

明志科技大學
Ming Chi University of
Technology

規章編號
Document No.:

A0Q2020008

境外學生至本校雙聯學位學習及交換
學習實施辦法

Regulations for Implementation of
Dual-Degree Study and Exchange
Study at MCUT of Overseas Students

制定部門：明志科技大學國際事務處境外學生組
Established by: Division of Overseas Student Affairs, Office of
International Affairs, Ming Chi University of Technology

中華民國 111 年 01 月 04 日修訂

Amended on January 4, 2022.

修訂記錄：

Revision History:

102.05.28 行政會議制訂

Established by the University Administrative Meeting on 2013.05.28

103.01.21 行政會議修訂

Amended by the University Administrative Meeting on 2014.01.21

104.01.13 行政會議修訂

Amended by the University Administrative Meeting on 2015.01.13

104.01.13 行政會議修訂

Amended by the University Administrative Meeting on 2015.01.13

106.08.29 行政會議修訂

Amended by the University Administrative Meeting on 2017.08.29

106.11.28 行政會議修訂

Amended by the University Administrative Meeting on 2017.11.28

109.05.12 行政會議修訂

Amended by the University Administrative Meeting on 2020.05.12

111.01.04 行政會議修訂

Amended by the University Administrative Meeting on 2022.01.04

著作權人：明志科技大學

Copyrighted to: Ming Chi University of Technology

目 錄
Table of Contents

	頁次 Page
第一條 目的	
<u>Article 1 Objective/Purpose</u>	錯誤! 尚未定義書籤。
第二條 適用資格	
<u>Article 2 Eligibility</u>	錯誤! 尚未定義書籤。
第三條 甄選程序	
<u>Article 3 Selection Procedures</u>	2
第四條 申請程序	
<u>Article 4 Application Procedures</u>	2
第五條 申請截止日期	
<u>Article 5 Closing Date of Application</u>	3
第六條 費用規定	
<u>Article 6 Tuition and Fees</u>	3
第七條 保險費用	
<u>Article 7 Insurance fee</u>	3
第八條 行為規範	
<u>Article 8 Norms of Conduct</u>	4
第九條 離校手續、學分證明	
<u>Article 9 Leaving school procedures and Certification of Credits</u>	4
第十條 成果歸屬	
<u>Article 10 Ownership of Achievements</u>	5
第十一條 實施與修訂	
<u>Article 11 Implementation and Amendment</u>	6
附表一 境外學生至本校雙聯學位學習及交換學習申請表	

(表號：A0Q2020108)

Annex 1 Application Form of International Students for Double Degree Programs or Exchange Programs (Form: A0Q2020108) A-1

附表二 雙聯學位學習及交換學習學生離校程序單
(表號：A0Q2020208)

Annex 2 Checklist for School-Leaving Procedures (Form: A0Q2020208) A-2

附表三 境外學生至本校雙聯學位學習及交換學習報告
(封面)(表號：A0Q2020308)

Annex 3 Report of Double Degree/Exchange Students (Cover Page)
(Form: A0Q2020308) A-3

明志科技大學
Ming Chi University of Technology

境外學生至本校雙聯學位學習及交換學習實施辦法

Regulations for Implementation of Dual-Degree Study and Exchange Study at
MCUT of Overseas Students

102.05.28 行政會議制訂

111.01.04 行政會議修訂

Established by the University Administrative Meeting on 2013.05.28

Amended by the University Administrative Meeting on 2022.01.04

第一條 目的

本校為拓展學生視野，增進與境外地區姊妹校學生交流，依據校際合作協議書，甄選學生至本校進行雙聯學位學習及交換學習，以促進師生學術文化之交流，訂定「境外學生至本校雙聯學位學習及交換學習實施辦法」(以下簡稱本辦法)。

Article 1 Objective/Purpose

The “Regulations for Implementation of Dual-Degree Study and Exchange Study at MCUT of Overseas Students” (hereinafter called these “Regulations”) is established to broaden the horizons of overseas students and enhance the student exchange with overseas sister schools by selecting overseas students to enroll in the dual-degree study and exchange study MCUT in accordance with inter-school agreements to promote the academic and culture exchange of academic staff and students.

第二條 適用資格

本辦法所稱之境外學生，係指不具中華民國國籍之境外姊妹校在學學生，透過邀約或協議，至本校進行雙聯學位學習、一學期或一學年的交換學習。

Article 2 Eligibility

Overseas students under these Regulations refer to the active students from overseas universities and research institutions who are engaging in dual-degree study and one-semester or one-year exchange study at MCUT by invitation or contract and who do not hold a citizenship of the Republic of China.

第三條 甄選程序

由就讀學校推薦核轉至本校國際事務處境外學生組辦理，經本校相關單位審查合格後，由國際事務處境外學生組核發入學許可。

Article 3 Selection Procedures

Applicants shall be recommended and approved by their schools to the Division of Overseas Student Affairs, Office of International Affairs, MCUT. After the evaluation by the relevant MCUT units, the Division of Overseas Student Affairs, Office of International Affairs, shall issue the admission notice to qualified overseas students.

第四條 申請程序

申請者應於截止日前，檢附下列文件，於申請截止日前提出申請：

- 一、境外地區學生至本校雙聯學位學習及交換學習申請表(表號：A0Q2020108)
- 二、就讀學校出具之歷年成績單正本乙份
- 三、就讀學校開立之在學證明正本乙份
- 四、教授推薦函一封
- 五、護照及學生證影本或電子檔
- 六、醫療與意外保險證明影本或電子檔
- 七、最近三個月內二吋正面半身彩色白底照片或電子檔
- 八、陸籍交換生入臺證申請費用須於抵臺報到註冊時繳交，實際金額依相關法規規定。

Article 4 Application Procedures

Applicants shall submit the following documents to file an application by the closing date of application:

1. Application for Dual-Degree Study and Exchange Study at MCUT of Overseas Students (Form: A0Q2020108)
2. One original copy of the academic transcripts for all years issued by the school of origin.
3. One original copy of the certificate of enrollment issued by the school of origin.

4. One letter of recommendation by the professor.
5. A photocopy or electronic file of the passport and student ID card.
6. A photocopy or electronic file of the certification of healthcare and accident insurance.
7. A 2-inch color portrait photo on a white background taken within three months or its electronic file.
8. Exchange students holding the citizenship of mainland China shall pay the fees for the “Exit & Entry Permit for Taiwan, Republic of China” when they report for arrival and registration. The actual amount shall be subject to the relevant laws and regulations.

第五條 申請截止日期

第 1 學期(秋季班)：所需申請文件，須於每年 4 月 30 日以前寄達本校國際事務處境外學生組。

第 2 學期(春季班)：所需申請文件，須於每年 10 月 31 日以前寄達本校國際事務處境外學生組。

Article 5 Closing Date of Application

Semester 1 (Fall Semester): Applicants shall deliver all the required documents to the Division of Overseas Student Affairs, Office of International Affairs, by April 30 each year.

Semester 2 (Spring Semester): Applicants shall deliver all the required documents to the Division of Overseas Student Affairs, Office of International Affairs, by October 31 each year.

第六條 費用規定

依簽署之校際合作協議書或備忘錄內容議定。自費生將依所申請單位規定收費，實際費用須參照本校當學年之公告。

Article 6 Tuition and Fees

Fees shall be subject to the inter-school cooperation agreements or memoranda of cooperation signed between MCUT and the sister schools. Self-financed students shall pay the fees required by the target unit. Please refer the announcements by MCUT in the same academic year for the actual amount of fees.

第七條 健康檢查與保險相關規定

一、境外學生入臺後，皆須配合國際事務處境外學生組安排至合格醫療院所進行健康檢查。

二、境外學生來臺前，均須投保相關醫療與意外保險，且保險期間需完整涵蓋境外學生在臺期間，並於申請時檢附一份有效的保險證明影本或電子檔，以確保在臺期間有足夠保障。

三、未能於申請時提供上述之保險證明者，須於抵臺報到一週內，完成投保手續，並於投保後將資料影本或電子檔繳至國際事務處境外學生組。

Article 7 Health Checkups and Insurance

1. After arriving in Taiwan, overseas students shall follow the arrangements of the Division of Overseas Student Affairs, Office of International Affairs, to receive a health checkup at a qualified medical institution.
2. Before coming to Taiwan, overseas students shall buy the relevant medical and accident insurance for a period covering their stay in Taiwan. Overseas students shall also submit a photocopy or electronic file of the certification of valid insurance to ensure they have sufficient coverage during their stay in Taiwan.
3. Overseas students who don't submit the certification of insurance as stated above shall complete buying the relevant insurance within one week after the arrival in Taiwan and submit the photocopy or electronic file of the relevant insurance data to the Division of Overseas Student Affairs, Office of International Affairs.

第八條 行為規範

境外學生來臺期間，如有違反本校校規及本辦法之相關規定或從事與內政部移民署許可入境事由不符之活動者，本校得不發給學分證明及通報其原就讀學校師長，並依相關法規辦理。

Article 8 Code of Conduct

The following will apply If students breach any of the MCUT rules, Regulations or engage in activities which violate government rules pertaining to the entry permit (visa): MCUT may not issue the certification of credits and will notify their home school and teachers and will take applicable legal actions.

第九條 離校手續、學分證明

一、離校手續

境外學生需於雙聯學位與交換計畫結束前一週開始辦理離校程序，並將離校程序單(表號：A0Q2020208)繳至國際事務處境外學生組。

二、學分證明

境外學生須通過系所成績考核、確實完成離校手續，且期間無違反本校規定，本校教務處始可核發學分證明(中英對照版)，且僅核發一次，往後若有遺失之情事，將不予補發。本校僅核發學分證明，後續之學分認定為該生所屬學校權責，而陸籍交換生之學分證明依教育部 100 年 3 月 16 日臺陸字第 1000036401 號函辦理。

Article 9 Leaving School Procedures and Certification of Credits

1. Leaving School procedures

Overseas students shall begin proceeding with the leaving school procedures one week before the end of the dual-degree and exchange program and submit the “Leaving School Procedures for Dual-Degree Study and Exchange Study of Overseas Students” (Form: A0Q2020208) to the Division of Overseas Student Affairs, Office of International Affairs.

2. Certificate of credits

After passing the academic evaluation of the enrolled department or institute and completing the clearance procedures, overseas students who have not violated any MCUT regulations and school rules may apply for the bilingual (Traditional Chinese and English) certificate of credits to the Office of Academic Affairs. The certificate of credits shall be issued for one time only, and no application for re-issue for lost certificates shall be considered in the future. MCUT shall issue only the certificate of credits. It is the decision of the original school of overseas students to recognize or not the credits earned from MCUT. The certificate of academic credits for exchange students from mainland China shall be awarded to students in accordance with the Letter Tai-Lu-Zi No. 1000036401 of the Ministry of Education dated March 16, 2011.

第十條 成果歸屬

- 一、境外學生須繳交「境外學生至本校雙聯學位學習及交換學習報告」中/英文報告乙份(表號：A0Q2020308)，報告內容至少兩頁，包含個人心得並附照片，以電子郵件寄至國際事務處境外學生組。

- 二、自報告繳交日起，境外學生自動放棄該報告及附件的所有權，無償授權本校為推動業務之任何使用權利。

Article 10 Ownership of Achievements

1. Overseas students shall submit the “Report on Dual-Degree Study and Exchange Study at MCUT of Overseas Students” (Form: A0Q2020308) written in Traditional Chinese or English. The report contents shall contain at least two pages, including personal reflections and photos. Overseas students shall email the report to the Division of Overseas Student Affairs, Office of International Affairs.
2. From the date of report submission, overseas students shall automatically waive the ownership of the report and its annexes and agree to license gratis all rights to MCUT for using such documentation in business promotion.

第十一條 實施與修訂

本辦法經行政會議通過，陳校長核定後公布實施，修訂時亦同。

Article 11 Implementation and Amendment

These Guidelines shall be promulgated and implemented after the passage of the university administrative meeting and the approval of the president. The same shall apply to the amendments hereto.

Annex 1 明志科技大學

**境外學生至本校雙聯學位學習及交換學習申請表
MCUT Application Form of International Students
for Double Degree Programs or Exchange Programs**

1. 個人資料 Personal Information

姓名 Name	(中文 Chinese, if applicable)		2 吋照片 Attach 2-inch Headshot Photo Here		
	(英文 English) (First) (Middle) (Last)				
出生日期 Date of Birth	年	月			
	(Year)	(Month)	(Day)		
性別 Gender					
國籍 Nationality			護照號碼 Passport Number		
就讀學校及系所 Home Institution & Department	(Home Institution)	學制 Current Academic Degree	<input type="checkbox"/> PhD <input type="checkbox"/> Master's <input type="checkbox"/> Bachelor's	年級 Year of Study at Home Institution	
	(Department)				
通訊地址 Mailing Address					
電子郵件 Email					
手機號碼 Mobile Number			經費來源 Source of Funding	<input type="checkbox"/> 獎學金 Scholarship <input type="checkbox"/> 自費 Self-Funded <input type="checkbox"/> 其他 Other	
電話號碼 Phone Number					
緊急聯絡人姓名及電話 Emergency Contact Person & Phone Number	Name:		與申請人關係 Relationship		
	Phone:				

2. 研修計畫 Plan of Study

研修類型 Type of Program	<input type="checkbox"/> 雙聯學位學習 (Double Degree Program) <input type="checkbox"/> 交換學習 (Exchange Program)
申請研修科系(所) Academic Unit of MCUT for Double Degree Program or Exchange	
研修期間 Double Degree Program or Exchange Program Period	Year <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Full-Year

個人說明及申請理由 Reason for Application

請在 500 字內說明您決定於明志科大研修之動機以及修讀計畫 Please state your motives and plan for your study at MCUT within 500 words.

--

3. 住宿費用 Accommodation Fee

依據各合作學校簽訂之交流合作協議辦理

Different standards will be applied according to the Student Exchange Agreements signed with individual overseas partners.

4. 健康情形 Personal Health Statement

如有疾病或其他，煩請敘明之/ Please state your health condition or diseases if any.

5. 檢附資料（請查對應備文件是否已備齊，複印資料的大小應以 A4 紙為限）

Checklist for materials to be submitted. The size of paper used for photocopies should be A4-sized

<input type="checkbox"/> 境外合作學校出具之成績單正本乙份 Official Transcript
<input type="checkbox"/> 境外合作學校開立之在學證明函正本乙份 Official Certificate of Enrollment
<input type="checkbox"/> 推薦信一封 One Letter of Recommendation
<input type="checkbox"/> 護照及學生證影本 Photocopy of Passport and Student ID (申請核准後再補件 To be provided after acceptance.)
<input type="checkbox"/> 醫療及意外保險證明影本 Photocopy of Insurance Record (申請核准後再補件 To be provided after acceptance.)
<input type="checkbox"/> 最近三個月內二吋正面半身彩色證件照 2-inch Headshot Photo (申請核准後再補件 To be provided after acceptance.)

6. 本人確認 Declaration

- (1) 以上所填確實無誤 I certify the above statements are correct and complete.
(2) 於明志科技大學研修期間願遵守有關法律和學校的規章制度 I agree to abide by the policies, rules, and regulations of MCUT.

(申請人簽名 Signature of Applicant) (日期/Date)

7. 推薦學校確認 Agreement by Home Institution

茲證明_____君確係本校學生，就讀_____科系。

我校同意其前往明志科技大學相關系所就讀雙聯學位/交換。

This is to certify that_____is officially enrolled with the major in_____. I endorse this student's candidacy for the MCUT double degree program or exchange program.

(姓名 Name)

(職稱 Title)

(任職單位 Department or Office)

(學校 College or University)

(簽名 Signature)

(日期 Date)

(聯絡電話 Phone)

(電子郵件帳號 Email)

8. 境外學生資格審核 Qualification Evaluation

<p>單位會議審查意見(Comment of Academic Units for Double Degree Program or Exchange Program):</p> <p>會議日期: ____年____月____日</p> <p>(</p>	<p>單位主管簽章(Signature of Chair of Academic Units):</p> <p>(請在此處蓋單位章 Stamp Here)</p>
---	---

Annex 2 明志科技大學

雙聯學位學習及交換學習學生離校程序單

MCUT Checklist for School-Leaving Procedures

姓名: Name	手機或電話: Mobile/Telephone Number
電子郵件: Email Address	系所: Academic Unit in MCUT
原就讀學校: Home Institution	雙聯學位/交換期間: 年 <input type="checkbox"/> 上學期 <input type="checkbox"/> 下學期 Double degree Program/Exchange Semester (Fall) (Spring)
宿舍房間號碼及校外住宿地址: Dormitory Room No.	緊急聯絡人姓名及電話: Emergency Contact Person & Mobile/Telephone Number

●離校程序 School-Leaving Procedures

Step 1	國際事務處境 外學生組 Office of International Affairs	<input type="checkbox"/> 境外學生至本校交換學習報告 MCUT Report of Exchange Students <input type="checkbox"/> 提供離台航班資料 Flight Schedule of Departure Provided *預定離校日(Date of Departure): _____年_____月_____日 (Year) (Month) (Day) *離台搭程航班及時間(Flight Schedule):	Division of Overseas Student Affairs, Office of International Affairs Signature Date:
Step 2	圖書館 Library	<input type="checkbox"/> 已借用圖書/滯還金繳清 All Books Returned/Fine Paid <input type="checkbox"/> 借書使用權限註銷 Cancellation of Right to Borrow Books	Signature of Case Officer Date:
Step 3	系所 Academic Unit in MCUT	<input type="checkbox"/> 借用系所之物品 All Department Appliances Returned	Signature of Department Chair Date: Signature of Department Assistant Date:
Step 4	宿舍舍監 Dormitory	<input type="checkbox"/> 宿舍清空還原 Room Cleared and Cleaned <input type="checkbox"/> 住宿門禁卡片消磁 Cancellation of Entrance Card <input type="checkbox"/> 繳回宿舍鑰匙 Room Keys Returned	Signature of Student Dormitory Warden Date:
Step 5	教務處 註冊組 Registry Division	<input type="checkbox"/> 繳回校園卡 Campus Card Returned <input type="checkbox"/> 申請學分證明 Request for Credit Certificate Made	Registry Division, Office of Academic Affairs Signature Date:
Step 6	國際事務處境 外學生組 Office of International Affairs	<input type="checkbox"/> 繳回離校手續單 School-Leaving Procedures Completed	Division of Overseas Student Affairs, Office of International Affairs Signature Date:

●Note: 境外雙聯學位及交換生於交換期間結束前一週進行離校程序申請，繳回離校手續單至國際事務處境外學生組，完成離校手續。雙聯學位與交換計畫結束後需繳交學習心得，並確知無違反本校規定，得核發學分證明。

●Note: All the required school-leaving procedures must be completed within one week before the double degree program or exchange period ends. The checklist should be turned in to the Office of International Affairs. The double Degree/Exchange Report needs to be emailed after the end of double degree/exchange program. Barring any violation of school regulations, the certificate of academic credits will then be issued.

Annex 3 明志科技大學

境外學生至本校雙聯學位學習及交換學習報告 (封面)

**MCUT Report of Double Degree /Exchange Students
(Cover Page)**

年 月 日
(Year) (Month) (Day)

申請人姓名 Name	中文 Chinese		英文 English	
研修學習期間 Study Period		研修系所 Academic Units for Study		
研修課程 Name of Study Program				
指導教授/導師 Advisor/Class Mentor		校長 President of Ming Chi University of Technology		
系主任 Chair of Department				
院級主管 Dean of College				
國際長 Dean of Office of International Affairs				
教務長 Dean of Academic Affairs				
<p>【說明】 報告內容由次頁開始，應包括下列各項(不含封面及相關影像，內容字型大小為 12 號字，單行間距，照片為輔)：</p> <ol style="list-style-type: none"> 1. 研修學習主修課程 (Major of Study) 2. 研修學習參與各項校內外活動 (On/Off Campus Study Activities) 3. 研修成果 (Results of Study) 4. 學生的研修心得與建議 (Feedback) 5. 其它 (Other) <p>(以上內容至少兩頁) (The content of report should contain at least 2 pages.)</p>				