

# **National Taiwan Normal University Library Student Study Group Subsidy Guidelines**

## **A. Objective**

These Guidelines were established to encourage the University's students to learn, read, and discuss their studies, so as to improve the effectiveness of peer learning.

## **B. Eligible individuals**

Undergraduate and graduate students of the University and students in the NTU Triangle Alliance.

## **C. Application Requirements**

Any five to ten students from the University or the NTU Triangle Alliance can form a study group, and the application must be submitted by a student from the University.

## **D. Application method and procedures:**

I. Within two weeks from the beginning of each semester, each study group may submit an application to the National Taiwan Normal University Library (hereinafter referred to as the "Library") to organize a study group. Students may join more than one study group, but may not be the applicant for two study groups or more (inclusive).

II. The processing unit will invite three to six scholars and experts from inside and outside the University to review the application and score it according to the review standards:

### **III. Review standards:**

(I) Are the goals of the study group clear and specific?

(II) Is the content design of the study group in line with the theme?

(III) The completeness and feasibility of the progress planned by the study group

(IV) The expected outcomes are tangible and can achieve the learning objectives

(V) The effectiveness of the previous subsidy project

All applications are subject to review by the Library, and study groups with the highest scores will be awarded subsidies.

IV. The list of subsidy recipients will be announced within one month after the application deadline.

## **E. Implementation:**

I. Each study group may appoint a leader to handle various affairs of the study group.

II. Study groups are recommended to meet 2 to 3 times per month, in principle, and may not meet fewer than 5 times per semester.

III. Application matters of study groups include:

"Standard literature": It is recommended to read standard literature or masterpieces of the subject

"Special Topic Discussions": It is recommended to choose a topic based on the group's interests for in-depth study

"Teaching Seminar": Teacher cultivation and teaching design

"Growth and Exploration": Personal growth and career development

"Language Learning": Improve and enhance foreign language skills and create a bilingual learning environment

**(Priority will be given to non-club, non-exam, non-certification preparation, and non-course subject study groups).**

F. Progress report and reward methods:

I. Study groups are recommended to complete a study log after each discussion, and upload a mid-term and final progress report according to the timeline, which will serve as the basis for subsidies.

II. Study groups are required to participate in the final progress presentation. The presentation will take the form of a briefing to share learning experiences. There is no limit on the format, the report time is within 5 minutes, and it must be submitted one week before the progress presentation. The content may include (1) research topics (2) records of the process (3) thoughts and reflections (4) future prospects (5) summary of study. Study groups must upload the file to the Moodle platform.

III. The records, reports, and outcomes provided by study groups will be reviewed by a selection committee formed by teachers in related fields invited by the Library. The Library will select and reward the best study groups based on the review principles, such as completeness, execution rate, and creativity of the presentation.

Final progress presentation and selection criteria:

Scores assigned by committee members	80% of the total score	Presentation:	Completeness of the structure and creativity of the content
		Oral report:	The presenters' understanding and familiarity with the content, the consistency between direction and theme, and the overall implementation results meet expectations
Regular operation of the organization	20% of the total score	Report submission:	Mid-term study group operation records, complete progress reports, final progress presentation, and administrative documents

G. Remarks:

- I. Voluntary termination: If a study group decides to terminate its study plan in the middle of the semester, all members must sign the application form, which must be submitted within the specified period during the semester. Once the study group is terminated, no subsidy will be distributed and the amount already subsidized must be returned.

H. Principles for providing subsidies and issuing certificates:

- I. The subsidy item of these Guidelines consists of author charges, and the number of recipients and amount may be adjusted depending on the implementation status.
  - II. Expenses are reimbursed on a group basis and the amount is remitted to the account of the group's representative.
  - III. Certificates will be issued to members with full attendance in the study group. However, certificates will not be issued to members who withdraw or join the club midway.
- I. These Guidelines shall be implemented after upon approval in a Library Affairs Meeting. The same shall apply to all subsequent amendments.