





National Taipei University of Education

2018-2019 GUIDELINES FOR EXCHANGE STUDENTS

A. GENERAL INFORMATION	
Name of Institution	National Taipei University of Education 
Country	Taiwan (Republic of China)
In-Charge Unit (for student exchange)	Name of Unit: Division of International Affairs
	Address: A709, 7F, Administration Building No. 134, Sec. 2, Heping E. Rd., Da-an District, Taipei City, 10671, Taiwan(R.O.C)
	Director: Dr. Ya-Hui Wang
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	Email: yahwang@tea.ntue.edu.tw
Relevant Website	Institution: http://www.ntue.edu.tw
	Student Exchange: http://orad.ntue.edu.tw/en/3/Ex_Students/In_ex_students 
Contact Information	Ms. Stella Chou 周羽容 Telephone: +886-(0)2-6639-6688 #82137 E-mail: stellachou@mail.ntue.edu.tw
General background	With more than 120 years history of excellence, NTUE is proud to be one of the most prestigious academic institutes in Taiwan. Our school plays an important role in the development of primary education and teacher training programs, and is highly regarded as an essential figure of educational services. We are very proud of the programs we offered in training thousands of professional primary school teachers in Taiwan.
Type of Institution	(X) Public () Private (X) Teacher Training Institution () Comprehensive University

	<input type="checkbox"/> Liberal Arts College <input type="checkbox"/> Others, please specify:	
Location and Campus Map	NTUE is located in the Taipei City, the biggest city and the capital of Taiwan. The university is literally in the heart of Taipei's cultural and financial district, and is near to National Dr. Sun Yat-Sen Memorial Hall, Chiang Kai-Shek Memorial Hall, and Taipei 101. For location and campus maps, please refer to the following websites: Location: http://www.ntue.edu.tw/about/transportation Campus map: http://www.ntue.edu.tw/about/campustour	
Student Enrollment	Total Number of students	Around 6,000
	Number of international/exchange students	40-50/per year
Staff Strength	Total No. of Academic/Teaching staff : 205 Total No. of Administrative staff : 196 PhD-degree holder : 158 MA-degree holder : 28 BA-degree holder : 19	

B. ACADEMIC INFORMATION

	2018 Fall	2019 Spring	
Academic Calendar	Arrival Dates	Early September	Mid-February
	Teaching period starts	Mid-September	Mid-February
	Teaching period ends	Mid-January	Late June
	Holidays	Mid-Autumn Festival: Mid-September National Day: 10 October New Year's Day: 1 January	228 Memorial Day: 28 February Children's Day & Tomb Sweeping Day: Early April Dragon Boat Festival: Late May
	Examination period	Mid-November Mid-January	Mid-April Mid-June
	Website: http://academic.ntue.edu.tw/ezfiles/7/1007/img/43/2018-2019NTUE-calendar20170907.pdf		
Language of Instruction	1. Chinese: 90% 2. English: 10% 2 English master programs are available (1) Master of Arts in Critical and Curatorial Studies of Contemporary Art https://ccscantue.weebly.com/ (2) International Master's Program of Learning and Instruction https://laintue.weebly.com/		
Exchange Duration	1 semester or 2 semesters Fall Semester: September to January Spring Semester: February to June		
Study Load for exchange students per Semester	Minimum study load	2 credits / per course	
	No. of credits per course	2 or 3 credits/per course	
	For each credit, number of contact hours in a week	1 hour/per week	
	No. of teaching week in a semester	18 weeks	
	For each course, total number of contact hours in a semester	36 hours	

	Course Grade	Interpretation	Grade Point Equivalent
Grading System	90-100	Distinction	4.5/4.0
	80-89	Excellent	3.5/3.0
	70-79	Good	2.5/2.0
	60-69	Satisfactory	1.5/1.0
	Below 60	Fail	0.0
Course Information	http://apstu.ntue.edu.tw/Secure/default.aspx (Mandarin Only) Please see appendix to find the route.		
Courses Restrictions / Requirements	Exchange students must apply for courses according to the regulations requirements of their departments. Students are required to know intermediate Chinese for attending professional courses.		
Method:	On-line after arrival		
Registration Period:	Within two weeks after the new semester starts		

C. APPLICATION

Academic Requirement	Application will only be considered through the nomination submitted by partner institutions.
Chinese Proficiency Requirement	<p>1. Except for Chinese native speaker or students major in Chinese, Proof of TOCFL Level 3(formerly Basic) or equivalent level such as HSK5, 中國語檢定試驗 3 級 is required at the time of Exchange Application submission for applicant of Department of Language and Creative Writing if not major in Chinese.</p> <p>2. Optional for other departments applicant and Chinese native speaker. But obtaining intermediate Chinese proficiency is highly encouraged before arrival, since most of courses are taught in Chinese at NTUE.</p> <p>3. Should his or her instructor find it necessary, an exchange student is suggested to take free Mandarin courses (15 hours a week) at the Chinese Language Education Center to improve his / her Chinese proficiency at NTUE. The Mandarin courses are 0 credits, but students can receive transcript and certificate if their scores over 70 and at least 3/4 attendance of last session that could be waived depending on home institution.</p>
Required Documents (in Chinese or English only)	<p>1. NTUE Application Form (signed PDF and Word file without signature): (1) Please download from our website : http://orad.ntue.edu.tw/en/3/Ex_Students/In_ex_students (2) Applicant for Department of Language and Creative Writing should fill in the form in Chinese. 語創系申請者，請以中文填寫國際交換學生申請表。</p> <p>2. Photocopy of Passport (Mainland China students can be exempt from this document 大陸地區學生免繳)</p> <p>3. Official Transcripts in English or Chinese</p> <p>4. Certificate of Enrollment</p> <p>5. Letter of Recommendation</p> <p>6. Photo(jpg): 1) Thin half-length color photo with a glossy finish taken with a white background within the last one year that should be 4.5cm X 3.5cm with an image of the head that should not be shorter than 3.2cm or longer than 3.6cm from the top of the head to the chin, without</p>

	<p>wearing a hat or a pair of color glasses, with clear facial features not covered and identifiable, and should not be modified or composed.</p> <p>2) Student staying in Taiwan over 180 days needs to bring a hard copy of photo for ARC application .</p> <p>7. Certificate of Health: Choose one depending on the duration of stay. Required items must be included</p> <p>1) <u>Health Certificate for Short-Term Students</u>- For foreign students who intend to stay in Taiwan for more than three months, but less than 6 months or Chinese students who intend to stay in Taiwan for more than two months, but less than 6 months.</p> <p>2) <u>Health Certificate for Residence Application</u>- For foreign students who intend to stay in Taiwan for more than 6 months.</p> <p>8. Financial Statement: balance over US\$ 5000 for 1 year officially issued by bank</p> <p>9. Certificate/Proof of Language Proficiency</p> <p>(1) Certificate/Proof of Chinese Proficiency</p> <p>a. Certificate of TOCFL 3 or <u>equivalent level</u> such as <u>HSK5</u>, <u>中國語檢定試驗 3級</u> is required for applicant of Department of Language and Creative Writing if not major in Chinese.</p> <p>b. Applicant of Department of Language and Creative Writing Students should provide certificate or related proof such as transcript if major in Chinese.</p> <p>c. Optional for other departments applicant and Chinese native speaker.</p> <p>(2) Certificate/Proof of English Proficiency</p> <p>Optional, but student intends to apply for Dept. Children English Education is strongly suggested to have B2 level of English Proficiency.</p> <p>10*. <u>Entry Permit Application to Taiwan for Mainland China Passport Holders</u><u>大陸地區人民入出臺灣地區申請書</u> 回覆word檔，毋須簽名，個人資料欄位請詳填。</p> <p>11*. Scanned copy of ID card身分證正反面彩色清晰掃描jpg檔</p> <p>* Applicants holding passport issued from Mainland China should additionally offer jpg file of item 4 and item 10 and 11.持大陸地區護照者(不包括香港、澳門地區)須另提供第4項jpg檔和第10、11項文件</p>	
Application Deadline	1 st (Fall) Semester	15th May 2018
	2 nd (Spring) Semester	30th November 2018
Application Procedures	Please submit the completed and typed Application Form with all required documents in PDF if without special notes which should be scanned and colored copy of original one via email at <u>international@tea.ntue.edu.tw</u> before the deadline.	

D. ACCOMMODATION	
Academic Requirement	Application will only be considered through the nomination submitted by partner institutions.
Type of accommodation	Shared room among 6 persons.

Estimated Accommodation Fee per <u>semester</u>	NT\$ 8,350 (excluding internet fee NT\$ 600, deposit NT\$ 500 and air-conditioning fee) *Deposit NT\$ 500 is refundable if without rule violation of dorm *Additional fee is applicable for the summer / winter break Please pay the accommodation fee by cash upon arrival for getting access card.
Meals	Estimated cost: 200-250 NT per day
Facilities	Inside bedroom: computer ports, telephone, wardrobe, desk, air-condition Shared Facilities: reading room, refrigerator, laundry room, bathroom/toilet *Mattress, blanket, duvet and pillow are not provided in the dormitory. *No kitchen or cooking area in the dormitory.

E. MISCELLANEOUS	
ESTIMATED Living Expenses (for reference only)	Accommodation : 8,350 NT (for 1 semester) Bedding Set : 1,500 ~ 2,500 NT(including mattress, blanket, duvet and pillow) Books : 3,000 NT (for 1 semester) Meal : 8,000 NT (per month) Local Transportation : 2,000 NT (per month)
Visa Application Procedures and Application Fee	We will send the document “Certificate of Admission” for applying student visa. All international students are required to apply for the student visa prior to their arrival in Taiwan. 1. Please refer to the website of Taipei Missions Abroad in your country. 中文版(Chinese): https://www.taiwanembassy.org/portalOfDiplomaticMission_tc.html#ALL English: https://www.taiwanembassy.org/portalOfDiplomaticMission_en.html#ALL 2. Visa application form 中文版(Chinese): http://www.boca.gov.tw/np.asp?ctNode=674&mp=1 English: https://visawebapp.boca.gov.tw/BOCA_MRWeb/subroot/MRV00FORM.action 3. Students with People’s Republic of China nationality should pay application fee NT\$ 600 and commission fee NT\$ 15-20 for Taiwan(R.O.C) Exit & Entry Permit. 持中華人民共和國護照之大陸地區學生需於抵台後於國際事務組繳交大 陸地區人民在臺灣地區入出許可證申請費用新臺幣 600 元和手續費 15- 20 元。
Alien Residence Certificates (ARC) Application Fee	Those who enter Taiwan on a Resident Visa or get a Resident Visa after having arrived in Taiwan must apply for an Alien Resident Certificate and Re-entry Permit at National Immigration Agency (No. 15, Guangzhou St., Zhongzheng District, Taipei City 100-66) which must apply within 15 days from the next day of arrival or apply within 15 days from the Resident Visa issuance date. Duration of stay is noted on the Alien Resident Certificate.
Insurance	All international students are required to have medical and accident insurance in home country to cover your medical expenses during your entire stay in Taiwan

	<p>before enroll in the NHI Program. Please offer the copy of insurance proof after receiving the Letter of Acceptance from NTUE.</p> <p>According to National Health Insurance Act in Taiwan, international students staying in Taiwan for at least 6 months and holding ARC are mandatory to enroll in the National Health Insurance (NHI) Program which cost NT\$ 749 per month.</p>
Pick-up service	Free pick-up service is available on specified date(s). Please offer date and flight number at least 1 month earlier before arrival.

