

# National Yang Ming Chiao Tung University Guidelines for Outbound Exchange Students

Passed at the 1st International Affairs Meeting held in the 2020–2021 academic year on May 31, 2021

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Article 1 To cultivate and broaden the international perspectives of students and establish a fair selection mechanism for student participation in outbound exchange programs, National Yang Ming Chiao Tung University (hereinafter referred to as “the University”) established the Guidelines for Outbound Exchange Students (hereinafter referred to as “the Guidelines”).

## Article 2 Eligibility

1. All registered students at the University are eligible to apply for outbound exchange programs. The eligibility criteria regarding grade level for each college/department/institute are based on the exchange student agreements signed between the University and its sister schools, as announced in the Selection Regulations for Outbound Exchange Students each year.
2. Overseas students (including foreign students, overseas Chinese students, and students from mainland China) who meet the qualifications specified in the preceding paragraph may also apply. Overseas students who are recipients of scholarships provided by the Ministry of Education, the University, or other government agencies are not eligible to receive scholarships during their time studying abroad. They may only retain their eligibility for reduced tuition and fees.
3. Students participating in outbound exchange programs in foreign countries or in Hong Kong and Macau must possess language proficiency certification obtained through recognized examinations such as TOEFL iBT, IELTS (Academic), GEPT (with passing grades for the speaking and writing tests), TOEIC (including speaking and writing tests), or a third language proficiency certification accepted by the host institution (e.g., TestDaF , DELF, JLPT, or TOPIK). The aforementioned certification must be uploaded before the application deadline for each selection period.
4. The regulations outlined herein do not apply to students enrolled in the Undergraduate Degree Program of Systems Engineering and Technology. Applications for outbound exchange programs from students in this program will be handled exclusively by the Ministry of National Defense.

## Article 3 Required Application Documents

1. Outbound Exchange Student Application Form (complete online).
2. Chinese transcripts of academic records (graded on a scale; undergraduate students must include their class rankings).

3. Enrollment certificate in Chinese.
4. Study plan in Chinese (including a tentative course list).
5. Autobiography in Chinese.
6. Proof of language proficiency.
7. Any additional documents advantageous for the review process.

#### Article 4 Application Dates

Applications are processed twice annually. During the first round, applications for both the fall and spring semesters of the following academic year are accepted, and during the second round, only applications for the spring semester of the following academic year are accepted to fill any remaining exchange openings from the first round. The application deadlines for each round are based on the dates announced on the Office of International Affairs website.

#### Article 5 Internal Selection Review Criteria:

##### 1. Exchange Programs to Mainland China:

###### (1) Undergraduate Students:

1. Transcripts of academic records: 60%
2. Autobiography: 15%
3. Study plan: 20%
4. Other additional documents advantageous for review: 5%

###### (2) Graduate Students:

1. Transcripts of academic records: 40%
2. Autobiography: 25%
3. Study plan: 30%
4. Other additional documents advantageous for review: 5%

(For first-year graduate students, the average graduation grades from the previous degree are calculated and used.)

##### 2. Exchange Programs to Overseas or Hong Kong/Macau:

###### (1) Undergraduate Students:

1. Transcripts of academic records: 50%
2. Proof of language proficiency: 20%
3. Autobiography: 10%
4. Study plan: 15%
5. Other additional documents advantageous for review: 5%

###### (2) Graduate Students:

1. Transcripts of academic records: 30%

2. Proof of language proficiency: 20%
3. Autobiography: 20%
4. Study plan: 25%
5. Other additional documents advantageous for review: 5%  
(For first-year graduate students, the average graduation grades from the previous degree are calculated.)

Applicants who fail to achieve a total score of 60 in the review process will not be eligible for participation in any outbound exchange program.

#### Article 6 Internal Selection and Allocation Based on Preferences

The allocation of exchange openings is based on the total review scores of applying students and the rankings of their preferences. In the case of equal total scores, preferences, study plans, language proficiency, and academic performance serve as criteria for allocation. Students who have previously participated in outbound exchange programs recommended by the University will undergo allocation only after other students have been placed.

Article 7 After the internal selection results are released, students are not permitted to arbitrarily request a change of their exchange school. If a student's exchange admission results do not meet their expectations, they may decide whether to accept or relinquish their admission as an exchange student.

Article 8 If any changes occur regarding the required documents and conditions for applying for exchange programs at sister schools, students must follow the regulations stipulated by the sister schools.

Article 9 Students who pass the internal selection process are only eligible to be recommended by the University to its sister schools for exchange. They have not yet been officially accepted by the sister schools, which retain final decision-making authority.

Article 10 The University may undertake the procedure of reallocation per the requirements of its sister schools.

Article 11 After passing the internal selection process, students must submit the Outbound Exchange Student Consent Form and pay a deposit within the designated period. The deadline and amount for deposit payments are subject to the announcements made by the Office of International Affairs of the University to ensure the commitment of students to the exchange program and their compliance with relevant laws and regulations during the study abroad period. Failure to comply will result in forfeiture. Students are exempt from paying the deposit if they hold proof of low-income status as

issued by the competent authority of the Republic of China or proof of eligibility for middle or low-income subsidies.

- Article 12 Students who qualify for admission as exchange students may not request to retain their admission qualification. If a student is not accepted by an exchange school, their full deposit will be refunded. However, if a student is accepted but subsequently withdraws without a valid reason or because of personal reasons, the full deposit will be forfeited, and they will be disqualified from participating in any future exchange program selections at the University.
- Article 13 The exchange period must be at least one semester and limited to one academic year. Students wishing to prematurely end or extend their exchange period must obtain consent from both schools. The extension of the exchange period is dependent on the availability of openings at both schools. For a student to shorten their exchange period, they must obtain prior consent from both schools, complete the relevant procedures, and fulfill departure formalities before leaving the exchange school and returning to Taiwan. Students must also adhere to any necessary disciplinary actions undertaken by both schools.
- Article 14 During their semester abroad, students must maintain their enrollment at the University and pay full tuition and fees. They are not permitted to take a temporary leave of absence from school, withdraw from the University, or apply for early graduation. If any of these situations occur, the exchange student status will be immediately revoked, and the student will be responsible for paying the tuition fees of the sister school.
- Article 15 Regardless of whether a student obtained the credits required for graduation before participating in an exchange program overseas, they must submit the Outbound Exchange Student Course Registration Application Form to the Office of International Affairs of the University before the midterm of their exchange semester to complete the course selection process. The submission deadline is announced each semester.
- Article 16 Outbound exchange students must comply with the course regulations of both the University and the exchange school. If a student violates any of the regulations of either school, the University may immediately revoke the student's status as an exchange student, and they will not be eligible to participate in any future exchange program selections at the University. Unless a student obtains consent from their home department to take courses unrelated to their major, they are required to take at their exchange school a minimum of 3 courses directly related to their major per semester if they are an undergraduate exchange student or a minimum of 2 courses directly related to their major per semester if they are a graduate exchange student. If the sister school

imposes requirements pertaining to the number of credits and the University imposes requirements pertaining to the number of courses, students must meet the requirements of both schools simultaneously.

Article 17 Upon completing their exchange, students must return to the University to complete their degree requirements or to conduct procedures for graduation, including registering all grades for courses taken abroad and converting credits. The recognition and transfer of credits are subject to review by the student's home department. If a student fails to provide relevant certificates or transcripts from the exchange school, fails any course (a student is regarded as having failed a course if they do not meet the minimum requirements for the course, even if they have met the minimum requirement of passing at least 3 courses for undergraduate students or 2 courses for graduate students), or fails to complete the required number of courses, their full deposit will be forfeited, and they will be disqualified from participating in any future exchange program selections at the University.

#### Credit Conversion Principles:

1. If the school where courses were taken follows the European Credit Transfer and Accumulation System (ECTS), Swedish credit system, or Russian credit system, the foreign credits obtained through the courses will be converted by halving and rounding them to the nearest whole number.
2. If the UK Credit Accumulation Transfer Scheme (CATS) is used, the foreign credits obtained through courses will be calculated as one-fourth and rounded to the nearest whole number.
3. Credits obtained from schools in the United States, Canada, Japan, Singapore, South Korea, mainland China, Hong Kong, and Macau can be directly converted. If a school in the United States uses the unit system, a conversion to the credit system must be performed.
4. For credit systems not specified in this article, 18 hours of actual class time are considered equivalent to 1 credit at the University.

Article 18 Students should purchase sufficient insurance coverage (including coverage for overseas medical and accident treatment, accident compensation, and overseas emergency assistance) before participating in an exchange program overseas. Failure to purchase insurance as required may result in the University revoking their status as an exchange student. However, if the exchange school provides alternative insurance, students may choose to purchase such insurance upon arrival.

Article 19 A student participating in an exchange program at an overseas university must comply with the relevant laws and regulations of the University, the overseas university, and the host country. If personal negligence, natural disasters, accidents, or other unforeseen circumstances that occur abroad result in personal injury or property damage, or if a student violates the laws in both countries, they are responsible for any losses incurred or for seeking compensation from the relevant institutions or individuals in the host country independently.

Article 20 Outbound exchange students must:

1. Adhere to the relevant regulations of both the University and the exchange school;
2. Submit relevant documents before participating in an exchange program overseas, including a declaration for going abroad, photocopies of visas, copies of admission permits, electronic flight tickets, and photocopies of insurance receipts;
3. Submit an interim report to the International Affairs Office within one week after the start of classes at the exchange school before April 30 and October 31 each year); submit a final report within one month after the end of their exchange program (before July 31 and January 31 each year) and attach three to five photos of school life/activities that may be publicly uploaded by the University's Office of International Affairs;
4. Assist the University in promoting various internationalization initiatives during the exchange period, such as participating in the International Partner Day organized by the exchange school; and
5. Endeavor to share their outbound exchange experiences.

Article 21 Exchange students must enroll in the University's 0-credit Overseas Semester Exchange course during the semester in which they are participating in an exchange program overseas. They must also fulfill the obligations listed in the preceding article to pass this course.

Article 22 Each college or department may establish its own outbound exchange regulations in accordance with the Guidelines.

Article 23 The Guidelines and any amendments thereto shall be implemented after approval is granted at an International Affairs Meeting.