

National Taiwan Normal University College of Sports and Recreation Guidelines for Student Travel Grants Offered by Departments and Graduate Institutes for the Purpose of Publishing Papers at International Conferences

Article 1 National Taiwan Normal University College of Sports and Recreation's *Guidelines for Student Travel Grants Offered by Departments and Graduate Institutes for the Purpose of Publishing Papers at International Conferences* (hereinafter referred to as "the Guidelines") were established to encourage departments and graduate institutes under the College of Sports and Recreation (hereinafter referred to as "the College") to improve academic studies, host academic events, and encourage students to publish papers in international conferences, thereby improving the College's academic standing and broadening students' global horizons.

Article 2 Subsidized items:

- I. Overseas travel for students publishing papers(s) at international conferences
- II. Overseas travel for instructors and students visiting and training at overseas institutions for educational purposes
- III. Grants for on-campus events organized by students
- IV. International academic conferences organized by the College's departments or graduate institutes

Article 3 Grant requirements:

- I. **For overseas travel for students publishing papers(s) at international conferences:**
 - (I) The applicant must be a first author or corresponding author who will be giving an oral presentation at the conference. Applications are limited to papers published under the name of a graduate student in the College's departments or institutes.
 - (II) The international conference must be attended by participants from three or more different countries (Hong Kong and Macau are considered to be part of mainland China)
 - (III) The paper to be published must not have been published previously and any co-author(s) may not have used the same paper to apply for a grant from the College or any of its departments or graduate institutes.
- II. **For overseas travel for instructors and students visiting and training at overseas institutions for educational purposes:** The overseas visitation or training plan must be attached to the application.
- III. **For grants for on-campus events organized by students:**
 - (I) Grants are for on-campus student events organized by

student associations of the College's departments or graduate institutes.

- (II) Event plans (containing event budget) provided by the student associations of the College's departments or graduate institutes must be attached to the application.

IV. For international academic conferences organized by the College's departments or graduate institutes:

- (I) The conference speakers must include distinguished scholars from at least three different countries/regions.
- (II) The implementation plan for the conference must be attached to the application.

Article 4 Grant principles and amount:

I. For overseas travel for students publishing papers at an international conference:

- (I) Students must first apply for a grant from the Ministry of Science and Technology, Executive Yuan or the Sports Administration, Ministry of Education. Only applicants who have been denied the aforementioned government grants will be considered for this grant.
- (II) Applications are limited to once per academic year per student.
- (III) The College's total annual grant amount may not exceed 15% of the University's college grant budget.

II. For overseas travel for instructors and students visiting and training at overseas institutions for educational purposes:

- (I) Instructors must first apply for grants offered by units not associated with the College. Only instructors who have been denied the aforementioned external grants will be considered for this grant.
- (II) Applications for each course are limited to once per academic year.
- (III) The College's total annual grant amount may not exceed 10% of the University's college grant budget.

The flight expenses of grant recipients who meet the criteria set forth in the two preceding subparagraphs (Subparagraphs I and II) shall be subsidized at the following regional rates:

Unit: TWD

Region	Amount	Note
Europe and Americas	5,000	
New Zealand and Australia	3,500	

Asia	2,500	Excluding mainland China, Hong Kong, and Macau
Mainland China, Hong Kong, and Macau	1,500	

III. For grants for on-campus events organized by students:

- (I) The College's departments and institutes shall review event plans and budgets submitted by the student association. The grant amount for each student event may not exceed NT\$10,000.
- (II) Each student association may only submit one application per semester.
- (III) The College's total annual grant amount may not exceed 5% of the University's college grant budget.

For applications that meet the criteria set forth in the three preceding subparagraphs (Subparagraphs I, II, and III), the grant shall be provided in the form of a matching grant. The grant amount provided by a department or graduate institute may not be lower than that provided by the College.

IV. For international academic conferences organized by the College's departments or graduate institutes:

- (I) The College may issue a grant to each department or graduate institute each year for one conference of three days or less.
- (II) A grant of NT\$50,000 will be provided for each full day of a conference; a grant of NT\$25,000 will be provided for each half-day (i.e., any day that is less than a full day) of a conference.

Article 5 Application process: Departments and graduate institutes shall award grants to the grant applicants in keeping with administrative procedures and in accordance with the standards set forth in Article 4. The awarded grant amount must fall within the University's college grant budget for the College in the given year. Upon approval by the NTNU Accounting Office and other relevant units, the College shall issue the grant to the recipients and ask the associated departments and graduate institutes to reimburse the recipients in accordance with the applicable NTNU regulations.

Article 6 The grant application documents stipulated in these Guidelines shall be prepared separately by the College.

Article 7 The Guidelines shall take effect after being passed at the College's Department/Institute Managerial Meeting and approved by the President. The same shall apply to future revisions.