

# National Yang Ming Chiao Tung University

## Guidelines for Outbound Student Exchange Program

Approved at the 1st International Affairs Meeting of the AY2020–2021 of  
National Yang Ming Chiao Tung University, on May 31, 2021

Article 1 National Yang Ming Chiao Tung University (hereinafter referred to as the University) has formulated the Guidelines for Outbound Students Exchange Program (hereinafter referred to as the Guidelines) to establish a fair mechanism of selection for outbound exchange program and to help students broaden their horizons.

Article 2 Eligibility criteria:

1. All students of the University may apply. However, restrictions regarding their year of study and the departments or colleges to which they belong are subject to the stipulation of the student exchange agreement signed by the University and its partner institutions. Updated regulations will be announced in the annual Selection Guidelines for the Outbound Student Exchange Program.
2. Non-local students (including international students, overseas Chinese students, and Mainland Chinese students) meeting the aforementioned qualifications are also eligible to apply. The scholarships offered by the University, the Ministry of Education, or other government agencies to non-local students are suspended during their overseas stays. However, exemptions to tuition and miscellaneous fees are not affected.
3. Selected students whose country or region of exchange is overseas (including Hong Kong and Macau) are required to submit foreign language proficiency test scores (for the TOEFL iBT, IELTS (Academic), GEPT (Second Stage), or TOEIC (including speaking and writing tests). Alternatively, they may submit third foreign language proficiency test scores accepted by the partner university (e.g., the JPLT; TOPIK; or German, French, or Korean proficiency tests). The test results must be uploaded before the applicable deadlines.
4. The regulations of the Guidelines are not applicable to the students enrolled in the Bachelor Degree Program of System Engineering and Technology. The outbound student exchange program applications of students of the said program will be processed specifically by the Ministry of National Defense.

Article 3 Application documents

1. Application form for the foreign exchange program (completed on the system)
2. Academic transcripts (letter grade system; academic rankings must be included for undergraduate students)
3. Certificate of enrollment
4. Plan of study or research (including courses to be taken)
5. Autobiography
6. Language proficiency certificates
7. Other supporting documents for review

Article 4 Date of application

There are two application intakes each academic year. Applications for the fall and spring semesters of the following academic year are accepted during the first intake, whereas only applications for the spring semester of the following academic year are accepted

during the second intake (during which only the leftover quota from the first intake is open for applications). The deadline for each application intakes is announced on the website of the Office of International Affairs.

## Article 5 Selection review standards

### 1. Exchange in Mainland China

#### (1) Undergraduate students

- i. Cumulative academic average: 60%
- ii. Autobiography: 15%
- iii. Study plan: 20%
- iv. Other supporting documents for review: 5%

#### (2) Graduate students:

- i. Cumulative academic average: 40%
- ii. Autobiography: 25%
- iii. Study plan: 30%
- iv. Other supporting documents for review: 5%

(For students in the first year of graduate school, the transcript average from their previous degree is used for calculation.)

### 2. Exchange in places other than Mainland China:

#### (1) Undergraduate students:

- i. Cumulative academic average: 50%
- ii. Foreign language proficiency scores: 20%
- iii. Autobiography: 10%
- iv. Study plan: 15%
- v. Other supporting documents for review: 5%

#### (2) Graduate students:

- i. Cumulative academic average: 30%
- ii. Foreign language proficiency scores: 20%
- iii. 3. Autobiography: 20%
- iv. Study plan: 25%
- v. Other supporting documents for review: 5%

(For students in the first year of graduate school, the transcript average from their previous degree is used for calculation.)

Students with a total review score of less than 60 will not be accepted to the exchange program.

## Article 6 Exchange placement according to students' preference ranking

Student placement is based on the total review score and preference ranking. In the event that two or more students have the same score, their preference rankings, study plans, foreign language proficiency scores, and cumulative academic averages will be used as the basis of their assignment. Students who have previously been recommended for outbound exchange through the University in the same education stage will be placed after the remainder of the students have been placed.

## Article 7 After the announcement of the selection results, students cannot arbitrarily request changes. If the results fail to meet their expectations, students can consider withdrawing from the program.

- Article 8 In the event of any changes to the conditions of or information on preparation for exchange at partner institutions, students must follow the rules and regulations of said partner institutions.
- Article 9 Passing the University selection only entails qualification for recommendation by the University to the partner institutions; they have not yet been admitted by the partner institutions, which retain the right to final review.
- Article 10 The University may redo the student placement procedures upon requested by the partner institutions.
- Article 11 After passing the University selection, students must submit their Exchange Student Consent Statement within the specified deadline and pay a deposit. Details concerning the deadline and the amount of the deposit payment will be announced by the Office of International Affairs to ensure the students' willingness to participate in outbound student exchange program and their compliance with relevant laws and regulations during their stay abroad. Students who breach such laws and regulations are disqualified from the exchange program and the deposit will not be refunded. However, those who hold a low-income household certificate or low-to-medium income subsidy certificate issued by the administrative authority of Taiwan are exempt from paying the deposit.
- Article 12 Students who have obtained the admission qualification for exchange shall not apply for retaining it. Those who have not been accepted by the partner institution shall receive a full refund of the deposit. However, the deposit will not be refunded to students who withdraw from the program for no specific reason or due to personal reasons. They will also be forbidden from future participation in the University's student exchange program.
- Article 13 The minimum and maximum duration of exchange is one semester and one academic year, respectively. Students must obtain consent from both the University and the partner institution should they wish to end the exchange program early or extend the exchange period. The extension of the exchange period depends on the quota availability for exchange students of both universities. To shorten the exchange period, students must obtain the consent of both universities before proceeding with the relevant procedures and completing the clearance procedures, after which they may return to Taiwan and accept any relevant penalties from both universities.
- Article 14 Outbound exchange students must retain enrollment status at the University and pay tuition fees in full during the period of exchange. Suspension, withdrawal, or application for early graduation are not permitted. In the event that any of these situations occur, the exchange student qualification shall be immediately revoked, and the students shall be responsible for paying the tuition fees of the partner institution.
- Article 15 Regardless of whether students' graduation credits have been completed before exchange, they must submit the course registration application form for exchange students to the Office of International Affairs before the midterm of the exchange in order to complete the course selection procedure. The submission date for each semester will be announced.
- Article 16 Exchange students must abide by the course regulations of both the University and the partner institution. In the event of any violation of the regulations of either institution, the University may immediately revoke the students' exchange student qualification and prohibit their future participation in the University's student exchange program. Each semester, undergraduate and graduate exchange students must take a minimum of three and two professional courses, respectively, at the partner institution. Students must also meet any requirements of the University and the partner institution on credits and course load.

Article 17 After the completion of the exchange program, students must return to the University to complete their degree or proceed with their clearance procedures, including those for grade registration and credit conversion for all courses completed abroad. Credit recognition and exemption are performed by students' departments. Students will not be refunded their deposit and will be prohibited to participate in the University's student exchange program in future if they fail to obtain a relevant certificate or transcript from the partner institution, if they fail any course, or if they fail to complete the required number of courses.

Credit transfer principles:

1. Credits obtained from partner institutions following the European Credit Transfer and Accumulation System (ECTS), the Swedish credit system, or the Russian credit system are calculated as one half of the University's credits and rounded to the nearest whole number.
2. Credits obtained from partner institutions following the Credit Accumulation Transfer Scheme (CATS) are calculated as a quarter of the University's credits and rounded to the nearest whole number.
3. Credits obtained from partner institutions following the credit systems of the United States, Canada, Japan, Singapore, South Korea, China, Hong Kong, or Macau are converted to University's credits on an equivalent basis. Credits obtained from US universities following the Unit system must be converted to the University's credit system for calculation.
4. Credits obtained from partner institutions following any other credit systems are calculated on the following basis: 18 course hours is equivalent to 1 University credit.

Article 18 Students must purchase full insurance covering medical treatment for accident and illness, accident claims, and overseas emergency relief before traveling abroad. Those who fail to comply with this requirement may have their admission qualification revoked by the University. However, in the event that the partner institution also provide insurance, students may purchase it upon their arrival.

Article 19 Students shall abide by the laws and regulations of the University, partner institution, and the country or region. In the event of personal negligence or of unforeseeable circumstances such as natural disasters or accidents causing personal or property damage abroad, or in the event of violation of the laws of Taiwan and the country/region of exchange, students shall bear the losses themselves or seek compensation from relevant personnel or agencies of that country.

Article 20 Exchange students shall abide by and fulfill the following obligations:

1. Comply with the relevant laws and regulations of the University and the partner institutions.
2. Submit relevant documents, including the waiver form for foreign exchange and photocopies of their visa, enrollment permit, electronic plane tickets, and insurance receipt.
3. Submit a midterm learning report 1 week within 2 months of the semester start date at the partner institution (i.e., before April 30 and October 31 each year). A semester-end learning report must be submitted within 1 month after the end of the exchange program (i.e., before July 31 and January 31 each year), with the attachment of 3–5 photographs on university life or activities. These photographs may be posted publicly by the Office of International Affairs.
4. During the exchange period, students shall support the University's international promotion efforts, such as by participating in the International Partner Day held by the host institutions.
5. Students shall endeavor to assist in passing on their exchange experience.

- Article 21 Exchange students must take the Overseas Semester Exchange course (0 credits) during their exchange semester. To pass the course, the obligations listed in Article 21 must be fulfilled.
- Article 22 Each college or department may, in accordance with the Guidelines, formulate alternative exchange policies at the college and department level.
- Article 23 The Measures will be implemented upon their approval in the international affairs meeting. The same applies to their amendment.