

臺北醫學大學營養學院境外研修辦法
Taipei Medical University College of Nutrition
Study Abroad Guidelines

112 年 5 月 24 日院務會議新訂通過
Formulated and approved on May 24, 2023, by the College Affairs Faculty Meeting

第一條 (目的)

Article I (Purpose)

臺北醫學大學營養學院(以下簡稱本學院)為處理學生至境外(國外或大陸地區)大學校院短期或長期研修事宜，依「臺北醫學大學學生境外研修作業要點」訂定本辦法。

Taipei Medical University College of Nutrition (hereinafter referred to as the College) has formulated these guidelines in accordance with the Study Abroad Operational Guidelines for Students of Taipei Medical University for the purpose of handling the short-term and long-term academic matters of students attending universities and colleges outside of Taiwan (either overseas or in Mainland China).

第二條 (申請資格)

Article II (Eligibility)

學生需符合下列資格方得申請境外研修：

Study abroad applicants must meet the following criteria:

一、為本學院在學學生。

The student must currently be enrolled in the College.

二、研修類別

Type of Study

(一)專業課程類：依照欲申請學校之規定。

Professional Programs: In accordance with the regulations of the applicant's desired school.

(二)實驗室研究類：

Laboratory Research:

1. 大學部學生需修習至少一學期「專題研究」，具備基礎研究能力，並取得實驗室指導教授證明。

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Undergraduate students are required to have taken at least one semester of “Special Research Topic”, possess basic research skills, and have obtained certification from the advising professor of the laboratory.

2. 碩、博士班學生需完成「論文計畫審查」或等同之研究能力證明，並取得指導教授證明。

Students enrolled in master’s or doctoral programs must complete a “Dissertation Project Review” or its equivalent and obtain certification from the advising professor.

- (三)見習類：申請學海築夢計畫者，依甄選規定辦理。

Internship: Applicants for the Overseas Internship Program will be processed in accordance with the selection rules.

三、應具備之語言能力。

Language skills requirements.

- (一)英語：全民英檢中級通過、多益 550 分以上或等同上述測驗標準之證明。申請學海築夢計畫者，依甄選規定。

English: Obtain the Intermediate level certification for the GEPT English test, a score of 550 or higher on the TOEIC exam, or proof of equivalency to the above test standards. Applicants for the Overseas Internship Program are subject to its selection requirements.

- (二)其他：依欲申請學校之規定。

Other: In accordance with the regulations of the applicant’s desired school.

第三條 (申請方式)

Article III (How to apply)

學生需於申請日期截止前(依學院或欲申請學校公告為準)向學院辦公室提出境外研修申請及繳交審查資料：

Students must submit the application documents to the College Administration Office before the deadline (as announced by the College or the applicant’s desired school):

- 一、專業課程類：依照欲申請學校之規定。

Professional Programs: In accordance with the regulations of the applicant’s desired school.

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二、實驗室研究類：

Laboratory Research:

(一)營養學院學生境外研修申請表；

College of Nutrition Student Study Abroad Application Form;

(二)自傳及境外研修學習計畫書；

Autobiography and study abroad project proposal;

(三)語文檢定證明及在校成績單；

Proof of language proficiency and school transcripts;

(四)實驗室指導教授證明；

Certification from the advising professor of the laboratory;

三、見習類：申請學海築夢計畫者，依甄選規定。

四、Internship: Applicants for the Overseas Internship Program will be processed in accordance with the selection rules.

第四條 (審查方式)

Article IV (Review Method)

由學院教師若干人組成審查小組，院長為召集人，進行資料審查及面試甄選，依甄選成績決定研修人選。

A review panel convened by the Dean of the College and comprising several College faculty members will review applicant information and conduct interviews. Candidates for overseas studies will be determined based on the results of the selection process.

第五條 (學分認列)

Article V (Credit Recognition)

一、學生申請境外研修得申請認列院核心課程「境外研修」一學分。學生境外研修結束，應填具「學生境外研修科目學分認定對照表」及下列文件經系所學位學程進行學分認定，並送教務處登錄。

Students applying to study abroad are required to apply for one credit of the College core course, “Study Abroad”. Upon completion of the study abroad program, students should fill out a “Student Study Abroad Credit Recognition Form” and submit the following documents to the department of their degree program for credit recognition and registration with the Academic Affairs Office.

(一)專業課程類：檢附修習全部科目、學分成績單正本及心得報告書。

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Professional Programs: Attach the original transcripts for all courses taken, credits and grades, and any progress or feedback reports.

(二)實驗室研究及見習類：檢附研修機構開具之成績證明及心得報告書。

Laboratory Research and Internship: Attach proof of performance records issued by the institution and a report of the experience gained.

(三)修讀雙學位及實習者，各依本校雙聯學制實施辦法及學生實習辦法辦理。

For those who are pursuing dual-degree programs and internships, credits will be handled in accordance with the University's dual-degree program procedures and student internship program regulations.

二、學生境外研修學分計算：課程類十八小時；實驗、見習類達十四個工作天得認列院核心課程「境外研修」一學分。每位學生至多認列一次。

Calculation of credits for study abroad: 18 hours for professional programs or 14 working days for laboratory and internship programs will be awarded one credit for “Study Abroad” in the College core curriculum. Each student can receive a maximum of one credit.

第六條 (注意事項)

Article VI (Points to Note)

一、學生境外研修至多一年(修讀雙學位者，則依本校雙聯學制實施辦法辦理)，因故延長者，應由院系所學位學程進行審查及簽報，惟不得逾修業年限。

Students may study abroad for up to one year (dual-degree students are handled in accordance with the regulations of the University's dual-program procedures). Any extension for any reason must be reviewed and signed by the faculty or department of the student's degree program, and the extension cannot exceed the time limit for completing the degree program.

二、學生境外研修期間，得由學生決定是否辦理休學；惟辦理休學者，其修習科目、學分及成績均不予採計。學生研修期間未辦理休學者，應依本校學則辦理註冊手續。

Students may choose to take a leave of absence during the study abroad

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period; however, the subjects, credits, and grades of students who take a leave of absence will not be counted. Students who do not apply for a leave of absence during the study abroad period must register in accordance with the school's academic rules.

三、學生境外研修媒合核准後，如有變更或取消行程情事，應主動知會院系所學位學程辦公室。如非不可抗力之因素取消，不再受理該生之境外研修申請。

四、Students must inform the office of their degree program of any changes or cancellations in their study abroad program after approval of their study abroad placement. If the student cancels for reasons other than force majeure, no future applications for study abroad from said student will be accepted.

五、學生於境外研修期間，應配合該研修單位之規範，如有不良行為或表現不佳者，則境外研修結束後不予認列學分，且不得再次申請境外研修。

During the study abroad period, students must conform to the rules and regulations of the institution. Students with bad behavior or poor performance will not be eligible to receive credits after the completion of the study abroad program and will not be allowed to apply for study abroad again.

第七條 (未盡事宜)

Article VII (Matters not Covered)

其他未盡事宜，悉依教育部與本校相關規定辦理。

Any matters not outlined in these Guidelines shall be handled in accordance with the relevant regulations of the Ministry of Education and the University.

第八條 (核決權限)

Article VIII (Approval Authority)

本辦法經院務會議通過後實施，修正時亦同。

These guidelines shall take effect upon approval by the College Affairs Faculty Meeting; the same shall apply to any amendments.

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附表、臺北醫學大學營養學院境外研修學分認列表

Attachment: Taipei Medical University College of Nutrition Study Abroad Credit Recognition Form

境外研修 類別 Study Abroad Category	修習時間 Study Period	說明 Description						
專業課程 Professional Programs	18 小時 18 hours	1. 完成境外研修，繳交修課證書或成績單、及研修報告(含口頭分享及書面心得報告)。 Complete the study abroad program, submit the course certificate or transcript, and submit the study report (including an oral presentation and a written report). 2. 選修課程： Elective Courses: <table border="1" data-bbox="571 792 1423 1317"> <thead> <tr> <th data-bbox="571 792 799 936">學制 Program of Study</th> <th data-bbox="799 792 1423 936">選修課程 Elective Course</th> </tr> </thead> <tbody> <tr> <td data-bbox="571 936 799 1126">大學部 Undergraduate Program</td> <td data-bbox="799 936 1423 1126">營養學院學士班共同整合課程-境外研修(1學分) College of Nutrition Undergraduate Class Co-Integrated Program - Study Abroad (1 credit)</td> </tr> <tr> <td data-bbox="571 1126 799 1317">碩、博班 Master's and Doctoral Programs</td> <td data-bbox="799 1126 1423 1317">營養學院研究所共同整合課程-境外研修(1學分) College of Nutrition Graduate School Co-Integrated Program - Study Abroad (1 credit)</td> </tr> </tbody> </table>	學制 Program of Study	選修課程 Elective Course	大學部 Undergraduate Program	營養學院學士班共同整合課程-境外研修(1學分) College of Nutrition Undergraduate Class Co-Integrated Program - Study Abroad (1 credit)	碩、博班 Master's and Doctoral Programs	營養學院研究所共同整合課程-境外研修(1學分) College of Nutrition Graduate School Co-Integrated Program - Study Abroad (1 credit)
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實驗室研究、見習 Laboratory Research and Internships	14 個工作天 14 working days	1. 完成境外研修，繳交研習證明書、評分表及研修報告(含口頭分享及書面心得報告)。 Complete the study abroad program, submit the course certificate or transcript, and submit the study report (including an oral presentation and a written report). 2. 選修課程 Elective Courses: <table border="1" data-bbox="571 1749 1423 2040"> <thead> <tr> <th data-bbox="571 1749 799 1892">學制 Program of Study</th> <th data-bbox="799 1749 1423 1892">選修課程 Elective Course</th> </tr> </thead> <tbody> <tr> <td data-bbox="571 1892 799 2040">大學部 Undergraduate Program</td> <td data-bbox="799 1892 1423 2040">營養學院學士班共同整合課程-境外研修(1學分) College of Nutrition Undergraduate Class Co-</td> </tr> </tbody> </table>	學制 Program of Study	選修課程 Elective Course	大學部 Undergraduate Program	營養學院學士班共同整合課程-境外研修(1學分) College of Nutrition Undergraduate Class Co-		
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			Integrated Program - Study Abroad (1 credit)
		碩、博班 Master's and Doctoral Programs	營養學院研究所共同整合課程-境外研修(1 學分) College of Nutrition Graduate School Co- Integrated Program - Study Abroad (1 credit)

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