

Department of Civil Engineering

College of Engineering

National Taiwan University

Academic Year 2018-2019 Student Exchange Program

Application Guidelines

1) Exchange period

Students may exchange for one semester (Semester 1 or 2) or the full academic year in academic year 2018-2019. The actual exchange period will depend on the host university's academic term start and end dates.

2) Applicant eligibility

- A. Student status: current NTU students. Undergraduates must be year 2 or above. Graduate students must be year 1 or above.
- B. Grades: Undergraduate applicants must have a minimum cumulative GPA of 2.44 and above or must be in the top 40 percent of the class for the 2016-2017 academic year. No grade or rank requirements for graduate students.
- C. Language: students applying to schools in Hong Kong, Indonesia, and Europe must have proof English or other language proficiency.

3) Exchange institutions and quotas

Schools		Exchange Quota	Exchange Period	Eligibility
Asia	College of Civil Engineering, Tongji University	1. Undergraduate and master's degree students: total of 5 2. PhD students: 3	Semester or academic year	Taiwanese students only
	College of Civil Engineering and Architecture, Zhejiang	1. Undergraduate and master's degree students:	Semester or academic	Taiwanese students only

Schools		Exchange Quota	Exchange Period	Eligibility
	University	total of 4 2. PhD: 2	year	
	School of Construction Management and Real Estate, Chongqing University	1. Undergraduate and master's degree students: total of 8 2. PhD: 4	One semester	Taiwanese students only
	Department of Building and Real Estate, The Hong Kong Polytechnic University	Undergraduates: 6	One semester	Must have good English language skills and provide proof of English language ability
	Faculty of Civil and Environmental Engineering, Institut Teknologi Bandung	Undergraduate and graduate students: total of 2	Semester or academic year	Must have good English language skills and provide proof of English language ability
Europe	Faculty of Civil Engineering, Bauhaus-Universität Weimar	Undergraduate and graduate students: total of 2	Semester or academic year	Must have level A1 and above German and provide proof (either language courses or test results/certificates). Or provide GEPT results/certificates.
	School of Built Environment, Rotterdam University of Applied Sciences	Undergraduates: 3	Semester or academic year	Proof of Dutch or English language abilities. Students nominated for Autumn 2018 or Spring 2019 must

Schools		Exchange Quota	Exchange Period	Eligibility
				provide proof of at least CEFR B2/IELTS 6.0 and above level of English language ability by the end of April 2018 or October 2018 respectively.

4) Application requirements

1. Application form

Complete **Form 1**. Applications without the academic advisor/supervisor's signature will not be processed.

2. Academic transcript(s) of all coursework

First year master's degree students must include undergraduate transcript. First year PhD students must include master's degree transcript.

3. Copy of proof of language proficiency

1) Include a copy of language proficiency test results/certificate required by the host institution.

The test results/certificates must meet the host institutions' required tests and scores/levels.

2) If the host institution's language of instruction is the applicant's mother tongue, then no proof of language proficiency is required.

4. Statement of purpose/study plan

1) Choose one or more of the host institutions listed above and write about why you would like to study abroad and your plans for your time abroad.

2) Maximum length: 2 pages

5. Research abstract

1) Only graduate students are required to submit one.

2) Maximum length: 1 page

6. Professor recommendation letter

1) Give **Form 2** to one of your professors to complete.

2) Only graduate students are required to submit one. The form must be in a sealed envelope with the professor's signature across the flap.

7. Any additional documents that may be favorable to your application.

Use a binder clip to keep all the documents in place according to the order listed above.

5) Application timetable

Event	Date/Time	Notes
Announcement of Application Guidelines and Procedures	October 19, 2017	Department of Civil Engineering website and e-mail
Information Session	November 1, 2017 (12:30-13:10)	Department of Civil Engineering Building 2 nd Floor, Room 220
Application Submission	November 27-December 8, 2017 (09:00-17:00)	Department of Civil Engineering Office (Department of Civil Engineering Building 2 nd Floor, Room 209)
Notification of Acceptance	December 29, 2017 (before noon)	The acceptance list and wait list will be posted on the Department of Civil Engineering website.
Confirmation of Acceptance	By noon, January 18, 2018	Students on the acceptance list who do not submit the acceptance confirmation form by the deadline will forfeit their right to participate in the exchange program. The opportunity will be given to students on the wait list.
Notification of Acceptance for Alternates	January 18-30, 2018	The International Affairs Coordinator will email students according to their order on the wait list. Students who do not reply and confirm acceptance by the deadline will forfeit their right to participate in the exchange program.
Confirmation of Acceptance for Alternates	By 17:00, January 31, 2018	Students who miss the acceptance confirmation deadline will forfeit their right to participate in the exchange program.
Return of Application Materials	January 15-31, 2018 (09:00-17:00)	Only students who were not accepted or forfeited. Please bring student ID card to the International Affairs Coordinator in Room 209 to pick up application materials. The Department assumes no responsibility if students fail to pick up application materials in time.

6) Accepting/declining exchange placement

The acceptance and wait lists for each exchange institution will be announced simultaneously. If a student on the accepted list declines the offer, then the Department Office will offer the place to a student on the waiting list via e-mail. The alternate who confirms acceptance within the time limit must submit the acceptance confirmation form to the Department Office by 17:00, Thursday, January 18, 2018. Students who do not confirm or decline acceptance by the deadline will forfeit their right to participate in the exchange program, and their places will be offered to students on the waiting list accordingly.

Program Policies

A) Admission criteria

1. The exchange program is for 2018-2019 academic year matriculation. If a student is unable to matriculate on time, his/her nomination will be immediately cancelled and it cannot be reserved.
2. Nomination only represents that the student has been recommended by the Department for the exchange program. The student must still apply to the host institution. If the student is unable to pass the host institution selection process or fail to obtain a student visa, then his/her nomination will be cancelled. The Department bears no obligation or responsibility to advocate for changing a student's application or help with obtaining a visa.
3. No requests for changing of host institution will be considered. If the campus or exchange term approved by the host institution is not what the student expected, then the student needs to consider whether or not to accept the nomination. No requests for a change of campus or academic term will be accepted.
4. When applying to the host institution, students must use the same identity that they used to apply for nomination. Undergraduates who are offered admission to an NTU graduate school after being nominated, may not request to study abroad as a graduate student. Students who apply as a master's degree student may only study abroad as a master's degree student.
5. Should any of application material or eligibility requirements change at the request of the host institution, students must accept the changes and not object.
6. Should the host institution request to modify the content of the agreement, the Department may consult with the nominated students regarding the modifications to the program contents.
7. Students may study abroad for a maximum of one year.
8. Exchange students study abroad as non-degree students, and therefore should not request a degree from the host institution.
9. Exchange students (including students extending studies) approved for study abroad must pay full NTU tuition and fees for the study abroad period.
10. According to school regulations, students who have fulfilled graduation requirements and not have exceeded the degree time limit prior to studying abroad must apply as an exchange student to extend the degree time limit. The degree time limit extension start and end dates must be the same as the study abroad dates. In other words, students who have fulfilled graduation requirements in either the first or second semester, may only apply to study abroad for the subsequent semester, not a semester with a gap in between.
11. In addition to purchasing travel insurance, students should purchase sufficient insurance (including medical, accident, and overseas emergency assistance) prior to leaving Taiwan. If the host institution provides insurance, then students may choose to purchase it upon arrival in the host country. If a student does not purchase insurance, the Department reserves the right to void the student's nomination.
12. Students are responsible for their own housing, visa, air tickets, transportation to and from the

airport, course selection, academic transcript, credit transfer, insurance and other such personal matters.

13. Should an international student receiving the Taiwan Scholarship want to study abroad as an exchange student, the scholarship would be cancelled according to the Taiwan Scholarship stipulations, and the remaining scholarship will not be retained or extended.
14. Students who apply for graduation or leave absence after being nominated and before the completion of the exchange program will have their exchange student status voided. Students can complete graduation or leave of absence procedures only after receiving approval from the Department. If a student has valid reasons or unavoidable circumstances, the matter will be dealt with accordingly.
15. Students of conscription age according to the law must apply for permission to leave the country and return on time to Taiwan upon completing the exchange period, and shall not stay abroad. If found to be in violation, the student must assume all legal responsibilities and accept NTU disciplinary action.
16. If a student has valid reasons or unavoidable circumstances and wishes to end the program early, he/she needs approval from both institutions and must not end the program and return to Taiwan on his/her own.
17. Upon completing the program, students must return to the Department to continue their studies or complete graduation procedures and must not extend the exchange period without permission. If found to be in violation, the student must assume all legal responsibilities and accept NTU disciplinary action.

B) Accommodation/housing

1) NTU dormitories

- (1) Before leaving Taiwan, students must apply for dormitory reservation or check-out. Students shall not apply for housing in the NTU dormitories for the same time period as their time studying abroad. If a student is found to be in violation of this rule, the matter will be dealt with according to the Student Housing Service Division regulations. Dormitory reservation is unavailable to students extending their studies.
- (2) After dormitory reservation, students will not need to pay NTU dormitory fees for the duration of their exchange, and will not need to participate in the housing lottery upon returning to Taiwan.
- (3) Dormitory reservation only reserves the right of the student to live in the dormitories after returning to Taiwan. No requests for reserving the original dormitory or bed space will be considered.

2) Host institution dormitories

- (1) This Program does not guarantee the availability of on-campus housing, and the host institution is not responsible for guaranteeing on-campus housing.
- (2) Students must apply for dormitory housing on their own. If there are no dormitories available, then students must look for off-campus housing on their own. The Department is not responsible

for helping students advocate for a dormitory space.

C) Course selection, course credit, and grades

1. In addition to meeting the course selection and course credit requirements of the host institution and country, undergraduate students must comply with Article 19.1 and graduate students must comply with Article 78.1 of the NTU Academic Policies, and upon completing the exchange program and returning to NTU, students must complete the grade registration procedures.
2. It is not guaranteed that all credits earned abroad will transfer back as NTU credits. If there is a discrepancy between the two institutions' credit calculations that results in the student receiving only partial credit, the Department is not obligated to provide proof of study abroad credit or advocate on the student's behalf. If the credit transfer discrepancy results in the student being unable to graduate as scheduled, the student shall bear all the consequences.
3. If the host institution in China is not recognized by the Ministry of Education, the credits will not count unless otherwise specified.
4. Undergraduate students who wish to transfer study abroad credits and graduate upon returning to Taiwan must complete the credit transfer procedures and be listed in the graduating class rankings by the first Friday of the first week of each semester of the academic year.
5. Matters not covered here shall be dealt with according to the policies of the Office of Academic Affairs.

D) Exchange student responsibilities and obligations

1. Upon completing the host institution registration process, the student is considered a student of that institution, and therefore shall conform to all applicable rules, regulations, and policies of the host institution and not commit any acts that may be harmful to the reputation of either institution (NTU and the host institution). If the student commits any violations, then he/she shall be subject to disciplinary action by both institutions; for example, a report of the violation will be made to the Student Disciplinary Committee at NTU.
2. During the exchange period, the student must maintain close contact with the Department and be mindful of his/her own safety.
3. During the exchange period, the student has the responsibility and obligation to help promote the Department and actively participate in study abroad related activities at the host institution, such as study abroad expos and information sessions.
4. The student must submit a reflection paper within two months following the conclusion of the exchange program and consent to its use. The Department has the right to use it in various exchange program related promotional activities, and no additional consent is required from the student.
5. Upon returning to Taiwan and before graduation, the student shall help advise students who are planning to study abroad and provide related advice and necessary information.

**Department of Civil Engineering
College of Engineering
National Taiwan University
Academic Year 2018-2019 Student Exchange Program
Student Application Form**

Chinese Name		English Name in Passport		(Please attach a two-inch photograph)
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Student ID Number:		
Department of Civil Engineering Student Level and Year of Study: <input type="checkbox"/> Undergraduate ____ <input type="checkbox"/> Master's ____ <input type="checkbox"/> PhD ____				
Mobile Number:				
E-mail:				
Are you applying simultaneously for the 2018-2019 university-level exchange? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you previously participated in a university-level exchange program? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you applying simultaneously for the 2018-2019 college-level exchange? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you previously participated in a college-level exchange program? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Exchange Program Preference				
Please indicate your preference (1-7) in the box in front of the name of the school.				
<input type="checkbox"/> (China) College of Civil Engineering, Tongji University				
<input type="checkbox"/> (China) College of Civil Engineering and Architecture, Zhejiang University				
<input type="checkbox"/> (China) School of Construction Management and Real Estate, Chongqing University				
<input type="checkbox"/> (Hong Kong) Department of Building and Real Estate, The Hong Kong Polytechnic University				
<input type="checkbox"/> (Indonesia) Faculty of Civil and Environmental Engineering, Institut Teknologi Bandung				
<input type="checkbox"/> (Germany) Faculty of Civil Engineering, Bauhaus-Universität Weimar				
<input type="checkbox"/> (Netherlands) School of Built Environment, Rotterdam University of Applied Sciences				
Proposed Duration of Study				
(Indicate preference with numbers 1-3. Leave blank if you have no preference.)				
<input type="checkbox"/> One semester Autumn 2018				
<input type="checkbox"/> One semester Spring 2019				
<input type="checkbox"/> One academic year				
【Please note: Your proposed duration of study cannot be guaranteed. Your duration of study will ultimately be decided by the host university.】				

Application Checklist

(Use a binder clip to keep the documents in place according to the following order.)

1. Student Application Form (**Form 1**, this form)
2. Cumulative Transcript(s) (First year master's degree students, include your undergraduate degree transcript; first year PhD students, include your master's degree transcript.)
3. Copy of proof of language proficiency (Not required for students applying only to schools in China.)
4. Statement of Purpose/Study Plan (maximum 2 pages)
5. Research Abstract (Graduate students only, 1 page maximum)
6. Professor Recommendation Letter (**Form 2**, Graduate students only, the form must be in a sealed envelope with the professor's signature across the flap)
7. Any additional documents that may be favorable to your application

Applicant's Signature	Academic Advisor/Supervisor's Signature

※Applications without the academic advisor/supervisor's signature will not be processed.

**Department of Civil Engineering
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Professor Recommendation Form**

1) To be completed by applicant:

Name of Applicant: _____

Highest Education Completed (Include Major): _____

Contact Number: _____

Name of Referee: _____

2) To be completed by referee:

1. In what capacity have you known the applicant?

Academic Advisor/Supervisor Professor Research Supervisor

Work Supervisor Other, please explain _____

2. How long have you known the applicant? _____

3. How well do you know the applicant?

Very Well Well Somewhat Not at all

3) From your experience, how would you rate the applicant in terms of the following characteristics in comparison with the applicant's classmates or colleagues? (Please use √ to indicate your rating.)

Rating Characteristic	1 (Poor)	2 (Not good)	3 (Average)	4 (Good)	5 (Excellent)
General knowledge					
Professional knowledge					
Communication skills (oral/written)					
Learning motivation					

Emotional maturity					
Perseverance					
Responsibility					
Self-confidence					
Potential for growth					

4) Narrative evaluation (Please evaluate the applicant's strengths, weaknesses, and scholarly potential.)

5) Overall assessment:

Highly recommend Recommend Reluctantly Recommend Not Recommend

Referee's Signature: _____

Date: _____

Institution/Organization: _____

Job title: _____

Contact Number: _____

E-mail: _____

Notes:

1. This form may be completed by more than one professor separately.
2. After completing this form, please return it to the applicant in a sealed envelope with the referee's signature across the flap.