

## 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

106 年 9 月 27 日工學院 106 學年度第 1 次院務會議通過

106 年 11 月 29 日 106 學年度第 2 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、國外學生申請人資格
  - (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、碩士生或博士生。
  - (二)申請人在本院進行研究需覓妥本院教師為指導教授，與本校指導教授之間若有三等親親屬關係，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)原就讀國外大學歷年在學成績單乙份。
  - (三)研究計畫書內容應含擬進行研究之目的、重要性、方法及預期成果等。
  - (四)個人脫帽半身照。
  - (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，以一至十二個月為原則。
- 六、補助項目與額度：
  - (一)機票：補助經濟艙來回機票(以原就讀學校所在的國家到臺灣的機票計算)，最高額度為科技部出差人員機票補助標準為原則。
  - (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。
  - (三)進出境國內交通費以二千元為上限，應檢據核銷。
  - (四)由本院協調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由院視經費做適當調整。
- 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)來訪學生於研究結束時需繳交研究成果報告(見附件二)，經指導教授審查通過並送院長審核通過後核發補助尾款，必要時並由本院製發實習或研究訪問證書。

#### 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：

根據申請人之在校平均成績、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

入選名單經本院院長核可後公告於本院網頁 ([coe.ccu.edu.tw](http://coe.ccu.edu.tw))，並通知國外申請人。

十一、 研究成果歸屬：研究補助期間所獲得之研究成果，歸屬於本校所有。

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。

## APPLICATION FORM FOR CoE ACADEMIC RESEARCH PROGRAM

**College of Engineering, National Chung Cheng University, Taiwan**



*Please type the application form. Handwritten application form will not be accepted (except your signature).*

<b>APPLICANT INFORMATION</b>			
Name as shown on your passport (English)			<b>Photo</b>  Attach ID photo taken within the last 6 months.
(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  (Year) / (Month) / (Day)	Age	
<b>CONTACT INFORMATION</b>			
Home Address			
Mailing Address			
Home Telephone	Mobile Phone	Email Address	
<b>EMERGENCY CONTACT</b>			
Name		Relationship	
Address			
Home Telephone	Mobile Phone	Email Address	
<b>EDUCATION</b>			
University Currently Enrolled (Full Name) :			<input type="checkbox"/> 4-year undergraduate program <input type="checkbox"/> 5-year undergraduate program
Faculty/Department:			<input type="checkbox"/> Graduate <input type="checkbox"/> Ph.D program
Major	Overall GPA	Current Academic Year	
		<input type="checkbox"/> 1 <sup>st</sup> year <input type="checkbox"/> 2 <sup>nd</sup> year <input type="checkbox"/> 3 <sup>rd</sup> year <input type="checkbox"/> 4 <sup>th</sup> year <input type="checkbox"/> 5 <sup>th</sup> year <input type="checkbox"/> 6 <sup>th</sup> year Other(                    )	
<b>ADVISOR</b>			
Information about the applicant's advisor in his university:			
<input type="checkbox"/> Not available yet			
<input type="checkbox"/> Yes. My advisor is: (Name) _____, (Affiliation) _____ (Faculty) _____, (Department) _____ (University) _____ (E-mail) _____			
Research interest of the applicant's advisor: (Please describe)			
<b>FUTURE PLANNING</b>			

Applicant's project or MS/PhD thesis topic after this intern/visiting:

- The topic has been determined as: \_\_\_\_\_  
 The topic is not determined yet.

**HOW DO YOU RATE YOUR PROFICIENCY IN CHINESE? (Please check the appropriate box)**

- Listening:  excellent  good  average  poor  not at all  
Speaking:  excellent  good  average  poor  not at all  
Reading:  excellent  good  average  poor  not at all  
Writing:  excellent  good  average  poor  not at all

**HOW DO YOU RATE YOUR PROFICIENCY IN ENGLISH? (Please check the appropriate box)**

- Listening:  excellent  good  average  poor  not at all  
Speaking:  excellent  good  average  poor  not at all  
Reading:  excellent  good  average  poor  not at all  
Writing:  excellent  good  average  poor  not at all

English Language Test Taken and Score (if any):

**DURATION OF INTERNSHIP /VISITING**

The duration of this program will range from 1 to 12 months. Please indicate the planned starting date (be a Monday) and number of weeks.

**Starting date:** \_\_\_\_\_

**Number of Weeks/Months:** \_\_\_\_\_

**RESEARCH INTEREST**

Each applicant may select up to **5 choices** in order of preference. Each choice should contain information: project number, scholarship/self-supported (A/B), and Mentor name. For example: **(P2, B, Wen-Nung Lie)**. The applicant can have two different choices that have the same project number with different kind (A or B). For example, 1<sup>st</sup>: (P1, A, Wen-Nung Lie), 2<sup>nd</sup>: (P1, B, Wen-Nung Lie). The acceptance decision will consider the preference priorities of the applicants. For a list of project titles and faculty mentors, please refer to the file "Call for summer intern".

<b>1<sup>st</sup> Choice</b>	Project number	(A/B)	Name of Faculty Mentor	
<b>2<sup>nd</sup> Choice</b>	Project number	(A/B)	Name of Faculty Mentor	
<b>3<sup>rd</sup> Choice</b>	Project number	(A/B)	Name of Faculty Mentor	
<b>4<sup>th</sup> Choice</b>	Project number	(A/B)	Name of Faculty Mentor	
<b>5<sup>th</sup> Choice</b>	Project number	(A/B)	Name of Faculty Mentor	

**OTHER MATERIALS**

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

**HEALTH STATUS**

In view of your health history, is 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 2017 Summer Internship Program, I will conform to all University Regulations.

Applicant's signature: \_\_\_\_\_ Date of application \_\_\_\_ (year) \_\_\_\_ (month) \_\_\_\_ (day)

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

**College of Engineering (CoE)**  
**National Chung Cheng University**

**Report of 20xx 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 email to Mrs. Yvonne Wu at [admuwu@ccu.edu.tw](mailto:admuwu@ccu.edu.tw) at least 2 days before the end of the intern research period. For example, if your intern period will be ended on July 28, you need to submit your final report by July 26. Please mark your calendar and submit your report on time.

College of Engineering  
National Chung Cheng University

**PROJECT TITLE**

This is the cover page of your report

Student

Faculty Mentor

**Date, Year**



# **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. Method description**

You can use **Methodology** for the name of this section and provide sufficient details 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. Experiment 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**

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.)