

元智大學學生至境外大學校院選修課程申請表

Application Form for YZU Students to Take Selected Courses at Overseas Universities

申請日期 Date：\_\_\_\_年(Y)\_\_\_\_月(M)\_\_\_\_日(D)

|                                       |   |                             |   |   |   |                                    |                                    |
|---------------------------------------|---|-----------------------------|---|---|---|------------------------------------|------------------------------------|
| 申請學生<br>Applied Student               | 系（所）Department：   |                             | 年級／班別 Grade/Class：  |   | 身份別 Identity：<br><input type="checkbox"/> 本國生 Native<br><input type="checkbox"/> 境外生 Overseas Student                               |                                    |                                    |
|                                       | 姓名 Name：  |                             | 學號 Student ID：  | 性別 Gender：<br><input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female                 |   | 學生簽名 Signature：                    |                                    |
|                                       | 校外 E-Mail：<br>E-Mail (Not YZU mail)：  |                             |   | 連絡電話 Tel：   |   |                                    |                                    |
| 修課學校資料<br>School Information          | 國別 Country（中、英文 CH and EN）：   |                             |   | 系所 Department（中、英文 CH and EN）：  |   | 全球處初核<br>GAOverified               |                                    |
|                                       | 校名 School Name（中文 CH）：  |                             |   |   |   |                                    |                                    |
|                                       | 校名 School Name（英文 EN）：  |                             |   |   |   |                                    |                                    |
| 次別<br>Times                           | 第____次，上次出國：____學年 第____學期起，至____學年 第____學期止<br>____times, last time went abroad: From____Academic Year____Semester to____Academic Year____Semester |                             |   |   |   |                                    |                                    |
| 期間<br>Period                          | <input type="checkbox"/> 全學期：自____學年 第____學期起，至____學年 第____學期止<br>Whole Semester: From____Academic Year____Semester to____Academic Year____Semester |                             |   |   |   |                                    |                                    |
|                                       | <input type="checkbox"/> 寒 假：____學年 第 1 學期<br>Winter Vacation：____Academic Year First Semester  |                             |   | <input type="checkbox"/> 暑 假：____學年 第 2 學期<br>Summer Vacation：____Academic Year Second Semester |   |                                    |                                    |
| 預定選修課程<br>Courses are planned to take | 課程英文名稱<br>Course Name of English  |                             | 課程中文名稱<br>Course Name of Chinese                            |   | 擬抵免課號<br>(欲採認並抵免者請填入課號)<br>Course number to be exempted (If you want to be admitted and credited, please fill in the course number) |                                    |                                    |
|                                       | 1、  |                             |   |   |   |                                    |                                    |
|                                       | 2、  |                             |   |   |   |                                    |                                    |
|                                       | 3、  |                             |   |   |   |                                    |                                    |
| 審核單位<br>Countersign                   | 教務長<br>Dean of Academic Affair Office   | 註冊組<br>Registration Section | 軍訓室<br>(兵役)<br>Military Education office                    | 全球事務處<br>Global Affair Office   | 院長<br>Dean of College   | 學生所屬<br>單位主管<br>Dean of Department | 學生所屬<br>單位承辦人<br>Department office |
|                                       |   |                             | (女生與境外生免)<br>(Girls and Overseas Students are not included) |   |   |                                    |                                    |

注意事項 Notice：

- 一、學生至境外大學校院應依據本校「學生至境外大學校院選修課程實施辦法」及「學生至境外大學校院期間有關學業及學籍處理要點」辦理。

Students who are in overseas universities should follow YZU "Implementation Measures for Selecting Courses for Students in Overseas Universities" and "Main Points for Academic and Student Status During the Students who are in Overseas Universities".

- 二、學生申請至境外大學校院選修課程者，需於至境外大學校院修課開始前檢同相關申請資料，填妥本申請表，依順序呈送各相關單位審核。

Students who apply to take select courses at overseas universities must check the relevant application documents before starting to study at overseas universities, complete this application form, and submit it to relevant units for verifying in order.

- 三、所修學分數需符合本校學則規定。學士班學生經所屬單位主管同意，得不受每學期選課學分數上、下限之限制。

The number of credits taken must comply with the academic regulations of YZU. Bachelor's degree students are not limited to the upper and lower credits amount if they get the consent of the supervisor of their own unit.

- 四、學生修課期滿後，應於返國後二個月內，提供修課課程書面資料包含課程起始時間、課程時數、課程大綱及成績證明正本等資料，提出學分採認或抵免申請，始完成全部程序。境外修課期間，每學期應至少採認或抵免1門課。

After completing the course, students should provide written report about the course, including beginning date of course, course hours, course syllabus and original transcript of the course within two months after returning to the country, and apply for credit recognition. During the period of studying abroad, at least one course should be admitted or exempted each semester.

- 五、學生至境外大學校院申請核可後，如因故取消，最遲需於當學期開始上課日前向所屬單位申請註銷，並應依規定辦理本校選課。未依期限辦理致當學期選課不符規定者，依本校相關辦法處理。

If the students cancel for any reason after applying for approval at overseas university, they must apply to their own unit for cancellation at the latest before the beginning of the semester and must select courses of YZU in accordance with regulations. Those who fail to comply with the deadline, resulting in non-compliance with the course selection for that semester, will be dealt with in accordance with the relevant regulations in YZU.

- 六、各系（所）需確實掌握所屬學生狀況，學生申請註銷後，系（所）請於期限內通知全球事務處俾便更新教務系統資料。全球事務處請核實學生申請之境外大學中英文校名。

Each department needs to accurately catch the students' situation. After the students apply for cancellation, the department should notify the Global Affairs Office within the deadline so that the information in Academic Affairs System can be updated. Global Affairs Office please verify the Chinese and English names of the overseas universities which are applied by students.

- 七、依個資保護法規定，本表單各項資料係僅作為業務處理需用，絕不轉做其他用途，將於資料處理完畢且保留至期限後，逕行銷毀。**

**In accordance with the provisions of the Personal Information Protection Act, the information in this form is only used for business processing and will never be used for other purposes. It will be destroyed after the data is processed and retained for the period.**