

Yuan Ze University (YZU):
Regulations on the grant of subsidies for faculty members to attend international conferences

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Aug 3, 2022:	Revised and adopted at the 1st Administrative Council Meeting, Academic Year 2022

- Article 1 These regulations are specifically formulated to encourage YZU's faculty members to participate in international academic conferences and publish their research findings, establish academic relations, and enhance YZU's profile and academic status internationally.
- Article 2 Full-time YZU faculty members may apply for subsidies in accordance with these regulations when they attend international academic conferences to publish their papers or art workshops to exhibit their creations, or are invited to deliver lectures, host conferences, or attend award ceremonies for international competitions in YZU's capacity.
- Article 3 Faculty members applying for this subsidy shall apply for funding subsidy from the National Science and Technology Council (NSTC) before the conference is held. Those whose research projects have already been approved by the NSTC and have been granted the subsidy for attending international conferences need not submit a separate application to the NSTC.

Article 4 Faculty members shall attach the documents listed below when submitting their applications for financial subsidy to their affiliated colleges/departments. The submission shall be made two weeks prior to the conference date, traveling abroad to participate in the exhibition of creations, or attending international award ceremonies that they are invited to.

1. Application form for YZU faculty members and staff to travel abroad on official trips.
2. Official invitation letter from the conference organizers or documentary proof for the acceptance of papers.
3. Agenda of the conference.
4. The full text or abstract of the papers being published.
5. Letter certifying whether NSTC has already granted subsidies or not, a verified list of international conferences for which attendance is subsidized under the research project, or the description of overseas travel expenses in the "Application Form for NSTC Research Projects" (budget revisions must be made before traveling abroad to attend international conferences that were not previously scheduled under the approved research project).
6. Estimated travel expenses to be incurred by faculty members receiving YZU's subsidies when they attend the international conferences.

Article 5 Application to the NSTC is exempted under the following situations:

1. Those who are not allowed to apply to the NSTC because they have previously been granted its subsidy in the same year.
2. Those who attend international conferences hosted in mainland China: the NSTC has expressly stated its refusal to accept such applications.

Instead, the application for financial subsidies shall be submitted to the affiliated colleges/departments in accordance with the prevailing administrative procedures and with the supporting documents and application materials duly attached.

Article 6 The subsidy for each faculty member is limited to the attendance of one international conference in each academic year, with the principle for reimbursement being based on the actual expenses. The maximum subsidy available to each faculty member in an academic year is NT\$30,000. The items that may be subsidized are as follows:

1. Air tickets for travel (according to the NSTC's subsidy standards)
2. Registration fees
3. Living expenses (according to the NSTC's subsidy standards)
4. Processing fees (including fees for passport and visa application, insurance, and airport service charges)

Article 7 For co-authored papers, the subsidy is only available to one of the co-authors. The other co-authors (including students) cannot apply for any subsidy from within or outside YZU using the same paper.

Article 8 Allocation of subsidy funds:

1. The overall amounts available as subsidies shall be limited by YZU's approved budget for the academic year. Each college/department shall accept applications from its own faculty members based on the allocated budget for the current year.
2. The budget allocation of each college/department is calculated as follows: 50% is based on the total number of its faculty members who have incurred expenses to attend international conferences in the previous two academic years; the remaining 50% is based on the proportion of existing faculty members in each college/department to the total number of YZU faculty members.
3. The Office of Research and Development shall conduct a survey on the budget utilization rate of each college/department at the end of the third quarter of each academic year. If there is a surplus or deficit based on the implementation situation, the budget shall be adjusted in the fourth quarter.

- Article 9 The subsidy amount available for the faculty members of the various colleges/departments shall be recommended and approved by their respective dean/head of departments. The criteria for approval shall be determined by the respective colleges/departments.
- Article 10 Faculty members who have applied for the subsidy shall submit the relevant receipts and reports within one month upon their return. Reimbursement of expenses shall be processed within the subsidy year in accordance with YZU's accounting regulations.
- Article 11 These regulations, as well as all subsequent revisions therewith, shall be duly adopted by the Administrative Council prior to implementation.