

(HIE) Management Measures for Overseas Study

Chapter I General Provisions

Article 1: These Measures are formulated to standardize the management of overseas (including Hong Kong, Macao and Taiwan) study for students of our university, and ensure the standardized, healthy and orderly conduct of the selection and dispatch of on-campus students for overseas study.

Article 2: The work related to students' overseas study of our university shall be under the centralized management of the International Exchange Office, with the participation of the Student Affairs Office, Academic Affairs Office, Graduate School, Admission and Career Guidance Office, and relevant colleges.

Article 3: These Provisions shall apply to formally registered full-time on-campus postgraduates, undergraduates and junior college students of our university who go abroad for exchange study. The categories include national public-sponsored programs, Sino-foreign cooperative education programs, and university-level exchange programs recognized by the university.

Chapter II Selection and Dispatch

Article 4: The university shall specially establish the Leading Group for the Selection and Management of Students Going Overseas (hereinafter referred to as the "Selection Leading Group") to be responsible for the final selection and approval of students going abroad for study. The Selection Leading Group shall have one group leader and several members. The group leader shall be the university leader in charge of the university's international exchange work; members shall be composed of heads of the Student Affairs Office, Academic Affairs Office, Graduate School, International Exchange Office, Admission and Career Guidance Office, and all teaching colleges. The Selection Leading Group shall have an office under it, and the head of the International Exchange Office shall concurrently serve as the director of the office.

Article 5: Selection Criteria

I. Sound political quality, adherence to the Four Cardinal Principles, patriotism, good moral character, and a sense of dedication and responsibility to serve the cause of national

construction.

II. Excellent academic performance, solid professional knowledge, and a high level of foreign language proficiency, meeting the admission requirements of the host university.

III. Good health, capable of successfully completing the overseas study tasks.

IV. Meeting the requirements of the relevant programs.

V. Having paid all fees due to the university.

VI. Students with state student loans shall repay the principal and interest of the state student loans within one week after being confirmed as candidates.

VII. Committing to fulfilling the relevant obligations stipulated in the university-level exchange program agreement and the relevant provisions of these Measures.

Article 6: Selection Procedures

The selection of students for overseas study programs shall adhere to the principles of "merit-based recommendation by colleges, centralized review by the university, and dispatch of students after signing agreements". The university's review shall ensure "openness, fairness and impartiality". After the review results are approved by the university's Selection Leading Group, the list of candidates shall be publicized to the whole university. Upon approval by the university after the publicity, the International Exchange Office shall submit the candidates' application materials to the relevant overseas institutions, and the final admission list shall be determined by the overseas institutions.

I. Application

The International Exchange Office shall be responsible for issuing the announcement for the selection of students for overseas study programs, and assign the preliminary selection work to the corresponding teaching colleges of the majors involved in the exchange programs. The colleges shall accept students' application forms.

II. Preliminary Review

The teaching colleges accepting the program shall conduct preliminary selection in accordance with these Measures based on the specific circumstances and relevant requirements of the program. Students' academic records shall be provided by each college and verified by the Academic Affairs Office.

III. Re-examination

Colleges shall submit the relevant materials of students who have passed the preliminary

selection to the Office of the Selection Leading Group (located in the International Exchange Office). The university's Selection Leading Group shall conduct a re-examination, and interviews may be conducted if necessary. The Selection Leading Group shall select qualified students based on the number of admission quotas and in accordance with the principle of merit.

IV. Publicity

The list of qualified students shall be publicized after being signed and approved by the head of the university's Selection Leading Group. During the publicity period, any objection to the list of selected students may be reported to the University Supervision Office. The Selection Leading Group shall organize an investigation and verification, and make a handling opinion.

V. Admission

If there is no objection to the list of selected students after publicity, or if the objection is not valid, the list shall be determined by the university's Selection Leading Group and submitted to the university for approval.

Chapter III Management Before Going Abroad

Article 7: Before going abroad for exchange study, students shall fully understand the training program and teaching schedule of the overseas university. Based on their own major, the major and courses they will study at the overseas university, and under the guidance of their college, they shall formulate a reasonable study plan, clarify the methods for the recognition of academic performance and credits. The plan shall be submitted to the Academic Affairs Office for the record after being approved by the college and the International Exchange Office. Students who fail to declare and complete the relevant procedures shall not be eligible for the recognition of academic performance and credits.

Article 8: Students selected by the university for overseas study shall handle foreign communication matters under the guidance of the International Exchange Office.

Article 9: The International Exchange Office shall be responsible for assisting students going abroad in handling the relevant procedures for overseas study and providing pre-departure education for the students.

Article 10: In accordance with the requirements of the relevant overseas study programs, students going abroad and their parents shall submit a letter of commitment to the university

before going abroad. The letter of commitment shall include at least the following contents:

- I. Responsibility for financial guarantee.
- II. Responsibility for medical care and accidents during the study period overseas .
- III. Commitment to return to the university on schedule.

Article 11: Methods for Fee Payment

I. The relevant study and living expenses of students going abroad during their stay overseas shall be implemented in accordance with the methods specified in the selection notice or agreement.

II. Students going abroad shall handle the application for passports and visas on their own and bear the relevant fees.

III. Students going abroad shall purchase overseas medical insurance and accident insurance in accordance with the provisions.

Chapter IV Student Status, Credits and Examinations

Article 12: Student Status Management and Academic Performance of Students Going Abroad During the Approved Overseas Study Period

I. Student Status Management

The university shall retain the student status of students going abroad during their overseas study period.

(i) Students participating in overseas study shall go to the Academic Affairs Office to complete the relevant procedures with the admission notice and relevant certificates issued by the overseas university.

(ii) During the overseas study period, if a student intends to give up the exchange study halfway, he/she must submit an application to both the home university and the host university in advance, and may return to the university to continue his/her studies only after approval.

(iii) After completing the overseas study and returning to the university, students shall contact the university within two weeks to complete the corresponding student status management procedures.

(iv) The duration of students' exchange study overseas shall count towards their academic duration.

II. Principles for the Recognition of Courses, Academic Performance and Credits

1. After returning to the university, students participating in exchange study shall apply to their college and the university's Academic Affairs Office for returning registration and the recognition of course grades and credits within one month. For the application for the recognition of all course grades and credits obtained during the overseas study period, students shall fill in the "Application Form for the Recognition of Academic Performance and Credits of Hunan Institute of Engineering Students' Overseas Study" (see Annex) within one month after returning to the university, submit the credit recognition application to their college, and provide the original materials issued by the host university, such as the teaching schedule, course description or course syllabus. After being reviewed by the college, the application shall be submitted to the International Exchange Office for re-verification. After the International Exchange Office verifies and approves the overseas study approval procedures and the overseas academic transcript, the Academic Affairs Office shall give the final approval. The Academic Affairs Office of the student's college shall be responsible for recording the grades in the "Academic Management System".

2. Recognition of course credits: For full-time postgraduates, undergraduates and junior college students of our university who go to study at an overseas university with the approval of the university, they must choose a similar or related major for study. They shall inform the Academic Affairs Office of their college within one month after selecting the courses to be studied, and all types of courses they have obtained shall be subject to recognition.

(i) For students who have completed more than 80% (inclusive) of the corresponding credits of the overseas university in each semester (academic year), the credits of the entire semester (academic year) may be recognized as the domestic credits of the same period. However, the part that is less than 100% shall be converted into the credits to be supplemented (repeatedly studied) in proportion, and the part that exceeds 100% shall be regarded as the elective course credits of other semesters (academic years). If there are special provisions on the recognition of academic performance and credits in the agreement signed between the university and the overseas university, such provisions shall prevail.

(ii) For students who have completed part of the study plan of the overseas university (less than 80%) and obtained the corresponding academic performance and credits, the credits may be recognized as the domestic credits of the same period in proportion:

① If the courses studied by students at the exchange university are the same as or similar to the professional courses or professional elective courses in the talent training program of the corresponding major of our university, they may be recognized as the same type of courses and corresponding credits in the training program after being reviewed by the student's college and the university's Academic Affairs Office.

② If the courses studied by students at the exchange university are not listed in the training program of the corresponding major of our university, but are recognized by the student's college as professional courses that should be studied, they may be recognized as professional elective courses of the major and corresponding credits.

③ All other courses shall be recognized as university-wide public elective courses and corresponding credits.

(iii) For each full semester of overseas study experience, 2 credits of university public elective courses may be recognized.

(iv) Ideological and political courses shall not be subject to recognition. Courses that cannot be recognized and insufficient credits shall still be studied in accordance with the requirements of the talent training program. Students may choose to supplement (re-study) the courses after returning to the university upon completion of overseas study, or submit an application for self-study assessment to the college during the overseas study period. With the approval of the Academic Affairs Office, they may directly participate in the centralized assessment of the relevant courses, and the grades shall be recognized based on the centralized assessment results.

3. Recognition of course grades: If the grades obtained by students at the overseas university need to be converted, the conversion shall be carried out in accordance with the following provisions:

(i) Courses for which students have obtained letter grades at the overseas university shall be recognized by the student's college as compulsory courses or elective courses of our university. The conversion standards for converting the letter grades of overseas universities into the 100-point scale grades of our university are as shown in the table 1:

Table 1: The conversion standards for converting the letter grades of overseas universities

Grading Scale	Conversion Standards														
100-point Scale	98	95	90	88	85	80	78	75	70	68	65	60	55	50	40
15-level Scale	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F+	F	F-
5-level Scale	Distinction			Merit			Average			Pass			Fail		
	A			B			C			D			F		
2-level Scale	Pass												Fail		

If there are other grading formats, the conversion shall be determined by the Academic Affairs Office, International Exchange Office and relevant colleges.

(ii) If the overseas university provides a certificate of elective courses without providing grades, the grade of each course shall be recognized as the average grade of the courses of the student's class.

Chapter V Management During Overseas Stay

Article 13: After arriving at their place of residence overseas, students shall inform the university's International Exchange Office of their address and contact information within one week to maintain communication with the university. During the overseas study period, students shall abide by the relevant laws, regulations and provisions of China, comply with the laws of the host country/region and the rules and regulations of the host university, respect the local customs and religious beliefs, and strive to learn professional knowledge. They shall abide by foreign affairs discipline, pay attention to personal safety, and refrain from engaging

in acts that harm national dignity. In case of major events involving national and university interests and reputation, they shall promptly report to the Chinese embassy/consulate or relevant institutions in the host country/region and the university. In case of violations of rules and disciplines, the university shall handle the matter in accordance with the relevant provisions.

Article 14: During the overseas study period of students going abroad, the teaching college to which the students belong shall provide guidance to the students on course selection, assign a contact person, and be responsible for maintaining regular communication with the students. The contact person shall regularly understand the students' ideological trends, academic progress and living conditions, and provide guidance at any time to ensure that the students can successfully complete their studies. The college shall strengthen the integrity education for students going abroad and urge them to return to the university on time to continue their studies.

Article 15: During the overseas study period, students going abroad shall not extend their stay overseas, transfer to another university, or reside in a third country for any reason. Those who violate this provision shall have their student status at Hunan Institute of Engineering cancelled.

Article 16: If a student going abroad (including Hong Kong, Macao and Taiwan) is unable to complete the study tasks overseas due to certain reasons, he/she may apply to return to the university to complete his/her studies. With the approval of the university, he/she may return to China halfway and be transferred to his/her original class to continue studying.

Chapter VI Registration After Returning to the University

Article 17: Within 7 working days after returning to the university, students going abroad shall register at their college with the "Registration Form for Hunan Institute of Engineering Students Returning from Overseas Study" and a study summary (of no less than 2000 words). The college shall promptly organize symposiums and seminars, at which the students returning from overseas study shall share their learning experiences, what they have seen and heard with the teachers and students of the college, so as to expand the influence of the exchange program and enhance the learning enthusiasm of all students.

Article 18: During the overseas study period, students going abroad shall actively promote Hunan Institute of Engineering. After returning to the university, they shall take the

initiative to share their study experiences with teachers and classmates, and assist the International Exchange Office in preparing the next batch of students going abroad for their departure.

Chapter VII Supplementary Provisions

Article 19: The overseas study of postgraduates shall be implemented with reference to these Measures, and the Graduate School shall be specifically responsible for the relevant work.

Article 20: The study of university-level exchange students in Hong Kong, Macao and Taiwan shall be implemented with reference to these Measures.

Article 21: These Provisions shall come into force on the date of issuance. The former Interim Measures for the Management of On-Campus Students' Overseas Study under University-Level Exchange Programs of Hunan Institute of Engineering (Document No. XJZ [2012] 50) shall be repealed simultaneously.

Article 22: These Provisions shall be interpreted by the International Exchange Office, Academic Affairs Office and Graduate School in accordance with their respective functions.

Hunan Institution of Engineering

March 10 2025

Annex 1: Application Form for Academic Performance and Credit Recognition of HIE Students' Overseas Study

Student Name				Student ID.				Tel.			
College\Major\Class								Email			
Country\University						Major				Period	
Credits and Academic Performance Recognition Status											
SN	Name of Overseas Courses	Medium of Instruction	Credits	Academic Performance	Corresponding Course Names and Codes in the Same Academic Period under University's Teaching Plan	Course Nature	Credits	Academic Performance	Program Leader's Comments (Signature)	College Academic Affairs Office Verification (Signature)	
1											
2											
Total Credits					Total Credits						
Student's Signature:		College Comments (Seal): Vice Dean in Charge of Teaching Signature:			International Exchange Office Comments (Seal): Office Director Signature:			Academic Affairs Office Verification:			
Data:		Data:			Data:			Data:			