

Regulations of Exchange Students Advanced Standing Policy for the Department of English

Implemented with authorization of Dean of College of English and International Studies on Sep,13th, 2013

- I.** Prior to exchange, students are required to inquire about related information and additional announcement of credit exemption from the office of the English Department. The following information will be provided by the assistant of the English Department:
 1. All credits can be exempted, as long as the required courses opened by the exchange school are related to English subjects, except for *Research Writing*. If the required courses are not English-related subjects but have similar learning content and the same number of credits, all credits can be equally exempted. For other course exemptions, students should follow the regulations of the Advanced Standing Policy.
 2. Besides requirement courses, students should particularly pay attention to elective courses selection. The elective courses include professional elective courses (twelve credits before graduation) and general elective courses. Students should give priority to professional elective courses when taking courses.
 3. Exchange students may be exempted from professional elective courses if they take general elective courses, but not vice versa.
 4. Students can only apply for exemptions for current semester courses.
 5. Courses can be replaced only if the syllabi are similar. According to the rules of course selection, courses are divided into one-year courses and one-semester courses. Students should finish the one-year course, if applying for a one-year course exemption.
 6. Exchange students are supposed to fill in a course exemption form and bring it with a school report card and the syllabus to the English Department for exemption. If students have any queries about course exemptions, they can consult or appeal to the Chair of English Department. The final decision will be made by the Chair.
 7. If students need to complete a *Research Writing* course, they should inform the English Department and the teacher in advance. The course has to be completed by means of a distance-learning program.
- II.** Exchange students are responsible for the accuracy and affirmation of all the above-mentioned information and must confirm the courses of credit exemption with the Chair of English Department within two weeks after the commencement of the semester. Without confirmation from the Chair, students proceed entirely at their own risk.
- III.** The regulations should be approved by the Department Curriculum Design Group and

Department Affairs Committee. Once approved by the Dean of the College of English and International Studies, they will take effect from the day of announcement.