國立東華大學學生赴海外短期研修要點

第一條 國立東華大學（以下簡稱本校）為提供本校學生赴海外進行短期研修，特訂定「國立東華大學學生赴海外短期研修要點」（以下簡稱本要點）。

第二條 本要點所稱赴海外短期研修定義如下；

1. 赴未與本校簽訂學生交換計畫之學校；
2. 該學校須符合教育部外國大學參考名冊；
3. 進行非學位之研究或課程修習。

第三條 申請學生須遵守下列規範：

1. 須具本校學籍，出國期間不得辦理畢業及休學，並依規定辦理註冊及繳交本校學雜費；
2. 須事先取得系所及家長同意，並繳交申請文件（如附件一）至國際處，獲得同意後始得自行聯繫欲前往之學校並繳交申請資料；
3. 學生取得錄取通知後須繳交影本至國際處及系所留存，於出國前兩周繳交出國手續單（如附件二）；
4. 海外短期研修須修習學分，大學部每學期修讀至少2門課程，研究所每學期修讀至少1門課程。如系所或研修學校有其他相關規定，須從嚴遵守；
5. 學生返國後一個月內須繳交返校手續單（如附件三）及修課成績單至國際處及系所留存。若研修學校未與本校簽訂任何合作協議，則修課成績單須經我國駐外館處文件驗證，本校始得承認；
6. 申請以學期為單位，學生在學期間申請赴海外短期研修以一年及一次為限。

第四條 申請學生如欲進行學分抵免，須自行事先向系所或開課單位確認是否符合抵免標準，學分抵免規定得由系所或開課單位另行規定。

第五條 本要點經行政會議通過後施行，修正時亦同。

國立東華大學學生赴海外短期研修申請流程

提供入學許可影本供國際處及系所備查

準備申請文件，繳交校內申請表至國際處

取得系所及家長同意赴海外短期研修

↓

↓

取得入學許可

自行聯繫海外學校提出申請

↓

↓

↓

辦理出國手續，繳交出國手續單

↓

出國

研修學校與本校間 研修學校未與本校簽訂

有其他合作協議(姊妹校) 任何合作協議(非姊妹校)

返國後須繳交返校手續單、經我國駐外館處驗證之研修成績單及研修心得。

返國後須繳交返校手續單、研修成績單及研修心得。

國立東華大學赴海外短期研修申請表

Application Form for International Short-term Study

|  |  |  |  |
| --- | --- | --- | --- |
| 姓名Name |  | 學號Student ID |  |
| 性別Gender |  | 生日Date of Birth |  |
| 系級Department/Year |  | 電子郵件E-mail |  |
| 電話Phone No. |  | 身份證字號ARC No. |  |
| 郵遞區號/戶籍地址  Zip code/address |  | | |
| 緊急聯絡人姓名/電話  Emergency Contact Person/Phone Number |  | | |
| 短期研修學校資訊  Short-term Study University Information | 1.國家Country:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2.學校中文名:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3.學校英文名University:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4.研修科系Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  註:研修學校須符合[教育部外國大學參考名冊](http://www.fsedu.moe.gov.tw/)  Note: The university should be in [Database for the Reference List of Foreign Universities](http://www.fsedu.moe.gov.tw/) by MOE | | |
| 請檢附以下文件  Please attach the listed documents | 1.歷年成績單Transcript  2.學生證、身分證影本Copies of ARC and Student ID  3.讀書計畫Study Plan  4.語言能力證明Language Proficiency Certificate  5.其他相關資料Other relevant documents | | |
| **申 請 人 簽 章**Signature of Applicant |  | | |
| **家 長 簽 章**  Signature of Parent |  | | |
| **導師或指導教授簽章**Signature of the Instructor or the Academic Advisor |  | | |
| **系 主 任 簽 章**Signature of Department Chairman |  | | |
| **國際事務處**  Office of Int’l Affairs |  | | |

國立東華大學

赴海外短期研修生出國手續單

National Dong Hwa University

International Short-term Study Before Departure Form

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 姓名Name | |  | | 學號 Student ID | . | |
| 手機Phone No | |  | | E-mail |  | |
| 研修學校  University | |  | | 系級  Year and Department |  | |
| 研修學期  Semester | | ＿＿＿學年度第＿＿＿學期  \_\_\_\_ semester in \_\_\_year | | 辦理日期  Date of Application: \_\_\_\_M/\_\_\_\_D/\_\_\_\_Y | | |
| 出國期間Period | | From \_\_\_\_\_M/\_\_\_\_\_Y To \_\_\_\_\_M/\_\_\_\_\_Y. | | | | |
| 註冊委託人Authorization of Registration | | 本人於出國期限內有關註冊、選課事項委託＿＿＿＿＿同學辦理。  I authorize (name of classmate) \_\_\_\_\_\_\_\_\_ to arrange my registration and courses during my exchange period.  受託人簽名Authorized Trustee: \_\_\_\_\_\_\_\_\_ (signature)  受託人學號Student ID:\_\_\_\_\_\_\_\_\_\_\_  受託人系級Year and Department:\_\_\_\_\_\_\_\_\_\_\_\_\_ 手機Phone No.:\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| 請至下列各單位辦理申請手續。Please complete the application procedure from the offices listed below. | | | | | | |
| 項次  Items | 辦理單位  Offices | | 辦理事項/審核意見  Arrangements / Suggestions | | | 簽章 |
| 1 | 各系所Department | |  | | |  |
| 2 | 指導教授 / 導師  academic advisor | |  | | |  |
| 3 | 學務處生活輔導組  Student Assistance Section, the Office of Student Affairs | | 女生、外籍生免會  Female students and international students will not have to acknowledge the Section | | |  |
| 4 | 國際處 學術與合作交流組  International Academic Cooperation and Exchange Division, the Office of International Affairs | | 繳回The student has to submit:  1.電子機票影本 The copy of electronic ticket  2.出國期間保險證明文件影本  The copy of insurance documents during the exchange period  3.已註冊繳費證明影本  The copy of receipt of registration | | |  |
| **航班資訊 Flight Information**  航空公司Airline:\_\_\_\_\_\_\_\_  航班代碼Flight Code:\_\_\_\_\_\_\_\_  出發日期Departure Date: \_\_\_\_\_\_\_\_  出發時間Departure Time: \_\_\_\_\_\_\_\_  抵達時間 Arrival Time:\_\_\_\_\_\_\_\_  **研修學校開學日期**  Semester start date：  \_\_\_\_M/\_\_\_\_D/\_\_\_\_Y | | |  |
| 備註Notice：  1.請於出國前二週辦妥上述程序。  Please complete the procedure mentioned above before two weeks going abroad.  2.出國期間有關學業及學籍相關規定，請參見至[本校教務處網頁/公告事項/教務規章](http://www.aa.ndhu.edu.tw/index.php?p=1)查詢「國立東華大學學生出國期間有關學業及學籍處理要點」  The related regulations of the study and the status during the exchange period please refer to the “Regulations of the Study and Status in National Dong Hwa University During the Exchange Period” on the website of the Office of Academic Affairs/Announcement/ Regulations.  3.以役男身分出國者，請依前項要點第七條規定辦理。  The exchange student who is also a draftee please follow the procedure stated in the Article 7 of the foresaid regulation | | | | | | |

國立東華大學赴海外研修生返校手續單

National Dong Hwa University

International Short-term Study Return Procedure Form

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名Name | |  | 學號  Student ID |  | 手機Phone No. |  | |
| 系所/年級  Year/Department | |  | e-mail |  | 辦理日期  Date of Arrangement | \_\_D/\_\_M/\_\_\_Y | |
| 研修學校  University | |  | 出國期間  Period | From \_\_\_month , \_\_\_\_year  to \_\_\_month, \_\_\_\_year | | | |
| 項次  Items | 辦理單位  Offices | 辦理事項  Arrangements | | | | | 簽章  Signature |
| 1 | 各系所Departments | 返國報到(系所確知學生已返國)Report to the department after arrival. | | | | |  |
| 若需採認學分，請填[採認交換學生國外科目學分申請表](http://www.oia.ndhu.edu.tw/ezfiles/114/1114/img/1818/AA132.doc)  (未辦理採認，則免會，請於簽章欄畫斜線。)  If the student needs to transfer credits, please fill in [the application form of granting credits](http://www.oia.ndhu.edu.tw/ezfiles/114/1114/img/1818/AA132.doc). If need not, please delete the signature column. | | | | |  |
| 2 | 通識教育中心Committee of General Education | 同上 the same with above | | | | |  |
| 3 | 教務處課務組  Division of Curriculum, the Academic Affairs Office | 編列科目代碼 (未辦理採認，則免會，請於簽章欄畫斜線。)  If the student doesn’t have to transfer credits, please cross out the signature column. | | | | |  |
| 4 | 教務處註冊組  Division of Registry, Academic Affairs Office | 登錄採認之國外科目及學分數 (未辦理採認，則免會，請於簽章欄畫斜線。)  收取國外成績單正本乙份。  If the student needs to transfer credits, it is require the original transcript of exchange school.  If need not, please cross out the signature column. | | | | |  |
| 5 | 學務處  生活輔導組 | 確認是否延長修業以辦理緩徵（女生及外籍生免會。）  International students should ignore this item. | | | | |  |
| 6 | 總務處出納組Cashier Section, the Office of General Affairs | 研究生及大學部延畢生需繳交學分費，憑已核畢抵免學分申請表影本辦理。(未辦理採認，則免會，請於簽章欄畫斜線。)  The graduates and the student who delay the graduation have to pay the credit fees. It will be arranged depend on the copy of verified application form of granting credits in the exchange university. (If the student doesn’t have to transfer credits, please cross out the signature column.) | | | | |  |
| 7 | 國際事務處  Office of International Affairs | 1.電子機票The electronic ticket  2.國外成績單影本(經駐外館處驗證蓋章)The copy of the transcript with the certified stamp by Taiwan Embassy.  3.[返國後報告書線上上傳系統](http://www.oia.ndhu.edu.tw/files/11-1114-8512.php)(1500~2000字pdf檔)。另須繳交紙本心得一份。Upload report to the [online system](http://www.oia.ndhu.edu.tw/files/11-1114-8512.php) (1,500~2,000 words made in PDF.) | | | | |  |
| 備註Notice：  1.學生須於交換期滿返國後一個月內辦理完上述返校手續。春季返校者，於2/28前；秋季返校者，於9/30前完成核銷手續。  The student has to complete the return procedure mentioned above within a month after finishing the exchange program and coming back to Taiwan. If it’s not, the qualification will be canceled automatically, and shouldn’t be written off. The deadline for returning on spring semester is 02/28; The deadline for returning on fall semester is 09/30.  2.本手續單正本由國際處國合組留存，影印乙份送教務處註冊組存執。  The original form will be remained in the Division of Exchange and Cooperation, the Office of International Affiars, and a photocopy of this form will be kept in the Division of Registry, the Office of Academic Affairs. | | | | | | | |