

政治大學學生赴國內簽約學校交換學習實施作業要點

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- 第一條 本校學士班學生於註冊在學第三學期起，碩博士班學生於註冊在學第二學期起，得赴國內簽約學校進行一學期或一學年之交換學習。
- 第二條 國內交換學生名額及申請期限依本校與合作學校之協議，由教務處於每學年下學期公告辦理交換學習申請資訊。
- 第三條 本校每學年進行國內交換學習之學生名額，依學士班及碩博士班學生人數比例分配為原則。
- 第四條 申請人應檢具下列表件向教務處提出申請：
- (一) 申請表乙份。
 - (二) 歷年學業成績單正本乙份。
 - (三) 修課計畫書乙份。
 - (四) 其他能說明申請人優異性之相關資料(如作品檔案或參賽獲獎證明等)。
- 第五條 办理流程：
- (一) 教務處公告甄選交換學校與名額等相關訊息。
 - (二) 申請人填寫申請書並經系、所主管核可。
 - (三) 申請人檢送申請書及相關資料，於期限內送教務處辦理。
 - (四) 甄選審核小組，進行申請資料綜合審查。必要時，得以辦理面試作業。
- 第六條 錄取名單由教務處於網頁公告並通知各相關系、所、申請人及合作學校。
- 第七條 本校學生於交換學習期間仍應辦理本校註冊手續並繳交學雜費。
學生交換學習期間，不得於本校修課，在合作學校期間學士班及碩士班學生每學期至少應修習一門課程，博士班學生不限。
交換期滿應持正式成績單或成績證明書，於次學期三分之一基準日前，依本校學分抵免辦法辦理抵免或申辦不抵免。修習科目、學分數之採認抵免由各教學單位依權責認定。
未於規定期限內提出學分抵免申請，除因特殊事由經專案簽請核准外，均不得再申請抵免，並由教務處於成績總表註記「國內交換選課期間未符修課規定，不予抵免學分」。
- 第八條 學生於交換學習期間，應遵守合作學校學生事務相關規定。合作學校如安排宿舍，費用由學生自付。
- 第九條 學生若因特殊原因，無法前往合作學校進行交換，應於交換學期之前一學期結束日前提出書面撤銷申請，逾期不予受理。
- 第十條 學生於交換期間結束後，得於次學期三分之一基準日前，提交交換心得報告予教務處。
教務處得於網站上登載學生交換經驗。

第十一條 本要點經教務會議審議通過，由校長發布施行，修正時亦同。

National Chengchi University Guidelines for Student Exchange at Domestic Partner Institutions

Approved on March 18, 2013 by the Academic Affairs Meeting in the 1st Meeting of the 2nd Semester of the 2012 Academic Year.

Approved on October 29, 2018 by the Academic Affairs Meeting in the 1st Meeting of the 1st Semester of the 2018 Academic Year

Issued by Letter No. Cheng Jiao Zih 1070036170 on November 26,2018

- Article 1 Undergraduate students registered for their third semester and beyond, and Master's and PhD students registered for their second semester and beyond may study in a domestic partner institution as exchange students for a semester or an academic year.
- Article 2 The quotas and application deadlines for exchange students are constantly revised between NCCU and its partner institutions. This information will be announced by the Office of Academic Affairs in the second semester of each academic year.
- Article 3 The quota of students exchanged each year shall be filled according to the proportion of undergraduate, Master's and Ph.D. students within NCCU.
- Article 4 Applicants are required to submit requests to the Office of Academic Affairs with the following documents:
- (1) Application form.
 - (2) An original copy of the student's academic transcript.
 - (3) A course selection proposal.
 - (4) Other information to explain the applicant's strengths (e.g. previous works, proof of competition, awards etc).
- Article 5 Process:
- (1) The Office of Academic Affairs announces the quota and other information relevant to the student exchange program.
 - (2) The applicant completes an application form and seeks approval from the head of his or her department/institute.
 - (3) The applicant submits the application form along with relevant information within the prescribed deadline to the Office of Academic Affairs.
 - (4) A review panel is assembled to review all submitted applications. Applicants may be interviewed if necessary.
- Article 6 The list of chosen candidates will be announced by the Office of Academic Affairs on NCCU's website. The partner institutions, the applicants and their respective departments and institutes will be notified.
- Article 7 Exchange students of NCCU are still required to enroll in NCCU and pay tuition fees and miscellaneous fees during the period of their exchange.

Exchange students are not allowed to take NCCU courses over the period of exchange. Students on exchange for undergraduate and Master's programs must take at least one course each semester at the partner institution; no restrictions apply for Ph.D. students. At the end of the exchange, students may present an official copy of their academic transcripts or an official grade report to apply for credit transfer in accordance with NCCU's Regulations for Credit Exemption or request to forfeit their transfer credits within 1/3 of the entire duration of the next semester. Courses and credits earned during the exchange program shall be recognized and transferred at the sole discretion of the relevant department or institute.

Except for special circumstances that have received approval, credit transfer applications shall not be accepted after the prescribed time limit. The Office of Academic Affairs will record "domestic exchange courses do not meet regulations; credit shall not be transferred" on the overall academic transcript.

- Article 8 Students shall comply with the rules of the partnered institution during their exchange period. Any accommodations arranged by the partnered institution shall be paid at students' own expense.
- Article 9 If for special reasons students are unable to make the exchange at the partner institution, they are required to submit a request for forfeiture in writing before the final day of the semester previous to exchange. No late submissions shall be accepted.
- Article 10 At the end of the exchange, the student may hand in an exchange experience report to the Office of Academic Affairs within 1/3 of the entire duration of the next semester.
The Office of Academic Affairs may upload students' exchange experiences onto the official website.
- Article 11 These Guidelines shall take effect after they are approved at the Academic Affairs Meeting and promulgated by the President. The same procedure shall be followed for any revision.