

# 元智大學赴外交流學生切結書交換/雙聯學生計畫

## Yuan Ze University Letter of Undertaking Outgoing Exchange and Dual-Degree Program

本人\_\_\_\_\_為元智大學\_\_\_\_\_系/研究所\_\_\_\_\_年級學生，學號\_\_\_\_\_，身分證字號\_\_\_\_\_。擬申請經由元智大學**全球事務處**推派參加\_\_\_\_\_（校名）之交換/雙聯學生計畫，交流期間自\_\_\_\_\_年\_\_\_\_\_月至\_\_\_\_\_年\_\_\_\_\_月（\_\_\_\_\_年第\_\_\_\_\_學期）。本人了解並同意遵守下列事項：

My name is \_\_\_\_\_, Student ID \_\_\_\_\_ and I am a student at Department of \_\_\_\_\_ Year \_\_\_\_\_ of Yuan Ze University. I intend to apply for the exchange/dual-degree program at (host university name) nominated by the **Global Affairs Office** of Yuan Ze University. The period of my exchange is from \_\_\_\_\_ Year \_\_\_\_\_ Month until \_\_\_\_\_ Year \_\_\_\_\_ Month (\_\_\_\_\_ Academic Year \_\_\_\_\_ Semester). I understand and agree to adhere to the following rules:

一、已詳閱「元智大學學生至外國及大陸地區期間有關學業及學籍處理辦法」、「元智大學學生至境外大學校院選修課程實施辦法」、「元智大學學生國際與兩岸交流獎助學金設置辦法」與「元智大學學海飛颺及學海惜珠計畫甄選要點」之相關規定，瞭解其內容並接受其要求。

I have carefully read and understood the provisions of "Yuan Ze University Regulations for Study and Studentship Management of Students Going Abroad or to Mainland China", "Yuan Ze University Regulations for Students Studying Elective Courses Abroad", "Yuan Ze University Regulations for Study Abroad Scholarship", and "Yuan Ze University Selection Guidelines for MOE Taiwan Study Abroad Projects." I am aware of their contents and accept their requirements.

二、本人及家長已知悉交換/雙聯學生甄選活動相關辦法及所甄選學校之互惠條件。若交換/雙聯學校互惠條件有變動，依交換/雙聯學校通知為準，本人絕無異議。My parents and I have been informed of the exchange/dual-degree student selection regulations. In the event of any changes to the reciprocal conditions set by the host university/institution, I fully agree to abide by the notifications and have no objections.

三、前往交換/雙聯學校進修期間，仍須於本校註冊並繳交全額學費，並自行辦理相關出國（含簽證、購買機票等）、以及姊妹校入學手續。

While studying abroad at the host university/institution, I understand that I must still enroll at my home university and pay full tuition fees. I also acknowledge that I am responsible for making the necessary arrangements for travelling abroad (including visa application and purchasing plane tickets) and completing the admission procedures of the host university/institution.

四、於國外交換/雙聯學校就讀期間，應密切與**全球事務處**保持聯繫，恪遵兩校之一切規定，並不得做出有損兩校校譽之情事。如有違反情況須同時接受兩校校規處置。

During the period of studying at the host university/ institution abroad, I understand the importance of maintaining close contact with the Global Affairs Office. I will adhere to all regulations and guidelines set by both the host and home university/ institution. I will not engage in any activities that could harm either university/institution's reputation. In the event of any violations, I accept that I may be subject to disciplinary measures from both universities/institutions.

- 五、凡因交換/雙聯學校審核拒絕致無法入學，或因故未能成行者，即喪失交換/雙聯學生資格；經錄取後，願遵守學校規定之交換期限，不得隨意變更，以免影響未來同學交換/雙聯之權益。

If my application to the host university/ institution is rejected during the review process or if I am unable to proceed with the exchange for any reason, I understand that I will lose my eligibility as an exchange/dual-degree student. In the event that I am granted the opportunity to participate in an exchange program, I am committed to abiding by the designated exchange period set by both the host and home universities/ institutions. I understand that changing the exchange period without proper authorization may have consequences and could potentially affect future opportunities for other students to participate in exchange/dual-degree programs.

- 六、回覆同意由**全球事務處**提名交換學生資格至交流學校後，需併同本切結書繳交保證金**新臺幣伍千元整**，完成赴外交換學習返國後將予以退還。若非不可抗力之因素放棄交換學生資格，將不予退還保證金，並暫停申請權益一學期。

I agree to submit a deposit of **NTD 5,000**, along with this undertaking, after being nominated by the **Global Affairs Office** for the exchange student program. The deposit will be refunded upon my return from the exchange program. However, if I voluntarily relinquish my exchange student status without any valid reasons, the deposit will not be refunded, and my application privileges will be suspended for one semester.

- 七、可同時申請不同管道的赴外交換學習機會，惟需於提名日前確認選擇的交換學校與管道，不可同時占用多個申請名額，以免影響其他同學權益。

I understand that I can apply for exchange programs through different channels simultaneously. However, I acknowledge that I must confirm my choice of host university/ institution and channel before the nomination deadline. I must also refrain from occupying multiple application quotas at the same time to avoid impacting other students' rights.

- 八、交流期間不得申請休、退學及任意放棄課業中途返國。如交流期限未滿，因特殊或緊急事故須放棄交換返國者，須報請雙方學校同意。休、退學依照元智大學學則辦理。

During the exchange period, I understand that I am not allowed to apply for Suspension or Termination of Studies of Schooling, or voluntarily abandon my studies and return to my home country. In the event of special or emergency circumstances that require me to abandon the exchange and return home before the completion of the exchange period, I agree to seek approval from both the host and home university/ institution. Suspension or Termination of Studies of Schooling will be processed according to the regulations of Yuan Ze University.

- 九、經同意休、退學或放棄赴外交換學生資格者，將自動取消當學期相關獎助學金，如已發放，須於學校通知30日內一次償還已領取之獎助學金。逾期未償還者願依照行政程序法第一百四十八條規定逕受強制執行，並賠償訴訟及強制執行費用。

It is understood that if I am granted approval to suspend or terminate my studies of schooling, or that I voluntarily abandon my status as an exchange student, my eligibility for scholarships or financial aid will be revoked. If any scholarships or financial aid have already been disbursed, I agree to repay the received amount within 30 days of notification from the university. Failure to repay the amount within the specified timeframe may result in enforcement measures as stipulated in Article 148 of the Administrative Procedure Act. I will be responsible for any legal and enforcement expenses incurred.

十、交換期滿後兩個月內，應返回元智大學。非因不可抗力之因素，不得中輟留學國之學業，亦不得於交換期滿後滯留該留學國或延遲返國。交換完畢不得滯留國外，如因違反規定觸法，除依法負民事、刑事責任外，嚴重情節者將以開除學籍處分之。

Upon completion of the exchange program, I am required to return to Yuan Ze University within two months. Unless due to force majeure circumstances, I am not permitted to discontinue my studies at the host university/ institution. I am also not permitted to remain in the host university's/institution's country beyond the designated exchange period. It is strictly prohibited to overstay in the host university's/institution's country after the exchange program ends. If I violate these regulations and engage in unlawful activities, in addition to civil and criminal liability, severe cases may result in expulsion from the home university.

十一、若因參加交換學習影響畢業時間，或有學分抵免之問題，本人將自負全責。

If my participation in the exchange program affects my graduation timeline or raises credit transfer issues, I will take full responsibility for any consequences that may arise.

十二、具役男身分之交換/雙聯學生，須依法完成各相關手續，並於交換/雙聯期間結束後準時返國，如有違反情況，須自負一切法律責任。

Taiwanese male exchange/dual-degree students must comply with all relevant legal procedures and return to R.O.C. Taiwan promptly upon completion of the exchange/dual-degree period. Any violation of this requirement will result in full legal responsibility for their actions.

十三、本人須於出國交換/雙聯前自行購買足額之保險（含醫療、意外等）。

It is my responsibility to obtain comprehensive insurance coverage (including medical and accident insurance) with sufficient coverage before participating in the exchange/dual degree program.

十四、本人在國外就讀期間應自負生活安全之責任，**全球事務處**善盡學術交流之行政服務事宜，但不負責本人在海外的生活照顧及法律責任。

I understand that during my study abroad period, I am responsible for my personal safety and well-being. The Global Affairs Office will provide administrative support for academic exchange matters but is not responsible for my personal welfare or legal obligations while I am abroad.

十五、本人已充分了解參加此計畫須完成交換學生之最低學分要求（四門課程或12學分，如對方學校有其他規定，則以對方規定為準），並知悉交換課程以選修專業學術課程為主（至少一半須為系上專業課程，請附選課單）；雙聯學生則以對方學校學分要求為準。依據不同獎學金辦法規範受獎期限，以同一申請人，同一教育階段，補助期限至多一學年為原則。

I understand that participating in this program requires me to fulfill the minimum credit requirements for exchange students. This is typically four courses or 12 credits (subject to the host university's/institution's regulations if they have specific requirements). I am aware that the exchange courses should primarily consist of academic courses related to my field of study, with at least half of the courses being within my major (please provide the course selection list if available). For dual-degree students, the credit requirements will be based on the host university's/institution's regulations. The duration of the scholarship will be determined according to the specific scholarship regulations. It is generally limited to one academic year for the same applicant and educational level.

十六、於交換/雙聯期間須恪遵本校及合作學校之相關選課規定，若未符合規定將無法獲補助。如於赴外學習課程結束，平均成績未達70分(大學部)/80分(研究所)、單科不及格、未修滿12學分或四門課者，將自動取消獎學金資格。

During the exchange/dual degree program, it is necessary to adhere to the course selection regulations of both the host and home universities/ institutions. Failure to comply with these regulations may result in scholarship eligibility being revoked. Following completion of the overseas study program, if the average grade falls below 70 (undergraduate) or 80 (graduate), if a failure in any course occurs, or if less than 12 credits are completed, the scholarship will be automatically revoked.

十七、赴外交流返國後須繳交心得報告，並於回國後14日內繳交電子機票、來回登機證正本、對方學校學生證副本等資料，詳細繳交文件與時程按照**全球事務處**之說明辦理，如缺少資料，則獎學金不予發放。如已發放，須於學校通知14日內一次償還已領取之獎助學金。逾期未償還者願依照行政程序法第一百四十八條規定逕受強制執行，並賠償訴訟及強制執行費用。研修成果報告之著作財產權歸元智大學所有，歸國後將協助及配合赴國外地區交換/雙聯計劃宣傳活動之心得分享。

Upon returning from the Study Abroad Program, it is required to submit a Report of the Study Abroad Program within a specified period. Additionally, within 14 days of returning to the home country, the following documents should be submitted: electronic flight tickets, round-trip original boarding passes, and a copy of the student ID from the host university/ institution. The Global Affairs Office will provide the detailed list of required documents and the submission timeline. Failure to provide the necessary documents may result in the non-disbursement of the scholarship. In the event that the scholarship has already been disbursed, the full amount must be repaid within 14 days from the date of notification. Failure to repay within the specified period may result in enforcement measures in accordance with Article 148 of the Administrative Procedure Act. This may include the obligation to compensate for legal and enforcement expenses. Upon returning to the home country, the student will provide assistance and cooperation for the purpose of sharing experiences and participating in promotional activities related to the exchange/dual degree program. The intellectual property rights of the study results and reports belong to Yuan Ze University.

本人瞭解並願遵守上述事實，如有不符規定或逾期辦理事項等情事者，本人願依校方相關規定被撤銷赴外交流學生資格，並喪失赴外交流學生之相關權利，絕無異議，特此切結為憑。

I understand and agree to the aforementioned provisions. In the event of non-compliance with the regulations or failure to meet the deadlines, I acknowledge that my status as an exchange student may be revoked by the university, and I will forfeit the related rights and privileges associated with the exchange program. I have no objections to these conditions and hereby affirm my commitment.

本切結書一式二份，一份由切結人自行收執，另一份由**全球事務處**留存備查。

This affidavit is prepared in duplicate, with one copy to be kept by the undersigned and another copy to be retained by the Global Affairs Office for reference.

此致 元智大學Hereby Acknowledged to Yuan Ze University

具切結人Undersigned (Student)

姓名Name : \_\_\_\_\_ (親簽或私章Signature or Stamp)

身分證字號ID/ ARC : \_\_\_\_\_

戶籍地址Household Address : \_\_\_\_\_

連絡電話Contact Number : \_\_\_\_\_

中華民國Republic of China (Taiwan) \_\_\_\_\_年(Y)\_\_\_\_\_月(M)\_\_\_\_\_日(D)

具切結人家長Parent of Undersigned

姓名Name : \_\_\_\_\_ (親簽或私章Signature or Stamp)

連絡電話Contact Number : \_\_\_\_\_

中華民國Republic of China (Taiwan) \_\_\_\_\_年(Y)\_\_\_\_\_月(M)\_\_\_\_\_日(D)

全球事務處Global Affairs Office

承辦單位與承辦人簽章Unit Stamp and Coordinator's Stamp :

中華民國Republic of China (Taiwan) \_\_\_\_\_年(Y)\_\_\_\_\_月(M)\_\_\_\_\_日(D)

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切結人保證金繳款／退款Paying/ Returning of Deposit

保證金收款Paying

繳款人簽章(學生) Paid by (Student) : \_\_\_\_\_

收款人簽章(全球事務處) Received by (GAO) : \_\_\_\_\_

收款日期Date of paying : 中華民國R.O.C (Taiwan) \_\_\_\_\_年(Y) \_\_\_\_\_月(M) \_\_\_\_\_日(D)

保證金退還Returning

退款人簽章(全球事務處) Returned by (GAO) : \_\_\_\_\_

領款人簽章(學生) Received by (Student) : \_\_\_\_\_

退款日期Date of returning : 中華民國R.O.C (Taiwan) \_\_\_\_\_年(Y) \_\_\_\_\_月(M) \_\_\_\_\_日(D)