

**Wenzao Ursuline University of Languages**  
**Application Guide for University Out-Bound Exchange Students**  
**Academic Year 2020, Autumn Semester**

**Note:**

- University out-bound exchange students are selected based on the requirements of partner institutions. May applicants read the terms and conditions regarding degree program, language proficiency requirement, insurance and accommodations prior to submission of application.
- Applicants who complete selection procedure will become candidates of university out-bound exchange students. Only when the candidates are nominated and accepted by the partner institutions can they officially become university out-bound exchange students. The partner institutions hold the final decision of admission.
- Documents for application have to be authentic and submitted by the announced deadline. The application will be declined if violating the above.

➤ **Applicant Eligibility:**

1. Fully registered Day- and Night Division students at Wenzao who are studying at the fourth year (inclusive) in 5-year junior college (or above), at the second year (inclusive) in 4-year undergraduate program (or above), or at 2-year college during the exchange period.
2. Applicants in postgraduate programs (excluding In-Service Master's Programs) or transferring students to Wenzao must have attended the school for at least one semester when applying for the exchange program and fulfill the relevant requirements.
3. Applicants who fit one of the status as above and meet all the following requirements.
  - (1) The average academic achievement of all semesters in Wenzao is as high as 70 points or above. The score is counted to single digit; all decimal number will be automatically removed.
  - (2) The average conduct credit of all semesters in Wenzao is as high as 80 points or above. The score is counted to single digit; all decimal number will be automatically removed. Applicants must carry no records of misbehaviors.
  - (3) Applicants must hold the official printed certificate of language proficiency required by individual partner institution, if needed.
4. In the case where individual partner institution posts other requirements, applicants shall follow.

➤ **Exchange Period**

Applicants applying for semester exchange will visit the partner institution during **the spring semester of academic year 2021**. Applicants applying for yearly exchange will visit the partner institution during **the spring semester and fall term of academic year 2021**. The actual exchange period will be based on the given quota and academic calendar of individual institution.

➤ **Language Group Description**

1. The partner institutions are divided into 6 groups based on the instructional language or the main language of the region. The description of each language group is as follow.

Language Group	Countries and Regions
English Group	UK, USA, Canada, Australia, Sweden, Czech Republic, Lithuania, Hungary, Poland, Korea, Philippines, Bangladesh, Mongolia, Turkey
French Group	France, Belgium
German Group	Germany, Austria
Spanish Group	Spain, Chile, Mexico, Peru, Paraguay
Japanese Group	Japan
Chinese and Southeast Asian Language Group	Mainland China, Hong Kong, Vietnam, Malaysia, Indonesia, Thailand...

- Each applicant may select up to TWO language groups, if meeting all the requirements. After passing the document review, the applicants must attend the interviews of all applied language groups.
- International students, oversea Chinese students and Mainland Chinese students shall not apply for the exchange program to the institutions in their home countries.
- Postgraduate exchange programs are available only in the following institutions: Memorial University of Newfoundland, Medicine Hat College, Sookmyung Women's University, Hanyang University, Lingnan University, Hannan University, Ateneo de Manila University of Philippines, De La Salle University, Renmin University of China, Anhui University, Shanghai International Studies University, Beijing Foreign Studies University, Chongqing University, Communication University of China, Huazhong University of Science and Technology, Guangdong University of Foreign Studies, Shenzhen University, Bangkok University of Thailand.
- For further information of partner institution list, applicants' qualification, quotas, and exchanging period, please see the attached 'Partner Institutions for Exchange Program and Quotas'. The individual partner institution holds the right to modify the conditions and requirements. Updates will be posted on the OICC webpage. May applicants constantly check OICC webpage to obtain the most up-to-date information.

### ➤ Application Procedure

- Time: from now on to 5:00 pm **on September 4, 2020.**
- Online application: <https://forms.gle/9zjDqyXnupYqeYQL7>**
- For online application, please scan and upload the following documents:

Document	Description
a 2-inch passport photo	scan and upload the front side of a colored passport photo
Student ID Card	scan and upload the front side of the student ID card

ID Card	scan and upload both sides of the ID card. International students/ overseas Chinese students/ Mainland Chinese students, please scan and upload the passport, ARC or Exit & Entry Permit.
Passport (if available)	scan and upload the personal information page of the passport if available
Chinese Official Transcript	scan and upload the Chinese official transcript issued by the Office of Academic Affairs
English language proficiency certificate	if available, scan and upload the printed official transcript/certificate of proficiency examinations in English or other foreign languages
proficiency certificate of other foreign languages	
Resume	<ul style="list-style-type: none"> <li>• Please download the format here: <a href="http://bit.ly/2LAjvNf">http://bit.ly/2LAjvNf</a></li> <li>• Language: for English group and Chinese and Southeastern Asian language group, please complete the resume in both Chinese and English; for Japanese group, French group, German group and Spanish group, please complete the resume in both English and the language of the group</li> <li>• The content of the resume should contain at least the followings: autobiography, study plan, experience of participating international events and award records.</li> <li>• The bilingual resume should be precise and up to five pages on A4 size.</li> </ul>
<p>Note 1: All the documents should be scanned, not photographed. The scanned image should be clear, colored, and upright.</p> <p>Note 2: The on-line application process will not be considered as completed if any required document is missing or wrong.</p> <p>Note 3: For official passport photo format: <a href="https://www.boca.gov.tw/cp-16-4123-c2932-1.html">https://www.boca.gov.tw/cp-16-4123-c2932-1.html</a></p>	

## ➤ Selection Criteria and Process

### 1. Phase One: Document Review (50%):

(1) Academic achievement (20%)

(2) Conduct Credit (10%)

(3) English Proficiency Examination (10%)

(4) The Second foreign language proficiency Exam (10%): The language proficiency examination result of other foreign languages apart from English language.

(5) Note

Only applicants who pass the first-phase document review can attend the interview on the second phase.

2. Phase Two: Interview (50%)
  - (1) Interview Language: English group-all English; Chinese and Southeastern Asian language-Chinese and English; other language groups-Chinese/English and the language of the group.
  - (2) Interview Content: study plan (15%); oral presentation (15%); attitude (10%); others such as international experience (10%)
  - (3) Interview Date and Time: The interview for autumn semester, academic year 2020 will take place in the week commencing **September 21<sup>th</sup>, 2020**. The exact date, time, and place for interviews will be announced on the OICC webpage. In the case where the applicants cannot attend the interviews, the interview score will be null.
  - (4) In the case where the interview time conflicts with the applicants' class schedule, the applicants could apply for an 'official leave'. It is, however, the applicants' responsibility to mind the school regulation regarding absence and to gain the permission of the course lecturers in advance.
3. Phase Three: Signing up
  - (1) Date: Signing up will be held in the week commencing **October 7<sup>th</sup> 2020**. The exact date, time, and place will be announced on the OICC webpage. Applicants who fail to arrive on time will lost their initial order for signing up.
  - (2) Order: The order for signing up is in accord with the sum score of document review and interview. If two applicants receive the same sum score, the one who received higher score in interview shall sign up before the other.
  - (3) Applicants who apply for exchange program in two language groups can only sign up for one of the language groups. The decision has to be made by the registration for signing up.
  - (4) In the case where the signing up time conflicts with the applicants' class schedule, the applicants could apply for an 'official leave'. It is, however, the applicants' responsibility to mind the school regulation regarding absence and to gain the permission of the course lecturers in advance.

### ➤ **Admission and Renunciation**

1. Once the signing up result is announced, the admitted applicants must submit "The Declaration of Exchange Will" or "The Declaration of Renunciation" by the announced deadline to OICC. Applicants who fail to do so will be regarded as giving up the program and will not be able to maintain nor to extend their status as candidates for exchange program.
2. Applicants who have submitted "The Declaration of Exchange Will" shall become the student exchange candidates and be eligible for being nominated by OICC or the international coordinators of each language group. Only when the candidates have been admitted and received the letter of acceptance, can they go to partner institutions for exchange.
3. Candidates shall not renounce without proper reasons in the process of nomination. Failing to do so will result in losing the eligibility of applying for exchange program in the next semester. In case of irresistible or unpredictable incidents, candidates can apply for renunciation which will later be reviewed.
4. Candidates who are nominated by Wenzao but declined by the partner institution can opt for being nominated to another partner institution with assistance of OICC or international coordinators of each language group. The final decision of whether to accept the candidates, however, is still made by the individual institutions.
5. OICC holds the right to announce a second selection if vacancies remain after the first selection. The applicant eligibility, application procedure and section criteria shall be the same as the first selection.

## ➤ **Scholarships**

1. Under 'The Regulation of Scholarship for Out-Bound Exchange Students at Wenzao Ursuline University of Languages', each exchange student, upon his/her completion of student exchange, shall be granted a scholarship of up to NTD 10,000. The actual scholarship is based on the budget of the year. Scholarship for students in 2-year College (Day Division), Night Division and Postgraduate Program along with for delay graduated students will be regulated respectively as the followings. Students who have been granted a scholarship by the Ministry of Education shall not be granted this scholarship.
2. Upon their completion of student exchange, 2-year college students (Day Division) will be granted a scholarship of up to NTD 50,000. The actual scholarship is based on the budget of the year.
3. Upon their completion of student exchange, Night Division students, postgraduate students and delay graduated students will be granted a scholarship of one third of their actual tuition fee which is up to NTD 10,000.
4. Exchange students who gain the admission of a Japanese partner institution will primarily be recommended by Wenzao for the 'Japan-Taiwan Exchange Association Short-Term Scholarship'.
5. Exchange students shall choose one scholarship if more than one is granted. Fund-raising projects are not subject to the limit.

## ➤ **Tuition & Credit Recognition:**

1. Under 'Wenzao Regulation of Exchange Student Status and Credit Recognition', all exchange students, including delay graduated students and students in Night-Division and postgraduate program, shall pay the full tuition during the exchange period in order to keep their student status. Exchange students shall bear the full responsibility in the case of failing to do above and lost their student status.
2. Under 'Wenzao Regulation of Exchange Student Status and Credit Recognition', the credits that the students earn in the partner institution during the exchange period shall be examined and recognized by their department (graduate school). It is highly recommended that all exchange students shall gain sufficient information regarding credit recognition prior to their departure.
3. Exchange students who are visiting the country where the main language is not their major or graduating students shall realize the potential risk of losing their credit or of delaying their graduation. It is highly recommended that they shall gain sufficient information regarding credit recognition prior to their departure.

## ➤ **Obligations and Responsibilities**

1. General Obligations and Responsibilities
  - (1) Exchange students must abide by the regulations of Wenzao and the partner institution in order to maintain good reputation of Wenzao. Students who violate the regulations of either school will be punished according to the seriousness, and the scholarship will be recovered.
  - (2) OICC and International coordinators of individual departments would assist the student exchange candidates in applying for the exchange program, the exchange students, however, shall bear the responsibility in applying for visa, booking the flight ticket and accommodations, selecting courses, transferring credits, and purchasing an overseas insurance. Students who cannot complete the above by themselves shall not apply for the exchange program.
  - (3) Individual partner institutions have no obligations to provide airport pick-up service and accommodation, despite the fact that exchange students can apply for it. In the case where the above services are not provided, exchange students shall arrange by

themselves.

## 2. Before Exchange

- (1) Out-bound exchange students must attend the 'Pre-Departure Orientation' held by OICC in order to understand their rights and responsibilities. They also have to complete an on-line 'Pre-Departure Procedure' form and to submit relevant documents for subsidy application by the time being required.
- (2) Exchange students who need to apply for a tuition reduction or student loan should contact the Student Support Section at Student Affairs Office to complete the relevant procedures prior to their departure.
- (3) In addition to the student group insurance, exchange students should purchase full insurance (including medical, accident, overseas emergency assistance, etc.) of their needs prior to their departure. If the partner institution provides or requires other insurance, they can also purchase upon arrival at the institution.
- (4) Except for force majeure circumstances, and specific certificates may be attached, once "The Declaration of Exchange Will" has been submitted, it will not arbitrarily abandon the qualification of exchange or shorten the duration. If there is a violation, OICC may, depending on the severity of the circumstances, impose a penalty, and the violators will lose their eligibility in the exchange student selection in the next semester.
- (5) **The terms of exchange agreement with individual partner institutions may vary. Each partner institution may have the right to amend the exchange conditions (such as tuition fees, scholarships, accommodation, etc.), and exchange students may not object.** If the partner institution modifies the exchange conditions and the exchange student wants to renounce the exchange, they will not be subject to a penalty. However, they should still formally notify OICC and submit 'The Declaration of Renunciation'.
- (6) Each student is eligible for student exchange up to TWO times under each degree program, i.e., 5-year junior college, 2-year college, 4-year undergraduate program or postgraduate program. However, students are not allowed to apply for student exchange program in the same country as their previous exchange. The entire period of exchange is also limited to ONE academic year. In addition, if the number of candidates exceeds the total quotas of the applied language group, the priority will be given to students who have not taken student exchange.

## 3. During Exchange

- (1) Within two weeks of arriving at the partner institution, all exchange students have to report their arrival by filling out 'Report of Arrival at Host Institution' online. Exchange students shall also remain close contact with OICC and their own departments and be cautious with their own safety.
- (2) In the case of encountering force majeure during the exchange and so to have to withdraw the exchange, students have to obtain permission from both Wenzao and the partner institution. If an exchange student withdraws exchange without proper reasons nor permission, OICC may, depending on the severity of the circumstances, impose a penalty, and the violators will lose their eligibility in the exchange student selection in the next semester.

## 4. After Exchange

- (1) After the exchange is completed, all exchange students must return to the original departments (graduate schools) to continue their study at Wenzao. **Exchange students are not allowed to stay in partner institution or extend the exchange period without permission. The students are also not allowed to apply for the exchange to the same**

country.

- (2) After the exchange is completed, all exchange students must submit the "The Report of Arrival at Home Institution" online and upload a scanned printed transcript or certificate of completing the exchange study.
  - (3) Returned exchange students shall attend 'Exchange Experience Presentation' held by OICC or individual departments. Also, they shall participate in promotional activities for student exchange by sharing their experience to other students.
  - (4) Under the principle of personal information protection, OICC maintain the rights of using the student exchange reports, including photos on the OICC websites and other promotional publishing.
5. If the above requirements are not complied with, OICC may impose appropriate penalties and withdraw full scholarships depending on the severity of the circumstances, Other matters that are not stated as above, OICC may conduct under the school regulations. According

With the above regulations and articles, the OICC reserves the right to make final amendments and may add, delete, modify or change the content of this selected document according to the actual situation.

# Appendix I. Scales for Recognition of Language Proficiency Examination on Phase One

## Equivalence for English Language Proficiency Examinations and Recognition Scale

CEFR	測驗類型 Examinations									積分採計 Scale					
	大學英檢 CSEPT (第二級)	托福測驗 電腦 TOEFL CBT	托福測驗 紙筆 TOEFL ITP	托福測驗 網路 TOEFL iBT	全民英檢 GEPT	多益測驗 TOEIC	雅思測驗 IELTS	劍橋大學 國際商務 英語能力 測驗 BULATS	劍橋大學 英語能力 認證分級 測驗 Cambridge Main Suite						
C2	--	267	630	109	Superior (including First Stage)	950	7.5	ALTE Level 5 (90-100)	Certificate of Proficiency in English (CPE)	10					
C1	--	220	560	83	Advanced (including First Stage)	880	6.5	ALTE Level 4 (75-89)	Certificate in Advanced English (CAE)	8					
B2	360	197	527								High-Intermediate	850	6.0	ALTE Level 3 (60-74)	First Certificate In English (FCE)
	345	192	520	80	800										
	340	186	513	77	775	5.5									
	330	180	506	74	750										
	320	174	500	70	725	5.0									
	310	168	494	67											
	300	162	487	64	700										
	290	156	481	61											
	280	150	475	57	High-Intermediate (First Stage) / Intermediate (Second Stage)	650	4.5	ALTE Level 2 (40-59)	Preliminary English Test (PET)	4					
	270	147	471	55									600		
260	143	467	53	600							4.0				
250	140	463	50												
240	137	457	47	550											
B1	230	127	444	46	Intermediate (First Stage)	500	3.5 (未達240)	ALTE Level 1 (20-39)	Key English Test (KET)	2					
	220	117	431	44							450				
	210	114	414	43			400				3.0 (210以下)				
	180	110	413	42			350								
A2	120~179	100	400	--	Elementary (Second Stage)	300				0					

## Equivalence for French Language Proficiency Examinations and Recognition Scale

CEFR	測驗類型					積分採計 Scale
	TCF	DELF-DALF	FLPT			
			筆試	口說	寫作	
<b>C2</b>	600-699 (進階高級)	DALF C2	--	--	--	<b>10</b>
<b>C1</b>	500-599 (高級)	DALF C1	240~330	S-3~5	A	
<b>B2</b>	400-499 (進階中級)	DELF B2	195~239	S-2+	B	<b>8</b>
<b>B1</b>	300-399 (中級)	DELF B1	150~194	S-2	C	<b>6</b>
<b>A2</b>	200-299 (進階初級)	DELF A2	105~149	S-1+	D	<b>4</b>
<b>A1</b>	100-199 (初級)	DELF A1	--	--	--	<b>2</b>

## Equivalence for German Language Proficiency Examinations

EFR	測驗類型					積分採計 Scale
	Goethe Institut / ÖSD 主辦考試	FLPT			TestDaf 德福	
		筆試	口說	寫作		
<b>C2</b>	Zertifikat C2 : GDS	--	--	--	TDN 5	<b>10</b>
<b>C1</b>	Zertifikat C1 / 國際經貿德語檢定 PWD	240~330	S-3 以上	A	TDN 4	
<b>B2</b>	Zertifikat B2 / Goethe-Test PRO B2	195~239	S-2+	B	TDN 3	
<b>B1</b>	Zertifikat B1 / Goethe-Test PRO B1	180~194	S-2	C	--	<b>7</b>
		165~179			--	<b>4</b>
		150~164			--	<b>1</b>
<b>A2</b>	Start Deutsch 2 / Goethe- Test PRO A2	105~149	S-1+	D	--	<b>0</b>
<b>A1</b>	Start Deutsch 1	--	--	--	--	

## Equivalence for Spanish Language Proficiency Examinations

CEFR	測驗類型					積分採計 Scale
	DELE	FLPT			esPro Bulats	
		筆試	口說	寫作		
<b>C2</b>	C2	--	--	--	90-100	<b>10</b>
<b>C1</b>	C1	240~330	S-3 以上	A	75-89	<b>8</b>
<b>B2</b>	B2	195~239	S-2+	B	60-74	<b>6</b>
<b>B1</b>	B1	150~194	S-2	C	40-59	<b>4</b>
<b>A2</b>	A2	105~149	S-1+	D	20-39	<b>2</b>
<b>A1</b>	A1	--	--	--	10-19	<b>0</b>

## Equivalence for English Language Proficiency Examinations

CEFR	測驗類型				積分採計 Scale
	FLPT			JLPT	
	筆試	口說	寫作		
<b>C2</b>	--	--	--	--	--
<b>C1</b>	240~330	S-3 以上	A	N1	<b>10</b>
<b>B2</b>	195~239	S-2+	B	N2	<b>8</b>
<b>B1</b>	150~194	S-2	C	N3	<b>6</b>
<b>A2</b>	105~149	S-1+	D	N4	<b>4</b>
<b>A1</b>	--	--	--	N5	<b>0</b>

備註：

1. FLPT: [https://www.lttc.ntu.edu.tw/CEFRbyLTTC\\_tests.htm](https://www.lttc.ntu.edu.tw/CEFRbyLTTC_tests.htm)
2. 各語檢證書成績有效年限參照「[本校語檢證書／成績參酌有效年限建議表](#)」認定。

韓語檢定(TOPIK)

級數	成績	積分採計 Scale
6 級	230	10
5 級	190	
4 級	150	8
3 級	120	6
2 級	140	4
1 級	80	0