

NATIONAL CHUNG HSING UNIVERSITY

Regulations Governing Subsidies for Graduate Students Attending International Conferences

December 12, 2012—Formulated by the 374th Expanded Administrative Meeting
September 4, 2013—Amendment to Article 8 passed by the 380th Administrative Meeting
October 31, 2014—Amended by the 1st Research and Development Meeting of the 1st Semester of Academic Year 2014-15
January 27, 2015—Filed for reference by the 2nd University Endowment Fund Management Committee Meeting of Academic Year 2014-15
March 27, 2017—Amendments to the title and Articles 1–4 and 9 passed by the 2nd University Endowment Fund Management Committee Meeting of Academic Year 2016-17

- Article 1 These Regulations have been formulated for the purpose of encouraging active doctoral and Master’s degree students (excluding students who have temporarily suspended their studies) at National Chung Hsing University (hereinafter, NCHU or “the University”) to attend and present papers at international conferences, so as to accelerate their acquisition of new knowledge and understanding of the latest developments in technology and research methodologies, boost the international academic standing of NCHU, and facilitate international cultural and educational exchange.
- Article 2 The University shall earmark project funds to serve as sources of funding for the above-mentioned subsidies.
- Article 3 The subsidies governed by these Regulations shall cover the following expenses up to the stipulated amount:
1. Airline tickets: Eligibility is restricted to the purchase of round-trip economy class tickets for flights operated by a domestic airline traveling between Taiwan and the location of the international conference in question.
 2. Registration fees: Conference registration fees (miscellaneous fees such as proceedings publication charges, annual membership fees, and meals are not included)
 3. The total subsidy granted to each recipient may not exceed the following amounts: for conferences held in Asia, NT\$10,000; for conferences held outside of Asia, NT\$20,000.
- Article 4 Application procedures:
1. If possible, applicants shall apply for funding from the Ministry of Science and Technology (MOST) or other non-NCHU units to cover overseas travel expenses. Only in the event that project funds are insufficient to cover travel or an application for funding has been denied outright or due to receipt of a separate subsidy may the applicant file an application with NCHU for funding in accordance with these Regulations.
 2. The application deadlines are on the first day of March, June, September, and December each year. Applicants must file their application by the last application deadline before their date of departure or after receipt of an official letter of approval from the non-NCHU sponsoring unit. The following documents shall be filed together with the application to the Division of Academic Development, Office of Research and Development.
 - 1) Application form
 - 2) An official invitation letter from the organizer of the international

conference or a copy of a document proving the acceptance of the applicant's paper

- 3) Copies of the abstract and full text of the paper (must be an unpublished paper completed at NCHU) to be presented at the conference
 - 4) Offprints or copies of the applicant's most representative literary works published within the most recent five-year period
 - 5) International conference information and itinerary
 - 6) A copy of the official letter of approval from the non-NCHU sponsoring unit
3. Applications will no longer be accepted once the earmarked funds (for the given year) are exhausted.

Article 5 Reviews of subsidy applications as governed by these Regulations shall be carried out by the Academic Review Board, whose members include the Vice President for Research and Development, the Vice President for Academic Affairs, and the deans of NCHU colleges. The division chief of the Division of Academic Development, Office of Research and Development shall attend board meetings as a non-voting member. Meetings of the Academic Review Board shall only be convened if a quorum of half the members is present. Board members who are unable to personally attend board meetings may appoint a proxy to exercise their rights and responsibilities on their behalf. Only full-time NCHU faculty members at the rank of associate professor and above may serve as proxies.

Article 6 When reviewing applications, the review committee shall consider the following: (1) the nature, international academic reputation, and significance of the conference, (2) the applicants' research potential, and (3) the originality and significance of the paper to be presented and its research outcomes and contributions to its academic field. The following rules shall be observed by the review committee when determining an applicant's eligibility for the subsidy and the subsidy amount to be granted:

1. A subsidy may only be granted to one person (faculty member or student) for each paper presented.
2. The number of subsidy recipients may be limited if multiple NCHU students attend the same conference. In principle, no more than three attendees of a given conference may be granted a subsidy. Exceptions may be made for attendees of a large international conference depending on the nature, scale, and importance of the conference.
3. An applicant may only be granted one subsidy per fiscal year.
4. An applicant shall be the first author (excluding the advisor) or corresponding author of their paper.
5. Attendees of international conferences held by non-international organizations in China, Hong Kong, or Macau are not eligible to apply for a subsidy.

Attendees of any gender equity-related international conference shall be eligible to receive one subsidy from this fund per fiscal year and shall not be bound by the preceding application procedures and subsidy restrictions.

Article 7 Recipients of this subsidy shall obtain advanced written approval before changing their itinerary. In case of cancellation of travel plans, the recipient shall submit a subsidy waiver form to the Division of Academic Development, Office of Research and Development within 15 days of the first day of the conference they planned to attend.

Article 8 Recipients of this subsidy shall submit an overseas travel report pursuant to the *Guidelines for Overseas Travel Reports Required of Personnel of the Executive Yuan and its Subordinate Agencies* and complete reimbursement procedures within two months of their return to Taiwan (within the same fiscal year and by December 20 at the

latest). Late submission of reports and completion of reimbursement procedures without good reason will result in the offender being barred from applying in the following fiscal year.

Article 9 These Regulations shall take effect upon approval by the Research and Development Meeting, submission to the University Endowment Fund Management Committee Meeting for reference, and ratification by the President. The same shall hold true when amendments are made.