

Key Points of Exchange Student Selection Process

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1. The University has established these guidelines for the selection of exchange students to pursue studies abroad.
2. There are two application periods every year for exchange student selection and the schedule is announced as follows:
 - (i) Leaving for Fall Term (first semester): The application period will be announced in November of the previous year.
 - (ii) Leaving for Spring Term (second semester): The application period will be announced in May of the previous year.
3. Eligibility for exchange student application:
 - (i) Students who have completed one semester of study in an undergraduate, master's, or doctoral program within the University and meet the requirements of the exchange school abroad to which they wish to apply. Students in the School of Continuing Education and in-service students do not qualify.
 - (ii) Mainland Chinese students, overseas Chinese students, and foreign students may not apply to be exchange students in their countries of origin.
 - (iii) Foreign students who are also Taiwan Scholarship recipients may not apply; Foreign students receiving NTNU scholarship must forfeit their scholarship status for the duration of their study abroad period.
4. Students may study abroad at one exchange school up to two times, with each time being one semester long as a principle. Thus, the total time period shall not exceed two semesters, and students may not apply for an extension.
5. Applicants shall submit the following documents to the "NTNU Application System for Outgoing Exchange Student" and fill out each field. Any inaccurate, ineligible, or incomplete application will not be accepted.
 - (i) Application form.

- (ii) Original document of academic transcripts from previous years.
 - (iii) Original document and photocopy of language proficiency certificate
 - 1. Proof of language proficiency shall be submitted to meet the requirements of the exchange school. Updated standard for each school is announced in the selection guide for every application period.
 - 2. The language proficiency certificate should be valid for the entire time period during which it is submitted as part of the application to the University and the sister school abroad.
 - (iv) A personal statement of minimum 1,000 words in Chinese or the relevant foreign language (including study abroad plan).
 - (v) Proof of notable achievements or activities at the university level or above.
 - (vi) A letter of agreement from a guarantor stating that the applicant is a state financed student, if applicable.
6. The selection process comprises of two stages: selection by NTNU and selection by the sister school:
- (i) NTNU selection:
 - 1. Submitted information as outlined in Point 5 is reviewed.
 - 2. Review method: A review panel of faculty members is assembled by the Office International Affairs.
 - 3. Evaluation criteria: Combined score based on (a) language ability (30%); (b) academic and related performance (30%); (c) personal statement and study abroad plan (20%); (d) proof of notable achievements or activities at the university level or above (20%). If there is a tie for combined score, applicants will be ranked in the order of (a), (b), (c), and (d) as listed above.
 - 4. Students are selected based on review results and their school of choice.
 - (ii) Selection by sister schools: The selection process is based on the provisions of each exchange school agreement.
7. Admission qualifications:
- (i) The number of exchange students is based on the official announcement for that year. The Office of International Affairs will notify all relevant departments and applicants of the admission list, which will also be published on the OIA website.
 - (ii) Upon acceptance, each student must submit all required application documents and pay a deposit of NT\$5,000 in order for NTNU to issue a letter of recommendation to the exchange school. Following approval by the exchange school, the student will officially become an exchange

student. If the exchange school refuses to grant admission, the student will be disqualified from studying abroad for that period.

- (iii) If an exchange student is unable to attend their exchange school as planned, they shall apply for withdrawal through the Office of International Affairs and may not apply for deferment or change of exchange school under any circumstance.
- (iv) Students who have been accepted as exchange students must make sure to complete their registration and pay the required tuition and fees for NTNU during their period of studying abroad. Those not enrolled, currently suspended, or already graduated will be disqualified from studying abroad.
- (v) Deposit:
 - (1) Students may be refunded the full amount after fulfilling all obligations in Point 8.
 - (2) If a student cancels their plan after completing the application procedures (including submitting the deposit and signed registration form), the deposit will not be refunded and the student will not be allowed to participate in future exchange student selections, except in cases of force majeure with documentation.

8. Exchange students shall fulfill the following obligations:

- (i) After completing the registration process for the exchange school, the exchange student shall be considered a student of said school and shall abide by all the regulations of NTNU and its sister school as well as the laws of the latter's country. The student shall not commit any act that would damage the reputation of either schools or violate the laws of their respective countries.
- (ii) Students are not allowed to shorten or extend the duration of the study abroad period without the consent of OIA and the partnering school.
- (iii) Students are required to attend a pre-departure orientation held at NTNU to understand and agree to important details to keep in mind while studying abroad.
- (iv) Within one month after returning to Taiwan at the end of the exchange period, the student must submit a report reflecting upon their study abroad experience; OIA may publish said report on the school website for students to read.
- (v) After returning to Taiwan, students shall assist to the best of their ability in promoting international exchange-related matters, such as mentoring through sharing personal experiences, publicizing upcoming events, receiving guests, and serving as guides.

9. This plan is only applicable to the university-level exchange student programs. College-level and department-level exchanges shall be processed in accordance with the relevant regulations of each college and department.
10. The key points of this exchange student selection process are approved by the International Academic Cooperation Committee and reported to the University President for implementation after publication. The same applies for any revision.