**CYCU Regulations Governing Subsidy to Faculty’s Attendance at International Academic Conference**

Approved at 682nd School Administration Council on March 11, 1994

Amended at 771st School Administration Council on December 6, 2001

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Amended at 987th School Administration Council on January 7, 2021

Amended per the letter under Yuan-Mi-Zi No. 1110002691 dated August 3, 2022

Article 1. CYCU establishes the Regulations in order to encourage the faculty to attend

international academic activities overseas, build the academic relationship network to

promote the academic exchange, upgrade CYCU’s international public awareness and

raise the research level.

Article 2. Any of CYCU’s full-time faculty who attends any international academic conference

to present his/her thesis or exhibit his/her creative work may apply for the subsidy

pursuant to the Regulations.

Article 3. The faculty who apply for the subsidy shall first file an application for subsidy with

National Science and Technology Council or any other entity pursuant to the relevant

requirements prior to the conference or departure to participate in some exhibition of

his/her creative work. Where the faculty member fails to file the application and

receive no subsidy from said extramural entity, CYCU will not accept the faculty’s

application.

Article 4. In order to apply for the subsidy, the applicant shall submit one copy of the following

information to the relevant college for review within four (4) weeks prior to the

conference or departure to participate in some exhibition of his/her creative work:

1. CYCU application form
2. Official invitation letter for the conference and acceptance letter of the thesis or official invitation letter for the exhibition
3. Detailed agenda or itinerary of the conference
4. Abstract and full text of the thesis to be presented, or introduction to the exhibited work (including pictures)
5. The extramural entity’s letter showing that the subsidy is granted or not granted

The subsidy will be granted after the application for it is passed upon the relevant college’s review. The college shall submit the relevant faculty’s application information to the Office of Research and Development for record within two (2) weeks by the end of the school year at the latest.

Article 5. Allocation of subsidized expenditure

The total expenditure to be subsidized by CYCU shall be no more than the budget

passed for the relevant school year, and shall be allocated in the following manners:

1. 20% of the subsidized expenditure shall be allocated based on the percentage of

the amount of subsidy received by the relevant college’s faculty actually to the total subsidized expenditure in the previous year.

1. 80% of the subsidized expenditure shall be allocated based on the percentage of

the number of the relevant college’s full-time faculty including assistant professors and above to the total number of full-time faculty including assistant professors and above of CYCU.

Article 6. The same applicant may file an application per school year. In the case of attendance

at the same conference, no more than two persons shall be subsidized per academic

unit.

Article 7. The applicant who is invited to give speech at any international academic conference

(limited to banquet speaker, keynote speaker, plenary speaker or the equivalents), if

any, may be exempted from the restrictions on the application time limit and

presentation of the full text referred to in Article 4 herein, as well as the restrictions on

the number of counts and number of persons from the same unit referred to in Article

6 herein.

The applicant who meets the qualifications referred to in the preceding paragraph may

file a special application with the Office of Research and Development when the

subsidized expenditure allocated by the college is insufficient, and will receive the

subsidy upon review and approval of the research promotion committee.

The budget for the authorized expenditure of the special case referred to in the

preceding paragraph shall be covered by the R&D budget that the Office of Research

and Development may disburse.

Article 8. Where the thesis has co-authors, only one of the authors may receive the subsidy. Article 9. The subsidy shall consist of the following elements. The subsidy shall be no more

than NT$40,000 each time, provided that the expenses less than NT$40,000 will be

reimbursed based on the actual amount.

1. The round-trip economy-class flight ticket fees for the most direct voyages from

home to the location where the conference is held shall be allocated based on the

standard rates promulgated by the National Science and Technology Council.

2. Registration fee

3. The living expenses shall be allocated based on the standard rates promulgated by

the National Science and Technology Council.

The faculty who have received subsidy from any other entity in full amount will not receive any subsidy from CYCU, provided that the faculty who received subsidy from any other entity in part will receive the subsidy for the deficit in the flight ticket expenses, registration fees and living expenses referred to in the preceding paragraph from CYCU, which will be no more than NT$40,000.

The applicant who is invited to give speech at the international academic conference referred to in Article 7 herein will receive the subsidy for the deficit from CYCU, subject to the subsidy granted by the extramural entity, provided that the flight ticket expenses and living expenses shall be allocated based on the standard rates promulgated by the National Science and Technology Council.

Article 10. The applicant who wishes to apply for change or revocation of the application shall

submit a written application form attached with the original application form as

authorized to the unit supervisor for authorization and the same shall submit to the

Office of Research and Development for record.

Article 11. The faculty who received the subsidy shall, within one (1) month at the end of the

international conference, submit the report on attendance at the international academic

conference to the Office of Research and Development for record, and apply for the

verification as required (attached with the photocopied application form, the overseas

business trip allowance report, the original flight ticket stub or e-ticket, the purchase

certificate of international airline ticket or the travel agency receipt and boarding pass

stub, the original registration fee receipt issued by the conference, foreign exchange

memo or the photocopy of the spot foreign exchange rate/sell certificate issued by

Bank of Taiwan on the day prior to the departure), and complete the verification

pursuant to CYCU’s accounting policy within the school year of the subsidy.

Where the faculty’s application has the following conditions, the due date for closing

a case is as follows:

1. The subsidy case approved per Sections 2 and 3 of Article 9: The intramural closing date can be set per that of the extramural entity.
2. Within the school year, before the subsidy allocated to each college per the announcement stated in Article 5: The closing date is one (1) month after the subsidy is approved.
3. For case in compliance with both conditions stated above, the closing date can

take the one in favor of the subsidy.

Article 12. The Regulations are also applicable to the international academic conferences

organized in the territories of Mainland China.

Article 13. The Regulations shall be promulgated by the President and enforced upon approval of

School Administration Council. The same shall apply where the Regulations are

amended