

中國醫藥大學補助交換學生出國實施辦法

China Medical University Guidelines for Subsidizing Student Exchange Programs

中華民國 98 年 5 月 6 日 行政會議通過
中華民國 98 年 5 月 22 日 榮校字第 0980005462 號公布
中華民國 101 年 3 月 7 日 校務會議通過
中華民國 101 年 5 月 3 日 榮校字第 1010005103 號函公布
中華民國 107 年 6 月 13 日 校務會議通過
中華民國 107 年 8 月 10 日 文公字第 1070011165 號函公布
中華民國 108 年 11 月 13 日 行政會議通過
中華民國 108 年 11 月 29 日 明公字第 1080015761 號函公布
中華民國 115 年 3 月 11 日 行政會議通過

第一條 為增進本校國際學術交流，培養學生國際視野，鼓勵本校學生赴國外與本校簽約之合作學校或學術研究機構進行研修，特訂定「中國醫藥大學補助交換學生出國實施辦法」(以下簡稱本辦法)。

To enhance international academic exchange, cultivate students' global perspectives, and encourage students of China Medical University (CMU) to study at overseas partner institutions or academic research organizations, these "Guidelines for Subsidizing Student Exchange Programs" (hereafter referred to as "the Guidelines") are hereby stipulated.

第二條 各本校交換學生出國補助金額，得視當年度學校財務情況調整辦理。

The amount of subsidy provided for exchange students shall be adjusted based on the university's financial budget of the year.

第三條 本校學生申請交換學生出國之條件：

一、申請資格：

- (一) 具有本校學籍之大學部及研究所在學學生且非當學期畢業。
- (二) 外語能力佳，符合交換學校之要求；若交換學校無特別要求，則須滿足本校下列任一項英語能力標準：全民英檢中級、IELTS 4.0、托福 iBT 57 分、TOEIC 550 分或培力英檢 B1 等級。
- (三) 在校期間平均學業成績等第制為 A- 以上且操行成績前一學期達 80 分以上。
- (四) 延修生及休學學生不可提出申請。

二、申請時間及繳交資料：

本校交換學生申請出國研修，應於交換前二個月檢附下列文件，向本校國際事務處提出申請：

- (一) 申請書 (表格請於國際事務處網站下載)。
- (二) 在校中、英文歷年成績單正本 (需列排名及學業平均成績，且應附修課期間、所修課程完成學分及所修課程之成績，並印有核發單位之印信與負責人員之簽章)。
- (三) 英語或所在國語言學習能力相關證明文件影本 (以兩年內取得成績證明者、並通過培力英檢 B1 等級或 EMI 學習護照達 100 點者為優先補助對象)。
- (四) 教師推薦函兩封 (指導教師、教授或系所主管)。
- (五) 家長同意書、行前切結書及行政契約書。

- (六) 護照、學生證、身分證 (居留證) 正反面影本。
- (七) 中、英文自傳及研修計畫書各乙份。
- (八) 交換學校同意書或邀請函。
- (九) 交換學校要求之資料。
- (十) 或其他有助於審查之資料。

三、返國後兩週內需繳交下列文件資料送至本校國際事務處進行核銷：

- (一) 心得報告書 (附照片) 之電子檔。
- (二) 旅行業代收轉付收據或航空公司購票證明。
- (三) 登機證存根正本。
- (四) 註冊費或學費收據。
- (五) 學分證明或成績單證明。

四、交換學生於交換學校之研修期限不得低於一學期，最長以一學年為限，不得申請延長；同一申請人，同一教育階段，以補助一次為限；本校學生前往各締約學校交換以一次為限。

五、如有特殊情況申請者，得視本專案年度經費使用狀況酌予補助。

六、有義務在本校辦理各項活動中進行經驗分享及簡報。

Eligibility requirements for students applying to participate in exchange programs:

1. Eligibility Criteria:

- (1) Undergraduate or graduate students currently enrolled at CMU and not scheduled to graduate in the semester of exchange.
- (2) Must possess language skills that meet the host institution's requirements. If no specific requirement is provided by the host institution, one of the following English proficiency standards must be met: GEPT intermediate level, IELTS 4.0, TOEFL iBT 57, or TOEIC 550, BESTEP B1 level.
- (3) An average academic grade of A- or above during enrollment and a conduct score of 80 or above in previous semester.
- (4) Students on extended study or on suspension are not eligible to apply.

2. Application Time and Required Documents:

- (1) Application form (can be downloaded from the website of Office of Global Affairs).
- (2) Official academic transcripts in Chinese and English (must include class rank, GPA, course duration, completed credits and grades, with an official seal and authorized signature).
- (3) A copy of a language proficiency certificate (Priority for subsidies will be given to applicants who have attained BESTEP Level B1 or accumulated 100 points in the EMI Learning Passport within the past two years).
- (4) Two letters of recommendation from faculty (advisor, professor, or department head).
- (5) Parental consent form, pre-departure declaration form, and administrative contract.
- (6) Copies of passport, student ID, and personal ID (or ARC) front and back.

- (7) Autobiography and study plan in both Chinese and English.
 - (8) Letter of acceptance or invitation from the host institution.
 - (9) Documents required by the host institution.
 - (10) Any other documents deemed helpful for the review process.
3. Within two weeks after returning, students must submit the following required documents to the Office of Global Affairs for reimbursement:
 - (1) Electronic file of a report with photos.
 - (2) Receipt from a travel agency or proof of airline ticket purchase.
 - (3) Original boarding pass.
 - (4) Receipt of registration or tuition fees.
 - (5) Proof of credit or transcript from the host institution.
 4. The study period at the host institution must be at least one semester, with a maximum of one academic year. Extensions are not allowed. Each student is eligible for the subsidy only once per academic level. Students may only participate in an exchange program with a partner institution once.
 5. In special cases, applicants may be subsidized based on the annual budget availability.
 6. Subsidy recipients are required to share their experiences and give presentations at university events.

第四條 交換學生申請出國研修審查程序：

- 一、本校成立「遴選交換學生出國審查委員會」，由本校副校長擔任主席，成員由教務長、研究生事務長、學務長、各學院院長及國際事務處處長組成。審查會議由國際事務處負責召開，且須經二分之一以上委員出席。開會必要時得邀請相關人員列席。
- 二、本校學生申請交換學生出國補助，應先經由各系所院就申請人資格及相關申請表件進行初審，由系所院主管於申請表簽核後，再交國際事務處彙整，最後由審查委員會進行複審，必要時得舉行口試。若正取生因故出缺時，則由備取生依序遞補。依據會議決議陳報校長核定後，薦送交換學校。

Review Procedures for Student Exchange Applications:

1. A “Student Exchange Program Review Committee” shall be established, chaired by the Vice President and composed of the Dean of Academic Affairs, Dean of Graduate Student Affairs, Dean of Student Affairs, Deans of each College, and the Dean of the Global Affairs. The Office of Global Affairs will convene the review meetings, which require the attendance of more than half of the committee members. Additional personnel may be invited when necessary.
2. Applications must first be reviewed by the applicant’s department or college for eligibility. After departmental approval, the documents will be submitted to the Office of Global Affairs for further processing and then reviewed by the Committee.

第五條 交換學生補助名額及範圍：

- 一、名額上限：每年暫定 12 名（各學院至多 2 名），依實施狀況及本校經費再作調整。
- 二、範圍額度：

（一）交換研習期間，本校每月提供新台幣五千元。

（二）交換學校所在國之國際線經濟艙來回機票一次。

Number of Students and Amount of Subsidy:

1. Maximum number of students: 12 students per year (up to 2 students per college), subject to adjustment based on actual implementation and budget.

2. Amount of Subsidy:

(1) A monthly stipend of NT\$5,000 during the exchange period.

(2) One round-trip economy class airfare to the host country.

第六條 交換學生之學籍及相關規定事宜：

- 一、本校學生不得以交換學生做為申請延長修業年限之理由，故出國期間仍需持有本校學籍，並繳交本校全額之學雜費。
- 二、申請出國交換一年者，第二學期得委託他人代理註冊及繳費。
- 三、交換生出國前應與所屬系、所充分溝通課程選修及學分抵免或成績登錄事宜。返國後半個月內需將交換學校之研習成績單與學分證明送交教務處註冊組或研究生事務處依規定辦理學分抵免或成績登錄。
- 四、交換學生於交換學校所研修學分，若未事先取得本校所屬學系同意，於交換學校修習之學分則不列入畢業學分。
- 五、交換學生應於交換學校選課後兩星期內，主動與本校所屬學系確認其抵認課程名稱及學分數，交換學生於交換學校所研修學分，除碩、博士班學生外，每學期至少修習 2 門課程，合計至少 4 學分。
- 六、交換學生於交換學校完成註冊手續後，即視同為該校學生，應遵守該校一切規定，並不得做出有損兩校校譽之情事。

Student Status and Related Regulations:

1. Participation in an exchange program cannot be used as excuse to extend the study period. If student wish to maintain the enrollment of CMU during the exchange period, they should pay full tuition and fees.
2. Students on a one-year exchange may designate a proxy for registration and fee payment for the second semester.
3. Students must consult with their department regarding course selection, credit transfer, and grade registration before departure. Within two weeks after returning, they must submit their transcript and proof of credits to the Office of Academic Affairs-Registration and Curriculum Division or Office of Graduate Student Affairs for processing.
4. Credits earned without prior approval from the department will not be counted toward graduation.
5. Within two weeks after course selection at the host institution, students must confirm the course titles and credit equivalencies with their department. Except for master' s and PhD

students, exchange students must take at least two courses totaling at least four credits per semester.

6. Upon registration at the host institution, students are subject to its rules and must refrain from any behavior that may damage the reputation of either institution.

第七條 具役男身分之交換學生，需依「役男出境處理辦法」至遲於出國前二個月內備齊相關文件，由學務處備函，向學生戶籍所在地之縣(市)政府申請出境審核，經核准後始得出國。 Male students subject to military service must prepare required documents in accordance with the “Regulations for Exit of Draftee” no later than two months prior to departure. These documents shall be submitted to the Office of Student Affairs, which will issue an official letter to the local government for exit clearance. Students may only go abroad after receiving approval.

第八條 本辦法如有未盡事宜，依本校與交換學校之交換協議及相關規定辦理。 Any matters not specified in these Guidelines shall be handled in accordance with the exchange agreements between CMU and the host institutions and relevant regulations.

第九條 本辦法經行政會議通過 陳請校長核准後公布實施。 These regulations shall take effect after approval by the Administrative Affairs Meeting and subsequent promulgation by the President of China Medical University.