

College of Business and Management, Tamkang University

Guideline for Subsidizing Students' Short-Term Study in Partner Universities

Approved by the Academic Affairs Meeting of College of Business and Management on September 29, 2016
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 college of business and management (hereinafter referred to as 'the college') to actively participate in short-term study in partner universities, the guidelines for subsidizing students' short-term study in partner universities (hereinafter referred to as 'the guidelines') is hereby established.
2. Short-term study in partner universities refers to short-term study in non-curriculum programs or camp activities provided by partner universities. The duration of these activities shall be no more than one month. Other short-term study in partner universities that are not listed in the categories described above shall be carefully reviewed and approved by the College.
3. Students who are eligible to apply for this subsidy should have registered in the college, except students with late graduation and students in EMBA, MPP and short-term exchange programs.
4. Students who meet the requirements described above, shall submit following documents by the deadline, which shall be announced accordingly.
 - (1) Application form .
 - (2) Related documents of the activities, including schedules, certificates and other supporting documents.
5. The 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.
6. Within one month after finishing the short-term study or by two weeks before the end of that academic year, the grantees should submit following documents for reimbursement:
 - (1) A 500-word report with 10 pictures of short-term study in partner university in electronic format (The file will be kept in the college office).
 - (2) Documents for reimbursement (see application form for names).
7. 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 the university.
8. Other circumstances not set forth in the guidelines shall be dealt with in accordance with the applicable laws, rules, and regulations of Tamkang University.
9. 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.