國立高雄餐旅大學

National Kaohsiung University of Hospitality and Tourism

115 學年度

Academic Year 2026 (2026-2027)

「探索之航獎學金：發現新天地」

“Scholarship for Voyage of Discovery: Uncover New Frontiers”

出國研修獎學金行政契約書

Administrative Contract of Study Abroad Scholarship

2026.10

甲方：國立高雄餐旅大學

Party A: National Kaohsiung University of Hospitality and Tourism (NKUHT)

乙方：「探索之航獎學金：發現新天地」之獲獎生_____（姓名）

_____（學號）；就讀本校_____（系/所/學程）

Party B: Student receiving the “Scholarship for Voyage of Discovery: Uncover New Frontiers”_____ (Name) _____ (Student no.);

_____ (Department/Program/Graduate School)

（填寫時務請詳閱契約內容）(Please read the contract carefully when filling in the form)

茲經甲、乙雙方協議，由甲方依「探索之航獎學金：發現新天地」，補助乙方前往

_____（國名）_____（城市）_____（研修學校/機構）研修，獎助期限（請勾選） □一學期／6 個月 □一學年／12 個月。

By mutual agreement, Party A provides "Scholarship for Voyage of Discovery: Uncover New Frontiers" for Party B to go to _____(partner university/institution) located in _____ (city), _____ (country name) for Study Abroad. Scholarship duration (please tick) □ one semester / 6 months □ one academic year / 12 months.

經議定條件如下，並同意本契約所附之其他文件及現在或將來所訂定（修正）之一切有關獎助留學規定，均屬本契約之內容。

The parties agree to the following terms and conditions, and the parties agree that the other documents attached hereto and all provisions relating to the Study Abroad Scholarship now or hereafter established (as amended) shall be a part of this Contract.

壹、 雙方履行權利義務期間 The period during which the parties fulfil their rights and obligations：

自乙方錄取「探索之航獎學金：發現新天地」時起，至其完成研修返國為止。

From the time when Party B is eligible to receive the "Scholarship for Voyage of Discovery: Uncover New Frontiers" to the time when Party B completes the training and returns to Taiwan.

預計研修期程自中華民國_____年_____月_____日起至_____年_____月_____日止。

It is expected that the duration of Study Abroad will start from _____ to _____.

貳、出國以前 Before going abroad：

第 1 條　乙方應依甲方所訂日期參加甲方舉辦之 115 年度海外研修暨實習行前說明會及獎學金說明會。若經甲方許可不克出席者，需向甲方索取相關資料。

Party B shall attend the pre-departure briefing and scholarship briefing for the 2026-2027 Overseas Training and Internship Program organized by Party A on the dates set by Party A. If Party B is unable to attend with Party A's permission, Party B must request the relevant materials from Party A.

第 2 條　乙方應於甲方通知之日期將向甲方申請部分獎助金核發，請領方式乙方應依甲方之規定辦理。

Party B shall apply to Party A for a portion of the grant on a date to be notified by Party A, and the manner of application shall be in accordance with Party A's regulations.

第 3 條　乙方確定之海外研修暨實習機構不變更。於出國前，能提出具體說明者，其留學國、研修大學得申請轉換一次（研修領域不得變更），經本校備查後不得變更。如乙方未經同意任意變更者，喪失領取獎學資格，乙方並應即於甲方通知發文日起 30 天內，償還已領取之一切費用，逾期不履行者，依本契約有關追償獎學金之規定辦理。

The Study Abroad institution that Party B determines to go to cannot be changed. Before leaving Taiwan, if Party B can provide specific explanations, Party B may apply for a change of destination country and university of study (but the field of study may not be changed), which may not be changed again after the University makes a record of the change. If Party A makes any changes without consent, Party B shall be disqualified from receiving the scholarship. Party B shall repay all the fees received within 30 days from the date of Party A's notice. If Party B fails to do so, Party B shall be subject to the provisions of this Contract regarding the repayment of the scholarship.

第 4 條　獎助金金額依甲方核定為準，乙方應於甲方通知日期於 14 天內填寫行政契約書向甲方申請獎學金核發。交換生已獲學費減免者不得再支領已減免之學費。

The amount of the scholarship shall be subject to Party A's approval. Party B shall complete the administrative contract and submit an application to Party A for the disbursement of the scholarship within 14 days from the date of notification by Party A. Exchange students who have already been granted a tuition fee waiver

shall not be eligible to receive scholarship funds covering the waived tuition fees.

參、留學期間 The period of Study Abroad：

第 5 條　乙方需向甲方繳交(1)已開票之去程電子機票影本、(2)去程機票購票證明或旅行社代收轉付收據正本、(3)研修學校學費繳費收據（限付費研修者）、(4)簽證影本、(5)護照影本及(6)研修學校入學許可文件影本及等文件。

Party B shall submit the following documents to Party A: (1)A copy of the issued electronic ticket for the outbound flight; (2) Proof of purchase of the outbound flight ticket or the original receipt issued by the travel agency for the collection and remittance of payment; (3) A tuition payment receipt issued by the host institution (applicable only to students enrolled in tuition-paid programs); (4)A copy of the visa; (5)A copy of the passport; (6) A copy of the admission letter or other admission documents issued by the host institution.

第 6 條　乙方抵達研修目的地後，應於二週內完成國外報到程序，並向甲方繳交(1)抵達國外報到通知單（如附件一）、(2)去程登機證票根及(3)當學期選課資料之文件掃描檔。

After arriving at the training destination, Party B shall complete the overseas registration procedures within two weeks and submit the following to Party A: (1) Overseas registration notification form (as per Appendix 1); (2) Outbound boarding pass stub; (3) Scanned documents of the course enrollment information for the current semester.

第 7 條　由甲方辦理線上實習輔導，乙方應依甲方所訂之日期參加。每學期以一次為原則。

Party A shall organize online internship counselling, and Party B shall participate on the date set by Party A. In principle, it is limited to once per semester.

第 8 條　乙方於抵達國外逾 30 日仍未至甲方核定之進修大學（機構）從事研修者，乙方應於甲方通知發文日起 30 日內償還已領取之一切費用，如逾 90 日內仍不償還，依本契約有關追償獎助金之約定辦理。乙方在國外留學期間非因不可抗拒理由，未期滿即放棄研修返國者，甲方得依情形向乙方追償已領之獎助金，乙方應於通知歸還獎助金當日起 30 日內返還。逾期不返還者，依本契約有關追償獎助金之規定辦理。

If Party B fails to attend the university (organization) approved by Party A for more than 30 days after arriving at the foreign country, Party B shall repay all the fees received within 30 days from the date of notification by Party A. If the fees are not repaid within 90 days, Party B shall follow the provisions of this Contract regarding the recovery of the scholarship. If Party B gives up the study and returns to Taiwan before the expiration of the study period without force majeure reasons, Party A may recover the scholarship from Party B according to the situation, and Party B shall return the scholarship within 30 days from the date of notification. If Party B fails to return the scholarship after the deadline, the provisions of this Contract on the recovery of the scholarship shall apply.

第 9 條　乙方因違反本契約規定，於海外研修暨實習期間發生退學或被實習合作廠商退訓情事，以及有應償還獎助金情事者（包括現在及未來所訂定、修正

者），甲方得通知乙方償還獎助金。

If Party B breaches this contract, leading to withdrawal from the study abroad program or dismissal by an internship partner, and if any conditions necessitate the repayment of scholarships (including current and future provisions as amended), Party A has the right to demand that Party B repay the scholarship.

肆、返國以後 After returning to Taiwan：

第 10 條　乙方赴國外大學（機構）攻讀研修者，應於期限屆滿後返國，並於次一學期返回甲方註冊就讀，接續學業並應取得學位。

If Party B goes to a foreign university (institution) to study abroad, he/she shall return to Taiwan after the expiry of the duration of the study and return to Party A's place of residence in the next semester for registration to continue his/her study and obtain a degree.

第 11 條　乙方結束國外留學，應於返國後兩週內填具返抵國內報到通知單（如附件二），連同(1)去程及回程登機證存根正本、(2)回程已開票之電子機票影本、(3)回程機票購票證明或旅行社代收轉付收據、(4)研修學校之學生證影本或開立之交換證明、(5)修讀學分之成績證明與實習評分表影本等紙本文件給甲方辦理返國報到。若乙方結束海外研修未依期程返國報到者，其在海外之安全及行為應由乙方自行負責，且甲方得依情形向乙方追償已領之獎助金。

Upon completion of overseas study, Party B shall, within 10 days after returning to the country, complete the return registration by submitting the “Return-to-Taiwan Registration Form” (as per Appendix 2), together with the following documents to Party A: (1)Original stubs of both outbound and return boarding passes; (2)A copy of the issued electronic ticket for the return flight; (3)Proof of purchase of the return ticket or the original receipt from the travel agency; (4)A copy of the student ID card issued by the training institution or an official exchange certificate; (5)A copy of academic transcripts and internship evaluation forms for completed credits.

If Party B fails to return and complete the registration within the prescribed period upon completion of overseas training, Party B shall be solely responsible for their safety and conduct while abroad. Party A may, depending on the circumstances, request repayment of the scholarship funds already disbursed to Party B.

第 12 條　乙方於赴國外大學（機構）研修期間應保有甲方學籍（未休學），並履行返國完成攻讀學位義務。如有休學、退學、逾期返國、不返國接續完成學業並取得學位者，由甲方依行政契約書規定追償已領獎助金。

During the duration of study abroad in foreign universities (institutions), Party B shall maintain the student status established by Party A (because he/she has not applied for a leave of absence) and fulfil the obligation to return to Taiwan to continue to study for a degree. In the event of suspension, withdrawal, late return, or failure to return to Taiwan to complete the study and obtain a degree, Party A

shall recover the scholarships received in accordance with the provisions of the administrative contract.

第 13 條　乙方應於返國後兩週內檢附獲獎心得報告，含：研修學習心得報告、影片及交換期間修課紀錄／正式成績單送甲方辦理結案，內容須含要項及規格依甲方規定辦理（如附件三）。逾期未繳交者，且經通知兩次以上仍未繳交者，得不撥付餘款，並得視情況追繳已撥付獎學金，且依《國立高雄餐旅大學學生獎懲辦法》第六條第三項第十四款規定，予以記大過一次。

Party B shall, within two weeks after returning to the country, submit a scholarship completion report for case closure to Party A. The report shall include a study reflection report, a video, and academic records/transcripts of courses taken during the exchange period, in accordance with the required items and format specified by Party A (as per Appendix 3).

If Party B fails to submit the required documents on time, and still fails to do so after being notified more than twice, the remaining balance of the scholarship may not be disbursed. Party A may also, depending on the circumstances, recover the scholarship funds already disbursed. In addition, Party B shall be subject to one major demerit in accordance with Article 6, Paragraph 3, Subparagraph 14 of the Regulations on Student Rewards and Punishments of National Kaohsiung University of Hospitality and Tourism.

第 14 條　乙方依甲方之規定及期程繳交相關表單及報告書，並且確認未違反行政契約書之任一條規定後（包括現在及未來所訂定、修正者），乙方得依甲方之規定請領剩餘獎助金。

After Party B has submitted the relevant forms and reports in accordance with Party A's requirements and procedures and has confirmed that it has not violated any of the provisions of the Administrative Contract (including the present and future provisions and amendments), Party B will be entitled to apply for the remaining grant in accordance with Party A's requirements.

伍、保證事項 Guarantees：

第 15 條　乙方於簽署此行政契約書，應同時由其保證人簽署同意擔任保證人，於乙方違反本契約任一條款規定（包括現在及未來所訂定、修正者），致發生應償還獎助金而逾期未償還情事，願負連帶償還獎學金之保證責任，並自甲方要求履行此項責任通知送達翌日起 30 日內一次清償乙方之全部獎助金。保證人未履行全部清償責任時，願意行政程序法第一四八條受強制執行，並連帶負責賠償訴訟及強制執行費用（包含甲方律師費）。

Upon signing this Administrative Contract, Party B shall at the same time have his/her guardian sign this Contract and agree to act as his/her guarantor. In the event that Party B violates any of the provisions of this Contract (including the present and future provisions and amendments thereto), resulting in an obligation to repay the scholarship and the scholarship becoming overdue, the guarantor shall be jointly and severally liable for the repayment of the scholarship and shall repay all of Party B’s scholarship in one installment within thirty (30) days from

the day following the date on which the notice from Party A requesting the fulfillment of such obligation is served.In the event that the guarantor fails to fulfil all of his/her repayment obligations, the guarantor agrees to be subject to compulsory enforcement in accordance with Article 148 of the Administrative Procedure Act. The guarantor shall also be jointly and severally liable for the litigation and compulsory enforcement costs, including Party A's attorney's fees.

第 16 條　連帶保證人所負保證責任之期限，至乙方依本契約規定完成研修，返國履行前記各項義務為止。

The term of the guarantor's liability shall be until Party B completes the training in accordance with this Contract and returns to Taiwan to fulfil the aforementioned obligations.

陸、其他 Others：

第 17 條　乙方申請獎學金所附資料及相關證明文書有虛偽不實或不合本獎助申請資格，經甲方查證屬實者，喪失獎助留學生資格，其已領取之獎助金應全額償還，經通知限期償還逾期不償還者，依本契約有關追償獎助金之規定辦理。

If the information and relevant certificates attached to Party B's application for the scholarship are false or do not meet the eligibility criteria for this scholarship, Party B shall be disqualified from receiving the scholarship after Party A has verified such information and certificates and Party B shall be required to repay the full amount of the scholarship that he/she has already received. If Party B fails to repay the scholarship after being notified by the deadline, Party B shall be subject to the provisions of this Contract regarding the recovery of the scholarship.

第 18 條　乙方作為「探索之航獎學金：發現新天地」獲獎生，不得同時領取教育部獎學金或其他國內外獎學金。

Party B is indeed a recipient of the "Scholarship for Voyage of Discovery: Uncover New Frontiers" and shall not be eligible to receive the scholarship granted by the Ministry of Education or other domestic and foreign scholarships at the same time.

第 19 條　乙方在國外留學期間，有違反國家法令或嚴重損及國家利益之言行，或觸犯刑案經本國或外國司法機關判處有期徒刑確定，經甲方查證屬實者，乙方應於甲方通知發文日起 90 日內償還已領取之一切費用，逾期不履行者，依本契約有關追償獎助金之約定辦理。乙方並喪失獎助留學生資格。

If Party B's words or behavior during the period of study abroad violates national laws and regulations or seriously damages the national interest or if Party B commits a criminal offence and is sentenced to a fixed term of imprisonment by a judicial organ in Taiwan or abroad, Party B shall repay all fees received within 90 days from the date of the notification by Party A. Failure to do so shall be subject to the provisions of this contract regarding the recovery of the scholarship. Party B is not eligible to receive the scholarship as an overseas student.

第 20 條　被選送學生有義務繳交海外研修暨實習方案手冊之附表，且必須參加返國後的實習檢討會，以及協助甲方舉辦海外實習暨經驗分享傳承性質之相關活動(國際教育週簡報分享 / 協助回覆學弟妹之提問)，任務細節依甲方通知辦理。

Students who are selected to study abroad programs are obliged to submit the required documents, as shown in the appendix of the Study Abroad Program Handbook. They must attend the internship review meeting after returning to Taiwan and assist Party A in organizing relevant activities with the theme of sharing and passing on the experience of Study Abroad Programs (e.g., presentations during International Education Week or assisting in responding to questions from junior students). The specific details of these tasks shall be carried out according to Party A's instructions.

第 21 條　本契約乙式兩份，甲方收執乙份，乙方及乙方連帶保證人收執乙份。

This contract is in two copies, with Party A receiving one copy and Party B receiving the other.

甲 方 Party A：
國立高雄餐旅大學 National Kaohsiung University of Hospitality and Tourism (NKUHT
代表人 Represented By：校長 President
地 址：812301 高雄市小港區松和路一號
Address: No. 1, Songhe Road, Xiaogang District, Kaohsiung City 812301, Taiwan (R.O.C.)

乙 方（學生）：
Party B (Student):

簽名/日期：
Signature / Stamp / Date:

地 址：
Address:

乙方連帶保證人：
Party B's Guarantor:

簽名/日期：
Signature / Stamp / Date:

身分證統一編號(居留證號)：
National ID Number
(Resident Certificate Number):

與乙方之關係：
Relationship with Party B:

地 址：
Address: