

Regulations Governing Subsidies for Departmental Academic Activities

107 Academic Year, Passed by the 1st General Affairs Meeting (September 14, 2018)

107 Academic Year, 1st Semester, Passed by the Departmental Affairs Meeting (October 19, 2018)

- I. The Department of English in National Taiwan Normal University (hereinafter referred to as “the Department”) establishes these regulations to encourage the enhancement of its academic culture and the improvement of research standards.
- II. Academic activities of the Department that can be subsidized include academic seminars, forums, workshops, and other such activities in the fields of literature, linguistics, and teaching.
- III. When a track of the Department organizes an academic activity, it should first apply for financial support from external organizations (such as the Ministry of Education and Ministry of Science and Technology) and internal units (such as the Office of Academic Affairs, the Office of Research and Development and the Office of International Affairs). The principles for financial subsidies under these regulations are as follows:
 1. If funding from external and/or internal sources is insufficient, an application for supplementary funding may be submitted in accordance with these regulations.
 2. If no financial support is obtained from external or internal sources, proof that an application for such support was made and its subsequent rejection should be provided. In such cases, an application for funding under these regulations may be submitted.
- IV. Subsidies may include speech hourly fees, printing expenses, meal allowances, domestic travel expenses and miscellaneous expenses, in accordance with the annual expenditure guidelines issued by the University.
- V. The total annual subsidy fund shall not exceed 30,000 Dollars (NTD). The maximum subsidy for each subgroup's activity is 10,000 NTD. Disbursements shall be made based on actual expenses, and applications must be submitted to the Department's office at least one week before the event. Unused funds in a given year shall not be carried over to the following year.
- VI. Subsidy funds must be settled within one month of the conclusion of the academic activity and must be completed by December 15th of the same year. The reimbursement should include the following documents:
 1. Application form
 2. Activity plan (including budget)
 3. Relevant expense receipts
 4. Attendance sheet of participants
 5. Report of outcomes
- VII. The necessary funds for these regulations shall be provided from the surplus funds allocated to the Department for the year in question.
- VIII. These regulations shall be implemented after being approved by the General Affairs and Space Planning Committee and the Departmental Affairs Meeting. Amendments shall follow the same process.