

# **Fu Jen Catholic University**

## **Guidelines for Course Registration at Partner Institutions**

Formulated at the Second Academic Affairs Council for the 2014-2015 Academic Year on May 14, 2015

### Article 1

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

### Article 2

A student must receive endorsement from the head of their program before leaving Taiwan to study abroad. After completing course registration at the partner institution, the student must submit course information to the office of their program at Fu Jen Catholic University (hereinafter ‘the University’). The office will confirm the information and submit it to the Office of Academic Affairs for their records.

### Article 3

Credit recognition and credit replacements for courses taken at a partner institution will be handled according to the following guidelines:

- (1) A student must register for at least one course every semester while on exchange, but must also fulfill visa requirements for the area and meet the regulations of the partner institution (i.e. a student may need to take more than one course per semester to obtain a visa or fulfill requirements of the partner institution).
- (2) A student on exchange must complete course registration according to the schedule at the University. However, if course registration at the partner institution occurs later than at the University, the student must complete registration no later than the mid-point of a semester.
- (3) A student must submit the following course information to the Registrar at the University after registering at the partner institution: beginning and ending dates of a course, total class hours, course syllabus, etc. The Registrar will use this information to enter the course into the student’s academic records and register the student in the course. The Registrar will also provide this information to the student’s program for credit recognition or credit replacement. A student must not wait until returning from study abroad to request a credit replacement for a course taken at a partner institution.

Article 4

Credits and academic grades earned by a student at a partner institution will be added to University records and handled according to the following principles:

- (1) Original transcripts issued by the partner institution for all courses taken while on exchange must be submitted to the University. The office of the student’s program will convert the grades and credits to University standards in accordance with Article 4 of these Guidelines. The director of the program will stamp the converted grades with their seal and then submit them to the Registrar where they will be entered into records.
- (2) When converting grades from a partner institution, a program office may make adjustments based on a student’s grades at the University, how the student adapted while abroad, and other factors. It may also consult the conversion table below:

Area	Taiwan	U.S. China Hong Kong South Korea Singapore Japan	Europe (European Credit Transfer and Accumulation System)	Mexico	Australia	Chile
Measurement	Credits	Credits	ECTS	Credits	Credit points	Credits
	1	1	2	2	4	-
	2	2	4	4	8	5-6
	3	3	6	6	12	10
	4	4	8	8	16	-
	5	5	10	10	20	-
	6	6	12	12	24	20

- (3) If a grade is not calculated as a percentage, it may be converted using the conversion chart provided by the partner institution. A conversion chart for grades from various areas is provided below:

U.S. Hong Kong South Korea Singapore	Taiwan	France	Taiwan	Holland	Taiwan	Germany	Taiwan	Mexico	Taiwan	Australia	Taiwan
<b>A+;A</b>	95-100	<b>16-20</b>	91-100	<b>9.1-10</b>	95-100	<b>1.0</b>	90-100	<b>9-10</b>	90-100	<b>7</b>	90-100
<b>A-</b>	90-94	<b>14-15.9</b>	81-90	<b>8.6-9.0</b>	91-94	<b>1.3</b>	87-90	<b>8</b>	80-89	<b>6</b>	80-89
<b>B+</b>	85-89	<b>12-13.9</b>	71-80	<b>8.1-8.5</b>	85-89	<b>1.7</b>	83-86	<b>7</b>	70-79	<b>5</b>	70-79
<b>B</b>	80-84	<b>10.1-11.9</b>	61-70	<b>7.6-8.0</b>	81-84	<b>2.0</b>	80-82	<b>6</b>	60-69	<b>4</b>	60-69
<b>B-</b>	75-79	<b>10</b>	60	<b>7.1-7.5</b>	75-80	<b>2.3</b>	77-79	<b>5</b>	0-59	<b>1-3</b>	0-59
<b>C+;C</b>	70-74	<b>0-9.9</b>	0-59	<b>6.6-7.0</b>	71-74	<b>2.7</b>	73-76				
<b>C-</b>	65-69			<b>6.1-6.5</b>	65-70	<b>3.0</b>	70-72				
<b>D+;D</b>	61-64			<b>5.6-6.0</b>	61-64	<b>3.3</b>	67-69				
<b>D-</b>	60			<b>5.1-5.5</b>	56-60	<b>3.7</b>	63-66				
<b>F</b>	0-59			<b>1.0-5.0</b>	0-59	<b>4.0</b>	60-62				
						<b>4.3-5.0</b>	0-59				

#### 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. The same procedure will be followed for each amendment.