

National Sun Yat-sen University Implementation Guidelines for Domestic Exchange Program

Approved at the 136th Committee of Academic Affairs Meeting, June 10, 2013

Approved at the 148th Committee of Academic Affairs Meeting, May 30, 2016

Approved at the 156th Committee of Academic Affairs Meeting, May 24, 2018

1. National Sun Yat-Sen University (hereafter “NSYSU”) enacts the guidelines to increase the level of collaboration with other universities and the Taiwan Comprehensive University System by sharing teaching resources and to further enrich the student's learning experience with a multi-perspective approach. Students Exchange Agreement is therefore signed by collaborating universities. Terms and conditions of the program are compliant with the guidelines.
2. A NSYSU committee for Domestic Exchange Program will be formed to handle all matters involving the program including selecting students. The committee comprise of heads of colleges. The head of Office of Academic Affairs acts as the convener. Student selecting process is conducted based on the principles of openness, fairness and equality.
3. Application timeline, qualifications and requirements:
NSYSU application timeline is based on the official announcement made at each academic year. Students of 2nd year (or above) of undergraduate degree, master’s degree (including continuing education program) and 1st year Ph.D. are eligible to apply to become domestic exchange student at other institutions. Students can only take part in the program for a maximum duration of one academic year including international exchange program. Non-NSYSU applicants who intend to study at NSYSU are only allowed to be on the program once for a maximum duration of one academic year. Deadlines for the application procedure are set in accordance with the agreement.
4. Student Selection Procedure:
Submit the application with the required form and documents. Initial assessments are made by departments/institute before forwarding the application to the Office of Academic Affairs. After the approval is made by the Domestic Exchange Program Committee, a list of recommended applicants will be sent to the host institution for

further assessment. Names of successful applicants will be announced by the Office of Academic Affairs once the host university makes its final decision. Applicants and their departments will be informed accordingly. A list of candidates recommended by other institutions will be forwarded to respective departments/institutes for assessment. Institutions will be informed of the result of selected applicants.

5. Payment of Tuition Fees:

NSYSU students are required to register at NSYSU and make payment of tuition and insurance fees to NSYSU while on exchange at host institution. For Non-NSYSU students on exchange at NSYSU, they do not need to pay tuition or insurance fees to NSYSU unless a chosen course is offered by the continuing education program or faculty education program for which fees are payable.

6. For NSYSU students, the entire time spent as exchange students at host institutions are counted towards the required years for graduation. Students' registration status while on exchange is handled according to NSYSU regulations. Academic results and credits obtained from the host institution can be transferred to NSYSU by forwarding an application according to the "NSYSU Credit Transfer Guidelines". However, to apply for credits transfer, in accordance with "NSYSU Guidelines for Evaluation of Students' Academic Performance", the student's institute/department name, course content and characteristics have to be similar for the credits to be transferred. This year's graduates shall finalize this before the first day of the next semester; otherwise, the registration will still have to be performed.

7. Issues regarding accommodation arrangement and course selection for exchange students at NSYSU will be administered in accordance with the regulations of NSYSU. NSYSU will issue student ID to exchange students at NSYSU. Exchange students are allowed to use university facilities with the issued ID.

8. For matters not mentioned here, please refer to relevant regulations and guidelines.

9. The implementation guidelines have been approved at the meeting of Academic Affairs. Same procedure applies for amendments.

中英文版本如有牴觸或不相符之處，應以中文版本為準。

The regulations in English are translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese version prevails.

國立中山大學國內交換生實施要點

102.6.10本校第136次教務會議通過

105.5.30本校第148次教務會議修正通過

107.5.24本校第156次教務會議修正通過

- 第一條 國立中山大學（以下簡稱本校）為促進臺灣綜合大學系統暨國內其他學校校際合作，共享教學資源，並鼓勵本校學生多元學習，經簽訂國內校對校交換學生協議，其交換生實施事宜，適用本要點。
- 第二條 本校為辦理國內交換生甄審事宜，應設國內交換生甄審委員會，由教務長擔任召集人，並由各學院院長組成之，以公開、公平及公正原則辦理甄審事宜。
- 第三條 申請時程、資格及限制：
本校交換生申請時程依各學年公告為準。
本校學士班二年級以上、碩士班（含在職專班）及博士班一年級以上學生，得提出申請，申請至他校交換（含境外交換）每校以一次為原則，合計申請交換期間以1學年為限。
他校交換生申請至本校修讀者，以1次為限，申請期限最長為1學年，辦理期限依簽訂協議為準。
- 第四條 審核程序：
學生應於公告期限內填妥申請表並檢附規定文件，經送各系(所)初審後送教務處，並經國內交換生甄審委員會審核通過後，推薦名單遞送申請學校進行審查，俟申請學校審核通過後，由教務處公告錄取名單，並通知學生及其所屬系所。
本校接獲他校之推薦名單時，由教務處轉送各系(所)進行審查通過後，通知對方錄取名單。
- 第五條 學費之繳交：
本校交換生至他校修讀期間，仍應在本校辦理註冊手續並依本校學雜費徵收標準繳交學雜費(學分費)及學生保險等費。
他校交換生除選修本校在職專班及教育學程課程，須依本校相關規定繳費外，不須另繳交學雜費(學分費)及學生保險費。
- 第六條 本校交換生至他校修讀期間併計於修業年限內，交換期間之學籍相關事宜依本校學則辦理。
本校交換生至他校修讀之學分及成績，得依「本校學生抵免學分辦法」申請抵免，惟學生所屬系所無名稱、內容或性質相同之課程可辦理抵免者，得依「本校學生成績作業要點」申請認列學分。應屆畢業生至遲需於次學期上課開始日前完成前揭審核作業，逾期次學期仍應辦理註冊。
- 第七條 他校交換生在本校選讀期間，選課及住宿相關事宜依本校規定辦理。
本校應發給他校交換生學生證明，交換生憑學生證明，得以使用學校內之各項設施為原則。
- 第八條 本要點如有未盡事宜，悉依本校相關法規與各校簽定交換生協議辦理。
- 第九條 本要點經教務會議通過後實施，修正時亦同。