Regulations for Applying for the International Exchange Programs at National Chiao Tung University

Approved at the International Admissions Committee meeting on October 1, 2013
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1. To cultivate and expand the international vision of students, the National Chiao Tung University (NCTU) established an equal-opportunity mechanism for selecting and sending students to international exchange programs by formulating the following regulations.

2. Eligibility for student exchange
   (1) All of the enrolled students at NCTU may apply for exchange. The limitations regarding year of study, college, department, and institute depend on the exchange agreements with various sister universities. Relevant limitations are outlined in the pamphlets for annual exchange programs.
   (2) Eligible overseas students (including international students, overseas Taiwanese students, and students from mainland China) may also apply for exchange, although international students and overseas Taiwanese students may not apply for exchange at universities in their countries of origin. Overseas students receiving scholarships from the Ministry of Education, NCTU, or other government authorities may not receive scholarships during the exchange period. Only tuition and fees are waived.
   (3) Students planning to study in foreign countries or in Hong Kong or Macao should present foreign language examination scores: TOEFL iBT, IELTS, GEPT (both stages), TOEIC (including oral and written tests), or test scores of a third foreign language that are accepted by the host university. Applicants unable to present foreign language examination scores before the deadline will obtain a score of 0 for the foreign language skills review item; additionally, students will be required to supplement the examination scores before a designated date. After passing the selection process organized by NCTU, applicants must satisfy the requirements regarding foreign language examinations and scores established by the involved sister universities before being officially recommended as an exchange student of NCTU.

3. Required materials
   1. Application form
2. Chinese transcript (including ranking in class or department/institute)
3. Chinese certificate of enrollment
4. Chinese study plan (including courses to be taken)
5. Chinese statement of purpose
6. Certificate of language skills
7. Supplementary materials that are favorable in review

4. Application dates

Selection processes are held twice each year. Applications for the fall and spring semesters of the proceeding academic year are accepted during the first session; the second session is open to the admission quota remaining after the first session, and only applications for the spring semester of the next academic year are accepted. The official application deadlines for each session are announced on the Web site of the Office of International Affairs.

5. NCTU review and selection criteria

(1) Exchange to Mainland China:
   a) Undergraduate students:
      1. Transcript: 60%
      2. Statement of purpose: 15%
      3. Study plan: 20%
      4. Supplementary materials: 5%
   b) Graduate students:
      1. Transcript: 40%
      2. Statement of purpose: 25%
      3. Study plan: 30%
      4. Supplementary materials: 5%
      (For students in the first year of master and doctoral programs, the ranking percentages of final transcripts are used for calculation.)

(2) Exchange to foreign countries or to Hong Kong or Macao:
   a) Undergraduate students:
      1. Transcript: 50%
      2. Foreign language skills: 20%
      3. Statement of purpose: 10%
      4. Study plan: 15%
      5. Supplementary materials: 5%
   b) Graduate students:
      1. Transcript: 30%
      2. Foreign language skills: 20%
      3. Statement of purpose: 20%
4. Study plan: 25%
5. Supplementary materials: 5%
   (For students in the first year of master and doctoral programs, the ranking percentages of final transcripts are used for calculation.)

Applicants with a score of less than 60 are not considered for admission.

6. Preference-based placement during the selection process
   Placement is determined according to the total review scores and the destination preference lists of the applicants. If the total scores of two applicants are identical, the final placement is determined based on the order of the applicants’ preferences, study plans, foreign language skills, and transcripts. Applicants in the same education stage who have previously been recommended for exchange by NCTU or have relinquished the recommendation shall be placed after the placement of other applicants is completed.

7. Applicants may not request to change the destination university after the placement results are released. If the results are not as expected, applicants must consider whether to accept or reject the exchange recommendation.

8. If any changes occur in the required materials or terms for the exchange programs of the sister universities, recommended students shall follow the requirements proposed by the sister universities.

9. Applicants who pass the selection processes of NCTU obtain only the exchange recommendation of NCTU. The final admission decision is determined by the sister universities, which retain the right of final review.

10. When requested by sister universities, NCTU may redetermine exchange university placements.

11. After passing the selection process of NCTU, recommended students must submit the “Exchange Student Consent Statement” and “Parental Consent and Guarantee” before the designated deadlines to confirm their willingness for international exchange and guarantee their compliance with relevant laws and regulations during exchange periods. Violating this regulation is regarded as relinquishing the recommendation.

12. Applicants admitted to the exchange programs may not request for a deferment of admission.

13. The exchange period should last for at least one semester and no longer than one academic year. Exchange students desiring early termination or extension of exchange periods should obtain consent from both NCTU and the host university. Exchange extension is considered based on the remaining quotas of both universities. For early termination of an exchange,
exchange students must obtain consent from both universities, and then complete relevant formalities and termination procedures before leaving the host university, returning to Taiwan, and receiving the disciplinary penalties required by both universities.

14. During exchange semesters, exchange students shall still be enrolled at NCTU and pay the full tuition fee; in addition, they shall not apply for suspension, withdrawal, or early graduation. Violation of this rule shall result in the cancellation of the exchange recommendation, and exchange students involved shall pay the tuition of the sister universities.

15. Exchange students, regardless of fulfillment of required graduation credits before the exchange, shall submit a course registration application form to the Office of International Affairs before the middle of the exchange semester to complete the course selection procedure. The submission deadline is announced each semester.

16. Exchange students shall comply with the course regulations of both NCTU and the exchange university. Violating the regulations of either university shall result in the immediate cancellation of the exchange recommendation, and the students involved may not participate in future NCTU exchange selection programs. 

   According to the academic regulations of NCTU, the course load of juniors at the exchange university must be equivalent to 15 credits at NCTU; the course load of seniors must be equivalent to 9 credits. Exchange students who have obtained approval for credit reduction from the department head (director of a degree program) because of particular circumstances must have a course load equivalent to 6 credits at NCTU. Graduate exchange students must enroll in at least two courses related to their major during the exchange period.

17. When the exchange period ends, exchange students must return to NCTU to complete their degree or leaving NCTU, including registering grades and transferring credits for the courses enrolled in abroad. Credit recognition or transfer shall be reviewed and determined by the respective departments or institutes of the exchange students.

18. Exchange students must purchase sufficient insurance (including insurance covering overseas illness or emergency medical needs, accident claims, and overseas disaster relief). NCTU may cancel the recommendations of exchange students who do not purchase insurances according to the regulations. However, exchange students may choose to purchase insurance upon arrival at the destination university if the university provides
19. Exchange students abroad shall comply with the laws and regulations of NCTU, the sister university, and the host country. Exchange students abroad who are subject to any personal or property damage caused by personal negligence, natural disasters, accidents, or other force majeure circumstances, or who violate the laws of either country shall be responsible for the loss or file a damage claim to the agencies or personnel of the countries involved.

20. Exchange students shall comply with and fulfill the following obligations:
   (1) Comply with the relevant regulations of NCTU and the host university.
   (2) Submit relevant documents, such as exchange abroad affidavit, photocopy of visa, photocopy of admission, electronic tickets, and photocopies of insurance receipts.
   (3) Submit a midterm report 2 months after the commencement of the semester at the host university (within 1 week); submit a final report with 3 to 5 photos of university life or activities within 1 month after the start of exchange for the Office of International Affairs to publicize on the Web site.
   (4) Assist NCTU with promoting international affairs during the exchange (e.g., participating in the international partnership day held by the host university).
   (5) Assist subsequent exchange students by sharing relevant experiences.

21. Exchange students must take the “Exchange Semester Abroad” course (0 credits) during the exchange semester and fulfill the aforementioned obligations for completing this course.

22. Colleges or departments/institutes of NCTU may formulate exchange regulations specific to the college or department/institute.

23. These regulations were approved by the International Admission Committee before implementation. Revisions to the regulations shall undergo the same procedure.