

## Guidelines for Student Overseas Travel Grants of the School of Forestry and Resource Conservation, National Taiwan University

### 1. Purpose:

To encourage students of the department (including undergraduate, master's, and doctoral students) to actively participate in international academic conferences, training workshops, or student exchange programs, thereby promoting international exchange and broadening their global perspectives, these guidelines are hereby established.

### 2. Scope of Subsidy:

The grant covers part of the travel expenses, including airfare, registration fees, and living expenses. Priority will be given to applicants who are presenting papers at conferences.

### 3. Required Application Documents:

- (1) Application form.
- (2) Academic transcripts.
- (3) Letter of acceptance from the conference or course; for those presenting papers, an abstract of the paper must also be included.
- (4) One letter of recommendation from the applicant's academic advisor.

### 4. Application Deadline and Amount of Grant:

The application period and amount of funding will be announced separately by the department chair based on the annual budget allocated by the university.

### 5. Review Process:

The department chair will convene a review committee of four full-time faculty members (preferably those without recommended applicants) to assess the applications.

### 6. Implementation:

These guidelines shall be implemented following approval by the Department Affairs Meeting. Any amendments shall follow the same procedure.