

Guidelines Governing Subsidy Application for Student Participation in International Activities

Approved at the Cross-departmental Committee for the Promotion of International Exchange Meeting
on November 27, 2007
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- I. Wenzao Ursuline University of Languages (hereinafter referred to as the University) has enacted the Guidelines Governing Subsidy Application for Student Participation in International Activities (hereinafter referred to as the Guidelines) to broaden its students' international horizons and encourage them to participate in international activities.
- II. Eligible applicants: Students of various programs in the Day Division and the Division of Continuing Education.
- III. Scope of subsidies:
 - (I) Available for a student who participates in an international competition, exhibition, or conference held in a foreign country (including China, Hong Kong, and Macau) on behalf of the University/
 - (II) Available for a student who participates in a workshop, internship, or volunteering activity held in a foreign country (including China, Hong Kong, and Macau) on behalf of the University/
 - (III) Available for a student who helps to organize an international activity, such as a competition, conference, meeting, exhibition, etc.
- IV. Eligibilities:
 - (I) A student who participates in an international competition, exhibition, conference, workshop, internship, or volunteering activity on behalf of the University must receive an official letter from a relevant organization.
 - (II) A student who helps to organize an international activity must receive an official letter from the commissioning unit, or prepare an activity proposal and have it approved.
- V. Application period: An application can be made in March and September every academic year. Detailed application date and regulations shall refer to the announcement made by the Office of International and Cross-strait Cooperation.
- VI. Application procedure: An applicant shall prepare required application documents, fill in the application form, and submit his/her application to the Office of International and Cross-strait Cooperation. Relevant documents are as follows:
 - (I) A student who participates in an international activity should submit an official letter from an international organization, an international activity proposal, a list of participants, and a budget plan.
 - (II) A student who helps to organize an international activity should submit an activity proposal or an official letter from the commissioning unit,

along with a budget plan, for approval.

- VII. Subsidy principles: Various international activities will be fully or partially subsidized in accordance with the University's annual budget.
- VIII. Expense reimbursement and performance assessment: A team (or an individual) whose application for a subsidy has been approved should submit relevant proof to the Office of International and Cross-strait Cooperation for expense reimbursement within one month after coming back to Taiwan, or completing an activity. It should also hold an achievement presentation and submit an achievement report to a relevant unit for future reference.
- IX. A subsidy is withdrawn from the budget of the Office of International and Cross-strait Cooperation or an external/internal budget program.
- X. The Guidelines become effective after being approved at the Executive Meeting and ratified by the President. Amendments must follow the same procedure.