

Detailed Guidelines Governing the Implementation Procedures for
Students Studying Overseas in Colleges and Universities having a
Cooperative Agreement with National Central University

Approved by a meeting of the Academic Affairs Committee on January 11, 2000

Amended and approved by a meeting of the Academic Affairs Committee on October 8, 2002

Amended and approved by a meeting of the Academic Affairs Committee on January 26, 2005

- Article 1 These rules are prescribed in accordance with the University's *Implementation Procedures for Students Studying Overseas in Colleges and Universities that have a Cooperative Agreement with National Central University*.
- Article 2 All applicants must meet the eligibility requirements of the foreign institution with which the University has signed a cooperative agreement, and they must also comply with the requirement to provide proof that they are proficient in the language of instruction.
- Article 3 Students who wish to study overseas programs should file an application with their department or institute four months prior to the application deadline set by the overseas schools or announced by the Research and Development Office. The heads of the departments and institutes should assist their respective students in selecting courses appropriate to the student's study plan.
- Article 4 Each department or institute shall send a list of the approved applicants, together with all relevant documents—these must include a letter of recommendation by the head of the department or institute in which the student is studying, a study plan, a personal statement composed in English describing the student's background, an English-language transcript, a letter of parental consent, and a certificate of proficiency in the language of instruction—to the Office of Academic Affairs for review; applications that have been approved should be signed and forwarded to the Research and Development Office for final approval.
- Article 5 Male exchange students who are of draft age but have not completed their compulsory military service must apply for permission to participate in the exchange program by submitting an application together with all relevant documents to the city or county authority that has jurisdiction over their military service (these documents must be signed by the Research and Development Office and the Office of Academic Affairs' Division of Student Conduct and Housing Service).
- Article 6 The consigning of student accommodations and the disbursement of tuition fees and scholarships shall be conducted in accordance with the provisions of the cooperative agreement between NCU and the college or university to which the student has applied.

If the college or university or college does not have a cooperative agreement with NCU, the student must personally shoulder the aforementioned expenses.

- Article 7 Exchange students studying overseas must send a photocopy of their course selection information to their home department or graduate institute to be reviewed by the departmental chair or head of the graduate institute in which they are enrolled.
- Article 8 Students studying overseas must also see that an official copy of their semester transcript is sent to their home department or institute for review no later than two months after the end of each semester; these transcripts should be subsequently sent to the Office of Academic Affairs for review.
- Article 9 These guidelines shall be implemented and entered into force upon approval by a meeting of the Academic Affairs Committee. The same procedure applies to any amendment of these guidelines.