

## 讀書計畫[範例]

### I. 赴外動機

(撰寫方向可先簡單介紹本次申請的學校、系所或計畫，以及說明本次提出申請的原因。)

### II. 研修計畫

#### (一) 近程(申請到出國前)

(撰寫方向可包含語言、專業課程和海外生活的行前準備等。)

#### (二) 中程(海外研修期間)

(撰寫方向可包含預計修讀的課程、課外活動或生活等的安排。)

##### 1. 修課規畫：

以下內容可自行增減，除研修學校、計畫或申請之獎學金另有規定外，建議同學每學期至少研修3至5門課，約9至15學分。

##### A. [課程名稱]，X 學分

(撰寫方向可包含簡單的課程介紹、選修原因及/或是否可抵免等資訊。)

##### B. [課程名稱]，X 學分

(撰寫方向可包含簡單的課程介紹、選修原因及/或是否可抵免等資訊。)

##### C. [課程名稱]，X 學分

(撰寫方向可包含簡單的課程介紹、選修原因及/或是否可抵免等資訊。)

## 2. 課外活動規畫

(撰寫方向可包含參與研修學校社團、活動，培養國際人脈  
(結交海外朋友)、當地國家語言學習等；可以也可撰寫旅遊  
規畫，但請留意篇幅。)

### (三) 遠程(返國後)

(撰寫方向可包含本次研修經驗如何結合個人生涯規畫，如何銜接  
未來升學或就業等。)

說明：

1. 本格式僅提供參考，並無強制要求須依本格式提交。

2. 建議格式：

- 版面設定：

- 大小：A4
- 方向：直式
- 邊界：標準

- 內文設定

- 大標題：18號字
- 次標題：16號字
- 小標題：14號字
- 內文：12號字
- 行高：固定行高24點

- 篇幅：以1至2頁 A4為原則。

3. 同學得以自訂格式繳交，並依自身情況增減內容，但所提交內容請務必包含於海外期間的修課安排。

4. 請注意：

- 所有文件請勿編制頁碼！
- 以本格式繳交時，請移除藍色/紅色之說明文字。

# Study Plan [Example]

## I. Motivation

(This paragraph might include a simple introduction about the university/department/program you apply for and your motivation, purpose of studying abroad.)

## II. Before Studying Abroad

(This paragraph might include your preparations regarding language enhancement, academic planning, and practical arrangements for living and studying abroad.)

## III. During Study

### 1. Course Selection

Please modify the following content to fit your plan. Students are suggested to take 3 to 5 courses per semester, approximately 9 to 15 credits, if the host university, program, scholarship doesn't have any requirements.

#### A. [Course Titel] , X credits/ECTs

(The content should include a simple introduction, your motivation and/or purpose to the course. Please include the relative information if the credits could be transferred to NTOU.)

#### B. [Course Titel] , X credits/ECTs

(The content should include a simple introduction, your motivation and/or purpose to the course. Please include the relative information if the credits could be transferred to NTOU.)

C. [Course Titel] , X credits/ECTs

(The content should include a simple introduction, your motivation and/or purpose to the course. Please include the relative information if the credits could be transferred to NTOU.)

## 2. Extracurricular Arrangement

(This paragraph might include what kinds of student association; activities you want to attend. It might be helpful for you to make friends and or enhance your language abilities. It is also acceptable to include your travel plan, but please note that the content should not be longer than other parts.)

## IV. Conclusion

(This paragraph might include the benefits you expect to have from this experiences for your career planning.)

### **Format Guidelines (for Reference Only)**

1. The specifications are provided as a suggested layout and are not mandatory. It is workable to submit your autobiography using a personalized format.
2. Suggested Format Specifications:
  - (1) Page Size : A4
  - (2) Orientation : Portrait
  - (3) Margins : Standard
  - (4) Line Spacing: Fixed with 24 pt
  - (5) Font:
    - Heading: 18
    - Paragraph heading/title: 16
    - Subheadings: 14
    - Body Text: 12
3. The recommended length is one to two A4 pages. This suggestion is to encourage you to be selective and focus on key points. Submissions exceeding two pages are also acceptable.
4. Please feel free to adjust the content and structure of your study plan. Just ensure that you include the course selection in the study plan.
5. DO NOT include page numbers.
6. If you choose to follow this suggested format, please ensure all instructional/guidance text (e.g., this blue/red text) is removed before submission.