**National Chung Hsing University Department of Mechanical Engineering Alumni Association Fu-Hui Scholarship Establishment Guidelines**

Revised and approved at the joint meeting of directors and supervisors on 20 May 2017

1. Purpose: To encourage undergraduate students in the Department of Mechanical Engineering to focus on the course " Special Topics in Mechanical Engineering Design " and enhance their international perspective, Mr. Hsu Chin-Fu, an alumnus, has established this scholarship with the goal of nurturing top-notch precision machinery professionals.
2. Eligibility: Students from the first-place team in the " Special Topics in Mechanical Engineering Design " final results presentation competition.
3. Scholarship Details and Quota: A maximum of three students and one faculty advisor from the first-place team will receive up to 45,000 NTD each for visiting the International Robot Exhibition in Tokyo, Japan, or the Japan International Machine Tool Fair (JIMTOF). The exhibition theme will align with the exhibition's theme held in the respective year.
4. Application Period: Within one month after the " Special Topics in Mechanical Engineering Design " final presentation competition.
5. Application Procedure:
	1. Download the application form from the department website (Attachment 1).
	2. Fill out the application form in duplicate (two copies) and submit it to the department.
	3. Meet with the Alumni Association (arranged by the Alumni Association after the application is submitted).
6. Review: The review will be conducted by the Alumni Association.
7. Obligations of Awarded Students: Each awarded student must visit the exhibition for at least two days. After the visit, the student must give a 20-minute oral presentation to the students enrolled in the " Special Topics in Mechanical Engineering Design " course. The presentation must include a slideshow and should cover an overall exhibition overview and a specific booth/theme introduction with insights gained. The presentation should be at least 15 minutes, with the remaining time used to discuss additional reflections, such as cultural or sightseeing experiences.
8. Expenses: All expenses and procedures related to the overseas trip will be borne and advanced by the applicants. After returning, applicants must provide valid receipts and related documents (such as bank account information) to the Alumni Association for review. After approval, the subsidy will be transferred to the applicant’s personal account. (For related regulations, please refer to "NCHU Guidelines for Reimbursement of Overseas Business Travel Expenses").
9. Implementation: This guideline will be implemented after approval by the meeting of the Alumni Association’s Board of Directors and Supervisors. Revisions will follow the same process.

**附件一 (Attachment 1)**

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| 國立中興大學機械工程學系 學年度福惠獎學金申請表National Chung Hsing University Department of Mechanical EngineeringFuhui Scholarship Application Form |
| 學生姓名Name |  | 戶籍地址Household address |  |
| 學號Student ID |  | E-mail |  |
| 年級Grade |  | 聯絡電話Phone number |  |
| 申請種類Application Type | □日本東京參觀國際機器人展International Robot Exhibition□日本國際工具機展Japan International Machine tool Fair(JIMTOF) |
| 獲獎同學義務Obligations of Awarded Students | 獲獎之每位同學須參觀展覽至少兩天，且於參觀展覽完後，至本系向修習「機械設計與製作專題」課程同學進行20分鐘心得口頭報告。報告需準備投影片，報告內容需包含整體展覽與一特定攤位/主題介紹與參觀心得。時間至少15分鐘，剩餘時間可自由發揮，如文化、景觀參觀心得等。Each awarded student must visit the exhibition for at least two days. After the visit, the student must give a 20-minute oral report to the students enrolled in the " Special Topics in Mechanical Engineering Design " course. The report must include a slideshow and should cover an overall exhibition overview and a specific booth/theme introduction with insights gained. The presentation should be at least 15 minutes, with the remaining time used to discuss additional reflections, such as cultural or sightseeing experiences. |
| 指導教師簽名Signature of adviser teacher |  | 是否同行Accompanying | □是 □否Yes No |
| 備註Notes | 檢附資料及證件：一、檢付專題競賽成績證明文件一式。二、填具申請表一式二份。(向系辦-黃小姐申請)三、與系友會面談-行程規劃及預期成果(提出申請後，由系 友會安排)。四、有關出國所需支出之各項費用及手續，由申請人自理及墊支，返國後檢具合格支出憑證及相關文件(請款人金融帳戶等)，送交系友會彙辦，審核後，補助款將匯入申請人個人帳戶。Remarks and Required Documents:1. A certificate of competition results (one copy).
2. Two completed application forms (available from the department office, Ms. Huang).
3. A meeting with the Alumni Association to discuss the trip itinerary and expected outcomes (to be arranged by the Alumni Association after application submission).
4. The applicant is responsible for covering all expenses related to the trip. After returning, valid receipts and related documents (such as bank account information) should be submitted to the Alumni Association for review, and the subsidy will be transferred to the applicant's personal account.
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