

**National Taiwan University**  
**2nd Semester 2023/2024 AY**  
**Outgoing Exchange Students**  
**Internal Selection Guidelines**

Approved at the 2nd Meeting of the 2022/2023 Academic Year  
of the International Affairs Promotion Committee of  
National Taiwan University

*Note: This is a translated version from Chinese.*

*If there is any inconsistency or ambiguity between the English version and the Chinese version,  
the Chinese version shall prevail.*

# National Taiwan University

## 2nd Semester 2023/2024 AY

### Outgoing Exchange Students Internal Selection Schedule

Phase	Date & Time	Details
Announcement of Guidelines	By the end of January 2023	
Online Application	From April 20, 2023, 10 AM until April 26, 2023, 4 PM	<ol style="list-style-type: none"><li>1. Only applicants that have submitted their online application and all required documents within the designated time frame will be qualified for the preliminary documentation review.</li><li>2. During the preliminary review, each applicant has at most one chance to reupload insufficient documents.</li><li>3. Applicants that fail to complete their online applications (including reuploading all insufficient documents) will be ineligible for internal screening</li></ol>
Preliminary Documentation Review & Uploading of Insufficient Documents	Until May 2, 2023, 4 PM	
Internal Selection Scores Release	May 17, 2023, 4 PM	
First Listing of Preferences	From Scores Release until May 22, 2023, 4 PM	Applicants that have not submitted their list of preferences (and have clicked Submit) will forfeit being allocated.
Internal Selection Decisions Release	May 25, 2023, 4 PM	
Registration	From Decisions Release until May 30, 2023, 4 PM	Applicants that have not submitted their Student Exchange Confirmation Form will automatically forfeit their admission.

Announcement of Available Placements (Second Listing of Preferences)	By June 1, 2023, 4 PM	
Second Listing of Preferences	From June 1, 2023, 4 PM until June 6, 2023, 4 PM	Applicants that have renounced their First Listing of Preferences, have not been assigned a host institution, or have declined their admission, and have not registered for any college/department-level exchange programs are eligible for the Second Listing of Preferences.
Internal Selection Decisions Release	June 8, 2023, 4 PM	
Registration	From Decisions Release until June 14, 2023, 4 PM	Applicants that have not submitted their Student Exchange Confirmation Form will automatically forfeit their admission.

## A. Period of Exchange

Admitted students will depart in the 2nd semester of the 2023/2024 AY for their exchange of one semester or two semesters.

## B. Internal Screening Categories

### a. Categorized According to Primary Medium of Instruction of Host Institution

Category	Country/Region
General	Canada, Brazil, United States, Hong Kong, Macau, Israel, Japan, Malaysia, Mongolia, Singapore, Thailand, Russia, Turkey, Czech Republic, Denmark, Finland, Hungary, Iceland, Italy, Latvia, Lithuania, Netherlands, Norway, Poland, Portugal, Slovenia, Sweden, United Kingdom, Australia, New Zealand, South Africa
Japanese	Japan
German	Austria, Germany, Switzerland, Luxembourg
French	Canada, Belgium, Luxembourg, France, Switzerland
Korean	South Korea
Spanish	Spain, Chile, Mexico
Chinese	Mainland China

### b. When Choosing a Category, Note That:

1. The table above states the internal screening categories of our host institutions according to their location, but does not guarantee that there will be placements available.
2. Not all institutions from German, French, Korean, and Spanish categories provide English as a Medium of Instruction (EMI) courses.
3. Students of non-ROC nationality may not select institutions of their home country.
4. Overseas Chinese students may not select institutions of their country of overseas residence.
5. Mainland Chinese students may not apply for the Chinese category.
6. Some institutions of the Chinese category do not accept students of non-ROC nationality.

## C. Internal Screening Criteria

Each host institution may have different eligibility criteria. Further details regarding student quota, requirements (including language proficiency, department/graduate institute restrictions, etc.), period of exchange, and other such information will be updated in the [List of University-level Exchange Partner Institutions](#) on NTU Study Abroad website.

## D. Eligibility Criteria

### a. Applicants must meet all of the following criteria

#### 1. Enrollment Status

Applicants must at least be in their first year of undergraduate or graduate study at NTU.

## 2. Academic Performance

- (1) For undergraduate applicants, a GPA of at least 2.44 or a class rank in the top 50% in the 2021/2022 AY (as recorded in their class rank certification) is required.
- (2) Applicants that took a leave of absence in the 2021/2022 AY may submit their academic records of the 2020/2021 AY. In the case where the applicant had taken one semester's leave of absence, they will be unable to obtain the class rank certification of that academic year (according to the regulations of the Office of Academic Affairs), and may use the class rank certification of their previous full academic year.
- (3) Undergraduate applicants that have yet to receive their 2021/2022 AY academic results may submit their 2022/2023 AY 1st Semester GPA and class rank.
- (4) Graduate applicants are not subject to academic requirements.

## 3. Language Proficiencies

Category	Proof of Language Proficiency
General	Official certificates or score reports of TOEFL iBT 79 or above, IELTS 6.0 or above, or GEPT at least High-Intermediate level; or Proofs of proficiency in other languages, such as Portuguese, Hebrew, Malay, Mongolian, Thai, Russian, Turkish, Czech, Italian, Polish, etc.
Japanese	Japanese-Language Proficiency Test (JLPT) certificate or certificate of result and scores
German	German proficiency test certificates or score reports; or Official certificates or score reports of TOEFL iBT 79 or above, IELTS 6.0 or above, or GEPT at least High-Intermediate level
French	French proficiency test certificates or score reports; or Official certificates or score reports of TOEFL iBT 79 or above, IELTS 6.0 or above, or GEPT at least High-Intermediate level
Korean	Test of Proficiency in Korean (TOPIK) or Korean Language Ability Test (KLPT) certificates or score reports; or Official certificates or score reports of TOEFL iBT 79 or above, IELTS 6.0 or above, or GEPT at least High-Intermediate level
Spanish	Spanish proficiency test certificates or score reports; or Official certificates or score reports of TOEFL iBT 79 or above, IELTS 6.0 or above, or GEPT at least High-Intermediate level
Chinese	No language proficiency requirements  <b>* International students must provide a TOCFL or HSK certificate</b>
Please take note of the following:	
1 English proficiency certificates/score reports:	
(1) Must be of tests taken after November 1, 2021.	
(2) <b>Applicants that have yet to receive their official TOEFL score reports or IELTS test report form (printed or PDF) may print the page of their online test results (including the header and the full website URL in the footer), sign their names on</b>	

**the top-right corner, scan, and submit it as a temporary substitute. Applicants should also resubmit their official report upon receiving it.**

- (3) Applicants that have taken General English Proficiency Test (GEPT) or Foreign Language Proficiency Test (FLPT) must submit their official certificate or score report, which must include listening, speaking, reading, and writing.
  - (4) TOEFL MyBest™ Scores, TOEIC or other certifications that are not listed will not be accepted.
- 2 For German, French, Korean, and Spanish categories:
- (1) Applicants that only speak English but wish to apply to an institution whose primary medium of instruction is German, French, Korean, or Spanish must determine themselves whether the host institution provides sufficient EMI courses.
  - (2) All official German, French, Korean, and Spanish proficiency test certificates or score reports that include listening, speaking, reading, and writing will be accepted.
- 3 Applicants whose category's language requirement is their mother tongue (excluding Chinese) may provide relevant proof in place of language proficiency certificates. Please contact the OIA before applying.
- 4 Do not mail any proofs of language proficiencies to the OIA or any potential host institutions.
- 5 The [Language Competence and Test Comparison Chart](#) is available on [NTU Study Abroad website](#).

## **b. Other Criteria and Restrictions**

1. Students that have participated in university/college/department-level exchange programs during their current degree and with the following conditions are still eligible for application, but may only apply to "[host institutions that are available for a second student exchange](#)".
  - (1) Applicants that are about to attend, is currently attending, or due to exceptional circumstances had terminated an on-going exchange student program;
  - (2) Applicants that had completed registration, but later renounced their admission;
2. The list of host institutions available for a second student exchange is available on NTU Study Abroad website, and will be continuously updated until the listing of preferences.
3. Students listed as follows are not eligible to apply:
  - (1) Students enrolled in an in-service education program;
  - (2) Students that have completed registration for a college/department-level exchange program, and will be attending their program during the 2nd semester, 2023/2024 AY.

## **E. Application Procedures**

### **a. Online Application**

1. Link: [studyabroad.ntu.edu.tw/exchange-student/how-to-apply/#4](http://studyabroad.ntu.edu.tw/exchange-student/how-to-apply/#4)
2. Timeline: April 20, 2023, 10 AM to April 26, 4 PM
3. Please take note of the following:
  - (1) Applicants' English names should be entered as printed on their passports, as they will be used for admission and visa applications.
  - (2) Each applicant may only apply for one category, and may not switch to a different category after submitting their application.

(3) Applicants are advised to remember their application number and password, as they will need it to log in to the system to make changes to their application or upload documents.

#### 4. Required Documents

Document	Requirements	Under-graduate	Graduate
Passport Photo	Please refer to the guidelines issued by the Ministry of Foreign Affairs. (At least 3 MP) <a href="https://reurl.cc/QW7QVZ">https://reurl.cc/QW7QVZ</a>	V	V
Student ID Card	Upload a scanned copy of the front side.	V	V
Identification Card	Upload a scanned copy of both sides. International/Overseas Chinese students should submit their passport. Mainland Chinese students should submit their Exit & Entry Permit.	V	V
Resume	Resumes should not exceed 2 A4 pages, should be written in English or Chinese, and need not adhere to any standard formats.	V	V
Exchange Study Plan	Exchange study plans should be at least 500 words, no longer than 2 A4 pages, and should be written in English or Chinese.	V	V
Transcript	This document can be obtained from the Office of Academic Affairs. Transcripts should include courses taken in the current semester. First-year master's students should submit their full bachelor's degree transcripts. PhD students should submit their full master's degree transcripts.	V	V
Class Rank Certification	This document can be obtained from the Office of Academic Affairs.	V	-
Proof of Language Proficiency	As mentioned above.	V	V
Letter of Recommendation by Mentor/Professor	Applicants should provide their mentor/professor with the link generated by the system and request that they help write/upload their letter of recommendation. <b>(Letters of Recommendation must be uploaded and submitted for applicants to be able to submit their application)</b>	-	V
Department/Institute	Print out, obtain signatures/stamps from mentor/professor and department chairman/institute	V	V

Recommendation Form	director, and upload a scanned copy.		
---------------------	--------------------------------------	--	--

5. Uploaded scanned documents must be right-side up, in color, clear, and must not be encrypted.

6. Application Fees

- (1) The application fee is NT\$1,000.
- (2) Print out the payment form from the system, make the payment by bank remittance, and upload the payment receipt to the system. No refunds will be issued after payment is complete.
- (3) Applicants from low-income or middle-to-low-income households may have their application fees waived, and shall upload relevant government-issued documents in place of the payment receipt.

7. Applicants that have uploaded all required documents, clicked “Submit All Required Documents”, and agreed to the terms and conditions within the designated time frame shall be eligible for the preliminary documentation review.

**b. Preliminary Documentation Review & Insufficient Documents**

- 1. Deadline: May 2, 2023, 4 PM
- 2. **Resume and Exchange Study Plan are not open for reupload.** Applicants with insufficient documents will be notified via email. Each applicant will only have one chance to reupload all insufficient documents (altogether) to the application system. Applicants that fail to replace all insufficient documents will not be eligible for the internal screening.

**F. Assessments and Announcement of Results**

**a. Scoring Criteria**

**1. Undergraduate Applicants**

- (1) Evaluated according to resume (30%), exchange study plan (30%), and academic performance (40%).
- (2) Exchange study plans should describe motivations for exchange, study plan, and intended impact towards both the individual and NTU.
- (3) Academic performance calculation:

$$\text{Corresponding Score of Class Rank} \times 80\% + \text{GPA} \times 20\%$$

Class Rank Percentage (%)	1~5	6~15	16~30	31~50	51~
Corresponding Score	4.30	4.00	3.75	3.40	3.00

**2. Graduate Applicants**

- (1) Evaluated according to resume (60%) and exchange study plan (40%).
- (2) Resumes should include academic performance, research achievements, and academic publications.
- (3) Exchange study plans should describe motivations for exchange, research project/course content, and intended impact towards both the individual and NTU.



## b. Scoring Criteria

1. The associate vice president for international affairs shall be the convener of the internal screening review committee, and each category will have its own review committee comprised of NTU faculty.
2. Excluding the General and Chinese categories, the screening committee of each category will include a language instructor/professor of the respective language.
3. Each committee member will assign a letter grade to each criterion, which will then be converted to a numeric value. The final score will be rounded to the fourth decimal place.
4. The final score of each applicant will be derived by taking the average of the grades given by the three screening committee members of each relevant category. If any two grades deviate by more than three grade intervals, the applicant may request for a re-evaluation. The convener of the internal screening review committee will conduct a re-evaluation of the applicant's application and determine their final score.

## c. Results Release

Results will be released on [NTU Study Abroad website](#) on May 17, 2023, 4 PM.

## G. First Listing of Preferences

### a. Listing Preferences Online

1. Timeline: From Internal Screening Scores Release until May 22, 2023, 4 PM
2. Applicants may select up to 30 preferences.
3. Please take note of the following:
  - (1) After submitting their list of preferences, applicants may not request to make any changes under any circumstances.
  - (2) **Applicants are advised to look into the offered departments and courses of each institution. The OIA cannot provide consultation on the selection of departments, courses, or institutions. If the admitted host institution does not offer any suitable departments, resulting in failure of enrollment or lack of course options, the applicant shall bear full responsibility, and shall not be assigned to a different institution.**
  - (3) The online preference listing system can only screen certain basic requirements. As the academic fields of each institution may vary, applicants are advised to research suitable institutions and to only make fully informed choices.
  - (4) Local students with dual nationalities may only apply as Taiwanese students, and after being admitted, may not apply to the host institution as non-Taiwanese students. Applicants shall bear sole responsibility for any resulting admission complications.
  - (5) Applicants should be aware of the differences between an exchange student program and a visiting student program. Visiting students shall bear the full tuition costs of the host institution.
4. Applicants described in D.b.1. (Eligibility Criteria) in this guideline are subject to the following restrictions during their listings of preferences:
  - (1) Applicants may only choose “host institutions that are available for a second student exchange”.
  - (2) Applicants that are about to attend, have completed, is currently attending, or due to

exceptional circumstances had terminated an ongoing exchange program may not select the same host institution.

#### **b. Assigning of Host Institution**

1. Applicants of each category, in descending order of their scores, will be assigned to their most preferred institution that has available placements.
2. In the case of a tie (in scores) and the same preferred institution, the placement will be given according to the following:
  - (1) Institutions in Mainland China:  
Order of listed preference; exchange study plan score; resume score.
  - (2) Other institutions:
    - I. Where only 1 proof of language proficiency is required:  
According to language proficiency as stated on the certificate provided; order of listed preference; exchange study plan score; resume score.
    - II. Where 2 or 1 out of 2 language proficiencies are required:  
According to language proficiency as stated on the certificate provided (primary language of the region of the host institution); order of listed preference; exchange study plan score; resume score.
3. If the applicants' scores are tied in all of the above criteria, the decision will be made by a draw of lots by the convener of the internal selection review committee.

#### **c. Decisions Release & Registration**

1. The internal selection decisions will be announced on [NTU Study Abroad website](#) on May 25, 2023, 4 PM.
2. Registration Timeline: From Internal Selection Decisions Release until May 30, 2023, 4 PM
3. Registration Procedures: Submit the required documents via the online system.
4. Required Documents
  - (1) Student Exchange Confirmation and Parent/Guardian Consent Form:  
Print, fill out, sign, and upload the completed form to the system.
  - (2) Program fee payment receipt
    - I. The program fee is NT\$2,000. No refunds will be issued after payment.
    - II. Print out the payment form from the system, make the payment by bank remittance, and upload the payment receipt to the system.
    - III. Applicants from low-income or middle-to-low-income households may have their application fees waived, and shall upload relevant government-issued documents in place of the payment receipt.
5. Please take note of the following:
  - (1) Applicants are advised to keep their own copy of their documents, as submitted documents will not be returned. After registering, students may not withdraw their registration under any circumstances.
  - (2) Applicants that have also been admitted to college/department-level exchange programs for 2nd semester, 2023/2024 AY may only register for 1 of their admitted programs.
  - (3) Applicants that fail to complete their registration within the designated time frame will automatically forfeit their admission/placement.

#### **d. Declinature of Placement**

Applicants may decline their admission by submitting their declinature via the system before May 30, 2023, 4 PM. Applicants will not be able to withdraw their declinature under any circumstances.

### **H. Second Listing of Preferences**

#### **a. Eligibility**

Applicants may participate in the Second Listing of Preferences if they have either

1. not completed their First Listing of Preferences; or
2. not been assigned a host institution; or
3. not confirmed their placement.

P.S. Those who have registered for college/department-level exchange programs, and will depart for exchange during 2nd semester, 2023/2024 AY are not eligible to participate in the Second Listing of Preferences.

#### **b. Quota**

Available placements for the Second Listing of Preferences will be announced on [NTU Study Abroad website](#) by June 1, 2023, 4 PM.

\*Remark: The quota for the first and second listing of preferences are not explicitly related.

#### **c. Online Listing of Preferences**

1. Timeline: From June 1, 2023, 4 PM until June 6, 2023, 4 PM
2. Applicants may select up to 30 preferences.
3. Applicants may select any of the institutions they are qualified to apply to, and are not restricted to institutions of their initial category. Other notable remarks are as in the First Listing of Preferences.

#### **d. Assigning of Host Institutions**

1. Applicants of each category, in descending order of their percentile rankings, will be assigned to their most preferred institution that has available placements.
2. In the case of a tie (in percentile ranking), and the same preferred institution, the placement will be given according to the following:
  - (1) Institutions in Mainland China:  
Order of listed preference; exchange study plan score; resume score.
  - (2) Other institutions:
    - I. Where only 1 proof of language proficiency is required:  
According to language proficiency as stated on the certificate provided; order of listed preference; exchange study plan score; resume score.
    - II. Where 2 or 1 out of 2 language proficiencies are required:  
According to language proficiency as stated on the certificate provided (primary language of the region of the host institution); order of listed preference; exchange study plan score; resume score.
3. If 2 or more applicants are tied in all of the above criteria, the applicant whose language category matches the institution in question will be prioritized for the placement. Where inapplicable, the decision will be made by a draw of lots by the convener of the internal screening review

committee.

**e. Decisions Release & Registration**

1. The internal selection decisions will be announced on [NTU Study Abroad website](#) on June 8, 2023, 4 PM
2. Registration Timeline: From Internal Screening Decisions Release until June 14, 2023, 4 PM
3. Registration Procedures: Submit the required documents via the online system.
4. Required documents, program fees, and other notable remarks are as in the First Listing of Preferences.

**I. Others**

- a. These guidelines are only applicable to university-level exchange programs. College/department-level exchange programs are governed by their respective organizers.
- b. Matters not covered will be discussed and resolved by the screening committee in an official meeting.

# By-Laws

## 1. Please take note of the following:

- 1.1. Students must attend their exchange/visiting program in the 2nd semester of the 2023/2024 AY, and may not request to go to a different host institution. In the case where the student is unable to attend within the designated timeframe, their placement will be revoked and cannot be reserved.
- 1.2. Being granted a placement only indicates that the student will be nominated by NTU for the exchange student program. Applications will be further evaluated by the host institution. If the applicant is not accepted for exchange by the host institution or is unable to obtain a student visa, their placement and scholarship (where applicable) will be revoked. In such cases, NTU will not advocate for the applicant's admission to other departments or aid with the student's visa application.
- 1.3. If applicants are dissatisfied with their admitted campus, college/department, or semester(s) of exchange/visit, they may decline their admission, but may not request for a change of campus, college/department, or semester(s) of exchange/visit.
- 1.4. Applicants that are allocated a placement shall apply to the host institution with the same student status they applied as during the internal selection. Undergraduate students that are admitted to graduate programs at NTU shall not attend the student exchange program as graduate students. Applicants that applied as master's students shall attend their exchange/visiting programs as master's students.
- 1.5. Application requirements and documents may be subject to change by each host institution. Students must accept any changes made by the host institution and may not raise any objections.
- 1.6. If the host institution requests to revise the established contract, NTU may discuss such amendments with the admitted students of the institution in question.
- 1.7. Students may participate in a student exchange program no more than twice within the time limit for the completion of their degree. The duration of each exchange may not exceed two semesters. College/department-level exchange programs are governed by their respective organizers and may have their own restrictions.
- 1.8. Exchange/visiting students shall study abroad as non-degree students, and shall not obtain any academic degrees from the host institutions.
- 1.9. As required by the Implementation Directions Governing National Taiwan University Outgoing Study Abroad Students (Chinese version available only: 國立臺灣大學辦理本校學生赴境外研修要點), after being admitted, students must pay a program fee of NTD 2000. Exchange students (including those that are extending their school year) must pay NTU's full tuition and miscellaneous fees for the entirety of their exchange student program. Visiting students (including those that are extending their school year), should pay ¼ of NTU's full tuition and miscellaneous fees, and full tuition fee of the host institution.

- 1.10. Applicants that have fulfilled graduation requirements and have not reached their maximum years of study may apply for extension of school year as an outgoing exchange/visiting student prior to their departure. However, the start of their extension must align with the start of their exchange. In other words, students that will have met the graduation requirements in either semester (1st or 2nd) may only apply for exchange/visiting programs held in the first semester of their extension, and may not attend exchange/visiting programs held in any later semester. E.g., a student of a four-year degree program that will have earned all required credits for graduation in the 2nd semester of their fourth year may apply for extension of school year as an outgoing exchange/visiting student, but their program must begin in the 1st semester of their fifth year, and may not apply for an exchange/visiting program that starts in the 2nd semester.
- 1.11. Students are responsible for their own accommodation, visa, air tickets, transport, course selection, transcripts, credit transfer, insurance, and other such personal matters. Students are advised to purchase all relevant insurances (health insurance, casualty insurance, overseas emergency assistance, etc.) prior to their departure. In the case where the host institution does provide insurance, students may opt to purchase their insurances after their arrival. NTU or the host institution reserves the right to revoke the admissions of uninsured students.
- 1.12. Students that graduate or take a leave of absence after obtaining a placement and before the completion of their exchange/visit shall forfeit both their exchange/visiting student status and their scholarship. Students shall return the entire amount of scholarship money received thus far (or as specified in the scholarship regulations). Students may only complete their graduation or leave of absence procedures if they have obtained approval from the OIA. Matters due to unavoidable or compelling circumstances shall be addressed individually and at the discretion of the OIA.
- 1.13. Draftees shall complete their short-term exit permit application procedures prior to their departure (as required by the law), shall promptly return to Taiwan upon the completion of their exchange/visiting program, and shall not prolong their stay abroad. Students involved in any violations will be penalized according to NTU's regulations, and will have to further assume all legal responsibility.
- 1.14. Students may only request for early termination of their exchange/visiting programs under unavoidable or compelling circumstances. Any early terminations must be agreed upon by both the host institution and NTU. Students may not return to Taiwan on their own accord.
- 1.15. Upon completion of the program, students should promptly return to NTU to continue their degree program or carry out graduation procedures, and may not prolong their duration of exchange/visit on their own accord. Students involved in any violations will be penalized according to NTU's regulations, and will have to further assume all legal responsibility.
- 1.16. In the event of natural disasters, war, strike, turmoil, epidemics, other unavoidable circumstances, or circumstances unattributable to NTU, resulting in failure to or delay in exchange/visit, the OIA reserves the right to handle such matters as deemed fit.

## **2. Penalties**

- 2.1. According to the Implementation Directions Governing National Taiwan University Outgoing Study Abroad Students (Chinese version available only: 國立臺灣大學辦理本校學生赴境外研修要點), students that renounce their admission after submitting their Exchange Student Confirmation Form and paying the program fee will be penalized NTD 5,000, which will go towards NTU's school development fund. Students that are forced to renounce due to unavoidable circumstances may have their penalty waived, and will have to provide relevant proof. This regulation is not applicable towards students admitted to visiting student programs.
- 2.2. Students that renounce their admission due to any of the following reasons are subject to the above regulations:
  - i. Preference towards college/department-level exchange programs or other programs
  - ii. Dissatisfaction towards admitted campus, college, department, or semester(s) of exchange
  - iii. Other personal matters (including but not limited to graduation, pursuit of a graduate degree, studying abroad, work, etc.)

## **3. Scholarships**

- 3.1. All scholarship opportunities are subject to change by their respective benefactors, and are not under the control of NTU. If under any circumstances, the student is unable to obtain the scholarship they had applied for, NTU has no obligations to advocate for the student's scholarship opportunities. The benefits provided by each scholarship for the current year may differ from the previous years. As the particulars for each scholarship have yet to be announced, students are advised to refer to their respective websites for the latest updates. For relevant information, refer to the Exchange Student Scholarships section on NTU Study Abroad website ([studyabroad.ntu.edu.tw/exchange-student/scholarshipsoverview](http://studyabroad.ntu.edu.tw/exchange-student/scholarshipsoverview))
- 3.2. Exchange students will be granted full waiver of the host institution's tuition fees, but shall bear the costs of all personal expenses. The OIA does not guarantee scholarships or provide financial assistance.
- 3.3. The timeline of the decisions for the admissions of each host institution and for each scholarship are not under the control of NTU. Being offered a scholarship does not guarantee admission to the host institution. In the case where a scholarship awardee is not admitted, or renounces their university-level exchange student placement and chooses to attend other programs, their scholarship offer will be immediately revoked.
- 3.4. Students from low-income or middle-to-low-income households that have been admitted to their host institution may be prioritized for scholarship applications, and will have to provide relevant proof.
- 3.5. Students that are going on their second exchange student program in their current degree may not apply for scholarships sponsored by NTU.
- 3.6. As stated in the Taiwan Scholarship Program Guidelines, recipients of the Taiwan Scholarship that attend an exchange/visiting program will have their scholarship revoked, and will not be

able to retain the still unused part of their Taiwan Scholarship or have the award period extended for them to be able to resume receiving the original scholarship when they return to Taiwan.

- 3.7. If under any circumstances the student exchange program is terminated, the student's scholarship will be immediately revoked and may not be reserved.
- 3.8. Scholarship/Grant recipients are expected to fulfill their obligations as required by their respective benefactors.

## **4. Dormitories**

### **4.1. NTU Dormitories**

- i. Students should complete the procedures for reserving or withdrawing dormitory accommodation prior to their departure, and must not reserve their bed space in the NTU dormitories during the duration of their exchange/visit. Any violations will be handled by the Student Housing Service Division as deemed fit. Reservation of dormitory accommodation is not applicable to students that are extending their school year.
- ii. After applying for reserving dormitory accommodation, students will not need to bear the accommodation fees during their exchange/visit, and reserve the right to be allocated a dormitory bed space upon returning to Taiwan.
- iii. Reservation of dormitory accommodation only reserves the right to be allocated a bed space in the dormitories. Upon returning to NTU, students may not request to be allocated to their initial dormitory or bed space.

### **4.2. Host Institution Dormitories**

- i. This program does not guarantee placements in on-campus dormitories, and the host institutions have no obligations to guarantee on-campus housing.
- ii. Students will be responsible for the registration of their own on-campus accommodation with the host institution. The OIA has no obligations to advocate for on-campus housing for the students. Students that are not allocated to a dormitory must find their own off-campus housing.
- iii. Certain host institutions may offer accommodation fee waivers. However, such arrangements are subject to policy changes, and NTU does not guarantee that the students will receive such waivers. Should the host institution decide to cancel accommodation fee waivers, the accommodation fees shall be borne by the students. Under such circumstances, the students may not raise any objections, and the OIA has no obligations to advocate for the students' waiver of accommodation fees.

## **5. Course Selection, Credits, and Course Records Regulations**

- 5.1. Students are required to abide by the host institution's regulations. Besides, courses taken by students shall be recorded after returning to NTU in accordance with NTU's school regulations. Undergraduate students shall abide by Article 19.1, whereas graduate students



shall abide by Article 78.1.

- 5.2. Credits earned at the host institution are not guaranteed to be transferable to NTU. If the difference in policies results in partial loss of credits, the OIA will not be able to issue any relevant documentation, and has no obligations to advocate for the student's full credit transfer. Note that this may result in failure to meet graduation requirements.
- 5.3. Credits taken in institutions in Mainland China that are not recognized by the MOE cannot be transferred unless otherwise specified.
- 5.4. Undergraduate students that will meet graduation requirements after transferring the credits taken abroad should complete their credit transfer procedures no later than the first Friday of the new semester in order to be included in the class ranking.
- 5.5. Matters not covered will be handled in accordance with the regulations issued by the Office of Academic Affairs.

## **6. Visiting Student Program**

- 6.1. Students shall bear all costs of their visiting student program, including full tuition of their host institution.
- 6.2. Any remaining placements after the internal screening process will be available for application through the OIA on a first come first serve basis. Visiting students that were not admitted through internal screening are not eligible for scholarships or grants issued by NTU.

## **7. Exchange/Visiting Student Responsibilities and Obligations**

- 7.1. Upon completion of registration, applicants will be considered a student of the host institution, and should respect their regulations. Students should refrain from being involved in any misconduct that may negatively affect the reputation of both the host institution and NTU. Students involved in any violations will face consequences from both institutions, and shall be reported to the NTU Student Reward/Reprimand Committee.
- 7.2. Where the student has already consented to the publication of their exchange reports, the OIA shall be granted permission to use said materials in relevant campaigns without requiring further consent.
- 7.3. During their studies abroad, students should stay in close contact with NTU, and should be mindful of their own safety.
- 7.4. During their studies abroad, students are obligated to help promote NTU and actively participate in relevant events held by the host institution, such as exchange student education fairs or information sessions.
- 7.5. After returning to Taiwan from their exchange, students are obligated, until graduation, to provide relevant information and consultation to fellow students preparing to go for an exchange/visiting program.

**8. The information is translated from Chinese. Should there be any discrepancies, the Chinese version shall prevail.**