

亞洲大學與中國醫藥大學交換學生實施要點

Key points for student exchange between Ajou University and China Medical University

110.07.14 109 學年度第 9 次行政會議通過訂定

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110.07.14 The 9th administrative meeting of the 109th school year passed the regulations

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- 一、 為增進亞洲大學與中國醫藥大學學術交流及提供兩校學生交換課程機會，特訂定「亞洲大學與中國醫藥大學交換學生實施要點」（下稱本要點）。

1. In order to enhance academic exchanges between Ajou University and China Medical University and provide opportunities for students from the two universities to exchange courses, the "Implementation Points for Student Exchange between Ajou University and China Medical University" (hereinafter referred to as these points) are specifically formulated.

- 二、 本要點所訂之學生修讀規定及申請時程等相關內容，至遲應於前一學期公告，申請者應檢具相關表單送至所屬學校教務處，其申請條件依兩校公告辦理。

2. The student study regulations, application timetable and other related contents stipulated in this key point should be announced in the previous semester at the latest. Applicants should submit relevant forms to the Academic Affairs Office of their respective schools. The application conditions shall be handled in accordance with the announcements of the two schools.

- 三、 办理流程：

(一) 兩校教務處公告交換學生名額等申請相關訊息。

(二) 申請人填寫申請表及備妥應檢具文件，並經所屬學系主任核可後，於公告期限內送所屬學校教務處彙辦，送交對方學校教務處進行審核，俟通過後，依兩校教務處網頁公告錄取名單，始得為交換學生。

3. Process:

(1) The Academic Affairs Offices of the two schools announce application-related information such as exchange student quotas.

(2) Applicants must fill out the application form and prepare the required documents, and after approval by the dean of the respective department, submit it to the Academic Affairs Office of the home school within the announcement period, and then send it to the Academic Affairs Office of the other school for review. After approval, the admission list will be announced on the website of the Academic Affairs Office of the two schools before they can become an exchange student.

四、 交換學生因故無法如期前往對方學校學習，應於對方學校開學前向所屬學校教務處申請撤銷資格，並由所屬學校教務處通知對方學校教務處。交換學生不得申請延後或替補，未依前項規定申請撤銷者，不得再提申請。

4. Exchange students who are unable to study at the other school as scheduled for some reason should apply to the Academic Affairs Office of the other school to revoke their qualifications before the start of the other school, and the Academic Affairs Office of the other school will notify the Academic Affairs Office of the other school. Exchange students are not allowed to apply for deferment or substitution, and those who have not applied for cancellation in accordance with the provisions of the preceding paragraph are not allowed to apply again.

五、 交換學生依所屬學校收費標準繳納雜費外，需另依對方學校收費標準繳納學分費。

5. In addition to paying miscellaneous fees according to the charging standards of the home school, exchange students must also pay credit fees according to the charging standards of the other school.

六、 學生至對方學校交換學習，選課相關規範依對方學校規定辦理。

6. When students go to the other school for exchange studies, the relevant regulations for course selection shall be handled in accordance with the regulations of the other school.

- 七、 學生交換學習期滿，應向交換學校申請具科目名稱及學分數之正式成績單或成績證明，依所屬學校抵免學分施行準則辦理抵免。其修習科目、學分數之採認或抵免由學系依權責認定。

7. When the exchange study period expires, students should apply to the exchange school for an official transcript or score certificate with the name of the subject and the number of credits, and the credit will be processed in accordance with the credit exemption implementation guidelines of the school to which they belong. The recognition or exemption of study subjects and credits shall be determined by the academic department according to its authority and responsibility.

- 八、 兩校應發給交換學生學生證，交換學生於交換期間憑學生證，得以使用交換學校內之各項設施為原則。

8. Both schools should issue student ID cards to exchange students. Exchange students can use various facilities in the exchange school with their student ID cards during the exchange period.

- 九、 學生於交換學習期間，住宿及其行為規範依交換學校規定辦理，其餘應遵守雙方學校學生事務相關規定。

9. During the exchange period, students' accommodation and behavioral regulations shall be handled in accordance with the regulations of the exchange school, and the rest shall comply with the relevant regulations on student affairs of both schools.

- 十、 學生交換學習期間併計於修業年限內，申請休學須依學籍所屬學校學則辦理。

10. The period of student exchange study is also included in the period of study. Application for suspension of study must be handled in accordance with the academic regulations of the school where the student status belongs.

- 十一、 本要點經行政會議通過，陳請校長核定後公布實施，修正時亦同。

11. This key point is approved by the Executive Council, and the principal is requested to approve it and then announce it for implementation. The same applies to revisions.