

# NCHU Regulations on Domestic Exchange Students Selection Process

Enacted in the 55<sup>th</sup> Academic Affairs Meeting on Mar. 28<sup>th</sup>, 2008  
Amended (Articles 2, 3, 5, 6, 7, & 10) in the 66<sup>th</sup> Academic Affairs Meeting on Oct. 29<sup>th</sup>, 2013

- I. These regulations (hereafter abbreviated as “the Regulations”) are established to facilitate cooperation among universities, motivate students, and encourage promising students in National Chung Hsing University (NCHU) to study in other schools in the Republic of China.
- II. NCHU offers students who have completed their first year of study opportunities to study for one term or one year in universities with which NCHU has established cooperative agreements.
- III. The Academic Exchange Review Committee for domestic students is enacted to select the students to study in other schools in the Republic of China. The foresaid Committee is composed of Dean of Academic Affairs and the dean of each College. The review meeting will be convened and held by the Dean of Academic Affairs. Committee members who cannot attend the meeting in person may authorize a deputy in action of all rights and obligations.
- IV. The number of students admitted and application deadline are subject to the agreement NCHU establishes with each the partner university. Office of Academic Affairs releases information about exchange program for the next semester year in the second term of each academic year.
- V. The following documents must be included in an application:
  - 1) one copy of the completed application form;
  - 2) one official copy of transcript and class ranking for all semesters;
  - 3) one study plan;
  - 4) certificates of awards and honors (for example awards, competition results, certificates)
- VI. Selection process:

Applicants shall submit application to the Office of Academic Affairs before the set deadline with the application form signed and approved by the chair of the department/institute/program along with other supporting materials. Review meeting will be held to decide the qualified applicants, and the nomination list will be sent to partner schools for further review. The Office of Academic Affairs will announce the final results and inform the students and their department/institute/program. Students are under obligation to prepare every document requested by our partners.

When NCHU receives the nomination list from our partner schools, the Office of Academic Affairs will send them to the department/institute/program for further review, and the Office of Academic Affairs will inform our partners the result once

the decisions are made.

VII. The Academic Exchange Review Committee will evaluate the submitted documents according to the following terms:

1.Current academic grades: 50%

2.Study Plan: 30%

3.Two Recommendation letters and other supplementary documents: 20%

The applicants will be nominated in accordance with their ranking score. Those who are not selected will be put on the waiting list, and may be selected later by sequence to fill the vacancy. Selection from the waiting list is not guaranteed.

VIII. Students who wish to withdraw from the exchange program after being accepted must submit an application for withdrawal to the Division of Registration, the Office of Academic Affairs one month before the term starts for the Office to notify the visiting university and the visiting department (graduate institute or degree course). The aforementioned students are not allowed to request for postponement or replacement. Students who fail to file an application for withdrawal before the deadline will be prohibited from future participation in the program.

IX. The time spent on exchange program is included in the student's permitted length of study. Each exchange student is allowed to study in the visiting university for a maximum of one year with no extension allowed. In principle, each student is allowed to apply once to one university. Students who had participated in an international exchange program in the past are not allowed to participate in the local exchange program.

X. Exchange students must enroll at their home universities and pay the tuition fee, credit fee, and other fees included in the registration process. This article may be subject to the provisions specified in the agreements with partners.

XI. When the home and visiting university regulations stipulate different maximum and minimum credit number, an exchange student's maximum credit number shall be based on the lower maximum of the two universities, and the minimum credit number shall be based on the higher minimum of the two universities.

XII. At the end of the exchange program, the students should apply for an official transcript or academic report from the visiting university for post-exchange credit transfer. The home department (graduate institute or degree course) determines if the courses and credits are transferable.

XIII. Exchange students must abide by the regulations of the visiting university and pay dorm fees if assigned a dorm room.

XIV. In the event of ambiguity or incompleteness regarding these regulations, students

shall refer to other applicable regulations set forth by National Chung Hsing University.

- XV. These regulations and any amendments hereto shall take effect after being approved at the NCHU Meeting of Academic Affairs.