

GUIDE

for 2023/2024AY NTU Outgoing
Exchange/Visiting Students



Note: This is a translated version from Chinese. If there is any inconsistency or ambiguity between the English version and the Chinese version, the Chinese version shall prevail.

The content within is mainly intended for domestic students, some of which may not be applicable to non-domestic students.



Words from the Vice President

To My Beloved Fledglings

NTU is your nest
And with each twig and stone
We've built bridges and paved roads
We watched your feathers grow
And now, we're letting go

It's a big world out there
Just you see

I am undoubtedly excited
But also envious and worried
So I turned these feelings into blessings
And tucked them beneath your feathers

You are your own person,
You'll walk your own paths
Just remember
Though our arms can only stretch so far
Our support will reach wherever you are

So spread your wings
Fly high and fly far

You're my eyes and my ears
You're the pen to my diary
Patiently, I remain here
Awaiting your stories

Prof. Hsiao-Wei Yuan
Vice President for International Affairs





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Introduction

In efforts to encourage international academic collaborations, NTU has established exchange/visiting student programme agreements with reputable universities all around the globe, providing diverse opportunities for NTU students to study abroad at other international institutions.

Through our exchange/visiting student programmes, students get to learn in foreign environments, immerse themselves in diverse cultures, and experience the different lifestyles of their exchange/visiting destinations. It is a golden opportunity for personal and academic growth and a gateway to lifelong connections.

NTU's Study Abroad Programmes:

Programme	Student Identity	Coordinator	Remarks
Exchange	University-Level Exchange Student	Regional coordinators at NTU Study Abroad	University-Wide Bilateral Exchange Agreement
	College/Department-Level Exchange Student	Coordinators for international affairs of each respective college/department	College / Department-Wide Exchange Agreement
Visiting	Visiting Student	Visiting student programme coordinator at NTU Study Abroad	Study Abroad Programme for Future Scholars in the Humanities and Social Science, MOST-DAAD Sandwich Scholarship Programme, etc.

This handbook is geared toward programmes coordinated by NTU Study Abroad. College/department-level exchange student programmes are handled by their respective organisers. Regarding our handbook, it is essential to keep your programme/student identity in mind, as different programmes/student identities may have different regulations and points of contact.

University-Level Exchange Student Programmes

Through reciprocal agreements between NTU and international partner universities, NTU Study Abroad nominates eligible students to study at partner institutions as exchange students for one semester or one academic year each year. These students need not pay tuition at their host institution; they only pay NTU's tuition, miscellaneous fees, and other costs. After obtaining admission and completing registration, you will be considered a full-time student at your host institution and have access to their academic resources. Students must first participate in NTU Exchange Students Selection to be nominated by NTU and submit application materials to partner universities for further screening.

College/Department-Level Exchange Student Programmes

In recent years, several colleges/departments have established their exchange student agreements. These programmes' requirements, privileges, and obligations may differ, and each respective organiser will carry out the selection processes (not by NTU Study Abroad). Those interested in these programmes can contact the relevant organisers for the latest information. College-level programmes will be administered by the office of international affairs of the relevant college, whereas each department's coordinator will handle department-level programmes.

Visiting Student Programmes

During their programme, visiting students have similar privileges as exchange students and are also considered students at their host institution. They, however, pay the full tuition fee at their host institution and ¼ of NTU's tuition and miscellaneous fees. Host institutions are not restricted to NTU's partner universities. As long as you obtain admission from your host institution, NTU Study Abroad will assist with further administrative procedures at NTU.





Application Procedures

STEP 1 Nomination by NTU Study Abroad

University-level exchange students and visiting students are nominated by NTU Study Abroad to their host institutions. After being accepted by your host institutions, you may start your application.

STEP 2 Submit Application Documents

Application Methods:

- **Online Application**

Apply via the host institution's online application system.

- **Paper Application**

Your host institution will provide a hard-copy application form and a list of required documents. Provide all the necessary documents (paper) to NTU Study Abroad to be mailed to your host institution.

- **Digital Document Submission**

Your host institution will provide a soft-copy application form and a list of required documents. Provide all required documents (digital) to NTU Study Abroad to be submitted to your host institution.

STEP 3 Await Admission Decision

Submit all required documents within the designated timeframes to ensure a smooth application. Your host institution will review your application after receiving it. If you are accepted, you will receive admission.

Host institutions will announce their decisions according to their administrative timelines. It is common for some students to receive their admission decision later than others. Please wait patiently for their reply.

You may start preparing the required documents before receiving a decision and can utilise the information available on their website.

However, we strongly advise that you wait to purchase air tickets or book accommodation before receiving your admission.



Application Materials

Here is a list of documents most host institutions require for their applications. The actual list of documents required will differ for each host institution, and you are advised to prepare your documents as advised by your regional coordinator at NTU Study Abroad. Suppose any of your application documents require the contact information or signature of an Exchange Coordinator/Academic Advisor/Authorised Person at Home University. In that case, you may email a PDF document to the NTU Study Abroad Team to have it signed.

1. Certificate of Language Proficiency

Students admitted to host institutions whose primary language of instruction is English must submit a TOEFL, IELTS, or GEPT language proficiency certificate as their host institutions require. These certificates must still be valid by the application deadline of their host institutions.

Students admitted to host institutions whose primary language of instruction is not English will have to submit proof of proficiency in the languages required by their host institutions.

Students admitted to host institutions in China typically do not need to submit proof of language proficiency. International students will have to submit either a TOCFL or HSK certificate.

2. Official Transcripts/Academic Records

Official Transcripts may be obtained from the Office of Academic Affairs. Students should provide an English or Chinese version of their transcripts as requested by their host institutions. Graduate students may be required to submit their undergraduate transcripts as well.

3. Certificate of Enrolment (NTU)

Certificates of enrolment may be obtained from the Office of Academic Affairs or on myNTU during the academic semester and cannot be issued during winter/summer vacation.



4. Financial Statement

You may submit an English proof of deposit (either yours or your parents'/guardian's), which can be obtained from the respective banks or the post office. The amount and currency required may differ for each host institution, and you may look up relevant information on their website. You are advised to prepare two copies, as some countries/regions may require a financial statement for their student visa application upon arrival. If you are using your parent's/guardian's proof of deposit as your financial statement, you will also be required to provide a statement (of no specific format) stating your relationship with your provider. **Proof of the deposit will only be valid for three months.**

5. The Information Page of the Passport

Students are typically required to submit a copy of the information page of their passport. You should also enter your personal information, such as English names and dates of birth, as stated on your passport.

6. Passport Size Photo

Submit a digital or printed photo, as required by your host institution. Printed photos should be labelled (on the back) with your English name (as on your passport) and "National Taiwan University" with an oil-based paint marker. Printed photos that are to be submitted to host institutions in China should be labelled with your Chinese name and "臺灣大學".

7. Letter of Recommendation/Reference

Letters of Recommendation/Reference should be written in the language/format required by your host institution and signed and sealed by your referee.

8. Nomination Letter from NTU

NTU Study Abroad will prepare all nomination letters, which will be sent out along with each student's application documents when necessary. Note that nomination letters cannot serve as letters of recommendation/reference.

9. Insurance

Some host institutions may require that students purchase their insurance. Specific insurance may also be required for visa applications in certain countries/regions. Even if your host institution has no such requirements, you are still advised to purchase all relevant insurance (health insurance, casualty insurance, overseas emergency assistance, etc.)

10. Health Certificate/Report

You will have to go for a health check for all the tests your host institution requires. If there are no specific requirements, a general health certificate will suffice. Obtaining a health certificate typically requires around 7-15 business days. As different hospitals/clinics may have their schedules, you are advised to prepare your health certificate sooner rather than later. Some host institutions may also require further health checks after arrival.





Admissions

As each host institution has its administrative timeline, students typically wait 2 to 5 months after submitting their applications to receive admissions. If any complications or documents need to be resubmitted, the host institution will inform NTU Study Abroad, and we will immediately notify the students of the situation. Otherwise, if there are no complications, all you have to do is patiently wait for your admission.

We understand that students would feel anxious if they did not hear from their host institution after some time. However, we would like to emphasise again that each host institution has its administrative timeline and will not release its decisions early, even if we request that they do so. We hope that you are courteous, understanding, and respectful of the procedures and regulations of your host institution. As such, we strongly advise against contacting your host institution to enquire about relevant administrative progress. Contact your regional coordinators at NTU Study Abroad if you have any urgent concerns.

Most host institutions send out all their admissions together. This means that they may be handling several hundred admissions for students worldwide. Therefore, as long as it is within a reasonable timeline, NTU Study Abroad will not reach out to the host institutions nor request that the admissions be issued ahead of their schedule. You are advised not to start any departure procedures before receiving your admission.

Admission letters may be distributed as follows:

- **Paper Documents**

Most host institutions will choose to mail the admissions to NTU Study Abroad, while some host institutions may choose to send them directly to the students' addresses.

- **Digital Documents**

Host institutions may choose to email digital copies to the students while cc'ing NTU Study Abroad Team. These documents are considered official admissions.

Upon receiving your admission letter, ensure that your English name, date of birth, and exchange period are correct. All personal information should be as stated on your passport. Period abroad must be coherent with your admitted exchange/visiting programme. After confirming all details, inform NTU Study Abroad, and we will continue with the subsequent procedures, including departure approval and changing your student status at NTU.

Your admission will be needed for your student visa application, which can be applied for at the embassy or mission of the country/region of your host institution. Therefore, if there are any errors on your admission, including misspelt names or incorrect exchange periods, please inform NTU Study Abroad immediately to avoid further complications.





Dormitories

NTU Dormitory Reservation

If you are currently staying in the NTU dormitories and wish to reserve dormitory accommodation, carry out the following procedures:

1. Download the [Application for Dormitory Reservations for Exchange Students Form](#) from the NTU Study Abroad website.
2. Fill out the application form and have it signed/stamped by the NTU Study Abroad Team.
3. Submit your application to the Student Housing Service Division before 31 July (Semester 1) or 31 January (Semester 2) (Late submissions will not be accepted)
4. Withdraw from the NTU dormitories within the timeframe set by the Student Housing Service Division. Otherwise, your dormitory fees will be listed on your registration payment form. Incomplete payments will hinder the registration process and affect your student status.

You may only reserve the right to be allocated a bed space in the dormitories and may not request to be assigned to your initial dormitory or bed space. **Whether you are from the general dorms or the BOT dorms, contact the Student Housing Service Division within one month of your return to Taiwan to arrange a reallocation.**

You will not need to pay NTU's accommodation fees while studying abroad. Contact the Student Housing Service Division directly if your accommodation fees are still listed in the registration payment form.

The accommodation eligibility does not include students whose accommodation period has reached the upper limit. Upon returning to NTU, **students whose accommodation period has reached the upper limit must follow the dormitory draw lots order to apply for accommodation.** Students of general dorms that are extending their school year to study abroad cannot reserve dormitory accommodation. Those that have yet to complete their department's normal years of study upon returning to Taiwan may continue to stay until completion (calculated from the year of enrolment). Otherwise, they may extend

their stay for one semester or academic year (depending on their exchange period). Students staying in the BOT Prince House dorms may continue to stay there after returning to Taiwan.

Host Institution Dormitories

Application methods are typical as such:

1. No applications: Dormitory placements are automatically reserved
2. Applied for along with admission application
3. Applied for during designated timeframes set by the host institution via email or online application
4. Applied after receiving an enrolment letter via paper/online application
5. Not provided: You are responsible for your accommodation

Generally, International Offices and Housing Offices are separate, individual administrative organisations. The International Office cannot help with accommodation applications nor guarantee a placement. You will have to apply through the Housing Office. If you cannot apply for on-campus accommodation, you must look for off-campus housing. NTU Study Abroad cannot advocate for you nor provide consultation. We suggest contacting the Housing Office at your host institution, fellow exchange/visiting NTU students, or any family members or friends in your host region for relevant information.

Other Remarks

1. Some host institutions may charge application fees for dormitory applications. Such fees do not guarantee a successful application and only provide eligibility for application. You will have to take note of the accommodation application timeline, as refunds will not be issued, even if your application is unsuccessful.
2. Certain host institutions may offer accommodation fee waivers or other such privileges. These arrangements are subject to policy changes and may be cancelled without prior notice. Should any of these benefits be cancelled, you must bear all accommodation fees, and may not raise any objections.
3. Frequent your host institution's website for the latest information, and submit your application sooner rather than later.





Registration

Exchange Students

According to the Implementation Directions Governing National Taiwan University Outgoing Study Abroad Students (Chinese version available only: 國立臺灣大學辦理本校學生赴境外研修要點), all outgoing exchange students (including those that are extending their school year) must complete their registration at NTU and pay NTU's full tuition and miscellaneous fees. Complete payment of tuition and miscellaneous fees within the deadline to complete your registration.

The fees and timeline for registration for exchange students are the same as that of other NTU students. Download and print the payment form and make your payment within the designated timeframe. If you have already departed from Taiwan, you may ask a family member or a fellow friend to help with these procedures. For year-long exchange students, the registration procedures are the same for Semester 2.

You may obtain relevant information from the Student Assistance Division, Office of Student Affairs, should you need a student loan.

Visiting Students

According to the Implementation Directions Governing National Taiwan University Outgoing Study Abroad Students (Chinese version available only: 國立臺灣大學辦理本校學生赴境外研修要點), all outgoing visiting students (including those that are extending their school year) must complete their registration at NTU and pay $\frac{1}{4}$ of NTU's full tuition and miscellaneous fees. Registration procedures are the same as that of other NTU students — complete payment of tuition and miscellaneous fees within the deadline to complete registration.

You will also have to complete registration at your host institution, including payment of their tuition and miscellaneous fees, and other procedures they may require.

Students That Have Fulfilled Graduation Requirements

Undergraduate Students

Students may extend their school years for a maximum of 2 years. After obtaining the admissions from the host institutions, NTU Study Abroad will issue an official document stating the approval of your study abroad, and the Office of Academic Affairs will extend your school years according to the exchange period stated in the documents.

Postgraduate Students

Graduate students may not extend their school year as exchange students. Students who have obtained all required graduation credits and will have also passed their thesis/dissertation defense before their departure must submit the Application for Postponement Graduation after Passing Thesis/Dissertation Defense form in order to maintain their student status at NTU and study abroad as an exchange student. Students departing in Semester 1 should submit the form before 31 July of the same year, whereas those departing in Semester 2 should submit the form before 31 January of the same year. For further details, contact the Postgraduate Academic Affairs Division.

Postgraduate students that have passed their thesis/dissertation defense may carry out their graduation procedures after they complete their exchange student programme. Students that wish to graduate in Semester 1 must apply for graduation before 30 November. Students that wish to graduate in Semester 2 must apply for graduation before 30 April. To apply for graduation, go to myNTU > Students > Curriculum > Online Application System for the Oral Thesis/Dissertation Defenses, fill out the Application for Graduation after Passing Thesis/Dissertation Defense form, print out and submit the completed form to your department/institute, and after obtaining authorisation from your advisor and institute director, submit the documents to the Office of Academic Affairs.





Scholarships

Scholarship Application and Distribution Principles

1. Applications and regulations for each scholarship are announced each year by their respective benefactors.
2. Information regarding scholarships administered by NTU Study Abroad can be found on the NTU Study Abroad website. In the event of natural disasters, war, strike, turmoil, epidemics, other unavoidable circumstances, or circumstances unattributable to NTU, resulting in failing to or delay in exchange and complications regarding scholarship acceptance, NTU Study Abroad reserves the right to handle such matters as deemed fit.
3. Students may apply for multiple scholarships, including those offered by NTU and their host institution, but may accept only one awarded scholarship.
4. Scholarships will be accepted strictly according to the following order:
 - (1) MOE Outgoing Exchange Student Financial Assistance Grant
 - (2) Scholarships provided by the host institution
 - (3) Scholarships by Country/Region/Field
 - (4) NTU Outgoing Exchange Student Scholarship/
NTU Voyage of Aspirations Scholarship
5. Students that do not receive admission or fail to admit within the designated timeframe will have their scholarships immediately revoked. Scholarships may not be deferred.
6. Scholarship/Grant recipients are expected to fulfil their obligations as required by their respective benefactors.

NTU Outgoing Exchange Student Scholarship

1. Awardees and their witnesses must establish an administrative agreement at least a month before departure and respect the terms stated. Those that do not sign such contracts cannot accept their scholarships.
2. Awardees should provide the details of their bank account required for the reception of their scholarship.

3. During their studies abroad, awardees must attend events held by their host institutions and promote NTU and our programmes. Upon returning to Taiwan, they are obligated to participate in NTU Study Abroad Expo the year of their return to share about their host institution and experiences.
4. Within two months of completing their exchange programme, awardees should submit their experience report, official transcripts, and other required documents. Those that do not submit these documents in time should return the full amount they have received thus far within three months of completing their exchange programme.
5. Should the awardee withdraw from NTU, take a leave of absence, not return to NTU to continue their studies, or terminate their exchange programme before the designated date of completion, they will have to return the full amount they have received thus far within two months of the termination of their programme.

NTU Voyage of Aspirations Scholarship

1. Awardees and their witnesses must establish an administrative agreement at least a month before departure and respect the terms stated. Those that do not sign such contracts cannot accept their scholarships.
2. Awardees should provide the details of their bank account required for the reception of their scholarship. If the benefactor specifies certain banks, awardees will have to prepare accordingly.
3. During their studies abroad, awardees must attend events held by their host institutions and promote NTU and our programmes. Upon returning to Taiwan, they are obligated to participate in NTU Study Abroad Expo the year of their return to share about their host institution and experiences.
4. Awardees should submit a description of their studies and student life abroad to their benefactor within the first three months of their programme.
5. Within two months of completing their exchange programme, awardees should submit their experience report, official transcripts, and other required documents. Those that do not submit these documents in time should return the full amount they have received thus far within three months of completing their exchange programme.



6. Awardees that withdraw from NTU, take a leave of absence, do not return to NTU to continue their studies or terminate their exchange programme before the designated completion date will have to return the full amount they have received thus far within two months of the termination of their programme.

MOE Outgoing Exchange Student Financial Assistance Grant

1. Awardees and their witnesses must establish an administrative agreement at least a month before departure and respect the terms stated. Those that do not sign such contracts cannot accept their scholarships.
2. Awardees should provide the details of their bank account required for the reception of their scholarship.
3. During their studies abroad, awardees must attend events held by their host institutions and promote NTU and our programmes. Upon returning to Taiwan, they are obligated to participate in NTU's Study Abroad Fair the year of their return to share about their host institution and experiences.
4. Within two weeks of completing their exchange programme, awardees should complete the survey, submit their experience report via MOE's Study Abroad website, and submit their official transcripts and other required documents. Those that do not submit these documents in time should return the full amount they have received thus far within three months of completing their exchange programme.
5. Should the awardee withdraw from NTU, take a leave of absence, not return to NTU to continue their studies, or terminate their exchange programme before the designated date of completion, they will have to return the full amount they have received thus far within two months of the termination of their programme.

Scholarships Offered by Colleges

These scholarships are administered by their respective colleges and may have their own selection process, guidelines, and regulations.



Visa Application

You will need your official acceptance letter for your student visa application. As such procedures may be longer for certain countries/regions, you are advised to start these procedures as soon as you receive your enrolment letter. For students going to the U.S.A., you will also need a DS-2019 form.

Different countries/regions may require additional documents for their student visa applications. Some may require financial statements or health certificates (at certain hospitals). You can contact the embassy or mission of your host country/region for detailed information regarding the required documents.

The distribution of student visas is entirely at the discretion of each country/region. NTU has no say in these procedures, and your host institution has no obligation to assist you. You are responsible for preparing the required documents and the entire application process. If you fail to obtain a student visa and cannot proceed with your programme, you will lose your exchange/visiting placement.

Please keep updated with the announcements from the embassy or mission of your host country/region to ensure you have the latest information. A list of the embassies and missions in Taiwan can be found on the Ministry of Foreign Affairs website.





Air Tickets

Help Fellow Exchange Students that are in Need of Air Tickets

The Office of Financial Affairs has collaborated with EVA Air and China Airlines. Purchasing air tickets from either of these airlines can help accumulate NTU's ticket net value, which can be exchanged for tickets for exchange students in need. You can still collect airline miles from your purchases and stand a chance to win benefits such as free tickets or complimentary upgrades.

Ticket Net Value Accumulation

EVA Air

Tickets must be purchased through a travel agency in Taiwan. The first point of departure of the flight must be Taiwan, except for direct flights to or from China. Request that your agent enter our codes below during the purchase to have it calculated towards our ticket net value accumulation.

Booking: Under OSI, enter the code "CFFPTPE2088"

Ticketing: Under the Form of Payment, enter the code "TPE2088"

How To: <https://go.studyabroad.ntu.edu.tw/K52px6>

China Airlines

1. Purchasing Tickets on Your Own

Login to myNTU > 優惠專區 (Chinese only) and enter China Airline's official website. After selecting your flight, enter NTU's corporate account "TW003802". Ticket net value will be automatically accumulated after purchase. (The 2% discount is only applicable for flights departing from Taiwan and not for multiple destinations. Remember that China Airlines may also have seasonal discounts of their own.)

2. Purchasing Tickets Through a Travel Agency

Request that your agent enters NTU's corporate account "TW003802" during the purchase to have it calculated towards our ticket net value accumulation. Tickets do not have to be purchased in Taiwan or depart from Taiwan.

How To: <https://go.studyabroad.ntu.edu.tw/waRgcU>

Remarks

1. You can still earn airline miles while participating in this. Be sure to enter your mileage code during your booking, as you cannot reclaim miles after confirming your purchase.
2. Accumulation of net ticket value does not include group tickets, discounted tickets, free tickets, etc.
3. You will need your e-ticket, ticket number, and other relevant information when redeeming any awards.

NTU collaborates with Cathay Pacific, China Eastern, and Mandarin Airlines (domestic flights). For further details, refer to the [Office of Financial Affairs' Benefits webpage](#) (Chinese only).

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Course Selection

Exchange/visiting students are not required to participate in NTU's course selection during their studies abroad. Any pre-registered courses in the system can be cancelled during course selection.

According to Articles 19-1 and 78-1 of the National Taiwan University Academic Regulations, all outgoing exchange/visiting students must take at least two courses or six credits. All such courses and results are to be logged into NTU's records.

After completing registration for your exchange/visiting programme at your host institution, you will be considered a student of theirs. You should respect all their regulations, including their minimum/maximum number of credits each semester. Should your host institution have higher course selection requirements than NTU, you must adhere to these requirements and may not request to be exempt.

Our exchange/visiting student programmes are established under reciprocal agreements to allow students of both institutions to study abroad. We hope students fully utilise this opportunity to learn and gain from their exchange.

As with the course selection at NTU, to uphold a good learning environment, your host institution may have restrictions on the minimum/maximum number of students, major, language, or pre-requisite courses in their course selection procedures. Be sure to go through your host institution's course website to learn more about their policies and complete your selection within the designated timeframe to avoid being unable to register for the courses you want or meet course selection requirements. If you wish to include these credits in your graduation credits at NTU, be sure to consider them when choosing your courses.

Some host institutions may not provide exchange/visiting students access to their entire selection of courses. You may be restricted to only the courses offered by the department you are registered in. Certain courses may also not be available to exchange/visiting students. You may email your host institution for more information on course selection or find out more when you reach their campus.

Generally, exchange/visiting students enter their host country/region with a student visa. You are expected to adhere to the schedule stated on your admission, complete all registration procedures, and arrive at your host institution in time for your programme. You will be studying at your host institution as a full-time student and should be mindful of the regulations or laws regarding the minimum/maximum number of credits for full-time students. For example, full-time exchange students in the U.S. must take at least the minimum number of credits required by law, which may differ in each state. Other countries/regions may also have similar regulations.





Alternation and Withdrawal

Alternation Request

You may only request an alternation of your exchange programme under unavoidable or compelling circumstances and must provide relevant proof and a report stating your reasons. The host institution and NTU must agree upon any early terminations before they can be carried out, and you will have to face the consequences of both institutions. Any scholarships you have received thus far must also be returned to their benefactors. Students that return to Taiwan on their own accord will be reprimanded according to the penalties stated in Article 2 of the by-laws in the selection guidelines.

Withdrawal Request

According to the Implementation Directions Governing National Taiwan University Outgoing Study Abroad Students (Chinese version available only: 國立臺灣大學辦理本校學生赴境外研修要點), after submitting the Student Exchange Confirmation Form and paying the programme fee, if you choose to renounce your admission, you will be penalised NT\$5,000. These penalties will go towards NTU's school development fund. These penalties do not apply to visiting students.

Procedures for Alternation or Withdrawal Request

Deadlines for Request

Departure in Semester 1: 31 July

Departure in Semester 2: 31 January

Below are the detailed procedures for filing a request:

1. Contact NTU Study Abroad Team, state your reasons, and provide the relevant proof.
2. NTU Study Abroad sends a letter of approval to your host institution.
3. Your host institution sends its letter of approval to NTU Study Abroad.
4. NTU Study Abroad informs your department and the Undergraduate Academic Affairs Division/Graduate Academic Affairs Division/Branch Office of Academic Affairs in the College of Medicine.
5. Carry out withdrawal procedures at your host institution (for alternation only).
6. Return to Taiwan to continue your studies at NTU or graduate (for alternation only).

According to the selection guidelines, after the end of the programme, they must return to NTU to continue their studies or complete their graduation procedure, and the exchange/visit period shall not be extended without authorisation. The number of exchange places varies between the two universities and the number of incoming students. In order to continue the long-term cooperation between National Taiwan University and the partner universities and provide more opportunities for students, the quota needs to be negotiated and discussed with the partner universities. If you want to continue to study at the host institute, you can only choose to study as a "visiting student" and apply for the visiting student programme by the regulations of the two universities.





Obligations and Responsibilities

As of now, NTU has been sending students far and wide through these exchange/visiting programmes for more than two decades. Each student has always gained incredible experiences and growth through these opportunities. It is of our utmost concern that each and every outgoing exchange/visiting student stays safe and healthy to fully enjoy and grow throughout the entire programme. There have been instances where some students faced difficulties adapting to the lifestyle abroad or even violated regulations, resulting in several inconveniences at the host institution, which in turn affected NTU's reputation. Due to these precedents, NTU Study Abroad has listed the following issues and asks that all outgoing exchange/visiting students constantly keep them in mind during their stay abroad.

Abide by the Law

1. Respect Intellectual Property

When including the works of others (charts, data, quotes, etc.), be sure to include the appropriate citations in your references. Plagiarism is a serious offence and may even lead to expulsion.

2. No Cheating

Out of respect to the students, some schools may not appoint invigilators during their examinations. However, those caught and confirmed to have cheated during their studies will be reprimanded severely.

3. Respect Car Rental, Driving, or Work Restrictions

Some host institutions may prohibit exchange/visiting students from renting cars, driving, or doing part-time work during their exchange/visiting student programme.

4. Respect the Regulations and Rights of Others

Respect traffic regulations as a pedestrian or cyclist. Ensure you and your peers do not run red lights, engage in high-risk activities, litter, cause commotion, etc.

5. Respect the Law

Respect the boundaries of others, including their properties, bodies, and mentality. If any of your peers become involved in or

fall victim to such actions, you will be expected to aid in the investigation.

6. Keep Away from Drugs

Do not, under any circumstances, take any drugs or anaesthetics without proper medical advice. Ensure that your peers steer clear of substance abuse as well. If any of your peers become involved in such actions, you will be expected to aid in the investigation.

7. Respect Gambling, Alcohol, and Smoking Restrictions

Refrain from gambling in dormitories or classrooms. Alcohol consumption restrictions may apply as soon as you board the airplane, as it is illegal for those below 21 to drink alcohol onboard the aircraft of airlines based in the US. Be aware of smoking restrictions within buildings and specific areas. If your peers violate these restrictions, you should try to stop them.

Courtesy

1. Upon completing registration at your host institution, you will be considered a student of theirs. You will be expected to abide by their regulations and refrain from engaging in any misconduct that may negatively affect the reputation of both institutions. Students involved in any violations will face the consequences from both institutions.
2. Immerse yourself in the culture of your exchange/visiting destination. Converse in their local languages whenever possible.
3. Maintain a positive image, including a neat and clean appearance, proper personal hygiene, and appropriate attire for special occasions.
4. Actively join your host institution's cultural, societal, and sports activities to the best of your abilities.
5. Take note of the schedules of the activities held by your host institution (e.g., airport pick-up, dormitory check-in, registration, orientation, etc.) Be punctual and inform your host institution beforehand if you cannot attend any events.
6. Avoid causing a commotion, especially in designated studying areas or quiet hours.



7. Attend all classes, be punctual for courses and activities, maximise resources, and learn as much as possible.
8. Respect all cultures, ethnicities, religions, genders, languages, freedom of speech, and other diversities.
9. Remain truthful when describing NTU. Avoid exaggeration or misleading statements.
10. When discussing political issues, remain calm and neutral, and refrain from misleading listeners. Avoid conflicts when talking about topics such as nationality, reputation, or controversial issues.

Other Remarks

1. Depending on the location of your host country/region and time of year, the weather may drastically differ from what you are used to. Research beforehand and prepare accordingly.
2. Within a month of your arrival at your host institution, fill in your contact details in the exchange/visiting students' online system at NTU Study Abroad. Stay in close contact with NTU and your family during your stay abroad, and always be aware of your safety.
3. Time management is critical. Be sure to maintain a healthy lifestyle and daily routine.
4. Be aware of your limitations, risks, and safety when engaging in outdoor activities, especially in the mountains or seas.
5. Be well aware of your health. Should you require any medication, follow the instructions of your doctor or nurse.
6. If you face any mental/physical problems, fall victim to theft or harassment, or encounter any other troubles, contact your host institution immediately.
7. Should you experience any symptoms of depression or anxiety, contact both institutions for immediate help.
8. Be aware of yourself and your belonging's safety. Stay alert at all times and keep your belongings within sight. Doors, windows, and floor-to-ceiling windows should be locked whenever you go out. You will typically be more aware of your surroundings in a foreign environment. However, you will lower your guard once familiar with

the place. E.g., leaving cameras, phones, wallets, credit cards, or IDs on the trays at the student cafeteria or having belongings stolen while travelling with friends.

9. Maintain regular contact with your family. They will be thrilled and relieved to hear from you.
10. After completing your exchange/visiting programme, you will be expected to assist fellow NTU exchange students by providing relevant consultation and information.



Emergency Contact Information

Global Emergency Hotline

The Ministry of Foreign Affairs (MOFA) has established a Free Global Emergency Hotline, 800 0885 0885, which sounds like the Chinese phrase “你幫幫我、你幫幫我”. This hotline is currently only available in certain countries/regions and can be contacted through local cellphone numbers, public telephones, or landlines. If contacted through a Taiwanese number, global roaming charges will apply. Further details are on the [MOFA's website](#) (Chinese only).

Embassies and Missions

During your stay abroad, besides your host institution, the embassies, missions, cultural offices, or trade offices of Taiwan located in your area will also be able to assist. Even if they cannot help you with your situation, they may still be able to provide helpful advice. Do not hesitate to contact them in the event of an emergency. Please find out beforehand if there is an office in your host country/region and take note of its location and contact information. In a crisis, you will be grateful to have this information. You can find the list of these offices on MOFA's website.





Grades Registration/Credits Transfer Application Flow Chart

Before Departure

Optional: Courses and Credits Preapproval Form#
Department Confirms Transferable Credits

Abroad

Optional: Certificate of Course Enrollment
(Stamped by NTU Study Abroad)

Return

Upload Exchange Experience Report
& Fill Out Survey

Await Notification to Pick up Transcript
(by NTU Study Abroad)

Pick up Transcript from NTU Study Abroad

Register Grades/Transfer Credits Online

Credits Transferred
Towards Graduation
Print out Course Syllabus
to Department for Reference

Credits Not Transferred
Towards Graduation
Submit Transcripts
to Department

Complete Grades Registration / Credit Transfer



Experience Report

As an exchange or visiting student, you have been hand-picked to represent NTU abroad. From application and preparations, academic atmosphere and resources, hospitality, cultures and regulations, to your personal growth, all your experiences are unique and invaluable and will undoubtedly benefit the students and faculty of NTU.

Your exchange/visiting programme will only be considered complete after you submit your experience report. Upon returning to Taiwan, submit a digital report (PDF no larger than 512MB) to the [System](#). Paper documents will not be accepted. NTU Study Abroad shall be granted permission to use said materials in relevant campaigns without further consent.

There is no specified format for these reports, but they should be around 1,000 words long, written in either English or Chinese and include photos portraying your student life abroad. You can share any information that might help future exchange/visiting students, such as courses offered, accommodation, local/student activities, expenses (insurance/living/miscellaneous), reflections, experiences, or even advice for fellow future exchange students.

After submitting your report, you must complete credit transfer, scholarship conclusion, graduation, and other administrative procedures.





Transcript from Host Institution

As the host institutions will have to collect the results of all students before issuing the transcripts, they may only provide the students' transcripts a few months after the end of the exchange student programmes.

Transcripts are typically delivered as follows:

- **Printed**
Sent by post to NTU Study Abroad or directly to the student's address
- **Digital**
Sent via email or to be downloaded from the host institution's system

If your transcripts were directly provided, please inform your regional coordinator at NTU Study Abroad to ensure a smooth administrative process.

Certain host institutions in non-English speaking countries/regions may not provide official English transcripts. In such cases, download the **Certificate of Course Enrolment**, fill in the English names of the courses taken, and have it authorised by both institutions. You will need this for your grades registration and credit transfer application.



Grades Registration/Credit Transfer

According to the NTU Academic Regulations, students must enrol in at least two courses or take at least six credits each semester abroad and register all results stated in the official transcript into their NTU Transcript. Students may decide if they want the credits obtained to be counted towards graduation. However, the actual number of credits able to be transferred will be at the discretion of the college/department and will have to be further approved by the Office of Academic Affairs. Results obtained during your exchange/visiting programme will not be counted towards the graduation GPA.

If you do not provide any transcripts within two months of your return or did not acquire the minimum required number of credits, “出國期間於國外學校修課不符本校規定” will be stated on your NTU transcript of records until the necessary procedures are completed.

Procedures:

1. Fill out the survey and submit your report as a PDF file with an English filename to the **Exchange/Visiting Student Online System**. You can continue with further procedures once you submit your report.
2. If your host institution sends your transcript to NTU Study Abroad, you may pick it up after being notified and submitting your report. If you only receive a digital copy, you may print it out and have it authorised by NTU Study Abroad.
3. Register all courses taken during your exchange in the **Returned Exchange Student Course Records System** on myNTU. You may choose which course(s) you wish to transfer credits.
4. Submit these documents to your department/institute office:
 - Original copy of full NTU transcripts
 - Original copy of official English transcripts or certification from the host institution
 - Course syllabi and other documents required by your department/institute (required for credit transfer)



After evaluation by your department/institute, your application will be sent to the Office of Academic Affairs for further review. Course grades will be recorded in your NTU transcripts if all reviews are completed.

Remarks

- The total number of credits graduate students may transfer may not exceed half of the required number of credits for graduation. This only applies to exceptional cases that the Vice President for Academic Affairs has acknowledged.
- Students that will meet graduation requirements after transferring the credits taken abroad should complete their credit transfer procedures by the first Friday of the new semester. E.g., Students that went for a one-year student exchange programme in 2023/2024AY (from August 2023 to June 2024) and will be graduating immediately after transferring the credits obtained during their exchange must complete their credit transfer and graduation procedures by the end of the first week of Semester 1, 2024/2025AY (September 2024). Students that have completed all relevant procedures by then will be considered to have graduated in Semester 2, 2023/2024AY. Otherwise, they will have to apply for an extension of the school year and graduate in Semester 1, 2024/2025AY. If you plan on furthering your studies abroad and may need the transcripts from your exchange, we recommend obtaining a few copies (subject to additional charges) from your host institution before returning to Taiwan.
- Credits obtained during exchange/visiting programmes at host institutions from China recognised by the MOE may be transferred to NTU. In principle, even if there are changes in the policies regarding student identity in China, credits obtained will be handled according to the policies in effect at the time of your exchange.

If you have any questions regarding credit transfer, contact your college/department/Center of General Education or the Office of Academic Affairs.



On-campus Globalisation Activities

NTU Study Abroad Expo

To give students an in-depth understanding of the exchange student programme, NTU Study Abroad holds NTU Study Abroad Expo with the NTU's anniversary celebration in November. In addition to promoting exchange programme information at the booths of exchange universities, exchange students and scholarship information sessions also be held. NTU Study Abroad also invites students participating in study abroad programmes to share their application and overseas study experience.

International Student Volunteers

NTU welcomes students of different ethnicities and heritage worldwide through our degree programmes, exchange student programmes, and more. These students share the same academic pressures and expectations as locals but must adapt to a new environment, different weather, language barriers, and cultural shock. To ensure that all international students are well accustomed to their new student life at NTU, each international student volunteer will be paired with a first-year international student, contacting them before their arrival and helping them with their dormitory check-in procedures, visa application, registration, course selection, etc. You can apply as an international student volunteer through our online application system mid-semester. You will go through a series of training sessions and a final evaluation. Find out more on [NTU-OIA's website](#).

Welcome Week Staff for International Students

Each year, NTU welcomes over a thousand students from different corners of the world as degree, exchange, or visiting students. To ensure that our international students receive a warm welcome, become adapt to their new life in Taiwan, and have a smooth registration process, NTU Study Abroad recruits and trains Welcome Week Staff each semester to assist with orientation activities. Our three major welcome week activities are English/Chinese/Japanese campus tours, orientation, and registration. If you want to meet students from around the world, show



them around, and help them settle down, you are exactly who they are looking for! Join them now!

NTU Plus Academy Student Advisors

NTU's international short-term programmes (NTU Plus Academy) are coordinated by NTU Study Abroad. We integrate resources from each college to offer our Spring+, Summer+, and Winter+ programmes. Each year, we welcome more than 600 outstanding international students worldwide to NTU through these programmes. To continuously improve our learning environment and student experiences, NTU Study Abroad recruits and trains students of NTU to aid with planning and administrating events, activities, and all kinds of day-to-day guidance. Student advisors have deep interactions with international students, broaden their global perspective, and can even add these experiences to their resumes. We typically recruit student advisors twice a year, once in March/April for Summer+ programmes and once in September/October for Winter+ programmes. Keep an eye on our news feed for our recruitment announcements!

Student Ambassadors Programme

Each year, NTU-OIA recruits and trains 20-30 students with strong foreign language communications skills and a fierce passion for international relations to be NTU's student ambassadors. Upon completing our training programme, these ambassadors become the faces of NTU and facilitate events such as international conferences, reception of NTU's guests and international scholars, etc. Through our Student Ambassadors Programme, students get first-hand experience in international relations. We welcome you to join us. Find out more on the [Student Ambassadors Programme webpage](#).



Appendix I: National Taiwan University Academic Regulations Excerpts

Undergraduate Programmes (Article 19-1 of Section III of Chapter II)

Starting from 2012/2013AY, any student approved by NTU for overseas studies **shall complete at least two courses or six credits of coursework** during their semester abroad and submit an official transcript of the grades for all courses taken abroad to be recorded on their transcript of the academic record. The recognition of these credits, whether they may be counted towards the minimum credit requirement for graduation, and the number of credits to be recognised shall be reviewed by the student's home department and submitted to the Office for approval. However, the grades shall not be counted towards the student's semester and final grade averages.

The courses students take in an overseas dual degree programme or summer/short-term programme and the credits and grades they receive for such programmes are only required to be recorded in their transcript of academic record if the recognition of these courses is necessary to meet graduation requirements.

For students studying overseas who have received consent from their home department, the courses taken abroad and their credits shall be handled by the preceding paragraph.

Students with justifiable cause may apply for a reduced minimum credit requirement or waiver of courses before or during their time abroad. Applications shall be submitted to the chair of their home department for approval.

The transcript of academic record of students who fail to submit a transcript within two months of returning from overseas studies or who have not completed the minimum credit requirement shall contain the following comment: The student did not complete enough courses at the host university to satisfy NTU's course requirements for exchange students. This stipulation shall not apply to students with a justifiable cause who have



received approval from the Vice President for Academic Affairs.

Postgraduate Programmes (Article 78-1 of Section III of Chapter IV)

Starting from 2012/2013AY, postgraduate students approved by NTU for overseas studies **shall complete at least two courses or six credits of coursework** during their semester abroad and submit an official transcript of the grades for all courses taken abroad to be recorded on their transcript of the academic record. The recognition of these credits, whether they may be counted towards the minimum credit requirement for graduation, and the number of credits to be recognised shall be reviewed by the student's home academic programme and submitted to the Office for approval. However, the grades shall not be counted towards the semester or final GPA.

The courses students take in an overseas dual degree programme or summer/short-term programme and the credits and grades they receive for such programmes are only required to be recorded in their transcript of academic record if such course credits are required for graduation. Courses taken abroad by graduate students studying overseas who have received consent from their home academic programme and the credits they are awarded for such courses may be handled by the preceding paragraph. Postgraduate students with justifiable cause may apply for a reduced minimum credit requirement or waiver of courses before or during their time abroad. Applications shall be submitted to the head of their home department for approval.

The transcript of the academic record of graduate students who fail to submit a transcript within two months of returning from overseas studies or who have not completed the minimum credit requirement shall contain the following comment: The student did not complete enough courses at the host university to satisfy NTU's course requirements for exchange students. This stipulation shall not apply to students with a justifiable cause who have received approval from the Vice President for Academic Affairs.

The full document can be found on the [Office of Academic Affairs website](#)
(Home > About Us > Undergraduate Academic Affairs Division > UAAD Codification)



Appendix II: 2023/2024AY Exchange Students Selection Guidelines By-Laws

1. Please take note of the following:

- 1.1. Students must attend their exchange/visiting programme in 2023/2024AY, according to the semester(s) admitted to in the selection, and may not request to go to a different host institution. If the student cannot attend within the designated timeframe, their placement will be revoked and cannot be reserved.
- 1.2. Being granted a placement only indicates that NTU will nominate the student for the exchange student programme. The host institution will further evaluate applications. If the applicant is not accepted for exchange by the host institution or cannot obtain a student visa, their placement and scholarship (where applicable) will be revoked. In such cases, NTU will not advocate for the applicant's admission to other departments or aid with the student's visa application.
- 1.3. If applicants are dissatisfied with their admitted campus, college/department, or semester(s) of exchange/visit, they may decline their admission but may not request a change of campus, college/department, or semester(s) of exchange/visit.
- 1.4. Applicants allocated a placement shall apply to the host institution with the same enrolment/student status they used during the selection. Undergraduate students admitted to graduate programmes at NTU shall not attend the exchange student programme as graduate students. Applicants that applied as master's students shall attend their exchange/visiting programmes as master's students.
- 1.5. Application requirements and documents may be subject to change by each host institution. Students must accept any changes the host institution makes and may not raise any objections.
- 1.6. If the host institution requests to revise the established contract, NTU may discuss such amendments with the institution's admitted students.
- 1.7. Students may participate in an exchange student programme at most twice within the time limit for the completion of their degree.



The duration of each exchange may be at most two semesters. College/department-level exchange programmes are governed by their respective organisers and may have restrictions.

- 1.8. Exchange/visiting students shall study abroad as non-degree students and not obtain academic degrees from the host institutions.
- 1.9. As required by the Implementation Directions Governing National Taiwan University Outgoing Study Abroad Students (Chinese version available only: 國立臺灣大學辦理本校學生赴境外研修要點), after being admitted, students must pay a programme fee of NTD 2000. Exchange students (including those extending their school year) must pay NTU's full tuition and miscellaneous fees for their exchange student programme. Visiting students (including those extending their school year) should generally pay $\frac{1}{4}$ of NTU's full tuition and miscellaneous fees.
- 1.10. Applicants who have fulfilled graduation requirements and have yet to reach their maximum years of study may apply for an extension of the school year as outgoing exchange/visiting students before their departure. However, the start of their extension must align with the start of their exchange. In other words, students that will have met the graduation requirements in either semester (Semester 1 or Semester 2) may only apply for exchange/visiting programmes held in the first semester of their extension and may not attend exchange/visiting programmes held in any later semester. E.g., a student of a four-year degree programme that will have earned all required credits for graduation in Semester 2 of their Year 4 may apply for an extension of the school year as an outgoing exchange/visiting student. Still, their programme must begin in Semester 1 of their Year 5, and they may not apply for an exchange/visiting programme that starts in Semester 2.
- 1.11. Students are responsible for their accommodation, visa, air tickets, transport, course selection, transcripts, credit transfer, insurance, and other personal matters. Before departure, students must purchase all relevant insurance (health

insurance, casualty insurance, overseas emergency assistance, etc.). When the host institution provides insurance, students may opt to purchase their insurance after their arrival. NTU or the host institution reserves the right to revoke the admissions of uninsured students.

- 1.12. Students that graduate or take a leave of absence after obtaining a placement and before the completion of their exchange/visit shall forfeit both their exchange/visiting student status and their scholarship. Students shall return the full scholarship money received thus far (or as specified in the scholarship regulations). Students may only complete their graduation or leave of absence procedures if they have obtained approval from NTU Study Abroad. Matters due to unavoidable or compelling circumstances shall be addressed individually and at the discretion of NTU Study Abroad.
- 1.13. Draftees shall complete their short-term exit permit application procedures before their departure (as required by the law), promptly return to Taiwan upon completing their exchange/visiting programme, and shall not prolong their stay abroad. Students involved in any violations will be penalised according to NTU's regulations and will have to assume all legal responsibility further.
- 1.14. Students may only request early termination of their exchange/visiting programmes under unavoidable or compelling circumstances. Both the host institution and NTU must agree upon any early terminations. Students may not return to Taiwan on their own accord.
- 1.15. Upon completion of the programme, students should promptly return to NTU to continue their degree programme or carry out graduation procedures. They may not prolong their duration of exchange/visit on their own accord. Students involved in any violations will be penalised according to NTU's regulations and will have to assume all legal responsibility further.
- 1.16. In the event of natural disasters, war, strike, turmoil, epidemics, other unavoidable circumstances, or circumstances unattributable to NTU, failing to or delay in exchange/visit, NTU Study Abroad reserves the right to handle such matters as deemed fit.



2. Penalties

- 2.1. According to the Implementation Directions Governing National Taiwan University Outgoing Study Abroad Students (Chinese version available only: 國立臺灣大學辦理本校學生赴境外研修要點), students that withdraw their admission after submitting their Student Exchange Confirmation Form and paying the programme fee will be penalised NT\$5,000, which will go towards NTU's school development fund. Students forced to renounce due to unavoidable circumstances may have their penalty waived and must provide the relevant proof. This regulation does not apply to students admitted to visiting student programmes.
- 2.2. Students that renounce their admission due to any of the following reasons are subject to the above regulations:
 - i. Preference toward college/department-level exchange programmes or other programmes
 - ii. Dissatisfaction towards admitted campus, college, department, or semester(s) of exchange
 - iii. Other personal matters (including but not limited to graduation, the pursuit of a graduate degree, studying abroad, work, etc.)

3. Scholarships

- 3.1. All scholarship opportunities are subject to change by their respective benefactors and are not under the control of NTU. If, under any circumstances, the student cannot obtain the scholarship they had applied for, NTU has no obligation to advocate for the student's scholarship opportunities. The benefits provided by each scholarship for the current year may differ from the previous years. As the particulars for each scholarship have yet to be announced, students are advised to refer to their respective websites for the latest updates. For relevant information, refer to the [Exchange Students Scholarships](#) section on the NTU Study Abroad website.
- 3.2. Exchange students will be granted a full waiver of the host institution's tuition fees but shall bear the costs of all personal

expenses. NTU Study Abroad does not guarantee scholarships or provide financial assistance

- 3.3. The timeline of the decisions for the admissions of each host institution and each scholarship is not under the control of NTU. Being offered a scholarship does not guarantee admission to the host institution. If a scholarship awardee is not admitted or renounces their university-level exchange student placement and chooses to attend other programmes, their scholarship offer will be immediately revoked.
- 3.4. Students from low-income or middle-to-low-income households admitted to their host institution may be prioritised for scholarship applications and must provide the relevant proof.
- 3.5. Students on their second exchange student programme in their current degree may not apply for NTU-sponsored scholarships.
- 3.6. As stated in the Taiwan Scholarship Programme Guidelines, recipients of the Taiwan Scholarship that attend an exchange/visiting programme will have their scholarship revoked and will not be able to retain the still unused part of their Taiwan Scholarship or have the award period extended for them to be able to resume receiving the original scholarship when they return to Taiwan.
- 3.7. If the exchange student programme is terminated under any circumstances, the student's scholarship will be immediately revoked and may not be reserved.
- 3.8. Scholarship/Grant recipients are expected to fulfil their obligations as required by their respective benefactors.

4. Dormitories

- 4.1. NTU Dormitories
 - i. Students should complete the procedures for reserving or withdrawing dormitory accommodation before their departure and must not reserve their bed space in the NTU dormitories during their exchange/visit. Any violations will be handled by the Student Housing Service Division as deemed fit. Reservation of dormitory accommodation does not apply to students extending their school year.
 - ii. After applying for reserving dormitory accommodation, students



will not need to bear the accommodation fees during their exchange/visit and reserve the right to be allocated a dormitory bed space upon returning to Taiwan.

iii. Reservation of dormitory accommodation only reserves the right to be allocated a bed space in the dormitories. Upon returning to NTU, students may not request to be assigned to their initial dormitory or bed space.

4.2. Host Institution Dormitories

i. This programme does not guarantee placements in on-campus dormitories, and the host institutions have no obligations to secure on-campus housing.

ii. Students will be responsible for registering their on-campus accommodation with the host institution. NTU Study Abroad has no obligation to advocate for on-campus housing for the students. Students that are not allocated to a dormitory must find their off-campus housing.

iii. Certain host institutions may offer accommodation fee waivers. However, such arrangements are subject to policy changes, and NTU does not guarantee that the students will receive such waivers. Should the host institution decide to cancel accommodation fee waivers, the students shall bear the accommodation fees. Under such circumstances, the students may not raise any objections, and NTU Study Abroad has no obligation to advocate for the student's waiver of accommodation fees.

5. Course Selection, Credits, and Course Records Regulations

5.1. Unless otherwise specified by the host institution, courses taken by students shall be recorded by NTU's school regulations after returning to NTU. Undergraduate students shall abide by Article 19.1, whereas graduate students shall abide by Article 78.1.

5.2. Credits earned at the host institution are not guaranteed transferable to NTU. If the difference in policies results in a partial loss of credits, NTU Study Abroad will not be able to issue any relevant documentation and has no obligation to advocate for the student's full credit transfer. Note that this may fail to meet

graduation requirements.

5.3. Credits taken in institutions in China that are not recognised by the MOE can only be transferred if specified.

5.4. Undergraduate students that will meet graduation requirements after transferring the credits taken abroad should complete their credit transfer procedures by the first Friday of the new semester to be included in the class ranking.

5.5. Matters not covered will be handled by the regulations issued by the Office of Academic Affairs.

6. Visiting Student Programme

6.1. Students shall bear all costs of their visiting student programme, including full tuition of their host institution.

6.2. Any remaining placements after the selection process will be available for application through NTU Study Abroad on a first-come, first-serve basis. Visiting students not admitted through the selection are not eligible for scholarships or grants issued by NTU.

7. Exchange/Visiting Student Responsibilities and Obligations

7.1. Upon completion of registration, applicants will be considered a student of the host institution and should respect their regulations. Students should refrain from being involved in any misconduct that may negatively affect the reputation of the host institution and NTU. Students involved in any violations will face the consequences from both institutions and shall be reported to the NTU Student Reward / Reprimand Committee.

7.2. Where the student has already consented to publish their exchange reports, NTU Study Abroad shall be granted permission to use said materials in relevant campaigns without further consent.

7.3. Students should stay in close contact with NTU during their studies abroad and be mindful of their safety.

7.4. During their studies abroad, students must help promote NTU and



actively participate in relevant events held by the host institution, such as exchange student education fairs or information sessions.

- 7.5. After returning to Taiwan from their exchange, students are obligated, until graduation, to provide relevant information and consultation to fellow students preparing for an exchange/visiting programme.



Contact Information and Important Dates

NTU Study Abroad Team

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Email: ntustudyabroad@ntu.edu.tw

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Responsible Divisions/Offices

Student Identity/Registration/Course Selection

Undergraduate Academic Affairs Division

Graduate Academic Affairs Division

Branch Office of Academic Affairs in the College of Medicine

Credit Transfer

Undergraduate Academic Affairs Division

Graduate Academic Affairs Division

Branch Office of Academic Affairs in the College of Medicine

Dormitory Reservation

Student Housing Service Division

NTU Application Deadlines

Dormitory Reservation

Departure in Semester 1: 31 July

Departure in Semester 2: 31 January

Postponement of Graduation after Passing Thesis/Dissertation Defense

Departure in Semester 1: 31 July

Departure in Semester 2: 31 January

Oral Thesis/Dissertation Defenses

Semester 1: 30 November

Semester 2: 30 April



Pre-Departure Checklist

- ☐ Enrolment Letter by Host Institution (printed)
- ☐ At Least 6 Months of Passport Validity
- ☐ Visa (including transit)
- ☐ Overseas Insurance & Medical Insurance
- ☐ Look Up Information on Host Institution's Website/Documents (Airport Pick-up, Dormitory Check-in, Orientation, etc.)
- ☐ [MOFA's Overseas Travel Safety Webpage](#) (Chinese only)
- ☐ Personal Medication
- ☐ This Handbook, NTU Brochures, Posters, and Souvenirs
- ☐ Someone to Help Complete Registration at NTU
- ☐ Given Contact Information Slip (end of this handbook) to Parent(s), Guardian, or Friend(s)





For Parents and Guardians

NTU Study Abroad programmes include the exchange student, visiting student, summer/short-term, and dual-degree programmes. The visiting student programme is coordinated by NTU Study Abroad; the exchange student programme is further categorised into university, college, and department levels, with coordination handled by different offices.

NTU Study Abroad oversees the coordination of university-level exchange student programmes, while college/department-level programmes are administered by their respective international coordinators. The regulations and timelines provided in this handbook pertain specifically to university-level exchange student programmes. It is crucial to consider your child's specific programme when referring to this handbook, as different regulations and contact information may apply.


If your child has applied for a college/department-level exchange student programme, please contact the responsible office directly for further assistance.







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