

輔仁大學學生赴境外合作協議學校甄選作業要點

Fu Jen Catholic University Guidelines for the Review of Student Exchange Applications

Article 1: Duration of Exchange

The duration of exchange is determined in individual agreements between the University and partner institutions.

Article 2: Partner Institutions and Admission Quotas

Lists of partner institutions and admission quotas will be updated online whenever new information becomes available. Students may consult the most recent announcement regarding partner institutions online.

Article 3: Eligibility and Restrictions

1. An applicant must be an undergraduate student currently enrolled at the Day Division or the School of Continuing Education in their second or third year of study; a graduating student who has not completed their double major, minor, or bachelor program; or a graduate student currently enrolled in their first year of study or above.
 - (1) A graduating student who has not completed their double major, minor, or bachelor program must receive permission to defer graduation from the director of their program and the Registrar before applying.
 - (2) A student from Taiwan with dual citizenship must apply as a citizen of the Republic of China (R.O.C.).
 - (3) International students and students from mainland China are eligible for the program, but may not apply to an institution in their home country. Overseas Chinese students are also eligible, but may not apply to an institution in their home country/country of residence.
 - (4) An international undergraduate student who is receiving a scholarship from the Ministry of Transportation or the Ministry of Education must suspend the scholarship during the period of exchange.
2. Grade requirements: An undergraduate student must have an average grade of 70 percent or higher for each semester that they have been enrolled at the University.

The student's conduct grade must be 80 percent or higher, and they must not have any disciplinary measures on their record such as a demerit or minor demerit.

3. Language Proficiency:

(1) An applicant must meet the specific language requirements of the partner institution (e.g. Japanese, French, Spanish, Italian, German, Korean).

(2) An applicant applying to an institution where courses are taught in English must submit test results for English proficiency that meet one of the standards below:

※ TOEFL – IBT 79 or higher.

※ TOEIC – 750 or higher

※ IELTS 6.5 or higher

(3) The results above must be valid (less than two years old) by the application deadline.

(4) If a partner institution has set higher standards for English proficiency than the ones listed above, an applicant must meet those standards.

(5) An applicant must at least be able to access the results of their proficiency test online when applying. If an applicant has registered for a proficiency test, but has not taken it by the deadline, they are not eligible to apply.

4. Preferences: Each applicant may list up to 5 preferred institutions where there would like to study on exchange.

5. Other restrictions: A student may only go on one period of exchange during the time limit for degree completion. (This restriction does not apply to a student who passes a review of their college or program.)

Article 4: Required Documents

1. Application Form

2. Personal biography in Chinese that includes experience in student organizations (no restrictions on format, but must not exceed two A4 pages)

3. Study plan in Chinese of at least 500 words (no restrictions on format, but must not exceed two A4 pages)

4. Study plan in English (or in the official language of the country where the partner

institution is located) no longer than two A4 pages (not required for students applying to an institution in mainland China)

5. Original Chinese language academic transcripts for each year of study showing class rank
 6. Original English language academic transcripts for each year of study showing class rank (not required for students applying to an institution in mainland China)
 7. A photocopy of test results for English proficiency and in any language required by the partner institution
 8. Copy of Low-Income Household Certificate or Lower Middle Income Household Certificate (Optional)
- ※ Please attach the documents with a binder clip in the order shown above. Do not staple the documents together or use additional covering.
- ※ A first-year student in a master's program must submit academic transcripts for both their undergraduate and graduate programs. A first-year student in a doctoral program must submit transcripts from their master's program.

Article 5: Selection Procedure

1. Initial review: Before submitting an application to the International Student Center at the Office of International Education, the applicant must be nominated by the director of their program and have the application form stamped with the director's seal.
2. Secondary review: The Office of International Education will convene a review committee to consider applications and examine required documents.

※ If the number of qualified applicants exceeds the program quota after the secondary review, when deemed necessary, the review committee may request applicants to attend an interview in English.
3. The list of accepted applicants will be announced on the website of the Office of International Education (<http://www.oie.fju.edu.tw>). The Office will also send written notification to all program offices, but not to individual applicants.

※ The selection process will be conducted once per academic year. If there are any vacant positions after the selection process, the Office will hold a new round of applications the following semester.

※ The Office of International Education will compile a list of accepted applicants

based on the results of the review process and the preferred institutions of applicants. After results have been announced, an applicant may not request to change the institution to which they have been assigned either privately or through the Office.

4. Submitting the Student Exchange Acceptance Letter, Student Exchange Contract, or Student Exchange Letter of Decline.
 - ✘ A student who does not submit the Acceptance Letter and Contract by the deadline will be considered as voluntarily declining acceptance to the exchange program. No reminders will be provided.
 - ✘ After submitting one or more of the documents listed above, a student may not request to alter or withdraw a document (this includes deferring the period of exchange), or they will be considered as voluntarily declining the opportunity for exchange.

Article 6: General Information for Accepted Applicants

1. Required documents: An accepted student must check the website of the partner institution for required documents and then submit them. A student may not request the Office of International Education to return documents that were submitted for review.
2. Official Acceptance:
 - (1) Passing the selection process only means that the University will nominate the student to participate in the exchange program; it does not guarantee acceptance by the partner institution. If the student does not pass the review procedure of the partner institution, they will not be admitted to the exchange program and may not request to study at another institution.
 - (2) A student who is accepted by a partner institution may not apply for a leave of absence or complete graduation procedures while on exchange. If a student must end the period of exchange early due to factors outside of their control, they must first submit an application to the Office of International Education.
3. Living arrangements, visas, and insurance: The student is responsible for making

their own living arrangements, obtaining a visa, and purchasing plane tickets and insurance.

4. Male conscripts: Male conscripts must apply to defer conscription in accordance with Regulations for Exit of Draftees.
5. Course selection and credit transfers (Credits earned at a university in mainland China will be handled in accordance with Ministry of Education guidelines that were in effect on the application deadline.):
 - (1) Accepted students should go to the website of the partner institution to check available courses and registration details.
 - (2) After registering for courses at the partner institution, the student must submit their course list to their home program at the University in accordance with Fu Jen Catholic University Guidelines for Course Registration at Partner Institutions.
 - (3) Before leaving Taiwan, students should discuss credit recognition and credit transfers with their home program and the Holistic Education Center. The home program has sole authority for recognizing credits. The Holistic Education Center is responsible for recognizing credits earned in general education courses. After approval of the director of the home program, credit recognition and credit transfers will be handled in accordance with administrative procedures.
 - (4) The Office of International Education does not guarantee that all credits earned at the partner institution may be transferred and does not provide assistance in credit recognition. A student bears sole responsibility if they are unable to graduate on schedule because of issues related to credit transfers.
 - (5) Credit transfers must be handled in accordance with University regulations. If a partner institution and the University calculate credits differently, making a complete transfer of credits impossible, the Office of International Education cannot provide the student with any documents confirming the credits and is not responsible for helping the student transfer credits.
 - (6) Students may not request to transfer credits once they have completed graduation procedures.

6. Registration Payments:

- (1) Students must request someone at the University to help them register while abroad and must pay tuition to Fu Jen Catholic University. If there is a separate agreement between the University and partner institution, both sides will decide together on details of tuition payment. Other expenses must be covered by the student (application fees, medical insurance, language courses before beginning studies, extracurricular activities, etc.).
 - (2) Undergraduates on exchange at a partner institution must pay full tuition and miscellaneous fees by the deadline. (This is the same amount as that paid by an undergraduate who is enrolled in the Day Division and studying in freshman to senior year. The amount for students enrolled at the College of Medicine is the same as medical students in first to seventh year.) First or second-year graduate students enrolled in the Day Division must pay full tuition and miscellaneous fees. Students delaying graduation must pay tuition and miscellaneous fees or fees charged per credit in accordance with Tuition Rates and Fees for Undergraduate Programs. Graduate students in their third year of study or above must pay in accordance with Tuition Rates and Fees for Graduate Programs.
7. Reflection paper: Exchange students must submit a reflection paper to the Office of International Education within one month of their return and should share information with students in their program that are considering studying abroad on exchange.

Article 7

These Guidelines were passed by the Executive Council, and will be promulgated and implemented upon approval of the President. The same procedure will be followed for all amendments.