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Unit in Charge: Div. of Registration and Curriculum

Title: Providence University Regulations on Domestic Inter-collegiate Exchange Student Screening

Version: 02

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Providence University Regulations on Domestic Inter-collegiate Exchange Student Screening

[Amended at the Academic Affairs Meeting on December 11, 2024.](#)

- Article 1. Article 1. The Providence University Regulations on Domestic Exchange Student Screening (hereinafter the “**Regulations**”) are established to promote domestic inter-collegiate exchanges and cooperation to share teaching resources and to encourage students in diversified learning.
- Article 2. A Domestic Inter-collegiate Exchange Student Screening Committee (hereinafter the “**Screening Committee**”) shall be established to process the screening of the exchange student applications. The Dean of Academic Affairs shall serve as the Convener; the Dean of the respective Colleges shall serve as the ex-officio committee members; two to three fulltime faculty members shall be invited to serve as the committee members. The Committee shall handle the screening process in a fair and impartial manner.
- Article 3. The number of domestic inter-collegiate exchange students and the application deadline are subject to the agreements between the University and the partner institutions. The Office of Academic Affairs shall announce the timetable and other application related information every semester.
- Article 4. Eligibility and restrictions for the out-bound exchange students:
- A. The qualified enrolled Sophomores to the Seniors in their first semester (excluding the extended period of study) are eligible for application for inter-collegiate study. Students of deferred graduation and students in suspension of study are not eligible for application.
 - B. The grades requirements from the previous semester of the application date are: 75 for the minimum average academic grade; 80 for the minimum conduct grade.
 - C. The exchange period is one semester or one academic year. The extension for exchange period for any reason is subject to both institutions.
- Article 5. The applicants shall file their applications to the Office of Academic Affairs with the following items:
- A. One copy of the Application Form.
 - B. One original copy of the academic transcript of the preceding semester.
 - C. One copy of the Course Registration Form.
 - D. Parental Consent Letter (Students under 18 years old are required.)
- Article 6. The screening procedures:
- A. The applicants shall file the applications with the related documentations before the deadline. The applications are subject to the approval of the attending departments (institutes, degree programs) and colleges to be submitted to the Office of Academic Affairs. The Screening Committee then makes the selections based on the academic performance and exchange quota and forwards the recommended list to the partner institutions for review. The Office of Academic Affairs shall announce the final acceptance list and notify the subject students and the attending departments (institutes, degree program).
 - B. When matching application for the same institution occurs, the applicants’ conduct grades shall be the determinant if the academic grades are the same.
 - C. The recommended list from the partner institutions shall be forwarded by the Office of Academic Affairs to the pertinent departments (institutions, degree programs) for review.

Upon the approval of the Dean of Academic Affairs, the acceptance list shall be forwarded to the partner institutions for announcement.

- Article 7. The fee payment for courses in In-service Programs and Teacher Education Programs shall follow the pertinent regulations of the partner institutions. In addition, the Providence University out-bound exchange students shall make tuition and fees payment in accordance with the University payment regulations; the partner institutions will not make any further charges. If payment matters are otherwise stipulated in the partner agreement, the stipulations shall prevail.
- Article 8. The period spent at partner institutions is included in the maximum duration of study; the application for the suspension of studies shall be subject to the *Providence University Academic Regulations*.
- Article 9. The credits and grades earned by the out-bound exchange students at the partner institutions shall be processed in accordance with the cross-university course registration regulations. The said students shall file the course registration application in advance, and it is at the discretion of the attending departments (institutions, degree programs) whether the credits earned at the partner institutions can be included in the number of credits required for graduation.
- Article 10. The University shall issue the in-bound exchange students **temporary** Student ID card so that the said students can have access to the university facilities during their studies at the University.
- Article 11. Where the out-bound exchange students cannot attend the exchange program for any reason, the said students should apply to the Office of Academic Affairs to cancel their visiting status; the Office of Academic Affairs shall inform the partner institutions and the pertinent departments (institutions, degree programs). The exchange status cannot be postponed or replaced by others. The students failed to comply with the prescribed cancelling procedure shall not be eligible for future exchange student screening.
- Article 12. While on Providence campus, the in-bound exchange students shall follow, in addition to the regulations of the home institutions, the Providence University regulations on course registration, housing, and code of conduct.
- Article 13. Any matters not provided herein shall be subject to the related regulations and the agreement with the partner institutions.
- Article 14. The Regulations are enforced upon the approval of the Academic Affairs Meeting; the same procedure applies to the amendments.

Adopted at the Academic Affairs Meeting on June 4, 2014

***The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**