

National Tsing Hua University

Regulations for Subsidizing Staff Visits and Study Programs at the University of Washington

Approved by the Office of Global Affairs Administrative Meeting on April 18, 2025.

1. National Tsing Hua University (NTHU) establishes these Regulations to implement the NTHU–Luchen Foundation Agreement for the Promotion of Sustainable Development Goals (SDGs) and to support staff participation in study visits to the University of Washington on topics related to sustainability and resilience.
2. Eligibility: NTHU staff members, including administrative, technical, and contract employees.
3. Funding: Each approved participant may receive up to NTD 140,000 for a seven-day visit and study program at the University of Washington, including round-trip airfare and accommodation. Receipt of this subsidy does not restrict the recipient from receiving funding from other sources during the subsidy period.
4. Application Procedure: Applicants shall submit an application form, supervisor approval, at least one recommendation letter, proof of English proficiency (TOEFL, IELTS, TOEIC, GEPT, or equivalent), and a study visit proposal of no more than five A4 pages. The proposal shall include a project summary, work experience and achievements during the previous five years, planned learning themes and itinerary, invitation from the University of Washington unit or individual, and expected outcomes linked to NTHU sustainability goals and related indicators. All application materials shall be combined into a single PDF file and submitted to the Office of Global Affairs according to the published schedule.
5. Review Criteria: Evaluations shall consider job performance, development potential, execution capability, foreign language proficiency, and the relevance of the proposed visit to NTHU sustainability development goals. Scoring: work performance and potential (40%), language proficiency (20%), and completeness and feasibility of the study visit plan (40%).
6. Award Announcement: Results will be announced on the Office of Global Affairs website. Recipients shall sign a participation agreement within one month and complete the approved visit before the end of November of the same year.
7. Procedures After Approval: One month before departure, recipients shall submit a receipt for the approved subsidy amount and a copy of visa-supporting documents issued by the host institution.
8. Post-Visit Obligations: Recipients must submit a study visit report within one month after returning. Final reimbursement may be processed only after the report is submitted. Recipients must also conduct a public experience-sharing session on campus within six months after the subsidy period.

9. Changes to the Visit Plan: Requests to change the visit period or study content must be submitted to the Office of Global Affairs with valid justification and approved before implementation.
Unauthorized changes may result in cancellation of eligibility or repayment of the subsidy.
10. Important Provisions: Recipients shall repay funding if application materials are false, visit content is altered without approval, criminal convictions result in imprisonment or deportation, or conduct harms national interests. Eligibility may be suspended during judicial proceedings. Leave requests during overseas visits shall follow NTHU regulations. Recipients are solely responsible for obligations arising from relationships with third-party institutions.
11. These Regulations shall take effect upon approval by the Office of Global Affairs Administrative Meeting.