

Pilot Subsidization Guidelines for Graduate Student Academic Discussion Groups

- I. So as to encourage master and doctoral students with academic experience to help newly enrolled graduate students acquire the skills and knowledge required to tackle their respective fields of study, conceptualize at an earlier stage the general scope and direction of research, and map out in advance future career prospects, the Center for Teaching and Learning Development of the Office of Academic Affairs at National Taiwan University shall endeavor to subsidize graduate students in need to self-organize academic discussion groups which have as their primary aim the facilitation of this goal. Such groups may focus their efforts upon topics relevant to academic thesis writing, including but not limited to research methodology, thesis writing formats, and bibliography reading, so as to guide newly enrolled graduate students towards consolidating the foundational knowledge and skillset required for future academic pursuits, and to more profoundly effectuate talent cultivating efforts.
- II. Application
 1. Applicant eligibility: Master or doctoral student currently enrolled at NTU.
 2. Group participant eligibility: Master or doctoral student currently enrolled at NTU; participants need not be of the same department.
 3. Application process: Applicant shall fill out the application form and send said form to the case officer's listed email address, and shall, after having passed review, fulfill enactment requirements within the enactment period as listed in the application form.
 4. Review criteria: group meeting feasibility, projected benefits, budgeting propriety.
- III. Notes on Enactment
 1. One enactment period shall not exceed 3 months, and a minimum of 2 meetings shall be held within one enactment period.
 2. The following shall be submitted upon completion of each enactment:
 - i. Attendance sheet, meeting minute.
 - ii. Discussion group results: teaching plans or guides (in textual or audiovisual format), primarily such as can be passed down for future newly enrolled graduate students to peruse or view as reference.
 3. Participants shall complete feedback surveys after each enactment.
- IV. Subsidy Standard
 1. Maximum subsidy amount per group is NT\$10,000.
 2. Subsidy budget shall be allocated based on the content of the submitted application and shall be implemented in adherence to NTU reimbursement rules. Items eligible for subsidization are as follows:
 - i. Lecturer seminar hourly fees: NT\$1,000/hour for on-campus lecturers, NT\$2,000/hour for off-campus lecturers.
 - ii. Miscellaneous material fees: including but not limited to printed handouts, stationery, and books.
 - iii. Food and meal expenses.
- V. Matters not covered herein shall be handled in accordance with guidelines to be announced such as is required by the Center for Teaching and Learning Development.

Graduate Student Academic Discussion Group Application Form

- Notes on Application
 1. Application submissions for 2023 shall be accepted up until September 30th of the same year, and shall be promptly reviewed once received.
 2. Completed application forms should be sent to [wanjihh@ntu.edu.tw](mailto:wanjhih@ntu.edu.tw).
 3. List of all participants' names and relevant information is to be filled out accurately and in full; participants need not be of the same department.

2023/4/28 Version

Date of Application (YYYY/MM/DD): _____

Discussion Group Name (Topic of Discussion)			
Projected Enactment Period (YYYY/MM/DD)	From <u>2023/</u> _____ to <u>2023/</u> _____		
Applicant (Contact)		Department and Year	
Student ID		Email	
List of Participants			
No.	Name	Student ID	Department
1			
2			

※ Insert additional rows to the List of Participants as required. Should there be changes to the participant members during enactment, an updated List is to be re-submitted.

I. Purpose of Application and Projected Goal

II. Means of Enactment

(Describe in detail the topic anticipated to be covered during enactment, such as research methodology, thesis writing formats, journal submission know-hows, literature review, theme-based research proposal writing techniques, or any other topics related to academic thesis writing. If this is a second-time application, explain how the Means of Enactment herein differs from that of the prior application.)

III. Anticipated Results

IV. Budgeting