

Operation Guidelines of Subsidies for Students Participating in International Competition Abroad

2020.02.26 approved, 2nd Semester, 1st Administrative Meeting
2020.11.18 amended and approved, 1st Semester, 3rd Administrative Meeting

- I. This Operation Guidelines of Subsidies for Students Participating in International Competitions Abroad (hereinafter referred to as “the Guidelines”) have been formulated by National Dong Hwa University (hereinafter referred to as “NDHU” or “the University”) in order to encourage students to go abroad and attend international competitions, enhance their professional expertise and knowledge, broaden their international perspectives, and increase the NDHU competitiveness.
- II. Qualification:
 - (I) Applicants shall be NDHU students with an official student status (in-service programs excluded).
 - (II) The works submitted for the competition shall compete in the name of NDHU instead of other organizations or institutes or other competitors from other organizations or institutes.
 - (III) The Guidelines shall subsidize international competitions, of which the number of participating countries in the last three years shall be in average more than 10 countries. Applicants participating in non-international competitions, competitions not directly linked with higher education, or international exhibition matches, invitational matches and observation contests shall be excluded.
- III. Principles:
 - (I) Applicants shall firstly apply to off-campus institutions or organizations, other NDHU sectors, or the school and department s/he is enrolled at for subsidies; the Guidelines aim to subsidize the insufficient part of the funds. If other institutions or organizations have pertinent regulations in terms of matching funds, the Regulations shall observe the upper limit of the matching funds in question.
 - (II) One student can be subsidized once per year; hence, those who have applied in accordance with the Regulations and received duplicate subsidies shall return the duplicate funds.
- IV. Items and Amount of Subsidy:
 - (I) Individual or group economy-class tickets, living expenses of actual competition days, and registration fees only.
 - (II) The plane ticket subsidy shall be based on round-trip tickets offered by national airlines with the most direct flight to the competition venue abroad. Those who receive the subsidies shall purchase the tickets in advance on their own, and submit required documents and/or receipts for reimbursement after returning home.
 - (III) The living expenses shall be listed and written off in accordance with pertinent regulations.
 - (IV) The subsidy for each student participating in competitions held in Asia shall be no more than NT\$ 25,000 dollars; in other regions, no more than NT\$ 50,000 dollars. The total amount of annual subsidy depends on the actual funds of the very year.
- V. Procedures:

- (I) Application Time: Please check the schedule announced each year; once a year in principle.
 - (II) Application Documents: Applicants shall submit the application form along with competition-specific materials, participation plan and funding sheet (including budget items, amount of money and other related attachments), and documents of application to other organizations or institutes for subsidies (including rejected applications and materials for verification) and apply to the Office of International Affairs.
 - (III) The application for group competitions shall be made on a group basis.
- VI. Reviews: The International Affairs Committee shall conduct reviews in accordance with the purposes of the Regulations, the completeness of the plan, the justifiability of the listed budgets, the practicability of the execution, and the expected results and benefits, and notify the applicant the result after the reviews.
- VII. Expenditure Report: Those who approved for subsidies shall submit a report on the results of the activity (including photos or videos) along with documents and/or receipts within one month upon the competition of the activity. Those failing to observe pertinent regulations shall return all the subsidies.
- VIII. The funds required by the Regulations shall be covered by either the subsidy program of the Ministry of Education, or the self-raised university endowment fund of the University; necessary adjustments can be made in accordance with the financial situation of the University.
- IX. The Guidelines have been approved at the Administrative Meeting and by the President before implementation.

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