

# 國立中山大學境外交換學生輔導補助要點

## Guidelines on the Subsidies for Mentoring Overseas Exchange Students

101.12.12 本校 101 學年度第 1 學期第 8 次行政會議通過

Approved at the 8th Executive Meeting on December 12, 2012

108.12.25 本校 108 學年度第 1 學期第 9 次行政會議修正通過

Amended and approved at the 9th Executive Meeting on December 25, 2019

112.06.07 本校 111 學年度第 2 學期第 9 次行政會議修正通過

Amended and approved at the 9th Executive Meeting on June 7, 2023

一、為妥適輔導境外交換學生在校生活，營造友善國際化學習環境，以提升本校國際化程度，特訂定本要點。

I. These guidelines are formulated to provide appropriate guidance for overseas exchange students, create a friendly international learning environment and enhance the internationalization of the university.

二、本要點所稱境外交換學生係指來自臺灣以外國家及地區（包含大陸地區），且經由姊妹校推薦來校就讀一學期或一學年之學生。

II. The term “overseas exchange students” in these guidelines refers to students from countries and regions outside Taiwan (including China) who are recommended by partner universities to study at the University for one semester or one academic year.

三、經費來源：由境外學位生所繳納之學分學雜費提撥作為專款經費，於每學年度第二學期加退選結束後，統計當學年度（含第一、二學期）依本校學雜費徵收標準繳費之境外學位生所繳納學分學雜費之 1/2。惟學分學雜費已歸開辦單位使用之系所及學程，其學生所繳費用不列入計算。

III. Source of funds: The tuition and miscellaneous fees paid by overseas degree students are allocated as special funds. After the add/drop period of the Spring semester of each academic year, one half (1/2) of the said tuition and fees of that academic year (including the Fall and Spring semesters) shall be

allocated as the funds. Nevertheless, the tuition and fees paid by students of the department/institute/program granted utilization of all their tuition and fees are excluded from the funds.

#### 四、經費核撥

##### IV. Fund allocation:

補助項目及金額依下列規定辦理，本專款剩餘經費作為國際事務處推動學校國際化發展之經費。

The subsidy items and amounts shall be handled in accordance with the following provisions, and the remaining funds shall be used for promoting the internationalization by the Office of International Affairs (OIA).

(一) 導師費由導師提供導生活動成果表後，依每位導師所輔導之境外交換生人數，以每人每學期 1,000 元核撥。每位導師每學期輔導學生以不超過 10 名為原則。

(1) Every mentor shall receive TWD 1,000 for each supervised overseas exchange student per semester, with a maximum of ten students under their supervision, in principle. The mentor shall submit a Mentor/Mentee Activity Report before receiving the subsidy.

(二) 導生活動費由導師提供導生活動成果表後，依每位導師所輔導之境外交換生人數，以每人每學期 110 元核撥予導師。

(2) The student activity fee of TWD 110 per student per semester shall be paid to the mentor after submitting the Mentor/Mentee Activity Report.

五、各系所應於每學期註冊後提送境外交換生之導師名冊予國際事務處辦理核撥導師費事宜。導師工作內容及權責依「國立中山大學導師制度實施要點」實施。

V. Every semester after the student enrollment, each department/institute shall submit a list of mentors for overseas exchange students to the OIA for allocation of mentor fees. The work scope and responsibilities of mentors

shall be implemented in accordance with *Guidelines on Implementation of Mentor System*.

六、國際事務處獲補助經費須用於下列與國際化發展相關支出：

VI. The OIA shall use the funds for the following expenses related to internationalization development:

(一)外國學生華語課程講師鐘點費。

(1) hourly pay for Mandarin teachers

(二)外國學位生獎學金。

(2) scholarships for foreign degree students

(三)學生出國研修獎學金。

(3) scholarships for student study abroad programs

(四)其他與國際化相關之業務。

(4) others related to internationalization

(五)教育部或外交部等計畫配合款。

(5) matching funding for projects such as those from Ministry of Education or Ministry of Foreign Affairs

七、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。

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

# 國立中山大學導生活動成果表

## Mentor/Mentee Activity Report

依據本校「導師制度實施要點」第七款第八目規定辦理

This report is designated based on Subparagraph 8 of Article 7 of the *Guidelines on Implementation of Mentor System*.

活動性質 type	<input type="checkbox"/> 導生活動 mentee activities <input type="checkbox"/> 導師知能 mentor training activities	申請日期 application date : yyyy 年 mm 月 dd 日
申請人 applicant	_____院 college _____ 系/所 department/institute 導師姓名 mentor name: _____ 分機 ext.: _____	
活動時間 time	自 年 月 日 時 至 月 日 時，共 天 時 from yyyy/mm/dd/time to mm/dd/time Total: ____ days and ____ hours	
活動名稱 title of activity		
活動目的 purpose		
參加人數 number of participants		
活動地點 location		
經費概算 與來源 items of expenditure & sources of budget	總金額 total : TWD _____ 元 (請詳列此活動各項費用單價、數量及總計。Please provide detail information on the unit costs, quantities, and total expenses for each items used in this activity.) ➤ 導生活動費補助 mentorship activity subsidy: TWD _____ 元 ➤ 其他經費 other budgets: TWD _____ 元	
活動類別 category (請擇一勾選 please tick one.)	<input type="checkbox"/> 師生座談 discussion <input type="checkbox"/> 情緒管理 emotion management <input type="checkbox"/> 導師輔導知能 mentor training <input type="checkbox"/> 生涯規劃 career planning <input type="checkbox"/> 人際關係 interpersonal relationship <input type="checkbox"/> 壓力調適 stress management <input type="checkbox"/> 兩性關係 gender relations <input type="checkbox"/> 其他 others _____ <input type="checkbox"/> 就業與升學輔導 counselling for employment or further studies <input type="checkbox"/> 導師會議 mentor committee meeting	
活動成果 簡述 activity outcomes	(請概要描述活動過程、內容與成果，字數至少 150 字 Please provide a brief description of the activity process, content, and outcomes in at least 150 words)	
活動照片 photos	(請附上有導師在內的活動照片 Please attach photos with the mentor.)	

(兩至四張 Two to four)	
<p>備註 note :</p> <p>活動結束後二週內，請將本導師活動成果表電子檔 e-mail 給學務處諮商與健康促進組業務承辦人陳宥君 (yochun@mail.nsysu.edu.tw) 存查，並將電子檔 (含照片) 放置於各系所網頁上，供全系師生參考。</p> <p>Please e-mail this file to Ms. Yo-Chun Chen (<a href="mailto:yochun@mail.nsysu.edu.tw">yochun@mail.nsysu.edu.tw</a>) in the Counselling and Health Service Division of the OSA within two weeks after the activity and upload the electronic file (including photos) to the webpage of the department/institute for reference.</p> <p>.....</p>	

單位簽章 sign/stamp	導師 mentor	
	系所 (院) 主管 head of the department/institute/college	