

Yuan Ze University
Guidelines for Handling Subsidies for Doctoral Students Traveling Overseas to Attend International Conferences

2011/1/12 Passed by the 1st R&D Conference of the Academic Year 2010
2011/10/26 Revised and Passed by the 1st R&D Department of the Academic Year 2011

Article 1. These guidelines have been established to encourage students to travel overseas to attend international conferences for the purpose of publishing papers to augment international perspective, improve the international standing of this school, and encourage international academic exchange.

Article 2. Subsidy funding sources

- (i.) Ministry of Education project budgets
- (ii.) Relative matching funds provided according to the subsidy ratios of the Ministry of Education
- (iii.) Budgets for this school from the “Grants for Students and Instructors to Attend International Conferences to Publish Papers”

Article 3. Subsidy targets: Current doctoral students of this school

Article 4. Application information

- (i.) Application form for subsidies for students to travel overseas to attend international conferences
- (ii.) Photocopies of official invitation letters set by units holding international conferences to the applicants themselves, or documents establishing that a paper has been accepted for publication (letters or emails)
- (iii.) Photocopies of abstracts or complete texts (except in Chinese) of papers intended for publication
- (iv.) International conference agendas, relevant conference information, and other information to assist in review (such as papers published in the five most recent years, relevant research performance, etc.)
- (v.) Photocopy of the first page of application for NSC subsidies for students traveling overseas to attend international conferences

The case for subsidy application must be submitted to the R&D department for review one month prior to the date on which the international conference is to be held.

Article 5. Subsidized items

- (i.) Round-trip plane tickets: tickets for the most direct round-trip flight from Taiwan to the location of the international conference; accountable reimbursement.
- (ii.) Registration fees for the conference (not including other miscellaneous expenditures such as proceedings, annual membership fees, dining fees, etc.)
- (iii.) Cost of living: subsidization standards are handled according to the daily cost of living amounts for employees traveling overseas on official business approved by the Executive Yuan.
- (iv.) International conferences held domestically are not subsidized.

Article 6. Principles for review and subsidization

- (i.) Subsidization amounts
 1. For those who have obtained NSC funding and subsidization, the living stipend for each program is restricted to NTD 5,000.
 2. For those who have failed to obtain funding and subsidies from the NSC, subsidies for the Asia region are restricted to NTD 20,000, and regions outside of Asia are restricted to NTD 40,000.
 3. Applicants are restricted to one or two of the above subsidies once each within the same accounting year.
- (ii.) Papers for application should be restricted to those being published for the first time. If there are coauthors, one paper is restricted to subsidization for publications by one person. Other coauthors (including advisors) may not apply for grants from within or without the school with the same paper, and must sign the application form stating that they have not applied for grants from other units. If students advised by the same instructor attend the same international conference, no more than two may be subsidized.
- (iii.) Travel to China, Hong Kong, or Macau to attend international academic conferences held by local organizations is not subsidized. Attendance to international academic conferences held in other countries or regions by organizations from mainland Chinese, Hong Kong, or Macau is also not subsidized. International conferences held at these locations by international organizations are subsidized.
- (iv.) Approval of the above subsidies is limited by the budget of that year, with relevant announcements made according to the annual operating schedule.

Article 7. When those who have obtained approval for a change in subsidies or itinerary cancellation, they should first petition for the approval of the R&D department.

Article 8. Funding reimbursement methods:

Applicants must prepare the following documents based on the approved subsidization items within two weeks following the conclusion of the conference (and must coordinate with the closing schedule of the accounting year). These are attached to the “Expenditure Certificate Deposit Form” and submitted to the R&D department for handling reimbursement after undergoing an audit from the director of the departmental unit.

- (i.) Overseas travel fee report
- (ii.) Relevant receipts: including boarding passes, electronic plane tickets, travel agency collection remittance receipts, registration fee receipts, foreign currency exchange rate tables, and daily living expenditure forms. Those taking foreign airlines must additionally attach an application form to take foreign airlines.
- (iii.) Program employee travel application form
- (iv.) Approval notification
- (v.) Report on attendance to the international conference
- (vi.) Conference agenda and related information

Article 9. Those receiving subsidies must submit electronic files containing the entire text of published papers and a report of attendance to the international conference to the email box of the business undertaker of the R&D department upon conclusion of the conference (during funding reimbursement).

Article 10. These guidelines have been announced and implemented after being passed by the R&D conference.

Note: If any controversies or disputes occurred regarding clauses of the aforesaid regulations, it shall always refer to its Chinese version.