

# National Taiwan Normal University's Subsidy for the Promotion of International Exchange Programs

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1. Objective: This program has been established by the National Taiwan Normal University (hereinafter referred to as NTNU) in order to support its various academic departments in their pursuit of internationalization. Under this program, collaborative exchanges between the university and academic or professional institutions in other countries are carried out in order to expand the international exposure of NTNU students and enhance their global competitiveness.
2. Eligibility: All students from the various academic departments in NTNU (including all colleges, departments, institutes, and degree programs) who are formally enrolled in the programs with no special conditions are eligible to apply for the subsidy. Students in the in-service programs are not eligible.
3. Application timeline: Applications are accepted in April each year (for departure dates from July to December of the same year, based on the departure date) and in October (for departure dates from January to June of the following year, based on the departure date). Departments applying to the program are to submit the application form and required documents to the OIA before the application deadline to facilitate subsequent reviews.
4. How to apply: Departments applying to the program are to submit a proposal of a specific cooperation and exchange program together with the following documents:
  - (1) *Application Form (refer to Appendix 1). The content should include the program title, details of the cooperative exchange, detailed budget and itinerary planning, items and amounts requested for funding, expected outcomes, and potential sources of funding.*
  - (2) An official Letter of Consent (in both Chinese and English) issued by the collaborating overseas academic or professional institution(s) or their representatives.
  - (3) Other relevant documents.

5. The source of funding for this program is NTNU's University Fund. All applications and reimbursements are to be made by the department receiving the subsidy in accordance with NTNU's accounting SOP and its "Notes for the Implementation of Official Expenditures".
6. Program planning:
  - (1) The cooperation and exchange programs receiving the subsidy should adhere to the principles of equality and reciprocity, and also help to raise the international profile of NTNU in a significant manner.
  - (2) The cooperating institution under this scheme are generally required to have signed an academic cooperation agreement with NTNU or are themselves academic institutions that are highly ranked among universities around the world. The number of participating students must be at least 5 students. Exchange programs to Europe, the Americas, Oceania, and Africa require a minimum duration of 10 days (including travel days). Exchange programs to Northeast Asia, Southeast Asia, and South Asia require a minimum duration of 7 days (including travel days). If the actual duration is less than the minimum required days, the granted subsidy will be canceled.
  - (3) In the event that a program involves the attendance or hosting of international conferences, the invitation of foreign guests to visit NTNU for academic exchange, or other programs already under a different NTNU subsidy program, applications should be made in accordance with the regulations of these other programs. There should be no repeated applications or subsidies.
7. Application review and award of subsidy:
  - (1) Preliminary review:
    - A. Number of subsidized programs:
      - (A) Each term, subsidies will be granted to the top 10 ranked programs. If the budget permits, additional programs may be subsidized.
      - (B) Ranking will be based on the total score. Each program has a basic score of 80 points, with additional points given based on the number of students going abroad (up to 6 points), the QS ranking of the cooperating institution (up to 4 points), and the type of activity (up to 4 points). Programs will be ranked according to the total score. In case of a tie, the number of students going abroad, the cooperating institution's QS ranking, and the type of activity will be considered in that order. The detailed scoring is as follows:
        - a. Number of students going abroad: 6 points for 20 or more students, 5 points for 17-19 students, 4 points for 14-16 students, 3 points for 11-13 students, 2 points for 8-10 students, and 1 point for 5-7 students.
        - b. Cooperating institution QS ranking (based on the ranking of the application year): 4 points for QS 1-200, 3 points for QS 201-500, 2

points for QS 501-1000, and 1 point for QS 1001 or above or no QS ranking.

c. Activity type: Category A (Overseas study programs with professional credits granted, overseas internships, overseas teaching programs) 4 points; Category B (International competitions, overseas exhibitions and performances, overseas volunteering programs) 2 points.

d. *Key partners: If the exchange is conducted with a key partner, an additional 5 points will be awarded (the list of key partners is based on the announcement on the OIA website).*

B. Subsidy amount:

*(A) Subsidy ratio:*

a. *For a total score of 93 or above, the subsidy amount is 100% of the applied amount.*

b. *For a total score of 90-92, the subsidy amount is 95% of the applied amount.*

c. *For a total score below 89, the subsidy amount is 90% of the applied amount.*

*(B) Maximum subsidy: The subsidy for each program is capped at NT\$200,000. Maximum subsidy for students: NT\$25,000 per student for exchange programs to Europe, the Americas, Oceania, Africa and West Asia; NT\$12,500 per student for exchange programs to Northeast Asia, East Asia, Southeast Asia, and South Asia. Maximum subsidy for teachers: The subsidy awarded to teachers shall not exceed 30% of the total subsidy received by the program. The teacher's subsidy may include the value of round-trip airfare and living allowance for teacher-chaperones (The classification of regions in these regulations is in accordance with the Rules and Regulations of the Ministry of Foreign Affairs).*

*(C) Additional subsidies for key partners: For exchanges with key partners located in Europe, America, or Oceania, an additional subsidy of NT\$50,000 per program will be granted. For key partners located in Asia, an additional subsidy of NT\$25,000 per program will be granted. After the additional subsidy, the proportion of the subsidy for teachers must still not exceed 30% of the total subsidy amount, but the subsidy amount per student will not be subject to the previous maximum subsidy limit.*

(2) Final review: The final ranking and subsidy amounts will be reviewed by the university's International Academic Cooperation Committee.

8. Each academic unit should only awarded one subsidy per application period.

9. If subsidized programs have to be changed, postponed or cancelled for any reason, NTNU has to be informed in advance, and the university's approval has to be granted

before changes can be made. Changes involving the number of students, cooperating institutions, activity types, or destinations will result in a recalculation of the total score and subsidy amount based on the new circumstances. If the recalculated total score is lower than the total score of the lowest-ranked approved program for that term, the subsidy will be canceled.

10. All academic units subsidized under this program are to submit a program report within one month after the end of the program.
11. After the subsidy has been disbursed, the full amount is to be claimed within the same fiscal year.
12. These provisions have been passed by the NTNU International Academic Cooperation Committee and implemented upon approval by the NTNU President. The same review process is followed for any amendments made to the content.