

國立中正大學工學院鼓勵國外學生研究補助及作業要點

105 年 11 月 29 日工學院 105 學年度第 1 次院務會議通過

105 年 12 月 28 日 105 學年度第 3 次校務基金管理委員會通過

- 一、國立中正大學工學院(以下簡稱本院)為拓展教育國際化，促進與國際學術界之交流，並吸引國外大學優秀學生來本院短期研究，特訂定本研究補助及作業要點(以下簡稱本要點)。
- 二、本要點之經費來源：本院及各系所與研究中心之產學合作計畫管理費(非科技部計畫管理費)、結餘款、募款等。
- 三、申請人資格
 - (一)申請時持有教育部認可之國外(不含大陸地區)大學學籍身份並至少在學滿一年者之大學生、碩士生與博士生。
 - (二)申請人與本校指導教授之間若有三等親親屬關係，申請人與該指導教授將不適用本要點第六項補助規定。
- 四、申請人提出申請時，應備文件如下：
 - (一)英文申請表乙份(見附件一)。
 - (二)大學(含)以上歷年在學成績單電子檔乙份(中文或英文)。
 - (三)研究計畫書(以英文撰寫)，內容應含擬進行研究之目的、重要性、方法、預期成果，以及與本中心研究主題之關聯性等。
 - (四)個人脫帽半身照電子檔(製作證件用)。
 - (五)其他有利申請補助之文件(推薦函、研究成果或得獎事蹟等)。
 - (六)前項申請文件不齊或不符合規定者，不予受理。
- 五、補助期間：

視研究性質而定，以六至八週為原則。
- 六、補助項目與額度：
 - (一)機票：以補助經濟艙來回機票為原則(以就讀學校所在的國家到臺灣的機票計算)，最高新台幣一萬元。
 - (二)生活補助金：以實際停留周數計，每周一千五百元為原則，不足一周者按比例計算，至多補助八週。
 - (三)國內交通費以二千元為上限，應檢據核銷。
 - (四)由校方安排校內住宿為原則。
 - (五)實際補助名額與補助額度將視年度經費做適當調整。
- 七、相關權利義務：
 - (一)經審查通過者由本院協助製發臨時學生證。
 - (二)同本校學生享有使用運動設施及圖書館之權益，由圖書館核發臨時借書證，學生離校時歸

還。

(三)來校訪問學生應自行負擔旅費及住宿費等其他來台及在台生活所需費用，學生住宿事宜由本院與相關系所協助安排。

(四)來訪學生於短期研究結束時繳交研究成果報告(見附件二)，經指導教授審查通過並送院長審核通過後由本院核發證書。

八、申請方式與期限：

申請人應備妥本要點第四項所規定之應備文件，於規定期限內寄達本院，逾期不予受理。

九、審查標準與方式：

(一)第一階段：審查申請人之在校平均成績，最低標準為六十五分(百分制)(等同於滿分為四的 GPA 2.6)。

(二)第二階段：通過第一階段的申請案由審查委員會根據申請人的語言能力、研究計畫書或其他相關之書面資料進行審查，必要時得通知申請人以視訊進行面談；並依據該年度申請人數及經費，決定入選名單。

十、審查結果公告

入選名單經工學院院長核可後將公告於本院網頁 (coe.ccu.edu.tw)。

十一、研究成果歸屬：研究補助期間所獲得之研究成果，屬於本校所有。

十二、如申請人屬於與本院有合作計畫之單位，經本院認可，得不受本要點第三項第一款、第四項、第五項及第九項之規範。而第十一項研究成果之歸屬，則按照合作時雙方協議規定辦理。

十三、各項經費核銷須檢具相關單據依國立中正大學及本院相關規定辦理。未依規定辦理者，追繳補助之費用。

十四、本要點經本院院務會議通過，提本校校務基金管理委員會審議通過，陳請校長核定後實施，修正時亦同。

College of Engineering
National Chung Cheng University, Taiwan



APPLICATION FORM FOR xxxx CoE ACADEMIC RESEARCH PROGRAM

PLEASE TYPE. HANDWRITTEN APPLICATION FORM IS NOT ACCEPTED (EXCEPT YOUR SIGNATURE).

APPLICANT INFORMATION						
Name as shown on your passport (English)			Photo Attach one less than 6 months ID photo here.			
(First)	(Middle)	(Last/Family)				
Full Chinese Name (if any)	Nationality (Stated in your passport)				Gender	
	Passport No. (ID No.)				<input type="checkbox"/> Male <input type="checkbox"/> Female	
Place of Birth	Date of Birth	Age				
	(Year) / (Month) / (Day)					
CONTACT INFORMATION						
Home Address						
Mailing Address						
Home Telephone	Mobile Phone		Email Address			
EMERGENCY CONTACT						
Name		Relationship				
Address						
Home Telephone	Mobile Phone		Email Address			
EDUCATION						
University Currently Enrolled (Do not use Abbreviation) :			Current Grade Level			
Faculty/Department:			<input type="checkbox"/> Undergraduate			
			<input type="checkbox"/> Graduate			
Major	Overall GPA	GPA in Major	Current Academic Year			
			<input type="checkbox"/> 1 st year <input type="checkbox"/> 2 nd year <input type="checkbox"/> 3 rd year <input type="checkbox"/> 4 th year			
			<input type="checkbox"/> 5 th year <input type="checkbox"/> 6 th year			
Other()			

ADVISOR					
Information of the student's advisor in his university:					
<input type="checkbox"/> Not available yet <input type="checkbox"/> Yes. My advisor is: (Name) _____, (Affiliation) _____ (Department) _____ (Faculty) _____, (University) _____ (E-mail) _____					
Research interest of the student's advisor: (Please describe)					
FUTURE PLANNING					
Student's project or MS thesis title after this intern:					
<input type="checkbox"/> The title has been determined as: _____ <input type="checkbox"/> The title is not determined yet. <input type="checkbox"/> The title will be the same or related to this intern research title					
HOW DO YOU RATE YOUR PROFICIENCY IN CHINESE? (Please check the appropriate box)					
Listening:	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> average	<input type="checkbox"/> poor	<input type="checkbox"/>
	not at all				
Speaking:	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> average	<input type="checkbox"/> poor	<input type="checkbox"/>
	not at all				
Reading:	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> average	<input type="checkbox"/> poor	<input type="checkbox"/>
	not at all				
Writing:	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> average	<input type="checkbox"/> poor	<input type="checkbox"/>
	not at all				
HOW DO YOU RATE YOUR PROFICIENCY IN ENGLISH? (Please check the appropriate box)					
Listening:	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> average	<input type="checkbox"/> poor	<input type="checkbox"/>
	not at all				
Speaking:	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> average	<input type="checkbox"/> poor	<input type="checkbox"/>
	not at all				
Reading:	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> average	<input type="checkbox"/> poor	<input type="checkbox"/>
	not at all				
Writing:	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> average	<input type="checkbox"/> poor	<input type="checkbox"/>
	not at all				
English Language Test Taken and Score (if any):					
DURATION OF INTERNSHIP					
The duration of this program will range from six-weeks up to eight-weeks. Please indicate the specific start and end dates.					
# of Weeks:	_____	Start Date:	_____	End Date:	_____

RESEARCH INTEREST					
Each applicant may select up to three internships in order of preference (first choice, second choice, etc.) A candidate					

who has been simultaneously selected by two or more faculty mentors will be assigned to the institute of his/her highest preference. For instance, if a candidate has been accepted by her first-choice and third-choice internship, he/she will be assigned to the first-choice. For a list of faculty mentors, please refer to the “Intern Research Topics” on another sheet. *[Note: Placement will depend upon the availability of a match between the applicant’s research interest and openings of an ongoing project]*

First Choice	Name of Faculty Mentor	Research Project Title
Second Choice	Name of Faculty Mentor	Research Project Title
Third Choice	Name of Faculty Mentor	Research Project Title

OTHER MATERIALS

Please provide other documents, such as future research plan, transcript (required), language certificate (e.g., TOEIC, TOEFL, IELTS), or prior experiences/achievements in research, which are helpful to the committee review of the internship .

HEALTH STATUS

In view of your health history, is it your observation that your health status is adequate to pursue studies at National Chung Cheng University? Yes. No.

If not, please describe your health problem or disability.

APPLICANT’S DECLARATION

1. I hereby declare that all information I have supplied on this form and any attached document to be true and complete and I acknowledge that College of Engineering, National Chung Cheng University reserves the right to withdraw any offer it may make, if false information has been supplied or required information not supplied by the due date.
2. I confirm that, if admitted to xxxx College of Engineering Academic Research Program, I will conform to all University Regulations.
3. I confirm that I have No first to third-degree relatives working at College of Engineering, National Chung Cheng University.

Applicant’s signature: _____ Date of application _____(year)_____(month)_____(day)

The deadline for receiving this application form, CV, statement of purpose, scanned copy of official transcript, and optional recommendation letters is Month day, year (Taiwan Time Midnight).



Report of xxx year CoE Summer Intern Research Program

Student		Faculty Mentor	
Department (where the research took place)			
Research Period (yyyy) (mm) (dd) to (yyyy) (mm) (dd)		Date of Report Submission (yyyy) (mm) (dd)	
Report Title			
Highlights of Report			
Signature of Student		Date	
Mentor Review Comment	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor		
Signature of Mentor		Date	

General Guidelines for Report Preparation

(Delete this page before submit your report with above summary page.)

1. The file format

Please save your file as .pdf.

2. The text and font format of the title page

Item 1: English: Times New Roman 20, **Bold**, left-hand side

Item 2: English: Times New Roman 26, **Bold**, middle

Item 3: English: Times New Roman 14 , middle

3. Paper size

A4

4. Format of the Report

Please strictly follow the format of the template. Generally, write in English using the font of Times New Roman at a size of 12 points. The titles should be featured in **bold** with a font size of 16 points.

5. Others

The report should be at least 4 pages.

The report must be verified by the Faculty Mentor towards the end of the research period.

The first page with mentor's signature should be scanned and joined with other pages to form a PDF file and submitted to CoE office (coleng@ccu.edu.tw) before the last day of the research period.

College of Engineering
National Chung Cheng University

PROJECT TITLE

This is the cover page of your report

Student

Faculty Mentor

August XX, XXXX

Title of This Research Report

Student Name

Department Name

National Chung Cheng University, Chia-Yi 621, Taiwan, R.O.C.

Abstract

Give a brief summary of your research. The abstract should be no more than 200 words.

1. Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering).

Number your references consecutively in accordance with their appearance in the text. Please ensure that every reference cited in the text is also present in the reference list and vice versa. The following is an example of reference citation. “.... as demonstrated [3,6]. Barnaby and Jones [8] obtained a different result”

2. Experimental

You can use **Methodology** for the name of this section too. Provide sufficient detail to allow the work to be reproduced.

In some cases, when the section definition presented here is not suitable for your research type, please consult with your faculty mentor to make necessary modifications.

3. Results

Results should be clear and concise.

Embed figures directly in the text. Number figures consecutively in accordance with their appearance in the text. Prepare a caption of each figure with enough details of description.

4. Discussion

This section is used to explain and/or explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

5. Conclusion

Present the main conclusions of the study in this section

Acknowledgements

Do indicate that the work is financially or/and technically supported by the College of Engineering, National Chung Cheng University, Taiwan, Republic of China.

References

- [1] J. van der Geer, J.A.J. Hanraads, R.A. Lupton, The art of writing a scientific article, *J. Sci. Commun.* 163 (2000) 51-59. (This is a journal reference.)
- [2] W. Strunk Jr., E.B. White, *The Elements of Style*, third ed., Macmillan, New York, 1979. (This is a book reference.)