

Kai Nan University
Department of International Logistics and Transportation Management

Application and Learning Guidelines for Outbound Exchange Students

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To assist exchange students from our department in applying for study abroad at sister schools and to ensure their safety and effective learning during their study abroad period, the following provisions are specified in accordance with the "Implementation Measures for Nan Kai University Students to Study Abroad at Sister Schools." If students fail to comply with the following regulations, the department will take appropriate actions, including assigning failing grades, as per university policies.

1. Students who wish to participate in sister school exchange programs should submit relevant documents and registration fees according to the department's announced schedule. The amount of the registration fee will be determined by the departmental meetings.
2. Students selected through the department's screening process should confirm their intention to study abroad within one week after the publication of the list of selected students. Otherwise, it will be considered as giving up the opportunity. Except for uncontrollable circumstances, students who give up the opportunity to study abroad after the deadline will not be allowed to reapply for exchange programs in the future.
3. Students participating in distance learning courses during their exchange program should primarily take professional elective courses. If they wish to take required courses for their major, they must obtain approval from the course instructor and the department head in advance.
4. Exchange students studying abroad must adhere to the following guidelines:
 - 4-1. Students should purchase medical insurance that includes emergency

evacuation services before traveling abroad. The insurance coverage should be valid throughout the entire study abroad period to ensure their safety while studying at the exchange school and to cover any significant medical procedures if needed.

- 4-2. Within 24 hours of arrival at the exchange school, students should notify their class advisor and department head of their safety.
- 4-3. Within one week of arrival at the exchange school, students should provide their contact information to their class advisor and department head, confirm their enrollment in distance learning courses at Nan Kai University, and contact the instructors of those courses to confirm the assessment methods.
- 4-4. Students should submit reports on their experiences of living and studying abroad to their class advisor and department head after the sixth and twelfth weeks of their stay at the exchange school.
- 4-5. The grades for distance learning courses will be determined by the course instructors based on the students' performance in those courses. Exchange student reports will not be the sole basis for grading.
- 4-6. Students should inform the local counseling teacher before traveling to other locations and must comply with all schedules and regulations of the host school.
- 4-7. Students must strictly abide by the laws and regulations of the host country and take legal responsibility for their actions. If any actions damage the reputation of the university, they will be dealt with according to university regulations.
- 4-8. For any other matters not covered here, they should be submitted to the departmental meetings for discussion and decision.