

Fu Jen Catholic University

Guidelines for Course Registration at Partner Institutions

Approved at the second meeting of the Academic Affairs Council for the 2014-2015 Academic Year on May 14, 2015

Approved for amendment at the second meeting of the Academic Affairs Council for the 2023-2024 Academic Year on April 25, 2024

Article 1

These Guidelines were created to fulfill the requirements of Fu Jen Catholic University Regulations for Students Temporarily Suspending Studies to Study Abroad at Partner Institutions.

Article 2

Students must consult with the head of their program before leaving Taiwan to study abroad. After completing course registration at the partner institution, students must submit course information to their program office at Fu Jen Catholic University ('FJCU'). After endorsement, the program office will submit the information to the Office of Academic Affairs for record-keeping.

Article 3

Credit recognition and credit replacements for courses taken at a partner institution will be managed in accordance with the following guidelines:

1. Students must register for a minimum of one course per semester while on exchange. At the same time, students must ensure they take enough courses to satisfy the policies of the partner institution and visa requirements for the country/area in which they are studying.
2. Students on exchange must complete course registration according to the academic calendar at FJCU. However, if course registration at the partner institution occurs later than at FJCU, students must complete registration no later than the mid-point of a semester.
3. Students must submit the following course information to the Registrar at FJCU when completing registration at the partner institution: start and end dates of the course, total class hours, and course syllabus. The Registrar will complete registration for the students at FJCU and provide course information to the student's home program for credit recognition or credit replacement. Students cannot complete a course at a partner institution and then request a credit replacement upon returning to Taiwan.

Article 4

Course credits and academic grades earned at a partner institution will be entered in FJCU records in accordance with the following principles:

1. The partner institution must provide original copies of transcripts for courses and credits to be recognized. The student's home program at FJCU will convert grades and credits based on the chart below. Then, in accordance with Fu Jen Catholic University Regulations Governing the Assessment of Student Performance and Calculation of Credits, the director of the home program will assign their seal and submit the grades and credits to the Registrar, where they will be entered into records.
2. When converting grades from a partner institution, program offices may make adjustments based on a student's performance at FJCU as well as considerations of the student's adaptation to life abroad and other factors. It may also consult the conversion table below:

Country/ Region	Taiwan	United States China Hong Kong South Korea Singapore Japan	European Credit Transfer and Accumulation System	Mexico	Australia	Chile
	Credits	Credits	ECTS	Credits	Credit points	Credits
	1	0.5-1	1-3	2	4	-
	2	2	4-5	4	8	5-6
	3	3	6-7	6	12	10
	4	4	8-9	8	16	-
	5	5	10-11	10	20	-
	6	6	12-13	12	24	20

Article 5

Any matters not covered in these Guidelines will be handled in accordance with Fu Jen Catholic University Academic Policies and related regulations.

Article 6

These Guidelines were passed by the Office of Academic Affairs and will be promulgated and implemented upon approval of the President. Amendments will follow the same procedure.

輔仁大學學生赴境外大學校院選修課程作業要點

104.05.14 103 學年度第 2 次教務會議制定通過

113.04.25 112 學年度第 2 學期教務會議修正通過

- 一、為落實輔仁大學學生肄業期間至國外合作協議學校進修實施辦法之規定，特訂定本要點。
- 二、本校學生應於出國前徵詢所屬系(所)主管意見，於交換學校完成選課程序後，自行將選修課程相關資料傳回本校，經所屬系(所)認可後，再轉送教務處備查。
- 三、學生於境外大學校院選修課程之學分採認或替代，依下列規定辦理：
 - (一) 交換期間每學期至少應於交換學校修習一門課程，但必須同時遵守交換學校與該地區簽證規定。
 - (二) 交換期間仍應按本校選課日程辦理，如因各交換學校選課時間較晚，至遲應於當學期期中完成。
 - (三) 交換生所選課程相關資料，包含課程起始時間、課程時數、課程大綱等，應於選課階段提出，供課務組以辦理在本校的開課、選課，並提供系(所)或開課單位採認或替代，不應在完成課程後返校再重新要求以交換學校科目替代本校科目。
- 四、至境外大學校院修課學分與成績登錄為本校成績資料，依下列原則處理：
 - (一) 所選修課程與成績，均須由修習學校出具成績證明正本，所屬系(所)依本作業要點第四條規定轉換學分，再依「輔仁大學學生成績考評及學分核計辦法」經由系主任核章後送交註冊組登錄成績。
 - (二) 各地區學校學分轉換須考量同學在校成績和出國適應環境等問題，系(所)得視情況再做調整，亦可參考下表轉換：

地區	台灣	美國 大陸 香港 韓國 新加坡 日本	歐洲學分 互認體系	墨西哥	澳洲	智利
單位	學分	Credits	ECTS	Credits	Credit points	Credits
	1	0.5-1	1-3	2	4	-
	2	2	4-5	4	8	5-6
	3	3	6-7	6	12	10
	4	4	8-9	8	16	-
	5	5	10-11	10	20	-
	6	6	12-13	12	24	20

- 五、本要點未規定事項者，悉依照本校學則及有關規章辦理。
- 六、本要點經教務會議通過，報請校長核定後公布施行。修正時亦同。