

# 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

國際事務處

OFFICE OF INTERNATIONAL AFFAIRS, NCHU

2025.6



# 興大招收外生流程

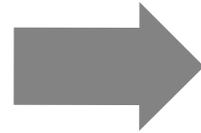
## Timeline for International Students Recruitment at NCHU



\*每年實際申請日期，請依當年度網站公告為準\*For application and more information, please visit OIA's website: <https://oia.nchu.edu.tw>

# 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:

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一、老師提名介面

Part I. Professor - Nominate

二、主管審核介面

Part II. Dept. Chairman - Review

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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:  

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.”

提名系統

### 身分規則

請選擇身分

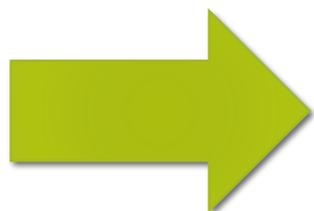
所屬單位	身分	功能	功能說明
微生物暨公共衛生學研究所	所長	選擇此身分	進行審核
微生物暨公共衛生學研究所	教授	選擇此身分	進行提名

Showing 1 to 2 of 2 entries

### Please Choose Your Role

Unit	Title	Function	Action
Graduate Institute of International Politics	所長	Choose	Review
Graduate Institute of International Politics	教授	Choose	Nominate
Media Relations Division	組長	Choose	Review

## Step 2. 點選「提名功能」 Click “Nominate”



提名功能  
Click  
“Nominate”

提名系統

(登入者姓名)

首頁

提名功能

身分選擇

Nomination System

(User's Name)

Home

Nominate

Role Selection

Home

Oia OFFICE OF INTERNATIONAL AFFAIRS  
NATIONAL CHUNG Hsing UNIVERSITY

Degree Programs - Nomination Application

Applicant Eligibility

Must be applied by a full-time assistant professor (or positions above) of NCHU.

Application Procedure

Fill out the information on the system. The system will automatically submit the application to the OIA after being reviewed by the head of department.

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

興大提名推薦優秀外籍生系統

重要提醒：  
1. 受提名推薦學生最終錄取權仍需由系所審查委員會決議。  
2. 受推薦學生仍必須於“新生入學線上申請系統”開放期間 (申請秋季班: 2月1日至3月31日; 申請春季班: 9月5日至10月15日) 完成線上報名及上傳相關文件，未完成者視同放棄入學資格。

序號	學生英文姓名	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	t-t	已通過審核	未送審	修改 預覽 送審 Delete
1111-5	test-test	test-test	已通過審核	未送審	修改 預覽 送審 Delete
1111-4	test-test	test-test	未送審	未送審	修改 預覽 送審 Delete

申請資料 狀態列  
(修改/預覽/送審/刪除)  
Application Status  
(Edit/Preview/  
Submit/Delete)

2.新增學生 → 新增學生資料

Nomination Application for NCHU International Student

Notice:  
1. The final approval of nominees' admission will be decided by the admission committee.  
2. The nominees will still need to complete the online application procedure and submit all the required documents through the "International Students Online Application System of Admission to NCHU" in time (Fall Semester: 1st February ~ 31st March; Spring Semester: 5th September ~ 15th October), otherwise, nominees' eligibility will be revoked.

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
1112-5	test-test	Return	Pending Approval	Edit Preview Submit Delete

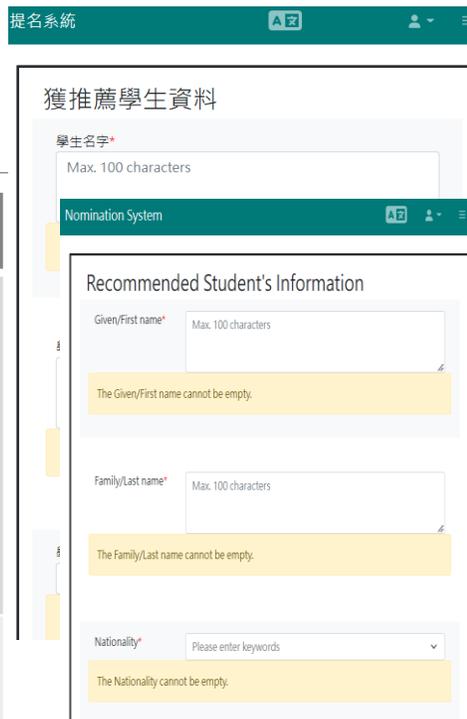
Showing 1 to 2 of 2 entries

2.Add new student → Add Student

# 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/雙聯學位/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貼 Financial support from the referee (3)優質雙聯獎學金
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)		
6. 申請中興學系* Proposed Department at NCHU	Please enter keyword (only the college/dept that open for Int'l students in the same year)		
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

- 1. 學雜費減免
- 2. Stipend保障: 碩士1年，每月6000元，博士2年，每月8000元。

## Step 5. 送出Submit

序號	學生英文姓名	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	t-t	已通過審核	未送審	修改 預覽 送審 Delete
1111-4	test-test	test-test	未送審	未送審	修改 預覽 送審 Delete
111null-15	t-t	t-t	前面	未送審	修改 預覽 送審 Delete
111null-13	Claire-Test	Claire-Test	未送審	未送審	修改 預覽 送審 Delete

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

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## 二、主管審核介面

# Part II. Supervisor - Review

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

提名系統

身分規則

請選擇身分

所屬單位	身分	功能
微生物暨公共衛生學研究所	所長	進行審核
微生物暨公共衛生學研究所	教授	進行提名

Showing 1 to 2 of 2 entries

Identification

Please select your Role

Unit	Title	Function	Action
Graduate Institute of International Politics	所長	Choose	Review
Graduate Institute of International Politics	教授	Choose	Nominate
Media Relations Division	組長	Choose	Review

Showing 1 to 3 of 3 entries

選擇 “主管身分”  
Choose  
“Head/Director” to  
“review.”

## Step 2. 點選「主管審核」 Click “Supervisor Review”

The screenshot displays the 'Nomination System' interface. On the left, a dark navigation menu contains several items: '(登入者姓名)', '首頁', '主管審核', '代理人管理', and '身分選擇'. The '主管審核' and '代理人管理' items are highlighted with red boxes. A green arrow points from the '主管審核' box to a central text box. The central text box contains the following text: '共兩項功能Two functions for the role of the supervisor', '1.審核申請Supervisor Review', and '2.設代理人Substitute Management'. Another green arrow points from the 'Supervisor Review' box in the navigation menu to this central text box. The main content area on the right shows the 'Home' page with the Oia logo and the title 'Degree Programs - Nomination Application'. Below the title, there are sections for 'Applicant Eligibility' and 'Application Procedure'.

提名系統

(登入者姓名)

首頁

主管審核

代理人管理

身分選擇

Nomination System

(User's name)

Home

Supervisor Review

Substitute Management

Role Selection

Home

Oia OFFICE OF INTERNATIONAL AFFAIRS NATIONAL CHUNG YING UNIVERSITY

Degree Programs - Nomination Application

Applicant Eligibility  
Must be applied by a full-time assistant professor (or positions above) of NCHU.

Application Procedure  
Fill out the information on the system. The system will automatically submit the application to the OIA after being reviewed by the head of department.

歡迎使用國立中興大學提名推薦優秀外籍生系統

申請資格  
需由本校專任助理

申請流程  
至系統填寫資料，經系所主管審核後，系統將會將申請件自動送至國際處。

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	000	<input type="button" value="預覽"/> <input type="button" value="審核"/>

Supervisor	Function
	<input type="button" value="Preview"/> <input type="button" value="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 Institute  
申請學位: 碩士  
如何認識獲推薦學生: 海外教授  
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

### Preview Student's Information

Name: test2 test2  
Nationality: Israel  
E-mail: tesdt@ncu.edu.tw  
Proposed College at NCHU: 法政學院  
Proposed Department at NCHU: 法律學系  
Proposed Degree at NCHU: 法律學系  
How do you know the student: 本人親友  
Pre-approval benefits: 本人親友  
Comments: 如何認識獲推薦學生

### Preview Student's Information

1. Choose function

Approved

Disapproved, Comments:

Return, Comments:

1. Choose function

2. Save

# 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.

(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

Choose from the same department

Choose from other department

組內代理人管理

例外授權

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.

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

授權名單 Substitute List

ID	Name	Department	Authorize from	Status	Function
職員編號	姓名	所屬單位	授權者	是否授權	功能
(職編) NCHU ID No.	000	微生物暨公共衛生學研究所	(職編) NCHU ID No.	Authorized	授權 取消授權 Choose Cancel
(職編) NCHU ID No.	000	微生物暨公共衛生學研究所		未授權 Unauthorized	授權 取消授權 Choose Cancel

# 溫馨提醒Reminder



一、申請老師: 登入後，可看到主管及國際處審核狀態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.



經審核通過入學之雙聯學生，其獎學金將由國際處依其學位預先保留，學院不需再另外排序核撥。

# 聯繫窗口 Contact

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## 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