

National Taiwan Normal University Incentive Program for Student Participation in Student Affairs Research and Development

Approved at the Student Affairs Office Meeting on May 27, 2021

1. Purpose: This incentive program is established to integrate student affairs concept and research and to improve the performance of assessing student affairs work. The Office of Student Affairs (the “OSA”) encourages students at this University to conduct studies on student affairs, thereby cultivating students’ problem-solving skills and facilitating student participation in campus affairs. It aims to enable good practice of student affairs founded on the concept of student-centered education and evidence-based practice.
2. Targets: Any student enrolled in the University, except for students (including doctoral and master’s degree or on-the-job students) who are faculty or staff members of the University.
3. Implementation:
 - (1) Application: Students applying for the incentive program shall submit the application form (including the authorization letter, as attached in the appendix) and research proposal within the application period and send relevant documents to the OSA. In principle, each student may apply once per semester. The research applying for the incentive program must be an unpublished manuscript. Published articles are not eligible for the program.
 - (2) Research topics must be related to the University’s student affairs issues. These may include student life assistance, orientation for freshmen, adviser system, extracurricular activities, student rights, service learning and social participation, holistic literacy development, healthy campus, student counseling, industry internship and career development, campus safety, student subculture studies, school environment and student development, friendly campus, and school-community relations.
 - (3) Research advisor and professional consultation: Students who wish to apply

must be recommended by a research advisor and an OSA consultant before they can submit the application.

- (4) Proposal review: The research project applying for the program will be reviewed and approved by a panel of experts and scholars hired by the OSA. At the end of the project, research findings shall be submitted, and an oral presentation must be given at one of the program-related OSA meetings.
4. Project execution period: The research period starts from August 1st of each year and ends at the end of June of the following year.
5. Research results shall include research background and purpose, literature review, research design and implementation, research results and discussion, conclusions and recommendations, and references (in APA format). The total word count should be no more than 15,000 words. The student shall submit the research results upon the approval of the research advisor and OSA consultant within one month after the end of the project execution period.
6. Incentives:
 - (1) Reward for first-phase research proposal review: Each proposal that passes the review will be awarded NT\$2,000 and a certificate of selection.
 - (2) Reward for second-phase research results evaluation: One project will be chosen as a distinguished study and awarded a certificate of merit and a reward of NT\$20,000; two projects will be chosen as outstanding studies and each awarded a certificate of merit and a reward of NT\$8,000; special mention will be given qualified studies, where each will receive a certificate of merit and a reward of NT\$5,000.
7. Source of funding: Supported by the education and training funds allocated by the OSA for that year.
8. If a research project rewarded by this incentive program (including both review award and evaluation award) is to be rewritten and submitted for publication in the future, a note must be added at the end of the paper: "This research is supported by the National Taiwan Normal University Incentive Program for

Student Participation in Student Affairs Research and Development.”

9. Matters not detailed herein may be supplemented according to actual needs at the time of announcement.
10. This program and any amendments thereto shall take effect after approval by the OSA Student Affairs Office Meeting.