

# Overseas Visiting Student Program Policy and Procedure

Amended and approved by the International  
Affairs Committee on 30th June 2022

- Article 1 The National Chengchi University (hereinafter referred to as the University), in order to enhance international exchanges and academic cooperation and to maintain teaching quality and students' right to learn, thereby established this policy.
- Article 2 In order to encourage the administration and teaching units of the University to jointly promote international affairs and expand international exchanges, each unit of the University has already established rules, regulations and systems of the same nature prior to the publication of these policies, and may continue to promote them in accordance with the established rules, regulations and systems. This does not apply to the camp activities and short-term courses organized by each unit due to their special nature.
- Article 3 The Office of International Cooperation (hereinafter referred to as "OIC") is in charge of the administrative work for the visiting students required from the date of application to the date of departure, including visa, entry, course selection information, student companion, student ID card or temporary card, campus access control, campus wireless network, student handbook, orientation, medical examination, and departure procedures, etc. The host institution is responsible for the care and counseling of the visiting students who visit the university in accordance with this policy.
- Article 4 The term "overseas visiting students" as defined by this policy refers to students from countries and regions outside of Taiwan who come to the University for short-term study during the semester or summer and winter vacations without the purpose of obtaining a degree, and who meet the following requirements:
1. Must be registered at another higher education institution.
  2. Studying at an overseas University that is recognized by the Ministry of Education, Republic of China (Taiwan).
- Article 5 "Overseas visiting students" under this policy are divided into the following two categories:
1. Visiting Students: Students who are recommended by the partner university outside of Taiwan or students who apply for the Visiting Program at their own university.
  2. Research Students: Students who have obtained a letter of invitation or consent from a full-time faculty member or a host unit from the University, as well as a letter of recommendation from their current school, to come to the university for short-term research.

Article 6 Application process for overseas visiting students:

1. Applications for visiting students are accepted on a per semester basis, and the date of application is based on that announced for the current semester, with each stay not exceeding one semester. The application will be first reviewed by the OIC, and applications that pass the initial review will be sent to the host unit for a second review. After the second review is approved, the OIC will issue the admission permit to the visiting student, send the student's file to the Office of Academic Affairs for registration and assist in subsequent entry procedures.
2. Applications for research students are considered on a drop-in basis and should be submitted at least three months prior to the student's scheduled arrival, with each stay not exceeding six months. The application will be first reviewed by the OIC, and applications that pass the initial review will be sent to the host unit for a second review. After the second review is approved, the OIC will issue the admission permit to the research student and assist in subsequent entry procedures.

Article 7 Application documents required for overseas visiting students:

1. Visiting students: Application form (with a 2-inch photo), transcript of records (with current school's stamp), study plan, a letter of recommendation either from the thesis advisor or the head of the department from the current school, a copy of passport or travel permit to Taiwan, and proof of financial resources.
2. Research students: Application form (with a 2-inch photo), and transcript of records (must be stamped by the current school), visiting plan and scheduled itinerary, letter of invitation or consent from the University's designated faculty or host unit, a letter of recommendation either from the thesis advisor or the head of the department from the current school, copy of passport or travel permit to Taiwan, proof of financial resources (official letters from any banks or financial institutions to prove that you have at least NTD 200,000 or an equivalent of USD 6,500 in your accounts for the past 3 months. If the currency is not displayed in NTD or USD, the applicant must indicate the conversion on the letter in NTD or USD).
3. Students from Mainland China must also submit documents in accordance with the National Immigration Agency's "Regulations for Professionals from Mainland China to Engage in Professional Activities in Taiwan" and "Guidance for Professionals from Mainland China to Apply for Engaging in Professional Activities in Taiwan" in order to facilitate the University's application for an entry permit on their behalf.

- Article 8 Fees for overseas visiting students are denominated in NTD and include application, administrative, tuition and miscellaneous and credit fees.
1. Application fee: NTD 3,000.
  2. Administrative fee: An administrative fee of NTD 15,000 shall be paid by visiting students and research students who stay for less than two months (inclusive). Research students who stay for more than two months to six months should pay an administrative fee of NTD 30,000.
  3. Tuition and miscellaneous fees and credit fees: visiting students are required to pay tuition fees based on the amount charged for international students in the current year, while research students are exempted.
  4. The application fee is collected only once and should be paid along with the application. The administrative fee and tuition and miscellaneous fees must be paid by the payment deadline set for each semester. The credit fee must be paid by the deadline set by the University for the current semester.
  5. The application and administrative fees are non-refundable. The rest of the fees are refundable based on the refund criteria for tuition and miscellaneous fees for colleges and universities in accordance with Article 15 of the "Guidelines for Charging Tuition and Miscellaneous Fees for Colleges and Universities," set by the Ministry of Education, Republic of China (Taiwan).
- Article 9 After completing the registration and payment, the rights of visiting students who come to the university under this policy will be equivalent to those of exchange students from overseas partner schools. In addition, the OIC will assist research students with visa and entry procedures, and provide temporary campus access cards and wireless Internet accounts.
- Article 10 Overseas visiting students must pay for their own expenses and purchase health and accident insurance, and submit the proof of which upon registration at the university. The OIC can assist in applying for accommodation, but the outcome of the application is subject to the number of the beds available in the dormitory for the semester. The offer of accommodation is not guaranteed.
- Article 11 The maximum number of academic credits per semester for undergraduate students is 25, and the maximum number of academic credits for Master's and PhD students is determined by the regulations of the host department. Visiting students are allowed to take courses offered by various faculties, departments, institutes and degree programs of the University, unless there are special requirements for prerequisite subjects or other restrictions. Upon completion of the visit, the overseas visiting student will be issued a transcript or a certificate of visit in accordance with regulations.
- Article 12 Overseas visiting students should complete the school leaving procedures before the end of their visit and leave Taiwan on time. Overstayers will be responsible for legal liabilities. The University also has the right to reject subsequent applications from any university should their students violate

any laws during their stay, depending on the severity of the situation.

Article 13 During their stay in Taiwan, overseas visiting students must abide by the laws of Taiwan and the relevant regulations of the University, and are prohibited from working full-time or part-time. This does not apply if the course of study for the visiting student includes internship or fieldwork.

Article 14 This policy was approved by the OIC Committee of the University and signed by the President of the University for a one-year trial period; the result will be evaluated by the OIC for future improvements.

Article 15 All matters not covered by this policy will be handled in accordance with the relevant regulations of the Ministry of Education, Republic of China (Taiwan) and the University.