

# 國立交通大學客家文化學院選派交換學生出國進修要點

## College of Hakka Studies of National Chiao Tung University Regulation Governing the Student Selection for Student Exchange Program

97.05.13 院務會議通過

102.12.25 院務會議通過

Passed at the College Affairs Meeting (13 May 2008)

Amended at the College Affairs Meeting (25 December 2013)

### 一、宗旨

國立交通大學客家文化學院（以下簡稱本院）為推動國際學術交流，拓展學生國際視野，選派本院優秀學生赴國外大學進修研習，進行交換學生活動，特訂定本要點。

#### Article 1. Purpose

In order to promote international academic exchange and develop students' international perspective, the Regulation is stipulated by College of Hakka Studies of National Chiao Tung University (referred to as CHS hereunder) so that distinguished students of CHS will be selected for Student Exchange Program to advanced their studies in foreign universities.

### 二、甄選資格

- (一) 本院大學部、研究所學生符合國外交換學校合約規範或本院自訂辦法之甄選對象及條件者。
- (二) 赴國外交換學校前，碩士班學生需至少已在本院修業滿一學期；大學部學生需至少已在本院修業滿二學年。

#### Article 2. Eligibility for Selection

- (1) Undergraduate students and graduate students of CHS who fulfill the contract requirement of foreign host universities, or the objects and criteria of the regulations stipulated by CHS.
- (2) Before visiting foreign universities, graduate students should have studied in CHS for at least one semester, and undergraduate students should have studied in CHS at least for two academic years.

### 三、甄選方法

#### Article 3. Methods for Selection

- (一) 審查檢附資料

申請人需於公告截止日期前備妥以下資料：

- 1. 申請表
- 2. 歷年成績單（含班排名）

3. 中、外文自傳
4. 中、外文學習計畫
5. 外文能力證明
6. 家長同意書
7. 其他有利審查之資料

(1) Summit Information:

Applicants should submit the following before the announcement deadline:

1. Application Form
2. Transcripts of Record (with ranking in class)
3. Autobiography in Chinese and in English
4. Study plan in Chinese and in English
5. Language Proficiency Certificate
6. Declaration of Parental/Guardian's Consent
7. Other supporting information

(二) 審查方式分為初審及複審

1. 初審：由本院院長邀集相關系所教授組成遴選委員會，依據審查資料進行書面審核及評比。
2. 複審：通過初審者始得由遴選委員會安排個別面談。面談範圍涵蓋外語對話能力、個人留學進修規劃等相關事項。

(2) Selection Process: initial and second review

1. Initial review: The chairperson of CHS invites professors of related departments or graduate institutes to form the selection committee to review the submitted information.
2. Second review: Applicants who pass the initial review should join the individual interview arranged by the selection committee. The range of interview includes the foreign language dialogue ability, and personal study plan, and so on.

#### 四、交換學生獎學金

- (一) 獲選為本院交換學生者，院長得視學院年度預算(含頂尖大學計畫經費)部分補助個案交換學生獎學金。已獲得校內相關獎學金者，不得重覆領取。
- (二) 獲補助交換學生如因故無法前往交換學校，需退還全額獎學金。中途停止交換學校學業者，亦需按比例退還獎學金。
- (三) 獲補助交換學生獎學金需於當學期使用完畢，不可保留或延用。

#### Article 4. Scholarship for exchange students

- (1) Selected exchange students of CHS will be subsidized with the scholarship. The chairperson of CHS will decide the amount of the scholarship according to the annual budget of College (including the funds of "Aim for the Top University Plan.") There will no repeat recipients for those who have already received the scholarship for exchange students from National Chiao Tung University.

- (2) If the subsidized exchange student for some reason cannot visit the host university, he or she should return the full amount of the scholarship. If the subsidized exchange students discontinue the exchange program, the scholarship should be returned according to the proportion.
- (3) The scholarship should be used up by the subsidized exchange students in the very semester. Any reservation and postponement of the scholarship is not approved.

## 五、學籍、選修課程及學分抵免相關事宜

- (一) 交換學生出國期間，其學業、學籍及兵役之處理依本校學則及相關法令辦理。
- (二) 學雜費繳交方式依本院與交換學校之合約規定辦理。
- (三) 交換學生得於研習返國後檢具成績與學分證明，經其就讀之系所認可後，送教務處註冊組依相關規定辦理學分抵免。

### Article 5. Matters of academic status and credit waiving

- (1) During the exchange period, the exchange students' studies, academic status, and military service should be dealt with according to related laws and regulations.
- (2) Tuition and fees payment should be conducted according to the contracted regulations of National Chiao Tung University and the host university.
- (3) After completing the study, the exchange students can submit the certificate of grade and credits to their departments or graduate institutes for approval, and to the Division of Registration of Office of Academic Affairs for credit waiving.

## 六、學生義務及注意事項

### Article 6. Exchange students' obligation and notifications

- (一) 交換學生需於當地自行購買足夠支付海外就讀國家消費水準之海外醫療（門診及住院）與意外保險，保險文件影本寄回本院存查。
- (1) Exchange students should purchase by themselves Overseas Student Health Cover (outpatient department and hospitalization) and Overseas Casualty Insurance enough to pay the expense at the consumption level of foreign host country. The copies of each purchased insurance should be sent back to CHS for future reference.
- (二) 交換學生需於開學後三星期內完成選課，並將完成選課之選課單或選課列表傳回本院，同時註明交換學校地址及聯絡方式。
- (2) Exchange student should complete the course selection within three weeks after school's beginning. The course selection form or course selection list should be transferred to CHS, with the address and contact information of the host university noted.
- (三) 交換學生研習結束後，應立即回國辦理學籍，並於返國後一個月內提交 1500 字之心得報告（圖文皆備），以及交換學校修習成績單、修課證明至院辦公

室。

(3) After completing the study, exchange students should immediately return to carry on academic status. Moreover, one study report with 1500 words (including photos and description), and transcripts of record and statement of study in host university, should be submitted to CHS Office within one month after return.

(四) 交換學生研習結束後，需無條件擔任下一學年度交換學生經驗傳承大使，並配合出席行前說明會及返國分享座談會。

(4) After completing the study, exchange students should serve as the ambassador of student exchange program heritage without any condition. Furthermore, they should attend the orientation session and experience sharing session.

七、本要點如有未盡事宜，依本院與國外學校之協議及相關規定辦理。

Article 7. Any matter not set forth in the Regulation should be governed by the agreements of CHS and foreign universities, and by related regulations.

八、本要點經院務會議通過後實施，修正時亦同。

Article 8. The Regulation and its revisions will be implemented after being passed at the College Affair Meeting. The same procedure will be applied if the Regulation is amended.