

Chang Jung Christian University International Student Exchanges Guideline

Passed by the Administrative Meeting in the 1st session of the 2nd semester in 2015 on 2016.2.18

Passed by the International and Overseas Students Affairs Committee in the session of the 2nd semester in 2016 on 2017.6.20

Amended by the Administrative Meeting in the 1st session of the 1st semester in 2017 on 2017.8.8

Article I: The “Chang Jung Christian University International Student Exchanges Guideline” (hereinafter referred to as “This Guideline”) is instituted for broadening the horizon of students of the university worldwide and the upgrade of quality in education, and as an encouragement to students of the university in good standing to further their study in sister universities.

Article II: Eligibility for application:

- I. Students recommended by the university as exchange students (including students in various colleges, departments, programs, and exchange students) shall be enrolled in the university. Applicants shall submit the proof of student status in the university at the time of application and exchange.
- II. Applicants shall be students at equivalent level of exchange and enrolled in the University for studying of at least 1 academic year in undergraduate programs or graduate programs at the master or doctoral level with academic scoring except students in joint dual-degree programs.
- III. Applicants shall be strong in language proficiency.
- IV. Students at equivalent level of exchange and who and have studied abroad may wish to apply but only at their own expenses.

Article III: Student Roll and Tuitions

- I. Exchange students shall complete the enrollment procedure in the duration of overseas study and pay the tuition and miscellaneous fees for the university. Students not in the roll, in temporary absence from school, graduated from the university shall be disqualified.
- II. Exchange students (including in the 5th year of study or 3rd year of graduate programs at the master or doctoral level) and regular students are governed by the same procedure thereby shall pay the tuition and miscellaneous fees for their department (school) in full amount.
- III. Students enrolled in programs of credit courses (continuing education undergraduate programs, 2-year programs in continuing education, continuation

education graduate programs at the master level and doctoral level) shall pay tuition and miscellaneous fees at the same level of the students enrolled in regular daytime programs in related departments and schools.

- IV. Tuitions for the schools of study in the exchange program shall be governed by the agreement between the university and relevant universities for exchange programs.

Article IV: Duration of study for students at equivalent level of exchange shall cover at least one semester (quarter) but no longer than 1 academic year.

Article V: Application documents for students at equivalent level of exchange.

- I. Personal information record.
- II. Autobiography in Chinese and in English or Japanese (for application of schools in Japan).
- III. A study plan in the exchange program in Chinese and in English or Japanese.
- IV. One copy of transcript covering all academic years.
- V. Letter of Guarantee from the parents.
- VI. Letter of recommendations from full-time (designated) faculty members of the university.
- VII. Proof of foreign language proficiency.
- VIII. Other information for facilitating the review procedure.

Article VI: Screening and admission of students at equivalent level of exchange

- I. The university will announce the number of vacancies for exchange and the departments and schools involved in the exchange of the year. The International and Overseas Affairs Division (hereinafter referred to as the “International Affairs Division”) will then post the detail for application. Applicants shall submit their own application after passing the preliminary screening at the department, school, and college with recommendation, and shall forward all the required documents to the International Affairs Division for completing the application procedure.
- II. The screening process will include the evaluation of the students on academic performance by reviewing the submitted documents and an interview with the students. The International Academic Exchange Review Committee shall review the documents and the examiners in the interview shall be appointed separately.

- III. The scoring of the applicants at the two stages of evaluation shall be the determinant of the priority for admission. If two or more students get the same score, the marks given to document review shall be considered at a higher priority in the determination for admission. The priority is determined on the basis of the total scoring and the preference of the students. The International Affairs Division shall announce the list of candidates admitted by relevant schools of study through international exchange at the first stage.
- IV. Candidates passing the screening at the first stage shall confirm the schools of study through international exchange. If a specific candidate elects to not continue, an alternate candidate can fill the vacancy. Upon confirmation, the International Affairs Division shall announce the list of students at the equivalent level of exchange admitted to relevant schools of exchange at the second stage.
- V. After the announcement of admission at the second stage, students at equivalent level of exchange are not permitted to switch to another school for exchange. Students at an equivalent level of exchange admitted by schools beyond Japan and Mainland China shall select English courses for exchange students and pass the course in order to be eligible for exchange.
- VI. Students at an equivalent level of exchange admitted at the second stage for exchange shall prepare the documents required by the schools of study in the exchange (including the proof of proficiency in foreign language) and forward to relevant schools of exchange for review. These students may be eligible as exchange students only when their documents were approved with relevant schools of exchange and the issuance of admission notice. If the schools of exchange turn down the issuance of admission notice, the students concerned shall be disqualified. These students shall comply accordingly and no longer be eligible as exchange students.
- VII. Students at an equivalent level of exchange shall not give up or switch to other schools of exchange after the confirmation and announcement of the admission list at the second stage unless under force majeure or incident of significance. Students who cannot report to the schools of exchange where they are admitted due to personal reasons shall request for withdrawal from the application with the International Affairs Division. Under no circumstance may these students request for keeping the status as exchange students. In addition, these students shall not participate in the screening process of subsequent student exchange at the equivalent level.

Article VII: Criteria for screening review of students at equivalent level of exchange

- I. Academic performance and document review at 60%

- (I) The scoring in conduct in the previous year accounts for 10% of the total scoring.
 - (II) The scoring in academic performance in the previous year accounts for 15% of the total scoring.
 - (III) The scoring in autobiography and study plan accounts for 15% of the total scoring.
 - (IV) Proof of language proficiency accounts for 10% of the total scoring.
 - (V) Supplementary information accounts for 10% of the total scoring.
- II. Interview accounts for 40% of the total scoring.

Article VIII: The obligations and miscellaneous issues for the students at equivalent level of exchange

- I. No temporary absence or severance from school during the duration of study.
- II. The exchange students shall duly observe the regulations of the university and the sister universities and the laws of the host countries. There shall be no damage to the reputation of the universities involved in the exchange and no violation to applicable laws in both countries.
- III. Engagement in full communications with the departments or schools before departure on the endorsement of credit points in the study. The endorsement of credit points after returning to Taiwan shall be regulated by the rules of relevant departments and schools.
- IV. Exchange students shall apply for passports and visas after receiving the admission notice from relevant universities of exchange, and arrange for accommodation and selection of the courses of study, and arrange the journey with reference to the timetables of relevant sister universities.
- V. Male students at the age of conscription shall proceed to related procedure with the conscription office with the petition letter issued by the university. These students shall present the approval letter and passport to the conscription office for approval of departure by stamping to related documents, and shall return to Taiwan by the designated deadline.
- VI. Exchange students shall complete the overseas study procedure of the university 2 weeks prior to their departure (including the signing of the administrative agreement).

- VII. Exchange students shall report to the universities of exchange for study, and shall complete the registration within 1 month on arrival and report to the university the list of courses selected for study in the semesters.
- VIII. Each exchange student shall select courses in 9 credit points (or 3 courses, excluding physical education), and pass at least 6 credits (or 2 courses).
- IX. Within 2 weeks after returning to Taiwan from the program of exchange study, students shall follow the procedure of returning the country with the presentation of an insight report on study in approximately 2,000 characters with pictorial description in electronic file and in hard copy to make the procedure complete. Students who did not complete the procedure are not permitted to register for graduation. The university is the proprietor of the copyrights of the insight reports on study. The International Affairs Division shall disclose the content of these reports at the university website.
- X. Exchange students shall support the International Affairs Division in participating in related conferences of exchange students after returning to the country, and related events for the promotion of exchange students so as to assist the university in the advocacy of international exchange such as sharing their experience, promotion of related events, and reception.

Article IX: Exchange students from the colleges, departments, programs, and centers

- I. Exchange students from the colleges, departments, programs, and centers shall also duly observe Article II-I and Article III of This Guideline governing the eligibility, the enrollment of students, and tuition payment.
- II. Relevant colleges, departments, programs, and centers shall deal with the issues pertinent to the exchange of students from the colleges, departments, programs, and centers (including the eligibility for application, the screening and admission, criteria for review, the obligations and important notices to exchange students).
- III. Upon the confirmation of the list of exchange students at the recommendation of relevant colleges, departments, programs, and centers, confirm with the International Affairs Division and related functional units for record before the departure of the students. The International Affairs Division shall enter the list of exchange students to the system for control.
- IV. Relevant colleges, departments, programs, and centers shall enter into an administrative agreement with the exchange students from the colleges, departments, programs, and centers they recommended to the exchange program. The content shall cover the procedure for students before departure, the tasks to accomplish on arrival at the universities of exchange, the credits points of the

courses taken, the presentation of an insight report on returning to Taiwan, and other measures of control.

- V. Exchange students from the colleges, departments, programs, and centers shall forward the required documents to the colleges, departments, programs, and centers that recommended them as exchange students within 2 weeks after the completion of study and returning to the country for record. Relevant colleges, departments, programs, and centers shall confirm these documents and apply the official stamp in accordance with the procedure for returning to university and pass the documents to the International Affairs Division. Upon confirmation of the authenticity and accuracy of these documents and reports, the exchange students are permitted to apply for departure from the university in the system. International Affairs Division shall institute related procedures.

Article X: Any matter not mentioned in This Guideline shall be governed by the rules and regulations of the university, the agreement of exchange students with relevant universities, and the administrative agreement with the exchange students.

Article XI: This Guideline shall be subject to the approval of the International and Overseas Students Affairs Committee and the administrative meeting of the university and the final approval of the President for announcement. The same procedure is applicable to any amendment thereto.