

# National Sun Yat-sen University Implementation Guidelines for Domestic Exchange Program

Approved at the 136<sup>th</sup> Committee of Academic Affairs Meeting, June 10, 2013

Approved at the 148<sup>th</sup> Committee of Academic Affairs Meeting, May 30, 2016

Approved at the 156<sup>th</sup> Committee of Academic Affairs Meeting, May 24, 2018

1. National Sun Yat-Sen University (hereafter “NSYSU”) enacts the guidelines to increase the level of collaboration with other universities and the Taiwan Comprehensive University System by sharing teaching resources and to further enrich the student's learning experience with a multi-perspective approach. Students Exchange Agreement is therefore signed by collaborating universities. Terms and conditions of the program are compliant with the guidelines.
2. A NSYSU committee for Domestic Exchange Program will be formed to handle all matters involving the program including selecting students. The committee comprise of heads of colleges. The head of Office of Academic Affairs acts as the convener. Student selecting process is conducted based on the principles of openness, fairness and equality.
3. Application timeline, qualifications and requirements:  
NSYSU application timeline is based on the official announcement made at each academic year. Students of 2nd year (or above) of undergraduate degree, master’s degree (including continuing education program) and 1st year Ph.D. are eligible to apply to become domestic exchange student at other institutions. Students can only take part in the program for a maximum duration of one academic year including international exchange program. Non-NSYSU applicants who intend to study at NSYSU are only allowed to be on the program once for a maximum duration of one academic year. Deadlines for the application procedure are set in accordance with the agreement.
4. Student Selection Procedure:  
Submit the application with the required form and documents. Initial assessments are made by departments/institute before forwarding the application to the Office of Academic Affairs. After the approval is made by the Domestic Exchange Program Committee, a list of recommended applicants will be sent to the host institution for

further assessment. Names of successful applicants will be announced by the Office of Academic Affairs once the host university makes its final decision. Applicants and their departments will be informed accordingly. A list of candidates recommended by other institutions will be forwarded to respective departments/institutes for assessment. Institutions will be informed of the result of selected applicants.

5. Payment of Tuition Fees:

NSYSU students are required to register at NSYSU and make payment of tuition and insurance fees to NSYSU while on exchange at host institution. For Non-NSYSU students on exchange at NSYSU, they do not need to pay tuition or insurance fees to NSYSU unless a chosen course is offered by the continuing education program or faculty education program for which fees are payable.

6. For NSYSU students, the entire time spent as exchange students at host institutions are counted towards the required years for graduation. Students' registration status while on exchange is handled according to NSYSU regulations. Academic results and credits obtained from the host institution can be transferred to NSYSU by forwarding an application according to the "NSYSU Credit Transfer Guidelines". However, to apply for credits transfer, in accordance with "NSYSU Guidelines for Evaluation of Students' Academic Performance", the student's institute/department name, course content and characteristics have to be similar for the credits to be transferred. This year's graduates shall finalize this before the first day of the next semester; otherwise, the registration will still have to be performed.

7. Issues regarding accommodation arrangement and course selection for exchange students at NSYSU will be administered in accordance with the regulations of NSYSU. NSYSU will issue student ID to exchange students at NSYSU. Exchange students are allowed to use university facilities with the issued ID.

8. For matters not mentioned here, please refer to relevant regulations and guidelines.

9. The implementation guidelines have been approved at the meeting of Academic Affairs. Same procedure applies for amendments.

(These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.)