**National Chi Nan University Guidelines for Selecting Students to Receive Subsidies for Overseas Studies**

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1. National Chi Nan University (hereinafter referred to as the University) aims to encourage outstanding students to broaden their international perspectives and enhance academic and cultural exchanges. Therefore, the "Guidelines for Selecting Students to Receive Subsidies for Overseas Studies" (hereinafter referred to as these guidelines) are established.

2. The funding for subsidies comes from external sources and relevant funds from the University.

3. The subsidy categories under these guidelines are as follows:

 (a) Research Students: Traveling abroad for research at foreign universities or research institutions.

 (b) Internship Students: Going abroad for professional internships or engaging in industry-academic collaborative technical research.

 (c) International Volunteers: Providing voluntary services at foreign organizations.

 (d) Participation in international camps or academic exchanges.

5. Students applying for overseas travel subsidies must meet the following qualifications:

 (a) Must have studied at the University for at least one semester. Students on leave, part-time master's program students, and those who have previously received this subsidy during their enrollment are ineligible to apply (except for different categories).

 (b) Foreign language proficiency must meet one of the following criteria:

 1. Meet the language standards of the foreign institution applied to.

 2. If the foreign institution does not specify language proficiency, the department will assess the student's language proficiency during the preliminary review.

 3. Other supporting documents that contribute to recognizing the student's language proficiency.

 (c) Has not received a cumulative total of more than one year of government-funded scholarships for studying abroad.

 (d) Meets the qualifications required by the funding source unit.

6. Applicants for this subsidy should prepare the application form and a project proposal. Additionally, they should provide the following documents to their respective departments two weeks before the specified deadline each year:

 (a) Research students need to submit a recommendation letter from a University professor, a self-introduction in both Chinese and English, official transcripts (including departmental percentage ranking), proof of language proficiency, and the application form for studying abroad.

 (b) Economically disadvantaged students need to provide a poverty certificate issued by the local administrative authority (cannot be replaced by a poverty certificate from a neighborhood chief), an original household registration transcript (within the last three months), financial and tax information (property ownership list issued by the National Taxation Bureau), an application report (specifying the reasons for application, expected overseas study course, relevance to current studies, etc.). If the applicant is a working family member, proof of income should be provided for assistance.

7. Incomplete or non-compliant documents will not be accepted. Once submitted, the documents will not be returned after the review process.

8. The review procedure for this subsidy is as follows:

 (a) Preliminary Review: Each college will prioritize the list of approved applicants according to the subsidy category and submit it to the Office of International Affairs for a secondary review.

 (b) Secondary Review:

 1. For research students, an interview will be conducted by the Office of International Affairs. The list will then be submitted to the International Affairs Conference for secondary review, approval by the president, and public announcement.

 2. For internship students, international volunteers, and participants in international camps or academic exchanges, the secondary review will be conducted by the International Affairs Conference in the order specified by each college. After approval, the list will be submitted to the president for endorsement and public announcement.

9. The subsidy items and amounts under these guidelines depend on the relevant regulations and budget of the funding source unit for the current year. The subsidy principles are as follows:

 (a) Economy-class round-trip airfare from Taiwan to the research institution (organization) is provided, and reimbursement is based on verified receipts.

 (b) Living expenses are allocated according to the Ministry of Education's "List of Items and Amounts for Publicly Funded Students."

 (c) Tuition fees include registration fees (tuition), internship (examination) fees, credit fees, and research fees, subject to verification for reimbursement.

 (d) Operating expenses (applicable to internship students).

 The recipients of the subsidy must complete all necessary procedures before traveling abroad to receive the disbursement.

10. According to these guidelines, the duration of overseas study should not be less than one semester or quarter, and professional internships should not be less than one month, with a maximum limit of one year.

11. Obligations that recipients of this subsidy must fulfill include:

 (a) The recipient must sign a sworn statement (research students also need to sign an administrative contract and provide an admission permit) one month before going abroad at the latest. If the recipient changes the research field proposed during the internal selection without permission, they will lose the eligibility for the award, and the University will stop providing various awards and subsidies.

 (b) The recipient must choose and pass at least two courses or six credits in the intended curriculum and receive a passing grade. If the grade is not satisfactory, the quota for recommending research students from that college will be reduced.

 (c) Matters related to the recognition of credits or courses should be pre-approved by the department before going abroad. If the relevant matters are not handled before going abroad, the University will not disburse funds. If the recipient has already gone abroad without handling these matters, all subsidies will be canceled.

 (d) If the research institution abroad requires the payment of tuition fees, the recipient is exempt from paying tuition and miscellaneous fees at the University. If the research institution abroad does not require the payment of tuition fees, the University's tuition and miscellaneous fees cannot be reduced or waived.

 (e) The recipient must maintain student status (no leave of absence) during the study abroad period and return to Taiwan within 10 days after the end of the study abroad period. They must fill out the return registration form and continue their studies to obtain a degree.

 (f) If the recipient fails to obtain a degree upon returning to Taiwan and plans to take a leave or withdraw from school, they should coordinate with the Office of International and Cross-Strait Affairs when processing relevant procedures and return the subsidy within the specified period. If there are special reasons, they will be handled separately.

 (g) The recipient must submit a comprehensive report within one month after the end of the overseas study period and complete the fund reimbursement process.

 (h) During the semester, recipients must participate in return seminars arranged by the University, questionnaire surveys, interviews, or support other relevant activities related to international exchanges. They should also provide guidance or information on studying abroad to other University students.

 (i) If the documents submitted by the recipient are found to be false, the University will recover the subsidy, and relevant laws and regulations will be applied for disciplinary action.

If the recipient fails to fulfill the above obligations, they must repay the subsidy within 90 days from the date of the University's notification. If repayment is not made as scheduled, the University will recover the full amount of the subsidy according to the administrative contract.

12. Matters not covered by these guidelines will be handled according to relevant regulations of the funding source unit and other related laws and regulations of the University.

13. These guidelines have been approved by the administrative council and will be implemented after being submitted to and approved by the president.