

Guidelines on International Student's Admission of National Chung Hsing University

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Article 1 These Guidelines are established in accordance with the Ministry of Education's *Regulations Regarding International Students Undertaking Studies in Taiwan Article 6* and the *Academic Regulations* and relevant regulations and guidelines of the National Chung Hsing University (hereinafter referred to as "NCHU").

Article 2 Those who possess a foreign nationality without holding the Republic of China (hereinafter referred to as "ROC") nationality and meet the conditions of the subsequent subparagraphs shall apply for admission in accordance with these Guidelines:

1. The applicant has never possessed the status of an overseas Chinese student.
2. The applicant has not been assigned a placement by the University Entrance Committee for overseas Chinese students for the current academic year.

Those who possess a foreign nationality and meet the conditions in the subsequent subparagraphs and have continuously resided overseas for more than six years shall also apply for admission in accordance with these Guidelines. However, those who plan to apply to study in a university department of medicine, dentistry, or Chinese medicine must have resided overseas continuously for more than eight years.

1. The applicant also holds an ROC nationality at the time of application but has never had a household registration in Taiwan.
2. The applicant has once held a ROC nationality but no longer does at the time of application, and there have been at least eight (8) years

between the dates of application and the renouncing of the ROC nationality as approved by the Ministry of the Interior.

3. The applicant who meets the conditions of the preceding two subparagraphs shall also meet the conditions stated in subparagraphs 1 and 2 of the previous paragraph.

Foreign nationals selected by foreign governments, institutions, or schools to study in Taiwan in accordance with the education cooperation framework agreement, and who have never had a household registration in Taiwan, with the approval of the Ministry of Education (hereinafter referred to as "MOE"), may not be subject to the restrictions of the preceding two paragraphs.

The said six-year and eight-year periods stipulated in Paragraph 2 shall be calculated from the starting date of the registering semester (February 1st or August 1st) as the period's end date.

The said "overseas" stipulated in Paragraph 2 refers to countries or territories other than China, Hong Kong, and Macao. The phrase "continuously resided overseas" stipulated in Paragraph 2 means that the applicant's time of stay in Taiwan, if any, shall be less than 120 days in each calendar year. When calculating the number of consecutive years residing overseas, if the first or last year of the period is not a full calendar year, any time of stay in Taiwan in the first or last year shall not exceed 120 days. Nevertheless, the time of stay in Taiwan meeting one of the following conditions, with relevant supporting documents, shall be discounted from the consecutive years residing overseas:

1. The period in attending an overseas youth training course organized by the Overseas Compatriot Affairs Council or a technical professional training program accredited by the MOE.
2. A period of less than two years in total studying at a Chinese Language Center of any university/college which may recruit students overseas and approved by the MOE.
3. A period of less than two years as an exchange student.
4. A period of less than two years practicing internship approved by the designated central competent authority.

Those who once possessed both foreign and ROC nationalities and have renounced the ROC nationality before February 1st, 2011, the effective date of the amendments to the MOE's *Regulations Regarding International Students Undertaking Studies in Taiwan*, may apply for

admission in accordance with the provisions before the amendment and are not subject to the restrictions stipulated in Paragraph 2.

Article 3 Those who hold a foreign nationality and permanent residency in Hong Kong or Macao, have never had a household registration in Taiwan, and have continuously resided in Hong Kong or Macao or elsewhere overseas for more than six years at the time of application may apply for admission in accordance with these Guidelines.

The term "continuously resided overseas" stipulated in the preceding two paragraphs means that the applicant's time of stay in Taiwan, if any, shall be less than 120 days in each calendar year. Nevertheless, the time of stay in Taiwan meeting one of the conditions stipulated in Subparagraphs 1 through 4, Paragraph 5 of Article 2, with relevant supporting documents, shall be discounted from the consecutive years residing overseas.

Those who were residents of China, hold a foreign nationality, have never had a household registration in Taiwan, and have continuously resided overseas for more than six years at the time of application may apply for admission in accordance with these Guidelines. However, those who plan to apply to study in a university department of medicine, dentistry, or Chinese medicine must have resided overseas continuously for more than eight years.

The term "continuously resided overseas" stipulated in the preceding two paragraphs means that the applicant's time of stay in Taiwan, if any, shall be less than 120 days in each calendar year. Nevertheless, the time of stay in Taiwan meeting one of the conditions stipulated in Subparagraphs 1 through 4, Paragraph 5 of Article 2, with relevant supporting documents, shall be discounted from the consecutive years residing overseas.

The said six-year and eight-year periods stipulated in Paragraphs 1 and 2 shall be calculated from the starting date of the registering semester (February 1st or August 1st) as the period's end date.

The said "overseas" stipulated in Paragraphs 1 through 3 shall follow Paragraph 5 of Article 2, *mutatis mutandis*.

Article 4 After these Guidelines are approved by the Ministry of Education, the rules concerning student recruitment methods, admissions qualification

review procedures, recruiting departments/programs, the language of instruction of each department/program, standards for students' language proficiency, program lengths, number of enrollment slots, application requirements, standards for proof of financial ability, standards for tuition and fee payments and refunds, scholarship and financial aid information, and other relevant matters shall be clearly stipulated in the admissions prospectus.

Article 5 Prospective applicants shall apply for admission to the Office of International Affairs within the specific time period. (The deadline for specially approved international programs is specified in the Application Guidelines.) The application shall include the following documentation. Those who pass the review or examination will be issued acceptance letters.

1. An admission application form.
2. Documents proving academic credentials:
 - (1) Academic credentials from China: shall be handled in accordance with the *Regulations Regarding the Assessment and Recognition of Academic Credentials for Mainland Area*.
 - (2) Academic credentials from Hong Kong or Macao: shall be handled in accordance with the *Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macao*.
 - (3) Academic credentials from other areas:
 - i. Academic credentials issued by an Overseas Taiwanese School or schools in China operated by Taiwanese businesspeople shall be regarded as equivalent to those issued by educational institutions at the same level in Taiwan.
 - ii. Academic credentials from countries other than those referred to in the preceding two items shall be handled in accordance with the *Regulations Governing the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education*. Notwithstanding, academic credentials issued by a foreign educational institution's campus or branch located in China shall be notarized by a notarizing agency in China and authenticated

by an agency established or designated by the Executive Yuan, or by a private organization commissioned by the Executive Yuan.

3. Proof of financial support adequate for the study in Taiwan (Bank statement with least USD 4000 or above), or a certificate indicating full scholarship granted by a government, university, or private organization.
4. One copy of the academic transcript (with Chinese or English translation attached if the transcript is in a language other than Chinese or English)
5. Proof of language proficiency in the language of instruction shall be submitted to the recruiting department/institute/division, which shall be announced separately in the admissions prospectus.
 - (1) Programs conducted in Chinese:
 - i. Proof of Chinese language proficiency equivalent to A2 or higher in the Test of Chinese as a Foreign Language (TOCFL)
 - ii. Applicants whose native language is Chinese or who obtained their previous degree conducted in Chinese or a Chinese language program shall provide the relevant supporting documents.
 - (2) Programs conducted in English (including English-taught programs and programs with sufficient English courses to satisfy graduation requirements):
 - i. Applicants shall submit proof of English proficiency equivalent to CEFR B2 (Vantage) or above.
 - ii. Not required for applicants whose country of origin is an English-speaking country. Applicants who obtained their previous degree in an English-speaking country or from an English as a Medium of Instruction program shall provide the relevant supporting documents.
6. Other documents as required by the department or institute in question (in accordance with the rules set forth in the relevant admissions prospectus)

Any doubts regarding the documentation specified in Subparagraphs 3 through 5 of the preceding paragraph that has not been authenticated by either a diplomatic mission, an agency established or designated by the Executive Yuan, or a private organization

commissioned by the Executive Yuan shall be cleared by requesting authentication of the said documentation by an overseas agency. Any doubts regarding authenticated documentation shall be cleared by requesting a verification of the said documentation from the agency that authenticated the documentation.

Any documentation submitted by international students that is found to be forged, fabricated, or altered shall result in the cancellation of their admission. If the said violations are discovered after the international students have registered and begun classes, their enrollment and student status shall be canceled without any certification issued for their previous academic performance. If the said violations are discovered after the international students have graduated, their graduation qualification shall be nullified, and their diploma revoked.

The acceptance letters described in Paragraph 1 may be directly issued to foreign applicants via post, email, or other means. The letters shall contain the following information in both Chinese and English for comparison to inform foreign students of their rights and responsibilities during their period of study in Taiwan: the student's name, program name, degree type, language of instruction, year of enrollment, semester starting date, tuition and fee payment and refund standards, scholarship and financial aid information, and other important matters that foreign students should be informed of.

Article 6 International students applying for admission to study in Taiwan in accordance with the provisions of Articles 2 and 3 shall be limited to once only. Those who continue to study in Taiwan shall apply according to the admission procedure of domestic students. However, the conditions listed in the following items may not be subject to this restriction:

1. Those who have completed a course of study and are applying for admission to a master's or doctoral degree shall follow NCHU's regulations.
2. International students who have applied to study in a bachelor's degree program and have stayed in Taiwan for less than one year and were dismissed or lost student status shall re-apply to study in Taiwan; such re-application is permitted only once.

International students who have completed a bachelor's or master's degree in Taiwan and are applying for admission to a master's or

doctoral degree program shall submit applications with their diploma earned in Taiwan and transcript in accordance with the provisions of Article 5 and not be restricted by the provisions of Paragraph 1 and Subparagraph 2 of Paragraph 1.

International students who graduate from schools for foreign residents in Taiwan, from a bilingual division (program) affiliated with a domestic senior high school, or from a foreign curriculum program of a domestic private senior high school shall submit applications with their diploma earned in Taiwan and transcript in accordance with the provisions of Article 6 and not be restricted by the provisions of Subparagraph 3 of Paragraph 1, Article 6.

Article 7 Information regarding international students' admission, transfer, suspension, dismissal, or any change to or loss of international student status, shall be promptly logged into the international student management system designated by the MOE.

Article 8 International students shall not apply for in-service master's programs for recurrent education or any programs whose classes are taught only in the evening or on weekends or holidays. Notwithstanding, international students who possess an Alien Resident Certificate in Taiwan or who study in international programs specially approved by the MOE are not subject to this restriction.

Article 9 International students who with MOE's approval practice internship after graduation may have their status as international students extended up to one year after graduation.

The status as an international student shall be canceled when international students are permitted to have an initial household registration, move-in registration into a current household, naturalization, or restoration of ROC nationality after enrollment in Taiwan. Henceforth, they shall be dismissed from NCHU.

International students who were admitted in accordance with the admission requirements of domestic students and who applied for naturalization of ROC citizenship according to the ROC Nationality Act, Article 4, Paragraph 1, Subparagraph 1-3, are not subject to this restriction. International students studying in Taiwan who are applying for admission as transfer students shall be subject to the same rules as

regular students. However, international students who have been expelled by the institution they were previously enrolled in due to a failing grade in Conduct or a conviction in a criminal case may not apply to transfer to NCHU.

Article 10 Reviews of admission applications from international students shall be conducted in three stages:

1. Preliminary review: A review of each applicant's submitted documents by the Foreign Student Affairs Division of the Office of International Affairs.
2. Secondary review: A review of each applicant's background, academic performance, and research potential by a review committee formed by the responsible department/institute.

The scoring criteria for the admission application review are as follows:

- (1) Applicant's grades in all courses taken in each semester during their enrollment at the institution from which they graduated (40%)
- (2) Statement of purpose (20%)
- (3) Chinese or English language proficiency (20%)
- (4) Research potential and background (20%)
3. Final review: A comprehensive review of all applications submitted to NCHU shall be performed by the International Student Admissions Review Meeting organized by NCHU.

The documents submitted by international students who are applying for admission shall undergo preliminary review by the Foreign Student Affairs Division of the Office of International Affairs to verify their eligibility to apply. Applications shall subsequently be forwarded to the responsible departments and institutes by April 30th and November 15th for secondary review by said departments and institutes, which shall forward the approved applications via a list of recommended candidates submitted to the International Student Admissions Review Meeting for final review. Approved applications shall be compiled and filed with the President for final approval, upon which acceptance letters can be issued to the students whose applications for admission were approved. The International Student Admissions Review Meeting shall consist of the Vice President for International Affairs, the Vice President for Academic Affairs, all NCHU college deans, and the chairs/heads of the

departments/institutes being applied for. Members who are unable to attend the Meeting may appoint a proxy to attend in their place. Each year, the Meeting shall be chaired by the Vice President for International Affairs.

If the Vice President for International Affairs is unable to attend the Meeting, a moderator shall be elected from among the members present.

The director of the Office of International Affairs' Foreign Student Affairs Division shall participate in the Meeting and give a presentation on the relevant issues.

Article 11 International students who were admitted shall complete the check-in and registration processes within the stipulated time frame in the desired semester. Deferrals of up to one-third of the duration of said semester may be requested. If one-third of the said semester has passed, students who were admitted into a master's or doctoral degree program shall complete registration in the following semester, and students who were admitted into an undergraduate program shall complete registration in the following academic year. These restrictions shall apply to all international students unless otherwise stipulated by the Ministry of Education.

International students who have been admitted as students but who are unable to enroll in NCHU as scheduled may request the retention of their admitted student status for one semester or up to one year.

International students approved for admission shall undergo the same registration and course selection procedures as other NCHU students.

Article 12 Chairs/heads of the departments/institutes may require enrolled graduate students with limited proficiency in specific professional core subjects to complete selected undergraduate courses in preparation for their graduate studies.

Article 13 The number of international students admitted in accordance with these Guidelines shall be limited to ten percent (10%) of the admission quota for domestic students as authorized by the MOE in the previous academic year. It will be incorporated in the total admission quota of the current academic year and submitted to the MOE for approval. Whereas the number of international students planned to be admitted exceeds the

said ten percent quota of the previous academic year, a proposal including the quality control steps and supportive measures shall be submitted to the MOE for approval. Notwithstanding, degree programs collaborating with universities overseas and are specially approved by the MOE shall not be subject to this restriction.

If the approved admission quota of the previous academic year is not filled by domestic students, the vacancy may be filled up by admitting international students and shall be submitted to the MOE for approval. Non-degree international students currently studying at NCHU shall not be counted toward the said ten percent quota stipulated in the preceding paragraph.

- Article 14 In addition to promoting NCHU's international student programs and assisting students in navigating the necessary admissions procedures, other efforts to recruit international students shall include the development of a recruitment website, participation in international and domestic education expos, and the organization of physical and online admissions presentations. International student recruitment affairs may not be delegated to non-NCHU institutions, corporations, organizations, or individuals.
- Article 15 Current international students at NCHU may be given priority for admission by the responsible departments.
Under the condition of not affecting normal educational activities, NCHU may sign education cooperation agreements with foreign universities to recruit international students as exchange students. Admission of the said exchange students as non-degree students shall follow these Guidelines, *mutatis mutandis*.
After completing official registration with NCHU, non-degree students may, with the approval of the chair/head of the responsible department/institute, be granted the recognition of completed credits and be exempted from undertaking certain courses or be allowed to transfer said credits.
- Article 16 During registration, newly admitted international students shall present proof of health and personal injury insurance coverage for a period of at least six months starting from their date of entry. Current students shall present proof of their enrollment in National Health Insurance. NCHU

shall handle the insurance enrollment of students without insurance coverage, who shall be required to pay for their insurance premiums at registration.

If the aforementioned proof of insurance coverage is issued by an overseas provider, certification of said proof by the local diplomatic mission shall be required.

- Article 17 Funds may be allocated towards setting up international student scholarships and financial aid to encourage the enrollment of International students at NCHU.
Unless otherwise stipulated for exchange programs, international students shall be responsible for the cost of their own tuition and fees as well as living expenses.
Students who demonstrate academic and personal excellence during their studies may apply for scholarships in accordance with the NCHU scholarship application rules.
- Article 18 The Office of International Affairs shall be responsible for handling promotions for international student recruitment, scholarship applications for admitted students, medical insurance enrollment, and other related matters. The admissions status, academic performance, and living accommodations of international students, as well as international student guidance, shall be coordinated by the Office of International Affairs and handled by the Office of Academic Affairs and the Office of Student Affairs. NCHU shall hold regular international student support activities and other events that promote an internationalized campus and facilitate communication and interaction between domestic and international students.
- Article 19 The establishment of international student programs at NCHU may be undertaken as a part of international academic partnerships or to meet other needs and shall require the approval of the Ministry of Education in accordance with the *Standards Governing the Overall Scale of Development and Resources of Junior Colleges and Institutions of Higher Education*.
- Article 20 Tuition and fees for international students study are as follows:
1. Students on the Taiwan Scholarship awarded by the Ministry of Foreign

Affairs and has ROC permanent residency status shall pay the same tuition and fees as domestic students.

2. Students admitted under education cooperation agreements shall pay tuition and fees as stipulated in the said agreement.

3. Students not referred to in the preceding two subparagraphs shall pay tuition and fees set by NCHU. The said tuition and fees shall be no less than domestic private university students' tuition and fees.

Students who have enrolled in NCHU before the enforcement of the amended MOE Regulations Regarding International Students Undertaking Studies in Taiwan on February 01, 2011, shall bear the costs under the original regulations.

Article 21 International students who are found and confirmed to be in violation of the *Employment Service Act* shall be subject to the applicable rules.

Article 22 Information regarding international students' suspension, dismissal, or any change to or loss of international student status shall be reported by OIA to the Bureau of Consular Affairs of Ministry of Foreign Affairs and the nearby service center of the National Immigration Agency of the Ministry of the Interior; copies of the notifications shall also be sent to the MOE.

Article 23 Matters not covered by these Guidelines shall be handled in accordance with the MOE's *Regulations Regarding International Students Undertaking Studies in Taiwan*, *Academic Regulations* of NCHU, and relevant regulations and guidelines of NCHU.

Article 22 These Guidelines have been approved by the International Affairs Committee Meeting and submitted to the MOE for approval and implementation. Amendments to these Guidelines shall follow the same procedure.