

National Taiwan University Global Health Program Graduate Student Incentives: Operating Procedures and Regulations

2019.11.6 Passed in 108 Academic Year 4th Program Meeting

Article 1: The purpose of these procedures and regulations is to standardize the process for which students in the National Taiwan University Global Health Program (hereafter abbreviated as GHP) apply and receive graduate student incentives. These procedures and regulations have been established following *National Taiwan University's procedures for implementing graduate student incentives*.

Article 2: Students meeting the following requirements are eligible to apply for the graduate student incentives.

1. Full-time graduate students who are enrolled during the current semester
2. Full-time students who wish to participate in the Global Health Program instruction or service, should apply for the employment type part-time stipend.

Article 3: Students meeting one of the following conditions are **not** eligible to apply for graduate student incentives.

1. Graduate students who have been sanctioned, at the level of Minor Demerit or above during the studying period (a year is defined as starting from the first month immediately following the formal sanction) are not eligible to apply.
2. Citizen of the People's Republic of China

Article 4: The Global Health Program graduate student incentives are divided into two categories: Scholarships and Grants and employment type part-time assistantship stipend. Students are allowed to receive both types of incentives concurrently.

1. Scholarships and Grants:

- a. Given to encourage excellence and provide financial reward and partial grants for students involved in individual research in the following ways:
 - i. Attending and presenting at an international academic conference.
 - ii. Students' journal article submission
 - iii. Outstanding presentation at an international conference (poster or oral)
 - iv. Outstanding performance award.
 - v. Others
- b. Funding for international conferences can be in Taiwan or outside of Taiwan.
 - i. Students must fill out application form
 - ii. Students can only apply for funding once for each paper. The cap of subsidy per academic year is NT\$40,000 for each applicant.
 - iii. Maximum funding:
 1. Europe, America, Africa: NT\$40,000
 2. Oceania (Australia, New Zealand, etc.): NT\$30,000
 3. Asia: NT\$20,000
 4. Domestic: NT\$5,000
 - iv. Please submit your application one month before the conference.

- v. Funding will be ranked and evaluated based on the sum of points. See [Table 1](#).
 - vi. Students must submit a report and photos following the completion of the conference.
- c. Journal article submission
- i. The applicant should be the first and/or corresponding author.
 - ii. The journal article should be with GHP as the affiliation in the publication.
 - iii. The article should be related to the research fields of Global Health and aim at academic journals indexed in **SCI/SSCI/TSSCI**.
 - iv. Funding allocation is subject to faculty's discretion, all decisions are final
 - v. Maximum Funding: NT\$20,000 per academic year (including everything such as print, review, edit, proofreading etc.)
 - vi. Please send your application with application form and manuscript in print.
- d. Fieldwork or internships
- i. Students must fill out application form
 - ii. Students can only receive funding once a year
 - iii. Funding allocation is subject to faculty's discretion, all decisions are final
 - iv. Maximum Funding:
 1. Europe, America, Africa: NT\$40,000
 2. Oceania (Australia, New Zealand, etc.): NT\$30,000
 3. Asia: NT\$20,000
 4. Domestic: NT\$5,000
 - v. Two application cycles: June and November
 - vi. Students must submit a written report and photos following the completion of the fieldwork or internship.
- d. Funding allocation for financial reward, attending international conferences, and Fieldwork or internships should be subject to GHP faculty's discretion.

2. **Employment type part-time assistantship stipend:** Stipend is given to students participating in service for the GHP including being a teaching assistant, an administrative assistant, or other related tasks.

- a. Students in the academic program teaching assistantship roles are expected to help the course instructor with matters related to teaching including: setting up and maintaining the course's online CEIBA platform, pre-class preparation, in-class assistance, and other academic/teaching tasks as assigned by the course instructor. Performance in this role is evaluated by the course instructor.
- b. Students helping the GHP office with administrative tasks are expected to not only help with administrative tasks, but also help with other related events and activities. Administrative assistants are expected to show up at work according to their work schedule and complete all assigned tasks. If the student is unavailable to show up at work on a particular day, administrative assistants must apply for time off in advance. Students in this role are evaluated by the GHP academic program director or the GHP office administrative staff.

- c. Students receiving employment type part-time assistantship stipend must establish a formal employment contract with the GHP specifying: work location, work schedule, number of hours to be worked, job tasks, salary, work evaluation criteria, contract length of time, and other related rights and responsibilities.

Article 5: Student's applying for graduate student incentives should submit the following documents:

1. Application documents
2. Acceptance of terms and conditions form
3. Photocopy of Alien Resident Certificate (ARC)
4. Photocopy of National Taiwan University (NTU) Student Identification Card
5. Photocopy of the cover of their post office bank account passbook
6. Students applying for the employment type part-time assistantship subsidy should also submit a valid work permit.

Article 6: The procedures for incentive application and applicant evaluation are as follows:

1. Scholarship and Grant: Every semester the GHP will announce the application deadline. Prospective applicants should prepare their application materials and submit relevant documents to the GHP office before the deadline. Late applications will not be considered. Completed applications will be evaluated by GHP faculty during related meetings.
2. Employment type part-time stipend: Teaching Assistantship (hereafter referred to as TA) or administrative tasks. Position openings will be announced publicly by the program office. Upon submission, applications will be evaluated by the hiring staff and suitable candidates will be selected following the procedures and rules described in this document. The contents of work contract will be arranged based on the specifics of the work to be performed.
3. Full amount of the award will vary based on college-wide allocation of funds and the individual reward will be given based on work performance. The award amount will be publicly announced after it has been determined.

Article 7: Graduate students receiving employment type part-time stipend are to be supervised and evaluated by the GHP director or another professor affiliated with the GHP. Students should be evaluated at least once a semester. All students receiving unsatisfactory performance evaluations will be notified in writing by the GHP and will be allowed to improve performance. Students who fail to make the required performance improvements will have their stipend revoked.

Article 8: In the event that students have concerns about matters related to their stipend and duties, they should inform the GHP committee in writing. Upon receipt, appropriate faculty members and associated parties will be informed, and appropriate actions will be pursued.

Article 9: If a student receiving scholarship/grant breaks any of the regulations outlined in this document, the award will be revoked, and the former recipient is to return the full amount to GHP.

Article 10: Issues not addressed in this document should be addressed following "*National Taiwan*

University's procedures for implementing graduate student Incentives."

Article 11: Abovementioned rules will be ratified by the GHP committee and filed with the Student Assistance Division of the NTU Office of Academic Affairs, at which time said rules will become effective starting from the day on which the public announcement is made.

附表一:

Type	Details	Points
1. General	PhD	4
	MS	3
	Part-time office workers	1
2. International conference held in Taiwan (must be before the deadline)	PhD	2
	MS	1
	Oral presentation at the conference	2
	Poster presentation at the conference	1
3. International conference held outside of Taiwan (must be before the deadline)	PhD	2
	MS	1
	Oral presentation at the conference	2
	Poster presentation at the conference	1
	Within Asia	1
	Outside of Asia	3
4. Presented publication (must be before the deadline, was accepted by a journal or published within your application period, can only apply once)	PhD	1
	MS	2
	Good (15%)	10
	Excellent (15-40%)	6
	TSSCI (above 40%)	3
	Others	1
5. Received awards at the conference	PhD + MS	?

Global Health Program
Application Form for Attending International Conferences

Applicant	Chinese Name :		
	English Name :		
Student ID			
Title			
Contact Information	(H):	Mobile:	
		E-mail:	
Conference Date	From	/	/ to / /
Conference Location (Country, State, City)			
Conference Name	Chinese :		
	English :		
Organizing Group	Chinese :		
	English :		
Thesis Title	Chinese :		
	English :		
Authors	Chinese :		
	English :		
Field of Research			
Type of Presentation	<input type="checkbox"/> Oral presentation <input type="checkbox"/> Poster <input type="checkbox"/> Others		
Are you receiving similar grants from other departments for the same event?	<input type="checkbox"/> YES , Funding Support Unit : _____ <input type="checkbox"/> YES , Under review <input type="checkbox"/> NO		
Please submit one copy of each required document one month before the conference to the GHP Office	1. Application form 2. Budget List 3. Acceptance document (to prove that you are the presenter or the first author) 4. Abstract of the paper to be presented and full text of the paper (restricted to unpublished and unrepresented papers). 5. Conference agenda and other related documents helpful for the review 6. PDF files of the above-mentioned documents.		
Proposed Budget			
Applicant's signature		Date (yyyy/mm/dd)	/ /
Advisor's signature		Date (yyyy/mm/dd)	/ /
Note	After returning Taiwan, please submit e-ticket, invoice, round-trip boarding pass, report, and other receipts to GHP office to process the reimbursement procedures within one month.		
Submit Date			

Review Results
(To be used by the Global Health Program Office Only)

Approved Subsidy Amount : _____

Signature of reviewer: _____
Date : _____ yyyy/mm/dd

Signature of reviewer: _____
Date : _____ yyyy/mm/dd

Signature of reviewer: _____
Date : _____ yyyy/mm/dd

Comments:

Signature of program director : _____

Date : _____ yyyy/mm/dd

**Global Health Program
Application Form for Fieldwork and Internship**

Name	Chinese: English: ID/ARC # :	Year of Study	
Phone Number & Email	cellphone email address	Student ID	
		Have you passed the qualifying exam? (PhD only)	<input type="checkbox"/> yes (_____ the date yyyy/mm/dd) (PhD only) <input type="checkbox"/> no <input type="checkbox"/> have not taken
Applying for funding for: <input type="checkbox"/> Domestic Internship/Fieldwork <input type="checkbox"/> International Internship/Fieldwork			
Duration	From _____yyyy/mm/dd to _____yyyy/mm/dd	_____ City/ country	
Have you applied for other sources of funding?	<input type="checkbox"/> yes name of organization: <input type="checkbox"/> no		
Description or summary of work to be done:			
Learning goals and expected outcomes and its relevance to public health:			
Expected benefits for the organization:			

Please attach the documents listed on the right and submit to the program for approval

1. Proposed Budget/broken-down costs
2. Transcript

signature of applicant : _____

date : _____yyyy/mm/dd

signature of advisor : _____

date : _____yyyy/mm/dd

Review Results
(To be used by the Global Health Program Office Only)

Approved Subsidy Amount : _____

Signature of reviewer: _____

date : _____yyyy/mm/dd

Signature of reviewer: _____

date : _____yyyy/mm/dd

Signature of reviewer: _____

date : _____yyyy/mm/dd

Comments:

Signature of program director : _____

date : _____yyyy/mm/dd

Global Health Program Application Form for Journal Article Submission

Applicant	Chinese Name:
	English Name:
Contact Information	Phone Number : Email :
Thesis Title	
Author	<input type="checkbox"/> The affiliation is NTU Global Health Program <input type="checkbox"/> First Author <input type="checkbox"/> Corresponding Author
Journal Category	Journal Category : <input type="checkbox"/> SCI <input type="checkbox"/> SSCI <input type="checkbox"/> TSSCI Journal Name : JCR Field : 5-yr Impact Factor : The Ranking of Journal in its Research Field (/ = %) :
Proposed Budget	
Attach	Please submit your application with manuscript, journal information, and relevant receipts.
Applicant's signature : _____ Date: Year Month Day	
Advisor's signature : _____ Date: Year Month Day	
Review Result (To be used by the Global Health Program Office Only)	

Approved Subsidy Amount : _____

Signature of reviewer: _____

Date : _____yyyy/mm/dd

Signature of reviewer: _____

Date : _____yyyy/mm/dd

Signature of reviewer: _____

Date : _____yyyy/mm/dd

Comments:

Signature of program director : _____

Date : _____yyyy/mm/dd