

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

Approved by the International Academic Cooperation Committee on June 8, 2010.  
Amended and approved by the International Academic Cooperation Committee on September 23, 2010.  
Ratified at the 69th NTNU University Fund Management Committee on September 30, 2010.  
Amended and approved by the International Academic Cooperation Committee on June 16, 2011.  
Ratified at the 72nd NTNU University Fund Management Committee on July 6, 2011.  
Amended and approved by the International Academic Cooperation Committee on March 15, 2011.  
Approved by the International Academic Cooperation Committee on March 17, 2014.  
Amended and approved by the International Academic Cooperation Committee on September 12, 2014.  
Ratified at the 85th NTNU University Fund Management Committee on October 16, 2014.  
Amended and approved by the International Academic Cooperation Committee on March 14, 2016.  
Amended and approved by the International Academic Cooperation Committee on October 5, 2017.  
Amended and approved by the International Academic Cooperation Committee on December 19, 2019.  
Amended and approved by the International Academic Cooperation Committee on December 23, 2022.  
Ratified at the 129th NTNU University Fund Management Committee on March 17, 2023.

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: Application is open every April and October. 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 project together with the following documents:
  - (1) Application form (refer to Appendix 1).
  - (2) Proposal for cooperation and exchange project (no less than 1,000 characters). The proposal should include the title of the project, details on the collaboration, a detailed breakdown of the budget and timeline, items to be considered for subsidy and the amount required for each item, expected results, possible funding sources, and the self-evaluation form (refer to Appendix 2).
  - (3) An official Letter of Consent (in both Chinese and English) issued by the collaborating overseas academic or professional institution(s) or their representatives.
  - (4) Applicants who have applied for the subsidy before are to also attach the report on findings of the previous project carried out under this program.
  - (5) 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. Application review and award of subsidy: OIA will invite two academic experts with expertise in relevant fields to review the applications before submitting the applications to the NTNU Committee on International Cultural and Educational Relations, which will deliberate on the value of the subsidy to be awarded. The final value of the subsidy will be determined by the university. The review principles are as follows:
  - (1) The cooperation and exchange projects 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 institutions working with NTNU under this scheme have to have signed an academic cooperation agreement with NTNU or are themselves academic institutions that are highly ranked among universities around the world. The Principal Investigator has to be actively involved throughout the execution of the project, and the number of participating students must be at least 5 students.

- (3) Eligible projects and programs: Category A: Overseas study programs with professional credits granted, overseas internships, overseas teaching programs, etc. Category B: International competitions, overseas exhibitions and performances, overseas volunteering projects, etc. The grant for Category B shall not exceed 30% of the current grant received.
  - (4) Value of subsidy: The value of the subsidy disbursed for each project will be determined on a case-by-case basis in accordance with the details of each project, the destination country, the number of students involved, and the budget of the university. The subsidy for each project is capped at NT\$200,000. Maximum subsidy for students: NT\$25,000 per student for exchange programs to Europe, the Americas, Oceania, 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 project. 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).
  - (5) In the event that a project 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.
  - (6) Each academic unit should only awarded one subsidy per application period. Applicants who have already received subsidies from other sources are not to apply for this subsidy.
7. If subsidized projects 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.
  8. All academic units subsidized under this program are to submit a project report within one month after the end of the project.
  9. After the subsidy has been disbursed, the full amount is to be claimed within the same fiscal year.
  10. These provisions have been passed by the NTNU Committee on International Cultural and Educational Relations. All matters related to funding have also been submitted to the NTNU University Fund Management Committee to be reviewed before being approved by the NTNU President. The same review process has been observed when there are amendments made to the content.