

National Tsing Hua University Regulations for Selection of Overseas Exchange Students

Passed by the 12th Global Affairs Meeting in Academic Year 2018 on January 7, 2019.

The Office of Global Affairs (henceforth, the Office) of National Tsing Hua University (henceforth, NTHU) established these Regulations to encourage students to participate in student exchange programs to broaden their horizons.

Article 1: Eligibility

- I. Eligibility for student exchange:
 - (I) Students must be enrolled and not graduating in the current semester, and second year students or above in a bachelor program; or first year students or above in a master's program; or first year students or above in a doctoral program to be eligible.
 - (II) Overseas students (including foreign students, overseas Chinese students, and Mainland Chinese students) who meet the requirements in the preceding paragraph may also apply to become an exchange student, but not to the country where they come from. Overseas students who are receiving scholarships from the Ministry of Education, NTHU, or other government agencies must collect or cease to collect their scholarship in accordance with regulations of the units providing the scholarships.
 - (III) Grade requirements: Undergraduate students must have an average GPA of 3.20 or above, or ranked top 50% of their class or department in the previous academic year; postgraduate students must have an average GPA of 3.20 or above in the previous academic year.
 - (IV) The applicant is required to submit a foreign language proficiency test score. If the applicant graduated from a senior high school that speaks the same language as the country he/she intends to go to for the exchange program, his/her graduation certificate may be used as proof of language proficiency. Please see the announcement of the Office of Global Affairs for regulations on various language proficiency tests.
 - (V) None of the following circumstances may be present:
 - 1. The student has already recommended by NTHU for an overseas exchange within the same academic program.
 - 2. The student rejected an acceptance to an exchange within the same academic program before without proper cause.
- II. Students may not apply for a suspension of study or graduate in the semester

or academic year they go on an exchange. Otherwise, they will be disqualified.

- III. Applicants must retain their student status during the application and when traveling abroad. Otherwise, their exchange student qualifications will not be reserved. Undergraduate students who apply and are accepted to become exchange students must travel abroad while they are still on the undergraduate program. Master's students who apply and are accepted to become exchange students must travel abroad while they are still on the master's program.

Article 2: Application documents

- I. Application form for the overseas exchange program.
- II. Full academic transcript: including class or department ranking for undergraduate students; full academic transcript of the undergraduate program for first year master's students; and full academic transcript of the master's program for first year doctoral students.
- III. Overseas study plan.
- IV. Valid language proficiency certificate within two years.
- V. Photocopy of national ID card (front and back; passport for foreign students/overseas Chinese students, and entry permit for Mainland Chinese students).
- VI. Photocopy of NTHU student ID card (front and back).
- VII. Letter of recommendation from class advisor or thesis advisor.
- VIII. Additional materials that will benefit the review.

Article 3: Application date

Student exchange is open for application in the first and second semesters of every academic year. Detailed dates will be announced by the Office of Global Affairs.

Article 4: Review procedures

- I. Review standards: Application documents, course selection proposal, and academic transcript, etc.
- II. Review process: There are three phases, including a preliminary review by the department, a second review by the college, and a final review by the university.

Article 5: Selection of priority and distribution for the exchange program

- I. Each student may select up to ten (10) sister schools (must be in order) and

one (1) department/institute for each school.

- II. Students must verify the admission standards, language proficiency test standards, language that courses are taught in, and courses offered by the department/institute of the school they wish to attend themselves before selecting their priorities.
- III. Students taking the spring program may only become an exchange student for one semester, and the exchange period may not be extended.
- IV. Review and distribution standards: If two students list the same priority, the distribution will be determined based on their review score, course selection proposal, and academic performance.
- V. After the list of accepted exchange students is announced, the applicant may not request for a change of school for any reason. Applicants who request for a change of school will be disqualified.

Article 6: School and quota

- I. Sister schools of NTHU that provide student exchange programs are schools that NTHU has already signed an exchange program agreement with and established formal student exchange channels.
- II. The exchange student quota of sister schools shall be based on quota provided by each school that year. The quota stipulated in the agreement does not represent the quota available for that year.

Article 7: Notes for selection

- I. During application:
 - (I) All required documents must be submitted for an application. Applications will not be accepted in the event of incomplete documents, and the applicant will not be notified separately.
 - (II) The foreign language proficiency certificate must be submitted during application. If the formal results in paper are not available during application, an online printout of the results may be submitted in lieu. A copy of the foreign language proficiency certificate must be submitted within ten (10) days after the list of accepted exchange students is announced. The foreign language proficiency test must still be within the two-year validity period as at the application deadline.
 - (III) The foreign language proficiency certificate required for the application does not necessarily meet the language proficiency requirements of the sister school.
- II. After approval:

- (I) Applicants who pass the internal screening must submit a declaration within the prescribed time limit to affirm their intention to become an exchange student and guarantee that they will comply with the relevant laws and regulations while studying abroad. Otherwise, they will be deemed as having rejected the acceptance.
- (II) Following an acceptance to the exchange program, students must pay an administrative fee of NT\$8,000 (students with a low-income household certificate or proof of subsidies for middle- and low-income households issued by the administrative competent authority of ROC are exempted). The administrative fee will be returned after the student completes the exchange and fulfills his/her obligations.
- (III) Qualifying as an exchange student does not represent that the student will be accepted by the sister school of choice. The acceptance to the sister school shall be determined based on the sister school's review results.
- (IV) Application deadline for sister school: Exchange students must submit all required documents to the Office of Global Affairs for verification at least one (1) month before the sister school's application deadline, and may only mail the documents after they are verified to be correct.
- (V) Students who pass the internal screening must go on the exchange the following year. Exchange student qualifications will not be reserved after this period and students who do not go will be deemed as having rejected the acceptance.
- (VI) The student exchange period must last for at least one semester and is limited to one academic year. Exchange students may not apply for an extension. Approval granted by NTHU does not represent that applicants will be accepted by the sister schools. Regardless of whether or not a student is accepted by the sister school, the student may only apply for an exchange once.
- (VII) Accepted students are attending the sister schools as exchange students, and may not request a degree from the sister schools.

Article 8: Rights and obligations of exchange students

I. Before traveling abroad:

- (I) Credit transfer: Students may apply for a credit transfer in accordance with the "National Tsing Hua University Academic Credit Transfer Guidelines."
- (II) Military service: Male students of conscription age must request their department/institute to send the draft deferral documents to the military service department in the county/city government of their permanent address

- four (4) weeks before traveling abroad, and notify the Office of Military Training and International Students Section of the Office of Global Affairs.
- (III) Dormitory application: Students must apply for dormitories according to the application regulations of the school they are accepted to attend. The Office of Global Affairs does not provide dormitory arrangements.
 - (IV) The applicant must undertake dormitory application and prepare documents including visa, course selection, airport pick up/drop off, credit transfer, overseas insurance, military draft, and other relevant documents.

II. During the period abroad:

- (I) Exchange students must pay attention to their actions while studying abroad and refrain from actions that may damage NTHU's reputation. If such actions are found to be true, the Office of Global Affairs will convene a meeting to decide the punishment.
- (II) The student exchange period shall last for one semester or one academic year. Students must complete the period specified on their application, and may not return to Taiwan in advance without permission. Students who must return to Taiwan in advance due to force majeure must obtain the approval from both schools.
- (III) Exchange students must retain their student status at NTHU while studying abroad, and must still complete the online registration and make tuition payment.
- (IV) Exchange students must pass the following number of courses at the sister schools: Pass at least three (3) undergraduate courses for undergraduate students; or at least one (1) postgraduate course for postgraduate students each semester.

III. Rights and obligations after returning to Taiwan:

- (I) Students must submit a Student Report/Feedback and their report card within one month after returning to Taiwan, and apply for credit transfer at their department/institute.
- (II) The Student Report/Feedback from exchange students may be used by the Office of Global Affairs.
- (III) Exchange students must cooperate with NTHU in promotional events after returning to Taiwan.

Article 9: Penal provisions

- I. Unless due to force majeure and proof is provided, students may not abandon

their exchange student qualifications or return to Taiwan before the exchange period ends without permission. The administrative fee paid by students who abandon their qualifications or return before the exchange period ends will be confiscated into NTHU's academic fund.

- II. Students who abandon their qualifications after being distributed according to their priority and signing the declaration will have their administrative fee confiscated, and may not apply for other exchange programs of the Office of Global Affairs.
- III. Students who abandon their qualifications after submitting their application to the sister schools will have their administrative fee confiscated, may not apply for other exchange programs of the Office of Global Affairs. They must also pay an additional fine equal to half of their tuition fees for that semester to NTHU's Academic Fund.
- IV. Students who do not complete the student exchange specified on their application after arriving at the sister school will have their administrative fee confiscated, may not apply for other exchange student programs under the Office of Global Affairs. They must also pay an additional fine equal to their tuition fees for that semester to NTHU's Academic Fund.
- V. If students are accepted and violate the rights and obligations of exchange students set forth in Article 8 of these Regulations, their administrative fee will be confiscated into NTHU's Academic Fund.

Article 10: Scholarships

- I. Students who are eligible for overseas exchange scholarships provided by the Office of Global Affairs may submit an application. Regulations on scholarships will be separately established.
- II. Exchange students are only eligible for tuition and miscellaneous fee reductions and waivers at the sister schools, and must bear all remaining expenses. The Office of Global Affairs does not guarantee to grant students scholarships and financial aid.

Article 11: Any matters that are not addressed in these Regulations shall be governed by the relevant regulations.

Article 12: These Regulations shall take effect after being approved at the Office of Global Affairs meeting.