Enforcement Rules of the Implementation Procedures for Students Pursuing Further Studies in Institutions Having a Cooperative Agreement with National Central University

Approved by the meeting of the Academic Affairs Committee on January 11, 2000
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Article 1 The Enforcement Rules of the Implementation Procedures for Students Pursuing Further Studies in Institutions Having a Cooperative Agreement with National Central University (hereinafter referred to as the Rules) are prescribed per the Guidelines Governing the Implementation Procedures for Students Pursuing Further Studies in Institutions Having signed Cooperative Agreement with National Central University (NCU).

Article 2 All applicants must meet the eligibility requirements of the foreign institute with which NCU has signed a cooperative agreement, and they must also comply with the requirements to provide proof that they are proficient in the language of instruction.

Article 3 Students who wish to pursue further studies abroad should apply to their respective departments / graduate institutes / special programs / degree programs four months before the application deadline set by the host institutes or within the stipulated period announced by the Office of International Affairs of NCU. The heads of the departments, graduate institutes, special programs, or degree programs should assist their respective students in selecting courses appropriate to the students' study plans. Students planning to exchange in domestic cooperative institutes should follow the regulations promulgated by the Office of Academic Affairs for respective departments, graduate institutes, special programs, or degree programs, and the heads of the departments, graduate institutes, special programs, or degree programs should counsel their students in selecting courses according to the study plans proposed by the students.

Article 4 Each department, graduate institute, special program, or degree program should submit the name list of qualified applicants for the Offshore Exchange Student Program along with other documents including their letters of recommendation by the heads of the departments / graduate institutes / special programs / degree programs at which the students are studying, their study plans, English autobiographies, English transcripts, letters of parental consent, and certificates of proficiency in the language of instruction to the Office of International Affairs for review. The list of approved applicants should be collected and delivered to the Office of Academic Affairs by the Office of International Affairs.

The deadline to submit the name list of qualified applicants (or the name list of actual exchange students) mentioned above is by the end of May for the first semester and by the end of December for the second semester.

Article 5 Male exchange students who are going abroad and are of conscription age but have not completed their compulsory military service must apply for permission to participate in the Offshore Exchange Student Program by submitting an application together with all relevant documents to their respective departments / graduate institutes / special programs / degree programs (these documents must be signed and forwarded to the Office of International Affairs and the Division of Student Services and Dormitory) before the departments / graduate institutes / special programs /

degree programs prepare an official statement and submit it along with the application and all the relevant documents to the city or county authority that has jurisdiction over the students' military service.

Article 6 Matters regarding student accommodations, tuition fees, and scholarships during the period of exchange should be handled per the provisions of the cooperative agreement between NCU and the college or university to which an exchange student has applied. If the university or college does not have a cooperative agreement with NCU, the student must personally pay for the aforementioned expenses.

Article 7 The overseas university/college where the exchange students are studying should send the photocopy of their course selection information to their home departments or graduate institutes to be reviewed by the chair of their home departments or home graduate institutes.

Article 8 The grade of each subject taken by the students participating in the exchange student program should be handled per the Guidelines for Students at National Central University Traveling or Studying Overseas and National Central University Guidelines for Processing Students' Grades

Article 9 The Rules should be implemented and entered into force upon approval by the meeting of the Academic Affairs Committee. The same procedure applies to any amendment of these guidelines.