



# **Tzu Chi University**

## **Guidelines for Student Exchanges with Other Domestic Universities**

Passed by the Meeting of the Office of Academic Affairs on December 2, 2022

### Article 1

The University has formulated these guidelines to enhance collaborations and sharing of teaching resources with other domestic universities and provide students with diverse learning opportunities.

### Article 2

The University will set up an Exchange Students Selection Committee (hereinafter referred to as the Committee). The Dean of Academic Affairs is the convener, and the Committee also comprises deans of the colleges. The Committee will carry out the selection process with openness, fairness, and righteousness.

### Article 3

#### Qualifications

1. Current students may apply from their second semester of study.
2. The maximum period of the exchange program is one year.
3. Students who have previously participated in another domestic or overseas exchange program may not apply.
4. Students from other universities applying to study at Tzu Chi University as exchange students may only do so once, and their period of study may not be longer than a year.

## Article 4

Students should submit the following documents to the Office of Academic Affairs:

1. Application form.
2. Transcripts (including class ranking) of previous years.
3. Study plan during the exchange period.
4. Other relevant data related to student's excellent performance, including work, awards and certificates from competitions, etc.

## Article 5 Selection process

1. Students should send their application to the office of their department, institute, or program for preliminary review and then provide it to the Office of Academic Affairs.
2. The Committee will conduct a secondary review before presenting to other universities related to the exchange program.
3. After receiving consent from other universities mentioned above, the Office of Academic Affairs will publicly announce the student list and inform each student's department/institute/program.
4. After receiving other universities' requests regarding students who will join Tzu Chi University as exchange students, the Office of Academic Affairs will forward the list to the department/institute/program for review before informing the other universities of its decision.

## Article 6

Tzu Chi University students who join other universities as exchange students should complete the University's enrollment process and pay full tuition, fees, and insurance expenses.

Except for taking certain elective courses, which require students to pay specific fees, exchange students from other universities don't need to pay Tzu Chi University's tuition, fees, or insurance expenses.

## Article 7

Students will include the study period at the other university, as exchange students, in calculating their total years of study.

During their exchange period, students must follow relevant University guidelines to request leaves of absence.

## Article 8

Students may request transfer credits regarding their completed coursework and earned credit hours from other universities, during their exchange period, by following relevant University rules or guidelines.

## Article 9

After being approved, if students may not attend the other university as planned, for good reasons, they should apply to the Registrar of the Office of Academic Affairs to cancel the exchange plan within one month before the first day of classes at the other university.

Tzu Chi University will notify the other university and relevant department, institute, or program. Students may not apply for postponement or substitution. Those who fail to complete the cancellation may not reapply for this program.

## Article 10

Exchange students from other universities must follow Tzu Chi University's rules or guidelines for enrolling in courses and living in University housing.

#### Article 11

During the exchange period, in addition to adhering to the rules, regulations, and requirements of the other university, students must follow Tzu Chi University's rules, regulations, and requirements.

#### Article 12

During the exchange period, students should abide by the rules, regulations, and requirements related to student affairs at the other university. If the other university requires students to live in university housing, etc., they must comply. Students should pay the expenses incurred during the exchange period by themselves.

#### Article 13

The University will issue certificates to exchange students to facilitate access to University facilities and services.

#### Article 14

Should there be anything relevant to students, yet inexplicable in these guidelines, they should refer to applicable University rules or guidelines, and the student exchange agreement signed by other universities and Tzu Chi University.

#### Article 15

The Meeting of the Office of Academic Affairs must pass these guidelines. Any amendments shall follow the same procedure.