

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

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. 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. Applicants get their reimbursement on the funded items when they returned to Taiwan.
  - (2) Living expenses are provided, including the day an applicant's paper is presented, and also the day before and after.
  - (3) Registration fee of a meeting (which does not include such other expenditures as dissertation monographs fee, annual membership fee, and meals, etc.)
3. Source of the Subsidy
  - (1) The university fund needs to be allocated for setting the budget to cover parts of the subsidy.
  - (2) At the beginning of October, the Office of Academia estimates the number of applicants, the sum of the subsidy, the appropriation of the university fund, and the amount granted by the Ministry of Education etc. for next year. At the end of November, the total amount of subsidy can be reported to the Ministry of Education after the president signs to approve.
  - (3) When the subsidy for the previous item is not fully granted, the university fund will be drawn up. The fund and the amount approved by the Ministry of Education become the total annual budget of the university.
  - (4) The sum of the 2<sup>nd</sup> item should be incorporated of living cost and other expenditures caused in the process of reviewing all applications. Any application will not be accepted when annual budget for subsidy runs out.
4. How to Apply

Applicants are ought to apply 30 days prior to the international conference they are going

to attend, with the following information in duplicate. These materials should be sent to the Registration Division after June each year. The application can be submitted as a special project if necessary.

- (1) Application Form (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.

#### 5. Application Review & Examination

After the Registration Division of the Academia Office receives the application data, 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 for 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.

The examination committee shall pay each external reviewer \$NTD 1,000, and allowance for transportation cost. The cost is covered by the university fund. Any examiners cannot be the co-author of papers which they are going to review.

#### 6. Authorizing Subsidy

Examiners would conduct the examination according to the following items:

- a) The nature, publicity, and vitality of papers which is going to be presented in an international conference,
- b) Research potential of applicants,
- c) Originality and importance of their papers, and
- d) Contribution made to the related area, and the research results that are reached

The subsidy along with its amount and item would be approved in accordance with the following regulations:

- (1) Subsidy is granted for one piece of paper, even it is with more than one author.
- (2) When more than one student applies for the same meeting, there will be a limit for the number of subsidy receiver. No more than three applicants will be subsidized for general meetings. For larger overseas conference, the number of the subsidy receiver

can increase, depending on the nature, size, and vitality of the conference.

- (3) 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 a university. However, whether an actual subsidy is granted depends on the resolution after their application is reviewed.
  - (4) Applicants can apply for subsidies to only one organization, or society; an application can be rejected once this action is identified. However, that does not apply when the funding they apply is not fully granted after a resolution is made.
  - (5) For those who are attending an international conference in China, their application is accepted only when the host organization of the conference is an international society.
  - (6) For applicants with severe disabilities and need wheel chairs to attend meetings, they can apply for the subsidy (travel expenses) to hire a personal escort. The application of the escort's travel expense and receipts for being verified can be submitted with the applicants.
  - (7) 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. Subsidy is with the limit of NT\$50,000 for applicants who plan to present their papers in Europe, the United States, Central and South America and Africa; the limit of NT\$ 30,000 for those who go to Asia-Pacific countries, including New Zealand and Australia.
7. When applicants have to cancel their funded trip to an international conference, they should notify the University 3 days before the conference's opening to get the approval of the cancellation. 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 leave regulations of a university. Within 2 weeks after the conference, a funded applicant should submit all required document listed below. The document also requires the verification from their department /college so as to be sent to the Registration Division for subsidy verification by the Accounting Office.
    - (1) a copy of the subsidy approval (See Appendix 2)
    - (2) the stub of flight ticket, receipt from the travel agency; whoever purchased e-tickets should attach the boarding passes when applying for the subsidy.
    - (3) The receipt of registration fee, a foreign currency exchange memo, or a receipt of the listed USD cash selling rate one day before leaving for the international conference. If the day happens to be a holiday, the listed cash selling rate on the day before the holiday will be used.
    - (4) Living expense is granted on the "Amount Table of Foreign Per Diem Allowance of Central Government Agency" under the "Regulations for Applying the Overseas Business Trip", approved by the Executive Yuan.
    - (5) A copy of the conference handbook with the name of the applicant (the presenter). If the presenter's name is not listed in the handbook, a copy of the official invitation from

the conference is required to be an alternative proof.

- (6) a report on attending the international conference, and both a hard copy and an electronic file of the full article of presented papers
- (7) All subsidy applicants should provide document to prove how they presents at the conference (e.g. oral presentation or poster session) when getting the subsidies verified.
- 9. If a subsidy receiver provides something untrue or if s/he does not finish verifying her or his receipts and invoices with the subsidy by due date, subsidies will be recovered. Besides, his or her application will not be accepted in the future.
- 10. After the conference, all subsidized students should upload the following information to NPUST website: the title of the Conference, the title of the presented dissertation and the full paper (in English), a report of attending the international conference and all the subsidized items. If the copy right of the presented full article belongs to the conference, the applicants should then upload the title and the abstract of their paper.
- 11. Should there be any guidelines not mentioned, one could follow relevant regulations of NPUST and the Ministry of Education.
- 12. The guidelines are approved by the Academic Affair Conference and authorized by the President; the procedure is identical when any amendment is required.