

Guidelines Governing National Taiwan Normal University Donor Scholarship Management

Amended and approved at the 341st Administrative Committee on October 9, 2013

Amended and approved at the 357th Administrative Committee on October 11, 2017

Approved at the 367th Administrative Committee on March 11, 2020

Approved at the Scholarship Management Committee in 2020-2021 academic year on March 30, 2021

Approved at the 372nd Administrative Committee on May 26, 2021

1. These Guidelines are established to accept donor scholarships from individuals or organizations and use them effectively to cultivate outstanding young people, so they may pursue their studies with peace of mind and strive for a more positive future.
2. Donor scholarships are accepted to help students in this University. The target recipients are:
 - (1) Students in graduate programs.
 - (2) Students in undergraduate programs.
 - (3) Students of a specific department or a specific type.
3. The University accepts donor scholarships from the following entities:
 - (1) Businesses or educational or academic sectors at home and abroad.
 - (2) Public and private institutions (organizations).
 - (3) Groups or individuals.
4. The recipient criteria for the scholarship set up by donor may be specified by the donor. If not specified, the University shall coordinate the allocation and disbursement of the scholarship.
5. Donor scholarships shall be classified into two types. One is where the donor scholarship fund designates its principal and related income for use as the scholarship; the other is the donation of a certain amount towards a scholarship on an annual basis. All donations are deposited into a designated account in the University Fund.
6. Donations shall be receipted, contracts be signed and guidelines be established. Regular reports shall be made on the use of donations and appropriate gratitude be expressed to the donors in accordance with relevant regulations.
7. The name of the donor scholarship may bear the name of the donor or be designated by the donor as a token of appreciation.

8. The amount of each scholarship shall be at least NT\$10,000 per year for each student.
9. The National Taiwan Normal University Scholarship Management Committee (the "Committee") is established to coordinate the management of the donor scholarships.
10. The tasks of the Committee are as follows:
 - (1) Safekeeping, deposit, and utilization of various scholarship funds.
 - (2) Planning of donor scholarships and their disbursement.
 - (3) Other matters related to various scholarships.
11. The Committee shall consist of 15 to 19 members. As the chairperson, the University President appoints the Vice President, Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for General Affairs, Vice President for International Affairs, deans of each college, the secretary-general, and executive director of the accounting office to serve as members.
12. The Committee shall have one executive secretary, two financial officers, and two operations officers to handle Committee affairs. They shall be relevant University staff appointed by the President to serve without compensation.
13. The Committee shall meet once a year and extraordinary meetings may be convened when necessary.
14. All scholarships are allocated according to the criteria specified by the donor and will be reviewed and disbursed by the beneficiary unit. Regulations for the administration and awarding are stipulated separately.
15. If the donated amount and related income are insufficient to grant at least one scholarship recipient per year, the original donor may be consulted to increase the donation amount or the scholarship may be merged into a joint scholarship, where the recipient and amount will be further determined the Committee.

If the donor or their family members in the preceding paragraph fail to respond after three written notifications or public announcements, the Committee may consider and approve the donation to be merged into a joint scholarship for disbursement.
16. The accounts of scholarship deposits and disbursement expenditures shall be settled once a year, and an income and expenditure report be prepared and submitted to the Committee in January each year.
17. If the University is ordered to be merged or abolished, all remaining assets of the Committee shall be declared to the Ministry of Education or be taken over by a relevant authority designated by the Ministry of Education.

18. The Guidelines and any amendments thereto become effective after approval by the Administrative Committee and ratification by the University President.