

University of Taipei

Guidelines Governing the Overseas Exchange Program and Overseas Study Scholarship

Approved by the Taipei City Government Department of Education in reference to document bei-shi-chiao-chi-tze 10036649700 on April 26, 2011

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1. These Guidelines were created in order to broaden the educational experience and international perspectives of students, train global professionals, and manage the studies of students on exchange overseas. These Guidelines were formulated in accordance with Article 9, paragraph one, subparagraph five of University of Taipei Regulations Governing the Management and Supervision of University Funds.
2. In principle, students selected through these Guidelines may study on exchange overseas for one semester or one academic year. Host institutions and application quotas are based on announcements for the academic year.
3. An applicant must satisfy the following requirements:
 - (1) The applicant is currently enrolled at the University, is not on a leave of absence, and satisfies the requirements listed in University of Taipei Guidelines Governing Taking Courses Overseas. (Government-funded students must submit a letter of indemnity.)
 - (2) If the host institution is located in a non-Chinese speaking country, students must submit proof of English proficiency equal to a level of Intermediate on the first and second stage of the GEPT or a level of High-Intermediate on the first stage. Where the host institution has different language requirements, those requirements apply.
 - (3) The applicant must have earned a conduct grade of eighty percent (80%) during the previous semester and have no disciplinary measures on their record.
 - (4) The applicant must satisfy the language requirements and other requirements of the host institution.
4. Applications are accepted in April and October during the year before the student intends to study overseas. (Please refer to announcements for specific dates.)
5. Applicants must submit the documents below to the Office of International Affairs (An applicant may apply to only one host institution):
 - (1) Application form
 - (2) Personal information form
 - (3) Declaration
 - (4) Parental/Guardian consent form

- (5) Original academic transcripts showing class rank from the previous semester (graduate students should get the office of their program to provide their class rank)
- (6) Study plan for education overseas
- (7) Proof of language proficiency (based on the requirements of the host institution)
- (8) Letter of indemnity (if applicable)
- (9) Other supporting documents (e.g. outstanding performance or proof of status as a disadvantaged student)

“Disadvantaged student” means a student who matches the definition of “disadvantaged student” in guideline number four of the Ministry of Education’s Guidelines for the Review of Counseling and Funding for Disadvantaged Students at Higher Education Institutions.

6. Review procedures and quota:

- (1) The first round of selection is managed by the Office of International Affairs. The Office organizes and then reviews applications at a meeting. The quota for exchange students is based on announcements for the year in question, with several students put on a waitlist.
- (2) The Dean of International Affairs serves as Chair of the Selection Committee, with College Deans serving as the other members. A Dean who is unable to attend a meeting may arrange for another faculty member from their College to serve as their replacement.
- (3) If quota remains after the first round of selection, a second round of applications may be announced.
- (4) Categories of students and priority consideration:

I. Category A (students who satisfy one of the requirements below):

- (i) The student’s class rank was in the top forty percent (40%) of their class during the previous semester (the number is rounded to the nearest integer); a graduate student’s class rank will be provided by their program office; a new student’s grades are those which were submitted as part of their application for admission;
- (ii) The student won an award or prize for published academic research or work displayed at an exhibition;
- (iii) The student won an award or prize in a national or international project competition

II. Category B: Students who do not satisfy any of the requirements to be listed in Category A.

III. Category C: Students who apply during the second round of selection.

Applications will be considered in the following order of priority: Category A, Category B, Category C.

- (5) Where a host institution has its own quota regulations, a Department, Graduate Institute, or College may recommend students on a case-by-case basis. Students

who are recommended by their program must submit the documents listed in guideline 5 to the Office of International Affairs for purposes of record-keeping and follow-up procedures.

7. A student who is admitted by the University but does not receive a notice of admission from the host institution will lose their status as an exchange student.
8. If a student is unable to travel to the host institution as arranged, they must complete a declaration of forfeiture. Students who do not cancel their application in advance may not make future applications to study overseas.
9. Admitted students must do the following and pay the fees below:

- (1) Admitted students must complete registration and pay tuition, miscellaneous fees, and credit fees required by University regulations before departing overseas. Students are responsible for living expenses, insurance, airfare, visa costs and other expenses related to their studies overseas. Where an agreement with the host institution has different regulations, those regulations apply.

- (2) Students may submit a request to the President in order to receive a reduction of tuition and miscellaneous under the following circumstances:

- i. The host institution charges tuition or credits fees;
- ii. The student can provide proof of their status as a disadvantaged student;
- iii. There exists another unique circumstance.

10. Value, principles, and sources of financial assistance:

(1) Principles of funding

- i. In principle, financial assistance is awarded in the form of scholarships. In principle, a maximum of NT\$15,000 may be awarded to a student on exchange in Asia; in principle, a maximum of NT\$30,000 may be awarded to a student on exchange outside of Asia.
- ii. Regular students may only apply for this funding if they are not receiving financial assistance from another source. (This restriction does not apply to disadvantaged students.)
- iii. In unique cases, additional funding may be provided to assist with the cost of airfare.

(2) When to apply: Applications are accepted during April and October. (Please refer to announcements for specific dates.)

(3) Funding is provided by an exclusive fund established by the Office of International Affairs, subsidies provided by the Ministry of Education, and other forms of funding. The value of scholarships may be adjusted based on the number of students and total funds.

(4) Categories and Order of Priority:

Category \ Status	A	B	C
Disadvantaged Students	1	3	5

Regular Students	2	4	6
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In unique circumstances or where a partnership agreement with the host institution stipulates otherwise, the order of priority above does not apply.

Exchange students recommended by their Department, Graduate Institute, or College as part of an agreement with the host institution and who qualify to be placed in Category A may likewise apply for the Overseas Study Scholarship. They will be considered as a Category A student.

- (5) Students may only apply for the scholarship one time during their studies at the University.
- (6) Students must take the number of credits required in Guidelines Governing Taking Courses Overseas. In order to claim the scholarship, the student's grades in all courses taken overseas must be converted and satisfy University standards for passing grades.
- (7) Documents required to claim funding:
 - i. Academic transcripts from the host institution
 - ii. Reflection paper (one hard copy and one digital copy)

The documents above must be submitted to the Office of International Affairs for review.

- (8) Documents required to claim funding for airfare:
 - i. Airplane ticket stub or electronic airplane ticket
 - ii. Proof of purchase of international airline ticket or copy of receipt from travel agency
 - iii. Boarding pass or proof of departure, such as a photocopy of the stamped passport page or proof of boarding issued by the airline company
 - iv. Academic transcripts from the host institution
 - v. Reflection paper (one hard copy and one digital copy)

The documents above must be submitted to the Office of International Affairs for review.

11. Important details for admitted students:

- (1) Admitted students must take the number of credits required in the University's Academic Policies and regulations related to taking courses overseas. Students must send copies of their course registration information to the office of their Department or Graduate Institute as well as to the Office of Academic Affairs.
- (2) Admitted students must discuss credit transfers with the director of their Department or Graduate Institute before traveling abroad. Credit transfers will be handled in accordance with the regulations of the University and those of individual Departments and Graduate Institutes after the student has returned from overseas. A student's time studying overseas may be calculated as part of the time limit to complete their degree. The method of calculation will be handled in accordance with Guidelines Governing Taking Courses Overseas.

- (3) Admitted students must handle all procedures required to travel overseas as well as purchase a sufficient amount of insurance.
 - (4) Draftees must follow Regulations for Exit of Draftees and other laws and regulations for entry and exit.
 - (5) A student is considered a student of the host institution upon completing registration there. Students must follow the regulations of the University, host institution, and the host country. Students may not engage in any behavior which damages the reputation of either school or which violates the law of either country. Violation of this regulation while studying overseas will result in the cancellation of funding, and both schools may impose disciplinary measures for serious violations.
 - (6) Students who are unable to travel overseas at the scheduled time will forfeit their status as an exchange student. Applications to delay the period of exchange are not accepted. Students who cannot travel overseas at the scheduled time must promptly notify their Department or Graduate Institute, the Office of Academic Affairs, and the Office of International Affairs so that the situation may be handled. (Draftees must likewise notify the Office of Military Training.)
 - (7) Students approved to study overseas and who must shorten or extend their period of study overseas due to a valid reason must notify the Office of International Affairs and the host institution in advance as well as apply for permission. Upon completing the exchange program and returning from overseas, students must resume studies in their Department or Graduate Institute and complete their degree. Students will be held legally responsible for violating this regulation. (Students will likewise be held responsible according to University regulations.)
 - (8) Upon returning from exchange overseas, students must submit a photocopy of their transcripts (and an original copy for purposes of verification) from the host institution by the deadline to apply for a credit transfer as announced in the academic calendar. The student's reflection paper will be posted on the University website and the University may also use it free of charge for promotional purposes.
 - (9) Students who must terminate their studies overseas early must notify the Office of International Affairs and the office of their Department or Graduate Institute within fifteen days. (Draftees must likewise notify the Office of Military Training.) Students must then return to the University and resume their studies for the semester. Students who are unable to resume studies at the University that semester must take a leave of absence or withdraw from the University.
 - (10) Students who have won an Excellent Teacher Education Scholarship may not claim award money during their studies overseas.
 - (11) Students studying on exchange overseas for two semesters are required to complete registration at the University during both semesters. (Students may request someone to handle registration on their behalf.)
12. Any matters not covered in these Guidelines will be handled in accordance with

University regulations.

13. These Guidelines were passed by the Management Committee for University Funds and will be submitted to the Department of Education of the Taipei City Government to keep on record.