

Regulations for Selecting Students of I-Shou University for International Exchange Programs

Adopted on May 21, 2008 at the sixth meeting of the University Administration Council in the second semester of the academic year 2007

Amendments adopted on December 31, 2008 at the fifth meeting of the University Administration Council in the first semester of the academic year 2008

Amendments adopted on March 4, 2009 at the second meeting of the University Administration Council in the second semester of the academic year 2008

Amendments to the Regulations ratified and promulgated by the President on November 18, 2010

Amendments to the Regulations ratified and promulgated by the President on April 6, 2017

Article 1 The Regulations for Selecting Students of I-Shou University for International Exchange Programs (hereinafter referred to as “the Regulations”) are made with the aim of broadening students’ international perspectives and encouraging them to undertake studies in foreign countries, except China and Macau.

Article 2 Applicants shall fulfill the following requirements:

1. Being a currently enrolled undergraduate or postgraduate student of the University;
2. Having acquired a certain level of language proficiency as required by the intended host institution; if the host institution does not set any requirement for language proficiency, the applicant shall fulfill the graduation criterion of English proficiency established by the University;
3. Having been ranked among the top 60% in his/her class in terms of the semester grade of the previous semester, having obtained a conduct score of 85 or higher in the previous semester, and having no record of punishment; and
4. Not being a repeater, a student under suspension, or a graduand.

Article 3 Applicants shall submit the following documents:

1. A completed application form (including an affidavit for study abroad);
2. One academic transcript of all semesters in Chinese and English, respectively; the class rank of the previous semester shall be specified in the transcript in Chinese;

3. One photocopy of the test report or certificate of language proficiency mentioned in Paragraph 2 of Article 2;
4. An autobiography in Chinese and English, respectively;
5. A study plan in Chinese and English, respectively;
6. Two recommendation letters by faculty members (one must be written by the chair (director) of the department (institute/program); for postgraduate students, one must be written by his/her supervisor);
7. Documents required by the intended host institution; and
8. Other supporting documents.

Article 4 The period of study abroad shall not be less than one term or one semester, and the maximum period of study abroad is one academic year.

Article 5 To handle and review students' applications for studying abroad, the Selection Committee for International Exchange Students Studying Abroad (hereinafter referred to as "the Selection Committee") is established, comprising the President, vice presidents, the Dean of Academic Affairs, the Dean of Student Affairs, the Dean of International and Cross-Strait Affairs, the Secretary-General, the Dean of Accounting, the Director of Continuing Education, and college deans. The President shall also serve as the chairperson.

Article 6 Application, selection and the approved quota:

1. The Office of International and Cross-Strait Affairs announces the information about the selection of candidates for international exchange programs in accordance with respective exchange agreements. Applicants submit required documents to their departments/institutes/programs by the prescribed deadline.
2. Departments/institutes/programs conduct an initial examination of applicants' qualifications and relevant documents, and the chair (director) of the department (institute/program) then signs the application form with approval.
3. Departments/institutes/programs submit the aforesaid documents to the Office of International and Cross-Strait Affairs, and the submitted documents are referred to the Selection Committee for review. An interview may be conducted if necessary.
4. If an accepted applicant declines the offered post of study abroad for some reasons, the post will be offered to other applicants on the waiting list sequentially.
5. The approved quota for exchange students, the tuition, and accommodation fees are subject to the applicable exchange agreements or announcement by the intended host institutions.
6. Domestic students may apply for subsidies or grants to the Ministry of Education pursuant to the applicable laws and regulations with respect to international studies.

Article 7 Relevant rules and the academic status of students participating in international exchange programs are as follows:

1. The Office of International and Cross-Strait Affairs shall provide assistance with affairs related to admission to accepted applicants.
2. Exchange students shall apply for the passport, visa, accommodation and course registration on their own after receiving the admission letter, and they shall decide the date of going abroad based on the schedule of the host institution.
3. Exchange students shall retain the enrollment status of the University and shall not apply for the suspension of schooling during the period of study abroad. They are required to complete their studies at the University after returning to Taiwan.
4. Exchange students shall pay the full tuition and other required fees pursuant to the rules made by the Office of Accounting. Those who apply for studying abroad for one year may request another person to register and pay the tuition and other required fees in the second semester.
5. Before going abroad, exchange students shall fill in an application form for courses taken by students studying abroad, and then submit the application form together with relevant course outlines as required by the department/institute/program for approval. If the host institution changes any of the courses offered or if other special situations happen after the arrival at the host institution, exchange students shall file another application to the department/institute/program for approval. However, exchange students shall submit the original academic transcript issued by the host institutions to apply for credit transfer. If the period of study abroad is more than one semester (term), exchange students shall apply for credit transfer for each semester (term) respectively.
6. Course credits and credits for general education shall be recognized by the department/institute/program and the Center for General Education, respectively. Exchange students are held responsible for late graduation caused by credit transferring problems.
7. Exchange students shall follow the regulations and rules of the host institutions after enrollment. After they have completed the exchange study, they shall return to the University and complete their studies.
8. Students shall submit the physical examination results before going abroad, and their physical condition shall meet the admission requirements of the host institutions.
9. Exchange students shall sign an administrative contract with the University one

month before studying abroad.

10. Exchange students shall submit an experience report to the Office of International and Cross-Strait Affairs within thirty days of the end of the semester (term).
11. Exchange students who are also draftees shall be subject to the Regulations for Exit of Draftee of the Ministry of the Interior.
12. Exchange students shall report to the Office of International and Cross-Strait Affairs within two weeks of returning to Taiwan and complete the process of returning to the University within one month.

Exchange students who fail to follow any of the aforesaid rules shall be punished in accordance with the Regulations for Student Rewards and Punishments of the University.

- Article 8 Exchange students who have returned to the University are required to take part in study abroad promotional activities.
- Article 9 Any matter not mentioned herein shall be subject to the applicable regulations and rules of the University.
- Article 10 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Regulations, the Chinese language version shall prevail.