

College of Business and Management, Tamkang University

Guideline for Subsidizing Students' Short-Term Study Abroad

Approved by the Academic Affairs Meeting of College of Business and Management on September 29, 2016

Amended and Approved by the meeting of Globalization Development Committee on May 25, 2017

Amended and Approved by the Academic Affairs Meeting of College of Business and Management on September 20, 2018

1. To comply with the university development plan and to encourage the students from the college of business and management (hereinafter referred to as 'the college') to actively participate in short-term study (with credits) in partner universities abroad, the guidelines for subsidizing students' short-term study abroad (hereinafter referred to as 'the guidelines') is hereby established.
2. Students who are eligible to apply for this subsidy should
 - (1) have registered in the college, except students with late graduation and students in EMBA, MPP and short-term exchange programs.
 - (2) study (with credits) in partner universities abroad for 1 semester at most.
3. The amount of subsidy for each student depends on the approved annual budget in that academic year, the number of applicants and an evaluation based on a system of designed weights. The system of designed weights is as follows: '1' for East and South Asia, '2' for West Asia, Australia and New Zealand, '3' for North America, '4' for Europe, Africa and South America; '1' for the exchange program with partner universities, '2' for partner departments and '3' for partner colleges. The corresponding weights for the months of exchange program are 1, 2, 3, and 4.
4. Students who meet the requirements described above shall submit application forms to their academic departments. Departments shall review these documents and compile a list of applicants to the college. Globalization development committee of college of business and management shall decide the list of grantees and the amount of subsidy per person. Full reimbursement is mainly for airfare. The upper limit of subsidy per person is 10,000 NTD.
5. Within a month after finishing overseas study or by two weeks before the end of academic year, the grantees should submit the following documents for reimbursement:
 - (1) A 500-word report with 10 pictures of short-term study in the partner university in electronic format (The file will be kept in the college office).
 - (2) Documents for reimbursement (see application form for names).
6. The total amount of subsidy is decided on the basis of the annual plan and budget of that academic year. The grantees will be ineligible for other subsidies granted in Tamkang University.
7. Other circumstances not set forth in the guidelines shall be dealt with in accordance with the applicable laws, rules, and regulations of Tamkang University.
8. After being approved by the college affairs meeting and promulgated by the president, the guidelines and its amendments shall become effective on the date of its announcement.