

NTUB Subsidy Directions for Full-time Faculty Teachers' Participation in Short-term Educational Training

Approved by the University Faculty Evaluation Committee at the
2nd meeting of the 1st semester of Academic Year 2004 on
December 8, 2004

Amended and approved by the University Faculty Evaluation
Committee at the 1st meeting of the 1st semester of Academic
Year 2006 on September 6, 2006

Amended and approved by the University Faculty Evaluation Committee at the 2nd extraordinary meeting of the 2nd
semester of Academic Year 2006 on March 13, 2007

Approved by the University Faculty Evaluation Committee at the 2nd extraordinary meeting of the 2nd semester of
Academic Year 2013 on June 18, 2014

1. To administer subsidies for short-term education and training for faculty, National Taipei University of Business (hereinafter “the University”) hereby establishes these Guidelines pursuant to Article 7, Paragraph 1, Subparagraph 1 of the Ministry of Education’s Regulations Governing Incentives for Faculty Advanced Study and Research.
2. Faculty participation in short-term should not cause disruption to normal teaching.
3. Scope of subsidies: training programs offered by institutions duly approved and registered by government agencies, and classes commissioned by the Ministry of Education and conducted by universities and colleges (including credit-bearing classes), where the course content is related to instructional needs and has been reviewed and approved by the relevant departmental meetings.
4. Funding source: within each fiscal year, expenses shall be drawn from the educational training budget allocated to each department or division and covered at their discretion in accordance with their authority.
5. Subsidized items: limited to the **registration fee, training fee, or tuition** required for attending short-term programs. However, where applicable laws or the competent authority provide otherwise, such provisions shall govern.
6. Subsidy amount: training expenses are subsidized up to **NT\$20,000** per person per year, and reimbursed on an actual-cost basis according to receipts.
7. Application procedure: submit with recommendation by the department/division chair and approval by the Department Faculty Evaluation Committee, then forward to the President for approval. After completion of the training, the applicant shall attach the **approval letter, receipts for training expenses, a training report** (the word count is calculated by the number of training days, with 500 words per day as the general principle), and the **certificate of completion**, and file the subsidy application using the University Form C voucher attachment sheet. However, where the training expenses are

NT\$5,000 (inclusive) or less, the Department Faculty Evaluation Committee may authorize the department or division or office chair to conduct the preliminary review and submit the case to the President for approval.

8. These Guidelines shall be implemented after adoption by the University Faculty Evaluation Committee and approval by the President. Amendments shall follow the same procedure.