

## **Regulation of MCU Students on Overseas Exchange Programs**

**Article 1** Regulation of MCU Students on Overseas Exchange Programs is established for MCU students with the intention of studying abroad through overseas exchange programs between MCU and its partner schools (hereinafter referred to as “the Regulation”).

**Article 2** Students are recommended to study abroad at schools which have entered into an academic cooperation and student exchange agreement with MCU.

**Article 3** The number of exchange students is regulated based on the agreements between MCU and overseas partner schools. Students, in principle, may attend the exchange program for a period of one semester. With the condition of available vacancies, students can apply to fill the vacancies and extend the exchange period to one year at maximum at the same overseas partner school.

**Article 4** Students, when applying for exchange programs and during the period of overseas study, must be full-time registered degree seekers at MCU, with average academic grade of all semesters over 75, have never participated in the student exchange program, and should be recommended by the department and school/ college. Provided a student has achieved the requirements for graduation during the period of studying abroad, he/she will be disqualified as an exchange student from MCU upon graduation. Senior students who are unable to complete their graduation procedures before the end of the current semester due to differences in the academic system at overseas partner schools may apply for a special case to complete their graduation procedures before the start of the next semester. They will still be regarded as full-time students.

**Article 5** Students should prepare required documents including application forms and language proficiency, and submit them to International Education and Exchange Division (hereinafter referred to as “IEE”) . After a preliminary committee evaluation, IEE will then forward students’ application package to the overseas partner schools for official review. If the number of applications exceed the available vacancies at partner schools, applicants are ranked in order by the criteria of (firstly) average academic grade of all semesters, (secondly) average conduct grade of all semesters, and (thirdly) the committee resolution of which committee members are designated by corresponding departments and IEE.

**Article 6** Students will be informed of the final acceptance decision by IEE and the announcement will be published on IEE website.

**Article 7** Students should pay tuition and fees to MCU, and be responsible of their own overseas living expenses, including accommodation, meals, travel, etc. Other related regulations shall be based on the agreements between MCU and partner schools.

**Article 8** After returning from overseas, students should submit transcripts and study reports to IEE within the given time period.

**Article 9** Students should meet the qualifications for studying abroad as regulated by corresponding departments and schools/ colleges, and arrange credits in advance for credit transferring process by seeking advice from their departments and schools/ colleges.

**Article 10** Scholarship for studying abroad is applicable to full-time registered students with average academic grade over 80 and conduct grade over 85. The final amount of scholarship award is subject to the annual budget availability from the Ministry of Education and regulations by the school committee.

**Article 11** Items not covered in the Regulation shall abide by relevant MCU regulations.

**Article 12** The Regulation has been approved by the Administrative Council and the President. Any amendments must be processed accordingly.