

Yuan Ze University

Subsidy Measures for Teachers Applying to Attend International Conferences

1991/7/29 Passed by the 27th Administrative Council of the Academic Year 1990
1993/4/26 Revised and Passed by the 35th Administrative Council of the Academic Year 1992
1997/3/17 Revised and Passed by the 8th Administrative Council of the Academic Year 1996
1999/10/18 Revised and Passed by the 3rd Administrative Council of the Academic Year 1999
2001/6/18 Revised and Passed by the 13th Administrative Council of the Academic Year 2000
2002/9/23 Revised and Passed by the 1st Administrative Council of the Academic Year 2002
2004/7/26 Revised and Passed by the 22nd Administrative Council of the Academic Year 2003
2005/12/05 Revised and Passed by the 7th Administrative Council of the Academic Year 2005
2008/4/14 Revised and Passed by the 16th Administrative Council of the Academic Year 2007
2009/5/25 Revised and Passed by the 16th Administrative Council of the Academic Year 2008
2010/7/12 Revised and Passed by the 15th Administrative Council of the Academic Year 2009
2011/11/21 Revised and Passed by the 6th Administrative Council of the Academic Year 2011
2012/10/08 Revised and Passed by the 5th Administrative Council of the Academic Year 2012

Article 1. This school specifies these measures to encourage teachers to attend international academic conferences and publish the results of their research, build academic relationships, and increase the international visibility and academic position of this school.

Article 2. All full-time teachers within the establishment of this school who attend international conferences in the name of this school to publish papers or to display their work can apply for subsidization according to these measures.

Article 3. Teachers applying for these subsidies should first apply to the NSC for funding and grants prior to the holding of the conference. However, if an NSC project has already been approved during the same year and approval for funding to attend the international conference has been acquired, an additional application is not required for submission to the NSC.

Article 4. Two weeks prior to the conference or departure from the country to exhibit their work, teachers should prepare the following application information following the administration process, and present the subsidy and funding application to the applying teacher's institute or department.

1. Yuan Ze University Application Form for Staff Traveling Abroad

2. Formal invitation to the conference or documents establishing paper acceptance
3. Agenda of the conference
4. Full text or abstract of paper intended for publishing
5. Testimonial letters verifying whether the applicant has received NSC subsidies, or an approved list of subsidies under the project program to attend the international conference; NSC research proposal describing the plan of traveling.

Article 5. If the following situations are applicable, one may be exempt from application with the NSC. Prepare establishing documents and application data and follow the administrative process to submit an application for funding to the institute or department.

1. Those who have already obtained NSC grants during the same year and must not apply again to the NSC.
2. Those attending international conferences held in or by China, applications for which the NSC expressly does not accept.

Article 6. Each teacher is limited to a one time subsidy for attending international conferences per academic year. Actual subsidies are based on the principles of accountable reimbursement. The maximum subsidy for each person each year must not exceed NTD 30,000. If the paper intended for publication is beneficial to improving the strength of the key research areas of the institute or department, subsidies can be flexibly adjusted to a maximum limit of NTD 50,000. The items for which subsidies can be applied are given below:

1. Airfare (processed according to NSC subsidy standards).
2. Registration fees.
3. Cost of living (processed according to NSC subsidy standards).
4. Fees (including passport fees, visa fees, and airport service fees).

Article 7. If a paper has co-authors, the same paper is restricted to subsidy for one person only. Other co-authors (including students) must not apply for grants within or outside of the school using the same paper.

Article 8. Allocation of grant funding

1. The total annual amount of grant funding for the entire school is constrained by the budget passed for the academic year. Each institute and department handles applications from teachers within their unit according to the budget allocated for the year.
2. The budget allocation in each institute and department is calculated as follows: 50 % is based on the number ratio of teachers in each institute or department actually using the fund to attend international conferences over the 2 previous school years against the total school funding. The remaining 50 % is allocated based on the ratio of the number of teachers currently in the institute or department to all teachers in the school. By the end of May in every school, the remaining fund will be reallocated by R&D Office.
3. At the conclusion of the third quarter of each academic year, the Office of R&D conducts an investigation of the budget utilization rates of each institute and department. If there are surpluses or deficits in budget, the budget is adjusted in the fourth quarter as necessary.

Article 9. Subsidy amounts for the teachers of each institute or department are approved and recommended by the heads of the institutes or departments. Approval standards are set by each institute or department.

Article 10. Teachers applying for these subsidies should attach relevant receipts and reports within one month after returning to Taiwan. These are submitted to the Office of R&D within the year of the subsidy, with funding write-offs handled according to the account write-off regulations of this school.

Article 11. These measures have been announced and implemented after being passed by the Administrative Council.

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