



Association of Christian Universities and Colleges in Asia

ACUCA Faculty Mobility Scheme & Student Mobility Scheme

ACUCA เปิดรับสมัครอาจารย์และนักศึกษา เข้าร่วมโครงการ Faculty Mobility Scheme (FMS) และ Student Mobility Scheme (SMS) ในปี 2026 ดังนี้

1. Faculty Mobility Scheme (FMS) – 2026

รับสมัครอาจารย์เข้าร่วมโครงการ Faculty Mobility Scheme เพื่อไปแลกเปลี่ยนการเรียนการสอน/การบรรยาย ณ มหาวิทยาลัยที่เป็นสมาชิกของ ACUCA เป็นระยะเวลา 1 สัปดาห์ – 1 เดือน

2. Student Mobility Scheme (SMS) - Fall 2026

รับสมัครนักศึกษาเข้าร่วมโครงการ Student Mobility Scheme เพื่อไปแลกเปลี่ยน ณ มหาวิทยาลัยที่เป็นสมาชิกของ ACUCA เป็นระยะเวลา 1 ภาคการศึกษา ในช่วง Fall Semester 2026

Application deadline: เปิดรับสมัครตั้งแต่บัดนี้ จนถึงวันที่ 16 มีนาคม 2569

สำหรับผู้ที่สนใจ สามารถศึกษารายละเอียดเพิ่มเติมได้จาก guidelines ที่แนบมาให้ หรือกรอกข้อมูลสมัครเข้าร่วมโครงการในใบ nomination form และส่งเอกสารการสมัครไปยัง email ของสำนักเลขานธิการ ACUCA ตามที่ระบุไว้ในใบ nomination form และหากมีข้อสงสัย สามารถติดต่อสอบถามข้อมูลเพิ่มเติมได้ที่กลุ่มงานบริหารทั่วไป email: inter_affairs@christian.ac.th หรือ 0 3438 8555 ต่อ 1208

อาจารย์และนักศึกษาที่ได้รับการตอบรับเข้าร่วมโครงการ FMS และ SMS จากมหาวิทยาลัยที่เลือก (Host University) สามารถขอรับการสนับสนุนค่าใช้จ่ายในการเดินทางเข้าร่วมโครงการฯ จาก ACUCA Secretariat Office, Chung Yuan Christian University, Taiwan ROC ได้



Association of Christian Universities and Colleges in Asia
Faculty Mobility Scheme (FMS)

NOMINATION FORM

When you officially nominate your Faculty to FMS participating institutions, please email this form to:
acucasec@cycu.edu.tw

[Nominee Information]

Name	(Family, First, Middle) <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.:
Educational Background	
E-mail	

Institution Applying for:	
Period	(MM/YYYY - MM/YYYY)
Field of Expertise (In order of preference):	
(1)	
(2)	
(3)	

[Information on Nominee's Home Institution]

Coordinator's Name	
Position	
Name of Institution	
Postal Address	
E-Mail	
Tel.	Fax.

Note:

1. The Faculty member must be a regular employee of their home institution.
2. They will make sure to have sufficient funds to cover their living costs while abroad.
3. Faculty/staff grantees will be subject to the rules and regulations, as well as the rights and privileges enjoyed by regular employees of the host institution.

Faculty Mobility Scheme (FMS) Guideline

Overview

Loosely modeled after the existing ACUCA Student Mobility Scheme (SMS) program, the ACUCA FMS is intended to promote and facilitate the exchange/placement of faculty among ACUCA member institutions. It aims to foster a better understanding of Asian communities and cultures among ACUCA faculty and to increase academic and professional interactions among ACUCA institutions for the benefit of both the faculty and students.

Participating Institution

Member institutions would organize visits of faculty from their home schools to other schools (or vice versa) for periods from at least one week up to one month during which time the visiting faculty member would have opportunities to share their academic expertise through lectures and/or workshops and/or research cooperation.

They would also be assisted to interact with administrators, faculty, and students from the host institution to enhance their understanding of Christian identity and mission as well as academic strengths.

Application Process

There are three steps in nominating the qualified faculty or staff to the program:

- 1) Eligibility
- 2) Nomination to FMS participating institution
- 3) Application for subsidies

The relevance of the discipline to which the nomination is made should be taken into consideration by the sending institution to ensure that it could address the gaps or enhance institutional development. The qualifications of faculty nominated shall have the potential to contribute to and strengthen the academic programs of the sending or host institution through teaching, research, and other fields.

The sending institution shall be responsible for making the arrangements to the would-be host institution relative to accommodation and other details upon arrival of the faculty grantee. *Letter of Acceptance* from the host institution is necessary. This shall serve as an agreement between the two participating institutions. The same shall be attached to the application form and subsidy request, which will be submitted to the Secretariat.

Subsidy

The scheme would include financial assistance for travel and a living expense subsidy from ACUCA. The host institutions would provide housing accommodation at no cost for the guest faculty or staff member.

Funding is available to eight (8) institutions, i.e., one for each country where ACUCA institutions are present. Exceptions can be made based on demand and/or funding availability.

Those institutions that have previously availed of the exchange program are no longer qualified to nominate their faculty or staff until all the member institutions have availed of the same.

The financial responsibility of the Association is limited only to the following subsidies:

- 1) Living Expenses
- 2) Travel

The amount of living expenses subsidy which is USD 500.00 is uniform regardless of the country of origin the recipient comes from or is going.

Travel Subsidy is limited to a maximum amount of USD 750.00 or the actual airfare, whichever is lower.

Deadline of Subsidy Request

Unlike SMS, FMS application shall be done once. The deadline of which will be every March 16 of the current year wherein the exchange is supposed to be done.

Selection Process

Upon receipt of the Nomination Form, Subsidy Application, and Letter of Acceptance, the Secretariat verifies all documents. The same shall be collated for ExCo approval. In any case where an applicant lacks any of the 3 documents, the same shall be deemed to be classified as a *conditional application*.

The Secretariat shall email the application's result to the respective home institutions.

Method of Payment

To expedite the subsidy reimbursement, which shall be requested from the Hong Kong Baptist University (HKBU) through the Secretariat, the participating / sending institution through its FMS coordinator shall send a digital copy with English translation of the following documents:

1. Receipt / proof of payment and itinerary of flight tickets
2. FMS Report
3. Close-up photo, preferably 2x2 inches
4. Selected photos during the program— during lectures, meeting with top executives, etc. These photos will be uploaded on the website along with the report.

The sending institution shall indicate the bank details to which HKBU shall send the total subsidy amount.



Association of Christian Universities and Colleges in Asia
Student Mobility Scheme (SMS)
NOMINATION FORM

When you officially nominate your students to SMS participating institutions, please email this form to the Secretariat at: acucasec@cycu.edu.tw

[Nominee Information]

Name	(Family, First, Middle) Mr. Ms. :
Major/Program	
Level (School Year)	
E-mail	

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Institution Applying for:	
Study Abroad Period	(MM/YYYY - MM/YYYY)
Proposed Area of Study (In order of preference):	
(1)	
(2)	
(3)	
(4)	

[Information on Nominee's Home Institution]

Coordinator's Name	
Position	
Name of Institution	
Postal Address	
E-Mail	
Tel.	Fax.

[Information on Host Institution]

Coordinator's Name	
Position	
Name of Institution	
E-Mail	

[Expected Amount of Airfare]*

USD:

*MAXIMUM USD750

REMINDERS:

1. Students are expected to continue to be registered as degree-seeking students at their home institution.
2. They are required to return to their home institution at the end of the exchange period and shall not pursue the award of a degree by the host institution.
3. They will have sufficient funds to cover their living costs abroad.
4. They must engage in full-time study while abroad.
5. Once enrolled in the host institution, students will be subject to the rules and regulations, as well as the rights and privileges enjoyed by regular students of the host institution.
6. Although students will not be required to pay tuition fees, they will be responsible for all personal needs such as accommodation, transportation, books, medical insurance, and the like while studying abroad.
7. Students can apply for ACUCA SMS subsidies. They should submit the prescribed Subsidy Request Form together with the Letter of Acceptance from the host institution and receipt/proof of payment and itinerary of flight tickets to the Secretariat through SMS coordinator of their home institution.

Student Mobility Scheme (SMS) Guideline

I. Overview

The ACUCA Student Mobility Scheme was established in 2002, which aims to foster a better understanding of Asian Communities and culture among the students of the member institutions.

One of the objectives of the Association is to promote and facilitate the exchange of students. Institutions that have courses taught in English during the regular semesters agreed to waive tuition and other fees from the host institution. Financial assistance from the Association comes in the form of an airfare and living allowance subsidy.

Each member institution is entitled to have a maximum of two (2) slots under the scheme annually, i.e. one (1) nominee every semester.

II. Participating Institution

All member institutions are presumed to be participants of the SMS. Newly accepted members of the Association, are expected to signify their intent to join in the program by completing the REPLY PROFORMA and GENERAL MEMORANDUM OF UNDERSTANDING. These documents shall be sent to the Secretariat.

There are a few member institutions at present that opted not to participate in the program anymore, i.e., whether they stopped sending outbound or receiving inbound students. In this case, termination of the agreement requires written notification at least one year before the date of termination, and students already admitted to and participating in the exchange program shall be allowed to complete the program.

III. Application Process

There are three steps in nominating the qualified students to the program:

- 1) Eligibility
- 2) Nomination to SMS participating institution
- 3) Application for subsidies

Any participating institution ensures that the students are qualified and have the potential capability of finishing the program as evidenced by their respective academic track records. The selection process is left to the discretion of each sending institution.

The sending institution shall contact the host institution directly for the necessary admission requirements such as application deadline, cumulative grade point average (GPA), level of language competency, and other needed documents such as a student visa.

To ensure a successful application, the outbound exchange coordinator shall constantly communicate with the inbound coordinator of the host institution. Upon acceptance of the application, the sending institution shall furnish a copy of the nomination form to the Secretariat to confirm the number of students sent in the

exchange program. In addition, a LETTER of ACCEPTANCE from the host institution must be sought by the sending institution. Normally, the issuance of such a document takes time. Hence, the status of the student applicant to the SMS program shall be deemed *conditional*.

Those who are successfully accepted by the host institution are qualified to apply for both travel and living subsidies. The sending institution shall submit a duly accomplished SUBSIDY APPLICATION to the Secretariat.

IV. Subsidy

The participating students in the exchange program are responsible for providing their personal needs, such as accommodation fees, transportation expenses, books, insurance, and the like while studying abroad. The responsibility of the Association is limited only to the following subsidies:

- 1) Living Expenses
- 2) Travel

Host universities shall endeavor to provide or assist the exchange student in finding appropriate housing accommodation for the period of exchange. Living expenses subsidy is provided up to a maximum period of four (4) months. The amount of living expenses subsidy which is USD 500.00 per month is uniform regardless of the country of origin the recipient comes from or is going.

Travel Subsidy is limited to a maximum amount of USD 750.00 or the actual airfare, whichever is lower.

a) Deadline for Nomination and Subsidy Request

Period of Study	Application Deadline	Notification Date
Fall Semester	March 16 of the same year	May of the same year
Spring Semester	August 17 of the preceding year	October of the preceding year

Illustration:

Fall Semester 2026 - Application deadline March 16, 2026 – Notification May 2026
Spring Semester 2027 – Application deadline August 17, 2026 – Notification October 2026

b. Selection Process

Upon receipt of the Nomination Form, Subsidy Application, and Letter of Acceptance, the Secretariat verifies all documents. The same shall be collated for ExCo approval. In any case where an applicant lacks any of the 3 documents, the same shall be deemed to be classified as a *conditional application*.

The Secretariat shall email the application's result to the respective home institutions.

c. Method of Payment

As practiced, the approved subsidies were paid as reimbursement to ensure that all the necessary documents were submitted, including the Student Activity Report.

To expedite the subsidy reimbursement, which shall be requested from the Hong Kong Baptist University (HKBU) through the Secretariat, the participating/sending institution through its SMS coordinator shall send a digital copy with English translation of the following documents:

1. Letter of Acceptance or Certificate of Eligibility
2. Receipt/proof of payment and itinerary of flight tickets
3. SMS Student Report
4. Close-up photo, preferably 2 x 2 inches
5. Selected photos during the program – classroom, on campus, fieldwork, activity photo, and the like. These photos will be uploaded on the website along with the report.

The sending institution shall indicate the bank details to which HKBU shall send the total subsidy amount