

# 文藻外語大學國際交流學生甄選辦法

## Wenzao Ursuline University of Languages Regulations for International Exchange Student Selection

中華民國 92 年 11 月 19 日研發會議通過 Approved at the Research and Development Committee meeting on  
November 19, 2003

中華民國 96 年 1 月 9 日跨處室國際交流推動小組會議修正 Amended at the Cross-departmental Committee for the  
Promotion of International Exchange meeting on January 9, 2007

中華民國 100 年 5 月 24 日跨處室國際交流推動小組會議修正 Amended at the Cross-departmental Committee for  
the Promotion of International Exchange meeting on May 24, 2011

民國 100 年 6 月 7 日行政會議通過 Approved at the Executive Committee meeting on June 7, 2011

中華民國 102 年 8 月 25 日校長核定配合學校改名大學修訂法規名稱 Ratified by the University President for  
Change of Document Title in concert with the University's Name Change on August 25, 2013

民國 103 年 01 月 07 日行政會議修正通過 Amended at the Executive Committee meeting on January 7, 2014

民國 103 年 01 月 28 日校長核定通過 Ratified by the University President on January 28, 2014

第一條 文藻外語大學為辦理學生國際交流甄選，特訂定「文藻外語大學學生國際交流甄選辦法」(以下簡稱本辦法)。

Article I. Wenzao Ursuline University of Languages has enacted the Regulations for the Establishment of International Exchange Student Selection (hereinafter “Regulations”) to encourage its students to participate in student exchange programs.

第二條 本辦法所指稱之國際交流，係指學生至與本校有合作關係之國外機構參訪、修讀課程、實習等之交流。

Article II. The international exchange students are those who visit or study or have internships at institutions abroad which have collaborative relationships with the School.

第三條 本辦法適用範圍：

Article III. The scope of application:

一、與本校簽定正式合約或合作意向書者。

1. Foreign institutions sign contracts or collaborative agreements with the School.

二、校外機關(如教育部)委辦之專案交流計畫者。

2. Domestic institutions (such as MOE) for assigned projects.

三、其他與本校有各類合作約定者。

3. Other institutions sign collaborative agreements with the School.

第四條 參加甄選者需符合下列條件：

Article IV. The requirements of international exchange students:

一、本校研究所、大學部、專科部學生。

1. Students of Wenzao.

二、符合交流機構之語言能力規定。若無相關規定，則須達到本校各學院、系(所)甄選時所訂定之標準。

2. Students must conform to the language proficiency benchmarks required by the institutions; if there are no related rules; students should achieve the selection standard required by each college, department (graduate institute) of the School.

三、學業、操行成績優良。

3. Outstanding performance in academia and conduct

四、積極參與校內外服務、社團活動及國際交流活動。

4. Students are enthusiastically participating in services on/off campus, group and international activities.

五、其他由校或各學院、系(所)訂定之條件。

5. Other conditions required by each office, college, department (graduate institute) of the School.

第五條 報名時應繳附下列資料：

Article V. The following documents should be submitted to:

一、報名表（如附件）。

1. Registration Form (refer to Appendix)

二、身分證正反面影本、學生證正反面影本。

2. Copies of ID Card and Student ID Card (including front and reverse side)

三、家長同意書正本。

3. Original copy of parents' agreement

四、歷年成績單正本（英文）。

4. Original copy of annual transcripts in English version

五、有效期限內之語言測驗成績正本（如托福電腦測驗、IELTS 測驗成績、本校承辦之各種語言檢定成績，或其他相關語文測驗成績符合交流學校要求者）。

5. Valid original copy of language test record (such as TOEFL, IELTS, various language tests hold by Wenzao or other language tests required by the collaborative institutions)

六、學習計畫及簡單自傳。

6. Study plans and brief autobiography

七、交流機構要求之資料。

7. Information required by the collaborative institutions

八、其他有利審查之資料影本（如獲獎證書、考取證照及參加活動證明）。

8. Other helpful copies of information for reviewing the eligibility (conferred awards, certificates of tests and attending activities etc.)

第六條 甄選程序：

Article VI. Selection procedures

一、由國際合作交流中心統一公告交流事項、名額並承辦相關作業。為辦理甄選事宜，國際合作交流中心主任得邀集本校相關教師組成審查委員會進行審核作業。

1. Announcement from Office of International Programs will be issued which indicates related matters and numbers of students. Selection will be reviewed by Committee members who are instructors from different departments.

二、初選：由國際合作交流中心就申請學生書面資料進行審查。

2. Initial selection: examine the written information submitted to the Office.

三、複選：由審查委員會就通過初選者舉行面試，合格者由國際合作交流中心薦送交流機構。

3. Final selection: interview will be carried out after the initial selection; list of qualified students will be submitted to the Office and they will be recommended to collaborative institutions.

四、由各學院、系(所)自訂甄選程序。

4. Selection procedures are enacted by each college, department (graduate institute) of the School.

第七條 各學制學生擔任交換生以一次為限。研習期滿應返校就讀或取得學位，不得申請延長研習期限，佔用交換生名額。

Article VII. International exchange student may only become once. After spending the time abroad, he/she should come back to the School to continue his/her study or acquire degree. No extension of staying longer is allowed.

第八條 若交換學校因學期開始時間與本校學期末時間重疊，得准予學生公假，公假申請須依「文藻外語大學學生請假辦法」規定辦理。期末考試得依「文藻外語大學國際交流學生學籍及學分抵免處理要點」第四條規定辦理。

Article VIII. If the beginning time of the semester at institutions abroad is overlapping with the ending time of the semester of the School, application for official leave is acceptable based on the Guidelines for Requesting Leave of the School. The final exam has to be implemented according to the Article IV of the Guidelines of International Exchange Student's Status & Transfer of Credits of the School.

第九條 本辦法經行政會議通過，陳請校長核定後實施，修正時亦同。

Article IX. These Regulations become effective after review and approval by the Executive Committee and ratification by the University President. Amendments must follow the same procedure.