

# **College of Business and Management, Tamkang University**

## **Guideline for Subsidizing Students' Volunteership Abroad**

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 students from the college of business and management (hereinafter referred to as 'the college' ) to actively participate in overseas volunteership, the guidelines for subsidizing students' volunteership abroad (hereinafter referred to as 'the guidelines' ) is hereby established.
2. The approval from the college should be obtained for participation of volunteership or service-learning abroad. The duration of volunteership should be no more than one month.
3. Students who are eligible to apply for this subsidy should have registered in the college, except students who delayed graduation and the students in EMBA, MPP and short-term exchange programs.
4. Students who meet the requirements described above should submit following documents to the college office by the deadline which is announced accordingly.
  - (1) Application form.
  - (2) Plan for volunteership abroad.
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 volunteership or by two weeks before the end of academic year, the grantees should submit the following documents for reimbursement:
  - (1) A 500-word report of volunteership with 10 pictures 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 Tamkang 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.