

國立中山大學人力資源管理全英語碩士學位學程

研究生出國進修計畫須知

Global Human Resources Management English MBA Program at NSYSU

Information for Studying Abroad Project

一、計畫名稱：人力資源管理全英語碩士學位學程研究生出國進修計畫

Title of the Project: Studying Abroad Project for students of Global Human Resources Management English MBA Program.

二、適用對象：本學程學生；對本國生是必須的，對外籍生是選擇性的。

Participants: For local students, it's required, but for international students, it's elective.

三、進行期間：原則上安排在二年級（以參加本校甄選之交換計畫為主）

Duration: Generally arranged during the second year of the program. (based primarily on the selected exchange program)

四、出國進修學校：**Available Schools for Studying Abroad:**

(一)、本校及管理學院交換學校：以當年度公告之交換學校為準

Exchange schools in the College of Management and NSYSU: based on announcements for the academic year.

(二)、其他方式申請之交換學校

Other exchange schools

五、甄選過程 **Selection Process**

(一)、本學程全體本國生均應依管院公告規定參加本校管理學院交換學生之甄選，甄試時間約為每年 11 月份（以當年度公告之甄選時間為準）。

All local students of the institute are required to attend the exchange student selection process in accordance to the regulations of the College of Management. The time of the selection takes place in November. (The exact time is based on the announcements for the academic year)

(二)、所上若有可出國進修之獎學金甄選資訊將立即轉知學生，惟申請事宜由申請人依各獎助單位之規定辦理，並由獎助單位審查後通知申請人審查結果。

Students will be notified by the office if information of exchange schools listed by the Rotary Club and other scholarships is available. Applications are handled in accordance to the regulations of the institutions providing the scholarships. The institutions will inform the applicants of the results of the examination.

六、交換費用 Expenses of Exchange

(一)、學雜費：Tuition and fees

出國進修期間之學雜費須依學校規定繳納。

Students are required to pay the tuition and fees during the exchange period according to the university's regulation.

(二)、學分費：依個人實際校際選修研究所課程繳費。

Credit fees: Depends on the courses students take.

註：針對大部分簽約學校，出國進修期間學雜費及學分費皆依本校標準繳納至學校即可，不需另繳給國外進修學校。

PS: Regarding most available exchange schools, tuition and fees and credit fees during the exchange follow the regulation of NSYSU only; students do not have to pay extra fees to the exchange schools.

(三)、住宿費及日常生活費用需自行負擔。

Students should take care of their own accommodation and living expenses.

七、交換期間工作 Tasks during Exchange

(一)、修習科目：Taking courses

學生於交換期間至少需選修並通過二門以上之研究所管理課程。若未通過者，學生回國需補修管理課程。

Students should take no less than two master level courses related to management during the exchange and pass the courses. If students do not pass the courses, they need to take make up courses (any management courses opened in College of Management).

(二)、蒐集研究論文資料。

Collect information for thesis.

八、出國前手續 Procedure before Going Abroad

至教務處註冊組網頁下載出國申請表，填妥後於五月底前至各單位辦理。

Download and fill out the application form for going abroad from the website of Office of Academic Affairs. Please submit the form to the offices responsible for the affairs before the end of May.

九、返校手續 Back to School Procedures

於交換期滿返國後一個月內辦妥返校手續，流程如下：

Students are required to go through the necessary procedures to be reregistered under NSYSU within a month of returning from the exchange as followed:

至教務處註冊組網頁下載交換生返校手續單，持成績單至教務處辦理修讀科目之選分承認相關事宜，其餘依返校手續單之程序至各單位辦理。

Download the re-registration form from the website of the Office of Academic Affairs. Bring the transcript to the Office of Academic Affairs for the recognition of credits. Follow the process as listed on the re-registration form and complete the procedure.