

# National Taipei University Directives Governing Grants for Strengthening International Student Mobility

Approved by the President on March 23, 2018.

Amendments approved by the President on November 1, 2018.

Amendments approved by the President on April 1, 2019.

Passed in the International Affairs Conference of the 1st semester of academic year 2019 on October 9, 2019 and amendments approved by the President.

Passed in the International Affairs Conference of the 1st semester of academic year 2023 on December 7, 2023 and approved by the 63th University Fund Management Committee on March 29, 2024.

Passed in the International Affairs Conference of the 1st semester of academic year 2024 on December 12, 2024 and approved by the 65th University Fund Management Committee on 24 March 2025, subsequently approved by the President

## 1. Purpose

To enhance international academic collaboration, and expand the breadth and depth of learning for faculty members and students of National Taipei University (hereinafter referred to as “NTPU”), so as to develop an academic cooperation network for faculty members and increase overseas higher education and career opportunities for students, NTPU has formulated the Directives Governing Grants for Strengthening International Student Mobility (hereinafter referred to as these “Directives”). These projects aim to incentivize students to proactively undertake overseas mobile learning by providing grants. Departments and institutes of different academic disciplines may also develop exclusive training and cultivation programs for international mobile learning to cultivate cross-cultural thinking and integration capability in students.

## 2. Implementation method

- I. Grantees: All active students (not in temporary suspension of study and with a period of study meeting the applicable requirements in the National Taipei University Academic Regulations; excluding Mainland Chinese students) officially registered and faculty members leading the team are eligible to apply.
- II. Project Details: The project must meet one of the following criteria.
  - (I) The applicant is recommended by a college/department/teacher to join an international specialized academic competition, or participates and publishes a paper in an international academic conference. Grants for each academic paper shall be provided for one person only. An NTPU student must be first author to apply for grants.
  - (II) Participation in camp activities organized by foreign academic institutions, including international training programs or related courses in overseas programs. Schools that have long-term collaboration with NTPU and sister schools will be prioritized for consideration.
  - (III) Participation in overseas academic training or bilateral academic exchanges. Projects in this category must be led by a teacher and must have substantive connection with existing courses, academic programs, or degree programs in NTPU. Applicants who meet the following criteria shall be prioritized for grants: Applicants who engage in substantive exchanges with foreign schools, faculty members, and students; those who require a longer period of substantive studies abroad; those with opportunities for long-term bilateral exchanges with foreign schools that are key partners recommended by a college or department; and schools or institutions that have established international partnerships with a college or department.

Description of project grants in the preceding paragraph:

1. The participants (or participating teams) in the international academic conferences or specialized academic competitions with student participation financed by these Directives shall come from five or more countries or regions, and the activity shall take place in overseas regions. The approval standard of

grants may differ with different regions. If an event is not deemed as an important international academic conference (or important international competition) by the college/department/teachers and is not directly related to the academic discipline, it will not be included in the scope of grants. International academic conferences (or important international competitions) that focus on technical and artistic skills or performances, or are invitational or observational in nature are also not included in the scope of grants.

2. Activities that involve purely visiting and do not involve reception by the visited institution or activities for which the purpose of the visit cannot be justified will not be prioritized for grants. The connection, significance, and representativeness of academic and professional disciplines may be determined by the college or department, and a written description or related supporting materials may be provided in the application.

### III. Application procedures and review mechanisms:

- (I) Application period: As a principle, the first period of applications for overseas travel projects for January to December in the current year shall be in February each year. If there is remaining funding, a second period of applications will be organized. As a principle, the deadline for applications for overseas travel projects in the current year shall be mid-September each year.

#### (II) Applying unit

1. For projects with contents (1) and (2), a student or a team of students may file the application.
2. For projects with contents (3), the project leader (i.e., the college/department/teacher) shall file the application.

#### (III) Required documents:

1. Application form
2. Complete proposal
3. Those who are not applying for the first time must attach an outcome report for the previously approved project.
4. Other related documents that support the review process (including the provision of description in text or related supporting documents for the “connection, significance, and representativeness of academic and professional disciplines for the visit”).

#### **Additional information shall be required for personal applications by students**

5. Academic transcripts for previous years
6. Recommendation letter from an NTPU teacher (sealing required).

**Applications with missing documents, noncompliant applications, or applications submitted after the deadline shall not be accepted.**

#### (IV) Review method:

1. The Office of International Affairs shall, after the application deadline, convene review meetings for qualification review and the review of the number of recipients and amount of grants based on the number of applications and the budget and funding for the current year. The resulting amount shall be submitted to NTPU for approval of the grants.
2. Applicant units that pass the review for grants shall adjust and carry out contents in the project based on the approved amount and the review opinions.
3. International academic symposium applications with project contents (1) may be reviewed on a first-come, first-served basis if concurrently funded by the NSTC.

### 3. Approval Standard of Grants

- I. If the applicant is a NTPU teacher/department/college, at least 85% of the approved grants shall be used for student rewards or grants. Up to 15% of the approved grants may be used as operational expenses. If the applicant is a NTPU student, the approved grants shall mainly be used for the round-trip economy class airfare and daily expenses, and no operational expenses may be filed.

- II. Grants for each type of project are described as follows:
- (I) The maximum amount of grants for travel in Asia (excluding China, Hong Kong, and Macao) for students is NT\$12,000 per person. The maximum amount of grants for travel in China, Hong Kong, and Macao is NT\$10,000 per person. The maximum amount of grants for travel in regions other than Asia is NT\$18,000 per person.
  - (II) With regard to the number of faculty members leading the team, every eight students may have one faculty member leading the team. If the remaining number of students exceeds eight people, one additional faculty member may be added to lead the team. For a group consisting entirely of graduate or PhD students, every five or more students may have one faculty member leading the team. If the remaining number of students exceeds five people, one additional faculty member may be added to lead the team. A faculty member leading a team to an Asian country will receive a grant of up to NT\$30,000. A faculty member leading a team to a European or American country will receive a grant of up to NT\$80,000. A faculty member leading a team to other regions will receive a grant of up to NT\$50,000.
  - (III) The grantee faculty member leading the team and students (outbound) shall submit receipts for reimbursement according to expense items allowed for attending international academic conferences.
  - (IV) In principle, team expenses incurred by foreign units visiting NTPU (inbound) for exchange camps shall be disbursed according to the group fee submitted by participating foreign students. This does not apply to universities that have entered into a mutually beneficial agreement with NTPU. The relevant expenses, such as lecturer fees and miscellaneous fees, shall be reimbursed upon the approval of the President. Each project will receive grants in up to NT\$30,000.
  - (V) For participating in international specialized academic competitions, each student traveling to an Asian country will receive a grant of up to NT\$18,000. A student who travels to other regions will receive a grant of up to NT\$30,000. The amount of grants shall be granted on a discretionary basis according to the scale and duration of the competitions, as well as the budget of the current year. The budget for the aforementioned grants shall be submitted as special projects of the applicant unit to the President for approval and disbursed by the Higher Education SPROUT Project grants and the proprietary budget of NTPU.
  - (VI) Additional grants for economically disadvantaged students: Students with low-income household or related qualifications for grants within the validity period from the local municipality or township, city, or district offices authorized based on regulations of the local municipality may provide photocopies of the relevant certificates (must include the student name and national ID number; general low-income family certificates issued by the neighborhood or village leader are not accepted). Grants shall be provided based on the funding conditions in the current year.
- III. The expense items include current accounts, such as operational expenses and miscellaneous expenses, as well as capital accounts. Current accounts include hourly lecture fees for courses or conferences, attendance fees, traveling expenses, short-distance cab fare, insurance premium, supplementary premium of 2nd Generation National Health Insurance (NHI), printing fee, food expenses, supply expenses, wages for part-time personnel required by seminars, student scholarships and fellowships, and miscellaneous expenses. The budgeting shall be governed by the relevant provisions of the Ministry of Education (MOE) on grants and commissioned programs. The capital budget may be used for software and hardware facilities (must be used for increasing the degree of internationalization) with a price of over NT\$10,000 and a usage period of more than 2 years.
- IV. To encourage more NTPU students to participate in programs for “Strengthening International Student Mobility”, as a principle, a student shall not apply for the grant of this project twice in the same year.

- V. Grants may be provided to colleges and departments under extraordinary circumstances following a review by the Office of International Affairs and the approval of the President.

#### **4. Cost reimbursement and outcome measurement**

- I. The project leader is authorized to implement funds for contents (3) of the approved project, and the Guidelines on Subsidies and related regulations (including the number of funding recipients) must be strictly followed in such implementation. Within one month before going abroad, recipients shall request a leave, obtain signature and approval, and apply for funding disbursement, as well as further obtain the signature and approval of the Office of International Affairs and related units.
- II. The project leader shall organize a pre-departure briefing before departure to inform the participating students of relevant matters. After returning to Taiwan, funding recipients shall organize a presentation of outcomes to encourage students to go abroad for exchanges, and submit relevant materials in compliance with the project office.
- III. The leading teacher must submit a report on travel abroad and claim travel expenses in accordance with relevant NTPU regulations. Participating students must submit the outcome report and relevant verification documents within 20 days of returning to Taiwan. If the student application project is concurrently funded by the NSTC, the reimbursement procedure shall be completed within 15 days after the end of the international academic conference.
- IV. The funds for the Higher Education SPROUT Project consist of annual grants, and all reimbursement procedures shall be completed no later than December 20 of the respective year.
- V. Funding recipient students are obliged to participate in the presentation of outcomes or experience sharing activities organized by the Office of International Affairs.

#### **5. Sources of Funding**

The sources of funding for these projects are the Higher Education SPROUT Project grants provided by MOE and the proprietary funding of NTPU.

- 6. Any matters not addressed in this program shall be governed by separate regulations.**
- 7. These Guidelines have been passed by the International Affairs Conference and University Funds Management Committee, and announced and implemented with the approval of the President. The same shall apply to all subsequent amendments.