

# NATIONAL TAIWAN UNIVERSITY

## Directives for the Implementation of Overseas Study Programs

June 4, 2013	Passed by the 2,765 <sup>th</sup> Administrative Meeting
March 3, 2015	Amended and passed by the 2,849 <sup>th</sup> Administrative Meeting
September 1, 2015	Amended and passed by the 2,871 <sup>st</sup> Administrative Meeting
January 18, 2022	Amended and passed by the 3,111 <sup>th</sup> Administrative Meeting
November 8, 2022	Amended and passed by the 3,133 <sup>th</sup> Administrative Meeting
August 15, 2023	Amended and passed by the 3,151 <sup>st</sup> Administrative Meeting
August 22, 2023	Release of Amended Appendix

1. National Taiwan University (NTU or “**the University**”) has established the NTU Directives for the Implementation of Overseas Study Programs (“**the Directives**”) to encourage its current students to participate in overseas study program(s) (“**program**”), aligning with global trends and facilitating the implementation of the University's internationalization policy.
2. Students who participate in overseas study program(s) (“**participating students**”) during their academic tenure include the following four (4) types:
  - (1) “**Dual-degree Students**” refer to students nominated by NTU and accepted by partner institutions, actively pursuing degrees from both institutions at an equivalent or higher level in accordance with the NTU Regulations for the Implementation of Overseas Dual Degree Programs.
  - (2) “**Exchange Students**” refer to students nominated by NTU and accepted to study at overseas partner institutions based on written exchange student program agreements signed between both institutions. The minimum exchange period shall be one (1) semester. Each student may participate in an exchange student program no more than twice per degree level, and each exchange period shall not exceed two (2) semesters. Completion of the program shall be unrelated to degree conferral.
  - (3) “**Visiting Students**” refer to students nominated by NTU or who proactively apply for study at overseas universities or institutions during semesters or winter/summer breaks, at their own expense or with subsidies. The visiting period shall not exceed 12 months in principle. Completion of the program shall be unrelated to degree conferral.
  - (4) “**Internship Students**” refer to students nominated by NTU to engage in internships at overseas institutions during the semester or winter/summer breaks, at their own expense or with subsidies. The internship period shall not exceed twelve

(12) months in principle. Completion of the program shall be unrelated to degree conferral.

3. Application and nomination processes for students seeking overseas study programs shall be conducted in accordance with the respective partnership agreements of each program. If a partnership agreement does not provide specific procedures, the program organizing unit within the University shall establish guidelines covering matters such as application eligibility, required documents, selection procedures, fees, and respective rights and obligations.
4. If students participate in overseas study programs during regular university semesters, the program organizing unit must first obtain approval from the students' respective colleges, departments, institutions, or degree programs before nominating selected or applying students to partner universities (institutions) for review.
5. The program organizing unit shall ensure the completion of all pertinent administrative procedures within the University at least two months before students depart for overseas study programs. The program organizing unit shall notice the following processing units and obtain approval from the Office of International Affairs:
  - (1) Program-related concerns concerning degree conferral, credit recognition, as well as NTU tuition and fees, will be handled by the Office of Academic Affairs.
  - (2) Matters related to accommodation and the departure of draftees will be managed by the Office of Student Affairs.
  - (3) Issues pertaining to scholarships and other funding will be addressed by both the funding unit and the Accounting Office.

Any matters not covered within the Directives shall be determined by the Office of International Affairs.

6. Before embarking on overseas study programs, students shall submit their study proposals to their respective academic programs for review. After receiving feedback, students shall incorporate appropriate adjustments into the proposal to ensure maximum benefit from the overseas study programs. Prior to students' departure, the program organizing unit shall provide them with crucial information, including program objectives, course information, registration requirements, scholarship opportunities, application for NTU's dormitory reservation, host university (institution)'s dormitory application, application for conscription deferment for exit of draftees<sup>1</sup>, visa application, psychological preparations, overseas living readiness, international etiquette, alternation request for overseas study programs duration,

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<sup>1</sup> Note: Applicable to male students with Republic of China (Taiwan) nationality who have not yet completed their military duty.

and the credit transfer procedures. For participating students who have not yet completed their military duty, the program organizing unit shall be responsible for assisting them in applying for conscription deferment for exit of draftees should they plan to be abroad for more than four (4) months. If there are any changes to the planned departure dates, the student must submit requests for alternation.

7. The program organizing unit shall be responsible for overseeing the registration of their students on the Registration of Outbound Travel Information Website (出國登錄網頁) of the Bureau of Consular Affairs, in accordance with the regulations set forth by the Ministry of Education. Additionally, participating students must complete registration on the Registration of Overseas/Off-campus Travel Website (出國(境)/校外活動登錄) managed by the Student Safety Center, Office of Student Affairs. This registration should be completed at least one month prior to departure to ensure it is on record for the University's future reference. During the overseas study program period, with the exception of visiting student programs during winter/summer breaks, the program organizing unit shall notify the students' respective academic programs to ensure the provision of necessary assistance and consultation in collaboration with the program organizing unit, the Office of Student Affairs, and the Office of International Affairs.
8. During overseas study programs, participating students shall adhere to the laws and regulations established by the partner universities (institutions) and the respective countries/regions they are situated in. Students shall conduct their studies in alignment with the program objectives.
9. Students granted approval for overseas study programs must seek prior consent from their respective program organizing units and partner universities (institutions) if they intend to shorten or extend their program for justifiable reasons. In the event that students nominated by NTU for exchange student programs and/or overseas internship programs choose to withdraw without a valid justifiable reason, they shall be subject to a NT\$5,000 administrative fee before initiating the school-leaving procedure, unless program-specific provisions dictate otherwise.
10. Upon their return to NTU, participating students shall fulfil the remaining program requirements and report to their respective program organizing units to finalize their program completion. The assessment of credits and grades for the overseas study programs shall be managed in accordance with the guidelines set forth by the Office of Academic Affairs or any other pertinent regulations.
11. At the end of each program, the organizing unit shall administer a learning satisfaction survey (學習滿意度調查). The survey results may serve as a point of reference for the International Affairs Promotion Committee. All program organizing units are required to

provide the Office of International Affairs with the total number of participating students for the current semester. This information shall be submitted on a semester basis.

- 12.** Fees charged to participating students shall be handled in accordance with the principles per the Appendix unless the program organizing unit has other provisions. In that case, such provisions shall prevail.
- 13.** The program fees shall be recognized as revenues on the accounts of respective organizing units and shall be administered in accordance with the applicable accounting regulations of NTU.
- 14.** Matters not addressed herein shall be subject to applicable regulations of the Ministry of Education and the University.
- 15.** The Directives shall be passed by the Administrative Meeting and then implemented on the date of promulgation.

**Appendix: Fees and Charges for Students Participating in Overseas Study Programs**

Program Type			Fees Charged by NTU	
			Administrative Fees	Tuition and Fees
Dual-degree Program			To be specified by the program organizing unit	Full tuition and fees
Exchange Student Program			Registration fee: NT\$1,250	Full tuition and fees
			Program fee: NT\$2,500	
Visiting Student Program	During semester	Full semester	Program fee: NT\$2,000	¼ of full tuition and fees in principle; approval can be granted separately for individual cases
		Less than a semester	Not applicable	Full tuition and fees
	During Winter/Summer Break	NTU-led programs	To be specified by the program organizing unit depending on the program size and number of participants	To be specified by the program organizing unit depending on program nature
		Nomination-required programs	Program fee: NT\$2,000	Not applicable
		Programs open to all students	Not applicable	Not applicable
	Overseas Internship Program	During semester	Full semester	Registration fee: NT\$1,000
Program fee: NT\$5,000				
Less than a semester		Less than a semester	Registration fee: NT\$1,000	Full tuition and fees
			Program fee: NT\$5,000	
During Winter/Summer Break		During Winter/Summer Break	Registration fee: NT\$1,000	Not applicable
	Program fee: NT\$5,000			

[Promulgated on August 22, 2023]