

National Chengchi University Enforcement Rules for Exchange Student Participation in the University System of Taiwan

Passed in the Academic Affairs Meeting of the 2nd Semester of the 2020 Academic Year on June 7, 2021

- I. These Enforcement Rules were established according to the University System of Taiwan Directions for the Acceptance of Exchange Students, in order to facilitate academic exchanges within the University System of Taiwan (National Central University, National Chengchi University, National Tsing Hua University, and National Yang Ming Chiao Tung University), share teaching resources, and encourage students of National Chengchi University (hereinafter referred to as the "University") to study a wider range of subjects.
- II. If a college, department, or degree program of the University plans on sending bachelor program students to the other three universities or accept exchange students from the other three universities, it must obtain approval from the University and the college, department, or degree program sending (accepting) students.
- III. Each student may become an exchange student for one semester or academic year, but no more than one academic year. In principle, each student may only submit one application to become an exchange student at one university. Students who have been approved or were previously exchange students at other universities in Taiwan and overseas may not apply to become exchange students of the University System of Taiwan.
- IV. The number of exchange students to/from the University System of Taiwan is limited to 5% of bachelor program students enrolled each semester.
- V. Qualifications and Selection Procedures for Exchange Students of the University System of Taiwan
 - (I) Exchange students sent by the University to other universities
 1. The University's students may become exchange students in other universities starting from the third semester after enrollment.
 2. Before the exchange student application deadline announced by the Office of Academic Affairs each semester, the University's students must submit the following forms to the Office of Academic Affairs for application after obtaining approval from their department.
 - (1) Exchange Student Information Form * 1
 - (2) Academic Transcript * 1

(3) Study Proposal * 1

(4) Documentation of other individual achievements

Each department may establish qualifications, requirements, and selection methods for students applying to become exchange students.

3. The Office of Academic Affairs will prepare information on students approved by each department to become exchange students at other universities, and will provide the information to the universities for review. After review and approval by each university, the Office of Academic Affairs will announce the list of chosen candidates and related notices.

(II) Exchange students sent by other universities to the University

Other universities will provide a list of recommended students and documents to the University, and the Office of Academic Affairs will forward the list and documents to the relevant college, department, and degree program for review. The Office of Academic Affairs will announce the list of chosen candidates and notify the partnering university.

VI. Payment regulations, grades, and term of study

(I) Exchange students sent by the University to other universities

1. While the University's students are exchange students at other universities, the students are still required to complete enrollment procedures and pay the full amount of tuition and miscellaneous fees to the University. However, where the student is taking an on-the-job master program or summer course offered by another university, or courses with other applicable regulations regarding payment, then the student shall pay fees according to regulations of the other university.
2. The credits earned and grades of students while studying as an exchange student at another university will be mailed to the University after the semester ends. Students must apply for credit exemption or non-exemption according to the Regulations for Credit Exemption before the base date of the following semester, which is after one third of the semester has elapsed. Courses and credits earned during the exchange program shall be recognized and transferred at the sole discretion of the relevant department or institute.
3. The period that the University's students are exchange students at other universities is included as part of the students' maximum term of study.

(II) Exchange students sent by other universities to the University

1. While students of other universities are exchange students at the University, they are not required to pay tuition, miscellaneous fees, and credit fees. However, where the student is taking an on-the-job master program or summer course offered by the University, or courses with other applicable regulations regarding payment, then the student shall pay fees according to regulations of the University.
2. Exchange students from other universities shall select courses in accordance with the University's regulations. Their credits and grades will be mailed by the University to their university after the end of the semester, and reviewed by their respective college, department, and degree program to determine if the courses are included in graduation credits.

VII. While the University's students are exchange students, expenses for other arrangements such as dormitories shall be borne by the student.

Student housing for exchange students from other universities shall be handled according to the University's regulations, and the exchange students shall pay expenses for student housing.

VIII. If the University's students are unable to become exchange students at other universities, students are required to submit an application for withdrawal in writing before the end of the semester.

IX. Exchange students from other universities will be issued an exchange student ID while studying at the University. Exchange students may use their exchange student ID to use the University's facilities.

X. Any matters not specified in these Rules shall be handled in accordance with the University System of Taiwan Directions for the Acceptance of Exchange Students and the University's regulations.

XI. These Rules shall be implemented after approval by an academic affairs meeting. The same applies to all subsequent amendments.