

國立中山大學境外學生來校辦理要點

Guidelines on the Admission of International Students for Exchange or Visiting

102 年 10 月 30 日本校 102 學年度第 1 學期第 5 次行政會議通過
105 年 3 月 9 日本校 104 學年度第 2 學期第 1 次行政會議修正通過
105 年 6 月 15 日本校 104 學年度第 2 學期第 8 次行政會議修正通過
113 年 5 月 29 日本校 112 學年度第 2 學期第 8 次行政會議修正通過
Amended and approved at the 8th Executive Meeting on May 29, 2024

一、為提升本校國際化發展，增進學術交流，並提供境外學生體驗本校教育研究環境，特訂定本要點。

I. These guidelines are formulated to advance the University's internationalization, promote academic exchanges, and provide international students with experiences in educational and research activities at the University.

二、本要點定義之來校境外學生，係指本國以外之國家及地區，具在學學籍學生身分，並分為：

II. International students herein refer to those who are enrolled in their own countries or regions, and are categorized as below:

(一) 姊妹校交換生：經姊妹校推薦，於交換學生計畫名額內之交換生。

(1) exchange students: candidates recommended by partner universities within the quota of exchange programs

(二) 自費選讀生：

(2) self-funded students:

1. 於交換學生計畫名額外之姊妹校學生。

i. those from partner universities beyond the quota of exchange programs

2. 非來自姊妹校之學生，自行向本校申請就讀。

ii. those unaffiliated with any partner universities and applying independently

(三) 訪問學生：來校短期實習或與本校教師進行研究合作之學生。

(3) visiting students: those coming for short-term practicums on campus or research collaborations with University faculty

三、境外學生申請來校應依「外國學生來臺就學辦法」辦理。

III. Applications of international students herein shall be handled in accordance with the *Regulations for International Students Undertaking Studies in Taiwan*.

四、姊妹校交換生及自費選讀生來校期間以符合本校學期期間為原則，至多以一學年為限。訪問學生來校期間以至多 180 日為原則，獲中央主管機關核可者不在此限。

IV. Exchange and self-funded students shall align their study period with the University Calendar, in principle, and may study for a maximum of one academic year; whereas the stay of visiting students shall be limited to at most 180 days, in principle, unless otherwise approved by the central competent authority.

五、申請期限：

V. Application Deadlines:

(一)姊妹校交換生及自費選讀生：第一學期（秋季班）申請期限為每年四月三十日，第二學期（春季班）申請期限為每年十一月三十日。

(1) Exchange and self-funded students shall apply by April 30 and November 30 for the fall and spring semesters respectively.

(二)訪問學生：於來校日之六十天前提出申請。

(2) Visiting students shall apply at least 60 days before their intended arrival date.

六、各身分學生應依下列方式於期限內完成申請，應繳文件依國際事務處網頁公告為主。申請件由國際事務處審核並會請相關系（所）院、教務處、學務處複核。

VI. Applications of all kinds shall be submitted in the following manner within a specified deadline, along with the required documents listed on the website of the University Office of International Affairs (OIA), with the documentation reviewed by the OIA and subsequently verified by relevant departments/institutes/colleges, the OAA, and the OSA.

(一)姊妹校交換生：透過原屬學校之國際學術交流單位提名後申請。

(1) Exchange students shall be nominated by their respective universities' office of international affairs before submitting their applications.

- (二) 自費選讀生：自行向本校國際事務處申請。
- (2) Self-funded students shall independently submit their applications to the OIA.
- (三) 訪問學生：由邀請系所或經本校教師同意接待之學生本人向本校國際事務處提出申請。
- (3) Visiting students shall submit their applications to the OIA, either upon invitation from the hosting department/institute or with consent from the hosting faculty member.

七、來校費用：

VII. Fees:

- (一) 來校境外學生，除本校姊妹校交換生外，均需繳交訪問行政費新臺幣三千元或美金一百元。因故放棄來校者，一律不予退還訪問行政費。
- (1) International students herein, excluding exchange students from partner universities, shall pay an administrative fee of TWD 3,000 or USD 100, which is non-refundable if they cancel their plan to come for any reason.
- (二) 姊妹校交換生基於互惠原則，免繳交本校學雜費。
- (2) Exchange students from partner universities are exempt from paying tuition and miscellaneous fees based on the principle of reciprocity.
- (三) 自費選讀生須依照本校「外國學生(含大陸學生)自費選讀生學雜費徵收標準」繳交學分費、學雜費基數或雜費。
- (3) Self-funded students shall pay a credit fee, along with basic tuition & miscellaneous fees or miscellaneous fees, in accordance with the University's *Standards of Tuition and Miscellaneous Fees for International Students and Students from China*.
- (四) 訪問學生來校期間達一個月(含)以上，視訪問期間比例依照本校「外國學生(含大陸學生)自費選讀生學雜費徵收標準」繳交學雜費基數或雜費，訪問期間以本校系所簽核表內日期為基準計算。
- (4) Visiting students staying for one month or longer shall pay their basic tuition & miscellaneous fees or miscellaneous fees proportionally based on the duration of their stay in accordance with the University's *Standards of Tuition and Miscellaneous Fees for International Students*

and Students from China. The duration of their stay shall be calculated based on the dates specified in the approval form from their affiliated departments or institutes.

1. 訪問期間為 30 日內，免繳學雜費基數或雜費。

i. No fee shall be charged for a stay less than 30 days.

2. 訪問期間為 31 至 60 日內，繳交三分之一學雜費基數或雜費。

ii. One-third of the said fee shall be charged for a stay between 31 and 60 days.

3. 訪問期間為 61 至 90 日內，繳交二分之一學雜費基數或雜費。

iii. Half of the said fee shall be charged for a stay between 61 and 90 days.

4. 訪問期間為 91 日以上，繳交全額學雜費基數或雜費。

iv. A full amount of the said fee shall be charged for a stay exceeding 90 days.

(五)其他各項費用如住宿費、電腦及網路通訊使用費、學生團體保險費，依各單位收退費作業要點或相關規定辦理。

(5) Other expenses, such as accommodation fees, computer and internet usage fees, and student group insurance premiums shall be charged in accordance with guidelines on fee collection and refund or other relevant regulations formulated by respective units.

(六)來校境外學生應自行負擔旅費及住宿費等其他來臺及在臺生活所需費用。另簽定學術合作協議者，依協議辦理。

(6) International students herein shall bear their own travel, accommodation, and other living expenses during their stay in Taiwan; those under an academic cooperation agreement with the University shall follow the terms regarding these expenses as stipulated in the agreement.

八、來校境外學生學雜費退費標準以申請來校起始日為基準計算，按以下比例退費：

VIII. Refund standards of tuition and miscellaneous fees for international students herein shall be calculated from the starting date specified in the application, as below:

(一) 於申請來校起始日（含）之前放棄來校者，應免繳費。

(1) Those canceling their plan to come before the starting date (inclusive) specified in the application shall be exempted from any fees.

(二) 於申請來校起始日 (含) 之後未逾申請來校期間三分之一申請離校者，退還學雜費基數或雜費、學分費之三分之二。

(2) Those applying to leave the University after the starting date (inclusive) specified in the application but within one-third of their stay shall be refunded two-thirds of the basic tuition & miscellaneous fees or miscellaneous fees and the credit fee.

(三) 於申請來校起始日 (含) 之後逾來校期間三分之一，而未逾來校訪問期間三分之二申請離校者，退還學雜費基數或雜費、學分費之三分之一。

(3) Those applying to leave the University after one-third but within two-thirds of their stay shall be refunded one-third of the basic tuition & miscellaneous fees or miscellaneous fees and the credit fee.

(四) 於申請來校起始日 (含) 之後逾來校期間三分之二申請離校者，所繳學雜費基數或雜費、學分費，不予退還。

(4) Those applying to leave the University after two-thirds of their stay shall not be refunded the said fees.

九、來校境外學生訪問行政費收入用於來臺證照費用、招生參展、廣告文宣、辦理境外學生活動等促進本校國際化相關事務。

IX. Revenues from administrative fees herein shall be used for tasks that support the University's internationalization, such as the payment of exit & entry permits, participation in recruitment fairs, advertising and promotional materials, and organizing international student activities.

十、來校境外學生如需申請在臺就學期間之文件，申請費用依教務處各類證明文件申請表辦理，郵寄費用每筆收取美金四十五元。

X. International students herein who need to apply for any documents certifying their study in Taiwan shall pay the application fee in accordance with the charge standards stipulated in the OAA Application Form for Certificates, plus postage of USD 45 per mailing request.

十一、來校姊妹校交換生及自費選讀生修課事宜比照本校學生修課規定辦理。

XI. Regulations for course selection for the University's domestic students shall

apply to exchange and self-funded students.

十二、本要點未盡事宜，悉依本校相關規定辦理。

XII. Matters not covered herein shall be handled in accordance with the University's relevant regulations.

十三、本要點經行政會議通過後，陳請校長核定後實施，修正時亦同。

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