graduation.

IV. Post-exchange Period

1. Required Documents
 - i. After returning to Taiwan, please inform the coordinator at OIR.
 - ii. Exchange Program Report should be submitted to OIR coordinators of each regions within one month after returning to Taiwan and the deposit will be refunded.
 - iii. Those who apply for MoE Scholarship should submit the required documents and upload Exchange Program Report to the online system(Link: <https://www.studyabroad.moe.gov.tw/103/stulogin.php>). The scholarship qualification would be cancelled if the report doesn't be uploaded on time.
2. Transcript and Credit Transfer
 - i. The official transcript will be sent to OIR or the departments within 1-3 months after the exchange program ends; if you need more copies of transcripts, please apply for it to the office at partner universities. Format of the transcript:
 1. Paper copy: Usually the copy will be sent to OIR. If the copy is sent to students' home, please inform OIR when it arrives.
 2. Digital copy: It would be sent by email or downloaded from the online system.
 - ii. Student who would like to graduate in the same semester that exchange program ends should complete the credit transfer and university-leaving procedure before the last day of 1st week of the next semester. For the details, please refer to the regulations of the Academic Affairs Office
 - iii. According to the academic policy, the grades of post-graduate students will be ranked based on the average of the graduates at the same year.
 - iv. In order to complete the necessary procedures on time, students are suggested to prepare

the required documents in advance before the program ends.

- v. When receiving the official transcripts, OIR will inform the students via email.

V. OIR Contact Person

American and European Countries

Ms. Doris Tsai

Email: doris@go.thu.edu.tw

Tel: 886-4-2359-0121 ext. 28501

Asian Countries (China excluded)

Ms. Ailsa Lin

Email: ailsalin@go.thu.edu.tw

Tel: 886-4-2359-0121 ext. 28502

MoE Scholarship

Ms. Lisa Liu

Email: lisaliu@go.thu.edu.tw

Tel: 886-4-2359-0121 ext. 28504

Office of International Relations

Email: oir@thu.edu.tw

Tel: 886-4-2359-0356

Fax: 886-4-2359-0884

東海大學交換至國外學校學生申請修習科目及學分採認注意事項

一、法規依據：

- (一) 東海大學學生出境期間有關學業及學籍處理要點（詳參該要點第七點）。
- (二) 東海大學學生抵免學分辦法辦理。
- (三) 東海大學教師繳交及更正成績作業要點。

二、辦理時間：

交換學生申請學分採認以一次為限，於結束交換後次學期加退選截止日前辦理（擬交換結束，當學期暑假畢業者，須於開學一週內完成學分採認）。

三、採認學分範圍：

各系、所之必修科目、選修科目，及該系、所承認之他系、所選修科目。建議採認科目以當學年或當學期所開授課程為主。

四、採認學分原則：

- (一) 科目名稱、內容相同者。
- (二) 科目名稱不同而內容相同者。
- (三) 科目名稱、內容不同而性質相同者。
- (四) 學分數以多抵少，不能以少抵多；一科或多科抵一科，不能一科抵多科。

五、學分採認審核作業流程：

學生向國際處領填申請表（或至註冊組網頁下載）→國際處確認簽核（領取成績單正本/影本成績單蓋章、登錄返校註記）→系所審查→系所主管審核→通識中心審查及主管簽核（修習課程如含有通識類課程者）→註課組收件、複核及成績登錄。

六、成績登錄：

依「交換至國外學校學生修習課程及成績認定申請表」之系所認定之課程通過或不通過，予以登錄。惟參加交換之當學期，至少應登錄 1 科。

七、檢附證明文件：

辦理學分抵免時，務必攜帶交換學校所給予正本之歷年成績單或學分證明等相關文件，以資查驗，否則一概不予受理。如有特殊情況，須先以傳真或 EMAIL 影本處理者，請先至國際處辦理認定後（須蓋章），始得進行後續作業。

八、國外修課學分登錄為本校成績時，非百分制成績得依原校提供之轉換為百分制對照表轉換為百分後再轉換成通過或不通過登錄；原校未能提供轉換百分制說明者，得參考下表轉換：

成績	A+	A	A-	AB	B+	B	B-	C+	C	C-	D
學制											
大學部	96	90	84	81	78	75	72	68	65	62	50
研究所	98	92	86	85	84	80	76	74	70	66	50