

Implementation Guidelines for Overseas Exchange Program for Key Professional Talent Development at Hungkuang University of Technology

11900-020

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

(For the amendment history, see the end of the full text.)

1. Purpose

Hungkuang University of Technology (hereinafter referred to as "the University") establishes these guidelines to promote overseas professional exchange activities for key professional talents, enhance students' international mobility, and strengthen their future employability.

2. Program Scope and Quotas

Key professional talent categories and number of participants shall be determined by the University's International Exchange Program Review Committee. The Office of International Affairs (hereinafter referred to as "OIA") will announce the details at the beginning of each semester and conduct an open selection process.

Selected students who do not already possess Japanese Language Proficiency Test (JLPT) Level N2 or higher, or English proficiency at CEFR B2 level (equivalent to TOEIC, TOEFL, etc.) must take the University's Professional Japanese or Elite English Enhancement Courses and achieve at least JLPT N4 or CEFR B1 to be eligible for priority funding for overseas professional exchange.

3. Language Enhancement Courses

The Professional Japanese and Elite English courses are offered by the Center for General Education or the Center for Foreign Languages and EMI Teaching under the Office of Academic Affairs.

4. Eligibility

- They must be a current student enrolled at the University.
- Should have an average grade of 80 or above during their studies, and academic performance in the previous semester must rank in the top 50% of their class.

5. Number of Participants

The number of students selected each semester is determined by the International Exchange Program Review Committee.

6. Selection Process

- OIA will announce the timeline for application procedures.
- Students who wish to participate in overseas exchange and meet the eligibility criteria must submit their application documents to their department/program. The department will compile and submit the applications to the OIA.

7. Required Documents:

- Basic Personal Information Form for Overseas Exchange Program Application
- Proof of academic ranking and complete academic transcripts
- Exchange Program Proposal (1,000–1,500 words), including personal autobiography, motivation for exchange to Japan/English-speaking countries, goals and plans, relevance to current studies, and future prospects
- Supporting documents for outstanding performance: research publications, major awards, national/international competition achievements, participation in national/international events (e.g., international volunteer teams, etc.)

8. Evaluation Criteria

Selection will be conducted by the “International Exchange Program Review Committee” convened by OIA based on:

- Academic performance
- Quality of the exchange activity plan and autobiography

- Other outstanding achievements

9. Funding Scope

Each selected student may receive funding covering items such as round-trip international economy-class airfare, overseas tuition, and living expenses. The actual amount awarded will be determined by the Review Committee based on the funding available for the given year.

10. Important Notes

- Students receiving this funding may not receive other government or University subsidies for the same overseas exchange activity.
- Awarded students must complete the required language enhancement course.
- Students must submit a report of over 1,000 words (including at least four photos), or a short video (approximately three minutes) summarizing their exchange experience within two weeks after the activity ends. Financial reimbursement must follow University procedures.

11. Miscellaneous

Matters not covered in these guidelines shall be handled in accordance with relevant University regulations.

12. Implementation and Amendments

These guidelines were implemented following approval by the University Executive Council and ratification by the President. Amendments shall follow the same process.

November 12, 2019: Approved by the Executive Yuan Meeting

June 23, 2020: Amended and approved by the University Affairs Council