

# National Taiwan University of Science and Technology

## Application Brochure for Outgoing Exchange Programs

(Can also be used for the Ministry of Education's Scholarships for Excellent Students to Study Abroad and Hardships for Students to Study Abroad)

Approved at the Review Meeting on Selecting Excellent Students for Overseas Studies on Mar. 7, 2013

Revised at the Review Meeting on Selecting Excellent Students for Overseas Studies on Jul. 4, 2013

Revised at the Review Meeting on Selecting Excellent Students for Overseas Studies on Oct. 3, 2014

Revised at the Review Meeting on Selecting Excellent Students for Overseas Studies on Mar.12, 2015

### I. Program Objectives

With an eye to enhancing its students' ability to compete globally and widening their worldview, the National Taiwan University of Science and Technology ("Home Institution") provides opportunities for them to enrich their education through exchange programs at its partner institutions for one semester. (Applications for exchange programs at partner institutions in Mainland China are handled under a separate application system.) The period of exchange study is equivalent to the Home Institution's **spring semester 2019**, whose duration is specified in the Home Institution's 2018/19 academic calendar.

### II. Partner Institutions and Exchange Student Enrollment Quotas

See Application Information on the Home Institution's webpage for Exchange Student Programs: <http://www.oia.ntust.edu.tw/files/14-1017-61845,r1017-1.php?Lang=en>. Our partner institutions ("Host Institutions") have the right to determine the admissibility of students selected by the Home Institution for exchange and to reject those who fail to meet their acceptance criteria.

### III. Eligibility

1. Students with R.O.C citizenship (except those enrolled in evening programs for working professionals) and full-time international degree students (i.e., overseas Chinese students, Mainland China students, and students from other countries) are eligible to apply for exchange programs. While on exchange, students are not allowed to apply for graduation or leave of absence. Please note that our Host Institutions in countries such as Japan and Germany run on an October-March fall semester arrangement, and that this semester schedule, because it overlaps parts of two semesters at Taiwan Tech, may result in the delay of a returning exchange student's registration or graduation date at the Home Institution.
2. A student can apply only ONCE for an exchange program offered by a partner institution (not including those in Mainland China) during each level of degree program at the Home Institution—undergraduate, master's and doctoral. (Thus, if a student studies at Taiwan Tech from the undergraduate through the Ph.D. levels, he/she may apply for exchange a total of three times, once at each level.) The exchange program scholarship is available exclusively to applicants with R.O.C citizenship. (Overseas Chinese students are excluded.) Each of these applicants can receive the scholarship only ONCE at each level of degree program study.
3. If the student has ever been nominated by the Home Institution for an exchange program and given up the selection for the program thereafter, the student is thereby disqualified from applying again for an exchange program.

4. To qualify for application, the student must meet the requirements, including the minimum GPA and level of English proficiency, as specified below and submit the specified documents:

Year of Study	Minimum Requirements for GPA and English Proficiency Level		
<b>Undergraduate students</b>  Sophomore or above  (with a Home Institution transcript of at least one academic year)	A TOEIC score of 650 or TOEFL 65, IELTS 5.0, or a GEPT of Intermediate level 2nd stage.	<b>and</b>	a GPA of 2.44 or above (or 70 <u>or</u> above on a 100-point scale) <u>or</u> ranking in the top 40% of the class
	A TOEIC score of 800 or TOEFL 83, IELTS 6.0, or a GEPT of High-Intermediate level 2nd stage.		
<b>Graduate students</b>  First-year master's program or above  (with a Home Institution transcript of at least one semester)	A TOEIC score of 650 or TOEFL 65, IELTS 5.0, or a GEPT of Intermediate level 2nd stage. Students from Business (Administration department should have a TOEIC score of 750, TOEFL 79, or IELTS 6.0 or above)		

#### IV. Application Procedure

##### 1. Steps in the Application Process

###### i. Online application (starting Jul. 16<sup>th</sup>, 2018)

Fill in the application form on the Outgoing Exchange Student Online Application System: <http://stu88.ntust.edu.tw/outboundstudent/index/index/puid/2019S>. The student must ensure that all the information provided on the application form is accurate and complete; otherwise it will not be accepted. The student can submit more than one application, but only the latest submission will be accepted and reviewed, applicants should submit the corresponding hardcopy of application to office.

###### ii. Required documents (PDF format, without encrypted):

- (1) Two official transcripts, one in Chinese and the other in English (must include the student's **spring 2018** grades)
- (2) One photocopy & original of a valid certificate or score report of an English proficiency test (TOEIC/TOEFL/IELTS/GEPT)
- (3) Brief autobiography in English (Any writing format is acceptable.)
- (4) Study plan in English (Any writing format is acceptable.)
- (5) Original & photocopies documenting personal accomplishments during same study level in Taiwan Tech. (including but not limited to awards from competitions, certificates of professional qualifications, certificates of student club officers or any other awards for outstanding performance or service)

### iii. Hardcopy submission

(1) Outgoing exchange program application form (must be completed online, printed out, and signed)	(4) Original & photocopies documenting personal accomplishments during same study level in Taiwan Tech. (including but not limited to awards from competitions, certificates of professional qualifications, certificates of student club officers or any other awards for outstanding performance or service)
(2) Two official transcripts, one in Chinese and the other in English (must include the student's fall 2017 grades)	
(3) One photocopy & original of a valid certificate or score report of an English proficiency test (TOEIC/TOEFL/IELTS/GEPT)	

**Be sure to also bring the originals of the documents required for (3) to (4) for authentication at the Office of International Affairs (OIA). The OIA will not accept the photocopies without first seeing the originals. The student's NTUST transcript will be issued by the Office of Academic Affairs three working days after the application for it is submitted.**

## 2. Prioritized List of Host Institutions in Order of Preference

i. The student should prioritize in order of preference on the application form ten prospective Host Institutions. The OIA will determine ONE Host Institution as the student's exchange destination in accordance with the student's priority list. Therefore, a student applying for exchange should be sure to discuss these preferences with the student's parents and faculty advisor in order to come to a consensus with them on the student's preferences while the priority list is being prepared.

ii. While filling in the priority list, the student should confirm (1) whether the chosen institutions offer any courses or programs the student may qualify for, (2) whether the student meets the foreign language proficiency requirements as determined by the student's chosen Host Institutions, (3) whether the student can afford the living expenses at the potential exchange destinations. (The cost of living varies from country to country.) **THEREFORE, THE STUDENT SHOULD BE VERY CAREFUL WHEN FILLING OUT THE PRIORITY LIST AND AVOID LISTING INSTITUTIONS THAT THE STUDENT IS NOT QUALIFIED FOR!**

## V. Application Submission Dates and Times

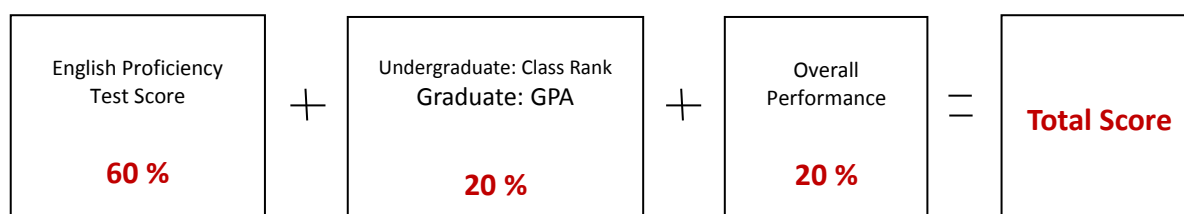
**9 am to 12 pm and 2 pm to 5 pm, August 20th to 21th, 2018. Late submissions will not be accepted.**

## VI. Review Process

The review process will be conducted in two phases, first at the Home Institution and then at the Host Institution:

### 1. Selection by the Home Institution

The OIA will organize the student's submitted documents into an application package and send it to the student's home department for the first round of review, and if it passes the department's review, the application will be send to the Home Institution's administration for the second round of review. The second round of review will be based on the following criteria:



If applicants are tied on the total score, selection will be determined first by foreign language test score and then by class rank/GPA (undergraduate/graduate). If the student's GPA is based on the letter grading system, it will be converted into a numerical equivalent in accordance with NTUST's Grade Conversion Guide.

## **2. Selection by the Host Institution**

Those students chosen by the Home Institution to be a prospective exchange student for a particular Host Institution must next prepare the application documents required (including language proficiency certificate) by that Host Institution. (Partner institutions' admission requirements are available at: <http://www.oia.ntust.edu.tw/files/14-1017-61845,r1017-1.php?Lang=en>)

The Host Institution has the right to determine a prospective incoming exchange student's admissibility. To improve admission prospects, the student should meet the foreign language proficiency requirements, if any, as specified by the student's chosen Host Institutions before including them in the student's priority list.

## VII. Confirm the Host Institution for the Student Exchange and File the Application

The selection results and the notification of the designated host institutions are scheduled to be released at **10 am on Thursday, September 27<sup>th</sup>, 2018.**



### Confirmation and file the application

**Result Confirmation** : 10 am on Thursday, September 27<sup>th</sup>, 2018 to 10 am on Friday, September 28<sup>th</sup>, 2018

**Waiting List** : 10 am on Friday, September 28<sup>th</sup>, 2018 to 23:59 pm on Sunday, September 30<sup>th</sup>, 2018

(Please go to the online system to choose your another top 10 universities)

**Waiting List Result** : 15 pm on Tuesday, October 2<sup>nd</sup>, 2018

### Information session

The students selected for exchange are required to attend an exchange program information session scheduled on **Thursday, October 4<sup>th</sup>, 2018.** The venue for the session will be announced in advance. At this session, the students will be briefed on how to complete forms as required to apply to each student's



**The OIA Forwards Applications to Host Institutions on Behalf of Prospective Exchange Students (starting Monday, October 15<sup>th</sup>).**

### Preparing Documentation for the Application to the Host Institution

1. The student who has been selected for exchange should prepare additional documents as required by the designated Host Institution. The student should submit to the OIA all the application documents as required by the designated Host Institution. The OIA will send the documentation to the Host Institution. Late submissions will not be accepted, so students should carefully note the designated Host Institution's application deadlines for exchange students. (Note: It may take 7-10 working days for overseas delivery)
2. The designated Host Institution may require additional documentation for evaluation beyond the items originally listed. The student must comply with these requirements without objection. The application review takes 2 to 4 months. The OIA will inform students of the results when they are released.
3. The student should not make any travel arrangements prior to receiving an official admission letter from the designated Host Institution, to avoid the waste of time and money if admission is not granted.

Thank you for your patience and cooperation.

## VIII. Notes on Admission by the Host Institution

1. The final decision on whether a student selected for exchange will be admitted to the Host Institution lies with the Host Institution. If the student is accepted by the Host Institution, he/she then has official status as an exchange student. If the student is not accepted by the Host Institution, then the selection status and scholarship status (if applicable) granted by the Home Institution will no longer be valid.

2. Students who have been accepted by the Host Institution are not allowed to apply to change their period of exchange study.
3. Students who have received their official admissions letter from the Host Institution shall familiarize themselves with the pre-departure instructions published in the Outgoing Exchange Program section of the OIA website.

**VIII. Outgoing Exchange Program Coordinators**

<b>Name</b>	<b>Email</b>	<b>Tel</b>
Lily Shen	<a href="mailto:lilyshen@mail.ntust.edu.tw">lilyshen@mail.ntust.edu.tw</a>	+886-2-2730-3637
Vicki Lin	<a href="mailto:vicki0524@mail.ntust.edu.tw">vicki0524@mail.ntust.edu.tw</a>	+886-2-2730-3638

Published by the Office of International Affairs, National Taiwan University of Science and Technology

## Guidelines for Outgoing Exchange Program Students

**NOTICE:** Revisions to payment of tuition and mandatory fees at the Home Institution of outgoing exchange students were made and approved at the 540<sup>th</sup> University Administrative Council Meeting, to go into effect beginning with Spring Semester 2017. Please read the following updated regulations carefully.

### I. Tuition and Mandatory Fees and Exchange Program Scholarships/Financial Aid

1. Tuition and Mandatory Fees: Exchange students who study abroad on exchange for up to one semester or quarter must full tuition for their home departments but are exempt from paying tuition at the host university.

Tuition at NTUST	Tuition at the host university
Full tuition	Full tuition waiver, but students will need to pay a registration fee to the host government in certain countries (e.g., Germany)

2. Exchange Program Scholarships/Financial Aid

#### For International students:

The exchange program scholarship is offered exclusively to applicants with R.O.C. citizenship. International students who receive scholarship from Taiwan government or NTUST should check the information before applying to exchange program:

Name of Scholarship	Regulation
Taiwan Scholarship	X Not applicable Applicants who receive a Taiwan Scholarship must give up the scholarship and be approved by MOFA and MOE.
NTUST scholarship for International Graduate Students	O Applicable Applicants who have the approval of their faculty adviser might be able to receive their NTUST scholarship during his/her exchange stay at the host university. (It's depends on professor. Please negotiate with professor first)
NTUST Scholarship for 4 <sup>th</sup> and 5 <sup>th</sup> Year International Ph.D. students	O Applicable Applicants who have the approval of their faculty adviser might be able to receive their NTUST scholarship during his/her exchange stay at the host university.

### II. Guidelines for Outgoing Exchange Students While Abroad on Exchange

1. The exchange student should report in on the date specified by the Host Institution.  
Once enrolled, the exchange student should take and pass at least **3 professional courses**, unless

there are special requirements set by department at home university. Should the student fail to satisfy this requirement, NTUST has the right to demand the reimbursement of the student's exchange scholarship.

The exchange student should also meet the minimum/maximum requirement of credit hours (if any) set out by the Host Institution and attend all courses the student is registered for without any unauthorized absences. If the student is absent without leave or engages in any misconduct during the exchange period resulting in damage to the reputation of NTUST, the Home Institution in this situation also has the right to demand the full reimbursement of the student's scholarship.

2. The exchange student is only taking courses at the Host Institution and may not request any kind of degree program certification from the Host Institution.
3. If the student has a concrete reason for being unable to complete the period of exchange study and wishes to return home early, the student must first notify the OIA at NTUST of the situation and must obtain the permission of both the Host Institution and NTUST before terminating studies and leaving the Host Institution. The student cannot leave the Host Institution and return to Taiwan without proper authorization.
4. Students who return prior to the end of a semester of exchange study, including those who have been authorized to do so by both the Home and Host Institution, must pay the balance of the tuition and fees due at the Home Institution commensurate with the number of days remaining in the student's exchange period. The amount of the payment shall be determined by the Office of Academic Affairs of the Home Institution, and the Home Institution's determination of the amount of tuition to be paid will be final. Exchange students receiving scholarships who return early will also be required to reimburse the Home Institution in accordance with the scholarship regulations.
5. The exchange student should return within ONE month of completing the term of exchange study. Overstaying at the Host Institution or failure to return to Taiwan to complete the student's degree program, after an investigation of the circumstances, will invalidate the student's status as a scholarship recipient and require the student to reimburse the Host Institution for the scholarship.
6. All the rules and regulations concerning the Outgoing Exchange Program, which are specified in this brochure and published on the OIA website, are enforced pursuant to the regulations of the National Taiwan University of Science and Technology. Any matter not stipulated herein shall also be handled in accordance with the relevant university regulations.

### **III. Responsibilities and Obligations of Outgoing Exchange Students**

1. The behavior of exchange students while studying abroad can affect the global reputation of Taiwan Tech and of Taiwan as a whole. Exchange students should therefore be careful to abide by all the policies and regulations of the Host Institution as well as all the laws of the country where the student is studying. Any



misconduct that damages the reputation of Taiwan Tech and of Taiwan is strongly discouraged and will be dealt with in accordance with the respective regulations of both the Home and Host Institutions.

2. Within ONE month of completing the period of exchange study, the exchange student must return to Taiwan and complete the procedures for returning students, which include the submission of an evaluation of the student's exchange experience in English of three pages or more as well as 20 photos of the exchange experience. In submitting the evaluation and photos to the OIA, the student thereby grants Taiwan Tech the right to publish them on any part of its website and utilize them in exchange program introduction and promotion materials without having to offering compensation.
3. Returned exchange students will be required to assist and advise future applicants to the outgoing exchange program, and without having to obtain the returned students' prior consent, the OIA will provide the applicants with the returned exchange students' contact information. These returned students will also be required to share their exchange experience at campus sessions organized to promote and explain exchange program application, as well as help incoming international exchange students at Taiwan Tech with orientation on and off campus.

#### **IV. Other Guidelines**

1. Application materials will not be returned to applicants who have been accepted into the outgoing exchange program. Those students who were not accepted or who gave up their selection status may claim their application materials at the OIA within two weeks after the review results are released. Unclaimed application materials may be discarded after the deadline.
2. It is the responsibility of outgoing exchange students to apply on their own for insurance accommodation, visas, course registration and credit transfer, as well as book an air ticket and make an airport pick-up appointment. Male exchange students (R.O.C citizenship holders) eligible for compulsory military service should contact the Office of Student Affairs to apply for a special exit permit prior to departure.
3. Outgoing exchange students who have reason to give up their admission status to the exchange program or the Host Institution shall submit a statement (in Chinese and English) relinquishing their status and explaining their reasons for doing so.
4. Correspondence, notifications, or announcements regarding the Outgoing Exchange Program are published on the OIA website and delivered to the email addresses that applicants specify in the application form. Applicants should be sure to visit the website and check their e-mail inbox frequently. Providing an incorrect email address may result in an applicant's failing to receive important information, and such failure will be the sole responsibility of the applicant.