National Chengchi University - Rules Governing Subsidies for Language Exchange Groups

The Rules were approved on April 9, 2008 by the Academic Cooperation Division of the Center for International Education and Exchange.

The amended Rules were approved on July 7, 2008 by the Academic Cooperation Division of the Center for International Education and Exchange.

The amended Rules were approved on July 29, 2009 in the meeting of the International Cooperation Committee.

Article 1 The Rules are established by the National Chengchi University (hereinafter referred to as "the University"). The purpose is to offer financial subsidies to encourage students to organize language groups within the University, thereby elevating their oral language proficiency and facilitating the sharing and interaction between local and international students.

Article 2 The proposer of the language group shall organize various activities for conversation practice. Students who are interested in or are intending to improve their proficiency in the specific language may join the language group to practice conversation and share cultural experiences.

Article 3 The proposer of any language group shall meet the following qualifications:

1. He/she is a formally admitted student who has completed registration with the University, a foreign exchange student, a student of the Chinese Language Center (who is currently an undergraduate or above in local or international colleges or universities), or a student who has previously taught in the language group with good teaching performance.
2. He/she possesses good proficiency in a specific language.
3. Foreign students should hold an Alien Resident Certificate (ARC) or have a Republic of China ID Record of Number.

Article 4 The proposer of the language group should submit the following documents to the Office of International Cooperation (hereinafter referred to as "the OIC") of the University for review:

1. Application form.
2. Activity Plan for the language group.
3. One copy of the education certificate or school status certificate.
4. Personal CV.
5. Any other favorable information for the application.

Article 5 In principle, the University shall accept applications for the subsidy two times in each semester. The actual timeframe for submitting the application shall be announced by
the OIC. No application shall be accepted after the deadline.

The University may, when considered necessary, sponsor the language-exchange activities during summer and winter vacation.

Article 6  Review Procedures:

The First Stage: The OIC shall review the written information submitted, including the personal profiles of the proposers and the activity plans.

The Second Stage: The OIC shall inform the shortlisted candidates for interviews. Candidates who have passed the interview shall be confirmed as the conveners of the language groups.

Article 7  The duration of each language group shall be five weeks. At least five language exchange activities should be arranged within the period. The duration of each session should be at least two hours.

Each language group should have at least two members (maximum of ten).

Article 8  In principle, a subsidy of NT$3,000 shall be distributed to the convener of each language group for each term.

Article 9  The convener of a language group must abide by the following rules:

1. A maximum of four language groups may be organized each term.
2. A language group should not be concurrently engaged in two or more different languages.
3. If the language group activity needs to be suspended for any reason, the convener should advise the group members and the OIC in advance, and complete the required hours within the specified deadline for the term.
4. Where a language group is unable to complete the required hours within the specific term, the amount of the financial subsidy shall be reduced on proportionate basis based on the actual number of hours completed.
5. Any convener found to be seriously incompetent shall be barred from applying for a financial subsidy for the following term.
6. Conveners who intend to apply for a financial subsidy for the following term after having received one previously are still required to re-submit a proposal.

Article 10  Language group members must abide by the following rules:

1. Each student should only attend one language group each time.
2. If students wish to cancel their enrollment after the deadline for enrollment, but
before the beginning of the activities, they should inform the OIC so that a replacement can be arranged accordingly. Cancellation of enrollment shall not be accepted after the activities have commenced.

3. Members of a language group should obtain the agreement of the convener if they wish to ask for a leave for any reason. However, only one absence shall be accepted.

4. Students who have been absent (including authorized leave-of-absence) more than twice shall forfeit the right to participate in language groups for five consecutive terms thereafter.

Article 11 The University shall transfer subsidy amounts on a monthly basis into the account of the convener (i.e., financial institution or post office account).

Article 12 The Rules shall be implemented after they are resolved by the International Cooperation Committee of the OIC and approved by the President of the University.