

**National Sun Yat-sen University**  
**Institute of Environmental Engineering**  
**Guidelines for Subsidizing the Participation of Graduate**  
**Students in International Exchange Activities**

Approved at the 1<sup>st</sup> Institute Affairs Meeting of the 2018 academic year on September 18, 2018

- I. The Guidelines have been enacted to encourage students of this Institute to visit or receive training in foreign academic institutions or enterprises to develop their international perspectives.
- II. Eligibility: Doctoral students of this Institute who have attended exchange activities in foreign organizations for more than one month during their studies and who haven't received subsidies from other units can apply for a subsidy. Each student can be subsidized once at most.
- III. Subsidy amounts: NT\$20,000 for attending exchange activities in the Asia-Pacific region and NT\$40,000 for attending those in other regions.
- IV. Applicants shall prepare the following documents and apply to this Institute for a subsidy:
  - (i) Application Form (see Attachment)
  - (ii) Agreement from the foreign organization concerned
  - (iii) Supporting documents stating that applications to other units for a subsidy were not approved
  - (iv) Reflections on the exchange activity and achievement report
- V. Reviews: Members of the teaching and curriculum committee of this Institute will conduct the first review, and the Director of this Institute the second review.
- VI. In principle, subsidy amounts are to be paid from donations to this Institute or funding for the in-service master's program. An adjustment will be made to subsidy amounts based on donations received or the implementation of the Guidelines may be suspended.

VII. The Guidelines shall become effective after being approved at the Institute Affairs Meeting. Any amendment to the Guidelines shall follow the same procedure.

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**Institute of Environmental Engineering**  
**Application for Subsidizing the Participation of Graduate**  
**Students in International Exchange Activities**

Name		Date of application	
Class		Student ID No.	
Phone No.	Ext.:	Mobile:	
Organization visited			
Location of the organization			
Date of visit	From MM/DD/YYYY to MM/DD/YYYY		
Type of training received			
Amount of the subsidy	NT\$		
Signature of the applicant			
Signature of the advisor			
Review result	<input type="checkbox"/> Subsidy approved <input type="checkbox"/> Subsidy not approved		
First review (members of the teaching and curriculum committee)		Ratified by (Director of this Institute)	