**Subsidy measures for teachers at Chung Yuan Christian University to attend international academic conferences**

Passed by the 682nd Executive Meeting on March 11, 1994

Amended at the 771st Executive Meeting on December 6, 2001

Amended at the 785th Executive Meeting on February 13, 2003

Amended at the 821st Executive Meeting on February 9, 2006

Amended at the 830th Executive Meeting on November 2, 2006

Amended at the 838th Executive Meeting on July 5, 2007

Amended at the 892nd Executive Meeting on December 1, 2011

Amended at the 897th Executive Meeting on May 3, 2012

Amended at the 904th Executive Meeting on December 6, 2012

Amended based on original secret letter No. 1030000643 on March 5, 2014

Amended at the 926th Executive Meeting on November 6, 2014

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Amended at the 952nd Executive Meeting on May 4, 2017

Amendment at the 987th Executive Meeting on 2021.1.7

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Amended at the 1022nd Executive Meeting on May 2, 2024

Article 1.　To encourage teachers to participate in international academic activities abroad, Chung Yuan Christian University (hereinafter referred to as the University), has established an academic network to promote academic exchanges, enhance the international visibility of the university, and improve research standards, “ Chung Yuan Christian University International Academic Conference Subsidy Measures for Teachers” (hereinafter referred to as “Measures”).

Article 2.　Any full-time teachers of our school who attend international academic conferences to publish papers or display their creations in the name of our school may apply for subsidies in accordance with these Measures.

Article 3.　Teachers who apply for subsidies should apply to the National Science and Technology Commission or other institutions in accordance with relevant regulations before the conference or before going abroad to participate in exhibitions and creations. If the application is late and the subsidy is not received from an outside unit, the University will reject the application.

Article 4.　Priority will be given to international academic conferences included in Scopus and Engineering Village databases when applying for subsidy conferences. One copy of each of the following relevant materials should be prepared and sent to each college for review four weeks before the conference or going abroad to participate in the presentation of creations:

1.　Application form for this school

2.　A formal invitation letter to the conference and documents indicating acceptance of the paper or formal invitation letter to participate in the exhibition

3.　A detailed agenda of the meeting or exhibition schedule

4.　The abstract and full text of the paper to be published, or the introduction of the exhibited works (including pictures)

5.　Letters from off-campus units regarding subsidies or non-subsidies

Each college shall allocate the application case subsidy funds. Only after the Research and Development Office has reviewed and approved the subsidy can each college submit relevant application materials for the subsidy teacher to the Research and Development Office for approval, at the latest, two weeks before the end of the school year.

Article 5.　Distribution of subsidy funds

The total amount of subsidy funds for the whole school is limited to the budget approved for the school year, and the allocation principles are as follows:

1.　Twenty percent of the subsidy funds shall be allocated to the total subsidy funds based on the average percentage of the actual subsidy amount received by teachers of each college in the previous year.

2.　Eighty percent of the subsidy funds will be distributed according to the number of teachers who are full-time assistant professors or above in each college and to the number of teachers who are full-time assistant professors or above in the school.

Article 6.　The same applicant can apply only once within an academic year; in principle, a maximum of two persons per academic unit can be subsidized to attend the same conference.

Article 7.　Applicants who serve as invited speakers at international academic conferences (limited to banquet speaker, keynote speaker, plenary speaker, or equivalent) are not subject to the application time and full text publication restrictions in Article 4 of this Law. Nor are they subject to the limitations in Article 6 of the Law regarding on the number of times and the number of people in the same unit who can attend.

Those who meet the application qualifications in the preceding paragraph may submit a project application to the Research and Development Office when the college’s allocated subsidy funds are insufficient. Subsidy will be received only after review and approval by the Research Promotion Committee.

The approved subsidy budget for the project in the preceding paragraph shall be funded by the relevant research and development budget available to the Research and Development Office.

Article 8.　If a paper is co-authored, only one person can be subsidized for the same paper.

Article 9.　The maximum subsidy cost per time shall not exceed NT$40,000. Subsidies below NT$40,000 shall be based on the actual amount of expenditure:

The following subsidy items can be applied for:

1.　Economy class roundtrip airfare for the most direct domestic flight to the venue where the conference will be held. The airfare will be awarded in accordance with the standards of the National Science and Technology Commission.

2.　Registration fee

3.　Living expenses will be provided in accordance with the standards of the National Science and Technology Commission.

Those receiving full subsidies from other units, will not be eligible to subsidies from our school. Those receiving partial subsidies can receive partial subsidies from our school for the shortfall in air tickets, registration fees, and living expenses mentioned in the preceding paragraph, but the maximum shall not exceed NT$40,000.

Applicants serving as invited speakers at international academic conferences listed in Article 7 of these Measures will be subject to the subsidy status of external institutions. An insufficient subsidy from our school will be provided, but air tickets and living expenses will be provided in accordance with the standards of the National Science and Technology Commission.

Article 10. To apply for an amendment or cancellation, the applicant should submit a written application, attach the original approval application, and submit it to the Research and Development Office for review after being signed by the unit supervisor.

Article 11. Teachers receiving a subsidy should submit a report of attendance at the international academic conference to the Research and Development Office within one month of the international conference, and in accordance with the regulations, attach a copy of the application form, overseas travel expense report form and original air ticket, electronic tickets, international air ticket purchase certificates, or travel industry collection and transfer receipts and boarding pass stubs, original registration fee receipts issued by the conference, foreign currency exchange slips, or spot sales from Taiwan Bank on the day before departure. Please provide an exchange rate certificate to go through the write-off procedures, and complete the write-off within the academic year of the subsidy in accordance with the relevant accounting regulations of the school.

Deadlines for subsidy cases with the following circumstances are as follows:

1.　Partial subsidy cases approved in accordance with Article 9, Section 2, Paragraph 3: The deadline for closing the case within the school may be based on the deadline for closing the case for special project subsidies from external institutions.

2.　Subsidy application cases raised before the allocation of subsidy funds to each college in accordance with the announcement in Article 5 of the current academic year: The deadline for closing the case is one month after the application form is approved for subsidy.

3.　When the conditions in the preceding two paragraphs are met at the same time, the preferential period may be determined.

Article 12. These regulations also apply to international academic conferences hosted by mainland China.

Article 13. These regulations are passed by the Executive Council and submitted to the principal for promulgation and implementation. The same applies to amendments.