

# NDHU Guidelines for the Selection of Participants in the 2<sup>nd</sup> International Student Exchange in 2024

## I. Program Period

Fall 2024 (semester start and end dates vary by universities)

## II. Partner Schools Offering Exchange Programs

Please refer to the [List of Partner Schools](#)

55 programs offer a total of 146 free exchange program opportunities.

## III. Tuition and Miscellaneous Fee Standards during the Program Period

**Tuition-free exchange opportunity:** Upon registration and payment of the full tuition and miscellaneous fees in accordance with NDHU university rules, the student is exempt from payment of tuition and miscellaneous fees at the partner school.

**Self-financed exchange opportunity:** Upon registration and payment of the full tuition and miscellaneous fees in accordance with NDHU university rules, the student is to pay tuition and miscellaneous fees in accordance with relevant fee standards at the partner school.

Self-financed exchange opportunities are indicated as such in the eligibility provisions stipulated in the List of Partner Schools; if exchange opportunities are tuition-free, they are not specially indicated as such.

## IV. Eligibility and Criteria for Application

1. Degree student with official enrollment status (excluding students enrolled in in-service master's programs, ICDF programs, and other special programs)
2. During the exchange program period, students must have sophomore status or above and be officially enrolled at NDHU
3. Conformity to the requirements of the partner school

## V. Internal Application Review Process

Interested students shall apply and specify their preference via the [Online Application System](#) for Exchange Students (the system is open for applications from Monday, January 15, 2024, til 12:00 pm on Friday, March 1, 2024)

The following documents shall be uploaded as prescribed. Incomplete applications shall not be accepted.

1. Full academic transcript issued by NDHU
2. Letter of parental/guardian consent
3. ID card
4. Student status certificate
5. Study plan (limited to two A4 pages per university; applications for more than one university shall be merged into one file)
6. Task proposal (limited to two A4 pages per university; applications for more than one university shall be merged into one file)
7. Language proficiency certificate (as prescribed by the selected partner school; such certificates are not required if not requested by the partner school; if no validity periods are specified by language

testing institutions, the scores shall be deemed valid for up to two years prior to the deadline for selection of exchange students)

8. Other supplementary documents (e.g., international volunteer certificate or proof of participation in other international exchange activities; limited to five A4 pages)
9. Application for subsidies (optional)

Upon submission, please print out and sign the application form and hand it over to your academic advisor, supervising professor, or department chair who will affix his/her seal, then scan and upload it to the aforementioned system to complete the required application procedures.

## **VI. Internal Review and Placement**

1. Priority in placement shall be given to first-time applicants for exchange programs
2. Receipt and review of applications by the Office of International Affairs (OIA) (application completeness review)
3. Written review and scoring by faculty members designated by the Office of International Affairs and individual colleges (the higher the awarded average scores, the higher is the ranking on the placement list)
4. Placement priority of students with identical average scores shall be determined based on the following criteria: (1) GPA in the previous semester (2) Moral conduct score in the previous semester

## **VII. Publication of the Internal List of Recommended Exchange Students**

1. It is anticipated that this list can be queried via the Online Application System for Exchange Students starting on **April 1, 2024**
2. Recommended students shall submit the Confirmation Form within the prescribed time limit as per the public announcement. Failure to respond within this time limit shall be viewed as voluntary forfeiture of eligibility.

## **VIII. Important Reminders for Outbound Exchange Students**

1. Students who have prior exchange program experience may only apply for programs offered by different partner schools.
2. **Prior to application and specification of preferences, students shall confirm by themselves whether the desired universities provide suitable departments, institutes, degree programs, and courses** to ensure successful admission and availability of suitable courses at the selected university after completion of the internal selection and recommendation process. OIA is unable to provide consultation services regarding the selection of suitable universities, review of available courses, or screening of departments, institutes, and degree programs. OIA bears no responsibility for the placement of students at other universities if students are rejected by the selected university and are forced to forfeit their eligibility because there are no suitable departments, institutes, and degree programs available.
3. Upon announcement of the finalized list, students shall not change their order of preferences or request placement at other universities under any pretext.
4. Where regular NDHU students have dual nationality, applications shall be submitted under their R.O.C. nationality. Upon admission, they shall refrain from submitting another application to the

same university under the nationality of the country where said university is located. If duplicate applications result in forfeiture of admission eligibility at said university, OIA bears no responsibility for mediation.

5. International students without R.O.C. nationality shall refrain from selecting a university located in their home country (e.g. US nationals shall refrain from selecting a US university and so forth). This restriction shall not apply to dual nationals. However, upon admission, dual nationals shall refrain from submitting another application to the same university under the nationality of the country where said university is located.
6. International students who are Taiwanese scholarship recipients shall have their scholarship eligibility suspended during the program period as prescribed in applicable regulations.

## **IX. Review and Official Admission of Outbound Exchange Students**

1. **Students who have been recommended for placement upon review shall submit all application documents requested by the selected partner school within the prescribed time limit and in accordance with the relevant procedures of said school.**
2. **The selected partner school carries out reviews of the applicant with regard to the relevant department/institute at said school. After students pass this review process, they receive an official admission notice from said partner schools.**
3. The partner school reserves the right to further evaluate students recommended by NDHU. Only students who pass all required reviews are considered officially admitted. Failure to submit the required application documents within the prescribed time limit shall be viewed as voluntary forfeiture of eligibility. The eligibility to be recommended by NDHU shall be revoked accordingly.
4. Students shall consent to and raise no objections against changes in application requirements and criteria due to amendments to the rules and regulations of said university.
5. Upon admission by the partner school, students shall not request enrollment to be postponed until the next semester or apply for deferred admission under any pretext. If students are unable to commence their studies at said university in a timely manner their admission eligibility shall be revoked immediately without the possibility of deferral.

## **X. Description of Credit Regulations during the Program Period**

1. **During the program period, students shall sign up for courses in accordance with the rules and regulations of the partner school.** Where no applicable regulations exist, **students shall register and earn passing grades for a minimum of two courses in one semester** (one of them shall be a specialized course). Failure to meet these regulations shall be construed as unsuccessful completion of the exchange program. Students who fail to meet these objectives shall not be eligible to request subsidies and receive an exchange certificate.
2. Credit recognition shall be handled pursuant to the provisions set forth in the Guidelines for the [Handling of Academic Studies and Enrollment Status during Stays Abroad.](#) When selecting courses at the partner school, students shall report course syllabi back to their home department/institute or General Education Center if they wish to transfer earned credits. Upon their return, they shall log on to the Course Credit Waiver System (within the curriculum plan) or fill in the Application Form for Recognition of Course Credits Earned Abroad by Exchange Students (outside the curriculum plan) to apply for credit transfer subject to review and approval by the home department/institute/general education center and the Office of Academic Affairs. OIA cannot guarantee that all credits earned at the partner school can be transferred and does not

take any responsibility for assistance in credit transfer. Students shall bear full responsibility for the consequences of unsuccessful transfer of credits resulting in delayed graduation.

3. It cannot be guaranteed that credits earned at universities offering exchange programs or visited by students can be applied toward identical credits at NDHU. Where students lose part of these credits since credit calculation methods at said universities differ from those employed by NDHU, OIA cannot issue relevant certificates for such students and shall not be held responsible to ensure that the full number of credits can be transferred.
4. Credit recognition shall be completed prior to the handling of graduation procedures in accordance with NDHU regulations. Upon completion of graduation procedures, students may no longer request credit transfer.

## **XI. Important Notices for Outbound Exchange Students**

1. With a view to guaranteeing the health and safety of exchange students, it is strongly recommended that admitted students purchase sufficient overseas insurance (incl. medical, accident, and overseas emergency assistance) prior to departure in addition to their existing student accident insurance policy. Students may also select to purchase insurance provided by the partner school. OIA shall not be responsible or obligated to request quotations and purchase insurance on behalf of students. Where students fail to purchase insurance, OIA reserves the right to revoke their admission eligibility.
2. Where exchange students are forced to immediately return to Taiwan due to unforeseen major incidents, they shall report the matter to both universities and obtain consent in writing or by email. Exchange program periods shall not be terminated or shortened at will.
3. Exchange students shall arrive at the university offering the program on the recommended date. If they arrive earlier, they shall be independently responsible for their personal and property safety. OIA and the partner school shall have no obligation to assist in the arrangement of accommodation and volunteer or airport pickup services when students arrive early. OIA may at its discretion revoke the eligibility of students to receive subsidies if students depart early without explicitly notifying OIA.
4. The exchange program ends when the semester is over at the partner school. Exchange students are required to return to Taiwan immediately after the program ends and resume their academic studies at NDHU after completing the required return procedures pursuant to the provisions set forth in these guidelines. If they delay their return, they shall be independently responsible for their personal and property safety. OIA and the partner school shall have no obligation to assist in the arrangement of accommodation and volunteer services when students delay their return. OIA may at its discretion revoke the eligibility of students to receive subsidies if students delay their return without explicitly notifying OIA.
5. Students are required to maintain their enrollment status at NDHU during the program period, which involves the completion of registration and payment of tuition and miscellaneous fees in accordance with NDHU regulations.
6. All admitted students are independently responsible for personal matters including visa application, course selection, application for required transcripts, credit transfer, plane ticket purchase, and airport pickup and drop off. OIA shall not be responsible or obligated to provide any assistance in the handling of these matters.
7. Some universities provide free accommodation for exchange students, but such services could be canceled in line with university policy changes. It can't be guaranteed in the context of this program that students are eligible for free accommodation. If the overseas university cancels its free accommodation services at short notice, students are required to pay for accommodation in accordance with the regulations of said university. Students shall raise no objections to this and

- OIA shall not be responsible to secure free accommodation for exchange students.
8. After the end of the program, students shall return to their original home department/institute to resume their studies or complete their graduation procedures in a timely manner. They shall refrain from extending or shortening the duration of their stay abroad without permission. Students shall bear full legal responsibility for violations of these provisions which shall be handled pursuant to university rules.
  9. Exchange students who have successfully applied for dorm space at NDHU and are still eligible to stay in the dorm after their return shall apply for dorm retention/withdrawal with the NDHU Guidance and Counseling Section prior to their departure.
  10. Exchange students are strongly encouraged to share their experiences (incl. attended courses and daily life experiences) with their younger fellow students during exchange program information meetings after their return and provide their contact information as a reference for students who are selected for programs in the same region in the future. Upon their return, exchange students shall further assist in the reception and entertainment of international exchange students from partner schools in the same region in particular.
  11. **Graduating students shall complete their return procedures at OIA prior to the handling of required graduation and exit procedures. Where students exceed the prescribed time limit for the completion of graduation and exit procedures in the respective semester, they shall duly complete their registration and pay their tuition and miscellaneous fees for the next semester.**

## **XII. Obligations of Exchange Students**

1. During the exchange period, students must maintain their enrollment in the University, register in accordance with the University's regulations, and pay tuition and fees.
2. Two weeks prior to their departure, exchange students shall hand in the filled-out Exchange Student Departure Form and other required documents.
3. Upon their return, they shall hand in the filled-out Exchange Student Return and other required documents. The prescribed return procedures shall be completed prior to 2/28 and 9/30 depending on whether students return for the spring or fall semester, respectively.
4. Upon completion of the registration procedures at the partner school, exchange students shall be considered officially enrolled students of said school. They shall strictly observe all regulations of said school and refrain from engaging in any conduct that harms the reputation of both universities. If students violate any of these rules and regulations, they shall face disciplinary action imposed by both universities pursuant to applicable rules.
5. During the program period, exchange students shall maintain contact with NDHU and ensure their personal safety.
6. All students who participate in this program shall submit an experience report describing insights they gained during their academic studies abroad via the online system when handling the return procedures: (1) A presentation on the experience of studying at the exchange school (at least a 5-slides presentation containing an explanation of the application process and an

introduction to the sister school) or a video documentary on the life at the exchange school (3-5 minutes in length, containing an introduction to the sister school's environment with subtitles).

(2) A written report shall have a minimum length of 1500 words and cover the implementation status of the Task Proposal. Please download the required report format. The OIA reserves the right to publicly post such reports on our official website and use them for promotional materials for activities. Please visit the OIA website to access experience reports submitted in the past.

7. **Failure to fulfill the aforementioned obligations shall be construed as unsuccessful completion of the exchange program, which shall affect the issuance of subsequent subsidies and exchange certificates.**

### **XIII. Subsidy Applications for Outbound Exchange Programs**

1. The Ministry of Education and NDHU provide subsidies covering part of the expenses of stays abroad to encourage NDHU students to develop an international outlook. Subsidy amounts are subject to adjustment in line with annual budgets. Exchange students should not excessively rely on such subsidies to cover their expenses during program periods.

2. The aforementioned subsidies can be divided into the following categories:

- (1) **Internal subsidies** (not confined to specific universities)

Issued upon return

Subsidized items: Round-trip economic class airfare (subsidy caps determined based on travel destinations)

- (2) **MoE “Soaring Sea of Knowledge” Scholarship** (limited to ROC nationals and universities not located in China, Hong Kong, and Macao; applicants must not be recipients of concurrent subsidies granted by the ROC government)

Students receive 5/6 and 1/6 of this subsidy prior to departure and after their return, respectively.

Subsidized items: Round-trip economic class airfare or living expenses (or both); minimum of NT\$ 60,000 per recipient

- (3) **MoE “Rare Pearl of Knowledge” Scholarship** (limited to ROC nationals from medium- and low-income households, exchange programs lasting one semester or an academic year starting from the fall semester, and universities not located in China, Hong Kong, and Macao; applicants must not be recipients of concurrent subsidies granted by the ROC government)

Eligibility for this subsidy shall be determined by the Ministry of Education. Students receive 5/6 and 1/6 of this subsidy prior to departure and after their return, respectively.

Subsidized items: Round-trip economic class airfare or living expenses (or both); minimum of NT\$ 60,000 per recipient

\* Required application documents: “Rare Pearl of Knowledge” Application Form, medium- and low-income household certificate issued by county/city governments, copy of the household certificate.

3. Important reminder:

**Required application forms are available for download via the exchange student application system. Filled-out application forms shall be uploaded to the said system together with other required documents within the prescribed application time limit.**

4. NDHU students may submit simultaneous applications for the aforementioned subsidies. Only one subsidy selected by OIA shall be issued if simultaneous applications are submitted. Scholarships cannot

be held concurrently. Where students have already been granted one of the aforementioned subsidies, they shall refrain from submitting another application and shall not be granted another subsidy.

\*Should you have any questions, please feel free to contact the International Cooperation Division of the Office of International Affairs at [ice@gms.ndhu.edu.tw](mailto:ice@gms.ndhu.edu.tw)