

Guidelines for the Application of Funding from NPUST for NPUST PhD students to Attend Overseas Conferences

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1. Nation Pingtung University of Science and Technology, (hereinafter referred to as NPUST) encourages PhD students to attend overseas international conferences, present theses in foreign languages, and facilitate their understanding on specialized knowledge, technology development, and the research methods. In this manner, the academic research status of our university can be raised; our global cultural interaction with the world is also improved. In light of the up-mentioned points, this guideline is drawn up.
2. Eligibilities of Applicants:
 - (1) Applicants should register as a PhD student at NPUST.
 - (2) The dissertation or production which they are going to publish ought to be in the name of NPUST. Furthermore, their works should be completed at NPUST and have not been published.
 - (3) Applicants should attend an international academic conference on behalf of NPUST.
3. Applicants need to apply first to the Ministry of Education, the Ministry of Science and Technology, or other organizations for subsidies. If the applicants do not obtain or receive partial subsidy, they can apply to NPUST for the insufficient subsidy.
4. Applicants should prepare their application and the following document in duplicate. They should submit those materials to the Registration Division 30 days prior to the international conference they are going to attend. The application can be submitted as a special project if necessary.
 - (1) Application Form (please refer to Appendix 1)
 - (2) Copies of formal invitations sent by the organizer of an international conference as well as documents of dissertations (post letters or E-mails) to prove the acceptance of their papers
 - (3) Copies of the summary and the full text of dissertation are required, except for Chinese version. (The dissertation should be first published. For coauthored papers, subsidy would only be granted for one author. Other coauthors need to recognize that they can not apply to other organizations for subsidy for the same paper.)
 - (4) Applicants should provide document to prove no subsidy is applied from other organizations.
 - (5) The agenda, other information about the international conference, and other document that may help process the examination and authorization of their application.

After the Registration Division receives an applicant' s application and document, the

college of the applicant would be informed to convene a committee, including three scholars or experts from the related field. In accordance with the principles of subsidy verification, the preliminary review over the application should be processed in 15 days. The final report with an approval chop would be sent for an advance review. The Registration Division of the Academia Office will notify the applicant by a letter after the President's authorization.

For gaining more time, applicants can apply for the university subsidy when the Ministry of Education, the Ministry of Science and Technology, or other units has not yet grant their application. However, on their application form, they should agree to declare that "I will not accept the university subsidy once I obtain a full funding from the Ministry of Education, the Ministry of Science and Technology, or other societies."

Any application will not be accepted when annual budget for subsidy runs out.

5. With the concern of annual budget, location and the importance of an international conference, subsidy may partially or fully covers:
 - (1) A return air ticket: subsidy covers a direct flight of Taiwanese airlines. The subsidy would be granted in accordance with the amount the NPUST is approved. For those who can not take a direct flight to their destination, they should request for taking foreign airlines by filling out an application form.
 - (2) Registration fee of a meeting (which does not include such other expenditures as dissertation monographs fee, annual membership fee, and meals, etc.)
 - (3) The highest subsidy is granted to applicants who do an oral presentation on their papers. For those who do not, the amount of subsidy granted decreases based on the importance of the conference they attend.
 - (4) Subsidy is with the limit of NT\$40,000 for applicants who plan to present their papers in Europe, the United States, Central and South America and Africa; the limit of NT\$20,000 for those who go to Asia-Pacific countries, including New Zealand and Australia.Applicants get their reimbursement on the funded items when they returned to Taiwan.
6. An applicant can only get funded once in one fiscal year. Only one author of a paper or a work can apply for subsidy. Applicants can apply for this subsidy no more than twice during the pursuance of their doctoral degree at NPUST. However, whether an actual subsidy is granted depends on the resolution after their application is reviewed.
7. When applicants have to cancel their funded trip to an international conference, they should submit a report, as a separate case in advance, to notify the Accounting Office and the Office of Academic Affairs. The granted subsidies will be repealed with the university's authorization. Furthermore, this application does not count in the limit of 2 times during their study.
8. All subsidy receivers should process the matter on attending an international conference based

on the NPUST Students Leave Regulations. In addition, a funded applicant should submit all required documents, listed in Article 8 of the “Guidelines of NPUST for MOE Subsidy for PhD Students to Attend Overseas Conference.” Within 2 weeks after attending the conference, the applicants need to have these documents verified by the office of their college before submitting them to the Registration Division, which will help pass the documents to the Accounting Office for reimbursement. On NPUST website, they should also disclose the conference name they attended, paper topic, and the full text of their paperwork, the report on the international conference and those funded items. If the copyright of the full text belongs to the host organization of the conference, they should then reveal the title and the abstract of their paper.

9. All the subsidies pertinent to the guidelines should be funded by the relevant expenses of the Academic Affairs Office of the University.
10. Should there be any guidelines not mentioned, one could follow related regulations of NPUST and the Ministry of Education.
11. The guidelines are implemented after being approved by the Administrative Meeting and the University Funds Management Committee; the procedure is identical when any amendment is required.