

## Guidelines for Overseas Students Undertaking Short-Term Studies in Taiwan

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- Article 1 This *Guidelines for Overseas Students Undertaking Short-Term Studies in Taiwan* (hereinafter referred to as “the Guidelines”) have been formulated in order to provide overseas students the opportunity to experience the education and research environment of National Dong Hwa University (hereinafter referred to as “NDHU” or “the University”), and consultation as well as regulations for them to undertake research and studies in the University.
- Article 2 The term, ‘Overseas Students’, stated in the Guidelines specifically indicates students abroad coming to NDHU for short-term intern, research, and courses, and holding valid student status while applying. They are divided into five types in accordance with their purpose of visiting:
- A. Contracted Exchange Students
  - B. Non-Contracted Exchange Students
  - C. Special Project Contracted Students
  - D. Short-Term Research and Study Students
  - E. Short-Term Interns
- Article 3 The Overseas Students applying for undertaking research and studies in the University shall complete the application procedures before the deadline and submit all the documents required (see Annex I for details) for verification. In case of submission of false documents, the University shall refuse to accept the application and prosecute the applicant for legal responsibilities. Those failing to apply for the student status in accordance with the procedures stipulated in the Guidelines shall be immediately denied all learning recourses upon verification; the rights and obligations of the students’ study advisors shall also be terminated.
- Article 4 Applications from both Type A and Type B students shall be handled by the Office of International Affairs (hereinafter referred to as “the OIA”); the applications shall be transferred to the pertinent departments, institutes, or sectors for verification after the preliminary review. Applications from Type C, Type D, and Type E students shall be received and verified by the pertinent departments, institutes, or sectors.
- Article 5 The Overseas Students coming to the University within the study period shall undertake research or study for no more than six months in principle; the study period of contracted students shall follow the pertinent regulations of the contracts.
- Article 6 Students of Type A, B, and C shall take courses offered by department(s), institute(s), and degree program(s) of the University in accordance with their study plans; the credits taken per semester shall follow the pertinent regulations of both the original university and the University. Students of Type D and E, who wish to take the abovementioned courses, shall proceed in accordance with the NDHU *Regulations of Extramural Credit and Program Selection*, and pay the credit fees for non-R.O.C. nationals; courses taken in accordance with students’ nationalities are subject to the

restrictions upon limited courses and education courses regulated by the Ministry of Education.

- Article 7 The Overseas Students shall handle the following matters, applying for the visa to Taiwan, plane tickets, accommodation, and insurance on their own unless otherwise stated in the agreements signed by the original university and the University.
- Article 8 The Overseas Students shall pay the fees in accordance with the NDHU charging standards (see Annex II for details), and also bear the other expenses, such as travel and accommodation, needed for coming and living in Taiwan unless otherwise stated in the agreements signed by the original university and the University.
- Article 9 The on-campus accommodation of the Overseas Students shall be arranged by the Office of Student Affairs in accordance with the situation of beds and dormitories, and charged with the charging standards computed by the Office of Student Affairs.
- Article 19 The Overseas Students shall be entitled to access to all on-campus facilities like normal NDHU students upon the completion of payment and arrival procedures; any further need of recourses derived, such as experiment equipment and consumables, research space, etc., shall be handled by the host sectors accordingly.
- Article 11 The Overseas Students shall abide by the NDHU regulations and the pertinent laws, regulations, and rules of the Republic of China during the study period.
- Article 12 Students of Type A, B, and C having officially passed the assessment shall submit a unified application to the OIA within one month upon the completion of their studies; the certificates in question for students of Type D and E shall be verified and issued by the receiving sectors.
- Article 13 The supervision and performance assessment of the Overseas Students shall be handled by the host departments, institutes, or sectors; any need for University-level official documents shall be handled by the OIA.
- Article 14 The research and study fees paid by the Overseas Students shall be listed in accordance with the NDHU *Guidelines for the Establishment of International Development Exclusive Account and Revenue and Expenditure Management for Colleges, Departments, and Sectors* as overseas student revenue, and allocated to the international development exclusive account of pertinent college(s), department(s), and sector(s). The special project contracted students shall be charged in accordance with the NDHU *Guidelines of Revenue and Expenditure for Special Project Contracted Students*, i.e. 25% of the fees is regarded as administrative management fees and 75% are allocated to the receiving sectors; revenues and expenditures shall be controlled by the pertinent competent authorities in accordance with the pertinent NDHU regulations.
- Article 15 Any other matter not set forth in the Guidelines shall be handled in accordance with the NDHU *Academic Regulations*, the *Guidelines for Foreign Students Undertaking Internship Programs in School at all Levels and Education Institutions in Taiwan* formulated by the Ministry of Education, and other applicable laws, rules and/or regulations.
- Article 16 The Guidelines have been approved at the Administrative Meeting and by the President before implementation.

## Annex I

## Application Deadline and Required Documents of Short-Term Research and Study for Overseas Students

Identity		Nationality	Application Deadline	Documents Required	
Short-term Research and Study Project	Credits	A. Contracted Students	No Limit	February Admission: November 15 <sup>th</sup> of the previous year September Admission: April 30 <sup>th</sup> of the same year	Application form Identification documents Certificate of Enrollment Transcripts of all years Health check report (for those going to stay in Taiwan for more than three months) Application form for academic supervisor (not necessary) Application form for R.O.C. Entry Permit (for Mainland Chinese students only) Other documents required by the University
		B. Non-Contracted Students			
		C. Special Project Contracted Students		In accordance with the agreement	Submit application documents in accordance with the agreement
	No Credits	D. Short-Term Research and Study Students	No Limit	Two months prior to planning for visit Taiwan	Records of contact with and approval from NDHU academic supervisor Application form Passport or identification documents Electronic file of photo in passport specifications Certificate of Enrollment Transcripts of all years Research plan Health check report (for those going to stay in Taiwan for more than three months) Application form for R.O.C. Entry Permit (for Mainland Chinese students only) Other documents required by the host sectors
		E. Short-Term Interns	Foreign	Two months prior to planning for visit Taiwan	Records of contact with and approval from NDHU academic supervisor Application form Photocopy of passport Electronic file of photo in passport specifications Certificate of Enrollment Transcripts of all years Internship plan Internship is the necessary proof required by the course or graduation Health check report (for those going to stay in Taiwan for more than three months) Other documents required by the internship sector
			Mainland China, Hong Kong and Macao	The Ministry of Education has no basis for people with this identity to take this program in Taiwan.	

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## Annex II

## Charging Standards of Short-Term Research and Study for Overseas Students

Identity			Nationality	Study Period	NDHU Fees (NT\$)	
					Administration Fee <sup>Note.1</sup>	Research and Study Fee
Short-term Research and Study Project	Credits	A. Contracted Students	No Limit	Shorter than one Semester	NT\$ 500 dollars for foreign, Hong Kong, and Macao students NT\$ 1,500 dollars for Mainland Chinese students <sup>Note.2</sup>	Charged in accordance with the charging standards stated in the contract
				Semester Basis	NT\$ 500 dollars for foreign, Hong Kong, and Macao students NT\$ 1,500 dollars for Mainland Chinese students <sup>Note.2</sup>	
		B. Non-Contracted Students		Shorter than one Semester	NT\$ 500 dollars for foreign, Hong Kong, and Macao students NT\$ 1,500 dollars for Mainland Chinese students <sup>Note.2</sup>	Charged in accordance with the normal NDHU charging standards for foreign students and Mainland Chinese graduate students, i.e. 10 calendar days for 1 unit. The tuition and miscellaneous base fees will be charged in proportion by the study period; full credit fee will be charged by the credits taken.
				Semester Basis	NT\$ 500 dollars for foreign, Hong Kong, and Macao students NT\$ 1,500 dollars for Mainland Chinese students <sup>Note.2</sup>	Full tuition and miscellaneous fees will be charged in accordance with the normal NDHU charging standards for foreign students and Mainland Chinese students.
		C. Special Project Contracted Students		In accordance with the agreement	Charged in accordance with the charging standards stated in the contract; handled in accordance with the NDHU <i>Guidelines Governing Special Project Contract Student Revenue and Expenditure Management</i> .	
	No Credits	D. Short-Term Research and Study Students	Foreign, Hong Kong, and Macao	No more than 6 Months <sup>Note.3</sup>	NT\$ 800 dollars	Charged in accordance with the study period, i.e. NT\$ 1,000 dollars

						per 10 calendar days; less than 10 days shall be charged as 10 days.
			Mainland China Note.2	No more than 6 Months Note.4	NT\$ 2,000 dollars Note.2	Charged in accordance with the study period, i.e. NT\$ 1,000 dollars per 10 calendar days; less than 10 days shall be charged as 10 days.
		E. Short-Term Interns	Foreign	No more than 6 Months	NT\$ 800 dollars	Charged in accordance with the study period, i.e. NT\$ 1,000 dollars per 10 calendar days; less than 10 days shall be charged as 10 days.
			Mainland China, Hong Kong, and Macao	The Ministry of Education has no basis for people with this identity to take this program in Taiwan.		
<p>Note.1: The administration fee paid by both Type A and Type B students shall be allocated to the OIA to handle all the procedures for coming to the University whereas Type C students shall be otherwise handled in accordance with the NDHU <i>Guidelines Governing Special Project Contract Student Revenue and Expenditure Management</i>; the administration fee paid by both Type D and Type E students of which NT\$ 500 dollars shall be allocated to the OIA for handling official documents and delivering documents and the rest shall be allocated to the Receiving Departments/Institutes for handling students' coming to Taiwan and other administrative work.</p> <p>Note.2: The Administration fee paid by students from Mainland China shall include the application fee for R.O.C. Entry Permit and pertinent administration fees.</p> <p>Note.3: Handled in accordance with the letter from Ministry of Education, Tai-Wen (IV) Tzu No.0940036709, for period no more than 6 months. Due to the lack of legal basis for period more than 6 months, students shall ask the Ministry of Education by themselves.</p> <p>Note.4: Handled in accordance with the <i>Guidelines Governing the Assessment of Education Professionals and Students in Mainland China Undertaking Education Activities in Taiwan</i>.</p>						