

Regulations on International Student Exchange Program Offered by Tainan University of Technology

Approved in the administration meeting on March 15th, 2007
Amended in the administration meeting on May 2nd, 2007
Amended in the administration meeting on October 20th, 2011
Amended in the administration meeting on September 26th, 2013

- I. The aim of the Regulations on International Student Exchange Program (hereinafter, ISEP) is to promote international academic communication of Tainan University of Technology (hereinafter, TUT), boost student exchange program and increase the collaboration of TUT with contracted universities or colleges abroad.
- II. The students in ISEP are confined to those who are currently registered in the overseas universities or colleges contracted with TUT.
- III. Application time and study duration:
 1. Application time: application procedure should be undertaken before August 31st for the first semester entry and before January 31st for the second semester entry. If, for any grave reason, an accepted applicant cannot attend school, he/she is allowed to abandon the qualification by signing an agreement.
 2. The study duration is one year at most. No prolongation is allowed.
- IV. Applicants are supposed to hand over the following documents to Office of Research and Development:
 1. One copy of application form
 2. An English certificate of student status in the home university and one study plan
 3. At least one recommendation by the professor from the home university
 4. One copy of transcripts in English certified by the home university
 5. One health certificate (effective during 6 months)
 6. One photocopy of passport
 7. Documented evidence of sufficient financial support
 8. Others
- V. Review and examination:

First exam: applicants' documents examined by Office of Research and Development

Second exam: Office of Research and Development transfers the documents of the applicants who pass the first exam to related departments or graduate institutes for review. After the agreement of the chair and other related offices, the admission to school is to send to accepted students by Office of Research and Development. Office of Research and Development should notice those who don't pass the examination and return the documents to them.
- VI. Course-taking

Office of Research and Development is to assist with the course-taking of the exchange students. The courses and the numbers of credits they take are to be offered by academic offices based on different situation and ability of individual student. Exchange students are required to take Chinese course according to their Chinese ability.
- VII. Financial aids:

Accepted exchange students enjoy the favor of free tuition fee for one academic year. Whether scholarship is given or not depends on the budget of the year. The regulation of scholarship will be enacted separately.

VIII. Insurance:

1. Exchange students who intend to study for one semester are supposed to have insurance, and the insurance fee is paid by the student themselves.
2. Exchange students who intend to study for one academic year are supposed to have insurance for the first six months. Afterwards, they have to apply to enroll in the health insurance program after a continuous residence with Taiwan for six months. The insurance fee is paid by the student themselves.

IX. On campus:

1. Exchanges students studying in TUT are regarded as formal students in school. They should obey all the school management rules and regulations. If any violation happens, they are supposed to be punished according the rules. For those grave lawbreakers, their qualification of exchange student will be cancelled.
2. In order to assure the security of exchange students, if the exchange students are leaving school for more than three days (including three), they are supposed to have an agreement from the supervisor of the department (or the graduate institute) and report to Office of Research and Development in advance. If the above procedure is not followed, the students should take responsibility for any possible situations by themselves.

X. Any other unspecified matters are to be regulated by regulations of TUT.

XI. The above regulations are approved in the administrative meeting, endorsed by the President of TUT and then brought into force and may be revised through the same process.