

National Chiayi University Guidelines for Reviewing Students' Application for Outgoing Exchange Programs

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Article 1 In order to screen and select students for the outgoing exchange program in a fair and open manner, National Chiayi University (hereinafter referred to as the University) has stipulated the Guidelines for Reviewing Students' Application for Outgoing Exchange Programs (hereinafter referred to as the Guidelines).

Article 2 The University's screening and selection of exchange students is handled and reviewed by the Office of International Affairs in accordance with the Secondary Review Grading Criteria stipulated in the Guidelines. Upon review and approval by President Chen, the application case should be submitted to Office of International Affairs for record.

Article 3 The University may submit the students' application case for the outgoing exchange program to the Office of International Affairs Meeting for review if necessary.

Applicants may be invited to attend the meeting mentioned in the preceding paragraph.

Article 4 Applicants must meet the following requirements:

1. Be enrolled in the University as a second-year bachelor's student or in a higher grade, a first-year master's or doctoral student or in a higher grade.
2. A transfer student who has not earned a grade from the University is not eligible to apply.
3. A student enrolled in the University who is not a ROC national is eligible for the screening and selection of outgoing exchange program, but is not allowed to apply for an exchange to a university in his/her home country.

Article 5 To apply for the outgoing exchange program, applicants are required to submit the following documents:

1. Application Form
2. A copy of transcripts (A copy of Chinese transcripts is required for universities in mainland China, while a copy of English transcripts is required for universities in other regions)
3. Two letters of recommendation from teachers.
4. One copy for each of autobiography in both Chinese and English and study plan.
5. Parent Consent Form.
6. Applicants enrolled in an in-service education program are required to submit the meeting minutes which state the approval given by the department or the graduate institute.
7. Official transcript of language proficiency test within the validity period (language proficiency test

scores must meet the requirements of the exchange school; language proficiency test scores are not required for sister universities in Chinese-speaking areas)

8. Other supporting documents.

Article 6 Screening and selection procedures of students for outgoing exchange program:

The screening and selection of students for the outgoing exchange program should be handled in accordance with the cooperation agreements between the University and the respective university abroad.

1. Office of International Affairs determines the quota of students for the outgoing exchange program according to the announcement of the number of exchange students accepted by each sister university in the current year.

2. Applicants should submit their applications to the respective department or graduate institute. Their applications will be submitted to each college for a preliminary review. Subsequently, the recommendation ranking list of applicants will be submitted to the Office of International Affairs.

3. Secondary Review Grading Criteria:

(1) Applicants' academic results (non-Chinese speaking countries)

a. Applicants' class rank percentile: Accounted for 40% of the review. The grading criteria of class rank percentile is as follows:

- i. $\leq 10\%$: 40%
- ii. 11-20%: 37%
- iii. 21-30%: 35%
- iv. 31-40%: 33%
- v. 41-50%: 31%
- vi. 51-60%: 29%
- vii. 61-70%: 26%
- viii. $> 71\%$: 20%

b. Language proficiency: Accounted for 40% of the review. The required proof of language proficiency must meet the exchange student admission criteria for the university that the applicant is applying for. Applicants whose language proficiency does not meet the requirement will not be reviewed. The grading criteria for language proficiency is as follows:

- i. IBT79-93/IELTS 6.5/Japanese Language Proficiency Test N1: 40%
- ii. IBT60-78/IELTS 6/Japanese Language Proficiency Test N2: 36%
- iii. IBT46-59/IELTS 5.5/Japanese Language Proficiency Test N3: 32%
- iv. IBT35-45/IELTS 5/Japanese Language Proficiency Test N4: 24%

c. Study Plan: Accounted for 20% of the review.

(2) Applicants' academic results (Chinese speaking countries)

a. Applicants' class rank percentile: Accounted for 80% of the review.

b. Study Plan: Accounted for 20% of the review.

Article 7 Students enrolled in the University are eligible to apply for the student exchange program once during their study period.

Article 8 Recommended outgoing exchange students, who are unable to study abroad within the approved

period, are required to submit a letter of renunciation to the Office of International Affairs within two months after the recommended list of exchange students is announced. Those who fail to do so will not be allowed to apply for the exchange student program subsequently during their study period. Exchange students who stop or give up their studies halfway through should return the subsidy that they have received in the full amount.

Article 9 Exchange students who have completed the registration procedures at their exchange universities are considered enrolling in the university. Therefore, exchange students should abide by all the rules and regulations of the respective university and should not conduct any inappropriate behavior that would damage the reputation of both universities. Upon completion of the exchange program, students are required to submit a report on their study experience during the exchange program to the Office of International Affairs within one month after returning to their home country and attend an exchange student-related seminar organized by the Office.

Article 10 Students enrolled in the University who are also draftees should be handled in accordance with the Regulations for Exit of Draftees of the Ministry of the Interior.

Article 11 The Guidelines are implemented upon approval by the Administrative Meeting and submitted to President Chen for approval.