

# National Sun Yat-sen University Guidelines on Subsidy Application for Offering Overseas Short Term Courses

- I. National Sun Yat-sen University (“hereafter referred to as the university”) has made the following guidelines to encourage the university professors to plan short-term course programs abroad for the university students to broaden global views.
- II. The program includes academic-related courses and activities at foreign universities where both the courses and related activities must be conducted in a foreign language. The days of a course cannot be less than half of the duration of the program.
- III. This subsidy is for NSYSU full-time faculty and degree students (visiting students, dual-degree students and students of programs for working professionals are NOT included). Faculty members can organize courses and academic activities where the program lasts from 7 to 14 days with at least 15 students. Degree students, including international students, are defined as stipulated by the university regulations.
- IV. Application and Review process
  - A. Application period:

Applications shall be submitted to the Office of International Affairs between November 15th and November 30th. Application is accepted once a year, by principle. Upon the allocation of budget, additional applications shall be accepted from April 15<sup>th</sup> to 30<sup>th</sup> of the following year.
  - B. Application documents/Required documents:
    - a. Application Form
    - b. Proposal: including daily programs in detail (e.g., course and visits), activities, brief introduction of the foreign university and institutions, and a budget plan. If it is a new course, please attach all meeting minutes from the curriculum committees; if it is an existing course, please attach the relevant record of the course being approved.
  - C. Review process:

A review board is established where the university president appoints a chairperson and four committee members from the candidates proposed by the Office of International Affairs. The board will announce the final result within one month after the application deadline. The Office of International Affairs will assist the related administration procedures once the result is announced.

## V. Regulations on subsidies

- A. The travel fee for faculty: includes a round-trip ticket to one foreign country, per diem, visa and insurance fees, according to the “Guidelines for Reimbursing Travel Fee” of the Executive Yuan. The maximum amount for each project is NTD 150,000.
- B. Administration fee: includes venue rentals, transports and activity expenses. The reimbursement will be allocated after all the receipts are provided, with a maximum of NTD 60,000.
- C. The payment for foreign instructors: the hourly pay can be up to NTD 10,000, and the total amount cannot be more than NTD 75,000. The application proposal shall include in detail the course instructors and the total amount of hours, which should be at least 6 hours.
- D. The subsidy for students (degree students only): includes a round-trip ticket to one foreign country, visa and insurance fee, and receipts are required. Students who submit a certificate of TOEIC with 750 points (or equivalent scores) shall be granted transportation subsidy up to 50%; others 25%.
- E. Region: excluding PRC, Hong Kong and Macau, and the courses are required to be given in a foreign language.
- F. Travel period: mainly during summer and winter vacation.
- G. The experience sharing presentation of the course and the interactions between NSYSU and the foreign academic institutions will be considered in the review process.
- H. Self-funding: If a proposal for each course is self-funded up to 30% of the total budget, it shall be considered a subsidizing priority. Administration fee and the payment for foreign instructors can be used interchangeably.

VI. The faculty granted this subsidy shall submit the final report and arrange an experience sharing presentation session within one month after returning to Taiwan.

VII. The funding sources of the above mentioned guidelines are from self-raised endowment, government-approved projects and other sources.

VIII. The above mentioned guidelines have been approved by the Executive Council and submitted to the University President for approval and implementation. Amendments to these guidelines shall follow the same procedure.