

National Chiayi University Regulations Governing the International Conference Attendance Subsidy for Faculty Members

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Amended and approved on December 10, 2002 at the 3rd Administrative Meeting of Academic Year 2002
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- Article 1 The National Chiayi University Regulations Governing the International Conference Subsidy for Faculty Members (hereinafter referred to as the Regulations) is stipulated to encourage attendance in international academic activities by faculty members, so as to enhance academic exchanges and improve the research quality.
- Article 2 The source of funding for the Regulations is in accordance with the National Chiayi University Master's In-service Program Funding and Revenue & Expenditure Management Guidelines, which stipulates that one percent of the funds will be allocated for the academic development of each college.
- Article 3 Eligibility:
1. Full-time faculty members who have delivered an oral presentation, in the name of the University, based on their paper at an international academic conference should first apply for a subsidy from the Ministry of Science and Technology within the designated deadline. Only those who do not receive the mentioned subsidy may apply a subsidy from the University. However, faculty members who do not receive a subsidy from the Ministry of Science and Technology due to delayed submission of application are not eligible for the subsidy given by the University.

2. Faculty members whose MOST Research Project executed during the year includes the subsidy for attending international academic conferences, or whose application for a subsidy from the Ministry of Science and Technology has been approved are not eligible to apply for a subsidy from the University again in the same year.
3. Faculty members who attend an international conference held in Taiwan, Penghu, Kinmen, and Matsu are not required to apply for the subsidy to the Ministry of Science and Technology first, but their eligibility must be reviewed by the department, graduate institute, or college before they submit an application to the University.
4. Each faculty member may only be subsidized once per year.

Article 4

Applicants wishing to apply for an international conference attendance subsidy are required to submit the following documents to the College Affairs Faculty Meeting for preliminary review and approval of the subsidy amount. Subsequently, these documents should be submitted to the respective units for review in accordance with the administrative procedures. Upon review and approval by President Chen, the application should be submitted to the Office of International Affairs for record:

1. Application Form for International Conference Attendance Subsidy for Faculty Members (as attached).
2. Letter of acceptance of the conference paper.
3. A copy of the full text of the paper presented and a copy of the conference agenda (including registration criteria).
4. Letter from Ministry of Science and Technology stating the applicant does not receive its subsidy.
5. List of research results in the past three years (downloaded from the NCYU Administration Management System).
6. Original airline ticket stubs (kindly attach them for reimbursement).
7. Registration fee receipt (kindly attach it for reimbursement).
8. Foreign currency exchange memo or proof of the reference U.S. dollar spot exchange rate (sell rate) on the day before departure (if it is a holiday, kindly provide the proof of the day before) by Bank of Taiwan (kindly attach it for reimbursement).

Article 5

Review Criteria:

1. The review criteria are based on the applicants' results of research projects, paper presentations, and attendance in international conferences recorded in the NCYU Administration Management System within the last three years.
2. Works submitted for review should conform to the University's Principles for Preventing Predatory Journals and Seminars/Conferences and Handling Measures; and Guidelines for Handling the Issues Related to Country Name and Attending Status in International Conferences/Activities and Paper Presentation.

Article 6

The subsidy standards are as follows:

1. Each recipient may receive up to NTD 30,000 of subsidy.
2. Conferences held in Taiwan, Penghu, Kinmen, and Matsu: In accordance with the allowance for official trips specified by the University, and applicants will be subsidized on the registration fee.
3. Conferences/activities held overseas:
 - (1) Travel expenses: NTD 10,000 for Asia; NTD 15,000 for New Zealand and Australia; NTD 20,000 for Europe, the U.S., and Africa.
 - (2) Registration fee: The cost is reimbursed on the basis of actual expenses shown on the attached receipt.
4. Those who attend international conferences held in mainland China must comply with the application requirements stipulated by the Ministry of Science and Technology.

Article 7 Faculty members attending international conferences should take advantage of opportunities for international academic exchange in the name of the University.

Article 8 All recipients of this subsidy should submit the relevant receipts and supporting documents (including original air ticket stubs, registration fee receipt, foreign currency exchange memo or proof of the reference U.S. dollar spot exchange rate [sell rate] on the day before departure [if it is a holiday, kindly provide the proof of the day before] by Bank of Taiwan) and comply with the financial procedures stipulated by the University to receive the payment. Additionally, recipients should submit a report on the overseas trip (including the persons interviewed during the international conference and their contact information) to the Office of International Affairs. Subsidy applicants should notify the Office of International Affairs in writing within two months of approval to forfeit their eligibility.

Article 9 The University's international conference attendance subsidy for faculty members is allocated from the income of the Master's In-service Program. The allocation is in accordance with the Disposal Directions Governing Official Overseas Trips by Personnel of the Ministry of Education and Affiliated Agencies and Schools, and the University's Guidelines for Handling Cases of Official Overseas Trips or Mainland China (including Hong Kong and Macau) Trips by Personnel Subsidized by the University's Self-generated Endowment Fund. The standard of the subsidy shall be in accordance with Article 6 of the Regulations.

Article 10 The Regulations is implemented upon approval by the Endowment Fund Management Committee Meeting and the Administrative Meeting, and submitted to President Chen for approval.