

National Taiwan Normal University
College of International Studies and Social Sciences
Guidelines Governing the Selection of Exchange Students (College-level)

2014.11.14 Passed at the 1st International Affairs Committee Meeting of Academic Year 2014-2015

2014.12.26 Passed at the 3rd College General Meeting of Academic Year 2014-2015

2022.3.9 Discussed during the 3rd College General Meeting of Academic Year 2021-2022

- Article 1 These Guidelines were established in accordance with Article 9 of National Taiwan Normal University's (hereinafter referred to as NTNU or "the University") *Guidelines for the Selection of Exchange Students*.
- Article 2 Applicants must meet the following criteria:
- I. Applicants must be current students (excluding students in in-service programs, who are not eligible for this program) in the College of International Studies and Social Sciences (hereinafter referred to as "the College") who have enrolled in an undergraduate, master's, or doctoral program for one semester or more and who are still enrolled in the College during their exchange period. The aforementioned duration of "one semester or more" does not include time accrued during prior studies for a separate NTNU degree.
 - II. Applicants must meet the criteria set for the student exchange program they are applying for.
 - III. Mainland and overseas Chinese students and international students are not eligible for student exchange programs with institutions in their original country of residence.
 - IV. International students who are in receipt of any scholarship in Taiwan are not eligible for student exchanges. International students in receipt of any NTNU scholarship shall automatically forfeit their right to the scholarship during their exchange period.
- Article 3 Each student may only be selected twice for participation in an NTNU exchange program with a sister school of the University. The length of a student exchange program is subject to the rules agreed upon with the sister college but may not exceed one academic year. The total exchange period may not exceed two semesters and cannot be extended.
- Article 4 The number of available slots for student exchange programs shall be in accordance with the exchange student selection announcement made in the given year.
- Article 5 Applicants shall prepare the following documents and submit them to the College with their application:
- I. Application form
 - II. Original copy of the academic transcript
 - III. Original copy and photocopy of language proficiency certificate(s):
 - (I) The language proficiency certificate(s) required by the host institution must be submitted in accordance with the criteria set forth by the college in the program brochure for the given year.
 - (II) The language proficiency certificate must be valid throughout the duration of the application's submission to NTNU and the host institution.
 - IV. One copy of a letter of guarantee (required for government-sponsored students)
 - V. Personal statement and study plan (typically at least 1,000 words long)
 - VI. One copy of a letter of recommendation from a teacher
 - VII. Other documents (to be announced in the program brochure for the given academic year)
- Article 6 Review process and scoring criteria:
- I. The College's international affairs committee will review applications based on the following criteria and according to actual need, the committee can invite teachers in the related academic field or with the specific language expertise to assist in

conducting the interview.

- II. Document review:
 - (I) Personal statement and statement of purpose
 - (II) **Motivation** and Efforts made to prepare for overseas study (30%): Supporting documents such as records of academic grades, language certificates, etc.
 - (III) Study plan (40%): Please specify the courses and number of credits you plan to take each semester, how you plan to accomplish your goals, and the connection between these courses, the courses that you have taken, and your future career development.
 - (IV) Expected benefits (30%): Please briefly introduce the overseas institution and department/institute/program where you wish to study and attach their world ranking. Please also explain how your overseas studies will benefit you personally, your future career development, and/or the department/institute/NTNU.
- III. Interview: Evaluation of language proficiency, ability to communicate your plan, personal traits, etc.

The document review and interview shall each comprise 50% of an applicant's total score, which will be jointly considered with the applicant's order of preference when selecting students for recommendation. For applicants with the same total score, the interview score shall be given primary consideration.

If the number of applicants in a given year is less than the number of available slots for exchange students, then the selection of exchange students may be carried out without interviews and entirely through document reviews in that year. Students who meet the criteria and who are selected for recommendation shall be subject to the applicable rules agreed upon with the sister college.

Article 7

Actions taken based on review results:

- I. Review results shall be submitted to the President for approval before the College notifies the applicants and their associated departments/institutes.
- II. Students who are selected for recommendation shall prepare the required application documents, which shall be submitted by the College to the sister college as a recommendation. Students who are approved for student exchange with an institution shall officially become exchange students. If the institution refuses to issue an admissions certificate, the student shall lose their eligibility to participate in a student exchange program in that academic year.
- III. Exchange students who are unable to arrive at the sister college by the stipulated date shall request the revocation of their eligibility and may not, for any reason, request the retention of their admissions status or a change to a different institution.
- IV. Exchange students must register at their host institution during their period of study overseas and must also register and make payment of tuition and fees at NTNU in order to retain their student status at NTNU. Students who are deregistered, who are on a leave of absence, or who have graduated shall have their eligibility revoked.

Article 8

Credit transfers for courses completed during the exchange period shall be subject to NTNU's *Regulations for Student Participation in Courses Overseas*.

Article 9

Exchange students shall fulfill the following obligations:

- I. Exchange students who have completed registration at a host institution are considered to be students of the host institution and shall be subject to the laws and regulations of NTNU, the host institution, and the host country. Exchange students may not commit actions that could damage the good name of NTNU and the host institution or violate the local laws.
- II. Exchange students shall participate in the pre-departure orientation organized by the Office of International Affairs in order to understand and agree to the conditions of their studies overseas.

- III. Each semester, exchange students shall fill out their date of departure on NTNU's exchange student website one week prior to the start of class and report their mailing address, telephone number, and living conditions in the host country within a month after arriving at the host institution, so as to help NTNU establish an emergency contact network.
- IV. Exchange students shall notify NTNU of their estimated date of arrival in Taiwan prior to the end of their exchange period and shall submit an exchange student report within a month after their arrival in Taiwan. NTNU and the College may publish the report on the NTNU and College websites to be viewed by other students.
- V. After returning to Taiwan, exchange students shall make every effort to assist NTNU or the College in matters related to international exchanges, including but not limited to sharing their experience, promoting events, helping with receptions, and giving tours.

Article 10 These Regulations are only applicable to student exchange programs established by the College. Student exchange programs established by departments/institutes shall be subject to the regulations set forth by the department/institute in question.

Article 11 Matters not addressed herein shall be subject to the applicable NTNU regulations.

Article 12 These Regulations shall take effect after being passed at the College General Meeting. The same applies to all subsequent amendments.