

National Dong Hwa University

2019 Second Outbound Exchange Information, Regulation and Application Guideline

I. Exchange Period

2019 Fall semester

II. Partner Schools

Please refer to the "[Exchange Programs List](#)"

There are 376 exchange quotas on the list for 2019 provided by 84 partner schools. Among the 376 quotas, 231 are Direct exchange quotas and 145 are Self-supporting exchange quotas.

III. Registration & Tuition

(Direct) Exchange students only have to pay for the tuition at NDHU.

Self-supporting students will have to pay tuitions both at NDHU and sister school.

IV. Eligibility

1. The applicant should make sure who will be a registered sophomore or above when being admitted to the exchange university. **(Not include the students of executive master and ICDF)**
2. The applicant should qualify the requirements made by the exchange university.

V. How To Apply

Online Application: [Link](#)

Please log in online application system and finish the application from 2019/01/22 to **2019/03/11 23:59**.

VI. Selection Process

The selection process has two phases:

1. Documentary Review: Review of the overall application documents (For further information, please see item VII), 50%
2. Interview : One can only have the chance of interview when one passes the documentary review. The interview is to examine one's manners, oral expressions (English speaking ability), attitudes, and overall performance. (For further information, please see item VIII), 50%

VII. Documentary Review

OIA will not accept early or delayed applications, or incomplete application documents. The original application documents will NOT be returned.

1. Official Transcript(*A freshman applicant will not have to hand in the transcript; however, if you are a first-year graduate student, please hand in your college transcript. If you are a freshman and have stayed at NDHU for a semester, please hand in your NDHU transcript.)
2. Letter of Parental/Supervisor Consent
3. Copies of ARC and Student ID
4. Study Plan (Within 2 pages A4 size each preference)
5. Task Proposal (*Within 2 pages A4 size each preference. There is no official format for this proposal. State your plan clearly on how to achieve the task or project you want to do during the exchange period.
6. Eligible Language Proficiency Test Transcript (Scores are valid for 3 years.)

7. Other relevant documents (no more than five A4 pages)

VIII. Interview

The interview will be conducted by a committee formed by the staff of NDHU. The exact date and time depends on the number of candidates which will be released on OIA website before **2019/03/13**.

IX. Final Selection

1. Rating scores of documentary review and interview.
2. The rating scores of documentary review and interview will be summed up.
3. The selection priority will be given to **the first-time applicant**.
4. **The lower the rating score, the higher the selection priority. (For example, rating score 3 has higher selection priority than rating score 5.)**
5. If two applicants share the same sum rating score, the selection will then be based on the comparison of the two with the following items and order: (1) interview (2) documentary review. If the two still share the same rating scores, the final result will be determined by the interview committee.

X. Result

1. The selection result will be released on the OIA website attentively before **2019/03/31**.
2. Students who are selected to be exchange students will have to fill in the Confirmation Form within the announced date. If one does not hand in the letter within the date, one will lose the qualification as an exchange student; the opening will then be given to students on the waiting list.
3. Students who apply for the exchange students have to agree the sum score will be announced on the OIA website.
4. After getting the nomination from NDHU, one still have to hand in the required documents of the exchange university. **The exchange university has the full right to decide whether they admit the application or not.**

XI. List of Preference

1. Once the applicant is granted the first exchange university on one's preference list, one will not be included on the waiting list.
2. Once the announcement of the grant list is released, the applicant should not change the preference order for any reason. Please make sure that you have talked with your parents or advisor and they have agreed your decision.
3. Before you fill out your preference list, please check if the universities you choose have the suitable courses for you. Otherwise, it will be very likely that you cannot find any course to take at the exchange university and will not be admitted. OIA will not provide any consultation on course selecting. If one is rejected by the exchange university for such a reason, one has the responsibility.
4. Student is not allowed to apply for the exchange programs in one's mother country. Students who have double citizenship will not be bound to such policy. However, students who have double citizenship should not file application as the citizen of the country of the applied university.

XII. Related Regulation

1. Once the applicant is recommended to the exchange university, one should hand in all documents on time which the exchange university required. **Exchange universities have the power to decide whether to accept the applicant or not.**
2. If the applicant has joined the exchange program before, one can only apply to different universities.
3. OIA has the right to reorganize the selection results according to the requisitions of exchange universities or special conditions.
4. If the sister universities' required documents and terms are changed due to the policy, the applicant should accept without objection.
5. Once the applicant is admitted to the exchange program, one cannot postpone the enrollment. If one cannot enroll in the exchange university on schedule, the admission will be canceled and cannot be retained.
6. All outbound exchange students should purchase insurance that at least covers health, accident, overseas emergency assistance, and etc. If the exchange university provides insurance, the student could purchase it after arrival. OIA will not purchase the insurance for students. If the student is not to purchase the insurance, OIA reserves the right to withdraw one's admission.
7. Admitted student who is a Taiwan Scholarship holder will no longer be a holder if participated in the exchange program.

XIII. Credit

1. **During the exchange period, the student must follow the course selecting policy of the exchange university.** If the exchange university does not have such a policy, one should at least take two courses (one of them should be major course). Exchange subsidy holders should not fail any course; otherwise, subsidy will be cancelled.
2. According to the "Regulations of Managing the Study and Registration of the Student During Studying Abroad," exchange student who would like his/her course credits from the exchange university to be recognized should send the course syllabi back to **the student's department or Committee for General Education for approval** when selecting the course at the exchange university. Once the department or Committee for General Education recognizes the course(s), one may proceed the credit recognition procedure after returning to NDHU by filling out the ["Application Form of Granting Credits in the Exchange University."](#) The recognition of credits will be conducted by the department, Committee for General Education and Academy Affairs, OIA does not manage the recognition of credits or guarantee for all credits to be recognized. If student cannot graduate because the credits cannot be recognized, one should take full responsibility for such a matter.
3. Credits taken at the exchange university may not be recognized by NDHU due to the difference of credit systems between two universities. If the student's credits cannot be transferred to NDHU due to such reason, OIA cannot and will not provide any certificate or proof for the student. OIA does not hold the responsibility to help students retain credits.
4. Credit recognition procedure should be completed before one graduates. It cannot be preceded after one graduates.

XIV. Important Notes

1. If one should return to Taiwan during exchange period for any critical reasons, one should file a notice to OIA via email or letter for approval. One cannot return to Taiwan or renounce one's

- exchange status during the exchange period without approval.
2. **Exchange students should arrive at the exchange university on the set date.** If one arrives earlier, he/she should be responsible for one's own safety. OIA and exchange universities are not obligated to help those who arrive earlier with accommodation, volunteers and airport pick-up. If one departs without informing OIA, OIA has the right to cancel the subsidy qualification.
 3. **The exchange period is finished whenever the semester end at exchange university.** Exchange students are obligated to come back Taiwan right away when exchange period is finished and to continue completing the study at NDHU. Once returning in Taiwan, exchange students have to complete the Return Procedure Form based on NDHU Outbound Exchange Information, Regulation and Application. If one postpones the return date, one should notify OIA and be responsible for one's own safety. OIA and exchange universities are not obligated to help those who postpone the return date with accommodation and volunteers. If one postpones the return date without informing OIA, OIA has the right to cancel the subsidy qualification.
 4. Outbound exchange students are still to register and pay tuition and miscellaneous fees at NDHU.
 5. Outbound exchange students should be fully responsible for the arrangement of everything related to the exchange program, such as visa, flight ticket, airport pick-up, insurance, courses, transcript, and credit recognition and etc.
 6. Some of the exchange universities provide free accommodation. However, this could be cancelled or varied due to the change of policy at the exchange university. If the exchange university cancels free accommodation, the student should then pay for the accommodation according to the exchange university's policy. OIA is not obligated to require the exchange university to provide free accommodation.
 7. When the student finishes the exchange program, one should return to NDHU to finish the study. One is not allowed to extend the exchange period without approval. If the student violates this policy, one will have to take possible legal responsibilities and will be dealt with under the University's Discipline.
 8. Exchange student who originally stays in the University's dormitory should apply to reserve or give up the room on campus before one leaves for the exchange university.
 9. **For the graduating students, one must finish the Return Procedure to proceed before the Graduation Procedure. If the return date is over the registration deadline of the next semester, one must pay certain percentage of the tuition and miscellaneous fees according to NDHU's regulation.**

XV. Obligations

1. Exchange student should hand in the "[Exchange Student Departure Form](#)" and other documents that are listed on the form 2 weeks before he/she leaves Taiwan.
2. After returning to NDHU, within a month, exchange student should fill out the "[Exchange Student Return Procedure Form](#)" and hand in all the documents listed on the form.
The deadline for returning on spring semester is 02/28.
The deadline for returning on fall semester is 09/30.
3. Exchange student, when enrolled in the exchange university, is obligated to follow all the exchange university's and NDHU's rules and regulations. Student is not to violate any rules. If

one does violate both universities' rules, one should be dealt with under the exchange university and NDHU's disciplines.

4. During the exchange period, one should keep close contacts with NDHU and watch out for one's safety.
5. All exchange students should fill the online [Exchange Student Experience Questionnaire](#) and upload a 1500-word essay on the exchange experience and the implementation status of Task Proposal. (Please use [Returned Exchange Student Experience Essay Form](#) to write the essay.) All returned exchange students' essays will be owned by OIA. OIA has the right to publish or post the essays in papers or on-line. For all returned exchange students' experience essays, please see the OIA webpage: <http://www.oia.ndhu.edu.tw/files/11-1114-8505.php>
6. Returned exchange students have the obligation to share exchange experiences and provide related information to all who are interested in exchange programs. OIA has the right to provide returned exchange students' contact information to future outbound exchange students.

XVI. Outbound Exchange subsidy

1. NDHU provides students with subsidy to subsidize part of the cost of exchange period in order to encourage the students to go abroad and develop an international outlook. The amount of subsidy depends on the budget annually. The outbound exchange subsidy needs to be applied. Students should not over rely on the exchange subsidy or work in the exchange countries. If students qualify to get the subsidy, one has to complete the returning procedure after come back to Taiwan and the subsidy will be allocated to the account.
2. NDHU offers subsidy for outbound exchange students. The subsidy partially subsidizes round-trip plane tickets of economy class from Taiwan to the exchange country.
3. Students who would like to apply for the subsidy, please download International [Exchange Student Subsidy Application Form](#), and submitted it along with exchange application materials.
4. After OIA releases the recommended list, the announcement of results will be released on OIA website within one month
5. To encourage students to apply newly-bulit universities or universities with few students applied, **the first-ranked students who are nominted to the following universities, will be awarded subsidy.** The amount of the subsidy will be adjusted according to the application condition.
 - (1) United States of America-University of New Mexico
 - (2) Germany-University of Mannheim
 - (3) Germany-FH Aachen University of Applied Science
 - (4) Netherlands-Windesheim University of Applied Sciences
 - (5) Netherlands-Fontys Venlo University of Applied Sciences
 - (6) South Korea-Inha University
 - (7) South Korea-Hankuk University of Foreign Studies
 - (8) China-Southwest University
 - (9) China-Xiamen University
 - (10) China-Southeast University
 - (11) China-Zhengzhou University

If you have any question, please contact us by email: ice@gms.ndhu.edu.tw