

## Guidelines for Short-Term Overseas Research and Study

2021.01.13 approved, 1<sup>st</sup> Semester, 4<sup>th</sup> Administrative Meeting

- I. This *Guidelines for Short-Term Overseas Research and Study* (hereinafter referred to as “the Guidelines”) have been formulated by National Dong Hwa University (hereinafter referred to as “NDHU” or “the University”) to help students with their short-term overseas research and study, the expansion of their global perspective, and the enhancement of their international mobility.
- II. The definition of the abovementioned phrase, ‘short-term overseas research and study’, is NDHU students going abroad to universities not signing contracts on exchange projects with the University to conduct non-degree research or studies, and the universities in question shall be listed in the *Reference List of Foreign Universities* promulgated by the Ministry of Education.
- III. Overseas Short-term Research and Study Qualification:
  - (I) Those who currently have NDHU student status (students of in-service Master programs, International Cooperation and Development Fund, and other in-service programs excluded), will still have the status during the exchange period, and will not apply for suspension or graduation.
  - (II) Those who have studied for an entire academic year before leaving for overseas research and study (transfer students included).
  - (III) Those whose academic performance and foreign language proficiency meet the requirements of the host universities.
  - (IV) Those with no R.O.C. nationality are allowed to participate in the selection, but not allowed to apply for exchange to the universities in their home countries. Those who receive scholarships from R.O.C. agencies shall comply with the pertinent regulations of the scholarships in question.
  - (V) Those with dual nationality shall apply with R.O.C. nationality, and shall not apply to the universities with the same nationality as the country of admission once admitted.
- IV. Overseas Short-term Research and Study Regulations:
  - (I) Distribution of Duties and Responsibilities: The internal application for overseas short-term research and study, and the procedures for going abroad and returning to Taiwan shall be handled by the Office of International Affairs (hereinafter referred to as “the OIA”), the nomination, application or contact of the host universities shall be handled by students themselves, the pertinent departments, or the colleges.
  - (II) Students shall handle their personal matters, such as visa, passport, course selection, transcript application, credit waiver, plane ticket, pick-up and drop-off at the airport,

insurance, accommodation, etc., by themselves; the OIA shall not be responsible for or obliged to help with handing.

- (III) Fees: Both tuition fee and miscellaneous fees of the University shall be paid in full in accordance with NDHU regulations whereas the fees of host universities shall be handled in accordance with individual contracts. Other expenses, such as living expense, insurance, plane ticket, visa, etc., shall be paid either at one's own expense, or in accordance with individual contracts signed with the host universities.
- (IV) Credits: Undergraduate students shall take at least two courses per semester whereas graduate students shall take at least one course; other pertinent regulations stipulated by the departments or the host universities shall be strictly observed. In case of credit waiver, applicants shall confirm in advance with the departments or host universities whether the applications meet the criteria; the waiver-specific regulations shall be additionally formulated by the departments or the hoist universities.
- (V) Students shall not extend or shorten the research and study period without authorization; instead, they shall return to their original departments to continue their studies or graduate when the research and study is over. Any violation shall have the students take full legal responsibilities and further disciplined in accordance with the pertinent NDHU regulations.
- (VI) Applications are made on a semester basis; students can apply once each semester for one year of overseas short-term research and study.

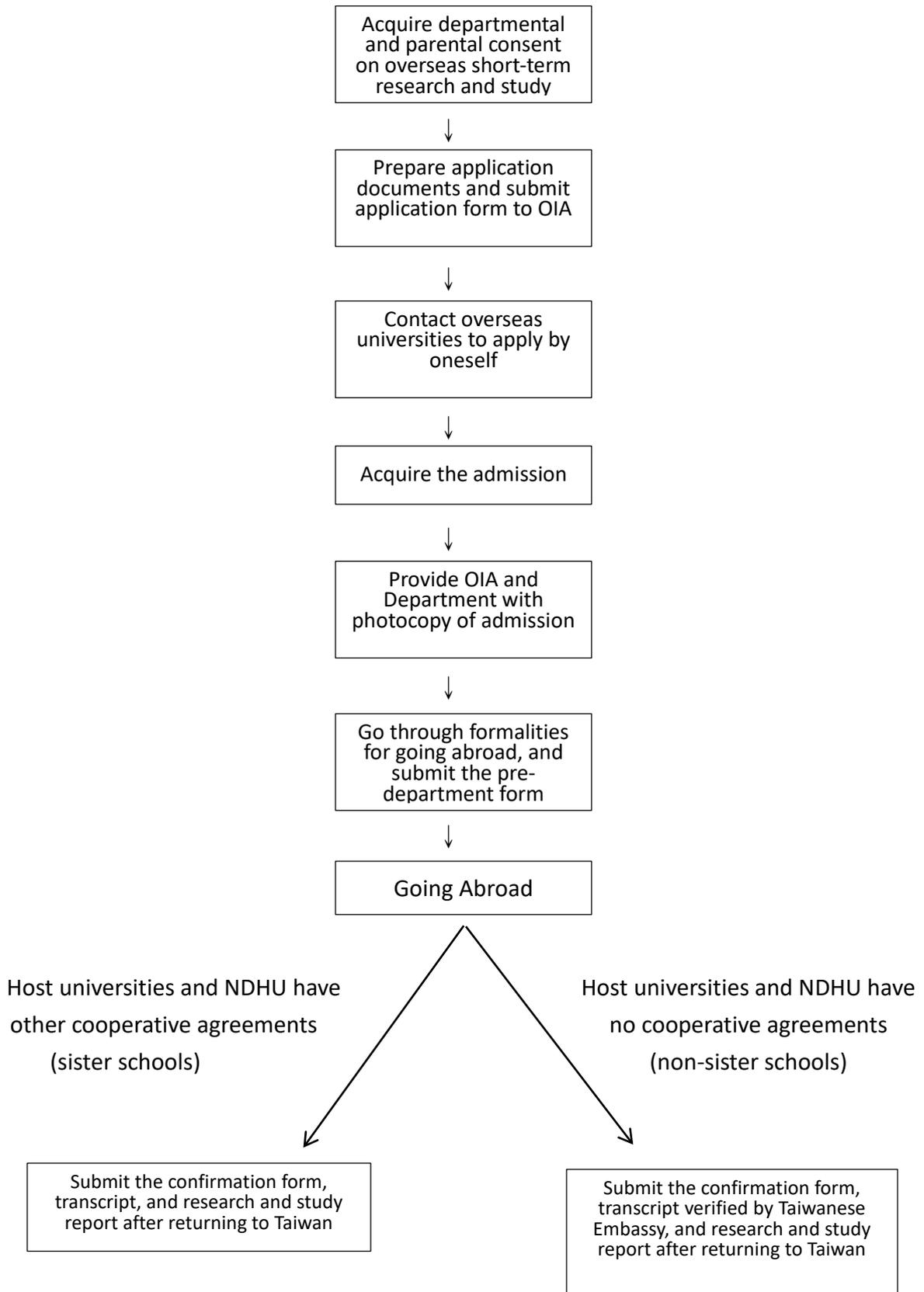
V. Overseas Short-term Research and Study Procedures:

- (I) Students acquire both departmental and parental consent.
- (II) Students submit the documents required by the application (see Annex II) to the OIA.
- (III) Students contact overseas universities and submit required documents to apply by themselves.
- (IV) Students provide both the OIA and the department with a photocopy of admission after receiving it.
- (V) Students complete the Pre-Departure Form (see Annex III) two weeks prior to leaving Taiwan for the overseas research and study in question.
- (VI) Students leave Taiwan for research and study.
- (VII) Students return to Taiwan.
- (VIII) Students complete the Confirmation Form (see Annex IV) within one month upon returning to Taiwan. If the host university has not signed any cooperative agreement with the University, the overseas transcript shall be verified by Taiwanese Embassy first before being approved by the University.

VI. The Guidelines have been approved at the Administrative Meeting and by the President before implementation. The same process shall apply to all amendments.

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## NDHU Student Overseas Short-Term Research and Study Application Procedures



## Annex II

## Application Form for NDHU Student Overseas Short-term Research and Study

Name		Student ID	
Gender		Date of Birth	
Year/Department		E-mail	
Phone No.		ID No.	
Zip Code / Permanent Address			
Emergency Contact Name and Phone No.			
Host University Information	<p>1. Country: _____</p> <p>2. Name of University (Chinese): _____</p> <p>3. Name of University (English): _____</p> <p>4. Department: _____</p> <p>Note: Host universities shall be listed in MOE's <i>Reference List of Foreign Universities</i>.</p>		
Please attach the listed documents	<p>1. Transcripts over the years</p> <p>2. Copies of Student ID and individual ID</p> <p>3. Statement of Purpose/Study Plan</p> <p>4. Language Proficiency Certificate</p> <p>5. Other pertinent documents</p>		
Signature of Applicant			
Signature of Parent			
Signature of Class Advisor or Academic Supervisor			
Signature of Department Chair			
Office of International Affairs			

2020.12.31 amended

Annex III

NDHU Student Overseas Short-Term Research and Study Pre-Departure Form

Name		Student ID	
Cellphone No.		E-mail	
Host University		Department and Year	
Semester	___ semester in Academic year ___	Date of Application: ___ M/ ___ D/ ___ Y	
Abroad Period	from ___ M/ ___ Y to ___ M/ ___ Y.		
Registration Trustee	I authorize _____ (name of classmate) to perform registration and course selection on my behalf during my exchange period. Authorized Trustee: _____ (signature) Student ID: _____ Department and Year: _____ Cellphone No.: _____		
Please complete the application procedure from the offices listed below.			
Items	Offices	Arrangements/Suggestions	Signature of Undertaker
1	Department		
2	Academic Supervisor/Class Advisor		
3	Student Living Services Division, the Office of Student Affairs	Female students and international students shall skip this step.	
4	International Academic Cooperation and Exchange Division, the Office of International Affairs	Submit the following documents: 1. The copy of electronic ticket 2. The copy of insurance documents during the exchange period 3. The copy of receipt of registration and payment	
		<b>Flight Information</b> Airline Company: _____ Flight Code: _____ Departure Date: _____ Departure Time: _____ Arrival Time: _____  <b>New semester starts at:</b> ___ Y/ ___ M/ ___ D	

Notice:

1. Students shall complete all the abovementioned procedures two weeks prior to going abroad.
2. For regulations related to academic study and student status while being abroad, please check the NDHU *Guidelines for Handling Academic Study and Student Status while Being Abroad* at the website of the Office of Academic Affairs (<https://aa.ndhu.edu.tw/files/40-1006-1065-1.php>).
3. Those who go abroad as draftees shall comply with the abovementioned Article VII.

2020.12.31 amended

## Annex IV

## NDHU Returning Overseas Research and Study Student Confirmation Form

Name		Student ID	Cellphone No.
Department/Year		E-mail	Date of Arrangement __D/ __M/ __Y
Host University		Outbound Period	from __Y/ __M to __Y/ __M
Items	Offices	Arrangements	Signature of Undertaker
1	Department	Report to the pertinent department after arrival.	
		Students shall fill in the <i>Exchange Student Overseas Credit Assessment and recognition Application Form</i> if credit assessment and recognition is required; otherwise, they shall skip this step and cross out the signature column.	
2	Committee of General Education	Same as above	
3	Division of Curriculum, the Office of Academic Affairs	Produce the list of course codes. Students shall skip this step if no credit assessment and recognition is required, and cross out the signature column.	
4	Registry Division, the Office of Academic Affairs	Record acquired and approved overseas subjects and credits. (Students shall cross out the signature column if no credit assessment and recognition is required.) One original copy of the transcript from the Host University is required.	
5	Student Living Services Division, the Office of Student Affairs	Confirm whether to extend the study for deferment. (Female students and international students shall skip this step.)	
6	Cashier Section, the Office of General Affairs	Those graduate students and delayed graduation students who need to pay the credit fees shall produce a copy of verified and approved credit waiver application form. (Students shall cross out the signature column if no credit assessment and recognition is required.)	
7	The Office of International Affairs	1. The electronic ticket 2. The copy of the overseas transcript with the certified stamp by Taiwanese Embassy. 3. Upload the exchange report (1500~2000 words in pdf format) and submit a hard copy.	
<p>Notice:</p> <ol style="list-style-type: none"> <li>Students shall complete all the abovementioned procedures within one month after returning to Taiwan. The deadline for those returning in spring is February 28<sup>th</sup>; returning in fall, September 30<sup>th</sup>.</li> <li>The original copy of this Form shall be kept by the International Cooperation Division, the Office of International Affairs whereas one photocopy shall be sent to the Registry Division, the Office of Academic Affairs.</li> </ol>			

2020.12.31 amended