

Yuan Ze University Key points on the grant of subsidies for graduate students to attend international conferences held overseas

Jan 12, 2011:	Adopted at the 1st Research & Development Meeting, Academic Year 2010
Oct 26, 2011:	1st revision and adoption by the Office of Research & Development (ORD), Academic Year 2011
Feb 29, 2012:	2nd revision and adoption by the ORD, Academic Year 2011
May 13, 2015:	Adopted at the 21st Administrative Council Meeting, Academic Year 2014
Oct 31, 2018:	Adopted at the 6th Administrative Council Meeting, Academic Year 2018
Aug 3, 2022:	Adopted at the 1st Administrative Council Meeting, Academic Year 2022
May 24, 2023:	Adopted at the 20th Administrative Council Meeting, Academic Year 2022

1. YZU has specifically formulated these key points to encourage graduate students to attend international conferences held overseas and publish papers to broaden their international horizons, thereby enhancing YZU's international status and promoting international academic exchanges.
2. Subsidy recipients: Non-working doctoral students who are currently studying in YZU.
3. Application materials
 - i. Application form for subsidy to attend international conferences held overseas.
 - ii. A photocopy of the official invitation letter sent to the applicants by the international conference organizers or documentary proof (letter or email) that their papers have been accepted for publication.
 - iii. A photocopy of the abstract or full text of the paper (non-Chinese) to be published.
 - iv. The international conference schedule, conference-related materials, and other materials to support the review of the application (such as papers published in the past five years and the relevant research performance).
 - v. A photocopy of the first page of the National Science and Technology Council's (NSTC) application form for subsidizing graduate students to attend international conferences.
 - vi. Subsidy applications must be sent to the ORD for review one month prior to the date of the international conference.
4. Subsidy items
 - i. *Round-trip air tickets*: The amount to expend shall not exceed the fare for an economy class round-trip ticket on the most direct flight from Taiwan to the venue of the international conference.
 - ii. *Conference registration fee*: This excludes handling fees and other miscellaneous expenses such as publication of the proceedings, annual membership fees, and meals.
 - iii. *Living expenses*: The standard subsidy shall be based on the "Amount and Item Table for the Per Diem Allowance when Personnel of the Various Central Government Agencies Travel Overseas on Business Trips" approved by the Executive Yuan.
 - iv. Attendance at international conferences held in Taiwan will not be subsidized.
5. Principles for the review and grant of subsidies
 - i. Amount of subsidy
 - a. The maximum subsidy for living expenses for doctoral students who receive NSTC's financial subsidies shall be NT\$12,000 per case.

- b. The maximum subsidy for living expenses for doctoral students who do not receive NSTC's financial subsidies shall be NT\$28,000 and NT\$40,000 for conferences held in Asia and outside Asia, respectively.
 - c. The maximum subsidy for living expenses for other graduate students receiving NSTC's financial subsidies shall be NT\$5,000 per case.
 - d. Doctoral students may only apply for the subsidy for living expenses stated under Point a or b above one time within the same fiscal year.
 - e. Master's students may only apply for the subsidy for living expenses stated under Point c above one time within the same fiscal year.
- ii. Papers presented at international conferences shall be published for the first time. Papers that are co-authored shall only be published at such conferences by one person; the other co-authors (including tutors) are not allowed to apply for any subsidies within or outside YZU using the same paper. By signing on the application form, the applicants confirm that they have not applied for any subsidy from other units. When multiple graduate students under the guidance of the same tutor participate in the same international conference, the subsidy is limited to two graduate students only.
 - iii. Subsidies shall not be granted to graduate students who attend international academic conferences organized by and held in mainland China, Hong Kong, and Macao, although subsidies shall be granted for attendance at international academic conferences that are hosted by international organizations. International academic conferences organized by mainland China, Hong Kong, and Macao but held in other countries or regions will also not be subsidized.
 - iv. Approval for the grant of subsidies shall be limited to the budget for the current year, and public announcements shall be made according to the annual operating schedule.
6. When there are changes or cancelations of the original itineraries, the approved subsidy recipients shall obtain prior approval in writing from the ORD.
7. Methods for reimbursement of expenses
- Within two weeks after the international conferences are held (with due consideration of the schedule for closing of the fiscal year), the applicants shall prepare the documents listed below based on the approved subsidy items and attach them in the same order to the "Certificate of Deposit for Proof of Expenditure." The documents shall then be submitted to the secretariat office of the affiliated faculty/institute/college for processing and reimbursement according to the accounting procedures.
- i. Overseas travel expenses report form.
 - ii. Relevant receipts including boarding passes, e-tickets, collection and transfer receipts from travel agencies, receipts for registration fees, exchange rate tables for foreign currencies, and tables for daily living expenses. Those who travel on flights operated by foreign airlines shall receive prior approval for doing so and shall attach the corresponding documents.
 - iii. Application form for special project personnel to travel on business trips.
 - iv. Approval notice.
 - v. Reports on attendance at the international conferences.
 - vi. Agenda of the conferences and related materials.
8. After the conferences (when the expenses are being reimbursed), subsidy recipients shall submit the full text of their published papers and electronic files of their reports to the ORD supervisor via e-mail.
9. These key points, as well as all subsequent revisions therewith, shall be duly adopted by the Administrative Council prior to implementation.