



COLLEGE OF MANAGEMENT, NATIONAL TAIWAN UNIVERSITY EXCHANGE PROGRAM FACT SHEET 2018-2019



GENERAL INFORMATION

MAILING ADDRESS	Office of International Affairs Room 903, Building I, College of Management, No. 85, Section 4, Roosevelt Road, National Taiwan University Taipei, 106, Taiwan
TELEPHONE	+886 (0)2 3366 1030
FAX	+886 (0)2 3366 5411
WEBSITE	www.management.ntu.edu.tw/en/ia
EXCHANGE AFFAIRS EMAIL	ntucomexchange@ntu.edu.tw

CONTACTS

DIRECTOR	Prof. Chialin CHEN Tel: +886 (0)2 3366 1031 Cchen026@ntu.edu.tw
ASSOCIATE DIRECTOR	Ms. Celia YANG Tel: +886 (0)2 3366 1033 chiayang@ntu.edu.tw
INTERNATIONAL COORDINATOR (INBOUND EXCHANGE AFFAIRS)	Ms. Franzi Wang Tel: +886 (0)2 3366 1036 franziwang@ntu.edu.tw
INTERNATIONAL COORDINATOR (OUTBOUND EXCHANGE AFFAIRS)	Ms. Linda LIN Tel: +886(0)2 3366 1037 mengtingline@ntu.edu.tw
INTERNATIOANL COORDINATOR (SHORT TERM PROGRAM)	Ms. Thera TU Tel: +886(0)2 3366 1032 theratu@ntu.edu.tw



NOMINATION PERIODS

NOMINATION PROCEDURE (FOR PARTNERS)

Via **CoM Online Nomination System**, link will be provided at the start of nomination period. Nomination deadline will also be announced in the email. Each nomination period will last about **10** days. **It would be grateful if you can check with CoM inbound exchange coordinator about the exchange slots before March for Fall semester or Full year nominations or before September for Spring semester nominations.**

Full Year	Fall Semester	Spring Semester
Starts in March	Starts in March	Starts in late September

APPLICATION PERIODS

APPLICATION PROCEDURE (FOR STUDENTS)

Via **CoM Online Application System**, a link will be sent through email to your student(s) directly after the completion of the online nomination.

Student(s) may also go to **CoM Online Application** website listed below for the application:

<https://ntucomexchange.ntu.edu.tw/incoming/incoming.student/login>

Full Year 2018-2019	Fall Semester 2018	Spring Semester 2019
March 15 to April 15, 2018	March 15 to April 15, 2018	October 1 to 31, 2018

SEMESTER CALENDAR

FALL SEMESTER 2018

Suggested Arrival Period	Late August
Exchange Student Orientation	Early September
Semester Period	September – January
Final Examination Period	Mid-January

SPRING SEMESTER 2019

Suggested Arrival Period	Mid-February
Exchange Student Orientation	Mid-February
Semester Period	February – June
Final Examination Period	Late-June

More information:

www.management.ntu.edu.tw/ia/IncomingExchange/AcademicInformation/AcademicCalendar



ACADEMIC INFORMATION

ACADEMIC LEVELS OFFERED	Undergraduate and Graduate
LANGUAGE OF INSTRUCTION	Mandarin Chinese and English
LANGUAGE REQUIREMENT	IELTS 5.5 or TOEFL 80(iBT)
COURSES	List of courses will be available approximately one month prior to semester start date. Complete course list and relevant information will be provided to exchange students in due course.
CREDIT SYSTEM	1 NTU credit = 1 contact hour per week over 18 weeks 1 NTU credit = 2 ECTS (for reference ONLY) 1 NTU credit = 1 credit hour (North American credit system) At NTU, each course is normally worth 3 credits and meets 3 hours per week over 18 weeks (one semester).
COURSE LOAD	Undergraduate students are required to register for a minimum of 4 NTU credits and no more than 25 NTU credits per semester; Graduate students are required to register for a minimum of 4 NTU credits and no more than 20 NTU credits per semester during their exchange periods at NTU. Students are also advised to check with their home institutions' requirements on course load while studying abroad.
EXAMINATIONS	The assessment of performance varies: written or take-home exams, progress reports, oral presentations, group reports and essays. Exams are scheduled during the Final Examination Period normally held in January for Fall Semester or June for Spring Semester. Under special circumstances, when students cannot stay until the end of the scheduled examination period, students may inform the instructors at the beginning of the semester and see if an alternative exam can be arranged. The Office of International Affairs will not become involved in matters pertaining to individual instructors' decisions on such arrangements.



GRADING SYSTEM

GRADING SYSTEM (FOR REFERENCE ONLY)

A+ = 4.3	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
B- / C-		Lowest Passing Grade
W		Withdrawal
F		Fail (insufficient)
X		Fail (insufficient)
NC		No Credit

Graduate Level

B-	Lowest Passing Grade
----	----------------------

Undergraduate Level

C-	Lowest Passing Grade
----	----------------------

TRANSCRIPTS

Grades will be awarded for every course in which a student is enrolled. At the end of the exchange period, one copy of the transcript of grades for each student will be mailed to the International Office of the home institution, as soon as all of the grades are available, approximately 4 weeks following exams.

VISA INFORMATION

Once accepted into the **CoM Exchange Program**, exchange students will receive an official Letter of Acceptance issued by NTU. Exchange students must apply for a valid Visitor or Resident Visa* with the Letter of Acceptance from NTU in their country of residence BEFORE entering Taiwan. More visa information will be provided after the issuance of the official Letter of Acceptance from NTU.

* Not applicable to PRC (Chinese) Passport Holders

PRC (Chinese) Passport Holders must apply for an Exit and Entry Permit (入出境許可證) BEFORE entering Taiwan, more visa information will be provided after the issuance of the official Letter of Acceptance from NTU.

www.management.ntu.edu.tw/ia/IncomingExchange/Pre-ArrivalInformation/visa

INSURANCE

Exchange students must show proof of accident/health insurance valid for the entire exchange period along with their applications. Exchange students are advised to purchase insurance in their home countries.



ACCOMMODATION

NTU Student Residences

Exchange students who are interested in staying at NTU Student Residences may apply. The price is between TWD 4,900-7,400 per month.

Room Type	Fee (Subject to Change)	Description
Single Room	TWD 7,400 per month	Private bathroom
Double Room	TWD 4,900 per month	Private bathroom shared with two residents

www.management.ntu.edu.tw/ia/IncomingExchange/Pre-ArrivalInformation/accommodation

Off-Campus Accommodation

Exchange students who choose for off-campus accommodations are responsible for finding their own housing.

ESTIMATED LIVING EXPENSES

Items	1 Semester / 5 Months
Accommodation (NTU Student Residence)	TWD 24,500 - 37,000
Textbooks / Stationery	TWD 6,000
Mandatory Campus Internet Access Fee	TWD 400
Food	TWD 60,000
Public Transportation	TWD 10,000
Recreation/ Entertainment / Miscellaneous	TWD 30,000
Total Estimated Costs	TWD 130,900 - 143,400

*USD1 = TWD 29.41 ; €1 = TWD 36.28 (February 2018)

- ◆ Accommodation rate is based on Single Room rate at NTU Prince House Student Residence.
- ◆ All students are required to pay the mandatory Campus Internet Access Fee every semester.
- ◆ Estimated food cost only applies to meals provided by on-campus cafeterias.

CHINESE LANGUAGE COURSE (For non-native Chinese speakers ONLY)

All exchange students are eligible to apply for a FREE Chinese language course during their exchange period at College of Management, National Taiwan University.

ORIENTATION

The Exchange Student Orientation is **MANDATORY** for all exchange students. This session provides exchange students with an opportunity to meet with other fellow exchange students, to familiarize themselves with the NTU campus and with NTU's academic and administrative policies. Other general information on studying and living in Taiwan will also be provided at the orientation. The Orientation is normally held one week before the semester starts.



STUDENT SERVICES

Exchange students have full access to on-campus resources, including athletic facilities, computing services, library, restaurants, international student support, and student clubs/organizations.

BUDDY PROGRAM

The Buddy Program is a student volunteer program designed to provide support to new international exchange students and to promote intercultural understanding. It is coordinated and supported by the Office of International Affairs in College of Management. Each exchange student will be assigned to a CoM Buddy who will give cultural guidance, information about life in Taiwan and at NTU, and other assistance if needed.