

# 學生之個人資料蒐集、處理及利用告知事項

請詳細閱讀朝陽科技大學（以下簡稱本校）依「個人資料保護法」（以下簡稱個資法）第8條及第9條規定所為以下「學生之個人資料蒐集、處理及利用告知事項」。

一、組織名稱：朝陽科技大學。

二、個人資料蒐集之目的：

本校蒐集您個人資料的目的在於辦理學位生、雙聯學位、交換學生及其他入學申請相關作業，且當錄取時轉入學生學籍資料。

三、個人資料之蒐集方式：

透過學生網路報名或書面遞交而取得學生個人資料。

(一)透過學生報名申請參加本校招生委員會提供考生個人資料。

(二)學生於本校招生資訊網路系統登錄或修改之各項相關資料。

四、個人資料之類別：

(一) 辨識個人者(C001)。

(二) 辨識財務者(C002)。

(三) 政府資料中之辨識者(C003)。

(四) 個人描述(C011)之性別、出生年月日、國籍。

(五) 家庭其他成員細節(C023)之監護人或緊急連絡人等。

(六) 移民情形(C033)之護照、居留證明文件。

(七) 學校紀錄(C051)、資格或技術(C052)。

(八) 學生、應考人紀錄(C057)。

前項各款個人資料類別，內容包括姓名、護照或居留證或護照號碼、生日、相片、性別、教育資料、緊急聯絡人、住址、電子郵遞地址、聯絡資訊、轉帳帳戶、低收入戶或中低收入戶證明方式等。

五、個人資料處理及利用：

(一)個人資料利用之期間：

學生個人資料及相關申請資料，除法令或中央事業主管機關另有規定外，以上開蒐集目的完成所需之期間為利用期間。

(二)個人資料利用之地區：臺灣地區或經學生授權處理、利用之地區。

(三)個人資料利用之對象：除本校外，尚包括本於完成上開蒐集目的之相關合作單位，包含教育部或其他學術研究機構等。

(四)個人資料利用之方式：

入學申請期間之行政作業與相關資訊之發送通知，提供作為錄取、報到、查驗等作業，學生（或法定代理人）之聯絡，基於試務公信的必要揭露與學術研究及其他有助上開蒐集目的完成之必要方式。

六、學生如未提供真實且正確完整之個人資料，將導致無法進行報名、緊急事件無法聯繫、錄取通知書無法送達等等，影響學生申請服務之權益。

七、學生應確認提供之個人資料，均為真實且正確；如有不實或需變更者，應即檢附相關證明文件送本校辦理更正。

八、本校得依法令規定或主管機關或司法機關依法所為之要求，將個人資料或相關資料提供予相

關主管機關。

- 九、 個人資料之權利及權益：您依法得行使個人資料保護法第3條之查閱、更正個資等權利，但因法令另有規定者，本校得拒絕之。若因您行使上述權利，而導致權益受損時，本校將不負相關賠償責任。
- 十、 除法令另有規定或主管機關另有要求外，學生如提出停止蒐集、處理、利用或請求刪除個人資料之請求，經評估會妨礙本校執行職務或完成上開蒐集目的，或導致本校違背法令或主管機關之要求時，本校得繼續蒐集、處理、利用或保留個人資料。

113 學年度第 2 學期本校至                      國家/學校  
 交換學生（一學期）甄選審查申請表 申請日期：

姓名		學號	
系所		班級	<u>          </u> 年級 <u>          </u> 班
護照號碼		聯絡電話	住家：
性別	<input type="checkbox"/> 男 <input type="checkbox"/> 女		行動：
聯絡地址			
Email 請以正楷書寫			
繳交文件	<input type="checkbox"/> 1. 歷年學業成績單（中、英文各 1 份） <input type="checkbox"/> 2. 總成績系排名證明書（中文 1 份） <input type="checkbox"/> 3. 進修計畫（英文 1 份） <input type="checkbox"/> 4. 家長同意書及切結書 <input type="checkbox"/> 5. 有效護照影本 <input type="checkbox"/> 6. 英語檢定證明種類： <u>                    </u> ，分數： <u>                    </u>		
本人 <u>          </u> 保證於取得赴海外學校交換之入學資格後，會如期於民國 <u>      </u> 年 <u>      </u> 月份至 <u>      </u> 年 <u>      </u> 月於 <u>  </u> 國家/學校 <u>          </u> 修業 1 學期，修業完成後將即刻返國，並同意於回國後 2 週內返校接受本校原就讀系所之學籍安排，繼續完成學業；若上述修業期限無法依時完成且未能依時回國完成校內學業，本人願依「朝陽科技大學校規」之規定，接受受獎資格註銷並同時退還全額獎助學金之處分。 此致                      朝陽科技大學    申請人簽名：			
初審意見	<input type="checkbox"/> 同意 <input type="checkbox"/> 不同意		
	班導師：	日期：	
	<input type="checkbox"/> 同意 <input type="checkbox"/> 不同意		
	系主任：	日期：	
複審結果	<input type="checkbox"/> 同意 <input type="checkbox"/> 不同意		
	院長：	日期：	

## **Notification of the Collection, Processing and Use of Personal Information for Applicants**

1. Please read carefully the notification of the Collection, Processing and Use of personal Information for Applicants of Chaoyang University of Technology (hereinafter referred to as the “University”) according to the Articles 8 and 9 of the Personal Data Protection Law (hereinafter referred to as the “Act”).
2. Purpose of collecting personal information:  
The personal information is collected exclusively for the purposes of processing the application of degree, dual degree, and exchange student programs, as you are admitted and it will be transferred to student’s personal information record.
3. Method of collecting personal information:  
Personal information of applicants is collected from online registration or application made in person.
  - a. Personal information is provided by the applicants while applying for the evaluation of the University’s Recruitment Committee.
  - b. Personal information that the applicants have logged in or edited on the University’s online recruitment information system.
4. Basic information categories:  
Personal information categories, such as individual identifier (C001), financial condition identifier (C002), identifier within government information (C003), personal profile (C011), Information on other family members(C023), immigration status(C033), school record (C051) and qualification or technique (C052), student and test participator record(C57), which entails name, number of resident certificate or passport, date of birth, photo, gender, education information, emergency contact, resident address, email address and contact information.
5. Processing and use of personal information:
  - a. The period within which the personal data can be used:  
Unless otherwise stipulated by the law or the central competent authority in respect of the retention period of personal information, the retention period of the personal information by the University shall be the time required for the above purposes for collection to be fulfilled.
  - b. The area where the personal information is used: Taiwan area or areas authorized by the applicant/student for processing and use.
  - c. Object of the use of personal information: The University or partnership institutions for completing the above collection purposes, including the Ministry of Education and other academic research institutions.
  - d. Methods of using the personal information:  
Methods which are necessary for the admission, reporting to the University, verification, registration, management of new students by the University, contact with students/applicants (parents, guardians), and event participation which is required for the fulfillment of the above collection purposes.
6. The applicant’s failure to provide true and complete personal information may lead to his or her inability to register for the application or to be contacted during emergency, or the failed delivery of admission notices, which will adversely affect the applicant’s application services.
7. All applicants shall make sure that the personal information provided is true and accurate. If any personal information of the applicants is untrue or to be modified, the applicants shall promptly submit the relevant supporting document to the University for such correction.
8. The University may provide personal information or the relevant information according to the law or upon the request by the central competent authority or the judicial authority
9. The right & benefit of personal information: Applicants may request to inquire or correct the personal information, according to Article 3 of Personal Information Protection Act, except when allowed under other regulations, the University could reject your requests. Should you suffer any losses due to such requests, the University shall not be held responsible for any compensation.
10. If applicants request to stop collecting, processing, using or deleting personal information, which is assessed that could affect the University to execute or complete the above collection purposes or that would lead the University to disobey the laws or the requests of the authorities, the University should continue to collect, process, use or keep the personal information, except when allowed under other regulations or requested by the authorities

# Application Form for Exchange Program at

(Name of Institution/Country)

**First Semester, Academic Year 2025**

**Date:**

Full Name		Student No.	
Department		Year/Class	
Passport No.		Contact No.	Home:
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		Mobile:
Address			
Email <small>(in BLOCK letters)</small>			
Required Documents	<input type="checkbox"/> 1. Academic Transcripts (one copy each in Chinese and English) <input type="checkbox"/> 2. Ranking Certificate (one copy in Chinese) <input type="checkbox"/> 3. Study Plan (one copy in English) <input type="checkbox"/> 4. Statement of Parental Consent and Declaration <input type="checkbox"/> 5. Passport Copy <input type="checkbox"/> 6. Type of English Proficiency Certificate: _____, Score: _____		
<p>I, _____, assure that upon obtaining the admission qualification for the overseas exchange program, I will study at _____ (name of institution/country) for one semester from _____ (month) _____ (year) to _____ (month) _____ (year), as scheduled. Upon completing my studies, I will immediately return to Taiwan and agree to re-enroll in my original department at Chaoyang University of Technology (CYUT) within two (2) weeks of my return to continue my academic pursuits. If, for any reason, I am unable to complete my studies within the above-mentioned period and fail to return to CYUT on time to fulfill my responsibilities, I am willing to accept the consequences stipulated in the Rules and Regulations of CYUT, including the revocation of my eligibility for awards and the repayment of the scholarship amount in full.</p> <p>Student Signature: _____</p>			
First Review	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree		
	Class Teacher:		Date:
	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree		
	Director of Department:		Date:
Second Review	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree		
	Dean of College:		Date: