

# **Regulations for nominating NCHU outbound exchange students to the partner institutions in foreign countries and Mainland China**

(revised and approved on 22<sup>nd</sup> Jun, 2017)

Approved on 20<sup>th</sup> Jan, 1999 by the 263<sup>rd</sup> administrative meeting

Revision approved on 16<sup>th</sup> Apr, 2003 by the 295<sup>th</sup> administrative meeting

Approved on 24<sup>th</sup> Oct, 2003 by the research and development meeting

Approved on 26<sup>th</sup> Mar, 2004 by the research and development meeting

Approved on 30<sup>th</sup> Oct, 2006 by the research and development meeting

Revision approved on 20<sup>th</sup> Jan, 2009 by International Affairs Meeting (Articles 3, 4, 5, 7 & 9 revised)

Revision approved on 29<sup>th</sup> Apr, 2013 by International Affairs Meeting (all key points revised)

Revision approved on 4<sup>th</sup> Mar, 2016 by International Affairs Meeting (Articles 2, 3, 4, 6 & 7 revised)

Revision approved on 22<sup>nd</sup> Jun, 2017 by International Affairs Meeting (Article 4 revised)

- I. In order to expand learning domains and explore international perspective of our students, these regulations are formulated to encourage them to pursue further education at the partner universities in foreign countries and Mainland China.
- II. These regulations are applicable to the exchange students who require NCHU OIA's nomination for studying abroad.
- III. Our students who apply for studying at the partner universities should submit application to OIA with the following documents. After the application is approved by the International Academic Exchange Review Committee, a recommendation will be made in name of Vice President for International Affairs.
  - (I) An application Form
  - (II) Two recommendation letters from teachers
  - (III) One copy of school academic transcripts of all semesters in Chinese
  - (IV) Valid "Test Result" of foreign language proficiency test (unnecessary for the applicants to study in Mainland China)
  - (V) One each of Autobiography and Study Plan(Statement of Purpose), written in English for the applicants to study in foreign countries, or in Chinese for those to study in Mainland China.
  - (VI) One copy of Parental Consent
  - (VII) Any documents helpful for review
- IV. Review Criteria for nominating exchange students to the partner universities :
  - (I) Partner universities in foreign countries:
    1. Academic Performance 30%
    2. Foreign Language Proficiency 35%

3. Autobiography and Study Plan (Statement of Purpose) 30%

4. Letter of Recommendation 5%

(II) Partner universities in Mainland China:

1. Academic Performance 50%

2. Autobiography 20%

3. Study Plan (Statement of Purpose) 25%

4. Letter of Recommendation 5%

The International Academic Exchange Review Committee will review and discuss above criteria, and decide nomination list.

V. The International Academic Exchange Review Committee is composed of Vice President for International Affairs, Vice President for Academic Affairs, Vice President for Research and Development, and one representative recommended by each college. If the committee member cannot attend the meeting, he/she can delegate a person to attend the meeting on his/her behalf. The review meeting will be convened by the Vice President for International Affairs, and can only be held when at least half of the committee members attend the meeting. The Director of Division of Academic Exchange of OIA and the Director of Division of Foreign Student Affairs will also attend the meeting as observers.

VI. The exchange term for an exchange student at the partner university is limited to one semester. It is allowed to apply for the exchange twice in the same school system.

VII. During the exchange period, the NCHU students are required to be registered in NCHU.

VIII. After an exchange student completes the registration at the partner university, he/she will be treated as the student of the partner university, and must obey the rules of the partner university. The student cannot damage the reputation of either home or partner university. After finishing the exchange, the student must submit a learning report, and apply for credit exemption according to NCHU credits exemption regulations within one month after returning to NCHU.

IX. These regulations have passed the review in the International Affairs meeting and are implemented after the president's approval.