

National Taiwan Normal University
Center for Teaching and Learning Development
Subsidy Guidelines for Holding Gender Equity Education Series Events

Approved at the 49th Center Meeting on November 18th, 2010
Amended and Approved at the 38th Center Meeting of the 2011 Academic Year on June 11th, 2012
Amended and Approved at the 2nd Fall Semester Center Meeting of the 2013 Academic Year on August 8th, 2013
Amended and Approved at the 2nd Fall Semester Center Meeting of the 2017 Academic Year
Amended and Approved at the 1st Fall Semester Center Meeting of the 2018 Academic Year
Amended and Approved at the 14th Center Meeting of the 2019 Academic Year

- I. Legal basis: Article 1 and Article 6 Paragraph 1 Subparagraph 3 of the “Gender Equity Education Act”, and Article 9 of the “National Taiwan Normal University Gender Equity Education Enforcement Guidelines”.
- II. Goal: The “National Taiwan Normal University Center for Teaching and Learning Development Subsidy Guidelines for Holding Gender Equity Education Series Events” (hereinafter referred to as the Guidelines) has been drafted for the purposes of deepening understanding of gender equity among university faculty and staff; promoting substantial equality of different genders, eliminate gender discrimination and protect human dignity; and encouraging all colleges and centers to hold gender equity education series events.
- III. Target: All departments, institutes, College of Teacher Education, and Center for General Education of National Taiwan Normal University (hereinafter referred to as the University).
- IV. Qualification: Applicants must be colleges or centers of the University. With the approval of the chairs of colleges, departments, institutes, or centers, submit the subsidy application to Center for Teaching and Learning Development (hereinafter referred to as CTLD). In principle, each college and center are eligible for two event subsidies each semester.
- V. Application Process:
 - A. Applicants should apply during the timeframe announced by CTLD each semester. Applicants must complete an event application form.
 - B. After the application deadline, CTLD shall notify the result after reviewing the applications.
 - C. Review will consider events’ goals, scale, expected attendance, invited attendees, and achievements of previous subsidies in principle. Review standards shall be drafted separately.
- VI. Standard for Subsidy:
 - A. Upon approval, subsidized items shall be categorized based on event type, and actual expenses incurred shall be covered on a reimbursement basis in principle. Standards for the subsidy are as follows:

1. Lecture or symposium: Maximum subsidy is NT\$4,000. Eligible expenses for reimbursement include hourly fee for lectures.
 2. Exhibition, seminar or conference: Maximum subsidy is NT\$5,000. Eligible expenses for reimbursement include hourly fee for lectures, material and supply expenses, printing and binding expenses, and postage.
- B. Applicants may apply for subsidy based on the type of event; however, eligible expenses for reimbursement and the amount of total subsidy shall be determined by CTLD.

VII. Notes

- A. Approved events should be held in accordance with the details submitted on the application form. Subsidies for events that deviate from such details, or change the time or venue without informing CTLD beforehand, shall be revoked.
 - B. To facilitate university fiscal settlement, colleges and centers applying for events that would be held in December should conclude their events before December 15th to expedite reimbursement processing.
 - C. Submit event records (including event photographs, textual records, and feedbacks and suggestions; relevant forms shall be designed by CTLD separately) to CTLD within two weeks of the conclusion of the event.
 - D. On the day of the event, CTLD staff may attend the event to observe. Deviations from details stated in the application and discrepancies between event records and the goals stated in the application will serve as important references for any future applications for the subsidy.
- VIII. The current Guidelines and all of its subsequent amendments shall be implemented once approved by the CTLD Meeting.