

National Tsing Hua University Taiwan Research Faculty In-Service Master's Program

Student Study Group Implementation Guidelines

January 26, 2017 October 27, 2022

1. Purpose: To enhance the learning environment and promote students' discussion and participation abilities, the Taiwan Research Faculty In-Service Master's Program (referred to as "the program") has established these guidelines to encourage students to form study groups.
2. Eligibility: All current students in the program are eligible to apply.
3. Implementation Guidelines:
  - (1) Study group themes encouraged by the program should primarily focus on advanced learning in Taiwanese literature and anthropology.
  - (2) The number of members in each group should be between three and five graduate students.
  - (3) Each study group should have a designated coordinator responsible for group affairs.
  - (4) The study group's operation is divided into three-month periods, with a minimum of three discussion sessions per period.
  - (5) Photographs should be taken during each group discussion.
  - (6) Within one month of concluding the study group, the group should provide relevant activity data, files, and records to compile into an outcome report, which should be submitted to the program. Groups that submit late will have all members disqualified from program grant schemes.
4. Financial Support for Study Groups: Financial support is calculated for each individual study group and can be applied for throughout the academic year. Please specify the budget in your application. The maximum total budget for

each study group is NT\$10,000. The program director will review the budget and decide on the financial support allocation. A maximum of four study groups will be supported each semester, with consideration for the fields of Taiwanese literature and anthropology.

5. Expense Reimbursement Notes:

(1) Coordinator's Salary: The coordinator's salary is calculated on an hourly basis with a maximum of NT\$3,300. Payment will be made according to the university's relevant accounting regulations. Hours worked before the start of the project are not included in the payment scope.

(2) Materials Expenses: The maximum budget for purchasing books, printing, and other materials is NT\$4,300.

(3) Meal Expenses: Study groups may apply for meal expenses during lunch and dinner, with a maximum of NT\$2,400. Each meal should not exceed NT\$100, and beverages are not eligible for reimbursement.

(4) All reimbursement procedures should follow the relevant regulations of the university's accounting office.

6. The application for a study group plan should be accompanied by a Study Group Application Form, which will serve as the basis for review. The contents should include the following:

(1) Study group name, member information, and coordinator details.

(2) Purpose of establishment.

(3) Expected schedule, meeting times, and location.

(4) Anticipated outcomes.

(5) Budget (please provide a detailed breakdown).

(6) Reference bibliography and other relevant information.

7. These guidelines will be effective upon approval by the program's academic

affairs meeting and are subject to revision.