

Operational Guidelines of National Chiayi University for the Admissions of International Students

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1. In order for the National Chiayi University (hereinafter referred to as the “University”) to encourage international students to come to the University to study, to provide guidance on their school work and life, the University hereby enacts the “Operational Guidelines of National Chiayi University for Admissions of International Students” (hereinafter referred to as the “Operational Guidelines”) in accordance with Article 6 of the “Regulations Regarding International Students Undertaking Studies in Taiwan” promulgated by the Ministry of Education and the relevant provisions of the Constitution of the University.
2. Those who are of foreign nationality, have never had the nationality of the Republic of China and meet the following requirements, may apply for admission in accordance with the Operational Guidelines.
 - (1) Have never studied in Taiwan as an overseas Chinese student.
 - (2) Have never been placed by the University Entrance Committee For Overseas Chinese Students in accordance with the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan during the academic year of the application for enrollment.

Those who are of foreign nationality meeting the following requirements, and who have recently resided overseas for six (6) or more years continuously, may also apply for admission in accordance with the provisions of the Operational Guidelines.

- (1) Those who have both the foreign nationality and nationality of the Republic of China at the time of application shall have never had a household registration in Taiwan from the

beginning.

- (2) Those who once had both the foreign nationality and nationality of the Republic of China before the application but do not have the nationality of the Republic of China at the time of application, the time period from the date of the permission of the Ministry of the Interior to the loss of the nationality of the Republic of China to the time of application shall be eight (8) years or more.
- (3) The two preceding subparagraphs shall both meet the requirements of Subparagraph 1 and Subparagraph 2 of the preceding paragraph.

According to the Educational Cooperation Agreement, foreign nationals who are selected and recommended by foreign governments, institutions or schools to come to Taiwan for studies and who have not had the household registration in Taiwan from the beginning may, with the approval by the Ministry of Education, not be subject to the restrictions of the preceding two paragraphs.

For the period of six (6) years or eight (8) years stipulated in Paragraph 2, of which period the final date shall be calculated on the start date of the current semester for the intended admission (February 1 or August 1).

In Paragraph 2, the term referred to as overseas shall mean the countries or regions outside the Mainland Area, Hong Kong and Macao; the term referred to as continuous residence shall mean that the time period of the stay of international students in Taiwan does not exceed 120 days every calendar year. When the starting and ending year of the calculation period for the overseas continuous residence is not a full calendar year, it shall be considered that the period of the stay in Taiwan does not exceed 120 days during the calculation period in each of the current year. However, those who meet one of the following circumstances and have relevant supporting documents are not subject to the foregoing determination; the time period of their stay in Taiwan shall not be included in the period of overseas residence for the calculation:

- (1) Studying in the technical training class for overseas youth organized by overseas Chinese affairs authorities or in the technical training program recognized by the Ministry of Education.
- (2) Studying in the Chinese Language Center of the colleges and universities approved by the Ministry of Education for the recruitment of international students for the total period of less than two (2) years.
- (3) Being the exchange student for the total period of exchange less than two (2) years.
- (4) Interning in Taiwan permitted by the central competent authority in charge of the industry concerned for the total period of the internship less than two (2) years.

Those who have both the foreign nationality and the nationality of the Republic of China, and who had applied for the loss of nationality of the Republic of China before the implementation of the amendment of the “Regulations Regarding International Students Undertaking Studies in Taiwan” promulgated by the Ministry of Education on February 1, 2011, may apply for admission according to the original regulations, not subject to the restrictions imposed under Paragraph 2 hereof.

The term of application for admission referred to in the Operational Guidelines shall be based on the date set under the Admission Brochure for international students applying for admission to the University.

3. Those who have both the foreign nationality and the permanent resident status in Hong Kong or Macao, and who have not had the household registration in Taiwan, may apply for admission according to the Operational Guidelines if they have resided in Hong Kong, Macao or overseas countries for six (6) or more years continuously at the time of application.

The term of continuous residence referred to in the preceding paragraph shall mean the total period of stay in Taiwan for each calendar year, which is less than 120 days. However, those who meet one of the following circumstances listed in Subparagraphs 1-4, Paragraph 5 of the foregoing Article with the relevant supporting documents attached are not subject to the foregoing restriction; the time period of their stay in Taiwan shall not be included in the period of overseas residence of the preceding paragraph for the calculation.

Those who were once the people of the Mainland Area with the foreign nationality, who have not had the household registration in Taiwan, and have resided overseas for six (6) or more years continuously may apply for admission to the University according to the Operational Guidelines.

The term referred to in the preceding paragraph as continuous residence shall mean that the time period of the stay in Taiwan every calendar year does not exceed 120 days in total. However, those who meet one of the following circumstances listed in Subparagraphs 1-4, Paragraph 5 of the foregoing Article with the relevant supporting documents attached are not subject to the foregoing restriction; the time period of their stay in Taiwan shall not be included in the period of overseas residence of the preceding paragraph for the calculation.

For the period of six (6) years stipulated in Paragraph 1 and Paragraph 3, of which period the final date shall be calculated on the start date of the current semester for the intended admission (February 1 or August 1).

The definition of “overseas” given in Paragraph 5 of the previous article also applies, mutatis mutandis, to Paragraphs 1 to 4.

4. The application made by the international student for coming to Taiwan to study according to the preceding two articles shall be limited to one (1) time. After completing the application for studying in the program of the University, if continuing to study in Taiwan, the admission method shall be the same as that for the domestic general student. However, those under the following circumstances shall not be subject to this provision:

- (1) After completing the course of study at the educational institution to which the international students originally applied, the application for the program of master's degree or above may be processed directly in accordance with the Operational Guidelines.
- (2) International students who applied to study in Taiwan for bachelor's programs and stayed in Taiwan for less than one year, but withdrew from school for some reason or lost their student status may reapply to study in Taiwan. Only one re-application shall be allowed.

International students who were withdrawn from school or who lost their student status due to poor conduct, failed academic performance, violation of laws and regulations or serious violations of NCYU regulations shall not be permitted to apply for admission in accordance with the provisions of the preceding paragraph.

5. In principle, the actual number of places available for international students to be admitted to universities is limited to an additional ten percent above NCYU admission quota approved for the previous academic year by the Ministry of Education, and that number shall be incorporated into the total admission quota and reported to the Ministry of Education for approval. If the quota of applying for admission of international students exceeds 10% of the approved admission quota for the previous academic year, it shall be reported to the Ministry of Education for approval in conjunction with the proposed plan for quota increase (including the quality control strategy and supporting measures). However, the program for the degree that the University cooperates with foreign universities, which project has been approved by the Ministry of Education, shall not be subject to such a limitation.

Within the scope of the total number of the student to be admitted in the University approved in the previous academic year, if there are vacancies remained unfilled by domestic students, the vacancies may be filled by international students, and reported to the Ministry of Education for approval.

The admission quota of Paragraph 1 shall not include the international student without the official student status.

The University does not accept the application for international students to transfer to the program of the bachelor's degree, master's degree and doctoral degree of the University for studies.

6. Deleted.

7. The international students who apply for admission to the University shall submit their applications for admission along with the following documents to the Office of International Affairs of the University within the prescribed time limit. The delayed applications shall not be accepted. If the application is approved after being reviewed, the admission permit will be issued. The applicant shall submit the following forms and documents:

- (1) Admission Application Form (please attach a 2.5-inch photo without a hat).

- (2) Academic credentials:

- 1) Educational background in the Mainland Area: It shall be processed in accordance with the provisions of the Regulations for Assessment and Recognition of Educational Records from the Mainland Area.

- 2) Educational background in the Hong Kong and Macao: It shall be processed in accordance with the provisions of the Regulations for Examination and Recognition of Educational Records from Hong Kong and Macao.

- 3) Educational background in other areas:

- A. The educational records from the Overseas Taiwan School or a school for Taiwan business people in the Mainland China Area shall have the same academic qualifications as the schools of the same level in Taiwan.

- B. The educational records from foreign countries other than the preceding two items shall be processed in accordance with the Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education. However, the educational records of a foreign school or its branch school in the

Mainland China Area shall be notarized by the notary office in the Mainland China Area, and certified by the institution established or designated or the non-governmental organization entrusted by the Executive Yuan.

- (3) Transcripts for the courses taken. (including GPA score)
- (4) Two letters of recommendation.
- (5) Autobiography and a study plan in Chinese or English.
- (6) A sufficient amount of financial resources to be enrolled in Taiwan, or a certificate from the government, NCYU or a private institution that provides a full scholarship.
- (7) A photocopy of the passport.
- (8) Other documents required by each department.

When the University examines the application for admission of the international student, it may require verification if it has doubts about the documents that have not been certified by the Taiwan embassies and representative offices, the institution establishment or designated or the non-governmental organization entrusted by the Executive Yuan in the preceding Paragraph 2 and Paragraph 3; if the documents have been certified, it may request assistance in the verification.

7-1. If the certificate and document submitted for admission by the international student is forged, faked, altered, etc., the admission qualification shall be revoked; if the student has been enrolled, his or her student status shall be revoked, and no relevant academic certificate shall be issued; if it is found only after having graduated, his or her graduation qualification shall be revoked and the degree certificate shall be cancelled by NCYU.

7-2. The University prepares an admissions brochure for international students to apply for admission. The contents in such a brochure shall include the admitting department (graduate institute or the program for the degree), duration of study, admission quota, application qualification, assessment method and other relevant regulations, and it shall be implemented after being approved by the Admission Review Team for International Students (hereinafter referred to as the "Review Team").

The aforementioned Review Team shall consist of the Vice Principal (one person appointed by the Principal), the Dean of International Affairs, the Dean of Academic Affairs, the Dean of Student Affairs, the Director of Controller's Office, the deans of the relevant colleges, and the heads of the relevant departments or programs; If necessary, the relevant office representatives may be invited to attend the meeting.

8. The international student who has completed a bachelor's degree or above in Taiwan and continues to apply for admission to the program of master's degree or above may apply for admission by submitting the graduation certificate and transcript for each year of study issued by various colleges and universities in Taiwan, and shall not be subject to the restrictions prescribe in Subparagraph 2, Paragraph 1 of Article 7.

The international student who has graduated from the school for foreign resident in Taiwan or a bilingual department (class) affiliated with the senior high school in Taiwan or the foreign program, department or class in the private senior high school may apply for admission to the

program of bachelor's degree according to Article 7 by submitting the said graduation certificate and transcript for each year of study, and shall not be subject to the restrictions prescribed in Paragraph 1 of Article 4 and Subparagraph 2, Paragraph 1 of Article 7.

9. The review method of the admission for international students in the University shall be as follows:
 - (1) The application form shall be collected by the Office of International Affairs and submitted to the each of departments for the initial review. If necessary, the applicant may be notified to take the test on professional knowledge or language proficiency.
 - (2) The department accepting the application shall send the results of the examination together with the application form to the Office of International Affairs within two weeks. The Office of International Affairs shall convene the review team to conduct the review, and the results of the examination shall be submitted to the Principal for approval and then to notify of the admission.
10. The University shall immediately register international students' enrollment, transfer of school, suspension of schooling, withdrawal from the school, or the change or lose of their student status in the international student information management system designated by the Ministry of Education.
11. The international students may not apply for the class for a bachelor's degree of the recurrent education provided by the University, the in-service class for a master' degree, and other classes that are only taught at night or on holidays. However, for the international student who has obtained the lawful resident status in Taiwan, or the class to be applied for is the program approved by the Ministry of Education, it shall not be subject to the said restriction.
12. When the international student enrolls in the University at the time not exceeding one-third of the study period for the first semester in the current academic year, he or she shall enroll in the current semester; if having exceeded one-third of the study period for the first semester in the current academic year, he or she shall not enroll in the current academic year. **However, the international student shall register for the next academic year, except that the Ministry of Education has prescribed otherwise.**
13. For the international student who has graduated from the University, and obtained the approval by the University and permission by the Ministry of Education to intern in Taiwan, his or her status as the international student may be extended to a maximum of one year after graduation. After the international student comes to Taiwan for studies, if he or she is permitted to have the initial household registration, moving-in household registration, naturalization or restoration of the nationality of the Republic of China during the period of study in Taiwan, he or she shall lose the status of the international student and be expelled from the University. However, those who have enrolled according to the methods applicable to general domestic students and applied for naturalization and obtained the nationality of the Republic of China in accordance with Subparagraphs 1 to 3 of Paragraphs 1 of Article 4 of the Nationality Act shall not be subject to this provision.

(Deleted).

14. (Deleted)

15. In order to encourage international students to come to Taiwan for studies, the University may set aside funds to set up scholarships for international students.

16. If the international student cannot continue to study at the University due to the relevant factors, he or she may apply for suspension from school or withdrawal from school. The suspension, withdrawal, and restoration of school shall be processed subject to the relevant provisions in the Constitution of the University.

17. After the international student has been approved for admission, the relevant student status management and life assessment shall be handled in accordance with the relevant regulations or rules of the University.

18. The fees payable by the international student for the study shall be handled in accordance with the following provisions:

- (1) For the awardee of the Taiwan Scholarship provided by the Ministry of Foreign Affairs, who is recommended by the embassies and representative offices to come to Taiwan for studies, and who has the permanent resident status in Taiwan, it shall be subject to the tuition standards of the domestic student set out by the University.
- (2) For the student who is admitted under the Educational Cooperation Agreement, it shall be processed subject to the provisions of the Agreement.
- (3) For the international student other than the one described in the preceding two subparagraphs, the fees payable for studying for a degree or for taking credits shall be based on the tuition standards for international students announced by the University in the current academic year, which shall not be lower than the standards of private schools at the same level.

For the student who has enrolled before the implementation of the amendments to the “Regulations Regarding International Students Undertaking Studies in Taiwan” promulgated by the Ministry of Education” on February 1, 2011, the fees payable for such a period of study shall still be subject to the original regulations.

19. When an international student registers for the school, the new student shall provide the relevant documents of having taken out the medical and injury insurance for the minimum validity period of six (6) months from the date of entry into Taiwan; the student already enrolled at the University shall provide the relevant insurance certificates such as the national health insurance in Taiwan.

If the insurance certificate of the preceding paragraph is issued by the foreign country, it shall be certified by the embassies and the representative offices.

20. The Office of International Affairs of the University shall handle matters such as the admission application and the contacting for international students and shall organize the relevant activities to provide guidance for international students from time to time in each academic year.
21. If the international student violates the provisions of the Employment Service Act, which is verified to be true, the University shall handle the case according to the applicable regulations.
22. If the international student has circumstances such as suspending the school, withdrawal from school, or change or lose of the student status, the University shall inform the Bureau of Consular Affairs of the Ministry of Foreign Affairs, the service station of National Immigration Agency of the Ministry of the Interior where the University is located, and notify the Ministry of Education in carbon copy.
23. (Deleted)
24. The matters not covered in the Operational Guidelines shall all be subject to the relevant regulations of the Regulations Regarding International Students Undertaking Studies in Taiwan by the Ministry of Education and the relevant regulations of the University.
25. The Operational Guidelines shall be implemented after being passed by the Academic Affairs Conference and submitted to the Ministry of Education for approval. Where there are amendments hereto, the same procedure shall apply.