**Department of Oceanography, National Sun Yat-sen University**

Grant Application Form for Off-Campus Visits, Activities, and Courses

Date of application: (y) (m) (d)

|  |  |
| --- | --- |
| Name of visit/activity/course |  |
| Location |  | Date of the event |  |
| Lecturer/Leader |  | Number of participating students |  |
| Summary of visit/activity/course |  |
| Grant items and costs | Grant item | Cost (in NTD) |
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| Total grant applied | NTD  |

Notes: 1. According to a resolution of the Department Affairs Council meeting in the first semester of the 2017–2018 academic year on January 3, 2018: Lecturers organizing off-campus visits or buying consumables for laboratory courses and the student union organizing off-campus activities may submit grant application to the departmental Resource Committee at the beginning of each semester. The Committee will review the application and provide grants on a case-by-case basis.

2. For off-campus teaching or visits, lecturers or leaders must apply rigorous safety measures and choose the travel agency, if involved, carefully.