

Wenzao Ursuline University of Languages

Mentorship Plan on Teaching and Research Improvement

1. Target Audience: Wenzao faculty members
2. Mentors: Teachers from Public and Private Universities in Taiwan
3. Application Date: Please refer to the announcement for details.
4. Funding Subsidy: Each teacher can apply for mentorship services up to two sessions per year. Each mentorship session is limited to 50 minutes. The mentorship fee is NT\$1,000 per session for on-campus mentors and NT\$2,000 per session for off-campus mentors, plus transportation expenses for round-trip consultations (to be reimbursed according to regulations). The other expenses are not covered by the subsidy. As funding is limited, subsidies will be granted on a first-come-first-served basis.
5. Application Procedure: Please submit the [application form](#) to instruction@mail.wzu.edu.tw at least one month before the proposed mentorship date. Applicants reach out to mentors directly. After review, the results will be communicated to the applicants via email.
6. [Mentorship Record Form](#): The applicant and the mentor undertake a mentorship. The applicant should fill out the mentorship record form and attach 4 photos (offline) or screenshots (online).
7. [Personal Income Receipt](#): The applicant should ask the mentor to fill out the personal income receipt.
8. Fund Reimbursement: Within one week after the mentorship service, applicants should submit the mentorship record form and the personal income receipt to the Center for Faculty Development or instruction@mail.wzu.edu.tw for fund reimbursement.