

文藻外語大學國際事務系

Department of International Affairs, Wenzao Ursuline University of Languages

108 學年度第 2 學期國際交換學生甄選簡章

International Exchange Student Selection Guidelines for the Spring Semester of the 2020 Academic Year

I. Eligibility

1. Second- to fourth-year students from the Department of International Affairs (including those delaying their graduation)
2. Students with good character who actively partake in extracurricular activities, as well as voluntary work on and off campus.

II. Selection Schedule

The deadline for submission of application materials is **October 18, 2019 (Friday)**.

Please submit the application materials to the **Office of the Department of International Affairs**. (Extension: 6103, Email: mp0002@mail.wzu.edu.tw)

The interview will be held on **October 22, 2019 (Tuesday)**.

The selection results will be announced on **October 23, 2019 (Wednesday)**.

III. Participating Countries, Names of Universities and Quotas

Country	University	Quota
UK	The Department of Politics, History and International Relations, Loughborough University (http://www.lut.ac.uk/departments/eu/about/index.html)	2
UK	Strathclyde University, Glasgow, Scotland, UK. (https://www.strath.ac.uk/)	2
China	University of Nottingham Ningbo China (https://www.nottingham.edu.cn/en/index.aspx)	2

IV. Exchange Period

One semester: Spring semester of the 2020 academic year (February 2020 to June 2020)

V. Requirements

1. Cumulative GPA of 75 or above
2. Being in the top 50% of your class or department rank
3. Overall average conduct grade of 80 or above without a record of minor demerits or more severe punishments
4. English proficiency

University	Requirements
Loughborough University, UK	One semester: CSEPT 200 or above, IELTS 5.5 or above, or equivalent English language qualifications
Strathclyde University, Glasgow, Scotland, UK.	IELTS 6.5 or above (This is the requirement determined by Strathclyde University)
University of Nottingham Ningbo China	CSEPT 200 or above, IELTS 5.5 or above, or equivalent English language qualifications

VI. Submission of Application Materials

Please submit the following documents (one original and two copies) in A4 size; double-sided printing is acceptable. Please arrange all the materials in accordance with the order presented below and stapled at the upper-left corner. Do not use tape binding, special binding or add extra covers.

1. Application form (handwritten is not acceptable; please type the form; a photo has to be affixed to the original document; the rest can be copies.)
2. Full academic transcript in Chinese (including class/department rank in percentage)
3. A certificate of language proficiency test (required if the transcript does not include the score of the latest English/foreign language proficiency test)
4. Chinese autobiography and study plan (no more than three pages)
5. Resume: The resume should include full records of merits and demerits, club/extracurricular/voluntary activities, and professional certificate acquisition, along with other records.

※ Transfer students can apply for the exchange student program after studying in the Department for a semester.

※ Please submit three copies for items 2, 3 and 5, and present the original documents upon submission. The original documents will be returned after verification.

※ Reference letters are unnecessary.

VII. Selection Criteria and Process

(I) Review of application materials (40%): Academic and conduct grades account for 20%, respectively.

(II) Interview (60%)

1. The Department will notify students two times of the quota for an interview according to the result of reviewing application materials.
2. **The interview is scheduled to be held in the Department's Office at 12:20 on October 22, 2019 (Tuesday).** The Department reserves the right to change the time of the interview. The time and location of the interview will be announced on the Department's website.
3. Admission is decided by total score. The **【Interview】** score will be viewed first if multiple students have the same overall score.

The result will be announced on the Department of International Affairs' website on **October 23, 2019 (Wednesday)**. Admitted students should submit an Exchange Student Declaration or a Waiver Declaration to the Department **within a week** after the announcement. Failing to provide said document in time or not submitting it at all will be considered a waiver.

IX. Scholarships

1. The Department will assist all exchange students in finding opportunities to apply for scholarships available at the University. This is subject to changes in the University's budget and possible evaluation mechanism.

X. Transfer of Credits

Transfer of credits is primarily evaluated by the Department following the principle of lenity (Done in accordance with Wenzao Ursuline University of Languages Guidelines for International Exchange Student's Status & Transfer of Credits).

XI. Notice

1. Exchange students do not have to apply for suspension of studies while studying abroad, but they have to pay full tuition and incidental fees to reserve their student status.
2. Exchange students who have submitted their Exchange Student Declaration cannot waive the chance to participate in the program or ask to shorten the exchange period, except when encountering force majeure with concrete evidence attached. Those who relinquish without a justifiable reason or after submitting the Exchange Student Declaration will be given a punishment more severe than a warning and barred from the next selection.
3. If an exchange student intends to waive the chance to participate in the program because a partner university modified its exchange conditions, punishments will not

- be given. However, the student has to notify the Department before departure.
4. Faculty members who are in charge of international exchanges in the Department will assist exchange students in contacting partner universities. However, exchange students still have to complete the procedures for overseas studies, apply for visas, purchase plane tickets, and find accommodation. Please do not apply to the program if you cannot fulfill said responsibilities independently. Moreover, partner universities might not arrange pick-up services at airports. If this is the case, exchange students have to go to partner universities by themselves. If partner universities provide charged pick-up services, exchange students who wish to use the services should pay the expenses.
 5. Exchange students who are draftees should apply for a deferred call and return to Wenzao to continue their studies after the end of the program. Prolonged stay abroad is prohibited. Exchange students should bear full legal responsibilities if violations occur. The Department will impose punishments according to the severity of the violations.
 6. Exchange students have to sign an “Administrative Contract.” If an exchange student wishes to return to Taiwan before the end of the program due to force majeure and can provide concrete evidence, he/she has to inform the Department and the partner school. The Department will impose punishments more severe than a warning on those who return to Taiwan before the end of the program without a proper reason, according to the severity of the violations. Furthermore, those who receive scholarships from the University have to repay the scholarships if they fail to complete the program.
 7. Exchange students have to return to the Department and continue their studies after the end of the program. Exchange students cannot extend the exchange period.
 8. Exchange students have to attend the “Pre-departure Orientation” organized by the Department. After completing the program, they are obliged to submit a report and hold an “Experience Sharing Presentation.” They also have to submit other documents required by the Department in accordance with its regulations. If an exchange student does not comply with the above rules, the Department will impose punishments according to the severity of the violations.
 9. After returning to Taiwan, exchange students have the responsibility to become an International Student Assistant (ISA). The Department will assign partners and provide training. In addition, exchange students also have to participate in language-related competitions upon the requests of the Department.
 10. For matters not covered by the Guidelines, the Department may proceed with the University regulations.