

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
2026.04.14 Passed in 114 Academic Year 10th Program Meeting
Amended Article 4, 5, 6, 8 and promulgated on 2026.04.24

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 assistantship stipend.

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

1. Graduate students who, during their period of study, violate university regulations and receive a disciplinary sanction of a minor demerit or more, shall not be eligible to apply for or receive this scholarship if less than one year has passed since the month following the finalization of the sanction.
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:
 1. Attending and presenting thesis at an international academic conference (poster or oral)
 2. Students' journal article submission
 3. Fieldwork or internship
 4. Outstanding performance award.
 5. Others
- b. Funding for international conferences can be in Taiwan or outside of

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Taiwan.

1. Students must fill out application form
 2. Students can only apply for funding once for each paper. The cap of subsidy per academic year is NT\$40,000 for each applicant.
 3. 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
 4. Applications should be submitted in accordance with the deadline announced by the program office.
 5. Funding will be ranked based on the sum of points (See Table 1) and discussed in relevant program meetings.
 6. Students must submit a report and photos following the completion of the conference.
- c. Journal article submission
1. Journal articles should be published during the student's period of enrollment, with the student as the first author and affiliated with the program.
 2. The article should be related to the program's research fields of Global Health and aim at academic journals indexed in SCI/SSCI/TSSCI.
 3. Current students of the program shall submit an application form and an offprint of the article to the program office, which will forward the application to the relevant program meeting for review.
 4. For applications approved after review, a subsidy will be provided to cover publication-related expenses (e.g., printing fees, review fees, editing fees). Applicants must submit relevant receipts for reimbursement. The subsidy is capped at NT\$20,000 per student per academic year. Students who have already received other funding for the same purpose are not eligible for duplicate claims.
- d. Fieldwork or internships
1. Students must fill out application form
 2. Students can only receive funding once a year
 3. Funding allocation is subject to faculty's discretion, all decisions are final.
 4. 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
 5. Two application cycles: Applications should be submitted in

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- accordance with the deadline announced by the program office.
6. Students must submit a written report and photos following the completion of the fieldwork or internship.
 - e. 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 decided and discussed in relevant program meetings.
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 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, working hours, job scope, salary, work evaluation criteria, contract duration, and other related rights and responsibilities.

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

1. Application documents
2. Photocopy of Alien Resident Certificate (ARC)
3. Post office or other bank account relevant information
4. Students applying for the employment type part-time assistantship subsidy should also submit acceptance of terms and conditions form, photocopy of National Taiwan University (NTU) Student Identification Card, and a valid work permit.

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

1. **Scholarship and Grant:** Each semester the program office will announce the application deadline. Applicants should prepare their application materials and submit relevant documents to the office before the deadline. Applications will be reviewed in relevant program meetings. Late applications will not be considered.
2. **Employment type part-time assistantship stipend:** Position openings for teaching assistant or administrative assistant will be announced by the program office. Applications will be evaluated by the program office or the hiring professors and suitable candidates will be selected following the procedures and rules in accordance to the operating procedures and regulations. Relevant contract will be signed based on the specifics of the job scope.

The amount of the award shall be subject to the actual allocation determined by the university each year.

Article 7: Graduate students receiving employment type part-time assistantship 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: If a student has any objections or wishes to appeal regarding matters related to the student incentives, they should inform the program in writing. Submitted cases will be discussed in relevant program meetings, and based on the decision, the program will assist in following up with appropriate actions.

Article 9: Any student who receives the incentive violates the provisions of these regulations shall have their incentive suspended and must return any funds received in excess.

Article 10: Any matters not specified in these regulations shall be governed by the provisions of the “National Taiwan University's procedures for implementing graduate student incentives.”

Article 11: These regulations shall come into force on the date of issuance, following approval by the program committee and submission to the Student Affairs Office, Student Assistance Division, for filing.

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Table 1:

| Type | Details | Points |
|--|---------------------------------------|--------|
| 1. Identity | PhD | 4 |
| | MS | 3 |
| | Part-time office workers | 1 |
| 2. International conference held in Taiwan | PhD | 2 |
| | MS | 1 |
| | Oral presentation at the conference | 2 |
| | Poster presentation at the conference | 1 |
| 3. International conference held outside of Taiwan | 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 (can only apply once per publication) | 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
115.04.14 114 學年度第 10 次學程會議
115.04.24 發布修正第四、五、六、八條

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) 依照學程辦公室公告期限內進行申請。
- (5) 獎助金將根據積分總和進行排名（參考附表一），並於學程相關會議進行討論決議。
- (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) 投稿論文必須與本學程研究領域有關，並發表於 SCI/SSCI/TSSCI 學術期刊。

(3) 本學程在學學生檢附申請書、文章抽印向本學程辦公室提出申請，送學程相關會議審核。

(4) 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

(5) 申請週期：依照學程辦公室公告期限內進行申請。

(4) 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，由學程相關會議進行討論決議。

(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) 外籍人士居留證影本乙份。

(三) 郵局或銀行帳戶等相關資料。

(四) 申請勞僱型兼任助理獎勵金應檢附同意書、學生證影本與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、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) 獎勵金金額因校方每年實際分配金額為準。

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相關會議討論，根據會議決議將協調處理後續相關事宜。

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 | 博士生 | 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 | 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 | 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（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 |