

National Cheng Kung University Regulations Governing Subsidies for Full-Time Faculty, Doctoral Research Fellows and Students who Attend International Conferences

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Article 1. In order to upgrade the academic research culture in campus, enhance the interchange between faculty and students and the international academic sector, and present important research results through attendance at international conferences to upgrade the University's academic status and reputation, National Cheng Kung University (hereinafter referred to as the "University") establishes these Regulations.

Article 2. The funding source under the Regulations is stated as following:

- I. The University's budget for "Aim for the Top University Project";
- II. The University endowment;
- III. Other government subsidies.

Article 3. Applicant's qualifications and limitation:

- I. The University's full-time faculty, doctoral research fellows and non-in-service education program full-time students;
- II. The same applicant may apply for a subsidy from the budget for the Top University Program (including the budget of the University, college and center) within the same fiscal year no more than once, provided that the University's associate professors or assistant professors who have been employed by the University for no more than 3 years may file an application more than twice. The application for the subsidy for attendance to the international conferences in the next year, if approved, shall be included into the number of applications for a subsidy in the next year.
- III. The subsidy for the same thesis publication shall be limited to the same person.
- IV. The applicant who applies for a subsidy for the thesis publication at an international conference shall present the thesis in the name of the University's full name, i.e., "National Cheng Kung University". International conferences in the territories of Mainland China, Hong Kong and Macao to be attended upon the applicant's request must be those organized by international organizations.

Article 4. The application procedure and submissions are stated as follows. All the required documents should be submitted to OIA two months before the conference initial date.

Please note the deadline for each term's application to avoid any delays. Except for the invitation and thesis acceptance certificate referred to in sub-paragraph 3.3, which may be supplemented later, no application will be accepted if the application documents are incomplete or erroneous.

- I. The applicant shall apply for a subsidy from the budget with the government or relevant entity, and then may file the application pursuant to the Regulations.
- II. The application documents shall be served to the Office of International Affairs (hereinafter referred to as the "Office") for review per the review timetable specified within two months prior to the commencement of the international conference. The annual review timetable will be announced separately. No application will be accepted if it is filed beyond the timetable.
- III. The applicant shall submit the following documents and compact disc containing the electronic files:
 1. One application form (see Attachment);
 2. Introduction to the international conference and agenda. (If the agenda has not yet been announced, please specify it in the application form and submit the agenda prior to going abroad.)
 3. A photocopy of the official invitation sent by the organizer of the international conference to the applicant per se, and a photocopy of the applicant's thesis acceptance certificate;
 4. A photocopy of the abstract and full-text of the thesis (unless it is written in Chinese) to be presented;
 5. Evidence showing the application for a subsidy from extramural entities;
 6. Historical score reports issued by the University (which shall identify the students' ranks in their classes, in the case of undergraduates);
 7. Students shall submit the "Recommendation Letter from the Thesis Advisor";
 8. Students who attend any international conference to present a thesis shall submit a certificate of English proficiency. The students whose home countries are English-speaking countries may be exempted from said certificate.
 9. The low income family or low income or middle income family certificate issued by the competent administrative authority, but not required, if not available;
 10. Other documents helpful to the review of the subsidy (e.g., the research results or award achievements in the most recent five years to be specified on A4 paper for no more than 5 pages).

Article 5. Subsidy items and standards are stated as follows:

- I. Round-trip flight ticket: A round-trip flight ticket of the native airlines (economy class) from the native country to the venue where the international conference is held via the most direct air distance, paid by the applicant first and claimed after verification of the account with the relevant receipt.
- II. Registration fee for the conference (excluding other miscellaneous fees, such as thesis collection, annual membership fee and meal cost, et al.)
- III. Living expenses:
 1. The subsidy shall cover the expenses incurred during the conference and the transportation allowance in principle. The students who present a thesis orally may be subsidized for their living expenses in part, for the same day

when the thesis is presented and the day before and after the thesis publication. No subsidy will be granted if the thesis is presented via poster.

2. The living expenses shall be claimed in accordance with the "Amount Table of Foreign Per Diem Allowance of the Central Government Agency".

IV. Standards for total subsidies

1. For students, the total subsidies shall be no more than NT\$35,000 for the territories of Asia, and no more than NT\$35,000 for the territories other than Asia.
2. For full-time faculty and doctoral research fellows, the total subsidies shall be no more than NT\$50,000 for the territories of Asia, and no more than NT\$80,000 for the territories other than Asia.

V. Where the international conference is organized in Taiwan, only the subsidy for the registration fee will be granted.

VI. The students who hold a low income family or low income or middle income family certificate issued by the competent administrative authority in Taiwan shall submit the relevant supporting documents and then may be entitled to a preferential subsidy.

Article 6. The subsidy referred to herein shall be subject to the following review procedure:

- I. 1st stage: The application shall be subject to the review and approval procedure, and submitted to the Office upon approval of the applicant's thesis advisor and relevant units. The international conference is organized by domestic/foreign government organizations, renowned universities or research institutes, of the nature directly pertinent to the applicant's teaching and research field. The unit supervisors and thesis advisors shall endorse their evaluation comments.
- II. 2nd stage: The application shall be submitted to the University's Screening Committee for review in the form of a written opinion. If necessary, the applicant may be asked to attend an interview.
- III. 3rd stage: Upon completion of the review, the Screening Committee will ask the Principal for approval and then announce the review result.

The Screening Committee consists of 10 members including the Dean of International Affairs and one faculty representative delegated by each college of the University. The Screening Committee may adjust the items, amount and quota of the subsidy.

Article 7. The applicants who receive a subsidy granted by any extramural entities at the same time shall notify whether the extramural entities agree to accept the University's subsidy and comply with the University's regulations.

Article 8. The University's full-time faculty who visit any renowned university or academic institute near the venue where the international conference is organized and give a public speech or exchange with any international affairs unit when heading for or returning from the conference may apply for the overseas travel allowance within the duration of the visit.

The renowned university or academic institute referred to in the preceding paragraph shall mean Shanghai Jiao Tong University if it ranks in the top 500 of academic position among the universities in the world in the year, universities which enter into the academic exchange cooperation agreements with the University, or universities to which the University is planning to promote or is promoting a cooperative relationship.

The applicant shall attach, together with the application form, the visiting plan (including the invitation of the unit to be visited, purpose, itinerary, budget & expenditure, and estimated benefit, et al.), and shall submit the related visiting information to the Office for the record.

Article 9. The University's full-time faculty who have to attend any related meetings when they assume the position of directors/supervisors of any international important academic society or international renowned academic journal edition members may also apply for a subsidy pursuant to the Regulations free from the restrictions imposed by Article 3 herein, provided that the application may be filed for no more than three times each year.

The international renowned academic journal referred to in the preceding paragraph shall mean a journal that ranks in the top 40% in the relevant field published by the ISI Web of Knowledge website (<http://apps.isiknowledge.com>) when the application is filed.

Article 10. Anyone authorized to be subsidized shall submit the written report for the overseas trip in Chinese and English, together with the electronic files for the report, within one month after the conference ends (prior to the end of the fiscal year) to make the relevant information and knowledge available to the public. The students who receive the subsidy for attendance to international conferences shall attach photos showing their attendance at the conference with the written report.

Article 11. The subsidies shall be verified pursuant to the University's regulations. In the case of violation of the University's regulations, all of the subsidies shall be recalled in whole.

Article 12. Any matters not provided herein shall be handled in accordance with the related regulations.

Article 13. These Regulations shall be enforced after passing the Promotion Center Council of the Aim for the Top University Project and Conference of Senior Officer. The same shall apply where these Regulations are amended.