

NTUE International Conference Attendance Subsidy Guideline (PhD Students)

Passed upon the 2nd Administrative Meeting, dated Sep. 7th, 2005

Amended upon the 68th Administrative Meeting, dated Mar. 30th, 2011

Amended upon the 74th Administrative Meeting, dated Sep. 28th, 2011

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

A. Purpose

To encourage our PhD students to attend international conferences overseas and present their thesis in English, thus improving their understanding in professional knowledge, technological advancement and new research methods, and in turn elevate the academic standing of the University in international circles and encourage intercultural exchanges. This guideline has been set forth in accordance with “Directions Governing Ministry of Education Subsidies for Domestic University PhD Students Attending International Conferences”.

B. Principles

- (1) Subsidies are limited to PhD students of the University only.
- (2) Within any given fiscal year, an applicant may only apply for 1 entry.
- (3) Regardless of whether the thesis was co-written, the subsidy is limited to 1 presenting person only. Should more than 1 student apply for the same conference, the number of subsidies issued shall be limited. For general conferences, the maximum attendance allowed is 3 entries. For large international conferences, the nature, scale and importance of the conference shall be considered and the number of attendances increased.
- (4) For subsidy applications for international conferences held in China, subsidies shall only be granted when said conference is organized by an international organization or by the Chinese sub-division of an international organization.

C. Amount of Subsidy

(1) Coverage of Subsidy:

1. Flight tickets: Return airfare of a direct flight operated by a domestic airline from a domestic location to the destination of the international conference.
2. The allowance for the duration of the conference (day of presentation and one day before and after each)(the allowance amount shall be in line with the overseas business trip appointees' allowance standard of central governmental organizations).
3. Conference registration fees (excluding other fee charges such as thesis collection, membership annual fee, meal charges, etc.).

(2) Total Subsidized Amount:

1. Maximum amount for Europe, Africa, Central and South America: TWD\$35,000.
 2. Maximum amount for North America: TWD\$25,000.
 3. Maximum amount for Asia: TWD\$20,000.
 4. Subsidy amount under the maximum shall be issued on claim by expense basis.
- (3) The aforementioned various fee charges shall be paid by the subsidized PhD student first, and 1 month after the conclusion of the conference (within the same fiscal year), said student may claim back the expenses by submitting various invoices and receipts as stipulated in item 6.

D. Documentation

Applicants should submit the following documentation:

- (1) NTUE International Conference Attendance Subsidy Application Form (PhD Students).
- (2) Copy of official invitation to the applicant by the organizing institution of the international conference, or documental proof (letter or email) that the thesis has been accepted for presentation.
- (3) Abstract of the presenting thesis as well as a full copy of the thesis (thesis should be limited to those that are presented for the first time).
- (4) A maximum of 3 submissions of copies or summaries of publications made in recent years.
- (5) Daily agenda and other relevant information of the international conference that may assist in the reviewing process.

E. Procedure

Applicant must submit all documentation stipulated in item 4 to their respective institute 30 working days before the date of the international conference. The application shall be reviewed and signed off by the department, the college, and the International Affairs Division of the Research and Development Office (hereafter the International Affairs Division of the R&D Office), and submitted to the President for final approval. In the event graduate students that are granted the subsidy have a change or cancellation of schedule, said applicant shall fill out a "NTUE International Conference Attendance Schedule Change Application Form (PhD Students)" within 2 weeks of knowing such change or cancellation, and submit said form to their department; the application shall be reviewed and signed off by the department, the college, and the International Affairs Division of the R&D Office, and submitted to the President for final approval.

F. Review Process

The main review standard shall be the nature of the international conference considered, how internationally renowned the conference is academically, its importance, the applicant's research potential, how innovative and important the thesis is, the potential contribution it has for the field, as well as the conclusion of the research. The application shall be reviewed and signed off by the department, the college, and the International Affairs Division of the R&D Office, and submitted to the President for final approval of whether partial or the full amount of the expenses shall be subsidized.

G. Fee Allocation and Reimbursement

The subsidized applicant shall submit the following documentation to the International Affairs Division of the R&D Office within 1 month (of the same fiscal year) after the conclusion of the conference:

- (1) 2 copies and 1 PDF format electronic file of the "NTUE International Conference Attendance Report (Subsidized PhD Students)", submitted to the International Affairs Department.
- (2) The original and a copy of the approved "NTUE International Conference Attendance Subsidy Application Form (PhD Students)".
- (3) One copy of the "International Conference Attendance Payment Request (PhD Students)".
- (4) Airfare: The original of the plane ticket or a copy of the electronic ticket, the roundtrip boarding passes, the original invoice/receipt of the travel agency employed, and for those that failed to ride with a domestic airline provider, a use of foreign airline application form.
- (5) Registration Fee: Original receipt of the registration fee, currency exchange slip or a proof of exchange rate by the Bank of Taiwan for USD cash 1 day prior to travelling (in case of a holiday the exchange rate of the last working day prior to the holiday shall apply).
- (6) Allowance: Currency exchange slip or a proof of exchange rate by the Bank of Taiwan for USD cash 1 day prior to travelling (in case of a holiday the exchange rate of the last working day prior to the holiday shall apply).
- (7) A copy of the attendance (of applicant) as listed in the conference agenda. Those that fail to submit the report or relevant documentation prescribed herein shall waive their right to subsidization.

H. Subsidy Result Review

PhD student receiving the subsidy shall agree to the announcement of the name of the conference, the subject of the thesis (in English) as well as the full text of the thesis, the

subsidized expenses and the overseas trip report in the PhD Forum of the International Affairs Division of the R&D Office for future review reference. Should the copyright of the full thesis be granted to the organizers of the conference, and proof of such IP right transfer could be produced, then the PhD student shall agree to the publication of the title and abstract of the thesis.

I. Funding

The Ministry of Education has allocated Subsidies for International Conference Attendance by Domestic University PhD Students. The University has other relevant funding.

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