

明志科技大學
Ming Chi University of
Technology

規章編號 Document No.:
A0Q1040007

學生出國雙聯學位學習及交換學習
實施及補助辦法
Regulations for Implementation and
Funding of Overseas Dual-Degree
Study and Exchange Study of Students

制定部門：明志科技大學國際事務處全球交流組
Established by: Division of Global Cooperation and Exchange, Office of
International Affairs, Ming Chi University of Technology
中華民國 111 年 01 月 07 日修訂
Amended on January 7, 2022.

修訂記錄：

Revision History:

102.11.12 行政會議制訂

Established by the University Administrative Meeting on 2013.11.12

103.02.17 校長核定(配合 103.01.15 教育部核定組織規程技合處改名研發處
統一簽核)

Approved by the president on 2014.02.17 (according to the name change of the
Office of Technological Cooperation into the Office of Research and
Development in the articles of organization approved by the Ministry of
Education on 2014.01.15)

106.08.29 行政會議制訂

Established by the University Administrative Meeting on 2017.08.29

106.10.31 行政會議審議修訂

Reviewed and amended by the University Administrative Meeting on
2017.10.31

107.05.01 行政會議審議修訂

Reviewed and amended by the University Administrative Meeting on
2018.05.01

109.05.12 行政會議審議修訂

Reviewed and amended by the University Administrative Meeting on
2020.05.12

111.01.07 校長核定(配合 110.12.13 教育部核定組織規程國際事務中心升級
為國際事務處統一簽核)

Approved by the president on 2022.01.07 (collective approval for the promotion
of the Center of International Affairs to the Office of International Affairs in the
articles of organization approved by the Ministry of Education on 2021.12.13)

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	
Article 1 Objective/Purpose	1
第二條 適用資格	
Article 2 Eligibility	1
第三條 甄選程序	
Article 3 Selection Procedures	2
第四條 申請程序	
Article 4 Application Procedures	2
第五條 申請截止日期	
Article 5 Closing Date of Application	3
第六條 費用規定	
Article 6 Fees	3
第七條 補助程序	
Article 7 Funding Procedures	4
第八條 補助基準	
Article 8 Funding Standards	5
第九條 補助經費來源	
Article 9 Fund Sources	5
第十條 學分抵免	
Article 10 Credit Transfer and Course Waiver	5
第十一條 應遵守義務	
Article 11 Obligations	6
第十二條 在學役男出境緩徵	
Article 12 Deferred Conscription for Overseas Study of Conscripts	6

第十三條實施與修訂

Article 13 Implementation and Amendment 7

附表一 學生出國雙聯學位學習或交換學習申請表
(表號：A0Q1040107)

Annex 1 Application for Overseas Dual-Degree Study or Exchange Study of Students (Form: A0Q1040107) A-3

附表二 學生出國雙聯學位學習或交換學習家長/監護人切結同意書(表號：A0Q1040207)

Annex 2 Agreement of Parents/Guardians on Overseas Dual-Degree Study or Exchange Study of Students (Form: A0Q1040207) A-5

附表三 學生出國雙聯學位學習或交換學習切結保證書
(表號：A0Q1040307)

Annex 3 Guarantee for Overseas Dual-Degree Study or Exchange Study of Students (Form: A0Q1040307) A-7

附表四 學生出國雙聯學位學習或交換學習補助申請表
(表號：A0Q1040407)

Annex 4 Application for Funding Overseas Dual-Degree Study or Exchange Study of Students (Form: A0Q1040407) A-10

附表五 學生出國雙聯學位學習或交換學習研修報告
(表號：A0Q1040507)

Annex 5 Report on Overseas Dual-Degree Study or Exchange Study of Students (Form: A0Q1040507) A-11

明志科技大學
Ming Chi University of Technology

學生出國雙聯學位學習及交換學習實施及補助辦法

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

102.11.12 行政會議制訂

111.01.07 校長核定修訂

Established by the University Administrative Meeting on 2013.11.12

Approved and amended by the president on 2022.01.07

第一條 目的

本校為拓展學生視野，增進與境外地區姊妹校交流，依據校際協議書，甄選本校學生至姊妹校進行研修學習，以促進師生學術及文化交流，訂定「學生出國雙聯學位學習及交換學習實施及補助辦法」（以下簡稱本辦法）。

Article 1 Objective/Purpose

The “Regulations for Implementation and Funding of Overseas Dual-Degree Study and Exchange Study of Students” (hereinafter called these “Regulations”) is established to broaden the horizons of students and enhance student exchange with overseas sister schools by selecting MCUT students to study at sister schools 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

- 一、具本校正式學籍之大學部與研究所在學學生，透過邀約或協議，赴姊妹校進行雙聯學位學習、一學期或一學年的交換學習。
- 二、本辦法所指雙聯學位學習及交換學習之學校須為本校姊妹校且列於教育部外國大學參考名冊。

Article 2 Eligibility

1. These Regulations shall apply to active undergraduate and graduate students of MCUT enrolling in dual-

degree study or one-semester or one-year exchange study at sister schools upon invitation or by agreement.

2. The schools for dual-degree study and exchange study under these Regulations shall be MCUT sister schools and the Reference List of Foreign Universities by the Education.

第三條 甄選程序

由各系以選優方式推薦學生後，提報系務會議。獲本校推薦之申請學生，選派名單皆須再經姊妹校決審後通知結果，最後錄取名單以國際事務處全球交流組統一簽辦核准。

Article 3 Selection Procedures

After recommending students who possess qualities of excellence, departments shall report to the Department Council Meeting. MCUT-recommended candidates shall be evaluated by the sister schools prior to acceptance. The list of accepted candidates shall be approved collectively by the Division of Global Cooperation and Exchange, Office of International Affairs.

第四條 隨隊老師

申請者須檢具以下文件，於申請截止日前向各系提出：

- 一、學生出國雙聯學位學習或交換學習申請表
(表號：A0Q1040107)。
- 二、學生出國雙聯學位學習或交換學習家長/監護人切結同意書(表號：A0Q1040207)。
- 三、學生出國雙聯學位學習或交換學習切結保證書
(表號：A0Q1040307)。
- 四、其他應繳文件：依當學期國際事務處全球交流組公告辦理。

Article 4 Resident Directors

Applicants shall submit the following documents when filing their applications to the respective departments by the closing date of application:

1. Application for Overseas Dual-Degree Study or Exchange Study of Students (Form: A0Q1040107).
2. Agreement of Parents/Guardians on Overseas Dual-Degree Study or Exchange Study of Students (Form: A0Q1040207).
3. Guarantee for Overseas Dual-Degree Study or Exchange Study of Students (Form: A0Q1040307).
4. Other required documents: shall be subject to each semester's announcement by the Division of Global Cooperation and Exchange, Office of International Affairs.

第五條 申請截止日期

- 一、第 1 學期(9 月入學)：申請所需文件，須於 4 月 30 日以前繳至國際事務處全球交流組為原則。
- 二、第 2 學期(2 月入學)：申請所需文件，須於 10 月 31 日以前繳至國際事務處全球交流組為原則。

Article 5 Closing Date of Application

1. Semester 1 (fall semester): Documents required for application shall be submitted to the Division of Global Cooperation and Exchange, Office of International Affairs by April 30.
2. Semester 2 (spring semester): Documents required for application shall be submitted to the Division of Global Cooperation and Exchange, Office of International Affairs by October 31.

第六條 費用規定

- 一、除獲補助外，自理項目包含機票費、簽證費、生活費等。
- 二、住宿及學費依姊妹校規定辦理。
- 三、其他依各院系簽署之姊妹校交流協議書或備忘錄議定。

Article 6 Fees

1. Except for the funded items, applicants shall pay for their flight ticket fares, visa fees, living expenses, etc.
2. Accommodation and tuition fees are subject to the regulations of sister schools.
3. Others shall be subject to the exchange agreements or memoranda with the individual departments and collages of sister schools.

第七條 補助程序

境外姊妹校核發錄取通知後二週內，申請人須檢具以下文件，向國際事務處全球交流組提出申請。

- 一、學生出國雙聯學位學習或交換學習補助申請表。

(表號：A0Q1040407)

- 二、擬前往之境外姊妹校錄取證明。

- 三、學生出國雙聯學位學習及交換學習補助契約書。

- 四、境外生須另檢附學海飛颺計畫獎學金資格審查表。

第三、四款所述文件，由國際事務處全球交流組公告之。

Article 7 Funding Procedures

Within two weeks after an overseas school issues the acceptance notice, applicants shall submit the following documents to file an application to the Division of Global Cooperation and Exchange, Office of International Affairs.

1. Application for Funding Overseas Dual-Degree Study or Exchange Study of Students (Form: A0Q1040407)
2. The acceptance notice issued by the target overseas sister school.
3. Agreement on Funding Overseas Dual-Degree Study or Exchange Study of Students.

4. International students shall also submit the Evaluation Sheet of MOE Scholarship for Excellent Students to Study Abroad.

The Division of Global Cooperation and Exchange, Office of International Affairs, shall announce the documents specified in subparagraphs 3 and 4.

第八條 補助基準

- 一、亞洲地區：一學期者 4.2 萬元；一學年者 8.4 萬。
- 二、非亞洲地區：一學期者 6 萬元；一學年者 12 萬。
- 三、境外生若符合當學期學海飛颺計畫獎學金資格者，補助金額以前二款的二倍補助之。

Article 8 Funding Standards

1. Asia: NT\$42,000 each semester, and NT\$84,000 each academic year.
2. Non-Asia: NT\$60,000 each semester, and NT\$120,000 each academic year.
3. For international students meeting the requirements for the MOE Scholarship for Excellent Students to Study Abroad, the amount of funding shall be doubled in accordance with the preceding two paragraphs.

第九條 補助經費來源

本辦法所需之經費，以外部計畫經費優先為原則，如無校外資源補助，則由國際事務處全球交流組編列年度預算執行之。

Article 9 Fund Sources

External project funding shall be prioritized for the funding under these Regulations. When no external funding is available, the Division of Global Cooperation and Exchange, Office of International Affairs, shall plan the budget for funding each year.

第十條 學分抵免

交換學習學生應逕自依境外地區各大學規定申請成績證明或學分證明，並持完整資料依本校教務處「學生抵免學分辦法」辦理抵免。

Article 10 Credit Transfer and Course Waiver

Exchange students shall apply, on their own, for the academic transcripts or certificate of credits according to the regulations of individual overseas universities and apply for credit transfer and course waiver to the MCUT Office of Academic Affairs with complete data in accordance with the “Regulations for Credit Transfer and Course Waiver of Students.”

第十一條 應遵守義務

- 一、申請人應於雙聯學位學習或交換學習計畫結束返國後一週內，繳交學生出國雙聯學位學習或交換學習研修報告(表號：A0Q1040507)、來回登機證明及姊妹校出具之成績單，以茲確認完成學習。
- 二、自研修報告繳交日起，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。
- 三、若有違反行政契約規定之情事，所領補助費用應全數歸還。

Article 11 Obligations

1. Within one week after completing the dual-degree or exchange study and returning to Taiwan, applicants shall submit the Report on Overseas Dual-Degree Study or Exchange Study of Students (Form: A0Q1040507), the boarding pass of both trips, and the academic transcript of the sister school to prove completion of study.
2. From the date of report submission, applicants shall automatically waive the ownership of the report and its annexes and agree to grant license to gratis all rights to MCUT for using such documentation in business promotion.
3. Applicants breaching the administrative agreement shall repay all the funds claimed.

第十二條 學役男出境緩徵

- 一、尚未服兵役之男同學皆具役男身分，須於出國一個月前至學務處辦理相關事宜。
- 二、役男須依法完成相關出國手續，雙聯學位學習或交換學習計畫結束後，不得滯留境外，如有違反，除依校規處理外，學生須另負一切法律上之責任。

Article 12 Deferred Conscription for Overseas Study of military Conscripts

1. Male students who have not completed military service are conscripts. They shall proceed with the relevant matters at the Office of Student Affairs one month before departure.
2. Conscripts shall apply for overseas travels in accordance with the relevant procedures. After the completion of the dual-degree or exchange study, conscripts shall not stay overseas. Conscripts who breach the regulations stipulated in this paragraph shall be subject to both the disciplinary regulations of MCUT and to all legal liabilities.

第十三條 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 13 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.

附表一 明志科技大學

學生出國雙聯學位學習或交換學習申請表

1. 個人資料

姓名	(中文)			2 吋照片		
	同護照拼音					
(First)		(Middle)	(Last)			
性別		生日				
出生日期						
國籍		身分證號碼				
就讀/院系	學院		學制	<input type="checkbox"/> 博士班 <input type="checkbox"/> 碩士班 <input type="checkbox"/> 學士班	年/班級	年 班
	系(所)					
通訊地址						
戶籍地址						
Email						
手機號碼						
電話號碼						
緊急聯絡人姓名 及電話	姓名：		與申請人關係			
	電話：					

2. 研修計畫

研修國別		研修學校	
研修類型	<input type="checkbox"/> 雙聯學位學習 <input type="checkbox"/> 交換學習		
研修期間	____學年 <input type="checkbox"/> 秋季班 <input type="checkbox"/> 春季班 <input type="checkbox"/> 整學年		
個人說明申請理由 (300 字~500 字說明赴境外地區研修動機以及修讀計畫)			

3. 住宿
根據交流學生協議規定辦理之。

4. 健康情形
如有身心疾病或其他特殊狀況，請敘明之

<hr/> <hr/>

5. 學生證影本

正面	反面
----	----

6. 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）

7. 本人確認

- | |
|--|
| <p>(1) 以上所填確實無誤，如有不實本人願自負法律責任。</p> <p>(2) 於明志科技大學及境外地區姊妹校研修期間遵守相關法律和學校的規章制度。</p> |
|--|

(申請人簽名)

(日期)

系級主管：_____ 指導教授／導師：

Annex 1 MCUT Application for Overseas Dual-Degree Study or Exchange Study of Students

8. Personal Data

Name	(Chinese)			2-inch photo	
	Same as in the passport (First) (Middle) (Last)				
Gender		Birthday			
Date of Birth					
Nationality		ID Card No.			
Department and College	College	Program	<input type="checkbox"/> Doctoral Program <input type="checkbox"/> Master's Program <input type="checkbox"/> Bachelor's Program		Year/Class (1st year, 2nd year, etc.)
	Department (Institute)				
Mailing address					
Household address					
Email					
Mobile					
Phone					
Emergency Contact Person and Phone	Name:	Relationship with Applicant			
	Phone:				

9. Study Plan

Country of Study		School of Study	
Type of Study	<input type="checkbox"/> Dual-Degree Study <input type="checkbox"/> Exchange Study		
Duration of Study	___ Academic Year <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Whole Year		

Statement of Purpose (please state the motivation and plan for studying overseas in 300–500 words)

10. Housing

Subject to the regulations of the Exchange Student Agreement.

11. Health Condition

Please state your physical or mental illnesses or special health conditions, if any.

<hr/> <hr/>

12. Photocopy of Student Card

Front	Rear
-------	------

13. Required Documents (please check if all required documents are included.

Also, photocopies of all data shall be made on A4 paper.)

14. Statement of Compliance

- (1) All data provided is true and without errors. I shall take all legal liabilities for the provision of untrue data.
- (2) I hereby agree to abide by the relevant laws and school regulations of both MCUT and the overseas sister school during my study at MCUT.

(Signature of Applicant)

(Date)

Department Director: _____

Thesis Advisor/Student Advisor: _____

附表二 明志科技大學

學生出國雙聯學位學習或交換學習家長/監護人切結同意書

本人為明志科技大學_____系_____ (學制)_____年級_____班學生_____之家長/監護人，茲具結同意本人子弟申請_____學年度秋季班春季班整學年

赴_____ (國家+研修學校) 雙聯學位學習交換學習，

期間自中華民國_____年_____月_____日至_____年_____月_____日止。(本欄由國際事務處全球交流組填寫)

- 一、本人保證督導敝子弟於出國研修期間遵守兩校之規定及當地法令。
- 二、本人同意提供敝子弟於出國研修期間在當地學習、生活、醫療、保險及交通等所需之經濟支援。
- 三、本人瞭解子女在出國研修期間應自負生活安全之責任，明志科技大學善盡學術交流之行政服務事宜，並不負責學生在國外的生活照顧及法律責任。
- 四、本人同意敝子弟於研修期間非因不可抗力之因素，不得以任何理由中輟留學國之學業。於期滿後，亦不得滯留該留學國或延遲返國，並須於明志科技大學規定時間內返校報到及完成學業。
- 五、本人同意敝子弟若因參加交換/雙聯學習影響(當學期或未來)之畢業時間及其餘個人安排，或有學分抵免之問題，敝子弟須自負全責。
- 六、本人同意敝子弟於研修期間應專注學習，不可於當地從事任何勞務工作(因課程需求，事先明志科技大學核備者不在此限)或違法打工。
- 七、本人將與明志科技大學保持聯繫，並隨時協助校方與敝子弟間之聯繫。

本人已詳閱並同意上揭全部敘述，如有違反，本人及敝子弟願放棄與此事務相關之法律先訴權並自負一切法律責任，恐口說無憑，特立此書為證。

此致

明志科技大學

立具結保證書人(家長/監護人): _____ (親筆簽名+蓋章)

身分證字號:

住 址:

電 話:

立書日期: 中華民國__年__月__日

本切結同意書確為本人之家長/監護人同意並親自簽名，如有假冒簽名者，願自負一切責任並按校規處置。
本校_____系/所學生_____簽名: _____日期:

**Annex 2 MCUT Agreement of Parents/Guardians on
Overseas Dual-Degree Study or Exchange Study of Students**

I, _____, the parent or guardian of student _____ enrolling on the _____ class, _____ year, of the _____ Program at the Department of _____, hereby agree my child to apply for admission to the Fall Semester Spring Semester Whole Year at _____ (name of school and country) for dual-degree study exchange study from _____ until _____. (For use by the Division of Global Cooperation and Exchange, Office of International Affairs)

1. I guarantee to supervise my child to abide by the regulations of both schools and the local laws and regulations during their overseas study period.
2. I agree to provide economic support required by the study, living, healthcare, insurance, and transportation of my child during their overseas study period.
3. I understand that my child shall take responsibility for his or her safety in daily life during his or her overseas study, and MCUT will exercise due care to provide administrative service in relation to academic exchange without taking responsibility for my child's daily life care and legal liabilities.
4. I agree that my child shall not drop out of the overseas study for any reason, except for *force majeure*. I further agree that my child shall not stay overseas or delay to return to Taiwan after the overseas study and shall return to his or her home school and complete the study by the time limit set by MCUT.
5. I agree that my child shall take full responsibility for the effects on (the same semester or future) his or her graduation time and other personal arrangements or credit transfer and course waiver due to the exchange or dual-degree study.
6. I agree that my child shall be attentive in class during the overseas study and shall not engage in any local labor service (except for the need of the enrolled program and with the prior MCUT approval) or take part-time jobs contrary to the law.
7. I shall maintain contact with MCUT and assist in the communication between MCUT and my child at any time.

I have read through and agree with the above terms and conditions. Both my child and I agree to waive the *beneficium excussionis* in relation to these matters and take full legal liabilities. IN WITNESS WHEREOF the parties hereto have caused this Agreement to be duly executed as of the date of execution.

To

Ming Chi University of Technology

Stipulated by _____ (parent/guardian): _____

(signature + seal)

ID Card No.:

Address:

Phone:

Date: _____

This Agreement has been agreed with and signed by my parent/guardian. I agree to take all responsibilities and accept the disciplinary action of MCUT for forgery of signature.

_____ of the Department/Institute of _____, MCUT.

Signature: _____ Date: _____

附表三 明志科技大學

學生出國雙聯學位學習或交換學習切結保證書

學生_____ (以下簡稱本人)，為明志科技大學(以下簡稱本校)_____系_____ (學制)_____年級_____班

學生。申請於_____學年度秋季班春季班整學年

赴_____ (國家+研修學校) 雙聯學位學習交換學習，

期間自中華民國_____年_____月_____日至_____年_____月_____日止。(本欄由國際事務處全球交流組填寫)

1. 雙聯/交換學生所錄取學校之互惠條件，若條件有變動，依該校及本校通知為準。
2. 出國研修之相關支出(如機票、簽證、生活費或學費等)原則自理(領取學校補助者另依本校規定辦理)，本人願擔保自己身體及經濟狀況可負擔出國研修之進行，並須自行購買足額(至少 300 萬以上)且涵蓋出國研修期間之醫療、意外保險(自去程搭機日至返程搭機日)，若未依規定購買保險，本校有權取消錄取資格。
3. 出國研修期間，於學業及生活上願全力維護本校及交換學校之校譽，密切與本校(系所及國際事務處全球交流組)保持聯繫，恪遵兩校之一切規定，並不得做出有損兩校校譽之情事，本人知悉出國研修期間不可從事各類勞務工作(因課程需求，事先向本校核備者不在此限)或違法打工，如有違反情況須同時接受兩校校規及當地法規處置。
4. 本人遵守本校規定不得私自變更出國研修期限，並須於雙聯/交換學校規定之時間內至該校報到，研修結束後，本人最遲須於 5 日內(於大二下出國研修者為課程全數結束後 2 日內)返台，不得滯留境外，本人另須依本校國際事務處全球交流組公告，於規定時間內繳交出國抵校報到單及返台報到單。
5. 出國研修期間，不可於本校辦理休、退學，本人應依規定繳交本校全額學雜費以保留學籍，並須自行處理相關出國相關手續(包含因參與出國研修而衍伸的個人事務)。
6. 出國研修期間若有須辦理之校內事務仍須依照本校各單位公告之時程辦理，本校無替本人特別安排之義務。
7. 具役男身分之雙聯/交換學生，須依法完成各相關手續，並於出國研修結束後，於所辦理之兵役緩徵核准時效日前準時返國，如有違反情況，本人除須自負一切法律責任外，本校往後有權不予同意代辦本人於本學制內之任何出國兵役緩徵申請。
8. 出國研修期間本人應自負生活安全之責任，本校將善盡學術交流之行政服務事宜，但不負責本人在海外的生活照顧及法律責任。
9. 出國研修所修習課程依照雙聯/交換學校當學期開課資料為準，本校及雙聯/交換學校不保證所開課程能完全符合本人之需求，且本人所修之學分不得低於雙聯/交換學校及本校之規定，學分抵免事宜悉依本校相關辦法辦理，**若因出國研習影響(當學期或未來)之畢業時程，或有學分抵免之問題，本人須自負全責。**
10. 本人須於出國研習期限屆滿後返國，並於返國後一週內，依本校國際事務處全球交流組公告之規定之格式繳交交流學習研習報告(若有受領其他校外機構之補助也須依其規定繳交報告)，返國後應履行相關義務，協助本校相關單位辦理推廣活動，與本校同學分享經驗並提供相關諮詢與必要資訊。
11. 本人同意無償授權本校使用出國研修心得報告之影(肖)像、文字檔案，得將其製作成出版品及數位形式檔案，於校內提供教學、研究與公共服務用途之公開傳輸、公開播送與網路線上閱覽下載。若因教學研究必要，得重製該著作。
12. 本切結書未盡相關事宜，應依明志科技大學相關規定辦理，明志科技大學保留本切結書之最終解釋權。

本人已詳閱並同意上揭所述事宜，如有違反，願放棄與此事務相關之法律先訴權並自負一切法律責任，恐口說無憑，特立此書為證。

此致

明志科技大學

立具結保證書人： (親筆簽名+蓋章)

學 號：

聯 絡 電 話：

地 址：

家長/監護人： (親筆簽名+蓋章)

立 書 日 期：中華民國 年 月 日

本切結保證書確為本人之家長/監護人同意並親自簽名，如有假冒簽名者，願自負一切責任並按校規處置。

本校_____系/所學生_____簽

表號：A0Q1040307

A-3 名：_____日期：

Annex 3 MCUT Guarantee for Overseas Dual-Degree Study or Exchange Study of Students

I, _____, the undersigned and a student enrolling on the _____ class, _____ year, of the _____ Program at the Department of _____, Ming Chi University of Technology (MCUT), hereby apply for admission to the Fall Semester Spring Semester Whole Year of academic year _____ (name of school and country) for dual-degree study exchange study from _____ until _____. **(For use by the Division of Global Cooperation and Exchange, Office of International Affairs)**

1. Changes in the reciprocity terms of the schools offering the dual-degree study/exchange study shall be subject to the notice of the sister schools and MCUT.
2. I agree to pay for the relevant expenses (e.g. flight tickets, visa, living, and tuition and fees) during my overseas study (students receiving MCUT funding shall be subject to the MCUT regulations). I also guarantee that my health condition and economic condition allow me to study overseas and agree to buy insurance at a sufficient amount (at least over NT\$3 million) that covers the medical and accident during overseas study (from the date of departure until the date of return to Taiwan). I further agree that MCUT reserves the right to disqualify my application due to my failure to buy insurance as required.
3. During the overseas study, I agree to exercise due effort to maintain the reputation of both MCUT and the exchange school in both study and the daily life; maintain close contact with MCUT (department/institute and the Division of Global Cooperation and Exchange); abide by all regulations of both schools; and shall not engage in any behavior that will damage the reputation of either school. I understand that I shall not engage in any labor work (except for the need of the enrolled program and with the prior MCUT approval) or take part-time jobs contrary to the law. I agree to accept the disciplinary action of both schools and the sanctions by the local law for violation of the above.
4. I shall abide by the regulations of MCUT and shall not alter the period of overseas study without permission. I shall also report for arrival by the time limit set by the dual-degree/exchange school. After study completion, I shall return to Taiwan within five days (within two days after program completion for the overseas study of year-2 students) without staying overseas. I shall also submit the arrival report notice and return report notice by the time limit set by the Division of Global Cooperation and Exchange, Office of International Affairs.
5. During the overseas study, I shall not suspend or withdraw from my study. I shall also pay the full amount of tuition and fees of MCUT to maintain my student status during the overseas study and complete on my own the relevant procedures (including personal affairs arising from the overseas study) in relation to overseas travels.
6. During my overseas study, I shall still handle all MCUT affairs according to the schedule announced by the respective MCUT units. I understand that MCUT is not obliged to make special arrangements for me.
7. If I am a conscript, I agree to complete all relevant lawful procedures and return to Taiwan on time after completing the dual-degree or exchange study before the validity of the approved period of deferred conscription. In violation of this article, I further agree to take all legal liabilities and that MCUT reserves the right to reject my application for deferred conscription on my behalf.
8. I understand that I shall take responsibility for my safety in daily life during the overseas study, and MCUT will exercise due care to provide administrative service in relation to academic exchange without taking responsibility for my daily life care and legal liabilities.
9. I shall follow the course syllabus instructions during the semester of overseas or exchange study at the sister school. I understand that MCUT shall make neither guarantee nor representation that the courses offered by the school offering the overseas or exchange study may meet my personal needs. I also understand that the credits earned from the overseas or exchange study shall not be lower than the required number of credits of the school offering the overseas or exchange study and MCUT, and the credit transfer and course waiver shall be subject to the relevant regulations of MCUT. **I agree to take full responsibility for the effects on (the same semester or future) my graduation time or credit transfer and course waiver due to the overseas study.**
10. I understand that within one week after completing the dual-degree or exchange study and returning to Taiwan, I shall submit a report on the exchange study (if funding from other institutions is received, I shall also submit such a report according to their requirements) in the format announced by the Division of Global Cooperation and Exchange, Office of International Affairs, perform my obligations, assist the relevant MCUT units in organizing promotional activities, share the related experience with MCUT students, and provide the relevant consultation and necessary information.
11. I agree to grant license to MCUT to use the images (portraits) and text files contained in my overseas study report to produce publications and digital files for public transmission, public broadcast, and online reading or download within the campus for the purpose of teaching, research, and public services. I also agree that MCUT may reproduce such works necessary for teaching and research needs.
12. I agree that matters not provided for herein shall be subject to the relevant MCUT regulations, and MCUT reserves the right to the final interpretation of this Agreement.

I have read through and agree with the above terms and conditions. I agree to waive my *beneficium excussionis* in relation

to this affair and take full legal liabilities.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be duly executed as of the date of execution.

Stipulated by: (signature + seal)

Student No.:

Phone:

Address:

Parent/Guardian: (signature + seal)

Date: _____

To

Ming Chi University of Technology

This Agreement has been agreed with and signed by my parent/guardian. I agree to take all responsibilities and accept the disciplinary action of MCUT for forgery of signature.

_____ of the Department/Institute of _____, MCUT.

Signature: _____ Date: _____

附表四 明志科技大學
學生出國雙聯學位學習或交換學習補助申請表

第__次申請(同一學制內每人限補助乙次)

申請日： 年 月 日

學生姓名		系級	系 年 班	學號		性別	
就學身分	<input type="checkbox"/> 本國學生 <input type="checkbox"/> 外籍生/國籍：_____ <input type="checkbox"/> 僑生(含港澳生)國籍：						
研修類型	<input type="checkbox"/> 雙聯學位學習 <input type="checkbox"/> 交換學習						
研修期間	__學年 <input type="checkbox"/> 秋季班 <input type="checkbox"/> 春季班 <input type="checkbox"/> 整學年						
擬前往之學校	研修國家		是否為本校姊妹校		<input type="checkbox"/> 是 <input type="checkbox"/> 否		
	中文名稱：						
	英文名稱：						
<p>參加學生係本學制首次申請「學生出國雙聯學位學習及交換學習補助」，保證未重複提出補助申請，且未向校外或本校其他單位申請補助，並已確認本申請表及檢附資料正確無誤。</p> <p style="text-align: center;">申請人簽章：</p>							
院級主管		系級主管		導師/指導教授			
文件 審查	<input type="checkbox"/> 擬前往之國外學校錄取證明。 <input type="checkbox"/> 學生出國雙聯學位學習及交換學習補助契約書。 <input type="checkbox"/> 學海飛颺計畫獎學金資格審查表(境外生須檢附)。 書面審查結果： <input type="checkbox"/> 不符合規定，原因：_____。 <input type="checkbox"/> 符合規定。 核定獎學金：_____元 經費來源： <input type="checkbox"/> 校外預算：計畫名稱：_____。 <input type="checkbox"/> 校內預算：預算單位：_____。						
	審查人：_____ (國際事務處審查核章) 全球交流組長：						
	教務長		教學資源中心		國際長		
校長核決							
核銷	國際長		全球交流組長		院級主管		系級主管
	校長		會計主任		教務長		教學資源中心

※核銷：一式一聯：申請人←系級主管←院級主管←國際事務處←教學資源中心←教務長←會計主任←校長←會計室←國際事務處←申請人
 ※申請：一式一聯：申請人←導師/指導教授←系級主管←院級主管←國際事務處←教學資源中心←教務長←校長←會計室←國際事務處←申請人

Annex 4 MCUT Application for Funding Overseas Dual-Degree Study or Exchange Study of Students

_____ application (one time for each person in each program)

Date of application: _____

Student Name		Year/Department	Department Year Class	Student No.		Gender	
Status	<input type="checkbox"/> Local Student <input type="checkbox"/> International Student/Nationality: _____ <input type="checkbox"/> Overseas Chinese Students (including Macau and Hong Kong)/Nationality: _____						
Type of Study	Dual-Degree Study Exchange Study						
Duration of Study	<input type="checkbox"/> Academic Year <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Whole Year						
Target School	Country of Study		Is it a sister school?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	Name in Chinese						
	Name in English						
<p>I guarantee that this is the first time to apply for “Funding Overseas Dual-Degree Study or Exchange Study of Students” in this program, and I make no repeat applications or apply for funding to any external organizations or other MCUT units. I have also verified that all data contained in this application and the required documents are correct and without errors.</p> <p style="text-align: center;">Signature of Applicant: _____</p>							
College-Level Director		Department-Level Director		Student Advisor/Thesis Advisor			
Document Review	<input type="checkbox"/> The acceptance notice issued by the target overseas school. <input type="checkbox"/> Agreement on Funding Overseas Dual-Degree Study or Exchange Study of Students. <input type="checkbox"/> Evaluation Sheet of MOE Scholarship for Excellent Students to Study Abroad or Overseas Internship Training. Evaluation results <input type="checkbox"/> Rejected due to _____. <input type="checkbox"/> Approved. Amount of approved funding: NT\$ _____ Fund source: <input type="checkbox"/> External budget, Project Title: _____ <input type="checkbox"/> MCUT budget: Budgeting unit: _____						
	Reviewer: _____ (approval seal of Office of International Affairs) Director of Division of Global Cooperation and Exchange:						
	Provost		Teaching and Learning Resource Center		Dean of Office of International Affairs		
President's Approval:							
Write-off	Dean of Office of International Affairs		Division of Global Cooperation and Exchange		College-Level Director		Department-Level Director
	President		Accounting Director		Provost		Teaching and Learning Resource Center.

※ Write-Off: One copy: Applicant → Department-Level Director → College-Level Director → Office of International Affairs → Teaching and Learning Resource Center → Provost → Accounting Director → President → Accounting Office → Office of International Affairs
 ※ Application: One copy: Applicant → Thesis Advisor/Student Advisor → Department-Level Director → College-Level Director → Office of International Affairs → Teaching and Learning Resource Center → Provost → President → Office of International Affairs → Applicant

附表五 明志科技大學
學生出國雙聯學位學習或交換學習研修報告（封面）

年 月 日

學生姓名		系級	系 年 班	學 號	
研修類型	<input type="checkbox"/> 雙聯學位學習 <input type="checkbox"/> 交換學習	研修地點		研修期間	自 年 月 日 至 年 月 日
研修學校	中文： 英文：				
校長		系級主管			
		院級主管			
		全球交流組 組長			
		國際長			
		教務長			
<p>【說明】 研習內容由次頁開始（不含封面及相關影像，內容字型大小為 12 號字，單行間距），應包括下列各項：</p> <ol style="list-style-type: none"> 1. 研修經過 2. 研修之心得與建議 3. 研修成果 <p>（以上內容至少兩頁）</p>					

**Annex 5 MCUT Report on Overseas Dual-Degree Study
or Exchange Study of Students (cover)**

Date:

Student Name		Year/ Department	Department Year Class	Student No.	
Type of Study	<input type="checkbox"/> Dual-degree study <input type="checkbox"/> Exchange study	Place of study		Duration of study	From _____ (YYYY.MM.DD) To _____ (YYYY.MM.DD)
School of Study	Chinese: English:				
President		Department-Level Director			
		College-Level Director			
		Division of Global Cooperation and Exchange			
		Dean of Office of International Affairs			
		Provost			
<p>Instructions: Write the report content from the second page (excluding the cover and related images, using 12 pt font in single space). A report shall include the following items:</p> <ol style="list-style-type: none"> 1. Process of study 2. Comment and recommendation on study 3. Achievement of study <p>(at least two pages for the above contents)</p>					