

# 朝陽科技大學外國學生入學辦法

八十六學年度第一學期第九次行政會議訂定(87.01.14)  
九十學年度第二學期第二次行政會議修正(91.03.20)  
九十一學年度第一學期第十次行政會議修正(91.12.25)  
九十一學年度第二學期第六次行政會議修正(92.05.21)

- 第一條 本辦法依教育部外國學生來華留學辦法第五條規定訂之。
- 第二條 本辦法所稱外國學生，指未具僑生身分，且不具中華民國國籍，依本辦法申請來華留學之外國學生。  
具中華民國國籍及外國國籍之雙重國籍者，自內政部許可喪失中華民國國籍之日起八年內，不得依本辦法申請入學。  
前項所稱申請入學，以本校各學年度開學日期為準。
- 第三條 凡外國學生合於入學資格，得申請入本校就讀；交換學生及姊妹校師生就讀本校碩、博士班等辦法另訂之。
- 第四條 每年申請入學期限為二月一日起至三月三十日止，並以申請一系（所）為限。
- 第五條 申請人應將申請表件掛號寄本校教務處招生組，申請表件包括：
- 一、 申請表。
  - 二、 最高學歷之外國學校畢業證書影本（附公證之中文或英文翻譯本）及該學程之全部成績英譯本。
  - 三、 推薦書二份（其中一份須由中國語文教師推薦）。
  - 四、 健康證明書（包括人類免疫缺乏病毒有關檢查）。
  - 五、 中英文留學計畫書。
  - 六、 財力證明（具備足夠在華就學之財力）。
  - 七、 各系所規定之其它文件。
- 前項所稱外國學校，包含海外台北學校及華僑學校；所稱畢業證書，除海外台北學校及華僑學校所發者外，應依教育部國外學歷查證認定作業要點之規定辦理。
- 第六條 外國學生在我國境內就讀外國僑民學校或我國高級中等學校附設之雙語部（班）畢業者，得持該校畢業證書，依前條規定申請入學，不受第十四條及前條第一項第二款規定之限制。
- 第七條 本校招收外國學生名額採外加方式辦理，並以該學年度國內招生名額百分之十為限。  
前項招生名額，不含未具正式學籍之外國學生。
- 第八條 外國學生入學後，其修業年限及成績計算等，悉依本校學則及相關規定辦理。
- 第九條 本校於不影響正常教學情況下，得與外國學校簽訂學術合作協議，準用本辦法酌收外國學生為選讀生。各系所選讀生每班以三名為限。經本校考試及格後，核發學分證明。  
前項外國學生不得以選讀作為申請居留簽證之理由。
- 第十條 選讀生選讀期間以一年為限，經本校同意後得延長一年。  
選讀生無學籍，但期滿得依本辦法申請為正式生，其已修習之學分依本校抵免學分要點規定辦理抵免。
- 第十一條 教務處招生組於申請截止日後將申請表件彙整，提「外國學生入學審查小組」就申請之外國學生資格予以審查，入學標準至少須達其在原畢業學校各學期各科成績均及格為最低標準。

- 第十二條 本校外國學生入學審查小組，由教務長召集，小組委員包括各相關學院院長暨系（所）主任、衛生保健組及國際事務組組長，審查結果簽陳校長核定後，由本校發予就學通知書。審查結果應於每年五月十五日前完成。
- 第十三條 本校教務處註冊組應於每年十一月三十日前將已註冊入學之外國學生列冊，載明姓名、國籍、就讀年級、入學系、所，報教育部備查。
- 第十四條 外國學生申請來華留學，於完成申請就學學校學程後，如欲繼續在本校升學，其入學方式應與我國內一般生相同。
- 第十五條 外國學生經入學大專校院退學者，不得再依本辦法申請入學。
- 第十六條 外國學生在台期間，應有固定經濟來源，其食宿均自理。
- 第十七條 外國學生在學期間成績優良者，由本校依教育部外國學生獎學金核給要點規定，核發獎學金。
- 第十八條 外國學生因故中途休退學，除成績單外，概不發給任何證明。
- 第十九條 外國學生留台期間除應遵守中華民國法律外，並應恪守本校各種規章。
- 第二十條 註冊時應檢附健康及傷害保險證明文件，如未投保者應於註冊時繳納保險費，由本校代辦投保事宜。
- 第二十一條 外國學生入學前其連繫事宜及就學通知書寄發應由本校技術合作處國際事務組協助教務處辦理；入學後其課業輔導與成績考核由就讀之系所負責；在學期間由學務處負責其平時生活之輔導與聯繫，並應於每學年度不定期舉辦外國學生相關輔導活動。
- 第二十二條 其它未規定事項，依教育部及本校相關規定辦理。
- 第二十三條 本辦法經行政會議通過，校長核定，並報請教育部備查後實施，修正時亦同。

## **Requirements Concerning the Application of Foreign Students to Chaoyang University of Technology**

- 1) These Regulations are established by the Ministry of Education for the regulation of foreign students studying in Taiwan (Education Law #5).
- 2) ROC citizens and Overseas Chinese are exempt from these regulations. Students with dual-citizenship who lost their ROC citizenship within 8 years of application will also be exempt from these regulations.
- 3) If the foreign students' qualifications meet our requirements, they may apply to study at CYUT. Exchange students and students from sister universities applying for Master's or Doctoral degrees need to follow additional regulations (not contained here).
- 4) The deadline for applications is: Feb 1<sup>st</sup> to March 30<sup>th</sup>. Students may only apply to a single department or program at a time.
- 5) The applicants should send the following documents to our office by registered mail.
  - A. Application form
  - B. Verified photo copy of diploma (for highest degree obtained) and certified translation in Chinese and transcript (in English only) with certification from the university registrar.
  - C. Two letters of recommendation.
  - D. Health examination certificate (including HIV test results)
  - E. Study plan in English and Chinese
  - F. Statement of Financial Responsibility
  - G. Any other documents required by the department.

The Taipei Schools Overseas and Overseas Chinese schools shall be considered foreign schools. The diplomas issued from aforementioned schools will not be governed by the Ministry of Education of the regulations of the Procedural Guidelines for Verification and Recognition of Foreign Educational Qualifications-from all other foreign schools shall be governed by the regulations.
- 6) Foreign students having attended overseas Chinese schools in Taiwan or bi-lingual senior high schools in Taiwan, meet the requirements to apply to study at CYUT.
- 7) Foreign students do not count towards maximum recruiting limits, except that no more than 10% of accepted applicants may be foreign students. Part-time students do not count towards these totals.
- 8) Upon acceptance to CYUT, foreign students will have to abide by the schools requirements for graduation (number of credit hours, etc.).
- 9) CYUT can enter into agreements for academic co-operation where regular teaching is unaffected (i.e. CYUT can accept foreign students to audit classes, but no more than 3 in each department). After passing an exam, a certificate of credit hours successfully completed shall be issued. Foreign students who audit classes cannot use their student status to apply for a visa to stay in Taiwan.
- 10) Students who audit classes are limited to 1 year of studies at CYUT. With a signed agreement from CYUT this may be extended for an additional' year. Auditing students are not accorded the same stats as full-time students. Such students upon completion of audited courses, may apply for status as full-time students and audited credits may be applied towards graduation requirements, according to school policy.
- 11) The Recruit Section from the Office of Academic Affairs will submit all applications to a committee for evaluation to determine student's eligibility. Students are required to have met their home school's basic requirements (GPA, etc).
- 12) The Foreign Students' Entry Committee is headed by the Dean of the Office of Academic Affairs. Committee members will include the Dean from the college to which the student is applying the head of the Health Center and the head of the section of Academic Exchange and Cooperation. After a student is accepted and President approves the result, notification shall be sent (no later than May 15th).

- 13) The Registrar's Section of the Office of Academic Affairs shall add the students' information to a list to be reported to the Ministry of Education including: name nationality, grade level, and department or graduate institute.
- 14) Upon completion of the program, foreign students wishing to continue their studies may apply in the same manner as Taiwanese students.
- 15) In the case of students being expelled from the school, the regulations prevent any such student from re-applying.
- 16) Foreign Students are required to furnish their own room and board for the duration of their stay in Taiwan.
- 17) Scholarships may be provided to exceptional students according to rules promulgated by the Ministry of Education.
- 18) CYUT will not issue any documents other than a transcript, to any student who drops out of the program.
- 19) Students must abide by ROC laws and school rules for the duration of their stay in Taiwan.
- 20) Students must either provide evidence of their own insurance or pay a fee to join the national insurance program.
- 21) The section of Academic Exchange and Cooperation shall be responsible for sending relevant notices to students; grade evaluation and tutoring is the responsibility of the individual department. The Office of Student Affairs shall be responsible for details concerning the students' daily lives and contacting them concerning important matters and will hold guidance activities periodically.
- 22) Other issues, which may arise but are not mentioned herein, shall be governed by the regulations promulgated by the Ministry of Education.
- 23) These regulations were approved by the president after being reviewed in a CYUT administrative meeting and forwarded to the Ministry of Education. Any editing of these regulations will be performed according to the same procedure.