

Hungkuang University Guidelines for the Management of Overseas Youth Technical Training Class Students

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Approved by the University Council on June 21, 2022 (ROC Year 111)

Hungkuang University (hereinafter referred to as “the University”) establishes these Guidelines for the Management of Overseas Youth Technical Training Class Students (hereinafter referred to as the “OYTC Guidelines”) based on the “Overseas Community Affairs Council Guidelines for Participating Schools in the Recruitment of Overseas Youth Technical Training Classes,” “Regulations for Continuing Education in Junior Colleges and Above,” “Hungkuang University Academic Regulations for Undergraduate and Graduate Programs,” and “Hungkuang University Junior College Academic Regulations.” These guidelines govern admission, withdrawal, completion, academic evaluation, and other related matters for the Overseas Youth Technical Training Classes (hereinafter referred to as “OYTC”). Matters not covered by law shall be handled in accordance with these Guidelines.

1. The University recruits students annually and formulates the recruitment plan for approval by the Overseas Community Affairs Council (OCAC). The admissions brochure is published separately.
2. In accordance with OCAC regulations, the University may admit students who meet the qualifications. Admitted students must complete the registration process by the specified deadline. Failure to do so results in revocation of admission. OYTC students are subject to the same rules as undergraduate and junior college students.
3. Any forged, borrowed, or altered documents will result in immediate expulsion upon discovery. If discovered after completion, the certificate will be revoked and the case announced.
4. Students must register at the beginning of each semester following the University’s undergraduate registration policies.

5. Students unable to register on time must apply for leave and deferred registration. Approved deferrals may be processed within two weeks after the deadline. Unapproved absences are treated as voluntary withdrawal.
6. Students must pay all required fees upon registration. Refunds for withdrawals follow the University's undergraduate refund policy.
7. The OYTC adopts a credit-based academic year system. The two-year program requires at least 80 credits for completion.
8. Credits are calculated as follows: one credit per 18 lecture hours; practical/lab work earns one credit for 1–3 weekly hours over a semester.
9. Academic performance is graded on a 100-point scale. 60 is passing. Conduct scores are assessed separately. Grade equivalencies:

Percentage Letter Grade GPA

80–100	A	4
70–79	B	3
60–69	C	2
Below 60	F	0

Grades on English transcripts use A–F scale.

10. Academic assessments include:

- **Class performance:** quizzes, reports, participation, etc.
- **Midterm exam:** scheduled in the academic calendar.
- **Final exam:** scheduled in the academic calendar.

Instructors determine grading components. Details are published in course syllabi.

11. Instructors must input grades each semester based on their grading scheme and submit signed grade sheets to the Office of International Affairs. Grade corrections follow the undergraduate policy.

12. GPA and graduation calculation:

- Multiply course credits by grades to get course points.
- Sum of credits = total semester credits.
- Sum of course points = total semester points.
- $\text{GPA} = \text{total points} \div \text{total credits}$.
- All grades, including zeros and failures, are counted.

13. Once submitted, grades cannot be changed unless due to instructor error.

Corrections must be submitted with documentation and approved by the department head within one week of the following semester.

14. Makeup exams are allowed if students:

- Are hospitalized during exams (proof required).
- Have approved leave due to bereavement, official duties, or uncontrollable events.

15. No makeup exams for:

- Unexcused absences during midterms/finals.
- Failing grades in both theory and practical/lab courses.

16. Makeup exams follow University rules.

17. Students absent without reason from makeup exams receive zero.

18. Decimal grades are rounded to two decimal places.

19. Cheating results in a zero and disciplinary action per University policies.

20. Exam papers are retained for one year or until appeals are resolved. Grades are permanently recorded.

21. Absences require formal leave requests. Approved absences are marked; unapproved are considered truancy.

22. Students missing 1/3 of a course's total hours may not take the final exam for that course. The final grade will be zero; midterm and class performance scores are retained.

23. Students will be dismissed if:

- They fail to register on time.
- Commit serious rule violations.
- Miss all midterm and final exams or receive zero in $\frac{3}{4}$ of courses.
- Fail more than half the credits for three consecutive semesters.
- Accumulate 45 hours of absence in a semester.
- Voluntarily withdraw without cause.

Dismissed students must return home at their own expense.

24. Students submitting falsified documents will be expelled and disqualified from receiving any certificates.

25. Withdrawn students may apply for a transcript of credits earned. Expelled students are not entitled to any documentation.

26. Students who complete training and meet the following are granted completion certificates:

- Passed all required courses.
- Met the credit requirements: issued dual-language certificate and transcript per regulations.

27. Names and birthdates on records must match those on passports or resident permits. Discrepancies must be corrected.

28. Academic records, enrollment status, and graduation information are based on the original registration forms filed by the Office of International Affairs and are permanently archived.

29. Requests to change names, birthdates, or resident permit numbers must be submitted with valid documents and approved. Graduation certificates will be amended accordingly.

30. Disciplinary rules and conduct assessments follow existing University policies.

31. Any issues not covered by these Guidelines will be handled in accordance with relevant laws or undergraduate regulations.

32. These Guidelines were approved by the Administrative Council and implemented upon the University President's approval. Amendments follow the same procedure.

December 15, 2015: Approved by the Administrative Meeting

June 22, 2021: Organizational adjustment approved by the University Affairs Meeting