

College of Arts, National Taiwan Normal University Exchange Student Selection Process

Approved by the College of Arts General Affairs Committee on Oct 2, 2013.

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1. These implementation details comply with the provisions of Article 9 of the “Key Points of Exchange Student Selection Process”.
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 March.
 - (ii) Leaving for Spring Term (second semester): The application period will be announced in September
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 College of Arts and fill out each field. Any inaccurate, ineligible, or incomplete will not be accepted.
 - (i) College of Arts application form.

- (ii) Original document of academic transcripts from previous years (including class rank).
 - (iii) A personal statement of minimum 500 words in Chinese or the relevant foreign language (including study abroad plan).
 - (iv) Original document and photocopy of language proficiency certificate shall be submitted to meet the requirements of the exchange school; notify the progression of EMI courses one's taken part of.
 - (v) Summit other relevant documents required according to the exchange school.
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 committee is assembled by the College of Arts.
 3. Evaluation criteria: Combined score based on (a) language ability; (b) academic and related performance; (c) personal statement and study abroad plan; (d) progression of EMI courses.
 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 College of Arts will notify all relevant departments and applicants of the admission list, which will also be published on the college website.
 - (ii) Upon acceptance, each student must submit all required application documents 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 College of Arts 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.

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 College of Arts 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; College of Arts 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. Exchange students must take up at least 2 courses or 6 credits every semester, recognition of academic credits at the exchange school and other relevant details is based on the "National Taiwan Normal University Overseas Study Implementation Regulations".

10. Student exchange shall follow the "Implementation Details for the Regulation of National Taiwan Normal University Scholarships for Student to Study Abroad" in order to apply go abroad scholarship.

11. This plan is only applicable to the College-level Exchange Programs. Department-level exchanges shall be processed in accordance with the relevant regulations of each department.

12. The key points of this exchange student selection process are approved by the College of Arts General Affairs Committee for implementation after publication. The same applies for any revision.