

## 國立宜蘭大學境外自費研修生短期研修收支管理要點

104年5月26日103學年度第16次行政會議通過

104年6月2日第62次校務基金管理委員會通過

106年7月18日105學年度第23次行政會議修正通過

106年8月1日106學年度第1次行政會議修正通過

106年10月17日106學年度第6次行政會議修正通過

106年11月8日第72次校務基金管理委員會修正通過

一、國立宜蘭大學（以下稱本校）為拓展學生國際視野並加強國際學術交流，充裕本校校務基金，特依據「國立大學校院校務基金設置條例」，針對境外學生來本校短期自費研修者（以下簡稱「自費研修生」），訂定「國立宜蘭大學境外自費研修生短期研修收支管理要點」（以下簡稱本要點）。

二、自費研修生來本校短期研修期限為一學期或一學年，其來源包括：

（一）與本校簽訂學術交流、學生交換、自費研修之協議、合作備忘錄等境外學校選薦者；

（二）非屬前款學校，但經專案核准者。

三、自費研修生收費項目及標準：

項目 \ 標準	學分費		每學期 行政費	備註
修課 (採隨班附讀方式)	學士班課程	每學分 2,500 元	5,000 元	0 學分課程以上課時數計列，每小時收費比照每學分費用
	碩士班、碩士在職專班(不含 EMBA)	每學分 5,800 元	5,000 元	
	人文管理學院高階經營管理碩士在職專班 (EMBA)	每學分 7,500 元	5,000 元	
研究但不修課	至多 6 個月	10,000		-- --
宿舍費、電腦使用費、平安保險費	依本校收費標準或依實際費用繳交			
代辦來臺出入境證照之相關費用	依實際費用繳交			

四、自費研修生經費分配原則：

（一）總收入（不含宿舍費、電腦使用費、平安保險費、代辦來臺出入境證照之相關費用）30%繳交校務基金；

（二）55%分配至該生所屬學院，再由學院依自費研修生人數統籌分配至系所，其中課業輔導津貼分配標準如下：

1. 學士班課程：800 元×學員人數×學分。

2. 碩士班、碩士在職專班（不含EMBA）： $1,900 \text{ 元} \times \text{學員人數} \times \text{學分}$ 。
3. EMBA： $2,500 \text{ 元} \times \text{學員人數} \times \text{學分}$ 。
4. 0 學分課程以上課時數計列。

（三）15%分配至國際事務處。

五、分配金額須依權責單位之業務範圍，使用於以下有關境外交流發展相關業務支出：

- （一）授課教師課業輔導津貼；
- （二）境外生學習材料費用、生活輔導費用；
- （三）學生至境外學校交換或短期交流補助；
- （四）境外學者來訪相關支出；
- （五）接送機、文化交流推廣相關支出；
- （六）行政相關事務費用、差旅費用。

六、本要點若有未盡事宜，悉依協議書及本校相關規定辦理。

七、本要點經行政會議、校務基金管理委員會通過，陳請校長核定後公布實施。

## Payment Management Guidelines for Self-Financed International Students Pursuing Short-Term Study at National Ilan University

Approved on May 26, 2015 at the 16<sup>th</sup> Administrative Meeting for Academic Year 2014  
 Approved on June 2, 2015 at the 62<sup>nd</sup> meeting of the University Endowment Committee  
 Amended and Approved on Jul 18, 2017 at the 23<sup>rd</sup> Administrative Meeting for Academic Year 2017  
 Amended and approved on August 1, 2017 at the 1<sup>st</sup> Administrative Meeting for Academic Year 2017  
 Amended and approved on October 17, 2017 at the 6<sup>th</sup> Administrative Meeting for Academic Year 2017  
 Amended and approved on November 8, 2017 at the 72<sup>nd</sup> meeting of the University Endowment Committee

- I. National Ilan University (hereinafter referred to as **“the University”** or **“NIU”**), for the purpose of broadening the international perspective of students and increasing international academic exchanges, has formulated these Payment Management Guidelines for Self-Financed International Students Pursuing Short-Term Study at National Ilan University (hereinafter referred to as **“the Guidelines”**) for self-financed international students pursuing short-term study at NIU (hereinafter referred to as **“self-pay students”**) in accordance with the National University Endowment Fund Establishment Act.
  
- II. The duration of “short-term study” for self-pay students is defined as one semester or one full academic year. Self-pay students comprise the following:
  - (1) Students nominated by an overseas school that has already signed an academic exchange agreement, student exchange agreement, self-financing study agreement, or a memorandum of understanding with the University;
  - (2) Students from a school not in the aforementioned category but which is approved on an individual basis.
  
- III. The self-pay student fee schedule and NIU payment standards are as follows:

Item \ Standard	Course Credit Cost		Administrative Fee Per Semester	Remarks
Courses (Charged as elective course)	Undergraduate Courses	NT\$2,500 per course credit	NT\$5,000	Courses with 0 credits are charged by course hour. The fee per hour is the same as the fee per credit.
	Master’s program, Master of Business Administration (excluding EMBA)	NT\$5,800 per course credit	NT\$5,000	
	Executive Master of Business Administration (EMBA) in the College of Humanities and Management	NT\$7,500 per course credit	NT\$5,000	
Research only; no coursework	Up to 6 months	NT\$10,000		--
Residence fee, computer fee, insurance fee	Student shall make payment according to the University’s standard fee or according to actual fee.			

Fees related to the application of entry and exit permits / visas to Taiwan	Student is responsible for paying all relevant fees.
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IV. Allocation of funds paid by self-pay students:

- (1) 30% of the total payment (not including residence fees, computer fees, insurance fees, and fees related to the application of entry and exit permits/visas to Taiwan) will be allocated to the NIU administrative endowment fund;
- (2) 55% of the total payment will be distributed to the student's respective college. The college will then distribute the funds to each department based on the number of self-pay students. The distribution standard for tutoring is as follows:
  1. Undergraduate courses: NT\$800 × number of students × number of credits
  2. Master's program, Master of Business Administration (not including EMBA): NT\$1,900 × number of students × number of credits
  3. EMBA: NT\$2,500 × number of students × number of credits
  4. Courses with 0 credits are charged by course hour.
- (3) 15% of the total payment will be allocated to the Center for International Affairs

V. The expense of the distributed fee must be administered by the competent authority and must be used for one of the following purposes related to international exchange and development:

- (1) Tutoring stipend (must be student's current instructor);
- (2) Educational material and/or life counseling fees for international students;
- (3) Stipend for student exchange programs or short-term exchanges;
- (4) Fees related to visits from international scholars;
- (5) Fees for transportation to/from airport; fees related to cultural exchange activities;
- (6) Fees for administrative task and related business travel.

VI. For matters not covered in these Guidelines, please refer to agreements and relevant regulations of the University.

VII. These Guidelines were approved at the NIU Administrative Meeting and by the University Endowment Committee and promulgated upon approval by the University President.