

NTUE Lecturer Overseas International Conference Attendance Subsidy Guideline

Passed upon the 92nd Administrative Meeting, dated Mar. 27th, 2013

Passed upon the 103rd Administrative Meeting, dated Jan. 22nd, 2014

Passed upon the 112th Administrative Meeting, dated Nov. 26th, 2014

- A. This Guideline was set forth in order to assist the lecturers of the University to present their academic research and accomplishments at international academic conferences, thus improving the quality of the research of the University as well as increasing international exchange.
- B. Eligibility: Full-time faculty of the University that attends an international academic conference representing the University and gives an oral presentation of their thesis during the academic year. International academic conference shall refer to the scholars and experts presenting or participating shall be from three or more countries.
- C. Principle of Subsidization:
- (1) Applicant must apply for funding from the Ministry of Science and Technology or other outside parties before being considered. If the applicant has already received subsidization from such outside parties and is no longer eligible for further application, the aforementioned limitation shall not apply. Those that have received full or partial subsidization from outside parties shall not receive any further subsidization.
 - (2) Each Applicant shall only receive 1 such subsidization within the same year.
 - (3) Should the thesis be jointly presented with another faculty member of the University, only one person shall be subsidized; if the thesis is jointly presented with parties outside the University, a statement of not having made any subsidy applications to any outside parties shall be attached along with the application.
- D. Subsidy Amount:
- (1) Asian region: Each person shall be limited to a maximum of TW\$20,000
 - (2) Oceanian region: Each person shall be limited to a maximum of TW\$30,000

(3) American, European, African regions: Each person shall be limited to a maximum of TW\$50,000. The candidate numbers receiving subsidization each year shall be determined by the budget listed each year.

E. Subsidized Category: Limited to the aforementioned maximum subsidization amount in accordance with each region.

(1) Airfare: Return economy flight ticket for the most direct flights from a domestic departure location to the location of the conference. Flights shall be limited to domestic airlines. If in case the domestic airlines are not available, an application for overseas business trip via international airliners shall be submitted.

(2) Allowance: The allowance during the overseas trip shall be in accordance with the stipulations of the Central Government Organization Overseas Business Trip Personnel Allowance Amount Table.

(3) Registration fee of the conference, fee charges (including passport or visa as well as airport service fee), insurance (Overseas business trip personnel general insured amount TW\$4,000,000).

The above subsidy categories shall be paid for by the applicant and be reimbursed upon return, submit various receipts and invoices for verification and remittance.

F. Method of application: Applicant shall submit the following information to the International Affairs Division, R&D Office 4 weeks prior to the date of the conference.

(1) Application Form (see Appendix 1)

(2) Full text of the presenting thesis or speech of the proposed lecture

(3) Invitation by the organizer or letter of acceptance for the thesis

(4) Schedule of the conference (Including the name of Applicant, the name of the conference and the title of the presenting thesis as well as clear indication of the three nations involved)

(5) Proof of documentation of not having received outside party subsidization (such as subsidization rejection notices)

G. Remittance of funding and verification process

(1) For lecturers receiving subsidization, the verification and remittance process shall be triggered within 1 month (of the same fiscal year) after the conference. Furthermore an electronic reflection report of the international conference shall be submitted to the R&D Office and uploaded to the public resource forum of the University for public access. Failing to do so shall result in a 3 year ban in which no further applications of the applicant shall be considered from the date of said application onwards.

(2) When submitting for verification and remittance, the following documentation is required:

1. Approval Notice
2. Overseas Business Trip Report and Leave Application
3. Relevant receipts and invoices

H. Source of Funding: Paid for through 5 types of Self-made Incomes of the University Endowment Fund of the University, subsidized amount is adjusted annually based on the budget.

I. After being passed during the Administrative Meeting, the Guideline shall be submitted to the President for review before being implemented.