

**National Tsing Hua University**  
**The Center for Teaching and Learning Development**  
**Guidelines for the Pilot Undergraduate Research Launch**  
**Program**

Approved by the Vice President for Academic Affairs on July 6, 2026

- I. Purpose: These Guidelines are established to encourage students of National Tsing Hua University (hereinafter, “the University”) to participate in research activities; cultivate their interest in research and their ability to prepare research proposals; and help them progress toward research projects or project competitions organized by government agencies, private enterprises, or foundations. The program shall be known as the “National Tsing Hua University Office of Academic Affairs, The Center for Teaching and Learning Development Pilot Undergraduate Research Launch Program” (hereinafter, “the Program”).
- II. Eligibility: Currently enrolled second- and third-year undergraduate students of the University.
- III. Application Procedure: During the announced application period, applicants shall submit a completed application form and research proposal, together with a letter of consent from their faculty advisor, to the Office of Academic Affairs, The Center for Teaching and Learning Development (hereinafter, “the Center”).
- IV. Program Schedule:  
The Program shall be conducted once each year. The application and implementation schedule is as follows:
  1. Application Period: From June through the end of August each year.  
Applicants shall submit a completed application form, a research proposal, and a consent document signed by their faculty advisor.
  2. Review and Announcement: Applications shall be reviewed by the review committee in early September each year, after which the list of selected applicants shall be announced.
  3. Implementation Period: The period from the date of approval through the end of November shall be the period for project implementation and use of funds.
  4. Submission of Results: Students shall submit a final report in early December and, by the end of March of the following year, submit the

materials used to apply for an external competitive program and proof of submission.

V. Program Components: The Program shall be implemented in the following four stages:

(A) Stage 1: Program Application

Applicants shall submit a research proposal and all required application documents by the announced deadline. The Center shall invite experts and scholars in relevant fields from within and outside the University to form a review committee. Applicants whose proposals are approved shall receive a Stage 1 incentive award of NT\$1,000.

(B) Stage 2: Research Implementation

1. The Program shall be funded by the Ministry of Education's Higher Education Sprout Project. The maximum subsidy for each approved project shall be NT\$2,000.
2. During the implementation period, students shall submit records or other supporting documentation of at least two research discussions with their faculty advisor. Such records or documentation shall be signed and verified by the faculty advisor.
3. The Center may organize related sharing sessions as necessary. Such sessions may include introductions to research programs or project competitions offered by relevant organizations and explanations of their calls for applications; experience sharing by faculty members and senior students; and guidance on reimbursement procedures.

(C) Stage 3: Submission of Results (Early December)

1. Students shall submit a research results report by the prescribed deadline, together with the application materials and proof of submission for an external research program, project competition, or other relevant competitive program. If the external submission schedule does not permit submission of such proof by the prescribed deadline, the student may provide the relevant documentation after completing the external submission. The Center shall properly retain and keep all such materials confidential.
2. Outstanding projects shall be selected to receive an incentive award of NT\$2,000 and a certificate. The faculty advisor of each selected project shall receive a certificate of appreciation.

(D) Stage 4: Presentation of Results

Students may present their research outcomes at the Center's Learning Circles Student Self-Directed Learning Outcomes Exhibition in May of the

following year, or are encouraged to participate in the Undergraduate Academic Poster Competition organized by the University's Center for English Education.

VI. Eligible Expenses and Funding Principles:

1. Research implementation expenses, including data collection, printing, reference books, experimental materials, transportation, and software subscription or rental fees.
2. All subsidized expense items shall comply with the University's accounting and reimbursement regulations, and all expenditures shall be directly related to the approved Undergraduate Research Launch Program project.

VII. Important Provisions:

1. The content and implementation of a project shall not violate any law, public order, or accepted standards of morality.
2. Students shall submit all required documents by the prescribed deadlines. Failure to do so shall be deemed a waiver of participation.

VIII. Use of Results: The Center may use materials produced under the Program, including project abstracts, reports, and photographs, for exhibitions, publicity, and promotional purposes within and outside the University. Where materials submitted by a student constitute research application documents, such as excerpts from a proposal, the Center shall retain them confidentially and shall not use them for the foregoing purposes.

IX. These Guidelines shall take effect upon approval by the Vice President for Academic Affairs.