

## **Guidelines for the handling of exchange students from partner institutions of NCHU**

Promulgated by the 263rd administrative meeting on January 20, 1999

Amended by the 295th administrative meeting on April 16, 2003

Promulgated by the research and development meeting on October 24, 2003

Promulgated by the research and development meeting on March 26, 2004

Promulgated by the research and development meeting on October 30, 2006

Amended by the International Affairs Meeting on January 20, 2009 (amended Articles 3, 4, and 6)

Amended by the International Affairs Meeting on April 29, 2013 (amended Articles 3, 4, 5, and 6)

Amended by the International Affairs Meeting on March 4, 2016 (amended the title and Article 5)

Amended by the International Affairs Meeting on November 3, 2016 (amended Articles 2 and 5)

Amended by the International Affairs Meeting on March 22, 2018 (amended Articles 4, 6, 7, 8, and 9)

- I. These Guidelines are promulgated to promote the international academic exchanges of the school, further the student exchange program, and strengthen the cooperation with partner institutions.
- II. Exchange students as referred to in these Guidelines shall mean students studying in the departments or graduate schools of a partner institution that has an academic collaboration agreement with the school. Such students are categorized into general exchange students and laboratory exchange students. In the case where the exchange students study at an institution with no standing academic collaboration agreement with the school, these Guidelines are only applicable after the application has been approved.
- III. Students from partner institutions who apply to be exchange students at the school shall submit the following documents to the Office of International Affairs of the school by mail within the specified deadline set in the admission brochure of that year. The school will issue acceptance certificates to those approved by the International Academic Exchange Review Committee:
  - (I) Exchange program application (with a two-inch, half-length photo attached, no hat).
  - (II) Enrollment certificate of the partner institution.
  - (III) Official transcript of the partner institution (English or Chinese).
  - (IV) Two recommendation letters.
  - (V) Study plan in Chinese or English.
  - (VI) An autobiography, 300 to 500 words in length and written in Chinese or English.
- IV. The procedure for reviewing exchange student applications is as follows: The Office of International Affairs will conduct the initial reviews, and then the applications will be transferred to the department (graduate school) the student intends to study for the second reviews. Subject to the approvals of the department (graduate school), the applications will be sent to the Office of International Affairs for processing and passed to the president for approval.
- V. Unless otherwise provided by relevant regulations of the Ministry of Education or the collaboration agreement between the school and its partner institution, exchange students from the partner institutions to our school for research shall be handled in accordance with the following principles:
  - (I) Terms of the exchange: The terms of exchange for general exchange students shall be one semester in principle, and laboratory exchange students are not subject to the above-mentioned constraint. However, the terms of exchange for both shall not exceed an academic year in principal.
  - (II) Expenses: Handled reciprocally in accordance with the collaboration agreements between the school and the partner institutions. For items not specified in the collaboration agreements, students shall bear the relevant costs.
  - (III) Curriculum: The Office of International Affairs, the Division of Curriculum of the

Office of Academic Affairs, and other relevant departments and graduate schools will assist the exchange students to select their courses. The exchange students shall take at least two courses in each semester, including at least one course offered by the department or graduate school of the exchange program. In light of the language barrier, foreign exchange students may take courses from their colleges to meet the aforementioned course selection requirement. With the consents of their advisors, laboratory exchange students can conduct academic exchanges in the laboratory without being subject to the afore-mentioned course selection requirement.

- (IV) The Office of International Affairs and the Office of Student Affairs shall assist the exchange students during their terms of exchanges with the accommodation arrangements, matters related to their daily lives, visas, etc.
- VI. Students who have been approved to participate in the exchange programs at the school in accordance with the preceding article may apply for scholarships. The amounts and number of recipients depend on the budgets of that year. The duration of the scholarship is limited to the terms of exchange at the school, and the accumulative durations shall not exceed one year.
- VII. Students who intend to apply for the scholarships shall apply to the Office of International Affairs when participating in the exchange program at the school. After being reviewed and recommended by the International Academic Exchange Review Committee, the applications are passed to the president for final approvals.
- VIII. The International Academic Exchange Review Committee is convened by the Vice President for International Affairs. Apart from the Vice President for International Affairs, the committee is composed of Vice President for Academic Affairs, Vice President for Research and Development, and committee members recommended by each college (one per college). If a committee member is unable to attend a meeting in person, he/she may appoint a proxy to attend. The review meeting may only be convened with majority of members in attendance and the Director of the Division of Academic Exchange, Office of International Affairs shall be present.
- IX. These Guidelines shall be implemented after approval by the International Affairs Meeting and authorization by the President. The same shall apply to any amendments.