

NATIONAL SUN YAT-SEN UNIVERSITY

Guidelines for Subsidizing International Activities Organized by International Students

- I. To promote campus internationalization and foster exchanges between local and international students, National Sun Yat-sen University (“the University”) has formulated the following guidelines for international students to organize international festivities and cultural activities.
- II. The subsidies are funded by the Project for Departments and Institutes to Recruit International Students, with the Office of International Affairs as the competent authority.
- III. All international students currently enrolled in the University are eligible to apply.
- IV. Eligibilities and principles:
 - A. Memorial events and cultural activities of national importance held on campus, including religious holidays, cultural celebrations, and traditional art performances.
 - B. The aforementioned activities must be held in public and primarily for the University's students and faculty members.
 - C. The aforementioned activities must be attended by at least 10 participants, five of which shall be Taiwanese.
 - D. Each student may apply for a subsidy once per semester.
 - E. Activities of the same or similar nature may only be subsidized once per semester.
 - F. Each activity may be subsidized for up to NT\$ 5,000, covering venue rentals, printing fees, dining, part-time wages, insurance premiums, lecture fees, etc.
- V. Application period: Applications shall be submitted between the 1st and 15th day of each month for the activity of the following month.
- VI. Application documents:
 - A. The Subsidy Application Form for International Activities
 - B. A proposal (up to two A4 sheets of paper) stating the activity's motivation, objective, time, venue, contents, estimated number of participants, estimated budget, and expected outcomes.
- VII. Review Process: The Vice President for International Affairs shall convene a meeting with the relevant division directors and personnel of the Office of International Affairs to review applications and approve the subsidy. When necessary, the Vice President for Student Affairs may be invited to the meeting.
- VIII. Review principles:
 - A. In principle, the review meeting shall, in principle, be convened monthly.
 - B. Applicants and activities not meeting the criteria set forth in Articles III and IV shall not be granted a subsidy.
 - C. Applications with missing or incomplete documents shall not be granted a subsidy.
- IX. The first 50% of the approved subsidy shall be issued upon approval. The second 50% shall be issued only when the activity's outcomes report passes the review.
- X. Students who are granted a subsidy shall submit an outcomes report (up to two A4 sheets of paper) along with the original copies of all receipts to the competent authority for review within one month after the subsidized activity.
- XI. These guidelines have been approved by the Office of International Affairs meeting and submitted to the University President for approval and implementation. Amendments to these guidelines shall follow the same procedure.