提名推薦優秀外籍生系統
International Student Recruitment - Nomination Application

系統操作手冊
Nomination Application System Manual

Oia 興大國際處
OFFICE OF INTERNATIONAL AFFAIRS @NCHU

興大招收外生流程
Timeline for International Students Recruitment at NCHU

公告簡章
Academic Requirement & Programs

提前推薦提名作業
Nomination Application

(限校內助理教授以上提出申請)
（NCHU Professors Only）

外生線上申請入學
Application Online

錄取外生報到回覆
Result Announced

秋季班
招生作業
Fall Semester Enrollment

Oct 1st

Nov 1st -Jan 31st

Dec 15-Feb 20

May 15

春季班
招生作業
Spring Semester Enrollment
(*Only Master and Ph.D. application are accepted

Oct 1st

July 1st –Sept 10

Aug 15-Sept 30

Nov. 30

提名推薦-作業流程
Process for NCHU Nomination Application Evaluation

1.老師提名
Nominated by NCHU Professors

2.主管審核
Approved by the Dept. Chairman

3.國際處審核Office of International Affairs Informed the nominee

系統角色 System Roles:

一、老師提名介面
Part I. Professor - Nominate

二、主管審核介面
Part II. Dept. Chairman - Review

一、老師提名介面
Part I. Professor - Nominate

登入Log In

https://oiaapply.nchu.edu.tw/OIA/Nominate/LoginPage

*請以單簽登入
Please Log in with NCHU
Single Sign-on account

興大提名推薦優秀外籍生系統

Nomination Application for NCHU International Student

Login

Account

Password

驗證碼: F1PX

請先輸入驗證碼

Login

Step 1. 選擇身分 (教授) Choose Role (Professor)

同一老師可能有多
種身分。
請選擇"教授"進行
"進行提名"。

A professor may
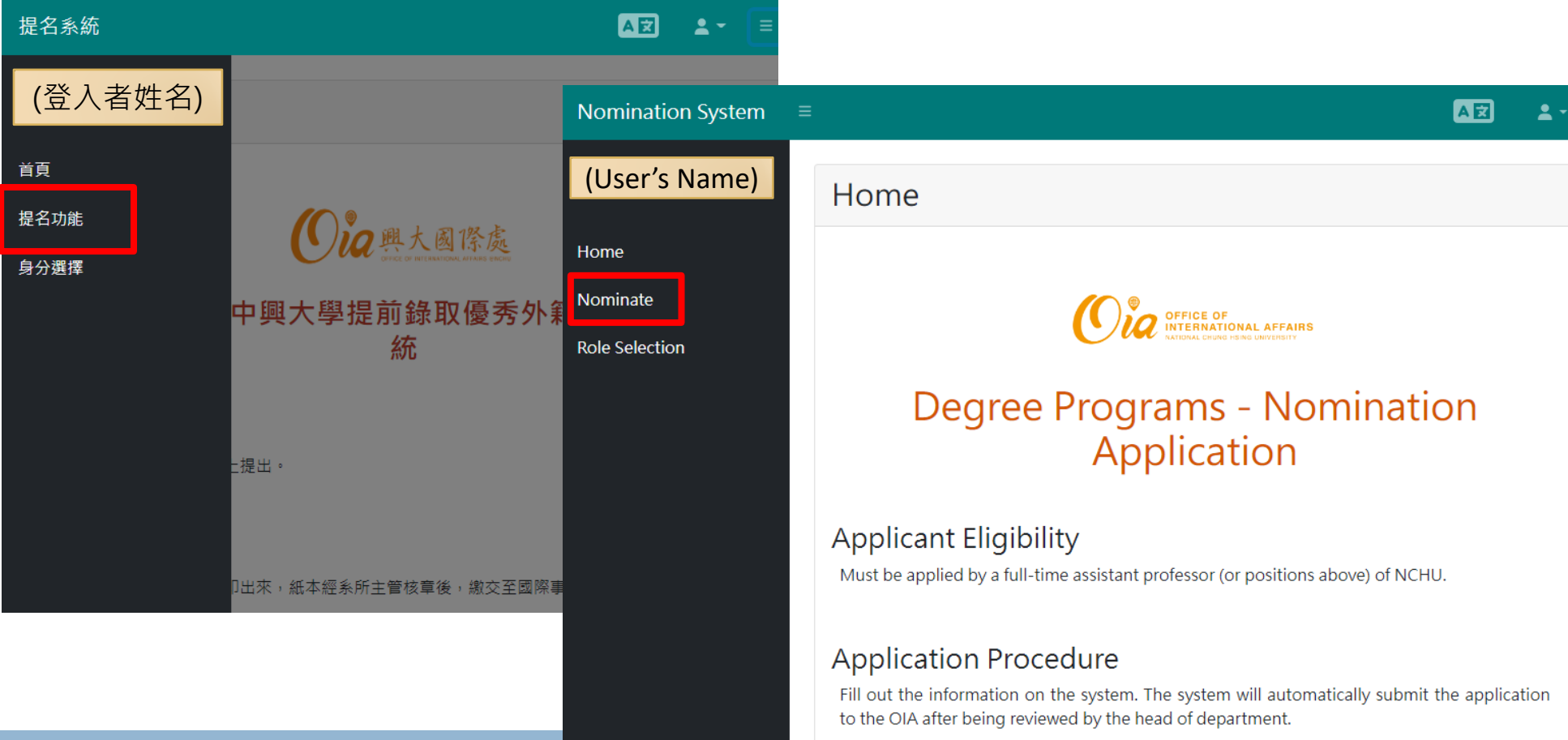have various roles.
Choose "Professor"
to "**nominate**."

Step 2. 點選「提名功能」Click "Nominate"

提名功能
Click
"Nominate"

Step 3. 新增學生、申請狀態
Add New Student & Check Status

Step 4. 提名學生表單Fill in the Form

需填寫 "獲推薦學生資料" Fill in "Recommended Student's Information"			
1.學生名字*Given/First name	上限100字元 Max. 100 characters	**8.如何認識獲推薦學生?*** (可複選，請選擇至少一個答案) **How do you know the student?*** **(multiple selection)**	海外教授推薦/國際研討會/教育招生展/其他推薦 Recommended by collaborating professor/ International symposium / conference/ Educational / recruiting activity/ Others
2.學生姓氏*Family/Last name	上限100字元 Max. 100 characters		
3.學生國籍*Nationality	下拉式選單(關鍵字) Please enter keyword		
4.電子信箱* E-mail	須符合信箱格式 A valid email address	**9.預核可項目** (可複選) **Pre-approval benefits** **(multiple selection)**	(1)(興大外生獎學金)第一年學雜費減免(NCHU Scholarship) Full tuition waiver for the first (2)推薦教授計畫經費津 Financial support from the referee
5.申請中興學院*Proposed College at NCHU	輸入關鍵字 (當年度簡章系統招生學院) Please enter keyword (only the college/dept that open for Int'l students in the same year)		
6.申請中興學系*Proposed Department at NCHU			
7.申請中興學位*Proposed Degree at NCHU		**10.推薦原因Comments**	選填，上限500字元 Optional, Max. 500 characters

*星號為必填項目
*Required Fields

Step 5. 送出Submit

1.新增學生資料後，出現於清單中
Once add a student, the name will show on the status page.

3. 流程狀態 Check Status

2. 功能鍵 Function

序號	學生英文姓名	(申請系所)主管審核狀態	國際處狀態	功能
1111-3	t-t	已通過審核	未送審	修改　預覽　送審　Delete

4. 送審後，系統自動發信提醒主管進系統審核
Click submit and an automated email will be sent to your supervisor(dept chairman).

No	English Name of the Recommended Students	Approval Status of the Supervisor	OIA Status	Function
1112-4	test-test	Pending Approval	Disapproved	Edit　Preview　Submit　Delete

二、主管審核介面
Part II. Supervisor - Review

Step 1. 選擇身分(主管) Choose Role(Supervisor)

選擇 "主管身分"
Choose "Head/Director" to "**review**."

Step 2. 點選「主管審核」Click "Supervisor Review"

共兩項功能Two functions for the role of the supervisor
1.審核申請Supervisor Review
2.設代理人Substitute Management

Step 3. 進行審核Review

序號	老師姓名	學生英文姓名	申請學位	審核狀態	主管審核
1111-5	徐維莉	test-test	碩士	ooo	預覽 審核

rvisor | Function

Preview | Review

預覽學生資料

學生姓名	test test
國籍	喀麥隆
電子信箱	claireliao@ncu.edu.tw
申請中興學院	Veterinary Medicine
申請中興學系	Graduate Institu...
申請學位	碩士
如何認識獲推薦學生	海外教授推...
預核可項目	(興大外生獎學金)第...
推薦原因	Comments

確認申請內容

審核

- ◉ 通過
- ○ 不通過　原因:
- ○ 退回　原因:

1.選擇動作

2.存檔送出

Save　Close

Preview Student's Information　　Preview

Name	test2 test2
Nationality	Israel
E-mail	tesdt@nchu.edu.tw
Proposed College at NCHU	法政學院
Proposed Department at NCHU	
Proposed Degree at NCH...	
How do you know the st...	
Pre-approval benefits	
Comments	如何認識獲...

Preview Student's Information

1.Choose function

- ◉ Approved
- Disapproved, Comments:
- Return, Comments:

2.Save

Save　Close

如需設定代理人
Substitute Setting

2. 校內其他單位人員授權
Choose from other departments

可授權「代理人」
進行審核
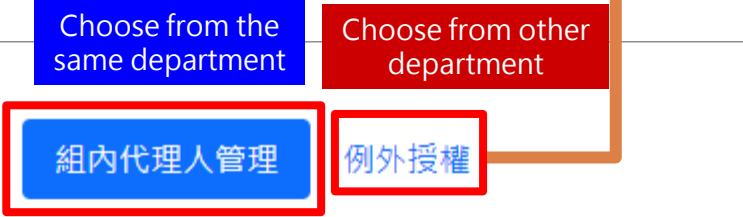If the supervisor takes a leave, he/she can set the substitute person.

Choose from the same department

Choose from other department

組內代理人管理   例外授權

人員搜尋

請輸入職編或姓名   查詢

Enter NCHU ID No.

(登入者姓名)

首頁

主管審核 1

代理人管理

身分選擇

Home

Supervisor Review 0

Substitute Management

Role Selection

1. 同單位內授權Choose from the same department

授權名單 Substitute List

ID 職員編號	Name 姓名	Department 所屬單位	Authorize from 授權者	Status 是否授權	Function 功能
(職編) NCHU ID No.	OOO	微生物暨公共衛生學研究所	(職編) NCHU ID No.	Authorized	授權 Choose / 取消授權 Cancel
(職編) NCHU ID No.	OOO	微生物暨公共衛生學研究所		未授權 Unauthorized	授權 Choose / 取消授權 Cancel

溫馨提醒Reminder

一、申請老師: 登入後，可看到主管及國際處<u>審核狀態</u>The applicant (Professor) can log in later to check the case status (approved or not).

二、國際處審核通過後，會寄email通知學生。The Office of International Affairs will inform the nominated student for the following procedure.

三、即使學生收到提名推薦通知，該生仍須於申請入學系統開放期間，**提交完整申請文件**，方可正式取得入學資格。Even the case is approved, the nominated student still need to complete the online application in the announced time.

興大國際處

聯繫窗口Contact

外生入學相關
Int'l Student Enrollment

- 國際處外生組 Division of Foreign Student and Mainland Affairs, OIA
- Tel: 22840206#25
- admission@nchu.edu.tw

系統相關
Application System

- 國際處資訊組 Division of Information Technology and Innovation, OIA
- Tel: 22840206#21
- oiadii@nchu.edu.tw