

Implementation Guideline on the Subsidy for Overseas Studies of National Taipei University of Education

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Approved upon the 204th Administrative Meeting, dated Oct.26th, 2022
*UEFMC: University Endowment Fund Management Committee

- A. The Implementation Guideline on the Subsidy for Overseas Studies of National Taipei University of Education (“this Guideline”) was established in line with the objectives of National Taipei University of Education (“NTUE”) of encouraging students to participate in the overseas studies program and increasing international mobility.
- B. This Guideline contains information about the subsidy for the two types of program listed as follows:
- (1) Overseas studies, including activities such as overseas studies, visits, and exhibitions/performances.
 - (2) Overseas internships, the duration of which must last for over 1 month.
- C. Subsidy recipients:
- (1) All courses, including overseas study programs, offered by NTUE departments or graduate schools, the Office of Teacher Education, and degree programs.
 - (2) The overseas study program included in the course shall proceed according to the course syllabus.
 - (3) Students of in-service programs are not eligible for the subsidies except those who are from low-income, medium-income, or indigenous Taiwanese households.
- D. Principles:
- (1) All those in need of subsidy shall first apply to external entities. All those with subsidy fully granted from external entities or the Pilot Overseas Internship Program of the Ministry of Education shall be ineligible for the subsidy from NTUE.
 - (2) The course or co-taught course that has been approved by the meetings within each department/graduate school, Office of Teacher Education, and degree program shall receive subsidy for 1 program maximum. Departments and graduate schools of the same college are allowed to make adjustments based on a consensus reached by the involved parties. For degree programs, the Office of Academic Affairs shall be in charge of any adjustment. Adjustments are allowed for 1 time only. Each program will receive subsidy for 40 students maximum and no more than NT\$1 million.
 - (3) For the overseas studies program: Lecturers shall arrange the locations for the studies and

lead the students on their own. The studies and activities arranged shall be in line with the study objectives of the course.

For the overseas internships program: The industry-specific facilitating instructor of the involved overseas institution shall be booked and arranged in advance. The activities arranged shall be in line with the study objectives of the course.

- (4) The subsidy amount issued for lecturers varies depending on their destinations: NT\$20,000 for Asia; NT\$40,000 for Oceania; NT\$50,000 for America, Europe, and Africa. If the number of enrolled students who will be participating in the overseas studies program reaches 15 or above, extra subsidy can be issued for a maximum of 1 extra lecturer. The subsidy can be issued for a maximum of 2 lectures in total. The subsidy amount cannot be claimed twice and shall be reimbursed according to the Directions for the Overseas Travel Allowance Disbursement.

E. Subsidy amounts for students:

- (1) Asia: NT\$15,000 max per person.
- (2) Oceania: NT\$22,500 max per person.
- (3) America, Europe, and Africa: NT\$37,500 max per person.

For students whose household has been recognized as low-income or low-medium-income household by the local municipality or county/city officials at their registered residence according to the Public Assistance Act, the subsidy issued for them shall be 2 times as much as the amounts listed above.

F. Subsidy expense items: Allowance for the duration of the overseas studies (please refer to attachment for expense limitations), visa fee, overseas accident insurance or medical insurance, and economy class, return, direct flight ticket from Taiwan to destination.

G. Attachments of application:

- (1) Subsidy application form
- (2) List of the leading lecturer(s) and participating students (Please submit the list of enrolled students)
- (3) Course syllabus
- (4) Meeting minutes of the department/graduate school/degree program or Office of Teacher Education
- (5) Proposal of overseas studies (including introduction to the institutions offering the study opportunity and invitation or approval letters of such institutions)
- (6) All those applying for overseas internships shall also provide a letter from the overseas institution expressing its consent to offer internship opportunities to NTUE students, or a copy of cooperative contract between such institution and NTUE.

H. Application period: Please start preparation at least 2 months before the departure date for the course and collect all the documents listed in G. Submit the application to the corresponding departments/graduate schools, Office of Teacher Education, and degree program offices. After the office in charge approves the application, send the application to the Division of International Affairs of the Office of R&D.

I. All departments/graduate schools, Office of Teacher Education, and degree programs in receipt of the subsidy according to this Guideline shall submit the following documents to the Division of International Affairs of the Office of R&D for expense reimbursement, within 1 month after returning to Taiwan: a result report of the overseas studies, electronic files of the photos of related activities, and other required documents for reimbursement such as invoices or receipts.

- J. The budget required in this Guideline is provided under the budget items of related programs of the Ministry of Education and the NTUE university endowment fund.
- K. The Guideline shall be implemented after its approval by the NTUE administrative meetings.