

# National Chengchi University University-Level Outgoing Exchange Student Program Implementation Guidelines

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Article 1. In order to set up fair screening procedures to select students for overseas exchanges, along with rights and obligation guidelines, National Chengchi University (hereinafter NCCU) stipulated the National Chengchi University Outgoing Exchange Student Program Implementation Guidelines (hereinafter the Guidelines).

Article 2. Exchange student eligibility:

- I. Students that are currently enrolled in NCCU, and comply with Article 3 of the National Chengchi University Guidelines for Studying Abroad during the exchange period are eligible.
- II. Students who are not ROC nationals may not participate in the screening procedures for universities that are located inside the border of the respective student's country of origin.
- III. Overseas Chinese students may not participate in the screening procedures for universities that are located inside the border of the respective student's country of residence.
- IV. Students who are not ROC nationals, or who gain admission through the channels of overseas Chinese students, Chinese students, or international students may not participate in the exchange student screening procedures to Mainland China in accordance with the student exchange agreement with China.
- V. International students may not apply for exchange while receiving a scholarship from Taiwan.

Article 3. Committee members of the screening procedures are selected according to the following rules:

- I. Written examination:

The Director (hereinafter the Director) of the Office of International Cooperation (hereinafter OIC) shall appoint internal or external scholars and experts of each of the respective examining languages to draft and grade the written exams. The written exams shall be sealed during processing.

II. Oral examination:

The Director shall appoint internal or external experts and scholars as the committee members of oral examination each of the respective examining language.

Article 4. The screening criteria for exchange student candidates are as follows:

I. International (including Hong Kong and Macao)

(I) Graduate institutes with English programs:

1. Language examination grade: This category is **35%** of the entire screening grade.
2. Screening oral examination: This category is **35%** of the entire screening grade.
3. **Application document grade: This category is 30% of the entire screening grade.**

(II) Undergraduate English programs and other language programs adopt a unified grade calculation method:

1. Language examination grade / Screening written examination: This category is **30%** of the entire screening grade.
2. Screening oral examination: This category is **30%** of the entire screening grade.
3. Semester grade average: This category is **20%** of the entire screening grade.
4. **Application document grade: This category is 20% of the entire screening grade.**

If candidates' combined scores are the same, they shall be ranked in the order of the following criteria: Language examination grade, screening written examination grade, semester grade average, screening oral examination grade.

II. Mainland China

(I) The admission grade is the aggregate score of the three following grades:

1. Written document grade: This category is 35% of the entire screening grade.
2. Screening oral examination: This category is 35% of the entire screening grade.
3. Semester grade average: This category is 30% of the entire screening grade.

(II) The admission standard is that the combined scores of the three aforementioned grades shall be over 75% and above. If candidates' combined scores are the same, they shall be ranked in the order of the following criteria: Screening oral examination grade, semester grade average, and written document grade.

III. The candidates shall meet the requirements and standards of the overseas universities, such as their language examination grades and academic grades.

IV. The detailed calculation methods of the aforementioned "semester grade average" are stipulated by each respective admission brochure.

Article 5. After students have submitted the exchange university priority list, the priority list shall not

be amended for any reason, and students cannot alter the results of assignment, otherwise the student is deemed as to have forfeited the acceptance.

Article 6. Accepted students shall submit, before the deadline, a security deposit and the Outgoing Exchange Student Consent Statement, and those under the age of 20 shall submit the Parental Guarantee Consent, in order to confirm their willingness to participate in the exchange and to comply with the Guidelines and related regulations, otherwise the student is deemed as to have forfeited the opportunity.

Article 7. After the list of the accepted exchange students is approved and promulgated by the International Cooperation Committee of the OIC, accepted students may not request for retention of the acceptance or amend the schedule of the exchange under any circumstance, unless agreed upon by the OIC or the overseas university.

To forfeit the acceptance, accepted students must sign the Outgoing Exchange Student Forfeit Statement. The acceptance will immediately become invalid and may not be retained.

Article 8. If an accepted student forfeits the acceptance after the submission of the Outgoing Exchange Student Consent Statement, unless the forfeit is due to reasons of force majeure, the student may not participate in the exchange student screening procedures and apply to the same region again (International or Mainland China) for three years, starting on the date of the promulgation of the accepted exchange students list.

Article 9. Accepted students shall pay the NTD 5000 security deposit before traveling abroad. After students have completed the obligations stipulated in Article 13, the security deposit will be returned in the full amount without interest. If the student does not perform the obligations under Article 13 or changes the scheduled overseas exchange period due to other factors, the return of the security deposit will be conducted based on the return policy stipulated in each admission brochure.

Article 10. Students that are accepted as exchange students shall enroll in NCCU and pay the tuition fee, thereby maintaining their student status in NCCU during the overseas study period; the acceptance will be canceled if students do not have NCCU student status, if they temporarily suspend their study at NCCU, or have already graduated from NCCU.

Article 11. NCCU is not responsible if students are unable to execute or delay in the participation of overseas exchange due to the overseas university's refusal to issue an acceptance letter, or for other reasons not attributable to NCCU.

Article 12. Students that are studying overseas shall comply with the regulations of NCCU, those of the overseas university, and the laws of the respective country.

Article 13. Exchange students shall perform the following obligations:

- I. Exchange students to international regions (including Hong Kong and Macao) must obtain a passing grade for at least half of the courses they have taken and those to

Mainland China must obtain a passing grade for all courses.

- II. The student shall submit a report on the exchange after the exchange study is over, and the OIC shall upload and publicly publish the report.
- III. The student shall participate in relevant events, and submit relevant proofs (in accordance with each respective admission brochure).

Article 14. During the overseas exchange period, students' registration, tuition, course selection, credit transfer, and other relevant matters shall be conducted in accordance with the National Chengchi University Guidelines for Studying Abroad. If the student attends online courses or through other methods that replace physical instruction stipulated by the policies of the partner school during the exchange period, it will be deemed as a physical exchange, and therefore the student must complete the overseas elective course application procedure.

Article 15. The Guidelines are only applicable to the university level outgoing exchange student programs of NCCU. College and departmental level outgoing exchange student programs shall be conducted in accordance with regulations stipulated by the respective college and department. If the student is qualified for exchange outside of the university level (department, graduate institute, college, University System of Taiwan, etc.), he or she must choose only one institution for exchange. If the student violates this regulation, the OIC will revoke the university-level outgoing exchange qualification of the student. Matters not specified herein shall be handled in accordance with the regulations of each admission brochure.

Article 16. The Guidelines shall be implemented after the approval and promulgation of the International Cooperation Committee of the OIC of NCCU. The same procedure shall apply to any amendments made in the future.