

# Hungkuang University Guidelines for the Review of International Exchange Programs

**Document No.: 11900-006**

Approved through organizational adjustment by the University Affairs Meeting on June 21, 2022 (R.O.C. Year 111)

*(For revision history, see end of document)*

## **1. Purpose**

Hungkuang University (hereinafter referred to as “the University”) has established these Guidelines for the Review of International Exchange Programs (hereinafter referred to as “the Guidelines”) to review subsidy-related international exchange program applications submitted by academic units. This aims to ensure fairness, impartiality, and transparency while promoting the University's internationalization objectives.

## **2. Basis**

These Guidelines are based on:

- The Ministry of Education's “Guidelines for Subsidizing Domestic Colleges and Universities to Send Students Abroad for Study or Overseas Internships.”
- Relevant subprojects under the University’s Higher Education Sprout Project, specifically those related to international exchange.

## **3. Categories of Programs for Review**

### **(1) MOE Study Abroad Program:**

Programs under the Ministry of Education encourage domestic colleges and universities to send students abroad for study or overseas professional internships (hereinafter referred to as the “MOE Study Abroad Program”).

### **(2) Higher Education Sprout Project:**

Subprojects related to international exchange under the University’s Higher Education Sprout Project.

## **4. Application Process**

The application methods, budget planning, and related instructions for internal programs will be announced by the Office of International Affairs (hereinafter referred to as “the Office”) based on official documents or internally provided content.

Applications must be submitted during the designated announcement period. Academic units are required to prepare and submit project proposals, which will undergo a preliminary review by the Office based on the submitted documents.

**Review Criteria:**

**(1) For the MOE Study Abroad Program:**

The review will follow the annual selection guidelines published by the Ministry of Education.

**(2) For Higher Education Sprout Project Subprojects:**

Proposals will be reviewed based on:

- Completeness of the proposal.
- Reasonableness of the proposed budget.
- Alignment with the indicators of the Higher Education Sprout Project.
- Effectiveness of past implementation (if applicable).

Outstanding proposals will be granted subsidies. Special or exceptional cases, including dedicated exchange projects, require approval by the University President.

**5. The International Exchange Program Review Committee consists of:**

- The Dean of International Affairs (serving as the convener and chair).
- The deans of each academic college.

If the convener is unable to preside over the meeting, one of the committee members may be elected to serve as acting chair. If a committee member cannot attend in person, they may appoint a proxy to exercise their rights and responsibilities.

When deliberating on issues related to overall development funding or the Higher Education Sprout Project, additional relevant personnel—such as the Vice President for R&D or the Director of the Center for Teaching and Learning Development—shall also participate as committee members.

**6. These Guidelines shall be implemented upon approval by the Administrative Meeting and ratification by the University President. Amendments shall follow the same procedure.**

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March 11, 2014: Established and approved by the Administrative Meeting

June 16, 2015: Amended and approved

August 21, 2018: Amended and approved

August 27, 2019: Amended and approved