

National Taiwan Normal University

Guidelines for Subsidizing Student Participation in Overseas Academic, Art, or Technical Skill Competitions

Passed on November 11, 2015 at the 3rd meeting of the Joint Committee of Academic and Administrative Directors of the 2015 academic year

Revised and passed on June 22, 2016 at the 9th meeting of the Joint Committee of Academic and Administrative Directors of the 2015 academic year

Revised and passed on May 8, 2019 at the 9th meeting of the Joint Committee of Academic and Administrative Directors of the 2018 academic year

Article 1 **Purpose:**

In order to encourage the participation of students in overseas academic, art, or technical skill competitions (hereinafter referred to as “international competitions”), National Taiwan Normal University (hereinafter referred to as “this University”) has prescribed these Guidelines to enhance student competitiveness on the international stage and to broaden students’ international horizons.

Article 2 **Subsidy Recipients and Conditions:**

1. Applicants, whether they are applying individually or as a member of a group, shall be students studying at this University (undergraduate, master’s, or PhD students) and shall be a ROC citizen.
2. Applicants shall meet the subsidy scope and conditions as stated in the *Ministry of Education Guidelines for Subsidizing University Student Participation in Overseas Academic, Art, or Technical Skill Competitions* (hereinafter referred to as “*Ministry of Education Guidelines for Subsidies for Participation in International Competitions*”) as well as having been chosen as a Ministry of Education subsidy recipient.

Article 3 **Application Period and Method:** According to the application period announced by the Ministry of Education every two years, applicants shall submit to the Office of International Affairs an application form and relevant documentation (5 copies of each), a University funding application form, information pertaining to the overseas competition, and any subsidy applications submitted to other administrative/academic units (including application forms and approved materials that did not result in a subsidy).

Article 4 **Subsidy Principles and Items:**

1. In accordance with the *Ministry of Education Guidelines for Subsidies for Participation in International Competitions*, in principle, subsidies shall cover 20% of total overseas expenses. Applicants’ expenses shall be first covered by

subsidies of the Ministry of Education or other academic/administrative units. If these are insufficient, further subsidies shall be paid by this University.

2. In principle, a subsidy may not be repeated. No repeat application in the same year or for the same case shall be accepted. Limit of one (1) application per student per year. Each case shall not have more than five (5) persons.
3. Subsidized items are limited to the price of an economy class international ticket and accommodation for the day of the competition or award ceremony.

(1) In principle, the air ticket shall be an economy class seat on the most economical route from Taiwan to the location of the competition venue. Applicants shall first purchase the ticket themselves after which they shall be reimbursed following their return to Taiwan with the following documentation: (a) an airline ticket stub or electronic ticket; (b) a proof of purchase of an international airline ticket, or proof of remittance to a travel agency, or other documentation proving the purchase of a ticket; (c) Boarding pass stub or photocopy of passport pages proving dates of travel, or boarding certificate issued by the airline.

(2) Reimbursement for accommodation expense shall be limited to the amount stated in the provisions of the *Table of Daily Living Expenses for Personnel Sent by Central Government Agencies for Overseas Business Travel*.

Article 5 Reporting Expenses: Students who have been approved for a subsidy shall submit an achievement report (including photos and competition insights) and any relevant original documentation within one (1) month following the completion of the competition. These shall be submitted to the Office of International Affairs to assist in the verification of expenses. Those who fail to do so within this time frame or fail to apply for an extension shall lose their subsidies.

Article 6 Students who have been approved for subsidies shall proceed in accordance with the content for which they were approved. Those who fail to follow the relevant regulations or make changes on their own shall be required to repay any subsidies received and shall also be barred from applying for future subsidies for a period of one (1) year.

Article 7 Funds required by these Guidelines shall be covered by a budget prepared by the Office of International Affairs; however, adjustments may be made depending on the school's financial situation.

Article 8 These Guidelines, and any ensuing revisions, shall be implemented following its review and passage at a meeting of the Academic Directors Committee.