

國立臺北教育大學境外學生學伴實施要點

103.1.22 第 102 次行政會議通過

104.8.26 第 120 次行政會議修正通過

一、為給予至本校就讀之境外學生(學位學生、交換學生)友善的校園環境，建立學伴制度以提供必要之服務與輔導，並協助其適應在臺生活、融入在地文化及提供學業方面的輔導特訂定本要點。

二、申請對象及協助項目

(一)生活學伴

- 1.於境外學生來臺灣，主動積極與境外學生聯繫並協助接機。
- 2.抵臺後提供日常生活協助(如指引兌換錢幣、辦理手機門號、郵局或銀行開戶、採買日常生活用品、入住本校宿舍或尋找校外住宿地點等等)。
- 3.協助境外學生辦理報到註冊手續、使用選課系統、認識校園及週邊環境介紹。
- 4.協助境外學生瞭解認識臺灣文化及鼓勵參加校內活動。
- 5.其他生活相關事項。

(二)學習學伴

- 1.平時課業學習輔導。
- 2.協助加強中文語言能力。
- 3.其他學習相關事項。

三、協助對象

(一)交換學生

- 1.外國籍交換學生。
- 2.中國大陸(含港澳地區)交換學生。

(二)外國籍學位生(含學士班、碩士班及博士班)

每位境外學生每學期至多可申請 3 名學伴，以同班同學為優先，擔任其學伴以協助適應課堂學習及課業諮詢輔導。

四、申請期程：

(一)生活學伴：由研究發展處國際事務組於境外生入學的第一學期依境外生人數，主動安排生活學伴；自第二學期開始依境外生之申請，提供生活學伴。

- 1.於每學期第 10 至 12 週辦理下學期學伴甄選作業，任期 1 學期，通過面試者須配合於下一學期開學前完成境外學生學伴講座培訓。
- 2.如表現優良且通過每學期生活學伴評量考核者，得繼續參加下一期生活學伴計畫。
- 3.申請單位：研究發展處國際事務組。

(二)學習學伴

- 1.於每學期第 5 週辦理甄選，由各系所依實際需求將學伴推薦人選名單送交研究發展處國際事務組提出申請，任期 1 學期，通過審查者須全程參與「境外學生學伴培訓講座」，取得學伴資格。

2.如表現優良且通過每學期學伴評量考核者，得繼續擔任下一期之境外學生學伴。

五、應繳文件(下列資料不齊全者不予收件)

(一)申請表乙份。

(二)中文歷年成績單(含班排名)正本乙份。

(三)外語檢定證明影本乙份(無則免付)。

六、評量機制

(一)生活學伴

1.每學期開學一個月後，將由境外學生填寫評量問卷，視評量成績進行審查。若確有表現不佳者，將取消學伴資格並不再予以錄用，亦不給予服務證明。

2.需於每月月底前填寫「生活學伴活動服務心得報告」並繳交至研究發展處國際事務組。

3.每學期服務期滿須繳交期末成果報告表一份，始可獲得服務證明。表現優秀之學伴，得依本校獎懲辦法記功嘉獎，以茲鼓勵，得作為日後交換學生甄選加分依據。

(二)學習學伴

1.每學期結束前，將由境外學生填寫評量問卷，視評量成績進行審查。

2.需於每月月底前填寫「學習學伴活動服務心得報告」，並繳交至研究發展處國際事務組。

3.每學期服務期滿須繳交期末成果報告表一份，以了解實施情形。

(三)境外學生

每學期開學一個月後或學期結束前，由學伴填寫評量問卷，視評量成績及學習成效決定次學期是否提供境外學生學伴服務。

七、獎勵措施

(一)生活學伴

本要點之生活學伴為義務服務性質，不提供任何獎勵金或工讀金，亦不得提出補助申請；每學期服務期滿後，將核發服務學習時數證明，惟服務學習時數採認與否請向所屬系所辦理。

(二)學習學伴

提供每位學伴每學期5,000元獎勵津貼，分兩次發放。

八、特別說明事項

(一)提出申請之學生可同時申請生活學伴及學習學伴。

(二)來臺境外學生表現不佳或行為失序者，將視情節輕重由研究發展處國際事務組另行安排輔導。

九、本要點經行政會議通過後，報請校長核准後實施。

Regulations for the International Student Study Buddy Program at the National Taipei University of Education

Amended after the 102nd Administrative Meeting, January. 22, 2014

Amended after the 120th Administrative Meeting, August. 26, 2015

A. To create a welcoming campus environment for our international students (degree-seeking and exchange students), NTUE established the Study Buddy Program. This initiative aims to provide essential services, guidance, and assistance to help the new students adapt to life in Taiwan, familiarize themselves with the local culture, and offer them academic support. The following regulations are hereby established.

B. Applicants and Assistance Categories

1. General Study Buddy

- (1) Proactively contact and assist incoming international students upon their arrival in Taiwan, including airport pickup.
- (2) Provide assistance with day-to-day matters after their arrival (such as helping with currency exchange, setting up a local phone number, opening a bank account, purchasing daily necessities, arranging on- or off-campus accommodation, etc.).
- (3) Assist international students with their registration, course selection, and campus orientation, and introduce them to the campus and its surroundings.
- (4) Assist international students in understanding and familiarizing themselves with Taiwanese culture and encourage them in the participation of campus activities.
- (5) Provide assistance with other life-related matters.

2. Academic Study Buddy

- (1) Provide academic support for regular coursework.
- (2) Provide assistance with improving Chinese language proficiency.
- (3) Provide assistance with other academic-related matters.

C. Qualification

1. Exchange Students

- (1) Foreign exchange students.
- (2) Mainland Chinese (including Hong Kong and Macau) exchange students.

2. International Degree-Seeking Students (including undergraduate, graduate, and doctoral students)

Each international student may apply for up to 3 Study Buddies per semester, with the adaptation to classroom learning and academic advising, per semester. In this case, the preference is given to classmates.

D. Application Schedule

1. General Study Buddy

In the first semester of the international students' enrollment at the university, the Division of International Affairs will actively arrange General Study Buddies based on the number of international students. Starting from the second semester, applications from international students will also be considered.

- (1) The selection for the following semester will take place between the 10th and 12th week of each semester, with a term of one semester. Selected candidates must complete the "International Student Study Buddy Training" before the following semester begins.
- (2) Outstanding Buddies who pass the semester evaluation may continue to participate in the next General Study Buddy program.
- (3) Application Unit: Division of International Affairs, Research and Development Office.

2. Academic Study Buddy

- (1) The selection will be conducted during the 5th week of each semester. Each department will recommend potential Academic Study Buddies based on their current needs. Selected candidates must participate in the "International Student Study Buddy Training" to qualify as Study Buddies.
- (2) Outstanding Buddies who pass the semester evaluation may continue to participate in the next Academic Study Buddy program.

E. Required Documents (incomplete applications will not be accepted)

1. One completed application form.
2. One original Chinese transcript (including class ranking).
3. One photocopy of a language proficiency certificate (waived if not applicable).

F. Evaluation Mechanism

1. General Study Buddy

- (1) International students will fill out an evaluation questionnaire one month after the start of each semester, and evaluations will be reviewed. If poor performance is detected, Buddy status will be revoked, and service certificates will not be issued.
- (2) Buddies must submit a "General Study Buddy Service Report" by the end of each month.
- (3) At the end of each semester, they must submit a final performance report to receive a service certificate. Outstanding Buddies may be rewarded according to the university's regulations and may receive preferential treatment in future student exchange selections.

2. Academic Study Buddy

- (1) International students will fill out an evaluation questionnaire before the end of each semester, and the evaluations will be reviewed.
- (2) Buddies must submit an "Academic Study Buddy Service Report" by the end of each month.

(3) At the end of each semester, they must submit a final performance report for assessment purposes.

3. International Students

Every semester, one month after the semester's start or before the semester's end, the Study Buddy will fill out an evaluation questionnaire, and the evaluations will be reviewed to determine whether international students will continue to receive the services of a Study Buddy in the following semester.

G. Incentives

1. General Study Buddy

Partaking in the General Study Buddy program is a voluntary service and does not provide any monetary rewards or stipends. After completing the semester, participants will receive a certificate for their service hours. The recognition of service hours and their credits depend on the relevant academic department.

2. Academic Study Buddy

Each Academic Study Buddy will receive a reward subsidy of 5,000 NTD per semester, distributed in two installments.

H. Special Notes

1. Students may simultaneously apply for General Study Buddy and Academic Study Buddy positions.

2. International students who demonstrate poor performance or behavioral issues will be subject to counseling and an intervention by the Division of International Affairs, depending on the severity of the situation.

I. These regulations shall be implemented upon approval by the Administrative Council and endorsement by the University President.