

Key Points for Asia University Exchange Students Selection

Passed in the 4th Administration Meeting of Fiscal 2008 on 2008/12/10

1. This Key Points for Asia University Exchange Students Selection (the “Key Points”) is provided to expand our students’ international views and encourage our outstanding students to study at exchange universities for one semester to one year.
2. Scope of application
 - (1) Based on the agreements entered at university-to-university level, this Key Points is applicable to our students of all departments.
 - (2) Based on the agreements entered at department-to- department and college-to- college level, this Key Points is applicable only to the students of the signatory department/college. Depending on the particulars stipulated in the respective agreement or upon request by the other party’s department/college, each department/college may select students at its own discretion. Students of other department/college may be considered for selection only when the number of applicant is not enough, while priority in this specific situation should be given to the students of other department/college taking double-major or minor offered by the said signatory department/college.
 - (3) Application for an exchange program offered by a third-party institute (e.g. Ministry of Education), of which student selection is entrusted to our University, shall be governed by the said program’s particulars. When the said program provides no particular in this regard, this Key Points shall govern the said application.
3. Selection Criteria
 - (1) Applicant students shall complete at least one school year of study at our University before studying abroad.
 - (2) Applicant students shall demonstrate mastership in English language with TOEFL score report as evidence. Criteria for other language may apply depending on the requirement at the exchange university.
4. Material for Application (downloadable at the International Exchange Center)
 - (1) Application Form
 - (2) Transcripts (with ranking included) from our University, in Mandarin Chinese and English

- (3) Department Letter of Consent
- (4) Photocopies of both sides of Citizen ID and Student ID
- (5) Original copy of a valid TOEFL score report, or that language proficiency certificate requested by the exchange university
- (6) Bibliography in both Mandarin Chinese and English
- (7) Study Plan in both Mandarin Chinese and English
- (8) Recommendation Letter in English
- (9) Other material that may facilitate the selection or information requested by the exchange university

5. Selection Procedure

- (1) Application: Application shall be announced by and Application Form shall be made to the International Exchange Center.
- (2) Selection: Applicant students shall first submit Application Forms to the respective department/college for preliminary qualification and recommendation. Required material shall be submitted to the International Exchange Center before given deadline. The International Exchange Center Board of Advisors will proceed with secondary qualification by reviewing the material submitted.
- (3) Approval: Students being approved must submit the Asia University Exchange Student Approval and Qualification Certificate within one week, or the approval will be automatically regarded as voluntarily forfeited, the vacancy yielded to the next immediate candidate, and the International Exchange Center will inform the exchange university about such replacement. The exchange student status is deemed valid only when the exchange university issues an admission letter; denial of admission by the exchange university shall result in revocation of exchange student status, and the Center is not responsible for reassignment.

6. Student Status and Concerning Issues

- (1) Length of study at exchange university is limited to one school year without extension. Upon the end of an exchange program, exchange students must return to the original department/college before given deadline; failure to comply shall result in possible liabilities and disciplinary actions. Exchange students studying abroad experiencing certain difficulties and must prematurely return to Taiwan shall inform the Center and exchange university in advance; failure to obtain approval from both side universities before returning shall be automatically regarded as voluntarily forfeiting exchange student

status and permanently disqualified for any future exchange student application.

- (2) Admission granted to an exchange student by an exchange university is a non-degree-seeking status. An exchange student may not apply for graduation or temporary suspension from our University during study as an exchange student. Failure to comply shall result in immediate revocation of exchange student status.
- (3) Tuition and fees during length of exchange study shall be stipulated by the respective agreement.
- (4) Waiving credit-hours applied for by an exchange student shall be governed by our University's regulations. Consult with the concerned department/college for waiving credit-hours before departing for exchange study abroad. Waiving credit-hours after returning shall be governed by the regulations stipulated by the concerned department/college, and the Center is not responsible for assisting with the issues of such waiving. Waiving credit-hours must be completed before graduating from our University; students already graduated may not request for such waiving.
- (5) Students with pending military conscript status planning to travel abroad shall first consult with the Students Affairs Office for obtaining approval from the competent county/city level military conscription agency. A male with pending military conscript status shall present permit and passport to the said agency in person for departure approval seal stamped on travel papers, and return to Taiwan on time when exchange length ends. No extended stay in foreign country is allowed. Failure to comply accordingly shall result in possible liabilities and disciplinary actions.
- (6) An exchange student having received admission letter is independently responsible regarding to the handling of personal matters, such as dormitory application, visa, course selection, waiving credit-hours, flight ticketing, airport transport, and insurance. Dormitory vacancy is not guaranteed for exchange students. The Center is not responsible for dormitory application, and the exchange university is not obligated to guarantee dormitory vacancy. The Center is not responsible for negotiating with the exchange university on behalf of the exchange students whose applications for dormitory proved unsuccessful. Exchange students are solely responsible for off-campus accommodation arrangement. Exchange student status

will be revoked if an exchange student fails to obtain student visa due to personal factors. An exchange university is not responsible for airport greeting; all exchange students are solely responsible for arranging transport to exchange university.

7. Exchange student responsibilities

- (1) An exchange student will be automatically regarded as a student of the exchange university upon completing registration at the exchange university, and shall comply with all regulations that may be stipulated by the exchange university. Exchange students must not commit any demeanor detrimental to the reputation of either of the universities.
 - (2) An exchange student is expected to maintain contact with our University and personal safety during the length of exchange study.
 - (3) An Asian University Exchange Student Debrief Report is due within one month after returning to Taiwan. Such a report is required for issuing exchange student certificate and waiving credit-hours. The Center has the right to publish such a report on the Center's website as reference for fellow students.
 - (4) Prior to graduation, all exchange students having returned to Taiwan are expected to make themselves available for and exercise due efforts in assisting and providing advices for fellow students of our University regarding concerned consultation and crucial information, and helping exchange students newly arriving from sister universities to adapt to local living.
8. Any issue not fully detailed in this Key Points shall be addressed to in accordance with the agreements entered by both parties of the respective exchange program.
9. This Key Points is passed in administration meeting and approved and promulgated by the University President. Amendment shall follow the same procedure.