

Directions of the Department of Political Science, National Chengchi University, for Handling Services and Fees for Visits by Overseas Master's and Doctoral Students

Resolved at the Department Affairs Meeting on January 9, 2017, to refer to committee for drafting

Passed at the Extraordinary Department Affairs Meeting on April 14, 2017

Article 1 The Department of Political Science (hereinafter referred to as "the Department") of National Chengchi University (hereinafter referred to as "the University") has prescribed these Directions to handle applications and reception for visits by overseas students, and to regulate matters concerning fees for overseas students' use of the resources of the University and the Department.

Article 2 The term "overseas master's and doctoral students" as used in these Directions refers to students who are not registered students or exchange students of the University, and who are formally enrolled in a master's program or doctoral program at an overseas academic institution and apply to visit the Department for short-term study or research for a period of 180 days or less.

The "overseas academic institution" referred to in the preceding paragraph shall meet one of the following conditions:

1. It is listed under the Ministry of Education's "Regulations Governing the Assessment and Recognition of Foreign Academic Credentials by Institutions of Higher Education";
2. It is listed in the Ministry of Education's "Reference List of Recognized Higher Education Institutions in Mainland China";
3. It is a junior college or higher-level school in Hong Kong or Macao whose academic credentials are recognized by the Ministry of Education;
4. It is another institution recognized by the Department Admissions Committee.

These Directions shall not apply to those invited to the University for study or research by a national institution, a project of the University or the Department, or a bilateral exchange program, for whom the relevant agreements shall apply.

Article 3 Overseas master's and doctoral students who intend to apply to visit the Department shall submit the following documents by email to the Department for formal application three months before the expected registration date:

1. A letter of consent to host issued by a faculty member of the Department;
2. A letter of recommendation from the applicant's advisor at the enrolled institution;
3. A student ID card or certificate of enrollment within its period of validity;
4. A visit study/research plan: academic and professional background and reference academic works, purpose of the visit research, content, relevance to the Department's teaching and research resources, start and end dates of the visit, and planned itinerary.

Article 4 Applications under the preceding article shall be reviewed on a rolling basis. The Department shall consider the relevance between the applicant's study/research plan and the Department's teaching and research, as well as the Department's limitations in personnel and resources, and shall decide within a reasonable period whether to approve the application. The decision shall be notified to the applicant by email.

Article 5 When accepting visits by overseas master's and doctoral students, the Department provides the following administrative services:

- i. Assistance with entry and exit
 - (1) Issuance of an invitation letter from the Department;
 - (2) Assistance in applying for entry permission and provision of an Letter of guarantee for entry in accordance with the law; however, any resulting official fees shall be borne by the applicant.
- ii. Accommodation assistance
 - (1) Assistance in reserving dormitory space or provision of rental information; however, occupancy in a designated space cannot be guaranteed;
 - (2) Assistance in applying for a University wireless network account.
- iii. Study/research resources of the University and the Department
 - (1) Assistance in applying for a temporary library card;
 - (2) Use of the Department's academic resources and computer room;
 - (3) With the consent of the course instructor, auditing of one to two courses offered by the Department.
- iv. Issuance of a certificate upon completion of the visit study/research period, including an auditing certificate issued by the instructor of any fully audited course.

Article 6 For applications approved pursuant to Article 4 of these Directions, the applicant shall, within 14 days after receiving the approval notice, pay the first installment in full in accordance with the visit period and corresponding fee standards below. Only then shall the application procedure be deemed completed:

Fee	Visit period less than 60 days	Visit period from 61 to 180 days
First installment (paid in full at application)	NT\$5,000	NT\$10,000
Second installment (paid in full on registration date)	NT\$4,000	NT\$8,000
Total	NT\$9,000	NT\$18,000

The visit period referred to in the preceding paragraph shall be calculated from the date of entry to the date of exit, including both the date of entry and the date of exit.

In accordance with the maximum period of entry permission, the visit period for overseas master's and doctoral students shall be limited to 180 days.

The administrative service fee under this article only covers the administrative services listed in the preceding article. Any official fees and handling charges arising from the administrative service items, including fees for replacement due to loss, as well as transportation upon arrival and during the visit period, accommodation, rental, insurance, medical care, and related expenses, shall be borne by the applicant and are not included in the administrative service fee under this article.

Article 7 The administrative service fee under the preceding article shall be collected in installments. Notwithstanding any adjustment, change, or cancellation of the applicant's visit dates, fees already paid in full shall not be refunded.

The first installment of the administrative service fee shall be remitted by the applicant to the account of the "National Chengchi University Development Foundation (財團法人政大學術發展基金會)," designated for deposit into the "Department of Political Science Academic Exchange Fund (政治系學術交流基金)":

SWIFT code	ICBCTWTP030
Bank name	MEGA INTERNATIONAL COMMERCIAL BANK SOUTH TAIPEI BRANCH
Bank address	No.9-1, Sec. 2, Roosevelt Rd. , Zhongzheng District, Taipei 10093 , Taiwan
Account name (name)	National Chengchi University Development Foundation
Account number (A/C)	030-53-01019-8
Address (address)	64, Zhi-nan Rd. , Sec2, Wenshan, Taipei 11623 , Taiwan
Telephone (phone number)	886-2-2938-7155

After completing the remittance, the applicant shall send proof of remittance to the Department by email to complete the application procedure.

The second installment shall be paid in full by the applicant upon registration.

Article 8 During the period of visiting the Department, overseas master's and doctoral students shall regularly come to the Department for academic exchange. The Department reserves the right to specify the form of exchange when reviewing the study/research plan.

To ensure that overseas master's and doctoral students enter and exit the country in accordance with the law and fulfill their obligation to cooperate with the Department's procedures, overseas master's and doctoral students shall pay a deposit to the Department on the registration date. For those whose visit period is less than 60 days, the deposit shall be NT\$5,000; for those whose visit period exceeds 60 days, the deposit shall be NT\$10,000.

Overseas master's and doctoral students shall not arbitrarily change the scheduled date of exit; otherwise, the deposit may be deducted at the Department's discretion depending on the reason for the change.

After leaving the country, overseas master's and doctoral students shall provide the Department with valid proof of departure and remittance account information. After confirming that the overseas master's or doctoral student has left the country on schedule and deducting any unpaid amounts due, the Department shall refund the deposit by remittance. All fees required for the remittance procedure shall be deducted from the deposit.

If an overseas master's or doctoral student overstays, the Department shall permanently refuse to host that student, and, depending on the severity of the circumstances, may refuse to host any relevant personnel from the student's affiliated academic institution for 1 to 3 years.

Those who fail to fulfill the obligations referred to in this article shall not be issued any study/research certificate.

Article 9 After deducting the handling fee charged by the University Foundation, the balance of the administrative service fee under Article 6 shall be used to support the Department's relevant resources and development, with the principles of promoting international exchange and development and strengthening the Department's academic resources.

Article 10 Matters not covered by these Directions shall be handled in accordance with the relevant regulations of the University.

These Directions shall be promulgated and implemented after being passed by the Department Affairs Meeting of the Department. The same shall apply to any amendments.