

# 景文科技大學外國學生入學辦法

## JUST Admission Regulations for International Students

(教007)

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第 1 條 為鼓勵外國學生來校就學，依據教育部外國學生來臺就學辦法訂定「景文科技大學外國學生入學辦法」，以下簡稱本辦法。

Article 1 In order to encourage international students to study in JUST, the following regulations are set and based on “The Regulations for Foreign Students Studying in the ROC” as stipulated by the Ministry of Education.

第 2 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之外國籍學生。不具中華民國國籍之華裔外國籍學生，得依其本身條件，選擇依本辦法或僑生回國就學及輔導辦法申請就學，限擇其中一種身分，如同時以僑生及外國學生身分申請入學，並經查證屬實者，撤銷入學資格或開除學籍。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。

Article 2 The term “international students” as used herein shall refer to students of foreign nationality, excluding overseas Chinese and ROC nationals who have formerly held dual nationalities but forfeited their ROC nationality less than eight years before the time of anticipated matriculation. Overseas Chinese students who do not hold ROC nationality may apply either as overseas Chinese students or as international students. Such students are not permitted to apply under both statuses simultaneously. Any violation of the abovementioned stipulations shall result in the cancellation of admissions or the expulsion from the college or university they have matriculated.

第 3 條 外國學生具高中畢業資格者，得申請入學本校學士學位班；具學士學位者，得申請入學本校碩士班。修讀學士學位班修業期限為四年，至多延長二年；碩士班修業期限為一至四年。

Article 3 International students with high school diplomas are allowed to apply for the 4-year bachelor-degree programs; those with bachelor degrees are allowed to apply for the master-degree programs. The time span for studying for bachelor degrees is 4 years; it can be extended with 2 more years. The time span for studying for master degrees is from 1 to 4 years.

第 4 條 招收外國學生之名額以不超過當學年度本校國內招生名額外加百分之十為限，並應於每年十一月三十日前報教育部核定。但因執行國際教育合作交流計畫而有特殊需要時，由教育部專案核定者不在此限。前項招生名額採外加方式辦理。

Article 4 The number of international students should not exceed ten percent of the total enrollment of the university. Any special requirements under the demand of International Educational Cooperation and Exchanges Plans permitted by MOE are not limited by this regulation.

第 5 條 外國學生申請入學者，應檢具下列資料及各系(所)或專班要求之其他文件，於每年五月一日至七月三十一日前，逕向本校研究發展處暨教務單位共同辦理次學年度入學許可申請(惟因教育部專案核定者或特殊個案已報請本校核備者，不在此限)：

- 一、入學申請表二份（附貼二吋半身脫帽照片）。
- 二、外國學校(含在台設立之外國僑民學校)最高學歷證明文件及成績單各二份，（中、英文以外之語文，應檢附中文或英文譯本）。（須由原畢業學校加蓋章戳或鋼印並密封由原畢業學校直接寄至本校）。
- 三、推薦書二份（包括一份能敘明申請者中、英語能力之推薦信）。
- 四、由國立醫院出具之健康證明書一份(包括人類免疫缺乏病毒有關檢查)。
- 五、中、英文留學計畫各一份（含學習動機、期限及未來展望）。
- 六、財力證明書一份（具備足夠在台就學之財力）。
- 七、申請費。
- 八、其他各系(所)另訂應繳交之文件。

前項第二款所定外國學校最高學歷證明文件，除海外臺灣學校及華僑學校所發者外，應依國外學歷查證認定作業要點規定辦理。

外國學生在我國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，得持該等學校畢業證書，向本校提出入學申請，不受本條第一項第二款及第十二條規定之限制。

Article 5 All applicants should submit their applications to the R & D Office during the period from May 1<sup>st</sup> to July 31<sup>st</sup>. The application materials should include the following:

- (1) Two copies of the application form with recent 2-inch passport photo attached.
- (2) A photocopy of the applicant's diploma of the highest degree obtained in Chinese or English and an English transcript of academic records bearing the imprinted or embossed seal of the issuing institution.
- (3) Two letters of recommendation and one reference letter from a Chinese language instructor.
- (4) A health certificate in Chinese which indicates a proof of HIV negative

status. Upon matriculation the applicant must produce proof of medical and injury insurance or pay an insurance premium to receive university medical insurance.

(5) A study plan, in either Chinese or English.

(6) A financial statement certifying that the applicant has sufficient means for one year of study in the ROC.

(7) Application fee.

(8) Other materials or documents required by specific departments.

The degree issuing institutions mentioned in Clause (2) includes overseas Taipei Schools, overseas Chinese schools and other foreign institutions accredited by the Ministry of Education. Admitted students should present original documents of their diplomas upon matriculation. Foreign students who have graduated from an international school in the ROC or a bilingual program affiliated with a domestic high schools in the ROC must apply for admission as an international student as stipulated in Article 2.

第 6 條 接受外國學生之相關系(所)，應訂定外國學生入學之審查或甄試方式及入學標準報部備查。

外國學生之入學申請，依其學程及班別之不同，分由教務處綜合業務組、註冊組、進修部及研究生教務組負責受理。研發處負責外國學生之招生宣導並受理報名申請及彙整資料，於每年八月十五日前交由招生委員會審核通過後，確定錄取名單，執交綜合業務組彙整列冊呈報校長核准後發給入學許可。

Article 6 Departments which accept international students must establish proper standards of acceptance. The Academic Affairs Office must be advised of the details of the requirements and procedures of the reviewing process. The applications received by the R & D Office should be reviewed and checked by an admission committee before August 15th every year. The roster of international students accepted should be presented to the president and admission for visa application should be issued by the Academic Affairs Office under permission of the president.

第 7 條 獲准入學之外國學生，應於規定日期完成註冊手續。註冊時，應檢附醫療及傷害保險或全民健康保險證明文件，其保險效期，須包括在台留學期間；如未投保者，須繳納保險費，委由本校學務處代辦投保事宜。

如因簽證或其他事故不能按時註冊，應檢具有關證明，逕向本校申請延期註冊，惟最長不得逾學期三分之一。

外國學生到校時，已逾該學年第一學期三分之一者，當年不得入學。

但碩士班學生經所屬系(所)主管同意並呈請校長核准者，得於第二學期註冊入學。

如因重病或重大事故不能按時入學時，應檢具有關證明，於註冊截止日前向本校申請保留入學資格一年。

既未完成註冊，亦未核准保留入學資格或延期註冊者，以放棄入學資格論。

Article 7 International students accepted for admission should complete the process of registration within requested dates. Documents of medical insurance covering the period of future study in Taiwan should be presented during registration. The Student Affairs Office can provide the assistance of applying for medical insurance. A requirement for postponing registration can be made with related documents if failure to register on time happens because of any problem caused by visa application or other matters. The period for postponing registration should not be longer than one-third of the whole semester.

International students applying for master-degree programs are allowed to register at the second semester under the approval of the chairs of departments and the president.

Any failure to register on time due to serious sickness or events should be notified to the Academic Affairs Office before the deadline of normal registration process. A granting for keeping the chance of admission for one year can be achieved with related documents.

Any failure to complete registration without application for granting for keeping the chance of admission or postponing registration equals to giving up the qualification of admission.

第 8 條 每學期註冊時應繳納學雜費，收費標準依規定辦理。

Article 8 Tuition and other required fees should be paid during registration.

第 9 條 本校應於每年十一月底前，將已註冊入學之外國學生列冊（載明姓名、國籍、入學系所科別）報請教育部備查。

Article 9 At the end of each November a roster listing the name, nationality, program and year of attendance for all the international students enrolled at the University should be filed with the MOE for reference.

第 10 條 本校外國學生之學業輔導由所屬系(所)負責;其生活輔導、聯繫與保險事宜由學生事務處生活輔導組暨軍訓室負責，並應於每學年度不定期舉辦外國學生相關輔導活動。

Article 10 Academic guidance and life counseling for international students should be provided by the relevant departments, the Student Affairs Office and Military Education Office. Counseling activities for international students will held irregularly every academic year.

第 11 條 本校外國學生，除依第四條專案核定者不得轉學轉系外，其保留入學資格、轉學、轉系（組）、休學、退學及其他學籍、學業、生活考核等事項，均依本校學則等有關法令規定辦理；申請人前經國內各大專院校畢業或退學

者，不得再依本辦法申請入學。

Article 11 Except for those permitted for admission under special requirements mentioned in Article 4, international students of JUST are not allowed to apply for school or department transfer. The academic requirements and standards of conduct for international students should be governed by JUST ordinances as well as regulations pertaining to international students. International students who have dropped out of or have been expelled from any college or university within the ROC cannot reapply.

第 12 條 外國學生申請來台就學，於完成申請就學學校學程後，如繼續在本校升學，其入學方式比照本校一般學生辦理。

Article 12 After completing a program and being issued proper credentials from a local accredited institution, international students who would like to pursue further studies in JUST can submit applications for admission, processed in the same manner as those of ROC domestic students.

第 13 條 本校之教學以中文為主，必要時以英語為之。申請人必須具備中、英語之聽、講、讀、寫能力，其語言能力由通識教育中心暨應用英語系甄試決定之。

Article 13 The major language used in class is Chinese; English is also used if necessary. Applicants should be capable of listening, speaking, reading and writing of both Chinese and English. Tests of language ability shall be conducted by the General Education Center and Applied English Department.

第 14 條 本校外國學生獎學金之申請，依本校學務處獎助學金辦法辦理之。

Article 14 Any applications for scholarship of international students should be under the regulations of scholarships governed by the Student Affairs Office.

第 15 條 各系（所）在不影響教學原則下，得酌收在台領有外僑居留證之外國學生為選讀生，期限一年；錄取之選讀生若於當年度八月三十一日前無法繳交外僑居留證者，取銷其錄取資格；惟經本校與外國學校簽訂學術合作協議核准入學之學生不在此限。

Article 15 All the departments, without any interference of teaching principles, are allowed to receive international students with ARC for short-term study. Such students should submit ARC as proof before August 31<sup>st</sup> of the academic year for study. Students granted for admission under agreements of academic cooperation with overseas universities are not limited by this regulation.

第 16 條 選讀生之註冊入學與選課手續，比照正式生辦理；其修讀科目經考試及格，得由本校核發學分證明。

選讀生選讀期滿欲取得正式學籍，應依本辦法第五條之規定辦理。

選讀生於取得本校正式學籍後，其已修習及格之科目學分，得依本校抵免學分辦法之規定辦理抵免。

Article 16 International students for short-term study should complete the process of

registration and course-selecting as other ROC domestic students. Credit-granting certificates shall be issued once they pass the courses selected.

International students for short-term study can apply for formal qualification of admission according to the regulations mentioned in Article 5.

After being granting formal qualification of admission, such students can apply for a credit-waiving treatment with former credit-granting certificates.

第 17 條 外國學生留臺期間，應遵守中華民國法律及本校各項規定。

Article 17 During the period of study in Taiwan, international students are required to follow the law of ROC and regulations of JUST.

第 18 條 本辦法未規定事宜，依教育部外國學生來臺就學辦法暨本校有關規定辦理之。

Article 18 Any regulations unmentioned in “JUST Admission Regulations for International Students” will be conducted according to “The Regulations for Foreign Students Studying in the ROC” of MOE.

第 19 條 本辦法經教務會議通過，報請教育部備查後實施，修正時亦同。

Article 19 “JUST Admission Regulations for International Students” have been approved through the meeting of academic affairs and filed with the MOE for reference. Any variation will make through the same process.