

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

2019.11.06 Passed in 108 Academic Year 4th Program Meeting
2021.05.11 Passed in 109 Academic Year 7th 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 thesis at an international academic conference (poster or oral)
 - ii. Students' journal article submission
 - iii. Fieldwork or internship
 - 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. The
 - iii. article should be related to the research fields of Global Health and aim at
 - iv. academic journals indexed in SCI/SSCI/TSSCI.
 - v. Funding allocation is subject to faculty's discretion, all decisions are final
 - vi. Maximum Funding: NT\$20,000 per academic year (including everything such as print, review, edit, proofreading etc.)
- 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 attending and presenting thesis at an international academic conference (poster or oral), students' journal article submission, fieldwork or internship, outstanding performance and others 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 Student Affairs, at which time said rules will become effective starting from the day on which the public announcement is made.

Table 1:

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	10

國立臺灣大學全球衛生碩士暨博士學位學程研究生獎勵金施行細則

108.11.06 108 學年度第 4 次學程會議通過

110.05.11 109 學年度第 7 次學程會議通過

一、為規範國立臺灣大學全球衛生碩士暨博士學位學程（以下簡稱本學程）研究生請領獎勵金之事宜，依「國立臺灣大學研究生獎勵金實施辦法」訂定本細則。

二、符合下列條件之學生，得以申請研究生獎勵金：

- (一) 當學期確實註冊之在學全職研究生。
- (二) 願意參與學程教學及服務者，得申請勞僱型兼任助理津貼。

三、下列任一情況者，不得申請研究生獎勵金：

- (一) 研究生在學期間，如違反校規受記小過以上處分（處分確定之次月起未滿一年）者，不得申請及受領本獎勵金。
- (二) 陸生不得申請研究生獎勵金。

四、本學程研究生獎勵金分為獎助金及勞僱型兼任助理津貼兩類，研究生得兼領之。

(一) 獎助金

1. 旨在通過以下方式鼓勵參與個別研究且表現優秀的學生提供經濟上的獎勵及部分補助：

- (1) 出席國際學術會議並發表論文者（海報或口頭發表方式皆可）。
- (2) 投稿學術期刊
- (3) 田野調查或實習
- (4) 傑出表現獎勵。
- (5) 其他。

2. 獎助金可用以補助學生參與在台灣或在國外舉辦之國際會議

- (1) 學生須填寫申請表
- (2) 獎助金補助學生出席國際會議，每人每學年以補助 4 萬元為上限，且單篇發表論文不得重複申請補助。
- (3) 補助上限：
 - ①. 歐洲，美洲，非洲：NT \$ 40,000
 - ②. 大洋洲（澳洲，紐西蘭等）：NT \$ 30,000
 - ③. 亞洲：NT \$ 20,000
 - ④. 國內：NT \$ 5,000

- (4) 可於會議前一個月提出申請。
- (5) 獎助金將根據積分總和進行排名和評估(參考附表一)。
- (6) 受補助學生須於參加會議後提交相關報告及相片。

3. 投稿學術期刊

- (1) 學生於就學期間，以第一作者及學程名義刊登之學術論文
- (2) 投稿論文必須與本所研究領域有關，並發表於 SCI/SSCI/TSSCI 學術期刊。
- (3) 投稿學術期刊：本學程在學學生檢附申請書、文章抽印本向所辦公室提出

申請，送本所委員會議審核。

(4) 投稿學術期刊：申請案經審核通過者，發給補助出版相關費用(印刷費、審查費、編修費等)。申請者需檢具相關單據核銷，每人每學年以補助二萬元為上限。已獲得其他補助者不得重複請領。

4. 田野調查或實習：

(1) 學生須填寫申請表。

(2) 獎助金補助學生田野調查或實習，一年一次為限。

(3) 學程全體教師對於獎勵金補助之分配擁有最後裁量權。

(4) 補助上限：

①. 歐洲，美洲，非洲：NT \$ 40,000

②. 大洋洲（澳洲，紐西蘭等）：NT \$ 30,000

③. 亞洲：NT \$ 20,000

④. 國內：NT \$ 5,000

(4) 申請週期：每年6月及11月。

(5) 受補助學生須於完成田野調查及實習後，提交相關書面報告及相片。

5. 「參加國際會議」、「投稿學術期刊」、「田野調查或實習」，以及「其它傑出表現」之分配，由學程全體教師開會決定。

(二) 勞僱型兼任助理津貼：參與學程內有關教學或服務，擔任教學助理、行政助理等項目。

1. 擔任課程助教者，應協助授課教師教學相關事務，負責CEIBA平台之課程大綱建置及維護、課前準備、課堂協助及其他授課教師交辦事項。此項由授課教師加以考評。

2. 協助學程辦公室行政事務者，除負責協助學程辦公室行政運作外，也須支援學程相關活動辦理，應確實依值班表出席並完成各項交辦事項，若不克出席需事先請假。此項由學程主任或辦公室行政人員加以考評。

3. 領取勞僱型兼任助理津貼之研究生須與本學程訂定勞動契約，明定工作場所、工作時間、工作時數、工作期間、工作內容、工資、工作準則、契約終止及其他相關權利義務關係。

五、申請研究生獎勵金者應繳交下列文件：

(一) 申請書。

(二) 同意書。

(三) 外籍人士居留證影本乙份。

(四) 學生證影本乙份。

(五) 郵局存摺封面影本乙份。

(六) 申請勞僱型兼任助理獎勵金應檢附效期內之工作許可證。

六、獎勵金之申請及審查作業程序如下：

(一) 獎助金：本學程每學期公告接受申請之期限，研究生須備齊申請資料並於申請截止日前向學程辦公室提出申請，由學程相關會議進行審核，逾期不予受理。

(二) 勞僱型兼任助理津貼：由本學程及教師提供教學助理(以下簡稱助教)、行政助理等職缺，並公告由研究生提出申請，依本細則之規定經需求聘僱之學程辦公室或教師審查通過者擔任之。相關勞動契約依實際任用約定之。

(三) 獎勵金金額須評估校方每年實際分配金額及個人工作表現後公布。

七、受領勞僱型兼任助理津貼之研究生需接受學程主任或任職於學程教師之督導與評核；原則上每學期應至少評核一次，凡評核不適任者，經本學程書面通知改善，如未改善者得停止獎勵金之發給。

八、若學生對於獎勵金相關事宜有異議申訴時，應以書面方式提交學程會議討論，並協調後續相關事宜。

九、凡獲得本獎勵金之研究生，如有違反本細則之規定者，應停止受領獎勵金，並應繳回溢領之獎勵金。

十、本辦法未盡事宜，悉依「國立臺灣大學研究生獎勵金實施辦法」規定辦理。

十一、本細則經學程會議通過並送生活輔導組備查後，自發布日施行。

附表一

項目	評分內容	點數
1. 身分別		4
	碩士生	3
	學程辦公室兼職行政助理	1
2. 在台舉辦之研討會 (舉辦日期須於申請截止日前)	博士生	2
	碩士生	1
	口頭發表	2
	海報發表	1
3. 在國外舉辦之研討會 (舉辦日期須於申請截止日前)	博士生	2
	碩士生	1
	口頭發表	2
	海報發表	1
	亞洲區	1
	非亞洲區	3
4. 提交之出版品 (須在申請截止日之前, 被期刊接受或在您的申請期程內出版, 申請一次為限)	博士生	1
	碩士生	2
	傑出 (15%)	10
	優良(15-40%)	6
	甲類(TSSCI) (≥40%)	3
	其他	1
5. 於研討會所獲之獎項	博士生及碩士生	10