

【出國交換學籍及成績】Q&A

【Student Status and Grades for Exchange Programs】Q&A

Q：通過國際處／院所交換生甄選，須辦理出國申請嗎？

Q：Do students selected for exchange programs by the Office of International Affairs or their department/college need to submit an outbound application?

是，出國前須辦理出境申請。請至教務處網站下載或至註冊組領取「學生出境申請表」，填妥並檢附交換校核發的入學許可書，依序完成以下簽核流程：

1. 所屬系（所）與學院簽核，
2. 役男須至學生事務處校園生活與職涯發展組簽核，
3. 國際事務處學生交換事務組簽核。

完成上述簽核後，請將申請表送至教務處註冊組，以完成出境申請手續。

Yes. Students must complete the outbound application process before departure.

Please download the "Student Outbound Application Form" from the Office of Academic Affairs website or collect it from the Registration Division. Fill it out and attach the official admission letter issued by the host institution. Obtain the following approvals in order:

1. Department and college
2. For male students, approval from the Student Life and Career Development Division (Office of Student Affairs)
3. Exchange Student Affairs Division (Office of International Affairs)

After completing all required signatures, submit the form to the Registration Division to complete the outbound application process.

Q：出國交換期間是否仍需註冊與繳交學雜費？

Q：Do students need to register and pay tuition and fees while on exchange?

是，出國交換的學期仍須依規定完成註冊及繳費，請學生本人或受託人在每學期註冊日起二週內完成註冊。

Yes. Students must complete registration and pay required tuition and fees according to the academic calendar. Either the student or their authorized representative must

complete registration within two weeks after the start of each semester.

➤ 繳費基準說明：

- 大學部學生（大一～大四）與研究生應繳交全額學雜費；
- 大五以上學士班延修生仍須繳交電腦及網路通訊使用費與學生團體保險費。

Fee guidelines:

- Undergraduate (Year 1–4) and graduate students must pay full tuition and fees.
 - Extended undergraduate students (5th year and beyond) are required to pay only computer/network service fees and student group insurance.
- 請至本校首頁／學生專區／網路註冊／「學雜費繳費單列印」，輸入學號與密碼後列印繳費單。若人在國外，請提醒受託人於期限內代為繳交。繳費問題請洽出納組（分機 2323）。

Students can print the payment slip by logging into the student portal (Main Website > Student Section > Online Registration > Tuition Fee Payment Slip). If the student is abroad, please ask the representative to complete payment within the deadline. For payment issues, contact the Cashier Division (ext. 2323).

Q：出國交換期間是否須繳交國外學校的學分費？返校後是否仍須繳交費用？

Q：Are students required to pay credit fees at the host university? Will additional fees be charged upon return?

- 經本校甄選之交換學生，原則上免繳國外學校學分費（除非交換校另有規定）。

In principle, students selected by the University for exchange are exempt from paying credit fees to the host university, unless otherwise specified by the host institution.

- 返校後，學士班延修生與研究生須依「本校交換校學分轉換參考表」或實際修習課程的授課時數（原則上授課時數 18 小時為 1 學分），換算本校學分數並繳交相應學分費。

Upon returning, extended undergraduate students and graduate students must pay credit fees based on either the “Credit Conversion Reference Table” or the actual hours of instruction (generally, 18 hours = 1 credit).

- 若學士班延修學生單一學期修習達 10 學分，則須依學校收費標準繳交全額學雜費。

If an extended undergraduate student takes 10 or more credits in a single semester, they must pay full tuition and fees according to the University's fee schedule.

Q：交換返國後是否須要辦理返校手續？是否須繳費？

Q：Do students need to complete a re-enrollment process after returning from exchange? Are there any fees involved?

是。請於返國後一個月內完成以下事項：

Yes. Within one month after returning, students must:

- 完成國際處要求的交換生返國報告書，並檢附交換學校的正式成績單，研究生如修習大學部課程，須一併提供授課大綱，以計算應繳學分費。

Submit the exchange return report as required by the Office of International Affairs, along with the official transcript from the host institution. Graduate students who took undergraduate-level courses must also provide the course syllabus to calculate any credit fees due.

- 至教務處網站下載或至註冊組領取「交換生返校手續單」，完成系所、學院、學務處校園組（役男）、國際處等單位簽核後，至註冊組辦理學分費計算。若須繳費，請至出納組開單繳費，繳費完成後再將返校手續單等資料繳回註冊組。

Download or collect the "Checklist for Exchange Students Returning to the University" from the Office of Academic Affairs or Registration Division. Complete all necessary approvals (department, college, Office of Student Affairs for male students, and Office of International Affairs), and bring the form to the Registration Division for credit fee assessment. If fees are required, obtain a payment slip from the Cashier Division, pay the fee, and return the completed documents to the Registration Division.

- 如需抵免或認列學分，至註冊組辦理返校手續時應同時繳交抵免／認列申請表。

If applying for credit transfer or recognition, submit the appropriate application form during the return process.

- 出國交換之應屆畢業生未完成返校手續者，不得辦理畢業離校手續。如果完成返校手續時已逾新學期註冊日，學生應辦理新學期的註冊並繳交學雜費。

Graduating exchange students must complete the return process in order to proceed with graduation clearance. If the process is completed after the start of a new semester, the student must register and pay tuition and fees for the

new semester.

Q：在交換校修習的課程如何辦理學分抵免或認列？會有成績嗎？

**Q：How can courses taken abroad be transferred or recognized for credits?
Will they be recorded with grades?**

➤ 學分抵免：

Credit Transfer:

- 出國前須先經所屬系所審核認可課程內容。返國後填寫「學生抵免學分申請表」，檢附交換校成績單及授課大綱，經開課單位及所屬系所簽核後，送教務處註冊組辦理。

Courses must be pre-approved by the student's department before departure. Upon return, submit the "Credit Waiver Application Form" with the host institution's transcript and course syllabi. After departmental and course provider approval, submit to the Registration Division.

- 學分換算原則上依本校「交換校學分轉換參考表」計算。若成績單未載明上課時數，須提供該課程授課時數證明或該校學期行事曆作為佐證（原則上授課時數 18 小時為 1 學分）。

Credits are converted based on the University's "Credit Conversion Reference Table." If the transcript does not list instructional hours, students must provide proof of hours or the host university's academic calendar (18 hours = 1 credit, in principle).

➤ 學分認列：

Credit Recognition:

- 若系所無對應課程可抵免，得以學分認列方式辦理。

If no equivalent course exists at the student's department, the course may be recognized as general credits.

- 填寫「學生赴國外交換研修課程學分認列申請表」，檢附交換校成績單及授課大綱，經系所主管簽核同意後，送教務處註冊組辦理。

Submit the "Credit Recognition Application Form for Overseas Exchange" with the transcript and syllabus. Obtain departmental approval and submit to the Registration Division.

- 課程中文名稱須由學生所屬系所提供中文翻譯。學分換算原則同上。

Course titles in Chinese must be provided by the student's home department.

Credit conversion follows the same principle as above.

- 無論抵免或認列，課程均以「TR」註記於成績單，僅列入學分數，不計入成績。

Whether through transfer or recognition, the course will be marked as "TR" on the transcript. These credits count toward graduation requirements but do not affect GPA.