

長榮大學赴外研修生作業要點

Chang Jung Christian University Outbound Exchange Students Regulations

105 年 2 月 18 日 104 學年度第二學期第 1 次行政會議通過
106 年 6 月 20 日 105 學年度第二學期國際事務委員會會議通過
106 年 8 月 8 日 106 學年度第一學期第 1 次行政會議修正通過
107 年 3 月 15 日 106 學年度第二學期第 1 次行政會議修正通過
108 年 9 月 5 日 108 學年度第一學期第 2 次行政會議修正通過

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Approved on September 5, 2019 by the 2nd Administrative Meeting of 2019 Academic Year Semester 1.

第一條 為拓展本校學生國際視野，提升教育品質，鼓勵本校優秀學生赴國外姐妹校研修，特訂定「長榮大學赴外研修生作業要點」（以下簡稱本要點）。

Article I The Chang Jung Christian University Outbound Exchange Students Regulations (hereinafter referred to as the Regulations) is formulated to expand the international perspective of students, improve the quality of education, and encourage outstanding students at the University to go abroad for studies at partner universities.

第二條 赴外研修生包含本校薦送出國交換研修之校、院級交換生以及雙聯學生。

Article II Outbound exchange students include University and college level exchange students and dual-degree students recommended by the University for study abroad.

第三條 申請資格：

Article III Application qualifications:

一、凡本校赴外研修生須具正式學籍，申請時及交換期間皆須具有本校在學學生身分。

1. All applicants for outbound exchange must be formally enrolled at the University at the time of application and during the exchange period.

二、赴外研修生申請時，須具本校就讀一學年（含）以上成績之學士班或碩、博士班學生，但雙聯學生不在此列。

2. At the time of application for outbound exchange, students must have completed at least one academic year of bachelor's program, master's program or doctoral program at the University, except for dual-degree students.

三、語能力優良。

3. Applicants must have excellent foreign language skills.

四、已獲校、院級交換生資格並出國者，如欲再次提出申請，則以自費交換研修為原則。

4. In principle, students who had previously studied overseas as University or college approved outbound exchange students, and wish to apply for exchange study again shall do so at their own expense.

五、校、院級交換生不得申請回原國籍國家交換研修；雙聯學生另依本校與交換學校互惠協議辦理之。

5. University or college level exchange students shall not apply for studies in their home country. Regulations for dual-degree students shall be separately formulated according to the mutual agreement between the University and the university of exchange.

第四條 學籍處理與學費繳交：

Article IV: Student Status and Tuition:

一、赴外研修生須確保出國期間完成註冊及依規定繳納本校學雜費；不具學籍、休學、已畢業者取消錄取資格。

1. Outbound exchange students must complete their registration and ensure payment of University tuition and miscellaneous fee according to regulations during their overseas stay. Students who are not enrolled, or who have withdrawn or graduated from the University shall have their qualification cancelled.

二、赴外研修生依本校學雜費收費標準繳納學雜費，但若繳費事宜於合作協議書中另有規定者，從其規定。

2. The tuition and incidental fees for outbound exchange students shall be based on the fee schedule of the University. However, payment matters otherwise stipulated in the cooperative agreement shall prevail.

三、研修學校方之學費，依本校與交換學校互惠協議辦理之。

3. Tuition for the university of exchange shall be handled in accordance with the mutual agreement between the University and the university of exchange.

第五條 研修期程：

Article V: Duration of Study:

一、校、院級交換生研修期程不得低於一學期（季），最高以一年為限。

1. The study period for University and college level exchange students shall be no less than one semester (quarter) and no more than one year.

二、雙聯學生研修期程不得低於一學年，最高另依本校與交換學校互惠協議辦理之。

2. The study period for dual-degree exchange students shall be no less than one academic year. The maximum duration shall be in accordance with the mutual agreement between the University and the university of exchange.

第六條 校級交換生申請資料：

Article VI: Application documents for University level exchange students:

- 一、個人資料表；
 1. Personal information form;
- 二、中、英文或日文（申請日本學校者）自傳各 1 份；
 2. One autobiography each in Chinese and English or Japanese (for applicants to Japanese universities);
- 三、中、英文或日文交換研修讀書計畫各 1 份；
 3. One study proposal each in Chinese and English or Japanese;
- 四、歷年中文成績單正本 1 份；
 4. One original full transcript in Chinese;
- 五、家長保證書 1 份；
 5. A copy of parental guarantee;
- 六、本校專任(專案)老師推薦函 2 封；
 6. Two letters of recommendation from the University's full-time (project) teachers;
- 七、外語能力證明；
 7. Proof of foreign language proficiency;
- 八、其他有助於審查之資料。
 8. Other supporting documents that are helpful to the review.

第七條 校級交換生甄選審查標準與原則：

Article VII Selection and review criteria and principles for University level exchange students:

- 一、書面成績占 60 %
 1. Written grades-60%
- 二、面試成績占 40 %
 2. Interview scores-40%

第八條 校級交換生甄選與錄取：

Article VIII Selection and acceptance of University-level exchange students:

- 一、校級交換生名額及各研修學校以當年度之公布為主，由國際交流與兩岸事務處（以下簡稱國際處）公告甄選簡章後，由申請人自行提出申請，並經系所、學院初審合格後完成推薦。申請人檢附相關表件書面資料送國際處完成報名。
 1. The number of student exchanges and exchange universities shall be based on the announced number for the current year. Once the Office of International Affairs (hereinafter referred to as the OIA) has posted the selection brochure, students may begin to submit their applications for review and recommendation by their departments and

colleges. To complete the application, applicants must submit relevant written documents to the OIA.

二、甄選成績含書面審查及面試等二階段審查，書面審查委員由國際學術交流審查委員會委員擔任，面試委員另聘之。

2. Selection shall be in two stages: a written review and an interview. The written review committee comprises members of the International Academic Exchange Review Committee and committee members for the interview shall be separately appointed.

三、甄選成績以兩階段總分結果排定優先順序。如有同分，以書面審查分數排序。依總分及學生志願依序排定優先順序，由國際處公告第一階段各研修學校錄取候選人之正備取名單。

3. Priority shall be based on the total score of the two stages of selection. In the case of a tie, priority shall be based on the written scores. Then based on the order of total scores and student preference, the OIA shall announce the Stage 1 list of accepted candidates for the various universities of exchange,

四、候選人依第一階段正備取名單確認研修學校，正取生放棄時，由備取生依序遞補。確認完畢後由國際處公告當年度交換學生甄選第二階段校級交換生錄取名單。

4. Once the accepted candidates have confirmed their universities of exchange, relinquished slots shall be given to candidates on the waiting list. Upon completing confirmation, the OIA shall announce the Stage 2 list of accepted University-level exchange students.

五、第二階段公告後，校級交換生不得變更錄取學校，且錄取日本及大陸以外地區之校級交換生，須選修交換生英語加強課程並及格通過，始具資格。

5. Once the Stage 2 accepted list of University level exchange students have been announced, students shall not be permitted to change their university of exchange. University-level exchange students accepted into universities outside of Japan and the Mainland shall be required to take and pass further English courses for exchange students to be eligible.

六、第二階段錄取之校級交換生須於規定期限內備齊研修學校規定之申請文件（含研修學校規定之語文能力證明），送各交換學校審查，經交換學校審核通過並獲入學許可後始為校級交換生。若因交換學校拒絕核發入學許可，則喪失該期資格，不得異議且不予保留交換生資格。

6. University-level exchange students accepted in Stage 2 shall complete and submit the required application documents within the deadline set by the university of exchange (including the language proficiency certificate required by the university of exchange) to the respective universities for review. Students shall be regarded as University-level exchange students only upon review and approval by their university of exchange, and the issuance of an admission permit. If the university of exchange refuses to issue an admission permit, eligibility for this period shall be forfeited, and students shall not object and shall not retain their exchange student eligibility.

七、校級交換生於第二階段錄取確認名單公告後，非因不可抗拒之重大變故，不得放棄或更換錄取學校。如因個人因素無法如期前往錄取學校者，應向國際處申請撤銷，不得以任何理由申請保留交換生資訊，且往後不得參與校級交換生甄選。

7.Except for major unforeseen circumstances, university-level exchange students shall not relinquish or change their accepted university of exchange once the Stage 2 list of acceptance has been confirmed and announced. Accepted students who are unable to attend the university of acceptance shall apply for cancellation with the OIA. They shall not request retention of their exchange student eligibility for any reason, and shall not participate in subsequent University-level exchange student selections.

第九條 赴外研修生義務及其他事項：

Article IX: Obligations and other matters of outbound exchange students:

一、交換期間不得辦理休、退學。

1. Students shall not apply for leave of absence or withdrawal from the University during the exchange period.

二、應遵守本校與姐妹校及當地國一切規定，不得做出有損兩校校譽或觸犯兩國法律之行為。

2. Students shall abide by all regulations of the University and its partner universities, and local laws and regulations. They shall not engage in any conduct that undermines the reputation of either universities, and shall not violate the laws of the two countries.

三、出國前應向所屬系所報告並充分溝通學分抵免事宜。返國後，學分之抵免悉依所屬各系（所）規定辦理。

3. Before going abroad, students shall report to their affiliated department and fully communicate matters pertaining to credit transfer and waiver. After returning home, credit transfers and waiver shall be processed in accordance with the regulations of each department (school).

四、取得入學許可後，須自行完成護照、簽證、住宿及選課等事宜，並依據姐妹校開學狀況，自行決定安排前往日程。

4. After obtaining their admission permit, students shall handle their own passport, visa, accommodation and course selection, and schedule their own travel according to the calendar of the partner universities.

五、役男出國前由本校函請各相關縣市兵役單位辦理役男出國手續。役男應於出國前持核准公函及護照，前往兵役單位加蓋出境核准章，並應依規定期限返國。

5. The University shall apply to relevant county or municipal military unit for military service male students to leave the country. Before leaving the country, male military service students shall take their official permit and passport to the relevant military

service unit for an exit approval stamp, and shall return to the country by the stipulated period.

六、出國前 2 週必須完成本校規定之出國程序（含行政契約書簽訂）。

6. Two weeks before leaving the country, students shall complete the University's procedure for going abroad (including signing the administrative contract).

七、必須依規定前往研修學校並於 1 個月內完成抵校報到手續及選課後回報各學期之選課清單。

7. Students shall report to the university of exchange in accordance with regulations. They shall complete registration procedure and submit their course selection list for each semester within one month.

八、校、院級交換生每學期應選修 9 學分(或 3 門課，不含體育課)，並及格 6 學分(或 2 門課) 以上；雙聯學生另依本校與交換學校互惠協議辦理之。

8. University and college level exchange students shall take 9 credits (or 3 courses, excluding physical education course) every semester, and pass at least 6 credits (or 2 courses). Regulations for dual-degree students shall be in accordance with the mutual agreement between the University and the university of exchange.

九、國外交換結束返國後 2 週內，須完成返國程序單規定事宜，並繳交 2 仟字以上含圖片之交換研修報告電子檔與紙本各 1 份，以完成返國程序，未完成者不予畢業離校註記。研修心得之版權為本校所有，國際處得以於學校網頁公開內容供瀏覽。

9. Within 2 weeks of returning to the country after completing the outbound exchange, students shall complete the return procedure. Submit an e-file and paper copy of an outbound exchange report of at least 2000 words with pictures to complete the return procedure. Those who fail to complete the procedure shall not graduate. Copyright to the exchange study report shall belong to the University, and the OIA shall publicly post the content on the University website for viewing.

十、返國後須配合參加國際處所辦理之交換生留學說明會及各項交換生相關之宣傳活動，盡力協助本校推動國際交流事宜，如經驗傳承、活動宣傳、接待導覽等事宜。

10. After returning to the country, students shall participate in exchange student briefings and other exchange student related promotional activities organized by the OIA. Students shall help the University promote international exchanges such as by sharing their experience, promoting events and serving as guides at receptions.

十條 院級交換生、雙聯學生其他事項：

Article X Other matters pertaining to college level exchange students and dual-degree students:

一、出國申請作業（含申請資格、甄選與錄取、審查標準與原則、應盡義務與其他注意事項等事宜），悉依各單位自定規範辦理之。

1. Application for going abroad (including eligibility, selection and acceptance, review criteria and principles, due diligence and other matters) shall be handled in accordance with the regulations of each department.
- 二、薦送單位於薦送名單確定後，應於學生出國前會簽國際處及相關單位備查，並由國際處登錄交換生系統列管。
2. After confirming the list of recommendations, the recommending departments shall countersign with the OIA and relevant units before the students leave the country. The OIA shall register and manage the list in its exchange student system.
- 三、薦送單位於學生出國前應與其完成行政契約書簽訂，內容包含學生出國前手續、抵達交換學校情形、當地修課學分、返國報到暨心得繳交等各項目管控。
3. Recommending departments shall complete all required administrative contract with their students before they leave the country. The contract shall include the management of items such as pre-leaving formalities, update of status at the university of exchange upon arrival, credits for the local courses, completion of formalities and submission of experience report upon return to the country.
- 四、學生須於返國後 2 週內繳交相關文件至薦送單位備查，並將經薦送單位確認核章後之返國程序單交至國際處，查核無誤方於准予於交換生系統註記離校，相關程序由國際處另訂之。
4. Within 2 weeks of return to the country, students must submit relevant documents to their recommending department, obtain a verification of return procedure stamp, and submit the return formalities verification form to the OIA. Once the OIA has verified that all items are in order, it shall register approval for leaving school. Relevant procedures shall be separately formulated by the OIA.

第十一條 本要點如有未盡事宜，依本校相關規定、交換學校交換互惠協議書、交換生／雙聯學生行政契約書辦理。

Article XI Any matters not addressed in the Regulations shall be handled in accordance with University regulations, the mutual agreement between the University and the university of exchange, and the administrative contract for exchange/ dual-degree students.

第十二條 本要點經國際事務委員會及行政會議通過後，陳請校長核定後公告實施，修正時亦同。

Article XII The Regulations are announced and implemented upon approval by the International Affairs Committee, the Administrative Meeting and the President; the same shall apply to any amendments.