

NCHU Department of Business Administration
Guidelines for Outbound Exchange, International Volunteering,
Business Competition, Off-campus Business Learning and Overseas
Visiting for Master Students Enrolled after 2025

Enacted in the Department Affairs Meeting on October 7, 2025
Amended (Articles 4) in the Departmental Affairs Meeting on Jun. 3rd, 2026

- Article 1: These implementation guidelines are established to enforce the regulations on the graduation requirements for the Master's program, specifically for outbound exchange, international volunteering, business competitions, and overseas visiting.
- Article 2: Outbound exchange programs are limited to those offered through the University's Office of International Affairs. Students must complete the graduation requirement application form and obtain approval from the department chairperson before exchange. Upon returning, students must complete the credit transfer process to let the exchange credits be recognized for graduation requirements.
- Article 3: International volunteering is limited to international volunteer programs organized by the University. Overseas visiting is restricted to international study programs or camps abroad organized by various units of university.
- Article 4: Students must complete the graduation requirement application form and obtain approval from the chairperson of the department before departing or registering the international volunteer programs, business competitions or overseas visiting. Students should submit participation proof document for these activities to acquire recognition for graduation requirements within one month after returning or completing the activity.
- Students entering in the 2026 academic year and thereafter shall submit their participation proof and proof of advancement within one month after completing the business competitions to acquire recognition for graduation requirements.**
- Article 5: Students are required to complete a total of 200 hours of off-campus business learning. Students must complete the graduation requirement application form and obtain approval from the chairperson of the department before engaging in the off-campus business learning. Within two weeks after completing the off-campus business learning, students must submit relevant proof and a reflection report to acquire

recognition for graduation requirements.

Article 6: The guidelines not addressed in the regulations shall process according to other relevant laws and regulations.

Article 7: These Regulations are enforced upon approval and announcement of the meeting of department affairs. The same shall apply to the amendments to these regulations, if any.

※In case of discrepancy between the Chinese version of terms & rules and its English translation, the Chinese version shall prevail.