Guidelines for overseas travels (study/work abroad programs, international conferences, etc.) for graduate students

as of April 2019

1. Kyutech initiatives for GCE (Global Competency for Engineer) education

Kyutech has implemented GCE education, in which students are expected to develop competencies needed for proactively working in a globalized world.

Kyutech sets the following five elements as key global competencies.

1. Acceptance of diverse cultures
2. Communication skills
3. Autonomous learning
4. Problem-solving skills
5. Engineering design skills

Kyutech expects students to develop the competencies above through the following learning opportunities:

① Study abroad
② Work abroad (internship)
③ Global liberal arts courses
④ Language courses
⑤ International collaborative learning

2.　What should take place before going abroad

Annex I shows general procedures students must follow before departure.

　　First, please visit the office of Faculty of Engineering (Tobata Campus), Faculty of Computer Science and Systems Engineering (Iizuka Campus), or Graduate School of Life Science and Systems Engineering (Wakamatsu Campus) and report your plan to travel abroad to the student section (international staff). You will be given more detailed information than in Annex I and provided with the formats of each document. Some procedures may take a long time; hence, please visit the student section soon after your travel is decided.

　　Kyutech requires all students who travel abroad to register on the "Overseas Travel Information Registration System" to manage information. Please access the link/QR code below. Please refer to Annex II to learn how to use this system.

https://horyu.el.kyutech.ac.jp/course/view.php?id=617

3. Pre-learning sessions

To make your foreign experiences more fruitful in terms of GCE and safer in terms of managing risks, Kyutech provides various pre-learning sessions. The types of pre-learning sessions are shown in Table 1. Please confirm the sessions you must take.

Schedules and venues for pre-learning sessions at each campus can be confirmed on the Moodle sites below. Please access the links/QR codes below, confirm the schedules convenient for you, and registration for the sessions.

Tobata campus
https://ict-t.el.kyutech.ac.jp/course/view.php?id=876
Iizuka campus
https://ict-i.el.kyutech.ac.jp/course/view.php?id=553
Wakamatsu campus
https://ict-t.el.kyutech.ac.jp/course/view.php?id=535

| Tobata | Iizuka | Wakamatsu |

※ As mentioned in Table 1, foreign graduate students are to take English Risk Management Lectures through an e-learning system. Instructions on how to take this are also provided in the Moodle sites above.

Table 1 Types of pre-learning sessions
(for foreign graduate students)

	Travel to your home country			Travel to countries other than your home country and Japan			
	Student outbound program organized by Kyutech (study abroad/work abroad programs, etc.)	Participation in conferences or workshops etc. from your lab/Kyutech, Student exchange at a partner university, and Other study/research abroad for which Kyutech provides supports in procedures eg.) Application for leave of absence, recommendation letter from your advising professor, any documents to be prepared by Kyutech for your travel, etc.	Study/research abroad without Kyutech's supports in procedures, travel for sightseeing, temporary return	Student outbound program organized by Kyutech (study abroad/work abroad programs, etc.) — First travel during your enrollment at Kyutech	Student outbound program organized by Kyutech (study abroad/work abroad programs, etc.) — From the second travel on during your enrollment at Kyutech	Participation in conferences or workshops etc. from your lab/Kyutech, Student exchange at a partner university, and Other study/research abroad for which Kyutech provides supports in procedures eg.) Application for leave of absence, recommendation letter from your advising professor, any documents to be prepared by Kyutech for your travel, etc.	Study/research abroad without Kyutech's supports in procedures, travel for sightseeing, temporary return
Intercultural Awareness Session	Recommended			Mandatory; if you do not understand Japanese, please request an English session on Moodle ※	Exempted	Recommended	Recommended
Lectures on Global Literacy, Self-Study on the Travel Destination, and Study Skill Workshop	Mandatory if specified by the program coordinator; optional in other cases	Recommended		Mandatory if specified by the program coordinator; optional in other cases		Recommended	Recommended
Risk Management Lecture	Recommended			Mandatory, through the e-learning system on Moodle (not face-to-face seminars)			

※ Iizuka and Wakamatsu campuses; an intercultural awareness session is held in English for newcomers in October and April. If you participate in this session, you are exempted from taking an intercultural awareness session when you travel to countries other than Japan and your home country.

4. Assignments on the GCE Portfolio

Participants in "student outbound programs organized by Kyutech" (refer to Table 1) are required to submit the assignments below through the CGE Portfolio System in Live Campus. Please refer to Annex III to learn how to use the system.

A) Intercultural Awareness Report (before departure)
B) Rubrics (before departure and after return)
C) Learning Outcome Report (after return)

You are required to submit an Intercultural Awareness Report within one week after you take an International Awareness Session. This is an opportunity for you to conduct a self-analysis of your tendencies in intercultural communication.

Rubrics are tables which show specific themes with levels of performance (what you consider you can do at present). Please go through the sentences and choose the level of "master," "advanced," "basic," or "below basic" at present. By conducting this self-assessment before departure and after return, you can confirm how "what you consider can do" has improved/changed.

Writing a Learning Outcome Report is an opportunity to deepen what you learned through a program by describing your experiences in accordance with the five GCE elements.

Participants in travels abroad other than "student outbound programs organized by Kyutech" (refer to Table 1), such as international conferences, do not have to submit these documents.

5. Procedures after returning to Japan

Annex I shows procedures for after you return to Japan. Please submit the documents as per requirements.