

Department of Civil Engineering
College of Engineering
National Taiwan University
Academic Year 2023-2024 Outgoing Student Exchange Program
Application Guidelines

1) Exchange Period

Students may exchange for one semester (Semester 1 or 2) or the full academic year in the academic year 2023-2024. The actual exchange period will depend on the host university's academic term start and end dates.

2) Applicant Eligibility

- i. Student status: Current NTU students. Undergraduates must be in year 2 or above. Graduate students must be year 1 or above.
- ii. Grades: Undergraduate applicants must have a minimum cumulative GPA of 2.44 and above or must be in the top 50 percent of the class for the 2021-2022 academic year. No grade or rank requirements for graduate students.
- iii. Language: Applicants must have proof of language proficiency as required by the host university. For English language proficiency, applicants must have CEFR B2 level (TOEFL iBT 79, IELTS 6.0, GEPT High-Intermediate) and above.

3) Exchange Institutions and Quotas

Institutions		Exchange Quota	Exchange Period	Eligibility
Asia	College of Civil Engineering, Tongji University	1. Undergraduate and Master's degree students: a total of 5 2. PhD students: 3	Semester or academic year	Taiwanese students only
	College of Transportation Engineering, Tongji University	Undergraduate and graduate students: a total of 3	Semester or academic year	Don't accept Chinese students
	College of Civil Engineering and Architecture, Zhejiang University	1. Undergraduate and Master's degree students: a total of 4 2. PhD students: 2	Semester or academic year	Taiwanese students only
	School of Construction Management and Real Estate, Chongqing University	1. Undergraduate and Master's degree students: a total of 4 2. PhD students: 2	Semester or academic year	Taiwanese students only

	Institutions	Exchange Quota	Exchange Period	Eligibility
Asia	Department of Building and Real Estate, The Hong Kong Polytechnic University (PolyU)	Undergraduates: 6	One semester	Must have English language proficiency of CEFR B2 and above.
	Faculty of Civil and Environmental Engineering, Institut Teknologi Bandung (ITB)	Undergraduate and graduate students: a total of 2	Semester or academic year	Must have English language proficiency of CEFR B2 and above.
	Hanoi University of Civil Engineering (HUCE; Previously National University of Civil Engineering, Hanoi)	Undergraduate and graduate students: a total of 5	Semester or academic year	Must have English language proficiency of CEFR B2 and above.
	Ho Chi Minh City University of Technology (HCMUT)	Undergraduate and graduate students: a total of 2	Semester or academic year	Must have English language proficiency of CEFR B2 and above.
	Department of Civil Engineering, Faculty of Engineering, King Mongkut's University of Technology Thonburi	Undergraduate and graduate students: a total of 3	Semester or academic year	Must have English language proficiency of CEFR B2 and above.
	Department of Civil Technology Education, Faculty of Industrial Education and Technology, King Mongkut's University of Technology Thonburi	Undergraduate and graduate students: a total of 3	Semester or academic year	Must have English language proficiency of CEFR B2 and above.
	Moscow Institute of Architecture MARKHI	Undergraduate and graduate students: a total of 2	Semester or academic year	Must have English language proficiency of CEFR B2 and above.
	Department of Earthquake Engineering, Indian Institute of Technology Roorkee (IIT Roorkee)	Graduate students: a total of 2	Semester or academic year	Must have English language proficiency of CEFR B2 and above.

Institutions		Exchange Quota	Exchange Period	Eligibility
Europe	Faculty of Civil Engineering, Bauhaus-Universität Weimar	Undergraduate and graduate students: a total of 2	Semester or academic year	Must have proof of German or English language proficiency of CEFR B2 and above.
	School of Built Environment, Rotterdam University of Applied Sciences	Undergraduate and graduate students: a total of 3	Semester or academic year	Must have proof of Dutch or English language proficiency of CEFR B2 and above.
	Faculty of Applied Science, Université de Liège	Undergraduate (taught in French) and Master's (taught in French & English) students: a total of 2	Semester or academic year	Must have proof of French or English language proficiency of CEFR B2 and above.

4) Application Requirements

(1) Application form

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

(2) Application Fee

NT\$300 (non-refundable). Please email your name & NTU student ID number to

<whyinchen@ntu.edu.tw> in advance to request the [Application Fee payment slip](#) and pick it up from the Department of Civil Engineering Office (Department of Civil Engineering Building, 2nd Floor, Room 209) and complete the payment at the Cashier Division. Outstanding students with financial difficulties may apply for fee exemption according to the regulations. Submit the Application Fee receipt from the Cashier Division or proof of financial difficulties as part of your application documents.

(3) Academic transcript(s) of all coursework

First-year Master's degree students must include an undergraduate transcript. First-year Ph.D. students must include a Master's degree transcript.

(4) Copy of proof of language proficiency

- 1) Include a copy of the 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, no proof of language proficiency is required.

(5) Statement of purpose/study plan

- 1) Choose one or more of the host institutions listed above and write preferably in English or according to the host institution's language of instruction about why you would like to study abroad and your plans for your time abroad.
- 2) Maximum length: 2 pages

(6) Research abstract (For graduate students only)

1) Maximum length: 1 page (preferably in English or in the host institution's language of instruction)

(7) Professor recommendation letter (For graduate students only)

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

2) The form must be in a sealed envelope with the professor's signature across the flap.

(8) Any additional documents that may be favorable to your application (Optional)

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


(Do not submit originals unless otherwise stated as documents submitted will not be returned.)

Please keep a copy of the completed forms and the documents before sending them to CEB Rm 209).

5) Accepting/Declining Exchange Placement

The acceptance and wait lists for each exchange institution will be announced simultaneously. Please email your name & NTU student ID number to <whyinchen@ntu.edu.tw> in advance to request for the [Program Management Fee payment slip](#) and pick it up from CEB Rm 209, complete payment at the Cashier Division and submit the Program Management Fee receipt and consent form to CEB Rm 209. If a student on the accepted list declines the offer, the Department Office will offer the place to a student on the waiting list via email. The alternate who confirms acceptance within the time limit must confirm acceptance by **16:00, December 13, 2022**. Students who do not confirm or decline acceptance, or failed to submit the Program Management Fee receipt and consent form 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. For more information on the Program Management Fee, please see "Program Policies, A) Admission criteria, #9."

6) Application Timetable

Event	Date/Time	Notes
Application Guidelines Announcement	November 14, 2022	Department of Civil Engineering website, email
Information Session	November 15, 2022 (12:20-13:30)	Department of Civil Engineering Building (CEB), 2 nd Floor, Room 220. Please sign-up at https://reurl.cc/EXpEVm  by noon, Nov 14, 2022.
Application Fee Payment Slip	Email request by November 28, 2022, 11:00	Email your name & NTU student ID no. to <whyinchen@ntu.edu.tw> in advance for the Application Fee payment slip & pick up from CEB Rm 209. Complete payment at the Cashier Division and submit the receipt with application documents to CEB 209.
Application Submission	November 15 to 28, 2022 (10:00-16:00)	Department of Civil Engineering Office (CEB Rm 209)
Notification of Acceptance	December 8, 2022 (before 16:00)	The acceptance list and waitlist will be posted on the Department of Civil Engineering website. The International Affairs Coordinator will also email students on the acceptance list.
Program Management Fee Payment Slip	Email request by December 13, 2022, 11:00	Email your name & NTU student ID no. to <whyinchen@ntu.edu.tw> in advance for the Program Management Fee payment slip & pick it up from CEB Rm 209. Complete payment at the Cashier Division and submit the receipt and the consent form to CEB Rm 209.
Confirmation of Acceptance	December 13, 2022 (by 16:00)	Students who do not reply and confirm acceptance via email, and submit the Program Management Fee receipt and consent form by the deadline will forfeit their right to participate in the exchange program. The opportunity will be given to students on the waitlist.
Notification of Acceptance for Alternates	December 14 to 22, 2022 (before 16:00)	The International Affairs Coordinator will email students according to their order on the waitlist. Students who do not reply and confirm acceptance by the deadline will forfeit their right to participate in the exchange program.
Program Management Fee Payment Slip for Alternates	Email request by December 27, 2022, 11:00	Email your name & NTU student ID no. to <whyinchen@ntu.edu.tw> in advance for the Program Management Fee payment slip & pick it up from CEB Rm 209. Complete payment at the Cashier Division and submit the receipt and the consent form to CEB Rm 209.
Confirmation of Acceptance for Alternates	December 27, 2022 (by 16:00)	Students who missed the acceptance confirmation deadline or failed to submit the Program Management Fee receipt and the consent form will forfeit their right to participate in the exchange program.

Program Policies

A) Admission Criteria

1. The exchange program is for the 2023-2024 academic year matriculation. If a student is unable to matriculate on time, his/her nomination will be immediately canceled 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 fails to obtain a student visa, his/her nomination will be canceled. 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 the 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 Master's degree students may only study abroad as a Master's degree student.
5. Should any of the 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. Upon accepting the choice of the host university, students must also pay a non-refundable Program Management Fee of NT\$1,000 per exchange semester to the Department. Outstanding students with financial difficulties may apply for fee exemption according to the regulations.
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, 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.
18. In the occurrence of a force majeure event or circumstances, not limited to natural disaster, war, strike, riot, epidemic, etc. in which the Department could not have prevented or is not responsible for, resulting in cancellation or a delay in the exchange, the Department reserves the right to crisis management.

B) Scholarships

Scholarship opportunities might be available depending on the Department's budget.

C) Accommodation/Housing

1) NTU dormitories

- (1) Before leaving Taiwan, students must apply for a 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, students must look for off-campus housing on their own. The Department is not responsible for helping students advocate for a dormitory space.

D) Course Selection, Course Credit, and Grades

1. In addition to meeting the course selection and course credit requirements of the host institution and country, students must take and complete a minimum of two courses or courses bearing six credits on the NTU system. Under special circumstances, other arrangements may be made with the chairman's approval before or during the study period at the host institution.
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. 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.
4. Matters not covered here shall be dealt with according to the policies of the Office of Academic Affairs.

E) 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, 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.