National Taiwan Normal University Social Action Incentive Program

Approved at the Student Affairs Committee in the second semester of the 2024 academic year on March 26, 2025

1. Purpose: The NTNU Social Action Incentive Program (hereinafter referred to as "the Program") is established to encourage students at National Taiwan Normal University (hereinafter referred to as "NTNU") to proactively propose initiatives addressing social issues (hereafter referred to as "social action initiatives") and to enhance their competencies in social engagement. The Program seeks to integrate students' professional knowledge with practical applications, thereby cultivating outstanding talents in social practice.

2. Eligibility and Requirements

   (1) Applicants must be currently enrolled undergraduate, master's, or doctoral students at NTNU.

   (2) Applications may be submitted individually or as a team. Team members may include NTNU faculty and staff or students from other public higher education institutions in Taiwan; however, more than 50% of members in a team must comprise NTNU students.

   (3) each individual may serve as the principal applicant for only one proposal per semester.

   (4) Applicants selected in the first stage of review must participate in activity-related risk management training sessions organized by the NTNU Holistic Education Center (hereinafter referred to as "the Center").

3. Application Period and Procedures: Applicants must submit their applications according to the schedule announced by the Center and provide the following materials:

(1) The NTNU Social Action Incentive Program Application Form.

(2) A proposal for review, limited to 3 to 5 pages, detailing the following information: project title, background and objectives, service site and target population, implementation methods, risk management plan, division of responsibilities and timeline, and expected outcomes.

(3) Implementation period: In principle, the project should be completed within one semester; extension to a full academic year is permissible when necessary.

4. Project Themes and Guiding Principles

(1) Project themes shall be conceived independently by the proposing team and may include, but are not limited to, the following areas: ecological and environmental protection, educational guidance, healthcare, cultural preservation, community development, social welfare, recreational and sports activities, and international service.

(2) Each social action initiative must incorporate a comprehensive plan that includes the following components: needs assessment, issue exploration, preparatory work, implementation, guided reflection, dissemination of outcomes, and evaluation.

5. Incentive Mechanisms

(1) First-stage incentive:

a. The outcome of the review shall be determined based on actual evaluation scores.

b. Incentive amounts will range from NT$1,000 to NT$3,000 per project, depending on the assigned evaluation tier.

c. Selected individuals or teams must submit a mid-term progress report within the designated deadline in order to claim the first-stage incentive.

(2) Second-stage incentive for selected teams with outstanding performance:

    a.   Upon completion of the initiative, applicants must submit a final implementation report by the specified deadline.

    b.   A total of three top-performing projects will be selected, alongside several outstanding mentions. The first-place project will be awarded NT$15,000, the second-place NT$12,000, the third-place NT$9,000, and each outstanding mention NT$6,000. The selection committee reserves the right to withhold awards if necessary.

    c.   Award recipients are required to send representatives to present their outcomes at the achievement-sharing session.

6. Review Committee and Procedures: The review at each stage shall be conducted by a committee composed of three to five experts and scholars invited by the Center, along with one student representative. If no applicants or submissions meet the required criteria, awards may be withheld.

7. Applicant teams consisting of 10 or more members may apply for the support of an "action navigator" to assist with implementation and reflective practices. All related procedures shall follow the NTNU Action Navigator Guidelines.

8. The funding required for the Program shall be provided through designated funds managed by the Center.

9. Any matters not covered in the Program shall be publicly announced as necessary in accordance with actual needs.

10. The Program and any amendments thereto shall be implemented upon approval at the Student Affairs Committee.

National Taiwan Normal University Social Action Incentive Program Application Form

Version Date: March 2025

Title	
Theme	□ Community Development □ Local Industry □ Environmental and Ecological Protection □ Cultural and Creative Industries □ Care for Disadvantaged Groups □ Other Social Issues (please specify:); please briefly describe the content and implementation method of the social action initiative.
Category	□ Community Service □ Service in Rural or Remote Area □ Local Revitalization □ Return-to-Hometown Service Camp □ Thematic High School Camp □ Other Categories of Social Action (please specify)
Relevant SDGs	□ SDG 1: No Poverty □ SDG 7: Affordable and Clean Energy □ SDG 2: Zero Hunger □ SDG 8: Decent Work and Economic Growth □ SDG 3: Good Health and Well-being □ SDG 9: Industry, Innovation and Infrastructure □ SDG 4: Quality Education □ SDG10: Reduced Inequalities □ SDG 5: Gender Equality □ SDG11: Sustainable Cities and Communities □ SDG 6: Clean Water and Sanitation □ SDG12: Responsible Consumption and Production □ SDG13: Climate Action □ SDG14: Life Below Water □ SDG15: Life on Land □ SDG16: Peace, Justice and Strong Institutions □ SDG17: Partnerships for the Goals
Practice Site (Please add rows to this form as needed)	□ Fixed practice site: _____ (please provide the site's full name) □ Nonfixed practice site： Please define the site _____
Applicant	Name: College/department and student ID: Contact number: Email:

Applicant signature	Application Date:　　　Year　　Month　　Day
Statement on Compliance with Academic Ethics	The planning and documentation submitted during the application stage of this initiative comply with principles of academic ethics. All listed participants have confirmed informed consent.
Review Outcome	□ Approved □ Rejected:＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

National Taiwan Normal University Action Navigator Guidelines

1. Purpose: To strengthen students' competencies in social practice and their skills in facilitating reflective guidance, the National Taiwan Normal University (NTNU) Action Navigator Guidelines (hereinafter referred to as "the Guidelines") have been implemented as per Article 7 of the NTNU Social Issues Action Incentive Program (hereinafter referred to as "the Program"). Through participation as action navigators in the Program, students are expected to enhance their learning outcomes and reflective capacity.

2. Learning Content:
   (1) Action navigators are required to submit an application form that includes a detailed plan outlining the stages of the social action initiative. This plan should address the following components: needs assessment, issue exploration, preparatory work, implementation, guided reflection, outcome sharing, and evaluation. The form must also clearly articulate the expected learning outcomes.

   (2) Action navigators are expected to actively engage in learning activities related to reflective guidance and work toward achieving their self-defined learning objectives. If challenges arise, they may seek assistance from the Holistic Education Center (hereinafter referred to as "the Center").

   (3) By the end of the semester, action navigators must submit a reflective learning record related to their role in the social action initiative. This document will be reviewed by the Center and will serve as the basis for learning assessment and reward eligibility.

3. Eligibility and Application Procedures for Incentives:
   (1) Eligibility: Action navigators must be full-time undergraduate, master's, or doctoral students at NTNU who possess foundational knowledge in social practice and demonstrate an interest in developing skills in reflective guidance.

   (2) Application period: Applications must be submitted in conjunction with the written proposal for the Program within the announced timeline.

(3) Required application materials: One completed Action Navigator Incentive Application Form must be submitted.

(4) Review of incentive applications

    1. Evaluation criteria

        (1) Learning outcomes of the social action team and peer evaluations: 30%

        (2) Completeness and execution of the social action initiative guidance plan: 40%

        (3) Degree of participation in the action navigator training workshop: 30%

    2. Review process

    Action navigators must submit a reflective learning record by the announced deadline before the conclusion of the social action initiative. The evaluation committee will assess the submitted record and assign a performance grade to determine the incentive award.

    3. Composition of the evaluation committee

    The committee shall consist of the Vice President for Student Affairs, the Director of the Center, and 3 to 5 internal and external academic experts.

4. Incentive Disbursement and Timeline: Incentives will be awarded based on the evaluation of the submitted learning records. Two levels of incentives are available, with NT$6,000 for winners of the distinction award and NT$4,000 for winners of the merit award. Incentive payments will be disbursed in the month following approval.

5. All expenses related to the Guideline shall be covered by the designated funds of the Center, subject to the annual approved budget allocation.

6. Any matters not addressed in the Guidelines may be announced separately in accordance with actual needs.

National Taiwan Normal University
Action Navigator Incentive Application Form

Description:

1. Purpose:

   The Social Action Incentive Program is established to enhance students' competencies in social practice and reflective facilitation. Through participation in this program and service as an action navigator, students will undergo training provided by the implementing unit of the program, thereby strengthening their learning outcomes.

2. Eligibility: Applicants must be full-time undergraduate, master's, or doctoral students at National Taiwan Normal University. They should possess fundamental knowledge of social practice and demonstrate an interest in developing reflective guidance skills.

3. Applicants must submit a completed application form, which shall include a detailed plan outlining the progression of the social action initiative. The plan must address the following aspects needs assessment, issue exploration, preparatory work, implementation, guided reflection, outcome sharing, and evaluation. It should also clearly specify the expected outcomes.

4. By the end of the semester, action navigators are required to submit a reflective learning record related to their facilitation of the social action initiative to the Holistic Education Center. This record will be used as the basis for both learning assessment and incentive eligibility.

5. Evaluation Criteria for Application:

   1. Learning outcomes of the social action team and peer evaluation: 30%

   2. Completeness and execution of the social action initiative guidance plan: 40%

   3. Level of participation in Action Navigator training workshops: 30%

Category	□ Community Development □ Local Industry □ Environmental and Ecological Protection □ Cultural and Creative Industries □ Care for Disadvantaged Groups □ Other Social Issues (please specify:); please briefly describe the content and implementation methods of the social action initiative.			
Applicant	**Name**		**Student ID**	
	College		**Department**	
	Email		**Contact number**	

	Class level	□ Undergraduate program (Year: __) □ Master's program □ Doctoral program

I. Guidance Planning Process for Social Action Initiative

Please provide a brief description of your planned process as an action navigator.

Process Planning
Social practice facilitation process plan Example: The process is divided into the following four stages: (1) Preparation stage (e.g., identifying needs, planning human resource management, and arranging pre-event training) (2) Implementation stage (e.g., executing activities and service in the designated site) (3) Reflection stage (e.g., writing reflection forms and arranging group sharing sessions) (4) Outcome-sharing stage (e.g., poster presentations, production of final reports, and promotional videos)

II. Expected Outcomes of Social Action Initiative

Please provide a brief summary.

Expected Outcomes
Please describe the anticipated outcomes in both quantitative terms (e.g., data summaries and learning performance metrics) and qualitative terms (e.g., personal reflections and multimedia outputs).

Action Navigator Incentive Application—Bank Account Information Verification Form

Navigator Name		National ID	
Project Title			

National ID (front side copy)	**National ID (back side copy)**
Attach here	**Attach here**

Bankbook Cover Copy		
□ Bank	Bank Code: Branch Code: Account Number:	
You may refer to http://www.fisc.com.tw/tc/service/branch.aspx for the 3-digit bank code and 4-digit branch code。		
□ Post Office	Post Office Code: 700 Branch Code: Account Number: (14 digits)	
Attach the bankbook cover copy here (loose attachment is acceptable)		

＊Please ensure that all copies are clear. To avoid errors in account information, use print handwriting.

＊This form must be submitted together with the reflective learning record at the end of the semester.

Applicant signature (after confirming the information):_____

Date: Year   Month   Day