

# 淡江大學 2022-2023 年英歐語組姊妹校

## 交換生聯合甄選作業簡章

### Tamkang University Exchange Students Internal Screening Guide (English, French, German, Spanish and Russian Groups) 2022-2023

附件 1 \_ 2022-2023 英歐語組姊妹校交換學校一覽表 2022-2023 Tamkang University Exchange Program Information of Partner Universities (English, French, German, Spanish and Russian Groups)

附件 2 \_ 切結書 Declaration

附件 3 \_ 大四生出國切結書 Declaration for senior abroad students

附件 4 \_ 交換生申請 Q&A Exchange Student Application Q&A

本簡章及其附件請逕至本處網站詳閱 <http://www.oieie.tku.edu.tw/>

有問題歡迎逕向本處辦公室 ( T1006 ) 各承辦人洽詢 :

歐、美、大洋洲 : 謝文彬 ( 校內分機 2002 )、日本 : 顏嘉慧 ( 校內分機 2002)

亞洲地區 ( 除大陸及日本以外 ) : 楊鳳儂 ( 校內分機 2003 )

This guide can be found on OICSA's website: <http://www.oieie.tku.edu.tw/>

If you have any queries, please contact our office (T1006):

Europe, America and Oceania: Steven Xie (Ext. 2002) Japan: Chiahui Yen(Ext. 2002)

Asia (Excluding Mainland China and Japan): Dolly Yang(Ext. 2003)

## 壹、申請資格及相關規定 Eligibility & Related Regulations

### 一、申請資格 Eligibility

- (一) 本校大學部二年級、三年級及碩士班在學學生。  
Applicants must be sophomore or junior or master's students.
- (二) 學生在校學業成績總平均 75 分以上或系成績百分比前 40% ( 研究所一年級學生應檢附大學四年成績單 ); 經所屬系、所、院初選通過, 並獲推薦者。  
Applicants need to have an average grade of 75 or top 40% of the department (Please refer to the transcripts), no grade requirement for master students (first-year master students should attach undergraduate transcripts). Applicants must be recommended by the department and college.
- (三) 語言能力檢定合格者 Language proficiency qualification
  - 1、英語組須檢附托福 **IBT 70 分** 以上, 或 **IELTS 5.5 (學術組)** 成績證明, 如各姊妹校另有規定請依各校規定檢附。  
English group must attach certificates of **TOEFL iBT 70** or **IELTS 5.5 (academic)**. If partner universities have other regulations, please follow theirs accordingly.
  - 2、赴法、德、西、俄語組須檢附該種語文之語言能力證明: 法語組(B1); 德語組(A2); 西文組(B1); 俄語組(TORFL: Level 2), 以助甄選資格審查。  
French, German, Spanish and Russian Groups must attach certificates: French (B1); German (A2); Spanish (B1) and Russian (TORFL: Level 2), to assist in the selection process.

### 二、相關規定 Relevant Regulations

- 1、為顧及學生在當地留學時安全, 請家長與學生主動配合告知有無曾經受身心重大疾病之就診紀錄。In order to ensure the safety of students when studying abroad, parents and students shall take the initiative to inform the school if there are major physical or mental illness treatment records.
- 2、部分姊妹校不接受具該國國籍(含雙重國籍)之交換學生。如申請者具有申請交換國家之國籍, 須事先與該地區承辦人確認。Part of the partner universities do not accept exchange student whose nationality (including dual citizenship) is the same as the country of sister universities. Student must confirm with the coordinator in advance if their nationality is the same as the university which they would like to apply for.

## 貳、申請注意事項 Application Notice

- 一、申請日期: 2021 年 11 月 24 日 (星期三) 起至 2021 年 12 月 8 日 (星期三) 下午 5 時止。  
**Application Period: 24<sup>th</sup> November (Wed.), 2021 to 8<sup>th</sup> December (Wed.) 17:00, 2021**

### 二、申請方式 How to apply

- (一) 線上申請系統 Online application system  
<https://exchange.web.tku.edu.tw/outgoing202102>  
申請人請選定申請組別 (限一組), 填寫線上申請表後印出, 連同其他應繳文件繳交至所屬系所, 經所屬系所、學院初審合格及推薦後, 統一由系上送件至國際處。  
Applicants must select a group to apply (limited to one group). Please fill the online application form and submit it with the other required documents. The applications must be submit to student's department and college. After the documents have been approved by their department and college, the department will submit it to the Office of International and Cross-Strait Affairs.
- (二) 申請應繳文件 Required Documents
  - 1、申請表 (線上填寫後列印, 需親筆簽名、系主任簽名)  
Application form (Please fill and print out the form via online application system. The form must be signed by the applicant and head of department)
  - 2、本校中文歷年成績單正本  
Original copy of transcripts in Chinese

3、語文能力證明文件 ( 影本或網路成績列表，正本於面試時繳交驗核 )

Language proficiency certification (Photocopied or online transcripts, original document should be handed in during oral interview for verifications)

法、德文組及西、俄文組之語言檢定成績證明，可先持語言檢定應考證明代替，再於面試前補交成績證明文件。(西語組因本年度檢定考試受疫情影響暫停辦理，除應考證明外，亦接受西語系老師推薦信)面試前未繳交成績證明文件者，只得列為備取生，如有缺額再依序遞補。

Language proficiency certification for French, German, Spanish and Russian Groups can be replaced by examination application papers. (Since the DELE exam is suspended due to Covid-19 this year, the recommendation letter of professor of Department of Spanish can also be serve as a subsitue of language proficiency certification.) Certification must be handed in before the date of oral interview. Those who have not obtained certification before the oral interview will be listed on the waiting list. If there is a vacancy arises, applicants will be moved up in order.

4、授課老師推薦函 1 封 ( 請使用中文或依申請語言組別撰寫 )

1 letter of recommendation from professors (written in Chinese or the language of chosen group)

5、中文及外文自傳 ( 依申請語言組別撰寫 )

Chinese and the foreign language autobiography (depending on chosen group)

6、中文及外文研習計畫書 ( 依申請語言組別撰寫 )

Chinese and the foreign language study plan (depending on chosen group)

7、切結書 ( 附件 2，三年級同學須再繳交附件 3 )

Declaration (attachment 5, junior year applicants must also submit the attachment 6)

8、其他相關有助甄選資格審查之證明文件資料影本 ( 可縮印使用；正本備查 )

Other relevant photocopies of certifications that assist in the selection process (can be printed in reduced format; original copy will be used for future reference)

※資料不超過 16 頁，單面列印，並請統一以 A4 格式製作 ( 成績單及語言能力證明可用原格式 )，依序整理，不必裝訂，以單層 L 型透明塑膠夾送件 ( 資料不齊全者不予受理 )。

※Documents must not exceed 16 pages. It has to be printed one sided in A4 (transcripts and language certificate can be submitted in its original format) and placed in order. No binding is required. A L-folder shall be used for delivery. (Incomplete documents will not be accepted).

( 三 ) 如何填寫姊妹校志願 How to Mark Choices of Partner Universities

請於申請表依序填上志願學校，不限定志願數。將依甄選成績及所填志願之先後順序分發，請詳加考慮並慎重填寫。

In the application form, applicants shall mark the university choices in order of their universities priorities. There are no limits to the number of choices. Applicants will be distributed in accordance with the selection results and their university priorities. Please consider carefully when filling in the order.

## 參、甄選及注意事項 Internal Screening Notices

一、姊妹校甄選名額及資格條件等請詳附件 1。

See attacement 1 for the internal screening quota and requirement of each partner university.

二、申請人須自行查明各校適合之系所及課程，本校無提供系所篩選、課程審查或選校諮詢服務。若錄取學校無適合系所以致無法入學，或無學分可選等情形，申請人須自行負責，不得要求重新分發學校。

Applicants are required to research each school's departments and courses correspond to their field. OICSA does not provide department selections, curriculum reviews or school counselling services. If the applicant is distributed to a school that do not have a suitable department, causing problems with enrollment or credit, the applicant must take full responsibility and will not be able to ask for redistribution.

三、相關姊妹校資訊，請逕至各姊妹校網站瀏覽。

For more information, please visit partner universities' websites.

## 肆、 姊妹校交換期間 Exchange Period

大學部二年級申請者，於三年級出國研修一學年；大學部三年級申請者，於四年級出國研修一學年或於四年級上學期出國研修；大四及碩士班申請者，可於研究所期間出國研修一學年或一學期，出國日期依姊妹校開學日期及其行事曆而定。For sophomore applicants, the exchange period is in his or her junior year. For junior applicants, the exchange period is in the first semester of the senior year or the full senior year. Junior and Master students can choose to exchange for one semester or one year. The exact date for the exchange period is subject to the academic year of each partner university.

## 伍、 面試日期、地點 Date and Location of Oral Interview

預計 12 月下旬實施，日期、地點另行以 email 通知。

Interviews are estimated to be conducted in the late-December. The date and location will be announced via email later.

## 陸、 成績計算方式 Calculation of Results

以申請資料審查與面試成績合併計算。

Results are calculated through combining applications reviews and oral interview scores.

## 柒、 甄選名額、標準及公告 Internal Screening Quotas, Criteria and Announcements

### 一、錄取名額 Internal Screening Quotas

詳附件各姊妹校提供之名額。若錄取不足額時，各組名額得視情況流用。

Please find attached the exchange quotas. The quotas can be shifted between the language groups under specific conditions.

### 二、錄取標準 Criteria

錄取標準由姊妹校交換生甄試小組委員訂定之，各組依其甄試成績高低及所填姊妹校志願順序先後錄取，成績未達 70 分者不予錄取。預定錄取名額外，酌列備取生名額。正取生如有缺額，由備取生遞補，其遞補方式將另行通知。

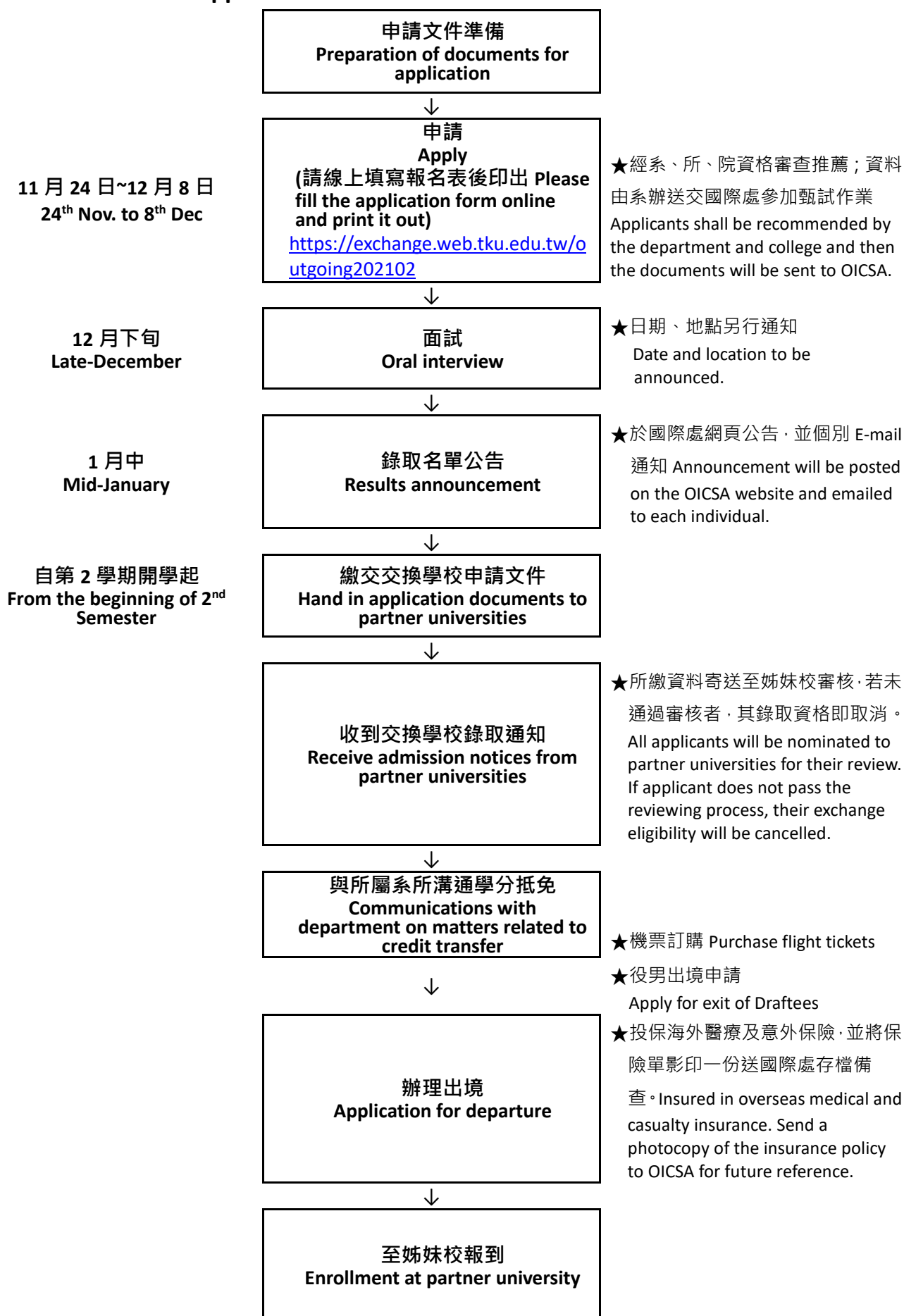
The screening criteria is conducted by the exchange student internal screening committee. Students will be distributed separately in accordance with their selection test scores and their university choices in order of preference. Students who scored below 70 are not accepted. Other than the set number of accepted students, extra vacancy spots may open up on the waiting list. If there are vacancy spots on the qualified list, students on the waiting list will be moved up. The order to which this will take place will be announced on a further date.

### 三、錄取公告 Internal Screening Announcements

預計於 1 月中公告於本處網頁。

Announcement is estimated to be posted on OICSA website in mid-January.

## 捌、申請作業流程 Application Process



## 玖、錄取後注意事項 Precautions after Internal Screening Announcements

一、本次甄選名額限 111 學年度 ( 2022/2023 年度 ) 入學，若無法按時入學，錄取資格隨即取消。  
The exchange eligibility is limited to academic year of 2022-2023. If student cannot exchange during academic year of 2022-2023, the exchange eligibility will be cancelled.

二、繳交交換學校之申請文件 Hand in application documents to partner universities

於本 ( 110 ) 學年度上學期獲錄取者，須於下學期開學時重新繳交姊妹校所需之申請文件至國際處，由國際處於各姊妹校申請截止日期前寄發薦送名單申請文件。

Those who were selected in the first semester of academic year 2020 must submit application documents required by the partner university in the second semester to OICSA. OICSA will nominate the students and send the application documents to each school before their application deadline.

三、取得入學許可及簽證辦理 Receive letter of acceptance and apply for visa

( 一 ) 錄取學生僅代表獲得本校交換學生推薦資格，仍需再經交換學校審核。未通過審核者，其錄取資格即取消，如有獎學金獲獎資格也同時取消。

Students who are selected by OICSA will be nominated to the partner universities and the exchange eligibility will be finalized after the evaluation at the partner university' side. If applicants fail to obtain the letter of acceptance of the partner university, his or her exchange eligibility will be cancelled. If there are scholarships involved, that will also be cancelled.

( 二 ) 因故未獲姊妹校核發入學許可者，本處得註銷其交換生資格。近年少數歐洲姐妹校曾因暑期或行政作業系統等因素而有延遲核發入學許可現象，造成部份等待出國之交換生不及辦理簽證、註冊或選課；為避免類似情事再度發生，凡未能於當年 8 月 31 日前取得姐妹校入學許可者，即取消其交換生資格。

If applicant is not granted a letter of acceptance from the partner university, OICSA will have to cancel the applicant's exchange eligibility. In recent years, a few European partner universities have delayed the issuance of letter of acceptance due to factors such as summer vacation or administrative operating systems, resulting in some applicants not being able to apply for visas in time or complete registration or course selection. In order to avoid such matters, those who have not received admission notices from partner universities on 31<sup>st</sup> August will be disqualified of their exchange eligibility.

( 三 ) 取得姊妹校入學許可之後，即可自行洽詢各國在臺辦事處之簽證辦理事宜，交換生須自行完成護照、簽證、機票及選課申請等事宜，並依據姊妹校開學狀況自行安排前往行程；如有困難，可請國際暨兩岸事務處在權責範圍內提供協助。

Those who have received letter of acceptance from partner universities should contact the embassy in Taiwan to apply for visa. Students must complete passport, visa application, flight arrangement and course selection by themselves. Please arrange your own schedule according to the partner universities' calendar. If there are any difficulties, OICSA will provide assistance within our responsibility.

( 四 ) 基於學生安全考量，如遇天災、戰爭、罷工、動亂、疫情等不可抗力或非可歸責於本校之事由，國際事務處有權取消或延遲交換。

Concerning the safety of the student, OICSA have the right to delay or cancel the exchange if there are force majeure happened, such as natural disaster, war, strike, unrest and epidemic.

四、台灣學生役男出國 Exit of Draftees for Taiwanese Students

役男出國前由本校函請各相關縣市兵役單位辦理役男出國手續。役男應於出國前持核准公函及護照，前往兵役單位加蓋出境核准章，並於交換期結束後準時返國，不得有滯留國外之情形；如有違反情況，須自負一切法律責任並按校規處置。具役男身分學生，請於出國前一個半月，繳交身分證影本及訂票記錄至國際處辦理。

五、註冊繳費與學籍保留 Registration fees and Retainment of Student Status

交換生於交換期間須繳交本校全額學雜費並註冊，於交換學校免繳學雜費，但其餘個人支出均須自行

負擔。(如交換學校有不同於本校之雜費項目，學生仍須繳交)。

During the exchange period, exchange student must pay the full amount of Tamkang University's tuition fee and complete registration. Students do not have to pay the tuition fees to the partner universities, but have to cover other individual expenses. (If the schools have their own miscellaneous fees, students have to pay these expenses.)

## 六、學分抵免 Credit transfer

交換生出國前應與所屬系、所充分溝通學分抵免事宜。返國後學分抵免，悉依各所屬系、所規定辦理。亦即於交換學校所修學分，不保證可採計與本校相同學分數或全數採計；若因兩校算法不同，以致學生損失部分學分數，本處無法替同學開立證明，且無替同學爭取採計相同學分數之責任。如因學分採計問題導致無法如期畢業者，須自行承擔後果。

**The exchange student should discuss credit transfer with respective departments and colleges before leaving to the partner university. When returning to TKU, credit transfer will be process by respective departments and colleges. Credits obtained from partner universities are not guaranteed to be calculated the same as Tamkang University. If two schools use different methods of calculation, causing the student to lose out certain credits, OICSA will not be able to provide evidence for the student and will not have the responsibility to help the student strive for credits. If student is unable to graduate due to credit problems, the student will bear all consequences.**

## 七、其他注意事項 Other issues

- (一) 錄取學生不得要求更換交換學校。若交換學校所核可之校區、院系或交換學期並非同學所預期，學生須自行斟酌是否接受或放棄錄取資格，不得要求更換校區、院系或交換學期。

If the admitted campus, department or exchange period is not up to expectations, students must decide whether to accept or withdraw their eligibility. Students are not allowed to change their schools, department or exchange period.

- (二) 各校交換名額及條件若因該校規定變動而更改，學生必須接受，不得有異議。

**If the exchange quotas and requirements changed due to the partner universities' regulations, students must accept this without any objections.**

- (三) 本校交換計畫不提供姊妹校校內宿舍申請保證；交換學校亦無保證提供校內宿舍之責任。學生須依各姊妹校規定自行申請宿舍。未申請到宿舍者，須自行安排外宿事宜，本處無替同學爭取校內宿舍之責任。

The exchange agreement between two universities does not guarantee the dormitory at partner university. Partner university do not have the responsibility of providing dormitory. Students must apply for dormitory in accordance to partner universities' regulations. Those who do not apply for dormitory have to arrange their own accommodations. OICSA carries no responsibilities in this aspect.

- (四) 部分學校雖有提供免收住宿費之優惠，但仍有可能因該校政策變動而取消，本校不保證一定能獲得免住宿費優待。若該校取消免住宿費優惠或提高住宿費，學生仍須依該校規定繳交，本處無替同學爭取免住宿費之責任。

Although certain universities provide the advantage of accommodation fee waiver, there is a possibility of cancelation due to the change in school policy. Tamkang University does not guarantee that student will receive accommodation fee waiver. If the school cancels the accommodation fee waiver or increase accommodation fees, the student have to pay in accordance with the provisions of the school. OICSA has no responsibilities concerning this matter.

- (五) 除學生平安保險外，交換生須於出國前自行購買自出國日起至加入當地國民保險前之保險(含醫療、意外、海外急難救助等)，並將保險單影印一份於出國前2週內送交國際處存檔備查。若學生未購買保險，本校有權取消其錄取資格。

In addition to student accident insurances, exchange students are required to purchase their own insurance from the day of departure until the day of joining a local national insurance (which includes medical, accidental, overseas rescue, etc.). The student should photocopy the insurance policy and send it

to OICSA two weeks before departure for further references.

(六) 交換期間姊妹校無提供工讀機會之義務。

During the exchange period, partner universities have no obligations to provide opportunities of part-time job.

(七) 交換學生因特殊變故無法如期前往錄取學校或中退交換生資格者，應向國際事務處申請撤銷。無故退出造成兩校間交流作業困擾者，依相關校規議處。

Exchange student should apply for a revocation of exchange eligibility to the OICSA if they are unable to travel due to the family emergency or accidents. Punishments are in accordance with school regulations if students withdraw without apparent reasons and cause issues between both TKU and the partner universities.

## 拾、交換期間注意事項 Exchange Period Precautions

一、交換期間不得辦理本校畢業或休學手續，若有違反即喪失其交換生資格。

During the exchange period, students are not allowed to apply for graduation or suspension. If any violations occur, student will be disqualified from being an exchange student.

二、交換期間如有特殊變故需中止交換計畫者，需取得兩校同意，不得自行中止或返國。

During the exchange period, if student have to suspend the exchange due to special reason, they must obtained the consents from both schools.

三、於交換學校完成註冊後，即視同該校學生，應遵守該校一切規定，不得做出有損兩校校譽情事。如有違反情況須同時接受兩校校規處置。

After completing registration at the partner university, students should obey the universities' regulations. Student shall not take part in situations that will damage both schools' reputation. If any violations are made, student will accept the punishment set by the rules from both schools.

四、交換期間須與本處保持密切聯繫，並留意自身安全問題。

During the exchange period, student are required to stay in close contact with OICSA and pay attention to the safety issues.

五、學生有責任及義務協助推廣本校，積極參加姊妹校舉辦之相關活動，如交換學生教育展或說明會等。

Student has the responsibility and obligation to promote Tamkang University by participating in related activities organized by partner universities such as exchange student education fairs.

六、交換期間結束後，須按時回到本校原就讀系所繼續就讀，或完成畢業手續，不得擅自延長交換期間。

如有違反情況，須自負法律責任並按校規處置。

At the end of the exchange period, student must return to Tamkang University and continue their studies in their original department or complete graduation procedures. Students are not allowed to extend their exchange period. If any violations are made, student shall be subjected with all legal obligations and dealt with in accordance with the school regulations.

## 拾壹、交換生義務 Exchange Student Obligations

一、於每年 4 月繳交留學心得報告至國際處。所繳交之心得報告等資料，本處得不須另取同意，有權於網站公開或提供相關活動使用。

Students need to submit the study abroad reports to OICSA in April. OICSA is entitled to post the report on websites or use it in relevant activities without the students' consent.

二、本處有權提供交換學生聯絡方式給未來錄取相同區域學生，不須另徵其同意。

OICSA is entitled to provide exchange student contact details to future applicants qualified for the same region without the students' consent.

三、需參加留學生授旗典禮（出國前及回國後）、交換生甄選說明會、經驗分享餐會等活動。並應主動協助及輔導後期交換生之留學準備，提供必要資訊。



Students are required to attend overseas students' flag presentation ceremony (before departure and after returning), exchange student program information session, experience sharing activities etc. Student should take the initiative to assist and guide the preparation of future exchange students and provide the necessary information.

## 切結書 Declaration

本人學生 (姓名) \_\_\_\_\_ 就讀淡江大學 \_\_\_\_\_ 系 (所) \_\_\_\_\_ 年級，學

號：\_\_\_\_\_，申請本校 2022-2023 年英歐語組姊妹校交換生聯合甄選。如經錄取，必將遵守下列規定，否則願意接受本校相關校規之處分：

This is to certify that student \_\_\_\_\_ in Department of \_\_\_\_\_, grade \_\_\_\_\_ student ID: \_\_\_\_\_ has applied for Tamkang University Exchange Students Application and Selection 2022-2023. If accepted, will abide by the following rules, or willingly accept the relevant punishments stipulated in the school's regulation.

一、恪遵本校及留學學校之相關法規及其給與之待遇，絕不做出任何有損兩校校譽之行為。  
I will abide by the relevant regulations of home university and partner university and will not behave in ways that may damage both schools reputation.

二、對於本交換生計畫公告之甄選作業簡章所列規範、權益及義務，均已確實瞭解，並願配合辦理。

I am fully aware of the regulation, right and obligation listed in the internal screening guide of the exchange student program and am willing to cooperate.

三、錄取名單公佈後，若交換校臨時變動名額或入學資格要求，願接受校方安排至其他交換校就讀。如因前述原因擬放棄交換資格，可不受第五點規範，但不得要求保留資格。

If the partner university alters the quota and requirement unexpectedly after the TKU internal screening announcements, I will abide the re-allocation by TKU to exchange abroad in the other partnet university. If student give up their exchange status because of the aforesaid facts, they are exempted from this regulation No.5. But they are not allowed to retain their exchange qualification.

四、為確保交換生海外留學安全，家長與學生本人願意主動告知是否曾有身心重大疾病之就診紀錄。

In order to ensure the safety of students when studying abroad, parents and students should take the initiative to inform on whether there has been any suffering of major physical or mental illness treatment recorded.

五、繳交申請件前已審慎考量姊妹校志願序，非因不可抗力之因素，不得以任何理由中途放棄交換生資格或中輟學業。研習期滿並按時返校。

The application is submitted after carefully considering the universities wish list. Other than for unavoidable reasons, students are not allowed to give up their qualifications for exchange status or drop out of school. Students need to return to Tamkang University after completeing the exchange period.

立書人： \_\_\_\_\_ (簽名蓋章)

立書人家長 (監護人)： \_\_\_\_\_ (簽名蓋章)

(關係： \_\_\_\_\_)

中 華 民 國 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

## 大四生出國切結書 Declaration for senior abroad students

本人學生 (姓名) \_\_\_\_\_ 就讀淡江大學 \_\_\_\_\_ 系 (所) \_\_\_\_\_ 年級，學  
號： \_\_\_\_\_，申請本校 2022-2023 年英歐語組姊妹校交換生聯合甄選。

本人了解學則與出國生相關修業規定，同意出國研修期間需為淡江大學註冊在學學生，並自行於出國前進行學分確認，了解交換期間不得辦理休、退學或畢業。若因參加交換學生計畫影響畢業時間、學分採認問題或有無法順利取得學位之情事，本人將自負全責，不得異議。

This is to certify that student \_\_\_\_\_ in Department of \_\_\_\_\_, grade  
student ID: \_\_\_\_\_ has applied for Tamkang University Exchange Students Application and Selection 2022-2023.

I hereby attest that I understand the TKU Student Regulations and aware that I shall hold the TKU student status during the exchange period. I will check the credits I earn before studying abroad and understand I am not allowed to apply for graduation or suspension during the exchange period. If the exchange program affects my graduation schedule, credit recognition, or deferred graduation, I take full responsibility and no objection will be raised.

立書人： \_\_\_\_\_ (簽名蓋章)

立書人家長 (監護人)： \_\_\_\_\_ (簽名蓋章)  
(關係： \_\_\_\_\_)

中 華 民 國 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

## 交換生申請 Q & A

### Q & A Student Exchange Application

#### 1. 我想申請交換生，請問我應該如何申請？

##### I want to apply for exchange. How can I apply?

- (1) 請參考甄選辦法中的學校名單，自行查詢各姊妹校資訊，並決定欲申請交換的學校。  
可參考 109 學年度出國留學手冊：  
<https://tinyurl.com/2020EASYGOWEB>  
Please research the universities listed in the internal screening guidance and decide which universities you would like to apply for. Please find the 2020-2021 student study abroad handbook for your reference:  
<https://tinyurl.com/2020EASYGOWEB>
- (2) 請先考取欲交換學校規定的語言成績，如姊妹校沒有規定，則語言成績須高於本校徵選門檻。  
Please first achieve the language requirement of the sister university that you would like to exchange. If the sister university do not have language requirement, then scores must be higher than the TKU internal screening requirement.
- (3) 請於所屬系所規定的收件期限前繳交申請資料至系辦。各系所將於國際處收件截止前，將資料繳交至國際處。  
Please hand in application documents to the office of your department before their application deadline. The department will then submit the applications to OICSA before our deadline.
- (4) 完成報名手續後，國際處將通知您面試時間。  
After the application completed, OICSA will inform you on time of the interview.

#### 2. 什麼時候要提出申請？

##### When should you apply for exchange?

<p><b>日語組 Japanese group</b> 第一次:約 2~3 月(二下) First application: about February ~ March (second semester of sophomore year) 第二次:約 9~10 月(三上) Second Application: About September ~ October (first semester of junior year) (如第一次甄選有缺額時才辦理第二次甄選) (Second application will only happen if there are vacant spots on the first application)</p>	<p><b>英歐語組(包括歐美、澳洲、以及以英語授課的亞洲日本姊妹校等) English and European languages group (including Europe, US, Australia, and partner universities in Asia with English-taught courses)</b> 約 11 月(二上、三上) About October ~ November (first semester of sophomore and junior year)</p>
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中文組(部分學校僅開放台灣學生申請。)

Chinese group

(please note that some schools only allow applications from Taiwanese students.)

2~3 月(二下)

February ~ March (second semester of sophomore year)

9 月~10 月(三上)

September ~ October (first semester of junior year)

### 3. 大三出國和交換生有什麼不同?

**What is the difference between studying abroad in your junior year and being an exchange student?**

Types	辦理單位 Organizer	姊妹校學雜費 Tuition Fees of Partner University	Tamkang University Tuition Fees
Study Abroad in Junior Year	6 Departments from College of Foreign Languages, Department of International Business, 4 Departments from Lanyang Campus	Pay full amount	1/4
Exchange Student	Office of International Cross-Strait Affairs (OICSA)	No fees required	Pay full amount

### 4. 語言成績申請門檻是多少分?

**What is the language application requirement?**

日語組 Japanese Group: :

研究所學生：日本語能力檢定 JLPT N1 以上

Postgraduate students: Japanese language proficiency test needs to be above JLPT N1

大學部學生：日本語能力檢定 JLPT N2 以上

Undergraduate students: Japanese language proficiency test needs to above JLPT N2.

英語組 English Group：托福 iBT 70 分或 IELTS

5.5(學術組)。TOEFL iBT 70 or IELTS 5.5 (Academic)

德語組 German Group：德語檢定 A2 證明。

German language proficiency test A2

法語組 French Group：法語檢定 B1 證明。

French language proficiency test B1

西語組 Spanish Group：西語檢定 B1 證明。

Spanish language proficiency test B1

俄語組 Russian Group：俄語檢定 A2 證明。

Russian language proficiency test A2

請注意！如姊妹校另有規定門檻，則依姊妹校規定辦理。

**Please note! If partner universities have other language requirements, all will go according to their regulations.**

### 5. 學業成績申請門檻是多少分?

**What is the academic score requirement?**

在校學業成績總平均 75 分以上或系百分比前 40% ( 研究所一年級學生應檢附大學四年成績單 ) Applicants should obtain an average grade of 75 or above or achieves top 40% of the department (Please view "scores of all semesters")

## 6. 交換期間是什麼時候?

### When is the exchange period?

日語組(1年)：每年4月~翌年2月(少數學校為每年9月~翌年7月)

**Japanese group (1 year):** Every year from April to February of the following year (few schools are September to July of the following year)

英歐語組(1年或1學期)：每年9月~翌年6月

**English and European languages groups (1 year):** Every year from September to June of the following year

中文組(1學期)：9月~翌年1月(上學期)或2月~7月(下學期)

**Chinese group (1 semester):** September to January of the following year (first semester) or February to July (second semester)

## 7. 請問轉學生是否可憑先前學校的成績申請?

### Are transfer students allowed to apply for exchange using academic transcripts from their previous school?

視姊妹校規定而定。

This will be determined in accordance to the sister school.

## 8. 請問我可以同時申請英語組和法語組(跨組報名)嗎?

### Am I allowed to apply for the English and French group at the same time?

不可以，每次僅可選擇一組報名。

No. You are only allowed to apply for one group each time.

## 9. 推薦信我要找誰寫，有特定格式嗎?

### Whom should I go to for recommendation letters and are there specific formats?

請找校內老師寫推薦信，格式不限，請使用中文或依申請語言組別撰寫。(例：英語組可繳交中文或英文推薦信)

Please ask TKU professors to write recommendation letters for you. There is no specific format. Please write in Chinese or by the language of the group, which you apply. (i.e. English group should write in English or Chinese)

## 10. 請問要繳語言成績單或是獎狀的正本嗎?

### Do you need to hand in the original copy of the language transcript or the certificate?

申請表、校內成績單、推薦信須繳交正本，其餘影本即可(語言成績證明請於面試時提供正本驗核)。

Original copies are required for the application form, school transcripts and recommendation letter. The rest can be the photocopies. (Original copies of language proficiency transcripts should be provided during the oral examination for verifications).