

國立成功大學交換生評選標準

Quality Assurance Processes for Student Exchange Program

National Cheng Kung University

一、宗旨：

國立成功大學(以下簡稱本校)為鼓勵學生出國研修，拓展學生國際視野，促進國際學術及多元文化交流，提升學生國際競爭優勢，特訂定本要點。

1. Purpose:

National Cheng Kung University (hereinafter referred to as the School) developed the Scholarship Guidelines of Overseas Research & Study Students to motivate our students to pursue academic achievements abroad, expand global outlook, facilitate international academic and cultural exchanges, and further improve their competitiveness in the international arena.

二、申請人應繳資料如下：

- (一) 申請表一份。
- (二) 歷年在學中文成績單一份。
- (三) 中、英文自傳(含學、經歷)。
- (四) 語言能力證明文件。
- (五) 主管機關開立之低、中低收入戶證明，無者免附。
- (六) 其他有利於審查之文件(如推薦函、具體獲獎事蹟等)。
- (七) 修讀計畫(包含修讀之課程與學分數)。
- (八) 國外大學錄取證明。
- (九) 往對方學校就讀期間之行事曆。

2. Application documents of Exchange Program to be submitted are as follows:

- (1) Application Form * 1
- (2) Annual transcript * 1
- (3) Chinese & English autobiography (including descriptions of education and experiences)
- (4) Language proficiency certificate
- (5) If applicable, please provide proof of low-medium or low-income households issued by the competent authority
- (6) Other supporting documents for the application process (e.g. reference letters, awards, etc.)
- (7) Study plan (including course and credit information)
- (8) Admission documents of the host university
- (9) The academic calendar of the host school.

三、前項第四款語言能力證明文件，限申請日前兩年內之取得語言檢定證明：

- (一) 英語能力：限托福 iBT 79、雅思 (IELTS) 6 或多益 750 分以上。若申請學校訂有英語能力規定，則依對方學校規定辦理。
- (二) 其他語言能力：若申請學校有非英語之語言能力規定，則依對方學校規定辦理。申請學校若無任何語言能力證明規定，申請人須提出前目之英語能力證明。

3. Validity of aforementioned language proficiency certificates should remain valid for two years from the application date.

- (1) English proficiency certificate: TOEFL iBT > 79, IELTS > 6.0 or TOEIC > 750. If host universities request for English language proficiency certificates, applicants shall comply with regulations of host universities.
- (2) Other foreign language proficiency certificate: If host universities request for other foreign language proficiency certificates, applicants shall comply with regulations of host universities. If host universities do not request any language proficiency certificates, applicants shall submit the aforementioned English proficiency certificates.

四、審查程序：

- (一) 第一階段：申請案件依申請表上所列單位送核，經申請人指導教授及各單位核可後送至國際事務處。
- (二) 第二階段：申請案件送本校學生跨國雙向研修獎助學金甄選委員會（以下簡稱甄選委員會）進行審查。
- (三) 甄選委員會由國際長及各學院教師代表一至五人共同組成。審查方式採書面審查，必要時得通知申請人到場說明。

4. Review Process:

- (1) Phase 1: Applications will be reviewed by the listed parties, i.e. applicants' faculty advisor and relevant units before being handed in the Office of International Affairs.
- (2) Phase 2: Applications will be delivered to the Selection Committee of Overseas Research & Study Scholarship (hereinafter referred to as the Committee) for review.
- (3) The Committee comprises the Vice President of International Affairs and one to five representatives of each college. The review process is on the basis of the documents provided. The applicant may be invited to an interview if necessary.

五、同學應於回國後一個月內繳交核銷應備文件及出國報告書，必要時得以英文公開發表出國期間之心得感想。

5. The Student of Exchange Program will demand the submission of the report of the overseas study. If necessary, the recipient will make an English presentation to elaborate on his/her studying or involving experience during the program.

六、同學返國後，應檢附每學期或每學年(兩學期)之修得學分證明與成績單。每學期需修習通過三門課程，其中一門須與就讀本校本科系專業相關。

6. Students of the Exchange Programs will be asked to submit the Credit proof and transcripts of each semester or school year (2 semesters), in which, two or more professional courses relevant to the original subject major should be taken in each semester.

七、本要點如有未盡事宜，悉依相關法規及本處之公告辦理。

7. Matters not specified in these guidelines shall be governed by relevant regulations and announcements of the Office.

八、本要點經主管會報通過奉校長核定後實施，修正時亦同。

8. The Guidelines shall be implemented following the approval at the meetings of the Management Report and the president of the School; the same applies whenever the guidelines are amended.