

銘傳大學出國進修交換學生計畫作業辦法

中華民國九十二年十月二十日行政會議通過

中華民國九十五年十二月行政會議通過

中華民國九十七年一月七日行政會議通過

中華民國一〇二年十一月二十五日行政會議通過

中華民國一〇四年六月十五日擴大行政會議通過

中華民國一〇七年一月八日擴大行政會議通過

中華民國一〇五年六月八日行政會議通過

第一條 本校為甄選交換學生赴交換學校學習，特訂定出國進修交換學生計畫作業辦法(以下簡稱本辦法)。

第二條 交換學生所赴之交換學校為與本校簽訂合作協議並簽訂雙方交換計畫之學校。

第三條 交換學生之名額依本校與各交換學校簽訂之協議書為準。學生出國期間以一學期為原則，並得於尚有空缺名額前提下，提出申請於同一所交換學校遞補延長至多一學年。

第四條 交換學生申請期間及赴海外就學期間應為本校全職在學學生，其在校學業總成績平均七十五分以上，身心健康並經所屬系、院推薦，且未曾參加交換計畫者為限。學生出國交換期間畢業者，於畢業之同時取消本校交換學生資格。應屆畢業生，因國外交換學校學制不同，未能於當年度學期結束前辦完離校手續者，得專案申請於次學期正式開學日前完成離校程序，仍視同保有全職在學學生身分。

第五條 申請交換之學生，應依規定向國際教育交流處繳交申請表及語言能力證明等相關文件。經該處辦理校內初選獲准者具函推薦交換學校審核決選。申請人數超過交換學校提供名額者，依學生在校歷年學業總成績平均值依序擇定之；歷年學業總成績平均值相同者，依學生操行成績依序擇定之；操行成績相同者，由各申請人所屬系所選派專任教師一人，連同國教處主管一人組成委員會協議決定之。

第六條 交換學生決選錄取之名單由國際教育交流處個別通知申請人，並公佈於該處網頁。

第七條 交換學生需繳交本校學雜費。出國期間之住宿、生活等相關雜費，應自行負

責。但若各交換學校與本校簽定之合作協議另有規定者，則按規定辦理。

第八條 交換學生學習結束返國後，應於規定期限內至國際教育交流處繳交成績單及心得報告。

第九條 各院、系推薦甄選交換學生之標準及學分抵免辦法，由各院、系自訂之。

第十條 申請赴外進修獎補助款者，應為本校在學學生，出國前一學期在校學業成績平均達七十分（含）以上且操行成績平均達八十分（含）以上。

鼓勵學生赴外進修獎補助費用核發，得視國際教育交流處每年獲政府相關部會補助款金額，並召開審核委員會核定之。

第十一條 本辦法未規定事項，悉依本校其他相關規定辦理。

第十二條 本辦法經行政會議通過，校長核定後實施，修正時亦同。

REGULATION OF MCU STUDENTS ON OVERSEAS EXCHANGE PROGRAMS

Passed at the Administrative Council Meeting on October 20, 2003.
Passed at the Administrative Council Meeting in December, 2006.
Passed at the Administrative Council Meeting on January 7, 2008.
Passed at the Administrative Council Meeting on November 25, 2013.
Passed at the Extended Administrative Council Meeting on June 15, 2015.
Passed at the Extended Administrative Council Meeting on January 8, 2018.
Passed at the Administrative Council Meeting on June 8, 2026.

Article 1 Regulation of MCU Students on Overseas Exchange Programs is established for MCU students with the intention of studying abroad through overseas exchange programs between MCU and its partner schools (hereinafter referred to as “the Regulation”).

Article 2 Students are recommended to study abroad at schools which have entered into an academic cooperation and student exchange agreement with MCU.

Article 3 The number of exchange students is regulated based on the agreements between MCU and overseas partner schools. Students, in principle, may attend the exchange program for a period of one semester. With the condition of available vacancies, students can apply to fill the vacancies and extend the exchange period to one year at maximum at the same overseas partner school.

Article 4 Students, when applying for exchange programs and during the period of overseas study, must be full-time registered degree seekers at MCU, with average academic grade of all semesters over 75, have never participated in the student exchange program, and should be recommended by the department and school/ college. Provided a student has achieved the requirements for graduation during the period of studying abroad, he/she will be disqualified as an exchange student from MCU upon graduation.

Article 5 Students should prepare required documents including application forms and language proficiency, and submit them to International Education and Exchange Division (hereinafter referred to as “IEE”) . After a preliminary committee evaluation, IEE will then forward students’ application package to the overseas partner schools for official review. If the number of applications exceed the available vacancies at partner schools, applicants are ranked in order by the criteria of (firstly) average academic grade of all

semesters, (secondly) average conduct grade of all semesters, and (thirdly) the committee resolution of which committee members are designated by corresponding departments and IEE.

Article 6 Students will be informed of the final acceptance decision by IEE and the announcement will be published on IEE website.

Article 7 Students should pay tuition and fees to MCU, and be responsible of their own overseas living expenses, including accommodation, meals, travel, etc. Other related regulations shall be based on the agreements between MCU and partner schools.

Article 8 After returning from overseas, students should submit transcripts and study reports to IEE within the given time period.

Article 9 Students should meet the qualifications for studying abroad as regulated by corresponding departments and schools/ colleges, and arrange credits in advance for credit transferring process by seeking advice from their departments and schools/ colleges.

Article 10 Students applying for the study-abroad scholarship must be currently enrolled at MCU. Applicants must have obtained an average academic grade of 70 or above and an average conduct grade of 80 or above in the semester immediately prior to their departure abroad. The final amount of scholarship award is subject to the annual budget availability from the Ministry of Education and regulations by the school committee.

Article 11 Items not covered in the Regulation shall abide by relevant MCU regulations.

Article 12 The Regulation has been approved by the Administrative Council and the President. Any amendments must be processed accordingly.