

# National Kaohsiung University of Hospitality and Tourism Implementation Guidelines for Domestic Exchange Students

## 國內交換學生實施作業要點

98年12月10日教務會議審議通過

99年11月4日99學年度第1學期第2次臨時校務會議修正通過(授權統一修正校名)

Approved by the 2<sup>nd</sup> provisional academic affairs conference, November 4, 2010

- 一、國立高雄餐旅大學(以下簡稱本校)為促進校際合作、提昇學生學習動機與成效，並鼓勵本校優秀學生赴國內其他學校研修互補課程或第二專長之課程，特訂定本實施作業要點(以下簡稱本要點)。
  1. In order to promote inter-university cooperation, enhance students' learning motivation and outcomes, and encourage outstanding students of National Kaohsiung University of Hospitality and Tourism (hereinafter referred to as "the University") to pursue complementary courses or courses for a second specialty at other domestic institutions, these Implementation Guidelines (hereinafter referred to as "the Guidelines") are hereby established.
- 二、本校在學之學生，修業一學年以上，歷年學業成績總平均達80分以上、歷年操行成績總平均達80分以上，得申請至與本校簽訂國內交換學生合作協議之大學，進行一學期或一學年之交換學習。
  2. Students currently enrolled at the University who have completed at least one academic year of study, with an overall cumulative academic average of 80 or above and an overall cumulative conduct (behavior) score of 80 or above, may apply to participate in an exchange program for one semester or one academic year at a university within Taiwan that has signed a domestic student exchange cooperation agreement with the University.
- 三、國內交換學生名額及申請期限依本校與合作學校之協議，由教務處公告辦理交換學習申請資訊。
  3. The number of available places for domestic exchange students and the application deadlines shall be determined in accordance with the agreement between the University and the partner institutions, and the Office of Academic Affairs shall announce the relevant application information for participation in the exchange program.
- 四、申請者應檢具下列表件向教務處提出申請：
  4. Applicants should submit the following documents to the Office of Academic Affairs when applying:
    - (一) 申請表乙份。
      - (1) One application form
    - (二) 歷年學業成績單正本乙份。
      - (2) One original transcript of academic records.
    - (三) 修課計畫書乙份(撰寫格式請自行設計)。
      - (3) One study plan (format to be designed by the applicant).

(四) 家長同意書。

(4) Parental consent form.

(五) 其他能說明申請者學習成效之相關資料(如作品檔案或參賽獲獎證明等)。

(5) Any other relevant materials that demonstrate the applicant's learning achievements (e.g., portfolio, competition awards, certificates, etc.).

五、辦理流程：

5. Process:

(一) 教務處公告甄選交換學校與名額等相關訊息。

(1) The Office of Academic Affairs announces the selection of exchange schools, available spots, and other relevant information.

(二) 申請人填寫申請書並經所系科主管核可。

(2) The applicant completes the application form and obtains approval from the department head or program supervisor.

(三) 申請人檢送申請書及相關資料，於期限內送教務處辦理。

(3) The applicant submits the completed application form along with relevant documents to the Office of Academic Affairs within the specified deadline.

(四) 教務處組成甄選審核小組，針對申請者之各項資料進行綜合審查；必要時，得另加面試。

(4) The Office of Academic Affairs forms a selection review committee to conduct a comprehensive review of the applicant's materials; an interview may be required if necessary.

六、甄選審核小組由教務長召集相關所系科主管進行複核，經簽請校長核定後薦送。

6. The selection review committee is convened by the Dean of Academic Affairs, consisting of relevant department heads or program supervisors for further review. The final recommendation will be submitted to the President for approval.

七、每學年本校獲通過進行國內交換學習之學生名額，以當年度與合作學校簽訂之名額為準。

7. The number of students eligible for domestic exchange programs each academic year is determined by the quota specified in the agreement with the partner institution for that year.

八、錄取名單由教務處通知各所系科及申請人，並上網公告。

8. The list of selected students will be notified by the Office of Academic Affairs to all departments and the applicants, and will also be posted online.

九、申請人經推薦後，應自行準備並填寫合作學校所需之各項文件，由本校具函向各合作學校推薦；經交換學校審核通過後，始為交換學生。

9. After being recommended, applicants must prepare and complete all necessary documents required by the partner institution. The University will submit a formal recommendation letter to the partner institution. Only after the exchange institution's review and approval will the

applicant officially become an exchange student.

十、交換學生因故無法如期前往交換學校學習，由相關所系科簽核，應至遲於合作學校正式上課日一週前向教務處完成申請撤銷，俾使教務處能通知合作學校與相關研究所，並不得申請延後或替補。未依前項規定申請撤銷者，不得再申請本項甄選。

10. If an exchange student is unable to attend the partner institution as scheduled, the relevant department must approve the withdrawal request. The student must submit the withdrawal application to the Office of Academic Affairs no later than one week before the official start date of classes at the partner institution. This allows the Office of Academic Affairs to inform the partner institution and relevant departments. Requests for deferral or substitution will not be accepted. If the student fails to submit the withdrawal application according to the above regulation, they will not be eligible to apply for this exchange program in the future.

十一、學生交換學習期間併計修業年限內，交換學生至交換學校學習，以一學年為限，並以一校、一次為原則；若有特殊原因欲延長交換時間者，須經雙方學校同意。

11. The period of exchange study will be counted toward the student's academic duration. The exchange program is limited to one academic year, and the student may only participate in exchange programs with one partner institution once. If the student wishes to extend the exchange period due to special circumstances, approval from both universities is required.

十二、交換學生於交換期間仍應辦理本校註冊手續並繳交全額學雜費，無須至合作學校繳交學雜費，並須於交換期結束後，回本校繼續就讀至少一學期。

12. During the exchange period, students must complete the registration process at the University and pay the full tuition and fees to the University. They are not required to pay tuition and fees at the partner institution. After the exchange period ends, the student must return to the University to continue their studies for at least one semester.

十三、本校學生至合作學校交換學習，其修習學分上限為兩校學則規定修習上限之較低者，修習學分下限則為兩校學則規定之較高者。研究生為研究需要，經所長核可得修交換學校大學部所開課程，但所修學分數不納入研究所最低應修學分數內。

13. When participating in an exchange program, the maximum number of credits a student can earn is limited to the lower of the credit limits set by the two universities' regulations. The minimum number of credits the student must earn is the higher of the two universities' regulations. Graduate students may, with approval from the department head, take undergraduate courses at the partner institution for research purposes, but the credits earned will not be counted toward the minimum required credits for their graduate program.

十四、學生交換學習期滿，應向合作學校申請具科目名稱及學分數之正式成績單或成績證明，依本校學分抵免辦法辦理抵免。其修習科目、學分數之採認或抵免由各所系科依權責審核認定，由教務處（進修推廣部）複核。

14. Upon completion of the exchange study period, students must request an official transcript or

grade certificate from the partner institution, listing course titles and credit hours. The credits earned will be transferred in accordance with the University's credit transfer policy. The recognition or transfer of courses and credits will be reviewed and approved by the relevant departments, and verified by the Office of Academic Affairs (or the Division of Continuing and Extension Education).

十五、交換期間之成績不適用本校「學生獎學金作業要點」之申請。

15. Grades earned during the exchange period are not eligible for applications under the University's "Student Scholarship Guidelines.

十六、學生於交換學習期間，應遵守合作學校學生事務相關規定，合作學校如果安排住宿、課程相關之材料費或代辦費用，應由學生自付。

16. During the exchange period, students must adhere to the student regulations of the partner institution. If the partner institution arranges accommodation, course-related material fees, or handling fees, the student is responsible for paying these costs.

十七、與本校訂有交換合作協議之學校選派交換學生至本校，除依教育部相關規定及本校與交換學校之合作協議規定外，依下列各款規定辦理：

17. For exchange students sent to the University from partner institutions with which the University has an exchange agreement, the following provisions apply, in addition to the relevant regulations of the Ministry of Education and the exchange agreement between the University and the partner institution:

(一) 選課與學習輔導：由相關所系科輔導選課及學習輔導。

(1) Course selection and academic guidance: Course selection and academic counseling will be provided by the relevant departments.

(二) 交換學生在本校期間，需遵守本校服儀規定穿著制服及禁止染髮等生活教育相關規範，如需住宿，由本校優先安排學校宿舍，並由學務處生活輔導組提供生活輔導。

(2) While at the University, exchange students must comply with the University's dress code, including wearing uniforms and refraining from dyeing their hair, as part of the University's student conduct regulations. If accommodation is needed, the University will prioritize arranging on-campus housing, and the Student Affairs Office will provide life guidance services.

十八、本要點經教務會議審議通過，並陳請校長核定後實施，修正時亦同。

18. These guidelines shall be implemented after approval by the Academic Affairs Committee and the President, and any amendments shall follow the same process.

本規章負責單位：教務處註冊課務組