明志科技大學

學生出國短期研習切結書

2025/02 更新

_____(以下簡稱本人)為明志科技大學(以下簡稱本校)_____系

□博士班 □碩士班 □學士班_____年_____班學生，學號:_____。

擬申請由本校補助前往_____(國家)_____(城市)。

參加_____(研習名稱)，

活動研習期間為_____年_____月_____日至_____年_____月_____日**(本欄由國際處填寫)**。

本人確認已詳讀且瞭解下述相關事項，並同意遵守之，恐口說無憑，特此切結為據。

一、□本人願擔保自己身體健康可負擔此課程之進行，若有生、心理不適遠行狀況，願自動放棄。

二、□明志科技大學國際處將善盡學術交流之行政服務事宜，但不負責本人在海外的生活照顧及法律責任；研習期間結束後，姊妹校亦不負責本人在海外的生活照顧及法律責任。

三、□出國研習期間，於學習、生活及行為上願全力維護本校及研習學校之校譽，遵守禮節規定，言行舉止確守分寸，密切與本校(系所及國際事務處全球交流組)保持聯繫，恪遵兩校之一切規定，並不得做出有損兩校校譽及違反當地善良風俗之情事。若本人因違反相關規定而導致個人安全受到危害、財務損失或是觸犯法律，需自行承擔法律責任並受本校校規處分。

四、□本人已確認出國研習日期不影響學業、操行及其他相關個人安排。

五、□本人須於出國前自行購買足額之旅平險(保額至少 300 萬，需含醫療、意外等保障)，投保期間亦須包含交通日，若未依規定購買保險，本校有權取消錄取資格。

六、□本人知悉**尚未服兵役之男同學需自行向內政部役政署辦理役男出國申請**。
役政署役男線上申請短期出境網站：https://www.ris.gov.tw/departure/app/Departure/main。

七、□本人知悉務必保留機票票根及各項單據正本，以利後續辦理補助之權益。

八、□機票係學員與旅行社之間之約定，機票開立後，因故不克參加者，須自行負擔機票違約金及機票退票損失，本校不負擔賠償責任。

九、□本人知悉於研習結束後一個月內，須配合國際處依本校規定辦理經費核銷程序(紙本作業不得線上辦理)，逾期不予核銷。為配合年度關帳作業，核銷未於當學年會計室公告之關帳日前辦理完成，將亦不予受理，**若本人因個人因素超過核銷期限致無法請領補助，願自行負責，絕無異議**。

十、□研習活動結束後，不得滯留境外，如有違反，除依校規處理外，學生須自負一切法律責任。

十一、□其他說明如有未盡事宜，悉依本校相關規定辦理，本校擁有本切結書之最終解釋權，本人若對於內容有疑義，應主動向本校國際處確認。

此 致 明志科技大學 國際事務處

立切結書人（親筆簽名+蓋章）：

家長或監護人姓名（親筆簽名+蓋章）：

家長或監護人與學生關係：

本切結同意書確為本人之家長/監護人同意並親自簽名，如有假冒簽名者，願自負一切責任並按校規處置。

中華民國　　年　　月　　日

Ming Chi University of Technology
Guarantee for Short-Term Overseas Training of Students

I, _____ (Full Name), am currently a student at Ming Chi University of Technology (MCUT), enrolled in the Department of _____. Degree Program: ☐ Ph.D. ☐ Master's ☐ Bachelor's

Year: _____ Class: _____ Student ID Number: _____

I am applying for MCUT financial subsidy to travel to _____ (City), _____ (Country) to participate in the following program: _____

Program Period: From (YYYY/MM/DD) _____ to _____ **(This field will be completed by the OIA).*

I confirm that I have read, understood, and agreed to comply with all the terms listed below:

1.☐ I guarantee that I am in good physical and mental health to participate in this program. If I am unfit to travel, I will voluntarily withdraw.

2.☐ The MCUT Office of International Affairs (OIA) handles only academic exchange and administrative services. Neither MCUT nor the host institution is responsible for my daily life or legal liabilities abroad.

3.☐ During my time abroad, I will maintain good behavior, protect the reputation of both schools, and stay in close contact with my department and the MCUT OIA. If I break any rules leading to personal safety issues, financial loss, or legal violations, I will take full legal responsibility and accept punishment according to MCUT regulations.

4.☐ I confirm that the program dates do not conflict with my academic progress, conduct, or other personal arrangements.

5.☐ I must purchase sufficient travel insurance before departure (minimum coverage of NT$ 3 million, including medical and accident coverage). The insurance must cover all travel days. If I fail to purchase insurance as required, MCUT reserves the right to disqualify me from the program.

6.☐ (For Taiwanese male students only) I understand that students who have not yet completed mandatory military service must apply for short-term travel authorization through the National Conscription Agency website: https://www.ris.gov.tw/departure/app/Departure/main.

7.☐ I understand that I must keep all original plane tickets, boarding passes, and receipts to apply for the financial subsidy.

8.☐ Plane tickets are a contract between the student and the travel agency. If I cannot participate after the ticket is issued, I must cover any cancellation fees or refund losses myself. MCUT is not responsible for reimbursement.

9.☐ I understand that I must complete the reimbursement process with the OIA in person (paperwork only, no online submission) within one month after the program ends. Late submissions will not be processed. If I cannot receive the subsidy due to personal delays, I will take full responsibility.

10.☐ I will return immediately after the program ends and will not stay abroad illegally. If I violate this rule, I will face school disciplinary action and full legal liability.

11.☐ For any matters not covered here, MCUT regulations apply. MCUT reserves the right to make the final interpretation of this document. If I have any questions, I will contact the OIA proactively.

To: Office of International Affairs, Ming Chi University of Technology

Applicant Signature & Seal (Handwritten): _____

Parent/Guardian Signature & Seal (Handwritten): _____

Relationship of Parent/Guardian to Student: _____

I confirm that my parent/guardian has read this document and signed personally. Forgery will result in school disciplinary action.

Date (YYYY/MM/DD): _____