

CYCU Regulations Governing Subsidy to Doctoral Students’ Attendance at International Academic Conference

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- Article 1. Purpose
CYCU establishes the Regulations in order to develop the academic internationalization, encourage the doctoral students to attend international academic conferences overseas, present their theses in foreign language, accelerate their knowledge about new professional information, technical development and new study methods, so as to upgrade CYCU’s international academic standing and facilitate the international cultural and educational exchange.
- Article 2. Subsidy Recipients
Any of CYCU’s doctoral students who attend any international academic conference in the name of CYCU and present their theses verbally overseas (hereinafter referred to as the “applicant”) may apply for the subsidy as the first priority.
- Article 3. Subsidy rules
1. The applicant may receive the subsidy for no more than once within the same school year.
 2. The theses are limited to those completed domestically but not yet presented. In the case of the theses of joint authorship, only one doctoral student will receive the subsidy per piece of the thesis, and the subsidy will be granted to only one student for the same thesis. The other co-authors are not allowed to apply for subsidy with any other governmental entity on the ground of the same thesis. Where they are proven to do so, the subsidy will be canceled therefor.
- Article 4. Allocation of subsidized expenditure
The subsidized expenditure is allocated by the Office of Research and Development to various colleges in the following manners:
1. 60% of the subsidized expenditure shall be allocated based on the percentage of the amount of subsidy received by the relevant college’s doctoral students actually to the total subsidized expenditure in the previous school year.
 2. 40% of the subsidized expenditure shall be allocated based on the percentage of the number of the relevant college’s doctoral students to the total number of doctoral students of CYCU.
- Article 5. Application procedure
1. The applicant shall first file an application for subsidy with Ministry of Science and Technology, Executive Yuan (formerly known as National

Science Council, Executive Yuan) or any other entity pursuant to the relevant requirements within two (2) months prior to the conference. Where the applicant fails to file the application within specific time limit and receive no subsidy from said extramural entity, CYCU will not accept the applicant's application.

2. The applicant shall prepare the following documents within six (6) weeks prior to the international conference, which shall be subject to the approval of the advisor and chair of department/institute and then submitted to the relevant college's review committee for review and approval. The college shall submit the approved applications to the Office of Research and Development for record within two (2) weeks prior to the end of each semester.
 - (1) Application form
 - (2) Official invitation letter for the conference and acceptance letter of the thesis
 - (3) Detailed agenda
 - (4) Abstract and full text of the thesis to be presented
 - (5) The extramural entity's letter showing that the subsidy is granted or not granted
 - (6) Others (e.g. the information helpful for the college's review)
3. The relevant college shall call the review meeting to review the applications in terms of the following:
 - (1) The nature and academic importance of the international conference to be attended by the applicant;
 - (2) The applicant's past research results and the originality, importance and contribution to the specific area of the thesis presented by the applicant;
 - (3) Scope of review defined by the college on its own.
4. The applicant may file a special application with the Office of Research and Development by submitting the documentary evidence showing his/her work admitted by journals in the past years when the subsidized expenditure allocated by the college is insufficient, and will receive the subsidy covered by the R&D budget which the Office of Research and Development may disburse upon review and approval of the research promotion committee. The review criteria are stated as following:
 - (1) The work presented in the name of CYCU and admitted by the journals satisfying Type 2 and above referred to in CYCU's Regulations Governing Incentives for Research Results.
 - (2) The applicant who presents his/her work verbally may receive the subsidy as the first priority.

Article 6. Scope of subsidy

The application for subsidy covers the following, in whole or in part:

1. Round-trip flight ticket: All economy-class (standard) seats (cabinet).
2. Living expenses during the conference (no more than 2-3 days).
3. Registration fees for the conference (excluding other miscellaneous expenses, e.g. thesis collection, membership fee, and meal expenses, etc.).

Said expenses shall be advanced by the applicant first when he/she is going abroad.

The applicant who has received subsidy from any other entity in full amount will not receive any subsidy from CYCU, provided that the applicant 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.

The subsidy referred to herein shall be no more than NT\$40,000 per case.

Article 7. Use and verification of expenditure

1. The relevant college's expenditure may be adjusted as of Q3, subject to the status of expenditure executed by the college.
2. The applicant who receives the subsidy shall, within two (2) weeks after returning back to Taiwan, submit the photocopy of the application form, overseas business trip allowance report and the documents and receipts about the business trip to apply for the verification as required, and complete the verification pursuant to CYCU's accounting policy.
The applicant who attends the conference within the last two weeks of July of each school year shall apply for the verification by July 15 earlier, and may supplement the other information to the Office of Research and Development and Accounting Office within one (1) week at the end of the conference.
3. No subsidy will be received by the applicant who fails to complete the verification and close case within the specific time limit as required.

Article 8. Oversight and evaluation

The applicant who receives the subsidy shall submit one copy of the report on attendance at international conference to the Office of Research and Development for record within two (2) weeks after returning back to Taiwan.

The applicant who violates the requirement referred to in the preceding paragraph is not allowed to file any further application within two (2) years.

Article 9. 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.