

College of Science, National Chengchi University

Guidelines for Subsidies for Overseas Study and International Activities

Approved by the 101st College Affairs Meeting on September 21, 2015

Amended and approved by the 130th College Affairs Meeting on September 18, 2023

- 1 The College of Science, National Chengchi University (hereinafter referred to as "the College"), has established these guidelines to encourage students to engage in short-term studies abroad or participate in international activities.
- 2 The international activities mentioned above include short-term studies, offsite research, competitions, exhibitions, exchanges, attending conferences, and presenting research output.
 - 2.1 The definition of international activities shall be determined by the university's Office of International Cooperation regulations.
 - 2.2 Expense reimbursement shall comply with the regulations of the respective funding source.
- 3 All students officially enrolled in the College are eligible to apply. In principle, each individual may apply for one project per year. Applicants must submit their applications within the deadlines announced by the College. Also, completing both the submission of the return report and expense reimbursement within one month after returning.
- 4 Applications will first undergo review by the applicant's unit supervisor. Once approved, they will be submitted to the College's Administrative Supervisors' Meeting, where the subsidy amounts and quotas will be determined based on the budget and application status.
- 5 The priority order for granting incentives is as follows:
 - 5.1 Based on the applicant's eligibility:
 - 5.1.1 Domestic students from low- or middle-income households.
 - 5.1.2 Domestic doctoral students.
 - 5.1.3 Applicants who have not received other subsidies for the same purpose.
 - 5.2 Based on the type of activity:
 - 5.2.1 Applications from doctoral students participating in international activities or engaging in short-term studies abroad will be prioritized.
 - 5.2.2 If funding remains after subsidizing the above activities, applications for short-term studies abroad, field research, competitions, exhibitions, exchanges, attending conferences, and presenting research findings may be considered.
- 6 The maximum scholarship amount is NT\$20,000 per person. The subsidy includes round-trip airfare, living expenses, registration fees, and other related costs.
- 7 Required Application Documents:
 - 7.1 Subsidy Application Form
 - 7.2 Original and photocopy of documents proving the overseas activity (the original will be returned after verification), such as proof of enrollment, permission for studies, acceptance letters for international academic conferences, invitation letters, conference agendas, or offsite research consent forms.

7.3 Other supporting documents are beneficial for the evaluation.

- 8 Subsidy recipients who fail to complete their overseas plans as scheduled must return the full amount of the scholarship. Exceptions apply to those who, due to special circumstances, have received prior approval for a postponement. However, if the overseas plan is not completed after one postponement, the full scholarship must still be returned.
- 9 The priority for this guideline is to use external subsidy funds. Once these funds are exhausted, the College's self-raised funds will be used. The annual subsidy limit for the College's self-raised funds is NT\$100,000.
- 10 This guideline is implemented after approval by the College Affairs Meeting and issuance by the Dean. The same procedure applies for any amendments.