

NTUE Overseas Student School Partner System Implementation Directive

Amended upon the 102nd Administrative Meeting, dated Jan. 22nd, 2014

Amended upon the 120th Administrative Meeting, dated Aug. 26th, 2015

A. The Directive was set forth to offer overseas students (including degree students and exchange students) a friendly environment, a school partner system is set up to offer necessary assistance with services and guidance, and adjust to the live in Taiwan, experience the local culture and offer counselling in terms of school work.

B. Qualification and Assistance

(1) Life Assistance School Partner

1. Actively contact the visiting overseas student coming to Taiwan and assist in airport pickup.
2. Offer overseas students daily life assistance (such as assist in currency exchange, acquiring mobile phone number, opening a post office or bank account, instruct on groceries shopping, accommodation seeking both on and off campus) upon their arrival in Taiwan.
3. Assist overseas students to complete the enrollment and registration procedure with the University, as well as the use of the course selection system, campus orientation and familiarizing themselves with the environment.
4. Assist overseas students in understanding the culture of Taiwan and encourage them to participate in campus activities.
5. Other daily living related issues.

(2) Study School Partner

1. Assist in course work studies.
2. Assist in improving the students' Chinese ability.
3. Other studies related issues.

C. Qualification

(1) Exchange Students

1. Exchange students with foreign nationality.
2. Exchange students from China region (including HK and Macao).

(2) Degree Students (incl. bachelor, master and doctoral degrees) with Foreign Nationality

Each overseas student may apply for a maximum of 3 School Buddies per semester, with classmates receiving priority treatment in serving as school buddies to assist in their studies and provide counseling.

D. Application Time Frame:

- (1) Living Assistance School Partner: the Division of International Affairs, R&D Office shall arrange Living Assistance School Buddies in accordance with the number of overseas

students during the first semester of enrolment. From the second semester onwards, overseas students shall have to apply for allocation of Living Assistance School Buddies.

1. The interviewing process for next semester's School Partner will commence from week 10 to 12 of each semester. The School Buddies shall serve for 1 semester, and those that pass the interview will have to complete the Overseas Student School Partner Seminar Training before the start of next semester.
2. If the students perform well and pass the Living Assistance School Partner Assessment held at the end of every semester, they shall be allowed to participate in the Living Assistance School Partner Program for next semester.
3. Application to be sent to: the Division of International Affairs, R&D Office.

(2) Study School Partner

1. Interview/selection process shall commence in week 5 of each semester. Each respective department/school shall submit the list of recommendation based on requirement to the Division of International Affairs, R&D Office for application. Those passing the review shall attend the Overseas Student School Partner Seminar Training in full to obtain the qualification of School Buddies.
2. If the students perform well and pass the Living Assistance School Partner Assessment held at the end of every semester, they shall be allowed to participate in the School Partner Program for next semester.

E. Application Documentation (application will be rejected if there are missing documents)

- (1) 1 Application Form
- (2) 1 Full Transcript in Chinese (incl. class ranking)
- (3) 1 Copy of foreign language assessment certificate (not mandatory)

F. Assessment Criteria

(1) Life Assistance School Partner

- 1.1 month after the start of each semester, the overseas students shall fill out an assessment questionnaire, which will serve as the basis of the review. If any School Buddies performed poorly, they shall be disqualified and not be reconsidered as future School Buddies, and no Certificate of Service will be issued.
2. Before the end of each month the School Buddies have to fill in the Living Assistance School Partner Activity & Service Report and submit them to the Division of International Affairs, R&D Office.
3. At the end of each semester a Service Performance Report shall be submitted before being issued with a Certificate of Service. School Buddies that show excellent performance shall receive recognition in accordance with the Citation and Recognition Directive of the University as an encouragement, as well as serve as extra points for the School Partner's own exchange student opportunity in the future.

(2) Study School Partner

1. Before the end of each semester, the overseas students shall fill out an assessment questionnaire, which will serve as the basis of the review.
2. Before the end of each month the School Buddies have to fill in the Study School Partner Activity & Service Report and submit them to the Division of International Affairs, R&D Office.
3. At the end of each semester an End of Term Performance Report shall be submitted to aid the University in assessing the system.

(3) Overseas Students

- 1 month after the start of, or prior to the end of each semester, the School Buddies shall fill out an Assessment Questionnaire, the assessment result and their study performance shall serve as the basis of review on whether or not Overseas Student School Buddies will be allocated for next semester.

G. Reward System

(1) Life Assistance School Partner

The Living Assistance School Partner in the Directive is a voluntary position that offers no reward prize or payment, and receives no subsidization. After the end of each service semester, a Certificate of Service shall be issued, however whether or not the Service Hours are admissible shall be determined by the respective departments/schools.

(2) Study School Partner

A reward of TW\$5,000 is offered to each School Partner in two instalments each semester.

H. Other Remarks

- (1) Students may apply for Living Assistance School Buddies and Study School Buddies at the same time.
- (2) Overseas students that perform poorly or behave disorderly during their stay in Taiwan shall receive counselling arranged for by the Division of International Affairs, R&D Office in accordance with the severity of their misconduct.

I. This Directive was passed upon the Administrative Meeting and submitted to the President for approval before being implemented.