

國立中山大學國內交換生實施要點

Guidelines on Implementation of Domestic Exchange Programs

102.6.10本校第136次教務會議通過

Approved at the 136th Academic Affairs Council meeting on June 10, 2013

105.5.30本校第148次教務會議修正通過

Amended and approved at the 148th Academic Affairs Council meeting on May 30, 2016

107.5.24本校第156次教務會議修正通過

Amended and approved at the 156th Academic Affairs Council meeting on May 24, 2018

- 一、國立中山大學（以下簡稱本校）為促進臺灣綜合大學系統暨國內其他學校校際合作，共享教學資源，並鼓勵本校學生多元學習，經簽訂國內校對校交換學生協議，其交換生實施事宜，適用本要點。
- I. These guidelines are formulated to establish a mechanism for exchanging students between the University and the Taiwan Comprehensive University System and other domestic partner universities to promote inter-university collaboration through sharing teaching resources and to encourage students to develop multifaceted learning.
- 二、本校為辦理國內交換生甄審事宜，應設國內交換生甄審委員會，由教務長擔任召集人，並由各學院院長組成之，以公開、公平及公正原則辦理甄審事宜。
- II. The Domestic Exchange Program Selection Committee with the deans of individual colleges as members and the vice president for Academic Affairs as the convener shall be established to handle matters regarding the selection of exchange students under the principle of openness, fairness, and impartiality.
- 三、申請時程、資格及限制：
- III. Application timeline, qualifications and restrictions:
- 本校交換生申請時程依各學年公告為準。
- Application timeline for domestic exchange programs is based on the announcement of each academic year.
- 本校學士班二年級以上、碩士班（含在職專班）及博士班一年級以上學生，得提出申請，申請至他校交換（含境外交換）每校以一次為原則，合計申請交換期間以1學年為限。
- Undergraduate students except freshmen and graduate students (including those of in-service master's degree programs) are eligible to apply for domestic (international) exchange programs. Students shall not apply for the same university twice, in principle, and the total duration for exchange may only be adding up to one full academic year.

他校交換生申請至本校修讀者，以1次為限，申請期限最長為1學年，辦理期限依簽訂協議為準。

Students from other universities applying to study in the University through the exchange program shall be limited to only once with a maximum of one academic year. Deadlines for the application shall be handled in accordance with the signed agreement between universities.

四、 審核程序：

IV. Selection Procedure:

學生應於公告期限內填妥申請表並檢附規定文件，經送各系(所)初審後送教務處，並經國內交換生甄審委員會審核通過後，推薦名單遞送申請學校進行審查，俟申請學校審核通過後，由教務處公告錄取名單，並通知學生及其所屬系所。

Students shall submit their applications with required materials within a stipulated period for an initial review by individual departments/institutes. The reviewed applications shall be forwarded to the Office of Academic Affairs (OAA) for the approval by the Domestic Exchange Program Selection Committee. A list of recommended students with their applications shall then be submitted to the partner universities for further review. OAA shall announce the outcome of acceptance and notify the students and their departments/institutes after their applications are approved by the partner universities.

本校接獲他校之推薦名單時，由教務處轉送各系(所)進行審查通過後，通知對方錄取名單。

When receiving a list of recommended students with their applications from partner universities, the OAA shall forward the applications to individual departments/institutes for review and notify the partner universities of the outcomes afterwards.

五、 學費之繳交：

V. Payment of Tuition Fees:

本校交換生至他校修讀期間，仍應在本校辦理註冊手續並依本校學雜費徵收標準繳交學雜費(學分費)及學生保險等費。

Students shall still complete the enrollment procedure and pay the tuition and miscellaneous fees (credit fees) as well as their student group insurance fee at the University, even when they are studying at other universities through the exchange programs.

他校交換生除選修本校在職專班及教育學程課程，須依本校相關規定繳費外，不須另繳交學雜費(學分費)及學生保險費。

Students from partner universities do not need to pay tuition and

miscellaneous fees (credit fees) or student group insurance fee to the University, unless they take courses of the in-service master's program or the teacher education program for which fees shall be paid in accordance with the relevant regulations of the University.

- 六、 本校交換生至他校修讀期間併計於修業年限內，交換期間之學籍相關事宜依本校學則辦理。
- VI. The period of being exchange students at partner universities shall be counted into the period of study at the University. Matters regarding student enrollment status during the exchange period shall be handled in accordance with the *Academic Regulations*.
- 本校交換生至他校修讀之學分及成績，得依「本校學生抵免學分辦法」申請抵免，惟學生所屬系所無名稱、內容或性質相同之課程可辦理抵免者，得依「本校學生成績作業要點」申請認列學分。應屆畢業生至遲需於次學期上課開始日前完成前揭審核作業，逾期次學期仍應辦理註冊。
- Course credits and records received from partner universities shall be transferred in accordance with the *Regulations for Credit Transfer*. However, if the students' affiliated departments/institutes do not offer courses with the same titles and similar contents or nature as the ones taken at the partner universities, the students may apply for credit recognition pursuant to the *Guidelines on Academic Evaluation*. Graduates-to-be shall complete the credit recognition before the first day of class of the following semester; otherwise, they are required to enroll in the following semester.
- 七、 他校交換生在本校選讀期間，選課及住宿相關事宜依本校規定辦理。本校應發給他校交換生學生證明，交換生憑學生證明，得以使用學校內之各項設施為原則。
- VII. Matters regarding course selection and accommodation for students from partner universities during their exchange period shall be handled in accordance with the relevant regulations of the University. Exchange students shall be issued a student ID card to access various facilities of the University.
- 八、 本要點如有未盡事宜，悉依本校相關法規與各校簽定交換生協議辦理。
- VIII. Matters not covered herein shall be handled in accordance with relevant regulations and the signed agreements for exchange program with individual partner universities.
- 九、 本要點經教務會議通過後實施，修正時亦同。
- IX. These guidelines are approved by the Academic Affairs Council before implementation. Amendments to these guidelines shall follow the same procedure.