

# **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

Approved at the Student Affairs Office Meeting on August 24, 2022

Approved at the Student Affairs Office Meeting on June 17, 2025

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 The research applying for the incentive program must be an unpublished manuscript.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 first-year student, adviser system, extracurricular activities, student rights, social engagement and civic practice, holistic literacy development, healthy campus, student counseling, industry internship and career development, student housing and learning, campus safety, student subculture studies, school environment and student development, friendly campus, and school-community relations.

- (3) Research adviser and professional consultation: Students who wish to apply must be recommended by a research adviser and an OSA consultant before they 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. An extension may be requested in the event of special circumstances.
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 adviser 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.

## Application for NTNU Incentive Program for Student Participation in Student Affairs Research and Development

<b>Researcher Name</b>		<b>Department/Graduate Institute</b>	
<b>Tel</b>		<b>Email</b>	
<b>Title</b>			
<b>Topic (Tick one)</b>	<input type="checkbox"/> Student life assistance <input type="checkbox"/> Orientation for first-year student <input type="checkbox"/> Adviser system <input type="checkbox"/> Extracurricular activities <input type="checkbox"/> Student rights <input type="checkbox"/> Healthy campus <input type="checkbox"/> Social engagement and civic practice <input type="checkbox"/> Student counseling <input type="checkbox"/> Holistic literacy development <input type="checkbox"/> Campus safety <input type="checkbox"/> Industry internship and career development <input type="checkbox"/> Student subculture studies <input type="checkbox"/> Student housing and learning <input type="checkbox"/> Friendly campus <input type="checkbox"/> School environment and student development <input type="checkbox"/> School-community relations <input type="checkbox"/> Other:		
<b>Abstract (300-500 words)</b>			
<b>Keywords (max. 5)</b>			
<b>Researcher Signature</b>	<b>Office of Student Affairs consultant Signature</b>		
	<b>Research adviser Signature</b>		

Note: 1. This incentive program is focuses on research on topics related to student affairs of this University.

2. The researcher is required to ask an Office of Student Affairs staff member whose function is related to the research topic to serve as the OSA consultant and sign the application form.
3. In addition to the above-mentioned application form, the researcher is required to submit a research proposal, which should include the research background and purpose, literature review, research design and implementation, and references. The word count should not exceed 3,000 words.

# **Authorization Letter**

## **NTNU Incentive Program for Student Participation in Student Affairs Research and Development Licensing Agreement**

The undersigned, the copyright owner of the following work, authorizes the Office of Student Affairs (the "OSA") to use the author's work within the scope of the authorization hereunder as necessary for the purpose of carrying out the NTNU Incentive Program for Student Participation in Student Affairs Research and Development undertaken by the OSA.

1. Author's warranties:

The author warrants that they have the right to authorize the use of this work, and that the work does not unlawfully infringe upon the copyright or the rights of others.

2. Scope of authorization:

(1) Exploitation: The OSA may use the work in the following methods as stipulated in the Copyright Act.

Reproduce   Public broadcast   Public display   Distribution

(2) Territory (place) of use

No restriction.

(3) Time to use:

No restriction.

(4) Number of times of use:

No restriction.

(5) Sub-licensing:

The OSA may sub-license a third party to make the above-mentioned use

(6) Royalty

No compensation. (This incentive program has already granted the recipient with a reward and no royalty will be given.)

(7) Others:

This agreement is made to

Office of Student Affairs, National Taiwan Normal University

The undersigned is the copyright owner:

ID number:

Address:

Date:

(yyyy/mm/dd)