

國立中山大學學生出國交換甄選要點

Guidelines on the Selection of Overseas Exchange Students

87年11月13日本校87學年度第2次行政會議通過

88年6月2日本校87學年度第3次國際學生交流委員會會議修正通過

90年11月21日本校90學年度第2次國際學生交流委員會會議修正通過

90年12月7日本校90學年度第3次行政會議修正通過

90年12月31日校長核定

97年12月17日本校97學年度第1學期第7次行政會議修正通過

(98年5月26日奉教育部核定更名為國際事務處)

103年10月22日本校103學年度第1學期第4次行政會議修正通過

104年9月30日本校104學年度第1學期第3次行政會議修正通過

107年9月19日本校107學年度第1學期第1次學術協調會修正通過

107年10月17日本校107學年度第1學期第4次行政會議修正通過

108年7月23日本校107學年度第2學期第4次學術協調會修正通過

108年9月18日本校108學年度第1學期第2次行政會議修正通過

Amended and approved at the 2nd Executive Meeting on September 18, 2019

- 一、 為促進本校國際化，鼓勵學生出國交換學習，特訂定本要點。
 - I. These guidelines are formulated to promote campus internationalization and encourage students to participate in overseas exchange programs.
- 二、 本要點所稱出國交換學生係指依本校對他校所簽訂之合作協議、備忘錄等規定出國交換者。
 - II. The term “overseas exchange students” herein refers to the University’s students participating in an exchange program under a collaboration agreement or memorandum of understanding (MOU) signed between the University and a partner university.
- 三、 校外機關（如教育部）之專案交流計畫，委託本校甄選者，依該專案計畫之規定辦理。
 - III. Specific exchange programs entrusted to the University by an external agency (such as the Ministry of Education) shall be handled in accordance with the respective regulations for the selection process.

四、 學生申請出國交換資格如下：

IV. Applicants shall meet the following requirements:

(一)大學部一至四年級及碩士班一至二年級（不包含延畢生及在職生身份入學者）。

(1) Applicants shall be a bachelor's student from the first to the fourth year or a master's student in their first or second year, excluding those extending their studies or enrolled in an in-service master's program.

(二)英語能力證明（托福網路測驗（TOEFL-iBT）成績達60分、雅思（IELTS）測驗成績達5.0 或多益（TOEIC）測驗成績達600 分），所提托福、雅思及多益測驗成績需符合各次甄選公告之簡章規定期限；其他語言能力視交換學校要求而定，交換學校未要求者，依前述英語測驗成績標準辦理。

(2) Applicants shall hold an English proficiency certificate, such as a TOEFL iBT score of 60 or above, an IELTS score of 5.0 or above, or a TOEIC score of 600 or above. The validity period of a TOEFL, IELTS, or TOEIC score shall comply with the requirements specified in each selection announcement. Proficiency in other languages shall comply with the requirements of the partner institution. If partner universities do not specify any language requirements, the aforementioned English proficiency standards shall apply.

(三)無不良操行記錄者。

(3) Applicants have no record of misconduct.

五、 出國交換學生申請日期及繳交文件：

V. Application Period and Required Documents:

(一)申請日期：依各次交換甄選公告規定辦理。

(1) The application period shall follow the announcement of each selection process.

(二)繳交文件：

(2) required documents:

1. 申請表；
 - i. an application form
2. 歷年成績單（中文）；
 - ii. a full transcript of all study years (in Chinese)
3. 身分證正反面影本、學生證正面影本；
 - iii. a copy of the ID card (both sides) and student ID card (front side)
4. 規定期限內之語言測驗成績影本（正本備查）；
 - iv. a copy of the language proficiency test results within the specified validity period (the original document available for verification)
5. 研修計畫書；
 - v. a study plan
6. 其他有利審查之資料；
 - vi. any supporting documents for review
7. 其他交換學校要求之資料。
 - vii. other documents required by the partner university

六、同一學制（大學/碩士）內，每位學生申請赴（一）日本、（二）其他國家與地區及（三）中國交換甄選，獲錄取以各乙次為原則；薦送甄選最終核定排序以首次申請者為優先。

VI. Students at their current academic level (bachelor's or master's program) may apply for an overseas exchange program in Japan, China, or the rest of the world. In principle, acceptance is limited to once per region. First-time applicants shall receive priority for nomination and selection.

七、本校學生出國交換甄選作業每學年度辦理3次：日本、其他國家與地區及中國。甄選程序包括初審、複審兩階段，審查標準依各次甄選分別規範。

VII. The University shall annually conduct the selection process for each region: Japan, China, or the rest of the world. The selection process shall include

initial and second reviews, with the evaluation criteria separately formulated for each region.

八、 交換甄選程序及審查標準：

VIII. Selection Process and Review Criteria:

(一) 審查標準：

(1) review criteria

1. 其他國家與地區：學業成績佔30%（以前一學年班上排名計算），語言檢定成績佔40%，研修計畫書佔20%，其他有利審查資料佔10%，以總分高低順序依學生志願序分發，總分未達60分者不予錄取。總分相同者，以語言檢定成績較高者為優先考量，其次為學業成績，最後為研修計畫書；若四項分數均相同者，由評審委員決議優先順序。
 - i. For Japan and elsewhere other than China, the scoring percentage is as follows: academic performance (30%, based on class ranking from the previous academic year), language proficiency test result (40%), study plan (20%), and other supporting documents (10%). Applicants shall be qualified for ranking based on their total scores of at least 60 and preference for universities. In the event of a tie among applicants, the priority shall be ranked in the order of the students' language proficiency score, academic performance, and study plan. If all four scores are identical, reviewers shall determine the ranking.
2. 中國：學業成績佔60%（以前一學年班上排名計算；大學一年級與碩士一年級學生以前一學期班上排名計算），研修計畫書佔20%，其他有利審查資料佔20%，以總分高低順序依學生志願序分發，總分未達60分者不予錄取。總分相同者，以學業成績較高者為優先考量，其次為研修計畫書；若三項分數均相同者，由評審委員決議優先順序。

ii. For China, the scoring percentage is as follows: academic performance (60%, based on class ranking from the previous academic year, or based on the previous semester for first-year bachelor's and master's students), study plan (20%), and other supporting documents (20%). Applicants shall be qualified for ranking based on their total scores of at least 60 and preference for universities. In the event of a tie among applicants, the priority shall be ranked in the order of their academic performance and study plan. If all three scores are identical, reviewers shall determine the ranking.

(二)初審：

(2) initial review:

交換甄選由國際事務處遴選2名以上具國際交流相關資歷教師（需為不同學院）擔任委員進行初審。

The Office of International Affairs (OIA) shall select two faculty members from different colleges with experiences in international exchange affairs to serve as initial reviewers.

(三)複審：

(3) second review:

1. 日本及中國配合該國申請時間，初審後名單簽請校長核可。

i. For Japan and China, the list of applicants who pass the initial review shall be submitted to the President for approval and then to the partner universities for the second review in line with their application periods.

2. 其他國家與地區由校長擔任召集人，委員由副校長、教務長、學務長、國際長及各學院院長組成之出國交換審查委員會進行複審。

ii. For other countries/territories, the second review shall be conducted

by the Review Committee for Overseas Exchange, consisting of the President as the convener, along with the senior vice president in charge, the vice president for Academic Affairs, the vice president for Student Affairs, the vice president for International Affairs, and the deans of individual colleges.

九、各次甄選最終核定出國交換學生之排序以本國籍學生為優先。

IX. Domestic students shall be given priority in the final ranking of each selection.

(一)依本要點核准出國交換之學生應遵守並履行下列義務：

(1) Overseas exchange students under these guidelines shall follow and fulfill the following obligations:

1. 出國前應自行完成購買出國期間之意外、旅遊或醫療保險。
 - i. purchasing an accident, travel, or medical insurance that covers the exchange period prior to departure
2. 出國期間應修習並通過至少兩門課程(其中一門應為所屬科系專業課程相關)，並嚴格遵守交換校相關規章及該國法規。
 - ii. completing and passing at least two courses, one of which shall be related to their major, and strictly adhering to the regulations of the partner university and laws of the host country
3. 出國後請主動上外交部領事事務局 (<http://www.boca.gov.tw/>) 完成線上「出國登錄」程序。
 - iii. completing the “Registration for Going abroad” after departure on the website of Bureau of Consular Affairs, Ministry of Foreign Affairs at <https://www.boca.gov.tw>.
4. 交換期間請與家人及國際事務處保持密切聯繫，並定期於期初、期中及期末回報個人安全情況。本校有任何訊息公告皆以學生申請表提供之電子信箱通知，學生須保持電子信箱收信通順，以免遺漏重要消息。

- iv. maintaining close contact with their family and the OIA during the exchange period and regularly reporting their personal safety status at the beginning, middle, and end of the period (Note: The University announcements are emailed to the address provided in their application form, so students shall ensure their email account works to avoid the loss of important information.)
- 5. 交換結束後於規定期限內繳交返國報告乙份（含中英雙語心得；赴中國交換者免附英文心得），由國際事務處公告於網頁提供參考，並參加國際事務處相關交流推廣活動。
- v. submitting a return report (including a reflection in both Chinese and English) within the specified deadline after the end of the exchange (Note: Exchange students to China may be exempt from the said reflection in English; the report may be published on the OIA website for reference, and exchange students shall participate in exchange program promotion activities organized by the OIA.)
- 6. 如因故需縮短或延長交換計畫，須同時向所屬系所、國際事務處及交換校申請並獲得三方核准。
- vi. obtaining approval from the affiliated unit, OIA, and the partner university if the exchange period needs to be shortened or extended for any specific reasons
- 7. 結束交換計畫後應完成返校手續，若本人因故無法完成返校手續，應簽署委託書請他人代為辦理。若因故未於次一學期註冊時返台，應書面告知國際事務處並簽署切結書以自負人身安全。
- vii. completing the return procedure after the end of the exchange program (Note: Those who cannot handle it in person shall authorize a proxy with a letter of authorization to act on their behalf. Those who fail to return to Taiwan in time for enrollment in the following semester shall notify the OIA in writing and sign an

affidavit assuming responsibility for their own safety.)

(二) 交換學生如實完成前述義務者，國際事務處核發交換學生證明書以茲證明；反之，則不予核發。

X. Exchange students who fulfill the aforementioned obligations may be issued a certificate for participating in an exchange program by the OIA; otherwise, the certificate shall not be issued.

十、本要點若有未盡事宜，悉依相關法令規定辦理。

XI. Matters not covered herein shall be handled in accordance with relevant laws.

十一、本要點經行政會議通過，陳請校長核可後實施，修正時亦同。

XII. These guidelines are approved by the Executive Meeting and the President before implementation. Amendments to these guidelines shall follow the same procedure.