National Taiwan Normal University Implementation Guidelines Governing Cultural and Recreational Activities

國立臺灣師範大學文康活動實施要點

Amendments passed during the 363rd Administrative Meeting on March 13, 2019

1. These Guidelines have been formulated with a view of promoting faculty and staff members' recreational activities, ameliorating rapport among faculty and staff members, enhancing physical and mental health, and improving quality of life. These Guidelines shall apply to all faculty and staff in National Taiwan Normal University (hereinafter referred to as "the University"), including chair professors, professors (Visiting) and lecturers(contract), assistant professors(Contract), research fellows(Contract), staff and temporary workers, full-time student workers, and retirees. The funding for the cultural and recreational activities under these Guidelines shall be paid under the heading "sports activity fund," except that expenses associated with retirees shall be drawn from relevant accounts on retirement care.

2. In consideration of the large number of faculty and staff in the University, and the divergent operating and work schedules among respective units, it may be difficult for activities to be organized at a university-wide level; hence, each unit shall handle activities separately.

3. When a unit plans to organize a cultural or recreational activity, the head of the organizing unit shall designate a responsible person for putting forward a concrete proposal specifying the time, location, itinerary, means of transportation, and a list of participating faculty and staff and their family members, which in principle shall total no fewer than 20 individuals. The activity is eligible for subsidy application only after having being registered with the Office of Human Resources in advance and after approval by the President.

4. With respect to the funds for the holding of cultural and recreational activities, a university unit, in addition to seeking its own funds for such purposes, shall be eligible to receive subsidy from the University for each faculty and staff member. To be granted on a discretionary basis and only once per person per fiscal year, said subsidy shall be used for transportation fares, meals, and other expenses, which shall be applied for reimbursement by the person in-charge with the presentation of invoices within one week after the date of activity and based on the actual number of participating faculty and staff members.

5. December each year marks the end of the fiscal year; hence no subsidy application shall be allowed in said month.

6. In general, all cultural and recreational activities organized by respective units shall be one-day events and ideally held on holidays, so as not to affect their normal course of operations.

The English version is provided for reference only. The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.

For safety precaution, those who hire coaches for transportation shall purchase travel insurance.

7. Various individual recreational activities are assisted and promoted by the Office of Human Resources. An individual club formed by 40 or more like-minded people may register at said Office by submitting a copy of the club's charter. Prize awards for university-wide competitions held by individual clubs may, upon approval by the President, be granted on an individual-case basis but this shall be limited to once every fiscal year.

8. These Guidelines, and any amendments hereto, shall be implemented after approval by an Administrative Meeting.

The English version is provided for reference only. The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.