

National Chengchi University Guidelines for Student Exchange at Domestic Partner Institutions

Approved on March 18, 2013 by the Academic Affairs Meeting in the 1st Meeting of the 2nd Semester of the 2012 Academic Year.

Approved on October 29, 2018 by the Academic Affairs Meeting in the 1st Meeting of the 1st Semester of the 2018 Academic Year

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- Article 1 Undergraduate students registered for their third semester and beyond, and Master's and PhD students registered for their second semester and beyond may study in a domestic partner institution as exchange students for a semester or an academic year.
- Article 2 The quotas and application deadlines for exchange students are constantly revised between NCCU and its partner institutions. This information will be announced by the Office of Academic Affairs in the second semester of each academic year.
- Article 3 The quota of students exchanged each year shall be filled according to the proportion of undergraduate, Master's and Ph.D. students within NCCU.
- Article 4 Applicants are required to submit requests to the Office of Academic Affairs with the following documents:
- (1) Application form.
 - (2) An original copy of the student's academic transcript.
 - (3) A course selection proposal.
 - (4) Other information to explain the applicant's strengths (e.g. previous works, proof of competition, awards etc).
- Article 5 Process:
- (1) The Office of Academic Affairs announces the quota and other information relevant to the student exchange program.
 - (2) The applicant completes an application form and seeks approval from the head of his or her department/institute.
 - (3) The applicant submits the application form along with relevant information within the prescribed deadline to the Office of Academic Affairs.
 - (4) A review panel is assembled to review all submitted applications. Applicants may be interviewed if necessary.
- Article 6 The list of chosen candidates will be announced by the Office of Academic Affairs on NCCU's website. The partner institutions, the applicants and their respective departments and institutes will be notified.
- Article 7 Exchange students of NCCU are still required to enroll in NCCU and pay tuition fees and miscellaneous fees during the period of their exchange.

Exchange students are not allowed to take NCCU courses over the period of exchange. Students on exchange for undergraduate and Master's programs must take at least one course each semester at the partner institution; no restrictions apply for Ph.D. students. At the end of the exchange, students may present an official copy of their academic transcripts or an official grade report to apply for credit transfer in accordance with NCCU's Regulations for Credit Exemption or request to forfeit their transfer credits within 1/3 of the entire duration of the next semester. Courses and credits earned during the exchange program shall be recognized and transferred at the sole discretion of the relevant department or institute.

Except for special circumstances that have received approval, credit transfer applications shall not be accepted after the prescribed time limit. The Office of Academic Affairs will record "domestic exchange courses do not meet regulations; credit shall not be transferred" on the overall academic transcript.

- Article 8 Students shall comply with the rules of the partnered institution during their exchange period. Any accommodations arranged by the partnered institution shall be paid at students' own expense.
- Article 9 If for special reasons students are unable to make the exchange at the partner institution, they are required to submit a request for forfeiture in writing before the final day of the semester previous to exchange. No late submissions shall be accepted.
- Article 10 At the end of the exchange, the student may hand in an exchange experience report to the Office of Academic Affairs within 1/3 of the entire duration of the next semester.
The Office of Academic Affairs may upload students' exchange experiences onto the official website.
- Article 11 These Guidelines shall take effect after they are approved at the Academic Affairs Meeting and promulgated by the President. The same procedure shall be followed for any revision.