

# **Fu Jen Catholic University**

## **Guidelines for the Review of Student Exchange Applications for Study at a Partner Institution Overseas**

These Guidelines were formulated in accordance with Fu Jen Catholic University Regulations for Students Temporarily  
Suspending Studies to Study Abroad at a Partner Institution

Approved at the Second Meeting of the Advisory Committee for International Academic Exchange for the 2010-2011 Academic Year on  
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2012

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### **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**

Information on partner institutions and admission quotas will be updated online whenever new information becomes available. Please refer to the most recent list announced online.

### **Article 3: Eligibility and Restrictions**

1. An applicant must be currently enrolled at the University. At the time of application, an applicant must be an undergraduate student enrolled at the Day Division or the School of Continuing Education studying in second or third year; 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) 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. Academic grades: An undergraduate student must have an average grade of 70 percent or higher for each semester they have been enrolled at the University. The student's conduct grade must be 80 percent or higher, and the student must not have a record of disciplinary measures (e.g., demerit, 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: 6.0 or higher
  - (3) The proficiency results above must be valid (i.e., 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 be able to access proficiency test results online when applying. An applicant that has registered for a proficiency test, but has not taken it by the application deadline is ineligible to apply.
4. Preferences: Each applicant may list up to 5 institutions where they 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, which includes experience in student organizations (There are no restrictions on format, but it must not exceed two A4 pages.)
3. Study plan in Chinese of at least 500 words (There are no restrictions on format, but it 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)

#### Article 5: Selection Procedure

1. Initial review: An application must be stamped with the seal of the applicant's program director and college dean before it is submitted to the International Student Center at the Office of International Education.
2. Secondary review: The Office of International Education will convene a review committee to consider applications and examine required documents.
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.
4. Applicants must submit the Student Exchange Acceptance Letter and Student Exchange Agreement, or Student Exchange Letter of Decline.

#### Article 6: General Information for Accepted Applicants

1. Required documents: An accepted applicant must check the website of the partner institution for required documents and then submit them. A student may not request that the Office of International Education 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 Regulations Governing Course Registration at Overseas 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 with 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, and a complete transfer of credit is therefore impossible, the Office of International Education will be unable to provide the student with any documents confirming their credits, nor is the Office 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 enlist someone at the University to help them register. In principle, tuition is paid 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 (e.g., application fees, medical insurance, language courses before beginning studies, extracurricular activities, etc.).

(2) All students (including students delaying graduation) must pay full tuition and miscellaneous fees (Day Division rates) during the period of exchange at the partner institution.

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.