

文藻外語大學境外生輔導辦法

Guidelines for Counseling Overseas Students of Wenzao Ursuline University of Languages

民國104年10月29日國際暨兩岸事務推動委員會通過
Approved by the International and Cross-Strait Affairs Promotion Committee
on October 29, 2015

民國104年12月01日行政會議修正通過
Amended and approved at the Executive Meeting on December 1, 2015

第一條 文藻外語大學（以下簡稱本校）為協助境外生適應校內環境，融入校園生活，依據教育部「外國學生來臺就學辦法」、「大陸地區人民來臺就讀專科以上學校辦法」、「僑生回國就學及輔導辦法」及「香港澳門居民來臺就學辦法」，特訂定「文藻外語大學境外生輔導辦法」（以下簡稱本辦法）。

Article I: To help overseas students adapt to the environment of the university and immerse themselves in campus life, Wenzao Ursuline University of Languages (hereinafter the University) has formulated the Guidelines for Counseling Overseas Students of Wenzao Ursuline University of Languages (hereinafter the Guidelines) in accordance with the Ministry of Education's Regulations Regarding International Students Undertaking Studies in Taiwan, the Regulations Regarding Mainland Chinese Residents Studying in Junior Colleges or Above in Taiwan, the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan, and the Regulations Regarding Hong Kong and Macao Residents Undertaking Studies in Taiwan.

第二條 本辦法所稱之「境外生」包括學位生及非學位生。學位生包括外國學生、大陸地區學生(簡稱陸生)、香港或澳門學生(簡稱港澳生)、僑生等；非學位生包括交換生及短期研修生。

Article II: The "overseas students" referred to in the Guidelines include those studying in degree and non-degree programs. Those who study in degree programs include foreign students, students from the Mainland China (hereinafter Mainland Chinese Students), students from Hong Kong or Macao (hereinafter Hong Kong and Macao Students), and overseas Chinese students. Non-degree students include those who undertake an exchange program and other short-term study programs.

第三條 境外生之相關輔導事務，由國際暨兩岸合作處(簡稱國合處)、學生事務處(簡稱學務處)、教務處、境外生所屬系(所)共同負責(相關輔導工作分配如附表一)。

(一) 國合處：負責一般生活事務處理、國際溝通聯繫。

(二) 學務處：負責生活、醫療、心理、職涯等特殊事務之處理。

(三) 教務處：負責課程相關行政事務。

(四) 境外生所屬系(所)：系主任(所長)、國際合作交流教師及班級導師負責課業輔導或生活協助。

Article III: Affairs related to counseling overseas students will be jointly handled by the Office of International and Cross-strait Cooperation (OICC), the Office of Student Affairs (OSA), the Office of Academic Affairs (OAA), and the departments (graduate institutes) in which overseas students undertake study programs (see Table 1 for allocation of counseling tasks).

(I)OICC: Responsible for handling general issues related to daily life and contacting/communicating with international counterparts.

(II)OSA: Responsible for handling special issues related to daily life, medical care, psychological stress, and career development.

(III)OAA: Responsible for administrative affairs related to curriculum.

(IV)Departments (graduate institutes) in which overseas students undertake study programs: Heads of departments (graduate institutes), departmental international coordinator, and homeroom teachers should provide schoolwork counseling or life assistance.

第四條 新入境之外國學生、港澳生、僑生、交換生應檢附自入境當日起至少六個月效期之醫療及傷害保險證明文件。

陸生在臺每學期註冊時，應檢附在學期間有效之醫療及傷害保險證明文件。

前述保險證明如為國外核發者，應經我國駐外館處驗證；如為大陸地區開具者，應經大陸地區公證處公證，並經我國行政院設立或指定之機構或委託之民間團體驗證。

未符合前述規定者，必須自費參加本校指定之境外生團體保險。

Article IV: Foreign students, Hong Kong and Macao students, overseas Chinese students, and exchange students entering Taiwan should provide proof of health and accident insurance with a valid period of at least six months from the date of entry.

Mainland Chinese students should provide proof of health and accident insurance that will be valid throughout their study periods when completing registration every semester.

If proof of insurance mentioned above is issued by a foreign organization, it should be verified by a diplomatic mission of Taiwan. If it is issued in mainland China, it should be notarized by a notary public in mainland China and verified by an organization established or designated by, or a private organization commissioned by, the Executive Yuan.

Those who fail to comply with the above regulations must participate in the group insurance for overseas students designated by the University at their own expense.

第五條 境外新生（陸生除外）於在臺居留期滿六個月，必須參加我國全民健康保險。

Article V: Newly admitted overseas students (except for Mainland Chinese Students) who have stayed in Taiwan for six months must participate in the National Health Insurance.

第六條 輔導境外生時，若遇特殊問題，依各單位職掌合作辦理。國合處並得視個案需要，邀集校內相關單位、校外專家召開輔導會議，並主動聯繫家長、交換生原學校聯絡人或在臺監護人(作業流程如附表二)。

Article VI: Special problems encountered when counseling overseas students should be jointly tackled by all units in accordance with their respective areas of responsibilities. The OICC may invite relevant internal units and external experts to convene a counseling meeting, and take the initiative to contact parents, liaisons in exchange students' home institutions, and their guardian representatives in Taiwan depending on the requirements of each case (see Table 2 for the counseling process).

第七條 境外生之休學、退學、獎懲、請假等事宜，悉依本校相關規定辦理。

Article VII: Matters related to rules governing suspension, withdrawal, rewards and punishments, and request of leave for overseas students should be processed in accordance with relevant regulations of the University.

第八條 本辦法未盡事項依國內相關法規處理。

Article VIII: Matters not covered by the Guidelines should be processed in accordance with relevant domestic laws and regulations.

第九條 本辦法經國際暨兩岸事務推動委員會及行政會議通過，陳請校長核定後公布實施，修正時亦同。

Article IX: The Guidelines become effective after being approved by the International and Cross-Strait Affairs Promotion Committee and at the Executive Meeting, as well as ratified by the President. Amendments must follow the same procedure.

文藻外語大學境外生輔導工作分配一覽表
Allocation of Tasks Concerning the Counseling of Overseas Students
at Wenzao Ursuline University of Languages

序 Step	輔導工作 Counseling task	處理事項 Description	配合單位 Cooperation units
1	入學前輔導 Counseling before admission	<ul style="list-style-type: none"> ● 聯繫當學期境外生 Contact overseas students for the current semester ● 寄發入學須知、住宿資訊 Send them admission notice and accommodation information ● 彙整境外生住宿需求 Compile information on overseas students' accommodation needs ● 彙整個人航班／高鐵抵達訊息 Compile information on arrivals of overseas students' flights and high speed rail ● 回覆境外生問題 Reply to overseas students' inquiries 	學務處、教務處 OSA and OAA
2	接送安排(機場或 高鐵站) Pick-up services (at the airport or high speed rail station)	<ul style="list-style-type: none"> ● 國合處境外組確認當學期境外新生名單及個人抵達時間後，再安排人員赴高雄小港機場或高鐵左營站接送。 The OICC will arrange pick-up for overseas students at either Kaohsiung International Airport or Taiwan High Speed Rail Zouying Station after it confirms the list of overseas students for the current semester and their individual arrival times. 	

3	住宿安排 Arrangement of accommodation	<ul style="list-style-type: none"> ● 安排境外生住宿之房間，並協助入住事宜。 Arrange accommodation for overseas students and help them to check in. 	學務處 OSA
4	學生事務入學說明 Orientation for overseas students	<ul style="list-style-type: none"> ● 國合處依境外生之身分分別不同，辦理相關證件。 The OICC will assist overseas students to apply for relevant identification documents in accordance with their individual status. ● 國合處協助境外生辦理銀行開戶、保險、體檢等業務。 The OICC will assist overseas students in opening a bank account, purchasing insurance, and having a physical examination. ● 國合處協助境外生選課加退選。 The OICC will assist overseas students in adding or dropping a course. ● 國際合作交流教師提供選課諮詢 Departmental international coordinator will provide information on course selection. 	教務處、學務處、系主任（所長）、國際合作交流教師、班級導師 OAA, OSA, heads of departments (graduate institutes), departmental international coordinator, and homeroom teachers
5	選課作業 Course selection 學生事務與規範 Student affairs and regulations	<ul style="list-style-type: none"> ● 教務處協助講述選課注意事項及流程。 The OAA will provide overseas students with notice on, and the process of, course selection. ● 學務處協助說明校內生活規範及本國相關安全法律提醒。 The OSA will explain the regulations of 	教務處、學務處、系主任（所長）、國際合作交流教師、班級導師 OAA, OSA, heads of departments (graduate institutes), departmental international coordinator, and homeroom teachers

		campus life to overseas students and remind them of relevant domestic safety laws.	
6	實習與職涯輔導 Internship and career counseling	<ul style="list-style-type: none"> ● 提供境外生實習機會及職涯輔導事宜。 Provide overseas students with internship opportunities and career counseling. 	學務處、系（所） OSA and departments (graduate institutes)
7	學生社團 Student clubs	<ul style="list-style-type: none"> ● 鼓勵境外生加入社團，並提供社團活動資訊。 Encourage overseas students to participate in student clubs and provide information on club activities. 	學務處 OSA
8	年度系列活動 Annual serial activities	<ul style="list-style-type: none"> ● 舉辦年節活動及文化導覽行程，使境外生深入了解臺灣文化。 Host festival activities and cultural events to help overseas students gain a deeper understanding of the culture of Taiwan. 	

文藻外語大學境外生輔導流程圖

The Process of Counseling Overseas Students at Wenzao Ursuline University of Languages

