

Taipei Medical University College of Nutrition International Exchange & Academic Activities Subsidy Application Guidelines

1. In order to encourage the staff and students of the College to actively participate in international academic exchange activities, College of Nutrition at Taipei Medical University hereby set out the "Taipei Medical University College of Nutrition International Exchange and Academic Activities Subsidy Application Guidelines"
2. **Application Requirements**

Staffs who participate in the activities below are eligible for subsidy application:

 - a. Contract signing or renewal: Those who are responsible for signing or renewing a contract with an international academic research institution, or those who responsible for overseas student recruitment activity.
 - b. Overseas international conference: those who attend and presented as a first author or communication author of a research publication.
 - c. Academic exchange program: Participants of overseas academic exchange programs, excluding those that are already subsidized.
3. **Funding Approval**
 - a. Each person may only apply for subsidy once per academic year. The number of applicants is not limited.
 - b. Please refer to Appendix I for applicant qualifications and subsidy amount
4. **Application Process**

Applicants must submit their applications in May, and submit the following documents to the College of Nutrition office. Applications with missing documents will not be considered.

 - a. Application form (Appendix II)
 - b. Overseas International conference/seminar agenda/itinerary
 - c. Acceptance or invitation letter
 - d. Research proposal
5. **Application Review**

Applications will be reviewed by the Board of Directors based on this guideline. The Dean is responsible for appointing members of the Board of Directors. Board of Directors will conduct a meeting once every academic year for subsidy application reviews. More than one meeting may take place when necessary.
6. **Reimbursement**

Applicants who have passed the audit will be required to submit relevant documentation (Appendix II) to the College office. Failure to submit the form would result in disqualification.
7. This guideline and subsidy amount depend on the budget of the academic year, and are approved by the Board of directors.
8. This guideline is adapted and implemented by the Board of Directors

Appendix I –

Reasons for Subsidy	Status		Point Awarded
Contract signing or renewal/ Overseas student recruitment activity	Faculty		1
	Staff		1
Overseas international Conference	Faculty/ Research Fellow	Oral presentation	1
		Poster presentation	0.8
	Student	Oral presentation	0.8
		Poster presentation	0.6
Academic exchange program	Faculty		1
	Staff/Research Fellow		0.8
	Student		0.6

Appendix II – TMU College of Nutrition Subsidy Application Form for International Exchange & Academic Activities

Name of Applicant		Academic Year	
ARC/ Passport No.		Dept.	
Telephone No.		e-mail	
Type of Activity	<input type="checkbox"/> Contract signing/renewal <input type="checkbox"/> Overseas student recruitment activity <input type="checkbox"/> Overseas international conference (<input type="checkbox"/> oral <input type="checkbox"/> poster) <input type="checkbox"/> Academic exchange program		
Country			
Name of Activity			
Date	From	to	(format: yyyy/mm/dd)
Activity Purpose			
Activity Description			
Required Documents	<input type="checkbox"/> Boarding pass, or copy of passport (including entry stamp), or on board certificate <input type="checkbox"/> Receipts of Registration fee or travel expense <input type="checkbox"/> Activity photos		
Points Awarded	<input type="checkbox"/> 1 point <input type="checkbox"/> 0.8 point <input type="checkbox"/> 0.6 point		
Applicant's Signature	Advisor's Signature	Department Director's Signature	Dean's Signature