

The National Chiao Tung University

Implementation Rules for Selecting Short-Term Study Abroad Students

100.5.17 Approved by the 14th College Executive Board Meeting of the College of Electrical and Computer Engineering in the academic year 2010

101.4.24 Approved by the 9th College Executive Board Meeting of the College of Electrical and Computer Engineering in the academic year 2011

I. Purpose

The College of Electrical and Computer Engineering at National Chiao Tung University established these implementation rules for selecting students from our college to study abroad at foreign universities for a period from one semester to two years. This is in hopes of cultivating and expanding the international visions of our students and strengthening their foreign language skills.

II. Eligible students and admission quota

Undergraduate students from our college who have completed three (or more) semesters of undergraduate courses are eligible for application. Graduate students who have received consent and recommendation from their advisors are eligible for application.

The actual admission quota depends on the agreement with the partner school and the application conditions.

III. Selection method

1. The selection process is divided into two stages. In the first stage, each department in the College of Electrical and Computer Engineering and the Electrical Engineering and Computer Science Undergraduate Honors Program is responsible for recommending qualified students according to Articles 2 and 4 of the aforementioned implementation rules. Additional qualification limitations may be proposed by each department.
2. In the second stage, the academic performance, research performance, language skills, internal and external professional competitions, extracurricular activities, and learning plans of each applicant are reviewed, and a total score is allocated to each applicant. Oral examinations may be held when necessary. The selection committee validates each applicant in the order of their total scores, and determines the university for which the applicant is qualified according to the order of preference stated on their application form.
3. The selection committee consists of the dean, head of each department, and head teacher or representative of the Electrical Engineering and Computer Science Undergraduate Honors Program. Meetings are convened by the dean.

IV. Selection qualifications

1. Language skills:

- (1) If the applicant is to study at an English-speaking country, he or she must obtain a TOEFL iBT score of 79 or higher, or an IELTS score of 6.5 or higher.
- (2) If the applicant is to study at a non-English-speaking country, provisions are to be

made according to the partner school.

If the partner school does not have any requirements regarding language skills, applicants should present proof of English proficiency or proof of proficiency in the official language spoken in the location of the partner school.

2. Academic grades:

Undergraduate students should have an overall average score of 75 or higher, and graduate students should have an overall average score of 80 or higher.

V. Application materials

- (1) Application form
- (2) Autobiography (in Chinese)
- (3) Review submission of the college or department
- (4) Official transcript (in Chinese, containing class or department ranking)
- (5) Certificate of enrollment (in Chinese)
- (6) Study plan (in Chinese, should include list of courses to study)
- (7) Photocopy of language proficiency transcript
- (8) Sealed recommendation letter from advisor (for graduate students)
- (9) Other papers that will facilitate the review process

Students who have been approved for receiving study abroad scholarships for outstanding performance need to submit only a list of selected schools of their preference.

VI. Application process:

1. Each year the College of Electrical and Computer Engineering announces the deadline for application. Under normal circumstances, one selection is held per year, and the application deadline is generally around February. Applications for the fall and spring semesters are processed at the same time. If vacant spots are available for the spring semester, an additional selection would be held. The application deadline for this additional selection is generally around August.
2. Qualified applicants must fill in the required information on the application form and submit the required material (excluding the review submission) to the personnel responsible at each department.
3. Applicants who pass the selection according to Article 3 should complete the relevant application forms of the partner school and submit it to the personnel responsible at each department.

VII. Implementation rules:

1. Applicants who pass the selection must cover all expenses for studying abroad.
2. Applicants who pass the selection are required to pay the tuition fees for their current courses at least one month before heading abroad. When the semester finishes, students must return to Taiwan immediately and attend to re-enrollment and graduation-related matters at their original departments. Students must submit transcripts and proof of credits of the partner school to the Globalization and Development Office within two weeks after their return.
3. Dual degree applications are handled according to contracts signed between NCTU and the

partner school. Applicants who apply for dual degree courses should meet the requirements of both departments (at NCTU and the partner school) in order to obtain the corresponding degrees.

VIII. Enrollment status and related matters:

1. Applicants who pass the selection will receive the letter of acceptance to the partner school with the assistance of NCTU.
 2. Relevant school regulations and laws apply to academic, enrollment, and military service matters during the period in which the student is studying abroad.
 3. Tuition fees must be paid according to contracts signed between NCTU and the partner school.
 4. After obtaining credits and completing courses at the partner school, students must submit transcripts and proof of credits (which must be approved by their original departments) to the Office of Academic Affairs to apply for credit transfer.
 5. Applicants who pass the selection are required to purchase sufficient overseas health care and accident insurance (which can cover both outpatient and inpatient fees) according to the national consumption level of the country of study. Students must submit proof of insurance payment within one month after arriving at the partner school.
- IX. These regulations will be implemented after receiving approval from the Executive Board Meeting of the College of Electrical and Computer Engineering. This procedure applies to any amendments made.