

# NATIONAL SUN YAT-SEN UNIVERSITY

## Selection Guidelines for Outbound Exchange Students

Approved at the 2<sup>nd</sup> Administrative Meeting on November 13, 1998, School Year 87.

Amended and approved at the 3<sup>rd</sup> International Student Exchange Committee Meeting on June 2, 1999, School Year 87.

Amended and approved at the 2<sup>nd</sup> International Student Exchange Committee Meeting on November 21, 2001, School Year 90.

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Approved by the University President on December 31, 2001.

Amended and approved at the 7<sup>th</sup> Administrative Meeting on December 17, 2008, 1<sup>st</sup> Semester of School Year 97.

(Name change to the Office of International Affairs approved by the Ministry of Education on May 26, 2009.)

Amended and approved at the 4<sup>th</sup> Administrative Meeting on October 22, 2014, 1<sup>st</sup> Semester of School Year 103.

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- I. This set of guidelines is hereby issued for the purpose of promoting the internationalization of National Sun Yat-sen University (hereinafter referred to as “NSYSU” or “the University”) and to encourage students of NSYSU to pursue overseas studies.
- II. An exchange student is defined herein as an NSYSU student going abroad to study in an exchange program under a cooperative agreement or MOU signed between the University and a foreign institution.
- III. Special exchange programs wherein an outside agency (such as the Ministry of Education) entrusts the University to execute the student selection process shall be handled in accordance with the regulations for the programs concerned.
- IV. Students applying for outbound exchanges must meet the following requirements:
  - A. Registration at NSYSU as an undergraduate student in their freshman through senior year OR as a graduate student in their first or second year of a master’s degree program. Students who have deferred graduation or who have been admitted as working professionals are not eligible.
  - B. Proof of English proficiency (minimum TOEFL-iBT score of 60, IELTS score of 5.0, TOEIC score of 600): Test scores and certificates submitted for these standardized tests must be issued within the timeframe stipulated by the official application rules of that year. Partner institutions may require proof of proficiency in additional languages. Students applying to institutions with

no specific language requirements shall abide by the aforementioned requirements for English proficiency.

C. No record of academic misconduct.

V. Application period and required documents:

A. Application period: Please refer to the official rules announced each academic year.

B. Required documents:

1. One (1) application form
2. One (1) copy of the official transcript (in Chinese)
3. One (1) copy each of the National Identity Card and student ID card (both sides)
4. One (1) copy of the applicant's standardized language test scores (the original document shall be submitted for verification and returned to the applicant afterwards)
5. Study plan
6. Other supporting documents
7. Other documents requested by partner institutions

VI. In principle, a student may only be approved one time apiece for the exchange to a) Japan, b) China, and c) other countries or regions during their period of study as an undergraduate or graduate student at NYSYU. Those applying for the first time shall be given priority in the final list of students recommended for the program.

VII. The selection of outbound exchange students shall be carried out three times per school year (once for Japan, once for China, and once for all other countries and regions). The two-stage selection process shall include a preliminary review and a secondary review. The review criteria for each selection shall be announced separately.

VIII. Selection process and criteria:

A. Selection criteria

1. Exchanges to countries and regions other than China: Academic grades shall account for 30% (based on the applicant's academic ranking of their cohort in the previous academic year), standardized language test scores for 40%, study plans for 20%, and other relevant documents for 10% of the overall score in the selection process. Applicants shall be ranked according to their overall scores and assigned in the order of the ranking to the institution of their choices. Applicants with an overall score of less than 60 shall not be considered. Rankings for applicants with the same overall scores shall be

determined by the scores of language proficiency, academic grades, and study plans in the order mentioned. In the event that two or more applicants have the exact same scores in all four categories, the final rankings shall be determined by a resolution of the Selection Committee.

2. Exchanges to China: Academic grades shall account for 60% (based on the applicant's academic ranking of their cohort in the previous semester for first year undergraduate/graduate students or the previous academic year for all other students), study plans for 20%, and other relevant documents for 20% of the overall scores. Applicants shall be ranked according to their overall scores and assigned in the order of the ranking to the institution of their choices. Applicants with a total score of less than 60 shall not be considered. Rankings for applicants with the same total score shall be determined in order of academic grades and study plans. In the event that two or more applicants have the exact same scores in all three categories, the final rankings shall be determined by a resolution of the Selection Committee.

B. Preliminary review:

The Office of International Affairs (OIA) shall appoint two faculty members from different colleges who have experience in international exchanges to serve on the Preliminary Review Committee.

C. Secondary review:

1. For exchanges to Japan and China, the lists of recommended applicants shall be submitted to the President of the University for approval by the appropriate deadlines.
2. For exchanges to all other countries and regions, applications must be reviewed by a Secondary Review Committee with the President as the convener and the Senior Vice President, Vice President of Academic Affairs, Vice President of Student Affairs, Vice President of International Affairs, and dean of each college as ex officio members.

IX. Nationals of the Republic of China shall be given priority in the final list of students recommended for the program.

X. A. Students approved for outbound exchanges based on these guidelines must abide by and fulfill the following obligations:

1. Students must obtain complete coverage of accident, travel, and medical insurance for the duration of the exchange prior to departure.
2. Students must enroll in and pass at least two courses, one of which must be a specialized course relevant to their declared field of study, and students must strictly abide by the rules of the partner institution and the laws of that country.
3. Upon departure, students must update their travel status with the Bureau of Consular Affairs, Ministry of Foreign Affairs, at its website

(<https://www.boca.gov.tw/>).

4. Students are required to maintain close contact with their family members and the OIA throughout the exchange period. They must report their safety status to the OIA at the beginning, in the middle, and at the conclusion of each semester (term). Students must ensure that their email addresses on file with NSYSU are valid, as the University will forward all pertinent messages or bulletins to them via email. Students are advised to check their inbox regularly so as not to miss any important messages.
  5. Upon completion of the exchange, students will be given a due date by which they must submit a report on their exchange experience. The report shall be written in Chinese for those who went to China on exchange and in both Chinese and English for all other countries. These reports will be made available on the OIA website as references. Students are encouraged to participate in on-campus events organized by the OIA to promote exchange programs.
  6. If for any reason a student must shorten or extend the exchange period, a request must be duly submitted to and approved by their department/institute, the OIA, and the University.
  7. Students are required to re-register at NSYSU upon completion of the exchange program. They may sign a power of attorney to entrust a third-party to complete the necessary procedures for them if they are unable to do so in person. If for any reason a student is unable to return to the University by the registration period for the subsequent semester, a written statement as well as a signed affidavit to that effect must be duly submitted to the OIA to absolve the University from any liability for the student's personal safety.
- B. Students who duly perform the aforementioned obligations prior to, during, and upon completion of the exchange shall be issued a Certificate of Exchange by the OIA. Students who fail to perform these obligations shall not receive the said certificate.
- XI. Matters unaddressed herein shall be handled in accordance with applicable laws and regulations.
- XII. These guidelines shall be implemented upon approval by the Administrative Meeting and the President. The same procedures shall apply when amendments are made.