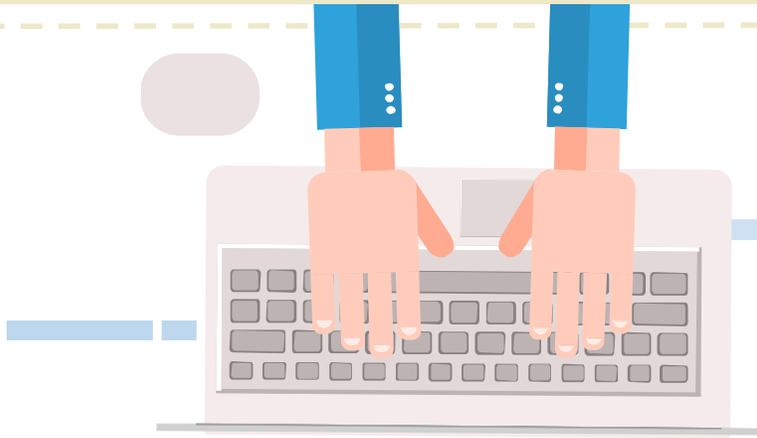




# College of Management Student Exchange Selection Process Briefing





# 01 College-Level Student Exchange Program

## PART/01 Exchange Program



CoM and other business schools have established a reciprocal exchange arrangement whereby the number of students nominated by both schools must be even, therefore **the available exchange slots per year is subject to the number of exchange applications from both schools**. To date, CoM has entered into an exchange agreement with a total of 100 partner schools.



### Canada/ United States

Rotman School of Management, University of Toronto  
McGill University  
HEC Montréal  
USC Marshall School of Business  
Carlson School of Management, University of Minnesota  
University of Texas at Dallas

### Netherlands/ Belgium/ Italy/ U.K/ France/ Germany/ Spain/ Poland/ Finland/ Switzerland/ Sweden

ICHEC Brussels Management School  
School of Business and Economics, Maastricht University  
Leeds University Business School  
HEC Paris  
University of Mannheim  
Comercial University of Luigi Bocconi

### Japan/ Korea/ Thailand/ Singapore/ Hong Kong/ China

Kyoto University  
Yonsei University  
National University of Singapore  
HKUST Business School  
Chulalongkorn University  
Guanghua School of Management, Peking University  
Tsinghua SEM

## PART/01 Exchange Program



### Exchange Duration

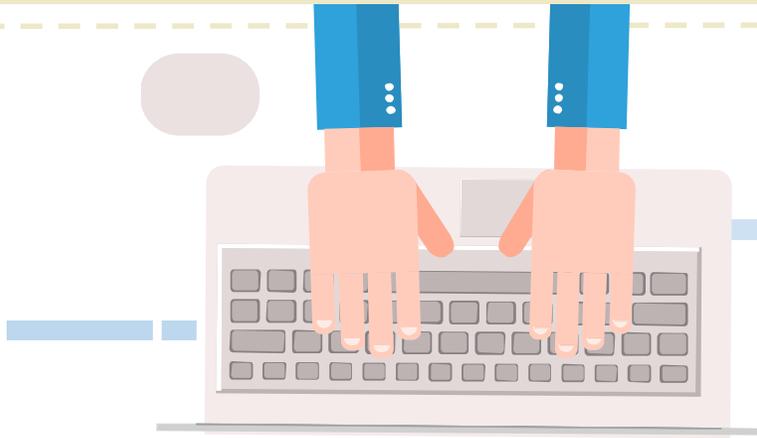
All NTU students may only be granted ONE exchange opportunity at University OR College OR Department Level.

The exchange period for the college-level student exchange program is **one semester**. The exchange period cannot be extended.



### Exchange Expenses

Accepted students including deferred-graduation students are responsible for registration and tuition payment at NTU for the exchange period. Students are not responsible for the tuition fees at exchange schools. Students need to estimate their own cost of living during the exchange program since this cost may vary according to personal spending behavior and are subject to cost of living of each country.



## 02 Application Preparation

## PART/02 Application Preparation



## **PART/02** Application Preparation



**GPA**

**Does your GPA score  
meet the application  
requirement?**



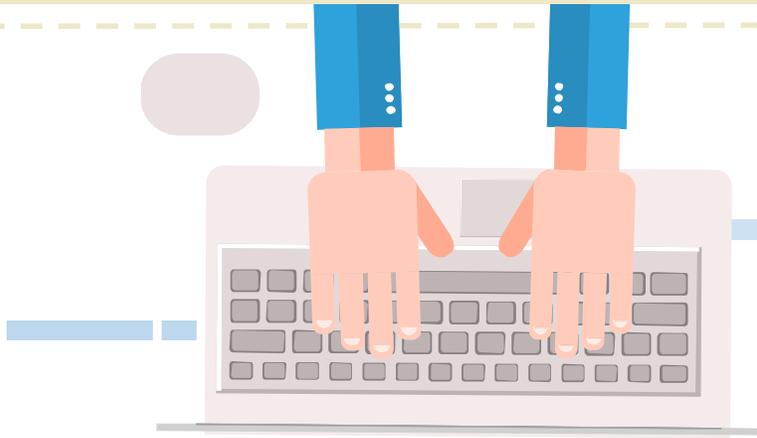
**English  
Proficiency  
Test**

**Have you taken  
TOEFL/IELTS?**



**School  
Choice**

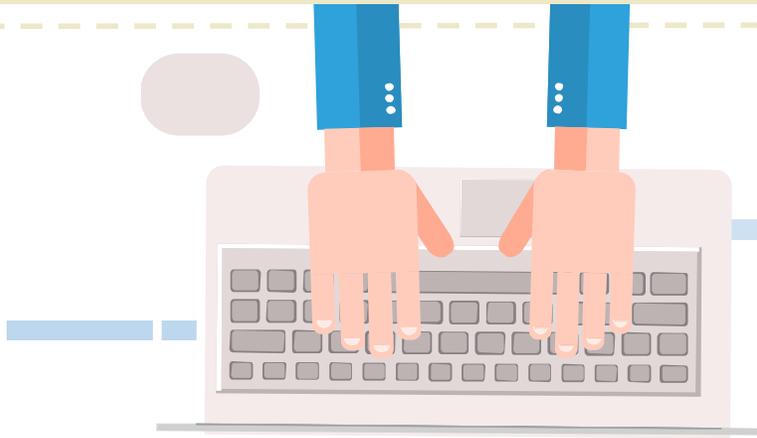
**Is your choice of school  
based on preferred  
country or school ranking?**



## 03 Application Eligibility

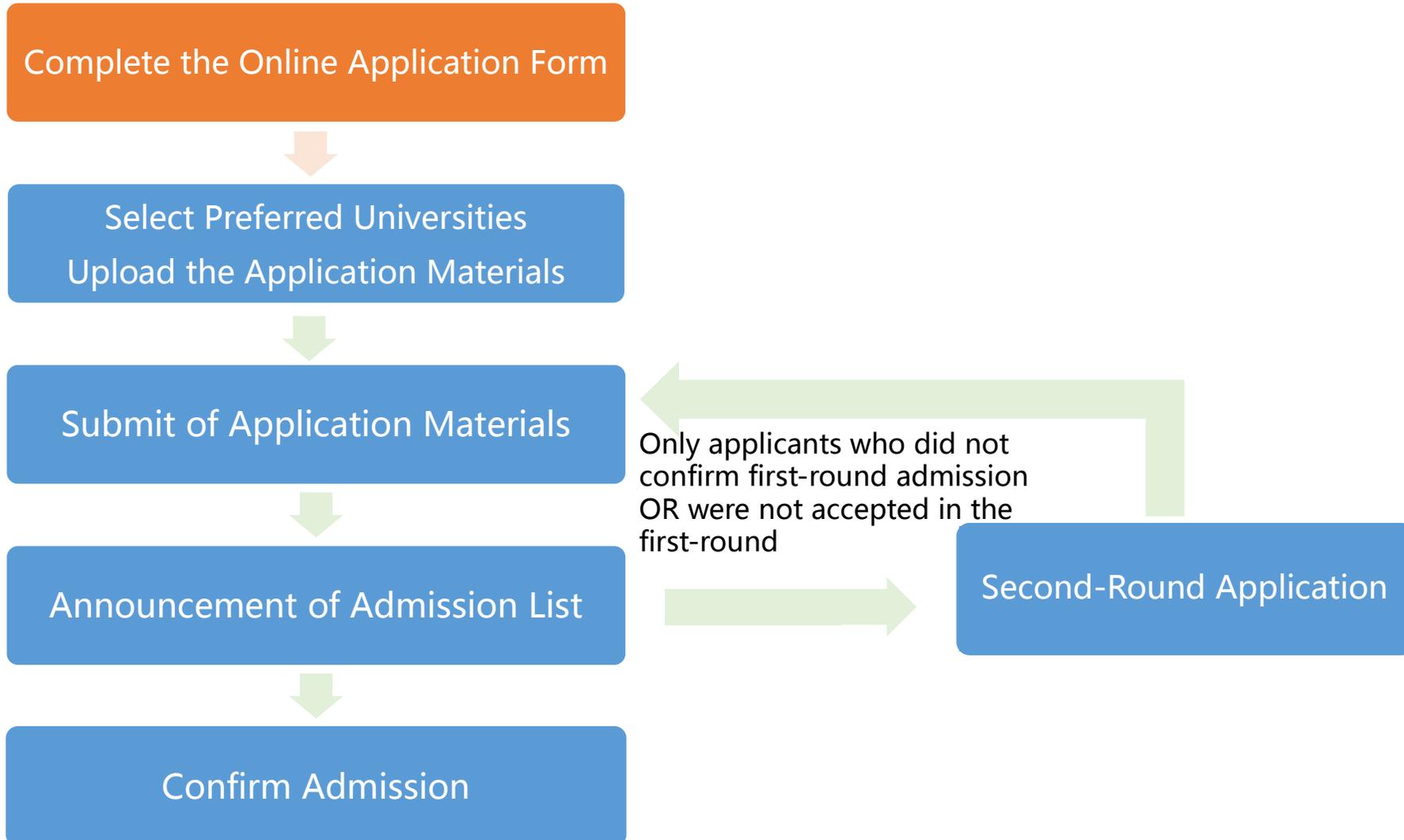
## PART/03 Application Eligibility

- ✓ Currently enrolled at the College of Management, National Taiwan University (including Global MBA students)
- ✓ Undergraduate students who has completed at least one year of the current program OR Master and Ph.D. degree at any level
- ✓ In good academic standing with the minimum cumulative grade point average of:  
NTU GPA 3.00 or equivalent for undergraduate students.  
NTU GPA 3.00 or equivalent for graduate students\*.  
**\*First year graduate students should submit the transcripts of their undergraduate studies, in which the cumulative GPA must meet the minimum requirement of NTU GPA 3.00 or equivalent**
- ✓ Proof of English proficiency: TOEFL and/or IELTS score report is required.  
(Students with undergraduate and/or graduate degrees obtained from an English-speaking country are exempt from this requirement but must provide the diploma or certificate.)



# 04 Application Process

## PART/04 Application Process



## **PART/04** Application Process



### **Complete the Online Application form and Select Preferred Universities**

11/13 10:00 a.m. - 11/22 5:00 p.m.

(The link for online application will be announced later on CoM OIA website)



### **Application fee**

TWD1,000

## PART/04 Online Application



國立臺灣大學管理學院109學年度院級交換學生計畫：線上申請系統  
2020-2021 Exchange Program Online Application for Outgoing Students

中文

Log Out

### Announcement

Welcome to College of Management Exchange Student Online Application System!

Before starting the application, please read the "Student Exchange Program Application Guideline", and make sure the information provided is correct and complete. Late and incomplete applications will not be accepted.

Online Application period: 2019/11/13 10:00 - 2019/11/22 17:00

Submission of application materials: 2019/11/28 - 2019/11/29 (10:00-12:00/14:00-17:00)

\*Please use your NTU email address and password to log in.

### Log in

Log in

**SSO Login** : Please use student ID and password to login to the portal

# PART/04 Online Application

1 Application Form

2 Destination Selection  
Select preferred Universities

3 Upload Documents  
Supporting documents

4 Review & Submit  
Review all information

## Online Application Form

First Name

* Full Name in Chinese	<input type="text" value="林孟庭"/>
* Full Name in English (as shown on passport)	<input type="text" value="Meng-Ting"/> <input type="text" value="Middle"/> <input type="text" value="Lin"/>
* Date of Birth	<input type="text" value="1990"/> <input type="text" value="1"/> <input type="text" value="1"/>
* Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female
* Nationality	<input type="text" value="TAIWAN, REPUBLIC OF CHINA"/>
* Address	<input type="text" value="123456789"/>



# PART/04 Online Application

1 Application Form

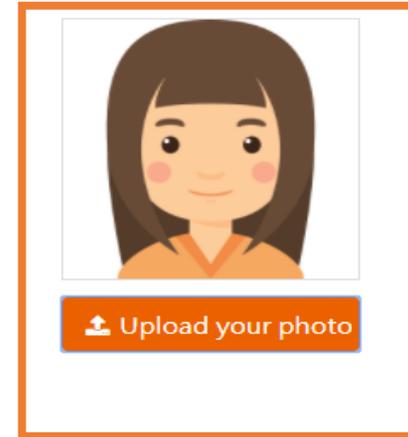
2 Destination Selection  
Select preferred Universities

3 Upload Documents  
Supporting documents

4 Review & Submit  
Review all information

## Online Application Form

* Full Name in Chinese	<input type="text" value="林孟庭"/>
* Full Name in English ( as shown on passport )	<input type="text" value="Meng-Ting"/> <input type="text" value="Middle"/> <input type="text" value="Lin"/>
* Date of Birth	<input type="text" value="1990"/> <input type="text" value="1"/> <input type="text" value="1"/>
* Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female
* Nationality	<input type="text" value="TAIWAN, REPUBLIC OF CHINA"/>
* Address	<input type="text" value="123456789"/>



Supported file format are JPG/PNG  
File size must not exceed 2MB

## PART/04 Online Application

Please select pre-enlistees, exemption or completed

雙重國籍	<input checked="" type="radio"/> 否 <input type="radio"/> 是		* 兵役狀態	役男 ▼
* 電話	123456789		* 手機	123456789
* Email	mengtinglin@ntu.edu.tw			
* 備用Email	mengtinglin@yahoo.com			

## PART/04 Online Application

Please put NTU email address in the primary email column for future submission to the exchange school by OIA during nomination process

\* Email

mengtinglin@ntu.edu.tw

\* Email 2

lindalin@test.com

## PART/04 Online Application

* Academic Information	Student ID Number : B01704051 Level of Study : Bachelor College : College of Management Department : Department of Accounting Year : 2		
* Cumulative GPA	3.80		
* Class rank	10	* Number of the students of the class	55

Cumulative GPA calculation: Divide total GPA by total number of semesters and round up to the second decimal place.

Example: Semester 1 GPA = 4.00, Semester 2 GPA = 3.90, Cumulative GPA:  $(4.00+3.90)/2 = 3.95$

## PART/04 Online Application

* Academic Information	Student ID Number : B01704051 Level of Study : Bachelor College : College of Management Department : Department of Accounting Year : 2		
* Cumulative GPA	3.80		
* Class rank	10	* Number of the students of the class	55

Students may obtain from myNTU or the Office of Academic Affairs.  
Applicable for undergraduate students only.

## PART/04 Online Application

1. Please fill in TOEFL Or IELTS result
2. You are welcome to fill in other language proficiency test result (if any)

* Language Proficiency Assessment	<input type="checkbox"/> None <input checked="" type="checkbox"/> English <input type="checkbox"/> Japanese <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Spanish <input type="checkbox"/> Russian
* English Proficiency Certificate	<input checked="" type="checkbox"/> TOEFL <input type="text" value="96"/> ( Reading <input type="text" value="27"/> Listening <input type="text" value="25"/> Speaking <input type="text" value="24"/> Writing <input type="text" value="20"/> ) Test date <input type="text" value="2017-09-01"/>
	<input type="checkbox"/> IELTS <input type="text"/> ( Reading <input type="text"/> Listening <input type="text"/> Speaking <input type="text"/> Writing <input type="text"/> ) Test date <input type="text"/>
	<input checked="" type="checkbox"/> Other <input type="text" value="toeic"/>
Special Provisions	<input type="checkbox"/> Students with undergraduate and/or graduate degrees obtained from an English-speaking country.

< Back

Save

Next >

## PART/04 Online Application

* Language Proficiency Assessment	<input type="checkbox"/> None <input checked="" type="checkbox"/> English <input type="checkbox"/> Japanese <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Spanish <input type="checkbox"/> Russian
* English Proficiency Certificate	<input checked="" type="checkbox"/> TOEFL <input type="text" value="96"/> ( Reading <input type="text" value="27"/> Listening <input type="text" value="25"/> Speaking <input type="text" value="24"/> Writing <input type="text" value="20"/> ) Test date <input type="text" value="2017-09-01"/>
	<input type="checkbox"/> IELTS <input type="text"/> ( Reading <input type="text"/> Listening <input type="text"/> Speaking <input type="text"/> Writing <input type="text"/> ) Test date <input type="text"/>
	<input checked="" type="checkbox"/> Other <input type="text" value="toeic"/>
Special Provisions	<input type="checkbox"/> Students with undergraduate and/or graduate degrees obtained from an English-speaking country.

Please check this box for students with undergraduates and/or graduate degrees obtained from an English-speaking country.

< Back

Save

Next >

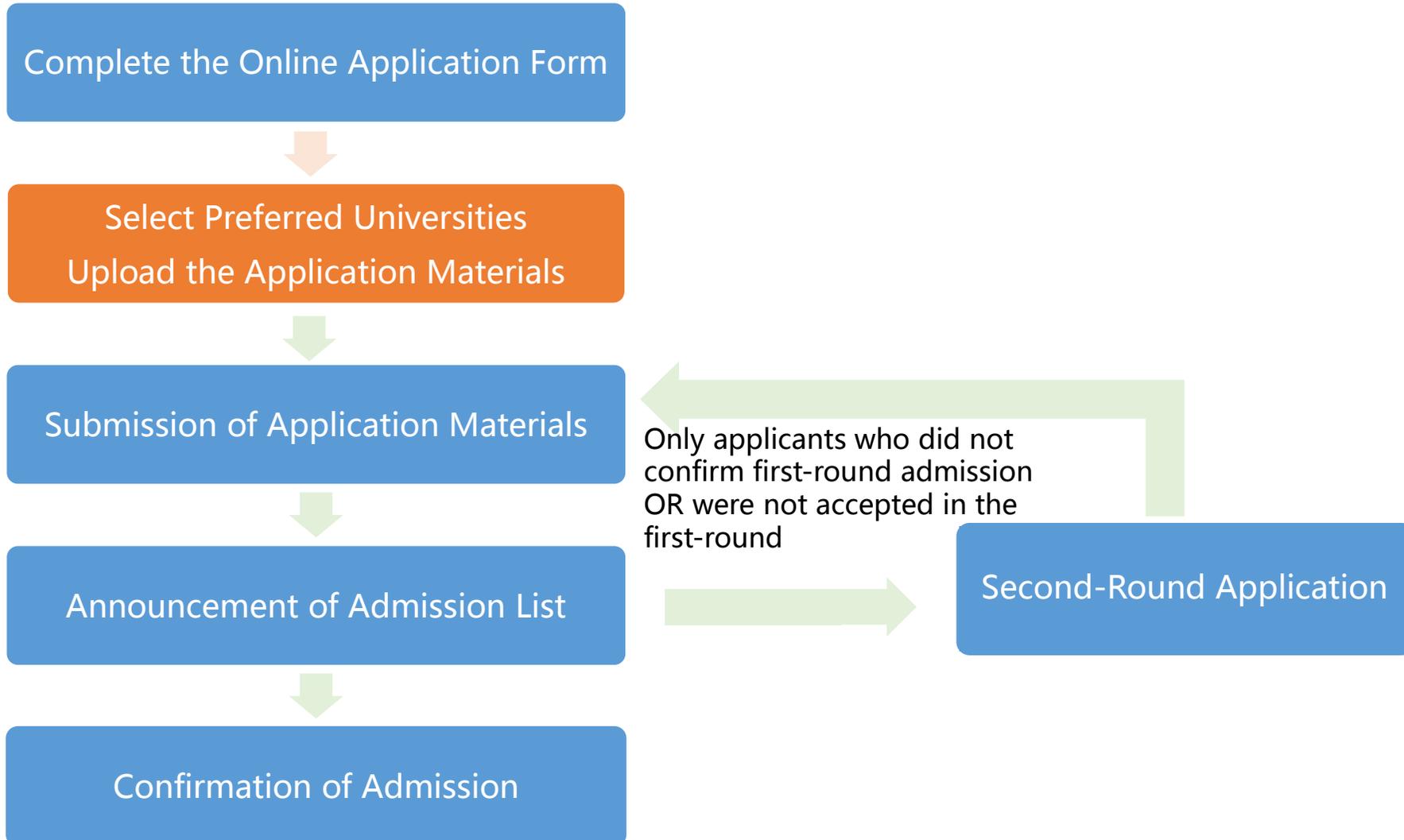
## PART/04 Online Application

* Language Proficiency Assessment	<input type="checkbox"/> None <input checked="" type="checkbox"/> English <input type="checkbox"/> Japanese <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Spanish <input type="checkbox"/> Russian
* English Proficiency Certificate	<input checked="" type="checkbox"/> TOEFL 96 ( Reading 27 Listening 25 Speaking 24 Writing 20 ) Test date 2017-09-01
	<input type="checkbox"/> IELTS ( Reading Listening Speaking Writing ) Test date
	<input checked="" type="checkbox"/> Other toaic
Special Provisions	<input type="checkbox"/> Students with undergraduate and/or graduate degrees obtained from

You may click "save" and return later to finish where you left off.

< Back **Save** Next >

## PART/04 Exchange Destination Placement



## PART/04 Exchange Destination Placement

### Available Exchange Destinations

Browse available destinations using the following filters and add to your preferred list.  
\*Pay attention to the exchange term (Fall or Spring) offered by each of the partner schools you include on this list, some schools may only accept students in either Fall or Spring semester, ensure that you can go on exchange during the term(s) offered.

Country ▾ University ▾ Requirements ▾

法國克萊蒙高等商學院  
ESC Clermont Graduate School of Business

1. Year of study:  
Undergraduate: 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>  
Graduate: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>

2. TOEFL 80 or higher.

京都大學經營管理大學院  
Graduate School of Management, Kyoto University

**Unqualified**

1. Year of study:  
Graduate: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>

2. Japanese Language Proficiency Test (JLPT) N2 or above.

### My Preferred List

You can select the same School but indicate different choice of semester.

- Choice 1.
- Choice 2.
- Choice 3.
- Choice 4.
- Choice 5.
- Choice 6.
- Choice 7.

Drag the column to arrange order of preference

"Unqualified" message is displayed should you fail to meet the English language requirement of exchange schools

## **PART/04** Exchange Destination Placement

**Exchange  
Period**

**Application  
Eligibility**

**Nationality**

### **Important note:**

- ✓ Applicants may list up to 30 exchange schools in order of preference
- ✓ Application requirements for exchange students may vary according to partner schools. Please ensure that all requirements of the chosen exchange school are met.
- ✓ International students or students with dual citizenship cannot apply for schools in the countries of where they presently hold citizenship.
- ✓ Some partner schools have restrictions on exchange semester, for example, exchange is open for spring semester only or limited number of exchange students in the fall or spring semester. Please ensure requirement of exchange semester is met.
- ✓ Courses offered may vary according to partner schools, please evaluate whether the course content is aligned with own learning needs.
- ✓ No revisions can be made on the Exchange Destination Preference List under any circumstances after the application has been submitted.

# PART/04 Exchange Destination Placement



多倫多大學羅特曼管理學院  
Rotman School of Management, University of Toronto

[< 返回一覽表](#)

## 多倫多大學羅特曼管理學院-甄選學校資料

申請資格	限碩一、碩二、碩三 托福TOEFL 總分 100 分以上或雅思IELTS 總分 7.0 分以上。 申請學生須於出國交換前完成所有必修課程。
交換學期	Fall Semester: Late August -December
申請資訊	The exchange application package requires the following: Application form, cover letter, resume, current graduate transcript, and photo.
住宿	Rotman does not have its own student residence and so, exchange students are responsible for securing their own accommodation. While the University of Toronto has on-campus residence, due to the fact that demand exceeds supply, acceptance to the Rotman International Exchange Program does not guarantee a place in residence. Exchange students are encouraged to independently explore the list options given (eg. U of T Student Housing Services <a href="http://www.housing.utoronto.ca">www.housing.utoronto.ca</a> ). Incoming exchange students may also connect with Rotman outgoing exchange students for support and to see if accommodations can be swapped if exchange terms coincide. We highly recommend that exchange students begin the search for on or off-campus housing as soon as possible.
其他資訊	1. <a href="#">Course information</a> 2. Course Load: Minimum 12 credits (4 courses), maximum 15 credits (5 courses) 3. <a href="#">Fact Sheet</a>
網址	<a href="https://www.rotman.utoronto.ca">https://www.rotman.utoronto.ca</a>

Some partner schools only have spring or fall semester open for exchange

Partner schools application information

## PART/04 Application Materials

- ✓ Statement of Purpose
- ✓ Curriculum Vitae/Résumé (English version)
- ✓ Official Transcript (English Version)
- ✓ Certification of Academic Year Class Ranking: Only undergraduate students are required to submit.
- ✓ Copy of English Proficiency Test Score Report
- ✓ Copy of Japanese Language Proficiency Test Certificate (Only required for Kyoto University applicants)

# PART/04 Application Materials

## Upload Documents

Please follow the instructions to upload the required documents (in PDF), no changes can be made after submitting the application.

1. Statement of Purpose\*

[More Information](#)

[Download Template](#)

[Upload](#)

Only undergraduate students are required to submit

2. Curriculum Vitae/Resume (English Version)\*

[More Information](#)

[Upload](#)

3. Official Transcript of Grades (English Version)\*

[More Information](#)

[Upload](#)

4. Certification of Academic Year Class Ranking(Chinese Version)

[More Information](#)

[Upload](#)

5. TOEFL\*

[Upload](#)

[< Back](#)

[Next >](#)

## PART/04 Application Materials

- ✓ **Statement of Purpose** : The statement of purpose is to be completed in English following the standard template and should not be longer than one A4-sized page and should include your reason for participating in the exchange program
- ✓ **Curriculum Vitae/Résumé (English Version)** : Maximum of two A4-sized pages, not limited to any specific format, do not staple or bind. Applicants may include experience from high school onwards on their resume. Supporting materials (copy of certificates, awards, and language proficiency assessments only) may be included, but limited to ten A4-sized pages. Students who have participated in College of Management' s international activities may also include valid certificates/supporting documents.
- ✓ **Official Transcript (English Version)** : First year graduate students should submit the transcripts of their undergraduate studies; transferred students should submit the transcripts of their previous school

## PART/04 Application Materials

 **Certification of Academic Year Class Ranking (Chinese Version):** Please apply from Office of Academic Affairs. Only required for undergraduate students.

 **Copy of English Proficiency Test Score Report :** Only TOEFL and/or IELTS score report will be accepted. The score report must be awarded no more than two years before the exchange, which means the date of test should not be prior to April 1, 2018.

\* Students who have taken the test but yet to receive the report are advised to print out the online result followed by scanning and uploading the signed version to the portal.

\* Students with undergraduate and/or graduate degrees obtained from an English-speaking country are exempt from this requirement but must provide the diploma or certificate.

 **Copy of Japanese Language Proficiency Test Certificate :** Only required for Kyoto University applicants.

## PART/04 Application Materials

- ✓ All forms should be typed; handwritten copies will not be accepted
- ✓ The documents should be scanned and uploaded in PDF format, other file type will not be accepted
- ✓ No re-upload can be made once application is submitted

## PART/04 Application Review

Main Page

Review Your Application

Print & Pay

Application Form Destination Preference List Uploaded Documents

Please review application before submit to ensure all information is correct. No revision can be made once submitted.

* Full Name in Chinese	林孟庭		
* Full Name in English	MENG-TING LIN		
* Date of Birth	1990-01-01		
* Gender	Female		
* Nationality	TAIWAN, REPUBLIC OF CHINA		
* Address	123456789		
* Native Language	中文	Other Languages	
Are you in possession of dual citizenship?	Yes ( DENMARK )	* Military Service State	-
* Telephone	33662007	* Mobile Phone	0912345678
* Email	mengtinglin@ntu.edu.tw		

## PART/04 Printing

Main Page

Review Your Application

Print & Pay

### Print

Print out your application documents

1. Application Form

Print

2. Destination Preference List

Print

Print out Online Application Form, Exchange Destination Preference List and Payment Notification.

### Pay

Application fee of NT \$1,000

Please print out the payment notification, and you may pay the application fee by the following methods:

1. ATM Transfer
2. Convenience store : 7-11, Family Mart, Hi-Life
3. Bank transfer

Print out the payment notification

## **PART/04** Complete the Application fee payment



The application fee is TWD1,000. Please bring the payment slip and make the payment at convenient stores, post offices or banks.



Applicants who are eligible to waive the application fee are required to provide a photocopy of low-income statement issued by the government.

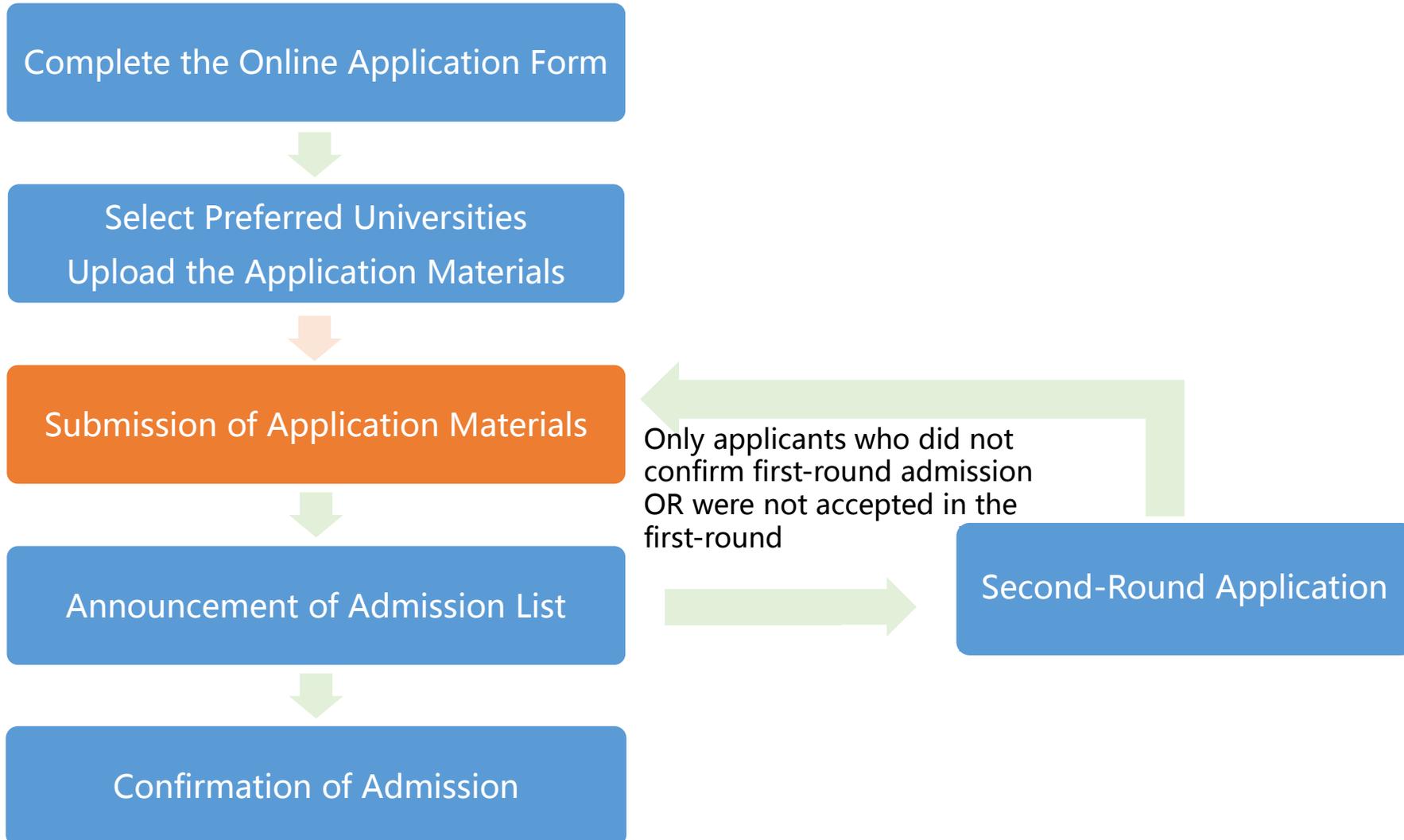


The application fee is non-refundable.



**Please keep the receipt for records purpose.**

## PART/04 Submission of Application Materials



## **PART/04** Submission of Application Materials



### **Submission period**

November 28 and 29, 2019 (10:00-12:00 & 14:00-17:00)



### **Venue**

Room 903, Building I, College of Management

## PART/04 Application Materials

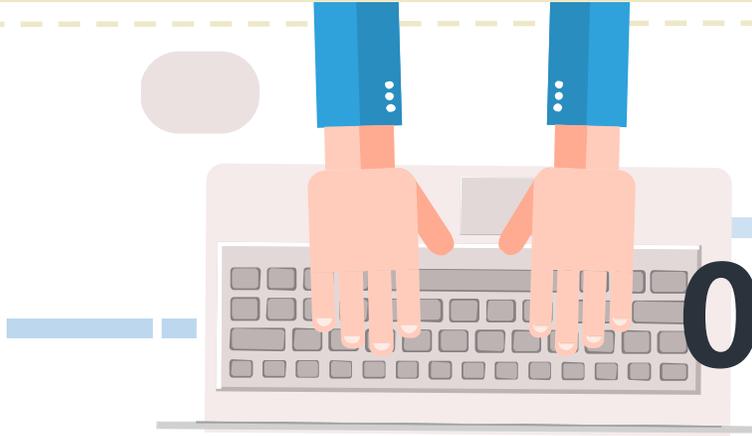
1. Application Form: Once you complete the online application, and you may download and print out the application form. Please sign at the signature column at the bottom of the form.
2. Statement of Purpose
3. Curriculum Vitae/Résumé (English version)
4. Official Transcript (English Version) : First year graduate students should submit the transcripts of their undergraduate studies; transferred students should submit the transcripts of their previous school.
5. Certification of Academic Year Class Ranking (Chinese Version): Please apply from Office of Academic Affairs. Only required for undergraduate students
6. Copy of English Proficiency Test Score Report : Only TOEFL and/or IELTS score report will be accepted. The score report must be awarded no more than two years before the exchange, which means the date of test should not be prior to April 1, 2018.
7. Copy of Japanese Language Proficiency Test Certificate : Only required for Kyoto University applicants
8. Exchange Destination Preference List: Please download from the application system and sign at the signature column at the bottom of the form
9. Receipt of Application fee payment. Applicants who are eligible to waive the application fee are required to provide a photocopy of low-income statement issued by the government.

## PART/04 Application Materials



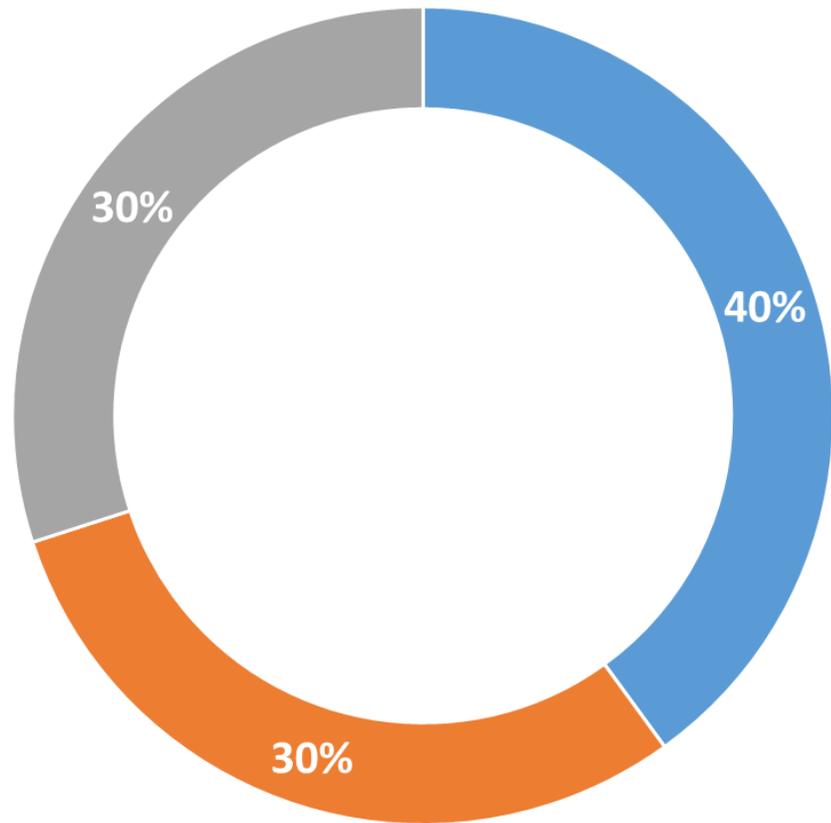
### Important Note:

1. All forms should be typed; handwritten copies will not be accepted.
2. Please organize your application materials in the order listed above. Do not staple or bind the documents or add a cover page. Please use paperclips only.
3. Only the above-mentioned application materials will be considered for assessment, all other materials will not be accepted.
4. An authorization form is required if the accepted students cannot submit the confirmation form in person.



# 05 Assessment Method

## PART/05 Assessment Method Undergraduate Students



## ASSESSMENT DISTRIBUTION

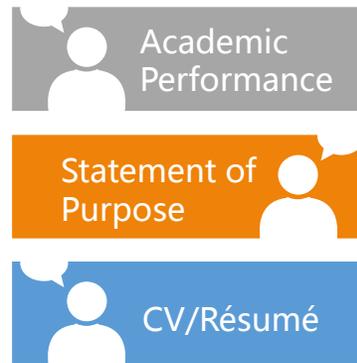
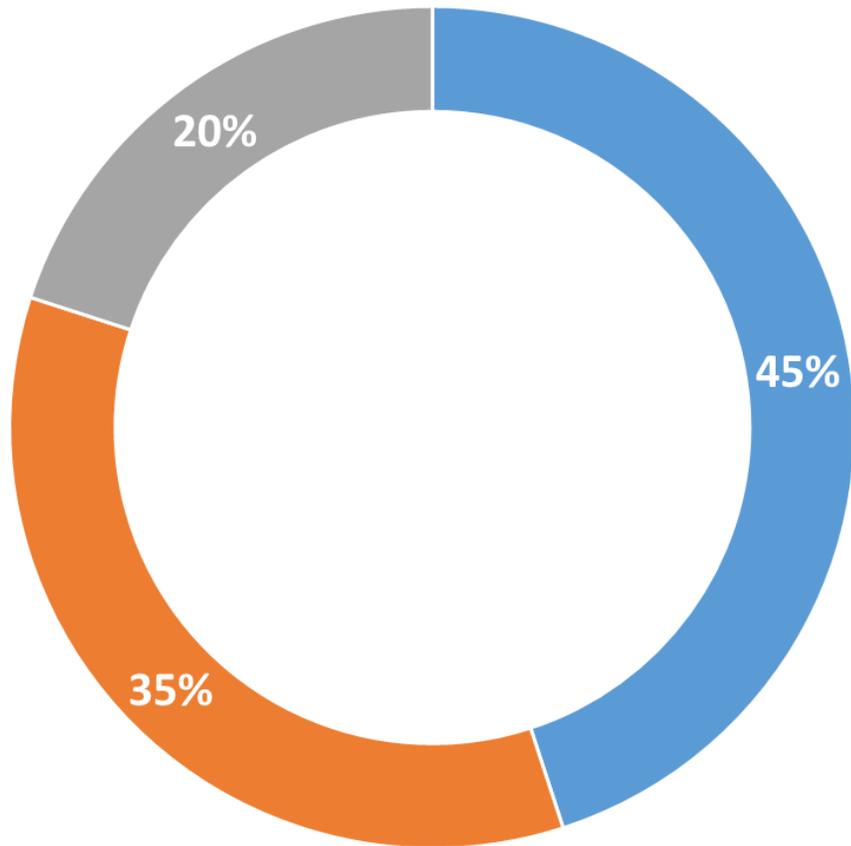
Academic Performance: Class Rank of last Academic Year (60%) + Overall grade point average (40%)

Class Rank	Corresponding points
1~5	100.00
6~15	89.00
16~30	84.83
31~50	80.25
51~	76.00

### Curriculum Vitae/Résumé

- Language proficiency test results are to be evaluated as part of the Curriculum Vitae/Résumé section.
- Priority will be given to those who have participated in College of Management's international initiatives. Valid certificates/supporting documents must be included in the application.

## PART/05 Assessment Method Graduate Students



### Curriculum Vitae/Résumé

- Language proficiency test results are to be evaluated as part of the Curriculum Vitae/Résumé section.
- Graduate students may include a publication list in the Curriculum Vitae/Résumé.
- Priority will be given to those who have participated in College of Management's international initiatives. Valid certificates/supporting documents must be included in the application

### Statement of Purpose

- Statement of Purpose may include research and study plan.

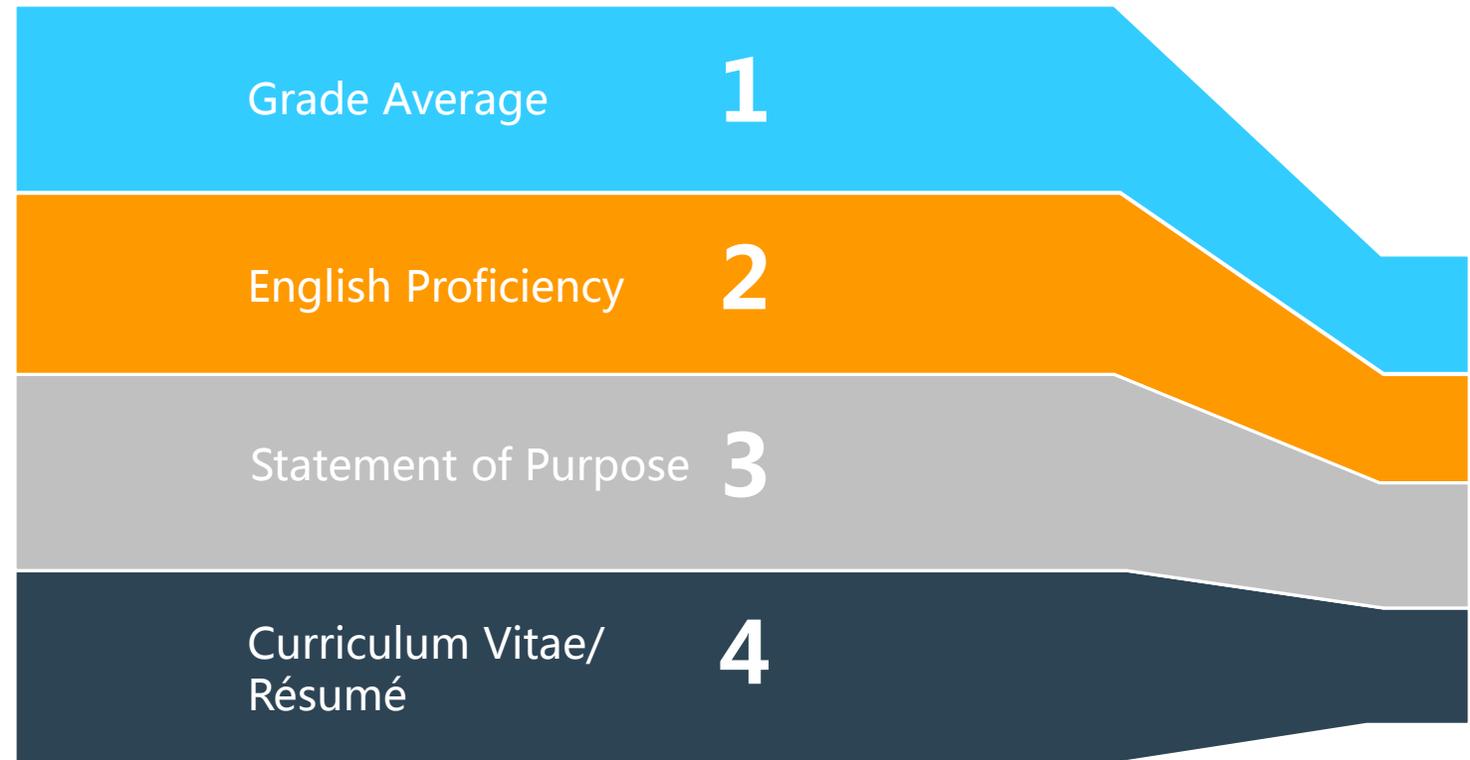
### Academic Performance

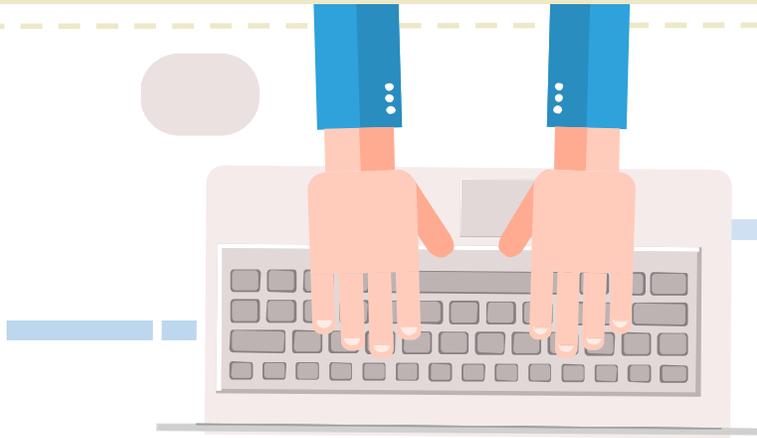
- Academic Performance includes grade point average, core course grades, etc.

## PART/05 Exchange Destination Placement

### Exchange Destination Placement

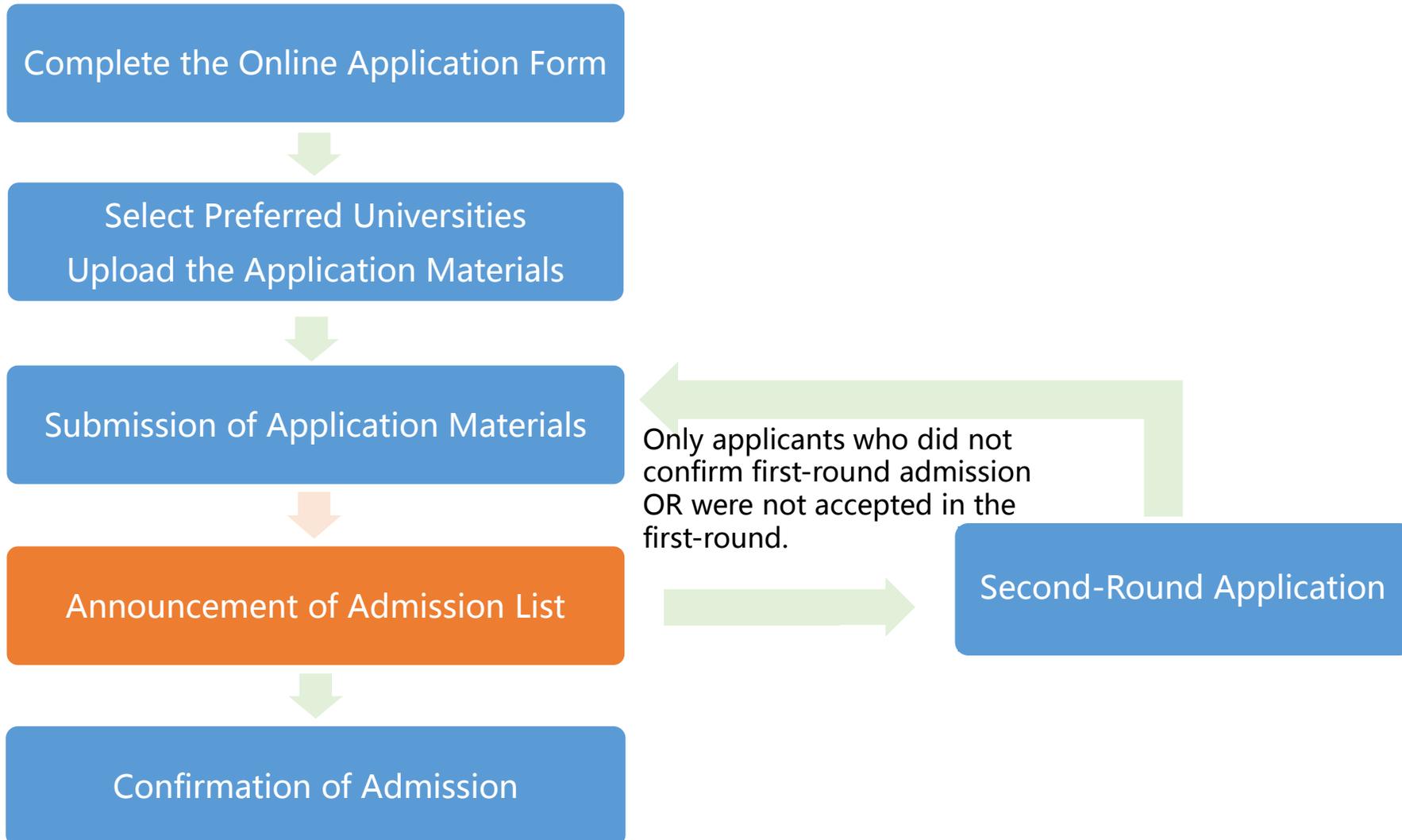
1. Exchange placements will be allocated based on an overall assessment and order of preference
2. In the event when the overall assessment results are equal, destination placement will be based on the order of importance per the right diagram
3. In the event when students' overall assessment results are the same, the Reviewing Committee will deliberate and select the best candidate





## **06 Announcement of Admission List**

## PART/06 Announcement of Admission List



## **PART/06** Announcement of Admission List



### **Announcement Date (College-Level)**

17:00 on December 30, 2019 on the College of Management website



### **Announcement Date (University-Level)**

- University-Level exchange admission list is announced on December 30, 2019. Confirmation of Admission must be completed on December 30, 2019 – January 6, 2020.
- Students may only confirm acceptance to one exchange program (University level or college level or department level).

## PART/06 Announcement of Admission List

Main Page

Review Your Application

Print & Pay

Check Results

First-Round Admission

Results of Application : Ranking in percentage 1%

Ranking in percentage: Admission ranking/ total number of applicants  
E.g. You rank 1 over 100 applicants

### Assessment Method

#### Assessment Distribution

##### Undergraduate Students:

Curriculum Vitae/Resume (30%) Statement of Purpose (30%) Grade Average (40%)

##### Graduate Students:

Curriculum Vitae/Resume (45%) Statement of Purpose (35%) Grade Average (20%)

Grading : Ranking/the total number of applicants(The highest: 1%, The lowest: 100%)

# PART/06 Announcement of Admission List

✓ Accepted to Rotterdam School of Management, Erasmus University for 109 Fall semester

## Admission & Confirmation

Accepted students must complete and submit the "Admission Confirmation Form" and the receipt of NTD 2,000 administration fee to confirm admission. Submissions are to be made in person by **January 6, 2020 (10:00-12:00 & 14:00-17:00)** to the Office of International Affairs, Room 903, Building I, College of Management. An authorization form is required if the accepted students cannot submit the confirmation form in person.

Note:

1. Exchange Placement will be cancelled if the administration fee and the "Admission Confirmation Form" are not received **before 17:00 on January 6, 2020**. No changes can be made after the confirmation form is submitted and under no circumstances will the administration fee be refunded.
2. Applicants who are eligible to waive the administration fee are required to provide a photocopy of low income statement issued by the government.
3. Students can only choose to confirm acceptance to one exchange program (University level or college level or department level).
4. Accepted students cannot defer the exchange term into the next academic year under any circumstances.
5. A [Declaration Statement](#) is required, if students can't obtain the signature from parent.

## Print out the required document

1. Admission Confirmation Form\*

[More Information](#)

[Print](#)

2. Authorization statement

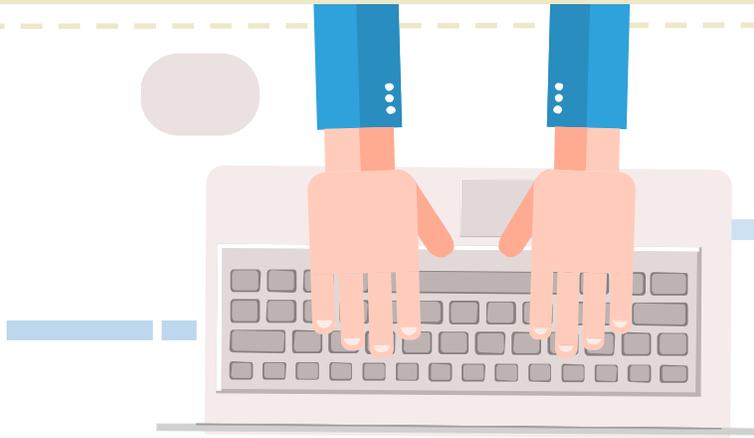
[Print](#)

## Pay

Program fee of NT \$2,000

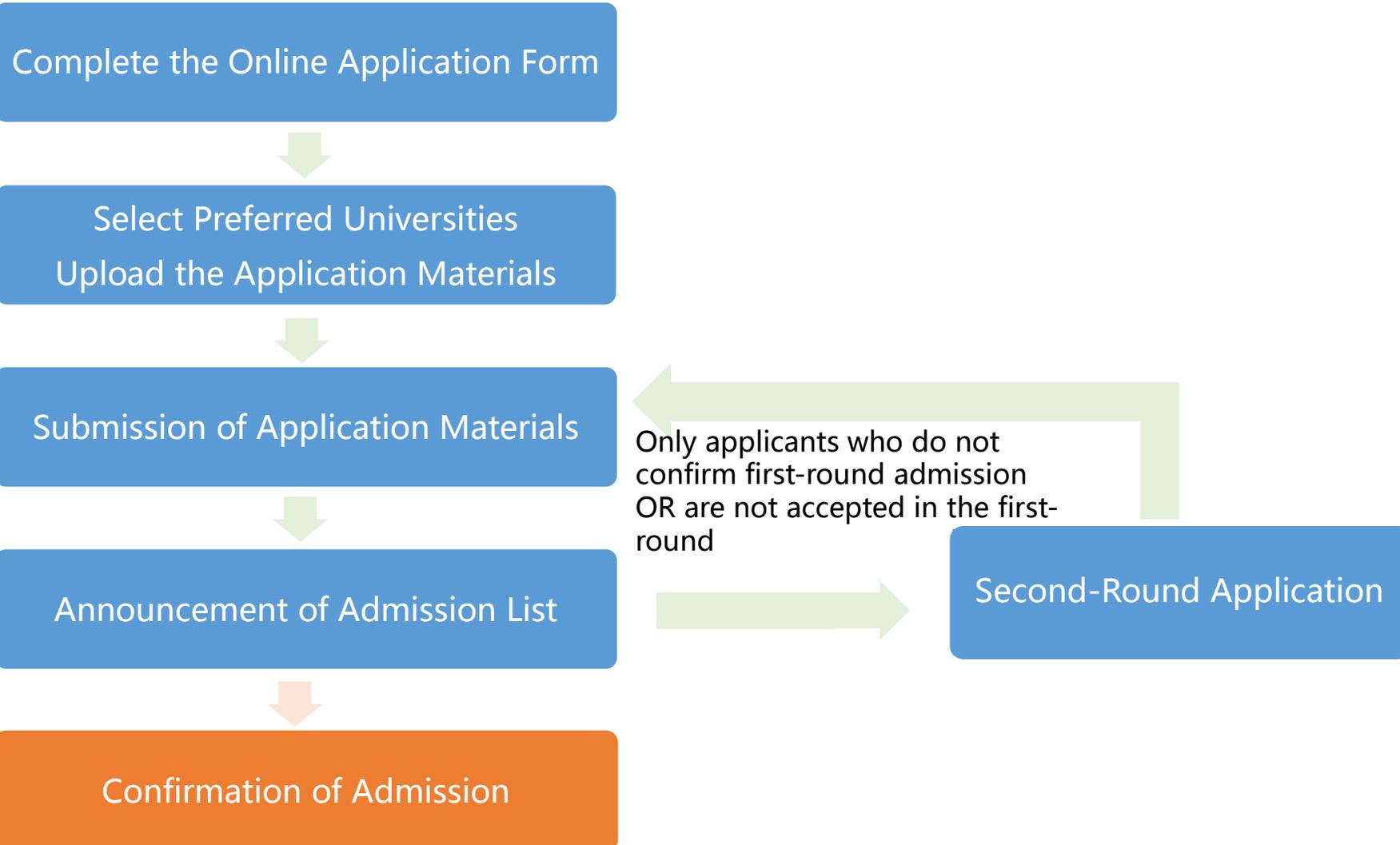
[Print out the payment details](#)

Please print out admission confirmation form and administration fee payment notification. For accepted students who cannot submit the confirmation form in person, please print out the authorization form as well.



## **07 Confirmation of Admission**

## PART/07 Confirmation of Admission



## **PART/07** Confirmation of Admission



### **Confirmation Date:**

December 30, 2019 – January 6, 2020, 10:00 am-12:00 noon & 2:00-5:00pm



### **Venue**

Office of International Affairs, Room 903, Building I, College of Management



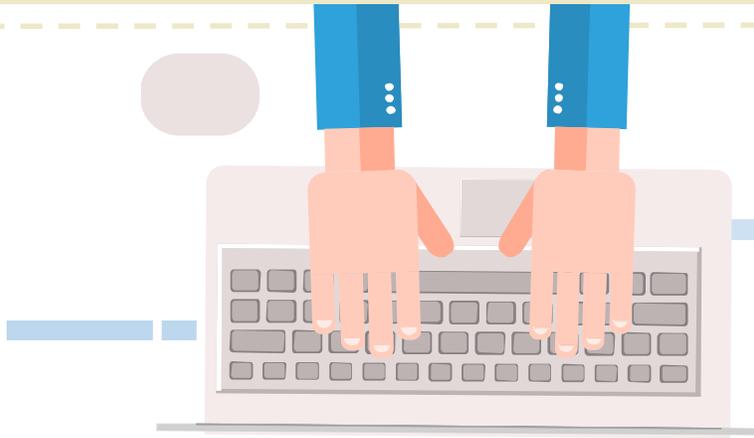
### **Submission of Confirmation Materials**

1. Admission Confirmation Form
2. Copy of administration fees receipt
  - The administration fees is TWD2,000.
  - Applicants who are eligible to waive the administration fee are required to provide a photocopy of low-income statement issued by the government.
  - under no circumstances will the administration fee be refunded.



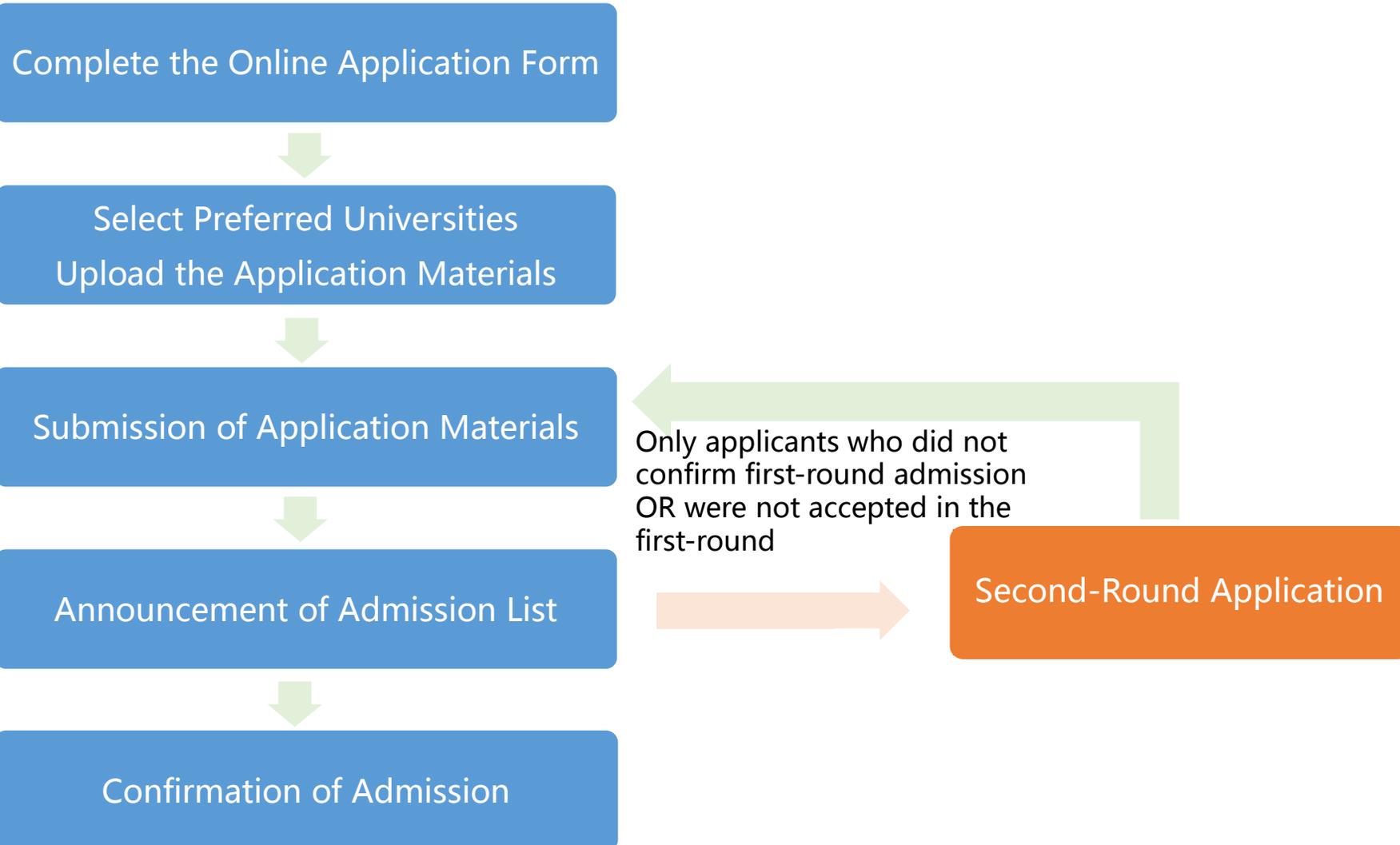
### Important Note

1. No changes can be made after the confirmation form is submitted and under no circumstances will the administration fee be refunded
2. **Exchange Placement will be cancelled if the administration fee and the 'Admission Confirmation Form' are not received before deadline.** An authorization form is required if the accepted students cannot submit the confirmation form in person.
3. Students may only confirm acceptance to one exchange program (University level or college level or department level).
4. The remaining slots due to cancellation of placement by the accepted students are open only for applicants who did not confirm first-round admission by the deadline OR were not accepted in the first-round.



# 08 Second-Round Application

## PART/08 Second-Round Application



## **PART/08** Second-Round Application

 **Application eligibility** : Only applicants who do not confirm first-round admission by the deadline OR are not accepted in the first-round OR have not confirmed admission at university/department level exchange program are eligible to apply for Second-Round Application

 **Date:** Available slots for Second-Round Application are to be announced **before 17:00 on January 8, 2020** on the College of Management website

 **Complete the Online Application Form :**

1. Second-Round Online application period: **January 8, 17:00- January 13, 17:00.**
2. Applicants may list up to 30 exchange schools in order of preference
3. Application requirements for exchange students may vary with different partner schools. Please ensure that all requirements of the chosen exchange school are met.

# PART/08 Second-Round Application

- Main Page
  - Review Your Application
  - Print & Pay
  - Check Results
  - First-Round Admission
- Second-Round Application

## Available Exchange Schools

Browse available schools by using the following filters and add to your preferred list.

\*Pay attention to the exchange term (Fall or Spring) offered by each of the partner schools you include on this list, some schools may only accept students in either Fall or Spring semester, please ensure that you can go on exchange during the term(s) offered.

- Country ▾
- University ▾
- Requirements ▾

大阪大學經濟學研究科/經濟學部  
Graduate School of Economics / School of Economics, Osaka University

- Year of study:  
Undergraduate: 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>  
Graduate: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>
- TOEFL 80 or higher or IELTS 6.0 or higher.

+ Add

洛桑大學高等商業學院  
HEC Lausanne, University of Lausanne

- Year of study:  
Undergraduate: 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>  
Graduate: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>
- TOEFL 92 or higher or IELTS 6.5 or higher.

+ Add

## My Preferred List

You can select the same school but indicate different choice of semester.

Choice 1. HEC Lausanne, University of Lausanne Exchange Term  
Fall semester ▾

Choice 2. HEC Lausanne, University of Lausanne Exchange Term  
Spring semester ▾

Choice 3. EBS Business School Exchange Term  
Fall semester ▾

Choice 4.

Choice 5.

Choice 6.

Choice 7.

Choice 8.

Submit

Clear the selection

Please click "Submit" once selection is completed

## PART/08 Second-Round Application

Main Page

Review Your Application

Print & Pay

Check Results

First-Round Admission

Second-Round Application

### Second-Round Application

Choice 1. HEC Lausanne, University of Lausanne

Exchange Term : Fall semester

Choice 2. HEC Lausanne, University of Lausanne

Exchange Term : Spring semester

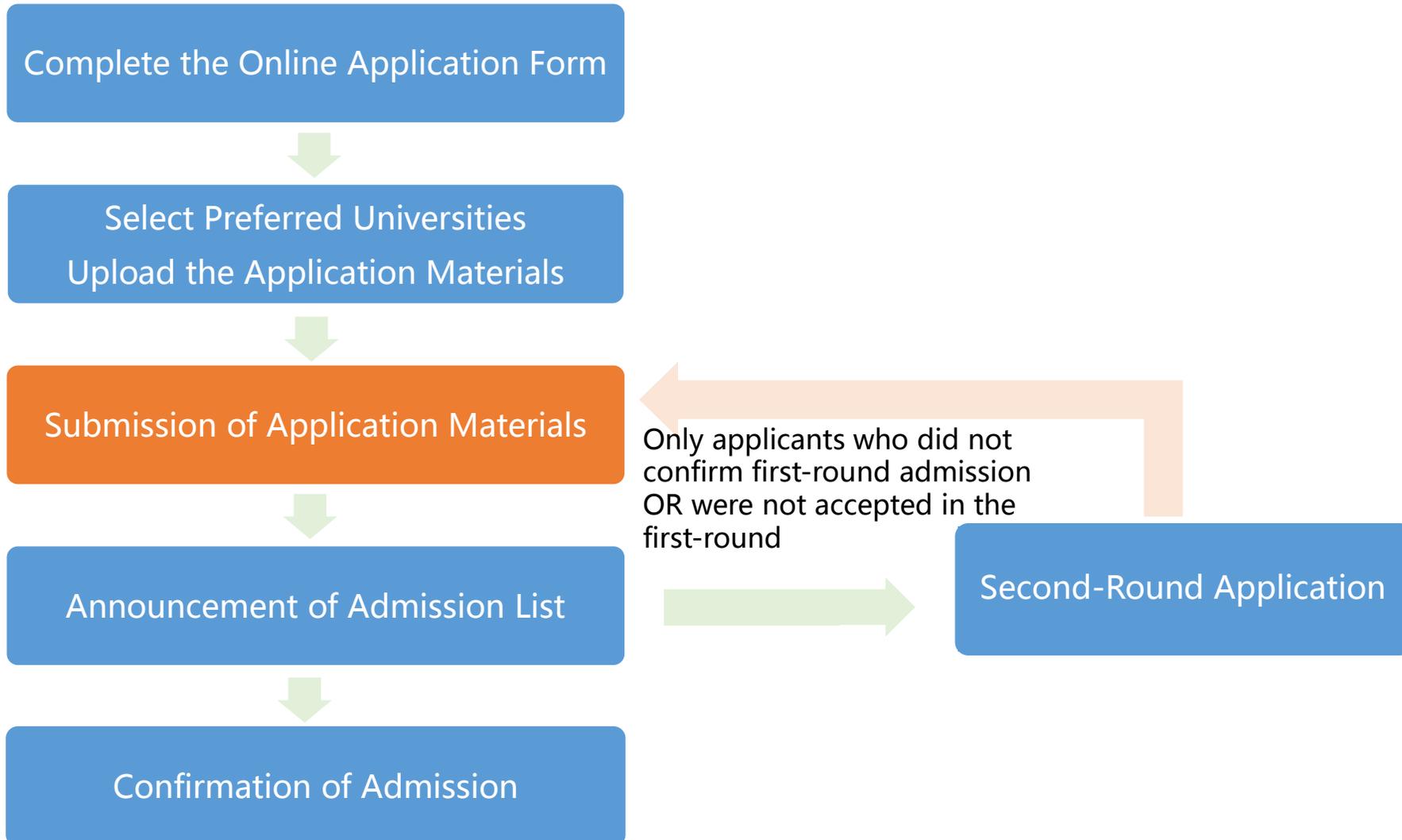
Choice 3. EBS Business School

Exchange Term : Fall semester

Print

Please print out the application form and sign on it

## PART/08 Second-Round Application



## **PART/08** Submission of Application Materials



Submission Date: January 8 to January 13 (10:00-12:00 & 14:00-17:00)



Venue : Office of International Affairs, Room 903, Building I, College of Management



### Important Note

- Once you complete the online application, and you may download and print out the application form. Please sign at the signature column at the bottom of the form.
- Failure to submit Second-Round “Exchange Destination Preference List” by deadline may result in cancellation of second-round exchange application.
- An authorization form is required if students cannot submit the preference list in person.

## PART/08 Announcement of Second-Round Admission List and Confirmation



### Announcement Date

January 15, 17:00 on the College of Management website



### Confirmation Date:

Submissions are to be made in person **before 17: 00 on January 21, 2020** to Room 903, Building I, College of Management



### Submission of Confirmation Materials

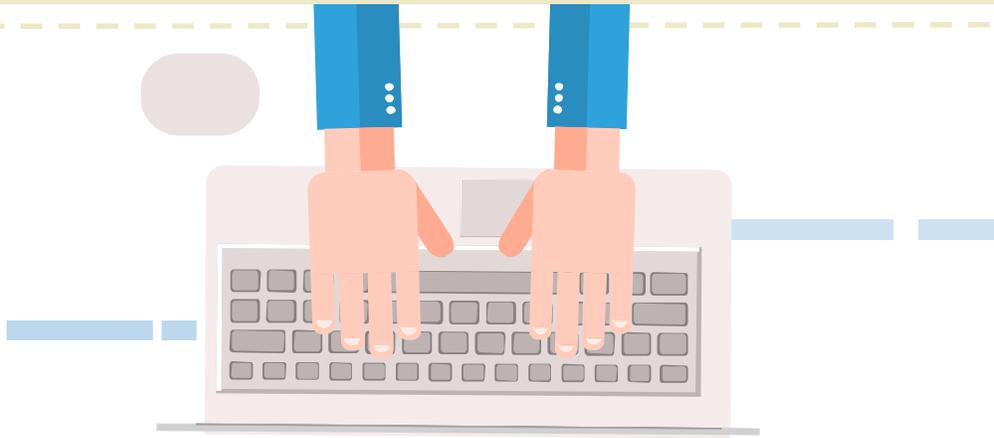
1. Admission Confirmation Form'
2. Copy of administration fees receipt
  - The administration fees is TWD2,000
  - Applicants who are eligible to waive the administration fee are required to provide a photocopy of low-income statement issued by the government.
  - under no circumstances will the administration fee be refunded.

## PART/08 Announcement of Second-Round Admission List and Confirmation



### Important Note

1. No changes can be made after the confirmation form is submitted and under no circumstances will the administration fee be refunded.
2. **Exchange Placement will be cancelled if the administration fee and the 'Admission Confirmation Form' are not received before deadline.** An authorization form is required if the accepted students cannot submit the confirmation form in person.
3. Students may only confirm acceptance to one exchange program (University level or college level or department level).



## **09 Important Note Post Admission**

## PART/09 Important Note

- ✓ All accepted exchange students are to be nominated by NTU College of Management; however, the host schools reserve the right to make final decisions for admission. Students who are denied admission by their applied host schools forfeit the exchange opportunity. In such case, students are not permitted to request placements at other schools.
- ✓ Exchange period : Accepted students cannot defer the exchange term into the next academic year under any circumstances AND cannot extend the exchange term.
- ✓ Once the acceptance list is announced, students are prohibited from requesting placements at other schools or campuses. Students may deliberate to accept or cancel admission if the campuses, colleges or exchange semester offered by exchange schools do not align with accepted students' expectation

## PART/09 Important Note

- ✓ Accepted students (including deferred graduation students) must be a registered student at NTU and are responsible for NTU tuition payment for the exchange period.
- ✓ Students are also responsible for their own accommodations, books, travel, transportation, health insurance, and personal expenses during the exchange period.
- ✓ Local students who have yet to perform their military service are responsible to make all necessary arrangements stipulated by R.O.C. law on such matters prior to leaving the country, and should return to Taiwan promptly at the end of the exchange period. Anyone who violates regulations in this regard is subject to government law and university regulations.

## **PART/09** Important Note

-  Undergraduate students who have completed all required credits to graduate in spring semester 2020 but would like to go on exchange may apply for an extension of their studies at the Academic Affairs Office prior to leaving on the exchange program.
-  Students can only participate in the exchange program in the subsequent semester, fall semester 2021, if they have applied for an extension of their studies.
-  Undergraduate students who are in their 5<sup>th</sup> or 6<sup>th</sup> year of studies and have completed all required credits to graduate in fall semester 2019 are not eligible to apply to the exchange program.

## PART/09 Important Note

- ✓ Accepted students who do not complete or fail to participate in the exchange due to personal reasons (for example: incomplete application documents leading to a visa rejection) are subject to a withdrawal/cancellation fine. Exceptions will only be made under force majeure circumstances.
- ✓ Acceptance confirmation cannot be withdrawn after the submission of 'Admission Confirmation Form' .
  - Cancellations made before April 15, 2020 will result in a TWD10,000 fine
  - Cancellations made after April 15, 2020 will result in a TWD15,000 fine
- ✓ Failure to obtain visa will result to forfeiture of exchange opportunity. College of Management is not involved with matters pertaining visa application.

## PART/09 Course Load Requirements



Exchange students are required to meet the course load requirements of the host school, NTU, and NTU College of Management:

NTU : students must enroll in **minimum two courses or six NTU credits per semester** during their exchange period

COM : students are required to enroll in **minimum of two courses** at the host school during the exchange period, of which one course must be a business or management-related.



The course load requirements of the host school are to be provided by the host school upon enrollment. Exchange students are required to meet the course load requirements of the host school. The College of Management is not involved with matters pertaining to the course load requirements at host schools.



Returning exchange students should apply for credit transfers with their departments, the approval of credit transfers is to be made by the departments. The Office of International Affairs cannot guarantee that all credits received at exchange schools are transferable, nor is it responsible for any credit transfer procedures. Please refer to the Admission Guides and Office of International Affairs for detailed information.

## PART/09 Scholarships



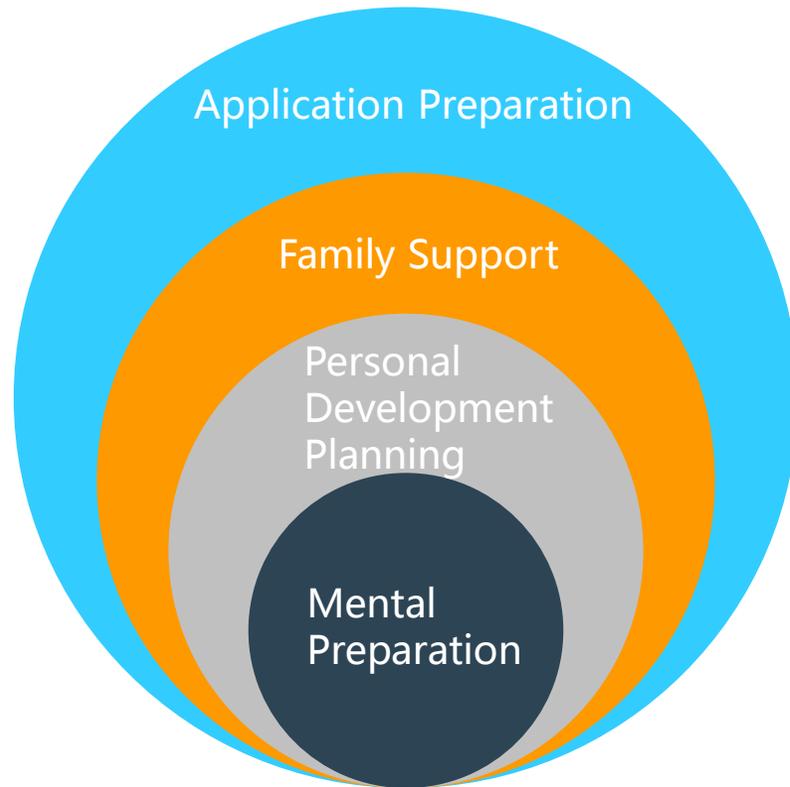
No scholarships are offered by NTU College of Management for the exchange program.



Accepted students who are ROC nationals may apply for 'Xue Hai Fei Yang' and 'Xue Hai Yi Zhu' scholarships offered by the ROC Ministry of Education.

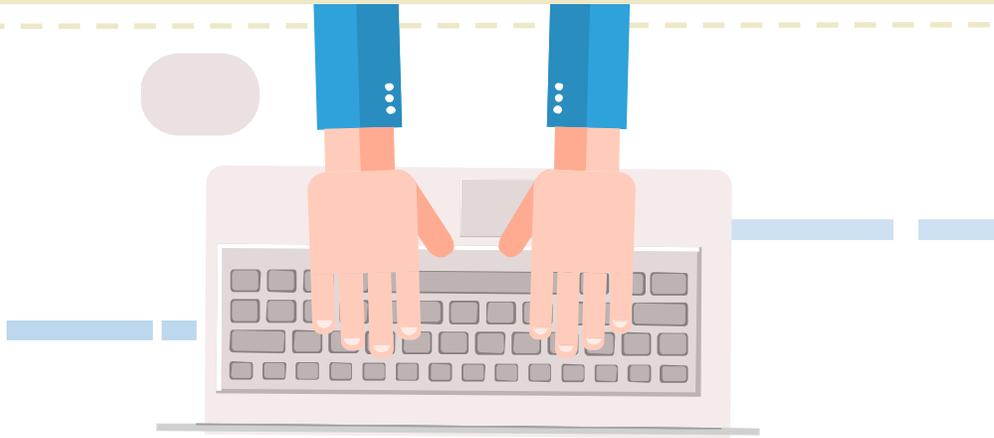
Exchange students to Japan may apply for "Japan Exchange Association Scholarship" . College of Management assists in receipt of application documents but do not guarantee provision of scholarship.

## Final Remarks



 Please evaluate personal development planning and financial status and have a thorough communication with your parents and professors before application.

 Please read through Student Exchange Application Guide (containing important note, exchange student's must-know information and obligations) published on the College of Management website to have a deep understanding of the exchange program and agree to the rules attached before proceeding to apply for exchange.



# Q&A



## PART/09 Q&A



Can I apply for University-level exchange simultaneously?

A: Yes, however students may only confirm acceptance to one exchange program (University level or college level or department level).



How much does it cost for exchange?

A: Please check from College of Management website for details after announcement of full list of exchange partner schools and available exchange slots



What are the courses offered by exchange schools?

A: Courses offered may vary with different exchange schools. A satisfactory passing grade is expected for all courses taken at exchange schools. Please check from College of Management website for details after announcement of full list of exchange partner schools and available exchange slots



Where can I find information about exchange schools?

A: CoM OIA website → Outgoing Exchange → Student Sharing

(Students are welcome to participate exchange students sharing session to be held on October 17.)

## PART/09 Q&A



Are Mainland Chinese students eligible to apply for the exchange program?

A: Yes, you are eligible to apply provided you are a registered student of CoM and meet the application requirement.



What are the expenses incurred during the exchange period?

A: Exchange students are responsible for NTU registration and tuition payment for the exchange period. Students are also responsible for their own accommodations, health insurance, and personal expenses during the exchange period except the exchange school fees.



Do I need to apply for deferred graduation if I apply for exchange in my second year of master' s degree?

A: Exchange period is counted within 4 years of master' s degree period, therefore you are not required to apply for deferred graduation



What is the deferred graduation process?

A: Please complete Application for Deferred Graduation for Exchange Students" downloadable from website and obtain approvals from department and Office of International Affairs before submitting to Office of Academic Affairs. Subsequent procedures will be elaborated in the Pre-Departure session held in the following year.

Exchange Program



**Ms. Franzi Wang**  
**TEL: 02-3366-1037**  
**EMAIL: [franziwang@ntu.edu.tw](mailto:franziwang@ntu.edu.tw)**

