



*College of International Studies and Social Sciences
National Taiwan Normal University
162, Section 1, Heping East Rd., Taipei 10610, Taiwan*
TEL:+886-2-77341149 FAX:+886-2-23687762
E-mail: jessicapliu@ntnu.edu.tw

**College of International Studies and Social Sciences, NTNU
Exchange Program Information for Partner Colleges
(Faculty of Arts and Humanities, Rome University)
2018 spring semester**

A. General Information and Contacts	
1. Name of University / College	College of International Studies and Social Sciences (CISS), National Taiwan Normal University (NTNU)
2. Address & Website of University	162, Section 1, Heping East Road, Taipei City, 10610, Taiwan http://www2.ntnu.edu.tw/en/modules/tinyd0/index.php?id=5 (Office of International Affairs, NTNU: http://www.ntnu.edu.tw/oia/)
3. Contact person, title and email	<p>Coordinator of NTNU CISS (Be responsible for the consultation of quota of exchange students and the compilation of materials about the qualification criteria of exchange students from all reception faculties of CISS.) Ms. Pei-Chun Liu Tel: +886-2-7734-1149 Fax: +886-2-2368-7762 Email: jessicapliu@ntnu.edu.tw</p> <p>Coordinator of Office of International Affairs, NTNU (Be responsible for the online application and the arrangement of accommodation and airport pickup of exchange students.) Mr. Daniel Lin Tel: +886-2-7734-1269 Email: danielyclin@ntnu.edu.tw</p>

B. Admission	
1. Number of exchange students accepted	1. It will be included Max. <u>5-7</u> students in total for 1 academic year. 2. If the exchange period is 1 academic year, one student will offset 2 quotas.
2. Acceptable length of study	One semester [<input type="checkbox"/> Fall <input type="checkbox"/> Spring for this time] or one year
3. Application period	See Appendix 1 (Note: must apply online)
4. Application form	Online Application: http://ap.itc.ntnu.edu.tw/istudent/IE/
5. Reception faculties / Acceptable qualification criteria & requirements for incoming exchange students	See Appendix 2
6. Required documents for exchange application	1. <u>Application form</u> – Signed and attach <u>2</u> passport-size <u>photos</u> (Refer to Appendix 3 for the sample of application form) 2. Photocopy of applicant's <u>passport</u> x 1 3. <u>Letters of recommendation</u> x 1 4. <u>Study plan</u> (approx. 800 to 1000 words)



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B. Admission	
	<p>5. <u>Official academic transcripts</u> x 1 (for undergraduate or graduate studies).</p> <p>6. <u>Student ID or enrollment certificate</u> x 1</p> <p>7. Others (depend on each reception faculty)</p> <p>*All the documents must be either in English or Chinese.</p>
7. Student exchange related website	http://www.ntnu.edu.tw/oia/goexchange.php

C. Academic Calendar (web link: http://www.aa.ntnu.edu.tw/page4/super_pages.php?ID=0page401)	
<Summer Program>	
Class begins	N/A
Class (exams) ends	N/A
<Fall Semester>	
Class begins	Mid of September
Class (exams) ends	Mid of January
<Spring Semester>	
Class begins	Mid of February
Class (exams) ends	End of June

D. Major & Course Registration	
1. Course registration period & method	T.B.A. (Further follow-up notice), adopt the online course registration.
2. Restrictions	<p>1. It will be determined by the requirement on the qualification criteria of exchange students made by reception faculties (See Appendix 2). If no special provisions, all courses of our <u>University</u> shall be taken as elective courses.</p> <p>2. If there are special provisions on the courses of other faculties of our <u>University</u> in the former article, it shall be in accordance with the provisions. (e.g. Department of Music or Fine Arts)</p>
3. New requirements for courses	<p>1. <u>International culture programs</u>: Course is split into two parts and is taught completely in English.</p> <p>2. <u>NTNU contain courses</u>: All courses at NTNU are open to exchange students. However, some courses have prerequisites that must be completed first.</p> <p>*Must complete at least one course for each.</p>
3. Website link to find classes online	http://courseap.itc.ntnu.edu.tw/acadmOpenCourse/index.jsp
4. Language program	Non-Mandarin-spoken exchange students can consider to attend the courses of Mandarin Training Center (http://www.mtc.ntnu.edu.tw/),



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	<p>but the expenses for the courses shall be paid by themselves. About the expenses, please refer to http://web.mtc.ntnu.edu.tw/mtcweb/index.php?option=com_guoyu&task=show_information&id=29&menuid=105&lang=en</p> <p>Non-Mandarin-spoken exchange students also can take group classes up to 6 hours per week at the Mandarin Training Center's semester program without charges for one semester. However, if student would like to continue studying, they will need to pay MTC tuition starting from the next semester.</p>

E. Scholarship provided by NTNU	
1. Benefits	N/A
2. Application deadline	N/A
3. Application form	N/A

F. Accommodation	
1. Dorm room or other on-campus housing guaranteed?	<p>Certain amount of campus dorm will be reserved for exchange students each semester. Assistance provided for students who are not able to stay on campus.</p> <p>※ NTNU will make efforts to arrange accommodation for international students, however the offer of accommodation is not guaranteed due to the university's housing circumstance in a specific semester.</p>
2. Types and fees	Dorm Room (for expenses, please refer to B.8 Column, International Student Handbook, in this Form.)
3. Accommodation Information.	http://www.sa.ntnu.edu.tw/files/13-1000-1572.php More photos: https://goo.gl/photos/wYfGPX5fm4MZuP5v7

G. Others	
1. Insurance requirement	<p>*Students who study for 1 year : <u>National Health Insurance Required from the 5th month after arrival.</u> (about NTD 749 per month) We strongly encourage students to purchase adequate health insurance from home country before join the NHI system.</p> <p>*Students who study less than 6 months: Strongly encourage to purchase adequate health insurance from home country <u>throughout the entire period of study.</u></p> <p>Or can purchase 【 University Student insurance plan 】 (International Students health insurance). The amount of the</p>



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	insurance is NT 3,000 effective from 6 months.
2. Airport pick-up service	<input checked="" type="checkbox"/> Yes NTNU International Volunteer Team provides the service on fixed schedule. The expense of transportation will be the responsibility of exchange students.
3. Vaccination / Medical check requirement	Incoming students should present the health certificate.
4. Living costs in Taipei City (The actual living cost may vary depending on life styles.)	Housing (on- campus): NTD 2,000~3,000/ month Insurance: NTD 700/ month Living: NTD 8,000 ~ 12,000/ month + _____ Total: NTD 10,700 ~ 15,700 / month

Note: To help the partner colleges to be familiar with the provisions of our University, we compiled relevant information of all units of our University in this Form. The actual situation should be subject to the provisions of organizers.
If there is any difference between this Form and actual situation, please inform us to update.

Should you have further questions, you are more than welcome to contact us!