

National Dong Hwa University

2018 Second Outbound Exchange Information, Regulation and Application

I. Exchange Period

Starting from September 2018

II. Partner Schools

There are 367 exchange quotas on the list for 2018 provided by 61 partner schools. Among the 367 quotas, 184 are Direct exchange students and 183 are Self-supporting exchange students.

III. Registration & Tuition

Direct Exchange students only have to pay for the tuition at NDHU.

Self-supporting students will have to pay tuitions both at NDHU and sister school.

Country	Universities for Exchange	Exchange level	Quota	Eligible Departments	Exchange Period	2016 Applicatino number			Notes, Language Requirements, Others
						First Choice	Second Choice	Admitted	
China	Nanjing University of Science and Technology	College of Management	13	School of Economics and Management	Sep to Jan				The quota of 3 for Direct + the quota of 10 for Self-supporting students/Does not accept students who are having delay graduation/Taiwanese students only/ College of Management students only
China	Beijing Jiaotong University	College of The Arts	8	College of Architecture and Art	Sep to Jan				The quota of 3 for Direct + the quota of 5 for Self-supporting students/Does not accept students who are graduating or having delay graduation/ College of The Arts students only
China	Jinan University	College of Management	7	College of Management	Sep to Jan		2	1	The quota of 3 for Direct + the quota of 4 for Self-supporting students/ College of Management students only
China	Southwestern University of Finance and Economics	College of Management	8	College of Management	Sep to Jan	1	1	2	1 Direct + 7 Self-supporting students/ College of Management students only
China	Nankai University	College of Humanities and Social Sciences	2	History College	Sep to Jan	1		1	1 Direct + 1 Self-supporting students/ College of Humanities and Social Sciences students only
China	Jilin University	University	8	All	Sep to Jan	1	4	2	Taiwanese students only /3 Direct + 5 Self-supporting students
China	Northeast Forestry University	University	15	All	Sep to Jan		1		5 Direct + 10 Self-supporting students
China	Chongqing University	University	5	All	Sep to Jan		2		Does not accept students who are graduating or having delay graduation. Taiwanese students only.

Country	Universities for Exchange	Exchange level	Quota	Eligible Departments	Exchange Period	2016Applicatino number			Notes, Language Requirements, Others
						First Choice	Second Choice	Admitted	
China	Xian Jiotong University	University	14	All	Sep to Jan	9	5	5	Taiwanese students only /Does not accept students who are graduating or having delay graduation/4 Direct + 10 Self-supporting students
China	Soochow University	University	15	nanotechnology, chemistry, and music major	Sep to Jan				Does not accept students who are graduating or having delay graduation/5 Direct + 10
China	Lanzhou University	University	3	All	Sep to Jan	2		2	Does not accept students who are having delay graduation. Taiwanese students only.
China	Xiamen University	University	9	All	Sep to Jan	1	1	1	Does not accept students who are graduating or having delay graduation. Taiwanese students only/4 Direct + 5 Self-supporting students
China	Nanjing University of Science and Technology	University	10	All	Sep to Jan				Does not accept students who are having delay graduation. Taiwanese students only/5 Direct + 5 Self-supporting students
China	Northeastern University	University	5	All	Sep to Jan				
China	Central University for Nationalities	University	10	All	Sep to Jan		1		Does not accept students who are graduating or having delay graduation. Taiwanese students only/5 Direct + 5 Self-supporting students
China	Southeast University	University	13	All	Sep to Jan		3	2	Taiwanese students only/3 Direct+10 Self-supporting Exchange Students
China	Guizhou University	University	15	All	Sep to Jan		1		5 Direct+10 Self-supporting Exchange Students
China	Nanjing University	University	6	Does not accept media major	Sep to Jan	1	3	2	Does not accept students who are graduating or having delay graduation. Taiwanese students only/2 Direct+4 Self-supporting
China	Northeast Normal University	University	10	All	Sep to Jan				Taiwanese students only/5 Direct+5 Self-supporting
China	Southwest University	University	14	All	Sep to Jan	1		1	Does not accept students who are graduating or having delay graduation/4 Direct+10 Self-supporting
China	Taiyuan University of Technology	University	3	All	Sep to Jan				
China	Donghua University	University	2	All	Sep to Jan	1		1	Taiwanese students only.

Country	Universities for Exchange	Exchange level	Quota	Eligible Departments	Exchange Period	2016Applicatino number			Notes, Language Requirements, Others
						First Choice	Second Choice	Admitted	
China	Sichuan University	University	6	All	Sep to Jan	12	3	13	
China	Fudan University	University	5	All, except for Management Master	Sep to Jan				Taiwanese students only / Does not accept students who are graduating or having delay graduation
China	Central China Normal University	University	3	All	Sep to Jan				
China	University of Jinan	University	3	All	Sep to Jan				Taiwanese students only / Does not accept students who are having delay graduation
China	Sichuan University	College of Management	10	College of Management	Sep to Jan				Self-supporting students/ College of Management students only
China	Fuzhou University	University	9	All	Sep to Jan	1		1	Self-supporting students
China	Hohai University	University	10	All	Sep to Jan				Self-supporting students
China	Guangxi University	University	10	All	Sep to Jan				Self-supporting students
China	South China Normal University	University	10	All	Sep to Jan				Self-supporting students
Hong Kong	The Education University of Hong Kong	University	4	All	Aug to Dec				TOEFL 80 or IELTS 6.0/ GPA at least 3.0/ Taiwanese students only
Hong Kong	Hong Kong Shue Yan University	University	4	All	Sep to Dec				IELTS 6.0 or equivalent
Korea	Chonnam National University	University	5	All	Sep to Jan		1	1	Does not accept students who are graduating or having delay graduation. TOPIK3 or TOEFL iBT 61 or TOEIC 550
Korea	Andong National University	University	3	All	Sep to Jan				TOPIK3 or Korean intermediate level
Japan	Saga university	University	2	All	Oct to Mar	2		2	SPACE-J: Higher than JLPT N2, scholarship provided SPACE-E: TOEFL 71 or IELTS 5.5 or TOEIC 700 /only for Undergraduate students / Link

Country	Universities for Exchange	Exchange level	Quota	Eligible Departments	Exchange Period	2016Applicatino number			Notes, Language Requirements, Others
						First Choice	Second Choice	Admitted	
Japan	Kochi University	University	3	All	Oct to Mar/Oct to Aug				Depends on the departments, please refer to the Link
Japan	Osaka Prefecture Univerisity	University	2	All	Oct to Mar/Oct to Aug				At least JLPT N3/ Does not accept students who are graduating or having delay graduation
Japan	Shibaura Institute of Technology	University	10	All	Sep to Jan/Sep to Jul				TOEFL 80 or TOEIC 750 IELTS 6.0/ undergraduate students only
Japan	Nagasaki University	University	5	All	Sep to Mar/Sep to Aug		1		Depends on the departments, please refer to the link .
Japan	Hiroshima University	College of Humanities and Social Sciences	4	School of Integrated Arts and Sciences	Sep to Jan/ Sep to Aug				College of Humanities and Social Sciences students only / JLPT N1 or TOEFL 79 or IELTS6.0
Japan	Tohoku University	College of Management	2	Economics	10 to 1/10 to 7				College of Management master only/ TOEFL 80 or TOEIC 750 or IELTS 6.0 or JLPT N2
Japan	Hokkaido University	University	5	All	10 to 3/10 to 9				1.Special Audit Student: JLPT N2(Bachelor 、 Master) 2. Special Research Student: Master only (Link)
		Hokkaido University decides		HUSTEP	9 to 2/9 to 8				HUSTEP: Undergraduate, GPA3.0, TOEFL iBT 79 or IELTS 6.5, 3rd or 4th grade only. Please submit the required documents to OIA before 2018/2/6. (Link)
Japan	Seinan Gakuin University	College of Management	2	College of Management	8 至 12 月/8 至 5 月				College of Management students only/ TOEFL 79 or IELTS 6/ Link
Malaysia	Southern University of College	College of Humanities and Social Sciences	10	College of Humanities and Social Sciences	9 至 1 月				Self-supporting students / College of Humanities and Social Sciences students only/TOEFL 71 or TOEIC 650 or IELTS 5.5
Thailand	Chiang Mai University	University	2	All	Aug to Jul/ Aug to Nov				TOEFL iBT 71 or TOEIC 650 or IELTS 5.5 or Thai language certificate/ 2nd or 3rd year of undergraduate students
Indonesia	Universitas Muhammadiyah Surakarta	University	2	All	Sep to Jan				TOEFL iBT 71or TOEIC 650 or IELTS 5.5
Indonesia	State University of Surabaya	University	2	All	Sep to Jan				TOEFL iBT 61 or TOEIC 550

Country	Universities for Exchange	Exchange level	Quota	Eligible Departments	Exchange Period	2016 Applicatino number			Notes, Language Requirements, Others
						First Choice	Second Choice	Admitted	
Czech Republic	University of Tomas Bata	University	4	Faculty of Humanities, Management and Economics, Applied Informatics, Technology, Multimedia Communications	Sep to Jan		1		TOEFL iBT 71 or TOEIC 650 or IELTS 5.5
Czech Republic	University of Pardubice	University	2	All	9 to 2		2	2	TOEFL iBT 47 or TOEIC 550 or IELTS 4
Poland	The University of Lodz	College of Humanities and Social Sciences	4 semesters/2 year	Faculty of Economics and Sociology	9 to 1/9 to 7	1		1	TOEFL 47 or TOEIC 550 IELTS 4/ College of Humanities and Social Sciences students only
Germany	Justus Liebig University Giessen	College of Humanities and Social Sciences	4	Department of Social Sciences and Culture	10 to 3/10 to 9	1		1	College of Humanities and Social Sciences students only/ Required: German language B1 or German language course transcripts Optional: TOEFL iBT 71 or TOEIC 650 or IELTS 5.5
Spain	University of Jaen	University	3 semesters/1 year	All	9 to 1 月/9 to 8	1	1	1	Required: Spanish test certificate (B1 Spanish is suggested) or Spanish language course transcripts Optional: TOEFL iBT 71 or TOEIC 650 or IELTS 5.5
Spain	Public University of Navarre	University	4 semesters/2 year	Agriculture, Informatics, Business	9 to 1/9 to 8		1		Spanish test certificate (B1 Spanish is suggested) or Spanish language course transcripts or TOEFL iBT 71 or TOEIC 650 or IELTS 5.5/ Agriculture major graduate only
America	University of Hawaii at Hilo	University	4	All	Aug to Dec				Self-supporting students/ TOEFL iBT 80, students who does not reach the requirement can take ESL courses from English language center
America	University of Wyoming	University	1	All	Aug to Dec				Self-supporting students/ TOEFL iBT 71 or TOEFL equivalent

Country	Universities for Exchange	Exchange level	Quota	Eligible Departments	Exchange Period	2016Applicatino number			Notes, Language Requirements, Others
						First Choice	Second Choice	Admitted	
America	University of New Mexico	University	2	All	Aug to Dec				Bachelor: TOEFL 68 or IELTS 6.0/ Master: TOEFL 79 or IELTS 6.5
America	Frostburg State University	University	3	All	Aug to Dec				Self-supporting students/ TOEFL iBT 71 or IELTS 5.5
America	California State University Monterey Bay	University	Unlimited	All	Aug to Dec	2		2	Self-supporting students/TOEFL 71 or TOEIC 650 or IELTS 5.5/ Link
America	Southeast Missouri State University	University	4	All	Aug to Dec		1		Self-supporting students /TOEFL 71 or TOEIC 650 or IELTS 5.5
America	Metropolitan State University of Denver	College of Management	4	College of Business	Aug to Dec/Aug to May	new	new	new	TOEFL 79 or IELTS 6.5/undergraduate students only

The 2017 Outbound Exchange Information, Regulation and Application only applies to the university-level exchange program; the college-level and department/center-level exchanges please refer to corresponding application information.

Once the applicants are selected as exchange students by NDHU, students who are recommended should still prepare and hand in all the required documents on time for the exchange university. All exchange universities reserve the right to give admissions.

IV. Eligibility

According to the NDHU Outbound Exchange Student Selection Policy, one is only eligible to apply for the outbound exchange program when fulfilling the following requirements:

1. The applicant should make sure who will be a registered sophomore or above when being admitted to the exchange university. **(Not include the students of executive master and ICDF)**
2. The applicant should qualify the requirements made by the exchange university(s).

V. How To Apply

Online Application: [Link](#)

Please log in online application system and finish the application by **2018/3/6 24:00**

VI. Selection Process

The selection process has two phases:

1. Documentary Review: Review of the overall application documents of the GPA, study plan etc. (For further information, please see item VI.)
2. Interview : One can only have the chance of interview when one passes the documentary review. The

interview is to examine one's manners, oral expressions (English speaking ability), attitudes, and overall performance. (For further information, please see item VII.)

3. The interview list, date, and venue will be released on the OIA website before **2018/3/9**.

VII. Documentary Review

OIA will not accept early or delayed applications, or incomplete application documents.

Applicant should prepare the following documents for application:

1. Transcript: Students must **take the Outbound Exchange Student Selection Application Form** and get original transcript with ranking stamp and from the Office of academic affairs (Administration building 4F).

*A freshman applicant will not have to hand in the transcript; however, if you are a first-year graduate student, please hand in your college transcript.

*If you are a freshman and have stayed at NDHU for a semester, please hand in your NDHU transcript.

2. Letter of Parental Consent (original copy)

3. Copies of ARC and Student ID (both sides)

*Please make the copies before you hand in all your application documents.

4. Study Plan (within A4 size, 2 pages)

5. Task Proposal

*Please type within 2 pages on A4 size paper. There is no official format for this proposal. State your plan clearly on how to achieve the task or project you want to do during the exchange period.

Task Example 1: Cooperate with the local Tourism Bureau to promote Taiwan, Hualien or NDHU

Task Example 2: Cooperation with exchange school to introduce the series of activities to introduce NDHU

Task Example 3: Visit and interview the local primary and secondary schools for cultural exchange, etc.

Above examples are for reference only. Please have the other examples.

6. Eligible Language Proficiency Test Transcript (Scores are valid for 3 years.)

*If the program you apply does not require any language proficiency transcript, then you do not have to hand in the transcript.

7. Other relevant documents (no more than five A4 pages)

9. After the recruitment, the original application documents will NOT be returned to the applicants. One should not ask to take back the documents. OIA will shred the original documents.

10. Once the applicant is recommended to the exchange university, one should hand in all documents on time which the exchange university required by the set date. If one does not hand in on time, the qualification of recommendation will be automatically cancelled.

VIII. Interview

The interview will be conducted by a committee formed by the staff of NDHU. (The exact date and time depends on the number of candidates which will be released on OIA website.)

IX. Final Selection

Scoring:

1. Rating scores of documentary review and interview.

2. The rating scores of documentary review and interview will be summed up.

3. The selection priority will be given to **the first-time applicant** and based on applicants' sum rating scores first; secondly according to one's preference list. If there is the quota opening, the selection will be followed above rating for the **non-first-time applicant**.

4. **The lower the rating score, the higher the selection priority. (For example, rating score 3 has higher selection priority than rating score 5.)** If two applicants share the same sum rating score, the selection will then be based on the comparison of the two with the following items and order: (1) interview rating score (2) documentary review rating score.
5. If the two still share the same rating scores for the abovementioned items, the final result will be determined by the interview committee.

X. Result

1. The selection result will be released on the OIA website attentively before **2018/3/31**.
2. Students who are selected to be exchange students will have to hand in the "[Confirmation Letter](#)" within the announced date. If one does not hand in the letter within the date, one will lose the qualification as an exchange student; the opening will then be given to students on the waiting list.
3. Students who apply for the exchange students have to agree the sum score will be announced on the OIA website.

XI. List of Preference

1. Once the applicant is granted the first exchange university on his/her preference list, he/she will not be included on the waiting list.
2. Once the announcement of the grant list is released, the applicant should not change the preference order for any reason. Please make sure that you have talked with your parents and advisor and they have agreed your decision.
3. Before you fill out your preference list, please check if the universities you choose have the suitable courses for you. Otherwise, it will be very likely that you cannot find any course to take at the exchange university after being admitted. OIA will not provide any consultation on course selecting. If one is rejected by the exchange university for such a reason, OIA is not responsible for it.
4. Student is not to apply for the exchange programs in one's mother country. Students who have double citizenship will not be bound to such policy. However, students who have double citizenship should not file application as the citizen to the country of the applied university.

XII. Related Regulation

1. Once the applicant is recommended to the exchange university, one should hand in all documents on time which the exchange university required. Exchange universities have the power to decide whether to accept the applicant or not.
2. If the applicant has the same preference list, the selection is based on "**VIII. Final Selection.**" The scores of documentary review and interview will be summed up. The selection priority will be given to the first-time applicant and based on applicants' sum scores first; secondly according to one's preference list. If there is the quota opening, the selection will be followed above rating for the non-first-time applicant who is bachelor, master or PhD.
3. OIA has the right to reorganize the selection results according to the requisitions of exchange universities or special conditions.
4. If the sister school's required documents and terms are changed due to the exchange university's

- change of policy, the applicant should accept without objections.
5. Once the applicant is admitted to the exchange program, one cannot postpone the enrollment to the the exchange university. If one cannot enroll in the exchange university on schedule, the admission will be canceled and cannot be retained.
 6. All outbound exchange students should purchase insurance that at least covers health, accident, overseas emergency assistance, and etc. If the exchange university provides insurance, the student could purchase it after arrival. OIA will not purchase the insurance for students. If the student is not to purchase the insurance, OIA reserves the right to withdraw one's admission.
 7. Admitted student who is a Taiwan Scholarship holder will no longer be a holder if participated in the exchange program.

XIII. Credit

- 1. During the exchange period, the student must follow the course selecting policy of the exchange university.** If the exchange university does not have such a policy, one should at least take two courses (one of them should be major course). Exchange subsidy holders should not fail any course; otherwise, subsidy will be cancelled.
2. According to the "Regulations of Managing the Study and Registration of the Student During Studying Abroad," exchange student who would like his/her course credits from the exchange university to be recognized should send the course syllabi back to **the student's department or Committee for General Education for approval** when selecting the course at the exchange university. Once the department or Committee for General Education recognizes the course(s), one may proceed the credit recognition procedure after returning to NDHU by filling out the ["Application Form of Granting Credits in the Exchange University."](#) The recognition of credits will be conducted by the department, Committee for General Education and Academy Affairs, OIA does not manage the recognition of credits or guarantee for all credits to be recognized. If student cannot graduate because the credits cannot be recognized, one should take full responsibility for such a matter.
3. Credits taken at the exchange university may not be recognized by NDHU due to the difference of credit systems between two universities. If the student's credits cannot be transferred to NDHU due to such reason, OIA cannot and will not provide any certificate or proof for the student. OIA does not hold the responsibility to help students retain credits.
4. Credit recognition procedure should be completed before one graduates. It cannot be preceded after one graduates.

XIV. Important Notes

1. If one should return to Taiwan during exchange period for any critical reasons, one should file a notice to OIA via email or letter for approval. One cannot return to Taiwan or renounce one's exchange status during the exchange period without approval.
- 2. Exchange students should arrive at the exchange university on the set date. If one arrives earlier, he/she should be responsible for one's own safety. OIA and exchange universities are not obligated to help those who arrive earlier with accommodation, volunteers and airport pick-up. If one departs without informing OIA, OIA has the right to cancel the subsidy qualification.**
- 3. The exchange period is finished whenever the semester end at exchange university. Exchange students are obligated to come back Taiwan right away when exchange period is finished and to continue completing the study at NDHU. Once returning in Taiwan, exchange students have to complete the Return Procedure Form based on NDHU Outbound Exchange Information, Regulation and Application. If one postpones the return date, one should notify OIA and be**

responsible for one's own safety. OIA and exchange universities are not obligated to help those who postpone the return date with accommodation and volunteers. If one postpones the return date without informing OIA, OIA has the right to cancel the subsidy qualification.

4. Outbound exchange students are still to register and pay tuition and miscellaneous fees at NDHU.
5. Outbound exchange students should be fully responsible for the arrangement of everything related to the exchange program, such as visa, flight ticket, airport pick-up, insurance, courses, transcript, and credit recognition and etc. OIA is not obligated for any of those matters.
6. Some of the exchange universities provide free boarding. However, this could be cancelled or varied due to the change of policy at the exchange university. If the exchange university cancels free boarding, the student should then pay for the boarding according to the exchange university's policy. OIA is not obligated to require the exchange university to provide free boarding.
7. When the student finishes the exchange program, he/she should return to NDHU to finish the study. One is not allowed to extend the exchange period without approval. If the student violates this policy, he or she will have to take possible legal responsibilities and will be dealt with under the University's discipline.
8. Exchange student who originally stays in the University's dormitory should apply to reserve or give up the room on campus before he/she leaves for the exchange university.
9. For the graduating students, one must finish the Return Procedure to proceed to the Graduation Procedure. If the return date is over the registration deadline of the next semester, one must pay certain percentage of the tuition and miscellaneous fees according to NDHU's regulation.

XV. Obligations

1. Exchange student should hand in the "[Exchange Student Departure Form](#)" and other documents that are listed on the form 2 weeks before he/she leaves Taiwan.
2. After returning to NDHU, within a month, exchange student should fill out the "[Exchange Student Return Procedure Form](#)" and hand in all the documents listed on the form.
The deadline for returning on spring semester is 02/28.
The deadline for returning on fall semester is 09/30.
3. Exchange student, when enrolled in the exchange university, is obligated to follow all the exchange university's and NDHU's rules and regulations. Student is not to violate any rules. If one does violate both universities' rules, one should be dealt with under the exchange university and NDHU's disciplines.
4. During the exchange period, one should keep close contacts with NDHU and watch out for one's safety.
5. All exchange students should fill the online [Exchange Student Experience Questionnaire](#) and upload a 1500-word essay on the exchange experience and the implementation status of Task Proposal. (Please use [Returned Exchange Student Experience Essay Form](#) to write the essay.) All returned exchange students' essays will be owned by OIA. OIA has the right to publish or post the essays in papers or on-line. For all returned exchange students' experience essays, please see the OIA webpage: <http://www.oia.ndhu.edu.tw/files/11-1114-8505.php>
6. Returned exchange students have the obligation to share exchange experiences and provide related information to all who are interested in exchange programs. OIA has the right to provide returned

exchange students' contact information to future outbound exchange students.

XVI. Outbound Exchange subsidy

1. NDHU provides students with subsidy to subsidize part of the cost of exchange period in order to encourage he/she to go abroad and develop an international outlook. The amount of subsidy depends on the budget annually. The outbound exchange subsidy needs to be applied. Due to the annually budget, students should not over rely on the exchange subsidy or work in the exchange countries. If students qualify to get the subsidy, he/she has to complete the returning procedure after come back to Taiwan (except the specific project). The subsidy will be allocated to the account.
2. NDHU offers subsidy for outbound exchange students. The subsidy partially subsidizes round-trip plane tickets of economy class from Taiwan to the exchange country.
3. Students who would like to apply for the subsidy, please download International [Exchange Student Subsidy Application Form](#), and submitted it with exchange application materials. **NDHU will subsidize a maximum of 15 students each year by this subsidy.**
4. After OIA releases the recommended list, the announcement of results will be released on OIA website within one month

If you have any question, please contact us by email: ice@mail.ndhu.edu.tw.