

# Wenzao Ursuline University of Languages

## Guidelines Governing the Selection of Students for the International and Cross-Strait Exchange Program

Approved at the Research and Development Meeting on November 19, 2003  
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Article I: Wenzao Ursuline University of Languages (hereinafter referred to as the University) has formulated the Guidelines Governing the Selection of Students for the International and Cross-Strait Exchange Program at Wenzao Ursuline University of Languages (hereinafter referred to as the Guidelines) to select students for its international and cross-strait exchange program.

Article II: The international and cross-strait exchange activities referred to in the Guidelines are defined as those in which students participate in a foreign institution that has a cooperative relationship with the University, such as visiting, studying courses, and doing an internship.

Article III: The Guidelines are applicable to:

- I. An institution that has signed a formal contract or a letter of intent on cooperation with the University.
- II. A unit which implements an exchange program commissioned by an external institution (e.g. the Ministry of Education).
- III. Other institutions that have established various cooperation agreements with the University.

Article IV: An applicant should meet the following criteria:

- I. Studying in a graduate institute, an undergraduate program, or a 5-year college program at the University.
- II. Satisfying the language proficiency requirements of the University's exchange partner. If there is no relevant regulation, he/she should satisfy the requirements of various colleges and departments (graduate institutes) of the University laid down during the selection procedure.
- III. Possessing outstanding academic and behavior scores.
- IV. Actively participating in internal and external services, extra-curricular activities, and international and cross-strait exchange activities
- V. Other requirements laid down by the University or various colleges and departments (graduate institutes).

Article V: An applicant must submit the following documents when making an application:

- I. Application form (see attachment)
- II. Photocopies of the front and reverse sides of the National ID and Student ID cards

- III. Letter of Consent provided by parents
- IV. An officially certified copy of academic records (in English)
- V. An officially certified copy of a valid language proficiency certificate (e.g. TOEFL CBT, IELTS and other language proficiency tests offered by the University, or other language proficiency tests that meet the requirements of the University's exchange partners)
- VI. A study plan and concise autobiography
- VIII. All other information required by the University's exchange partners
- IX. Photocopies of other supporting documents (e.g. award documents, qualification certificates, and certificates of participation in activities)

Article VI: Selection procedure:

- I. The Office of the International and Cross-Strait Cooperation will take charge of making an announcement on exchange activities, number of participants, and relevant affairs. To handle matters related to the selection, the Office may invite relevant faculty members to form a review committee to conduct a selection interview.
- II. Preliminary selection: The Office of the International and Cross-Strait Cooperation will review documents submitted by applicants to decide on qualified candidates for a further selection review.
- III. Final selection: The review committee will interview those who passed the preliminary selection process. Those who are qualified and selected will be sent to the University's exchange partners by the Office of the International and Cross-Strait Cooperation.
- IV. Colleges and departments (graduate institutes) can formulate their respective selection procedures.

Article VII: Students studying in different programs (5-Year Junior College Program, 2-year College Program, 4-year College Program, Master's Program) can participate in exchange programs twice, but cannot apply to the same institution. Also, the total study period should not exceed one year. If the number of students selected exceeds the limit for a language exchange program, priority will be given to those who have never participated in an exchange program. Furthermore, according to the regulations of the Ministry of Education, undergraduate and graduate students can only apply for its Study Abroad Scholarships once. After completing a program, they should return to their schools or obtain a degree. They cannot make an application for extension of their studies since this will reduce the availability of the number of exchange students.

Article VIII: If the starting date of a semester at the University's exchange partner clashes with the end date of a semester at the University, official leave will be granted to concerned students. An application for official leave should be made in accordance with the Guidelines for Requesting Leave, while an application for final examination exemption should be made in accordance with Article 4 of the Guidelines for International Exchange Students' Status & Transfer of Credits.

Article VIII: The Guidelines become effective after being approved at the Executive Meeting and ratified by the President. Amendments must follow the same procedure.