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### 輔仁大學學校財團法人輔仁大學 函

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發文日期：中華民國103年1月2日  
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密等及解密條件或保密期限：

附件：相關附件內容(共五件) (檢附USCO簡介原文(附件一).PDF、UMAP臺灣交換學生獎學金辦法原文(附件二).DOC、USCO課程與獎學金辦理時程表原文(附件三).DOCX、超短期交換計畫課程規劃內容(附件四).DOCX、超短期交換計畫課程申請表格(附件五)各一份.XLS，共5個電子檔案)

主旨：敬邀 貴校參與亞太大學交流會(簡稱UMAP) 103學年度第一學期交換學生計畫(簡稱USCO)，惠請 貴校提供課程計畫，受理線上課程即日起至103年1月31日止，敬請 查照。

說明：

一、亞太大學交流會(簡稱UMAP)為促進亞太地區高等教育領域學生交換，與其他會員國之學術與文化交流，建構亞太大學交流會交換學生計畫(簡稱USCO)。此計畫共計3項：

- (一)UMAP多國交換學生計劃Program A (UMAP Multilateral Student Exchange Program 簡稱UME)。
- (二)UMAP雙邊交換學生計劃Program B (UMAP Bilateral Student Exchange Program 簡稱UBE)。
- (三)UMAP特殊課程交換學生計劃Program C (UMAP Student Exchange on Special Courses 簡稱USC)。

二、課程說明：

(一)學校上傳課程資訊(貴校國際現有外語課程)，即日起至

103年1月3日暨收文總字第1030000096號



裝訂線



102年2月28日止，並開始徵選學生參與USCO

UME(Program A)或UBE(Program B)計畫，學生線上課程報名期間，自3月1日起至3月14日止。若各校須交換至日本地區學生請提前申請。

(二)參與UME計畫(Program A)或UBE計畫(Program B)可享有學雜費減免之優惠，每校可推派兩名至三名學生至會員國之USCO參與學校交換，或接受其他會員國之USCO參與學校學生。透過USCO交換成功之學生，亦有機會獲得由中華民國教育部獎助每月兩萬元之UMAP臺灣交換學生獎學金。

(三)敬邀各校提出超短期交換計畫課程規劃(SuperShort-Term Program)，為期1周至1個月，UMAP提供亞太地區會員國每年100名學生每人800美元的獎學金獎勵。各會員國所提計畫書彙整後，預計於今年5月召開UMAP理事會確認發放超短期交換計畫課程獎學金學校；課程規劃內容與申請表格可參閱附件。

三、依UMAP憲章規定必須是USCO會員校才能參加USCO學生交換計畫，如果 貴校並非UMAP USCO (UMAP Connection Online線上交換系統)會員校，尚祈於民國103(西元2014)年1月31日 前完成 貴校"交換學生同意書" (PLEADE OF AGREEMENT) 之簽署，並以可攜式文件格式(PDF)回傳電子檔給UMAP 國際秘書處；相關資訊連結：<https://umap.moe.gov.tw/index.php/tw/umap>。

四、檢附USCO簡介原文(附件一)、UMAP臺灣交換學生獎學金辦法原文(附件二)、USCO課程與獎學金辦理時程表原文(附件三)、超短期交換計畫課程規劃內容(附件四)、超短期交換計畫課程申請表格(附件五)各一份。

五、若有任何問題，歡迎致電詢問UMAP國際秘書處胡是君秘書(聯絡電話：02-29056370，e-



2/13

mail : umaptaiwan@gmail.com) °

正本：公私立大專校院

副本：亞太大學交流會國際秘書處

103/01/02  
16:41:14

換送辦理：

- 一、文登載校首頁及文件公告系統  
公告周知。
- 二、線上課程自3月起受理，請於  
申請前來信開通帳號，可提  
出申請。
- 三、中文景送四院卓參，有意開設DSCO  
課程之系所，請於1/28(-)備妥相  
關表件送至國際處。
- 四、文錄案繼續辦理。

秘書室 莊宗憲  
秘書

103. 1. 07

教授兼 孫同文  
主任秘書

國際處 蘇玉龍  
103/1/8

國際事務處 石宇廷  
高進合作組  
約用 103.01.06

助理研究 翁信  
員兼組長

教授兼 洪政欣  
國際事務長



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PROGRAM UMAP Multilateral Student Exchange Program [UME]

# A

UMAP Secretariat in each Member Country/Territory acts as the coordinator for acquiring well known universities for UMAP exchange students whose tuition fee will be waived, including a special consideration to provide accommodation to students.

The university participating in UME will need to agree to send and receive 2 exchange students based on reciprocity with universities from other Member Country/Territory, but not emphasizing on spontaneous time nor direct exchange.

Courses in UME are degree courses at undergraduate or postgraduate level, UME will provide online information and tools for student's application, using the "Standard UMAP Application Form & UCTS", credits/units for the subjects both in home and host universities to be calculated by using UCTS online, and transferred for students back to their home universities.



PROGRAM

# B

UMAP Bilateral Student Exchange Program [UBE]

UMAP Secretariat in each Member Country/Territory acts as the coordinator for universities who are participating in UME to join this bilateral exchange to send and accept students from UMAP Member Countries/Territories or from other countries anywhere in the world who get access to this database.

UBE will provide online information and tools for student application using the "Standard UMAP Application Form & UCTS (UMAP Credit Transfer Scheme)". Conditions on tuition fee waived or non-waived will depend on the universities MOU between each other.

Courses in UBE are degree courses at undergraduate or postgraduate level, UCTS credit conversion for the subjects studied at host universities is encouraged for transfer back the credits to the students' home universities.

PROGRAM

# C

UMAP Student Exchange on Special Courses [USC]

UMAP Secretariat in each Member Country/Territory acts as the coordinator for universities who are participating in UME to obtain information about special courses, such as; those on language / culture / area studies in any subject fields, that are designed and to be promoted through UMAP.

USC will provide online information and tools for student application using the "Standard UMAP Application Form & UCTS (UMAP Credit Transfer Scheme)". Tuition fee may be waived or charged from students coming from other universities will depend on the universities.

Courses in USC are short courses, credits for the courses are optional. If there are credits for the courses, they can be calculated by using the UCTS.





## Scholarship Regulations

### §1 (Purpose)

To encourage university student exchange among UMAP member countries/territories through a UMAP Taiwan Exchange Student Scholarship Program funded by the UMAP Taiwan National Secretariat (NS) and to promote cultural and academic exchange between Taiwan and other countries/territories for mutual understandings.

### §2 (Condition)

This scholarship may be granted to applicants who meet the Eligibility Requirements as presented in regulation 5.

### §3 (Scholarship & Quota)

- I. This Scholarship is funded by the Ministry of Education (MOE), Taiwan.
- II. Each exchange student receives up to 20,000 New Taiwan Dollars (NTD) per month.
- III. When the exchange program time duration does not exceed a full month, then the award will be based on the remaining monthly stipend.
- IV. The quota will vary from year-to-year based on the annual fiscal budget.

### §4 (Timeline)

- I. The duration of the exchange program is for one to two semesters, and Scholarship applications will be accepted twice a year based on the USCO Timeline.
- II. Exchange students may submit applications twice per academic year based on the "UMAP Exchange Program Procedure and Timeline for USCO (UMAP Students Connection Online)."
- III. The exchange student name list will be announced on the UMAP Taiwan website (<http://umap.moe.gov.tw>) the day after the deadline for the UCTS student placement.

### §5 (Eligibility Requirements)

To be eligible for this scholarship, all applicants must meet the following requirements:

- a. All applicants must apply successfully through the USCO online exchange student system before they can be considered.
- b. Applicants must be UMAP outbound exchange students in Taiwan or UMAP inbound exchange students from other countries/territories to Taiwan.

### §6 (Application)

- I. The following materials should be submitted in order:
  - a. Application form (See Appendix 1)
  - b. Photocopy of the applicant's passport AND home university student ID.
  - c. Autobiography (English) (See Appendix 1)
  - d. Statement of Purpose (English) (See Appendix 1)
  - e. Other outstanding records or certifications (Optional)
  - f. Official Transcript from his/her home university
- II. All applicants should submit certified copies of all required documents by

registered mail to UMAP Taiwan NS.

## §7 (Procedures)

- I. Applications will be reviewed by UMAP Taiwan NS for the preliminary review and all qualified applications will be submitted to the Bureau of International Cultural and Educational Relations R.O.C. for final review.
- II. After the list of exchange students via USCO has been posted on the UMAP Taiwan NS website (<http://umap.moe.gov.tw>), UMAP Taiwan NS and the MOE will complete the review process and announce the Award results within two months.
- III. The list of awarded students will be announced on the UMAP Taiwan NS website: <http://umap.moe.gov.tw>
- IV. Successful Award Recipients will be notified of the results of their application via E-mail ([umaptaiwan@gmail.com](mailto:umaptaiwan@gmail.com)).

## §8 (Responsibilities of Exchange Students)

- I. UMAP Taiwan NS will distribute the scholarship to all applicants. Each Award Recipient's Scholarship will be divided into two payment proportions: 70% and 30%. The distribution will be made through wire transfer at the beginning and ending of the semester, and the applicants will be responsible for each payment fee.
- II. UMAP exchange students must submit the certified copies of following documents by registered mail to UMAP Taiwan NS at the beginning of the semester as proof that they received their first payment (70%) of the scholarship:
  - a. Registration certification from the Host University.
  - b. Personal bank account information (name, bank account number and swift code, and other required remittance data)
  - c. A photocopy of the Receipt with signature to UMAP Taiwan NS.
- III. UMAP Exchange students must submit the certified copies of following materials to UMAP Taiwan NS by registered mail at the end of the previous semester before claiming the remaining payment (30%) of the scholarship:
  - a. A completed UMAP Credit Transfer Scheme (UCTS)
  - b. Official Transcript from his/her host university with required scores
  - c. Photocopies of the Receipt with signature (Appendix 3)
  - d. A Study Report on the Exchange Student Program from previous semester (Appendix 4)

## §9 (Additional Requirements for Applicants)

- I. All exchange students must return to their home country after they finish their studies in Taiwan. Exchange Students are required to continue studying at their home universities for the following semester.
- II. Selected Awarded UMAP students who give up the opportunity to study aboard will lose their right to receive a scholarship.
- III. When Selected Awarded UMAP students fail to complete their exchange program, with the exception of uncontrollable documented situations, the uncompleted





**UMAP**  
University Mobility  
in Asia and the Pacific

## TAIWAN EXCHANGE STUDENT PROGRAM SCHOLARSHIP

National Secretariat | Tel:+886-2-2905-6370 | Fax:+886-2-2905-7174 | E-mail: [umap@mail.fju.edu.tw](mailto:umap@mail.fju.edu.tw)  
No. 510, Zhongzheng Rd., Xinxhuang Dist., New Taipei City 24205, Taiwan(R.O.C.) | Fu Jen Catholic University

scholarship should be returned to UMAP Taiwan NS.

- IV. If there are any violations, students will be legally responsible for all resulting consequences.
- V. In the case of UMAP inbound exchange students, Award recipients of more than six months are obligated to join Taiwan's National Health Insurance Program. However, before arriving in Taiwan, they need to purchase their own student health and accident insurance and other relevant insurance to ensure their coverage before Taiwan National Health Insurance Program is activated.
- VI. The UMAP participating university should assist UMAP Taiwan NS to acquire the exchange student's personal record or other necessary information if the UMAP Board Meeting requests UMAP Taiwan NS to make a report on the outcomes of this scholarship or for other purposes. The UMAP exchange students will automatically become UMAP alumni after completing their scholarship programs.





<b>Time</b>	<b>Description</b>
31 December 2013	IS sent an official invitation letter to UMAP Member Secretariats to invite universities' participation in the UMAP Student Connection Online Programs (UME or UME and UBE / USC).
1 January-28 February 2014	Universities who want to participate in the UME / UBE / USC must first sign the Pledge Agreement for UME with UMAP International Secretariat; they will immediately obtain USCO user account and password, and "USCO Manual for Administrators" for up-loading the university's information and courses' details that are opened for international students through USCO web-pages.
1 March- 15 March 2014	<p>USCO Administrators at participating universities can issue USCO account and password to students for accessing information and using the "Standard UMAP Application Form &amp; UCTS". "USCO Manual for Students" will also be supplied.</p> <p>Students from all UMAP participating universities and in some cases other universities as well, can access information about UME, UBE, USC.</p> <p>Students who have explored courses information from USCO web-pages can make online applications according to the process of each program; UME, UBE, or USC.</p>
<u>[The following process is for UME in particular]</u>	
1 -15 March 2014	For UME, students will access information at USCO web-pages and make their Study Plans in the "Standard UMAP Application Form & UCTS" then print-out the Form, and bring to the International Office and the academic advisor at their home university for approval. The USCO Administrator at students' home university will consult with academic advisor and concerning authority in the university to ensure transferable credits and grades earned from the host university. Then select 2 students and process for signature of approval on the Form, then allow the students to register their official application Forms online at UME program. At this stage user accounts issued to other students who are not selected will need to be disabled until UME placement date.
10 April 2014	Placement of UME students will be done by USCO computer system and results of student placement with their "Standard UMAP Application Form & UCTS" will be sent to each host university by USCO automatic e-mail system.
30 April 2014	Host universities will decide the acceptance of two applicants for UME and proceed in a normal procedure for exchange students who are coming to host universities in the following semester [Fall 2014].

[The following process is for UBE in particular]

1 -15 March 2014

For UBE, Students who have explored courses information from USCO web-pages can make their Study Plans in the "Standard UMAP Application Form & UCTS" then print out the Form, and bring to the International Office and the academic advisor at their home university for approval. The USCO Administrator at students' home university will consult with academic advisor and concerning authority in the university to ensure transferable credits and grades earned from the Host University, then process for signature of approval on the Form. Then allow the students to register their official application Forms online at UBE or USC program. As the conditions on tuition fee waived or non-waived for UBE will depend on the universities' MOU between each other, therefore the universities' USCO Administrators may need to communicate with host universities for their students. Vice versa may need to respond to communication from home universities of incoming international students.

However, in any case students should be informed on whether tuition fee will be waived or non-waived prior to using the UBE & USC online facilities.

30 April 2014

Host universities will decide the acceptance of applicants for UBE and proceed in a normal procedure for exchange students who are coming to host universities in the following semester [Fall 2014]. By using the "Standard UMAP Application Form & UCTS" students can be ensured that credits and grades earned from host universities can be transferred using the part of certified "Transcript of UMAP Study Program Results" for recording credits and grades in the transcript at home university.

[The following process is for USC/SSTP in particular]

28 February 2014

Deadline for USCO participating institutions to propose Super Short Term Program:

- 1) Develop a super-short program (1-4 weeks, more than 4 weeks student should bear the extra expenses) for next summer or later in 2014 with a few credits, at least 1 UCTS (38-48 student workload), by the end of February 2014.
- 2) Apply to participate in the USCO-Program A (UME) program in January to February 2014, then, post your regular exchange program in the USCO-Program, a site as well as your super short program announcement at the USCO-Program C site.

Accept one or two exchange students under the USCO-Program A(UME) if possible.

- 3) Apply to the USCO-Super Short Program Scholarship at your UMAP National Secretariat before 28 February 2014.





Mid April 2014

The list of universities offering Super-Short Term Scholarship Program will be screened by the committee meeting. In May, USCO-Super Short Program Scholarships awarded program will be announced if any. If you are not going to participate in the USCO-Program A, you can post your super short program announcement to the USCO online system in May 2014 after hearing the result of screening process.

May 2014

Host universities will decide the acceptance of the applicants for USC or super short program offered after May 2014 and offer the scholarship up to ten participants proceeding in a normal procedure for exchange students who are coming to host universities in the following term [Summer 2014]. By using the "Standard UMAP Application Form & UCTS" students can be ensured that credits and grades earned from host universities can be transferred using the part of certified "Transcript of UMAP Study Program Results" for recording credits and grades in the transcript at home university.

June 2014

Host universities will implement super short program after June 2014.





**UMAP**

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in Asia and the  
Pacific

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## **Guideline of 2013 UMAP Super Short-term Student Exchange Program**

### (1) Program objective

- (a) Facilitate greater mobility among a large number of students;
- (b) Promote international understanding within the UMAP region;
- (c) Nurture capabilities and competence required in the globalized knowledge society.

### (2) Program details

- (a) Each student will receive a sum of 800 US dollars in the form of scholarship money (paid out as travel and accommodation expenses);
- (b) The program will set no particular restrictions on subject fields;
- (d) The duration of the program shall better be one week to one month; more than 4 weeks student should bear the extra expenses.
- (e) The courses should enable the student to earn credits (using UCTS) and earned credits must be transferable. (At least 2 UCTS points [50-60 hours of student workload, including teaching hours, assignments and preparation for quizzes and exams] are allocated to each course).

### (3) Active use of the existing USCO project

- (a) Students who file an application to USCO Program C will be put through the selection process.
- (b) The USCO ID will be given to the host university of the adopted program, without obligating the university to offer USCO-Program A (called Multilateral Student Exchanges). However, the participation to the program A is highly requested.
- (c) The use of USCO has many advantages. Students can make their own decision on the program selection and application, and may join a super short-term program "anytime, anywhere" by considering their own academic schedule with that of the program because the commencement dates vary in each country/territory according to the different academic calendar. The "Standard UMAP Application Form & UCTS" can also be prepared on the website.

### (4) What is USCO-Super Short-term Program Scholarship?

The UMAP will provide US\$800 scholarship per student to UMAP-USCO participating universities which offer their super short programs under the USCO-Program C. This scholarship will be used as some financial incentives for incoming students to the awarded university's super short program. Each



awarded university will receive up to 10 scholarships for the participating students of their super-short program. This USCO-Super Short Program Scholarship will be awarded to USCO participating universities in 2012, 2013, and 2014. Total number of scholarship awarded to universities will be 100 each year.

(5) Procedures associated with scholarship payment

The scholarship sum is remitted from the UMAP IS to the awarded universities (decided at the first board meeting), and the host university provided the scholarship fee to the exchange student. Remittance fees and other associated charges are paid by the IS and the host university concerned.

## Outline of Proposal for USCO Super Short-term Program Scholarship



Name of University/ Institution			
Country			
Full Postal Address			
Telephone Number			
Fax Number			
University Official Website			
UMAP Contact Person	Name		
	Department		
	Email Address		
Name of Program			
Program Description (Approx. 100 words)			
Program Schedule	Length	weeks	
	From	dd/mm/yyyy	
	To	dd/mm/yyyy	
Application Schedule	From	dd/mm/yyyy	
	Deadline	dd/mm/yyyy	
Degree Level			
Teaching Language			
Requirement (Language Proficiency, etc.)			
Number of Credits to Transfer	Credits		
	UCTS Points		
Teaching Hours (weekly)		hours	A
Independent Study Hours (weekly)		hours	B
Student's Total Workload (weekly)		hours	A+B
Tuition Fee			
Other Fees Besides Tuition			
Transportation Fee: Airport Pick-up			
Accommodation Fee	On Campus		
	Off Campus		
Medical/ Health Insurance Fee			
Assistance for Visa Application			
Others, please specify (Orientation, etc.)			

