

College of Business and Management, Tamkang University
Guidelines for Subsidizing Overseas Studies and Internships

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 the students from the college of business and management (hereinafter referred to as ‘the college’) to actively participate in overseas internships or study in partner universities, the guidelines for subsidizing overseas studies and internships (hereinafter referred to as ‘the guidelines’) is hereby established.
2. Students who are eligible to apply for this subsidy should
 - (1) have registered in the college, except students with late graduation and students in EMBA, MPP and short-term exchange programs.
 - (2) take short-term overseas internships or at least 1-year study in partner universities.
3. Overseas internship refers to internship from government, companies abroad, international organizations with approval from the college.
4. Students who meet the requirements described above shall submit application forms to their academic departments before deadline. Departments shall review these documents and compile a list of applicants to the college. 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.
5. Within one month after finishing overseas studies, or two weeks prior to the end of the academic year, applicants shall submit the following documents for reimbursement:
 - (1) A 500-word report with 10 pictures of study in the partner university in electronic format
(The file will be kept in the college office)
 - (2) Documents for reimbursement (see application form for names)
6. The total amount of subsidy is decided on the basis of the annual budget of that academic year. The grantees will be ineligible for other subsidies granted in the university.
7. Other circumstances not set forth in the guidelines shall be dealt with in accordance with applicable laws, rules, and regulations of Tamkang University.
8. 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.