

**國立宜蘭大學境外短期訪問學生接待作業要點**  
**National Ilan University Guideline for**  
**Hosting Overseas Short-Term Visiting Students**

105 年 11 月 8 日 105 學年度第 7 次行政會議通過

106 年 6 月 15 日 105 學年度第 21 次行政會議通過

106 年 8 月 1 日 105 學年度第 23 次行政會議通過

Approved by the 7<sup>th</sup> Administrative Meeting in 2016 Nov 8

Amended and Approved by the 21<sup>st</sup> Administrative Meeting in 105 academic year on 15 Jun 2017

Amended and Approved by the 23<sup>rd</sup> Administrative Meeting in 105 academic year on 1 Aug 2017

一、 國立宜蘭大學為提昇研究水準，促進國際交流，特訂定本要點。

The purpose of this guideline is to promote international collaboration and lift research performance.

二、 本要點所稱境外短期訪問學生(以下簡稱訪問學生)：

1. 於申請及來訪期間需具有在學學籍之學生身分
2. 其所屬學校需應符合下列規定之一：
  - (1) 與本校或各學院系所簽訂學術交流協議之姊妹校
  - (2) 如非姊妹校，該校須為教育部認可之學校

Overseas Short-Term Visiting Students (hereinafter referred to as Visiting Students) shall meet the following requirements.

1. be currently enrolled in school during application and visiting periods
2. home institution shall fit into one of the following categories:
  - (1) signed academic exchange agreements with NIU or colleges/departments of NIU.
  - (2) if the institution is not a partner school of NIU, it should be on the Reference List of Foreign Universities by Ministry of Education.

三、 訪問學生需檢具 (1) 研究計畫；(2) 相關著作；(3) 履歷表；(4) 學生身分證明；(5) 所屬學校同意信函；(6) 宿舍申請單，並由本校接待教授填具「訪問學生資料表」與「接待訪問學生同意書」，經系所或相關一級單位主管同意後，將資料送國際事務處彙整，再由國際事務處發「訪問學生同意函」及提供所需之行政協助。

Visiting Students should provide (1) Research Plan, (2) Related publications, (3) Curriculum Vitae, (4) Copy of Student ID, (5) Home School Agreement Letter, and (6) NIU School Dormitory Application Form to NIU Host Professors to fill up “Visiting Student Application Form” and “Agreement for Hosting Visiting Student” with the approval from Chair of Host Department. All above forms should submit to Office of International Affairs (OIA) and then OIA will issue “Visiting Student Acceptance

Letter” and provide VISA related assistance.

四、訪問期限視研究計畫之需要而定，最長以不超過六個月為原則。

Visiting period will depend on students’ research projects. The maximum visiting period should be less than 6 months in general.

五、訪問學生來訪主要目的以進行學術研究為主。訪問學生於來訪期間若擬使用各單位實驗室等校內設備，應由接待教授依據所屬單位之相關程序申請及辦理。  
The main purpose of Visiting Students is to conduct academic research at NIU. If Visiting Students would like to use Labs or other school facilities, Host Professors should apply to related entities based on relevant regulations.

六、訪問學生需支付本校之行政費，依照「國立宜蘭大學境外自費研修生短期研修收支管理要點」辦理。

Visiting Students should pay administrative fee to NIU according to “Payment Management Guidelines for Self-Financed International Students Pursuing Short-Term Study at NIU”,

七、接待訪問學生所需經費，以接待教授向教育部、科技部或其他機關團體申請專案補助為原則，或由訪問學生自行負擔。

Related expenses to host Visiting Students shall be covered by students themselves or by Host Professors granted from Ministry of Education, Ministry of Technology, or other Institutions.

八、接待教授可為訪問學生申請使用本校下列資源，所衍生之費用依本校相應之收費標準，由接待教授或訪問學生支付：

- (1) 學生宿舍；
- (2) 圖資館與體育館等設施。

Host Professors can apply below facilities for Visiting Students to use. Related expenses should be paid by Visiting Students or Host Professors based on NIU regulations.

- (1) School dormitory
- (2) Library, Gym and so on.

九、本要點經行政會議通過後公布施行。

This guideline is effective after the approval by Administrative Meeting.

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