**CYCU Regulations Governing Subsidies for Graduate Students’ Attendance at International Academic Conferences**

Approved at Research Promotion Committee Meeting No. 106-9 on June 21, 2018

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Article 1.　Purpose

The Regulations are established to encourage graduate students to participate actively in international academic conferences and publish research results in foreign languages to enhance their global vision, strengthen international professionalism, and boost research momentum.

Article 2.　Source of Subsidy Funds

This subsidy is funded by the Ministry of Education’s Higher Education Sprout Project. The application process shall be suspended once the annual subsidy funds have been expended.

Article 3.　Subsidy Recipients

Full-time graduate students attending international academic conferences in the name of CYCU are eligible for this subsidy. Priority will be given to students who attend international academic conferences included in the Scopus and Engineering Village databases. The first priority shall be given to applicants who have given oral presentations of their papers.

Article 4.　Subsidy Rules

The applicant may receive the subsidy no more than once within the same school year.

Academic papers should be published for the first time.

In the case of a co-authored paper, the subsidy will be granted to only one graduate student for the same paper. Other co-authors shall sign the application form to confirm that they have not applied for subsidies from other units inside or outside CYCU for the same paper. The subsidy will be canceled if they apply for other subsidies.

Article 5.　Subsidy Details

A subsidy application may include all or some of the following items:

1. Economy class roundtrip flight ticket for the most direct route from Taiwan to the conference venue. Flight expenses for overseas business trips shall be reimbursed in accordance with the standards of the National Science and Technology Council (NSTC).

2. Conference registration fees (excluding other miscellaneous expenses, e.g., thesis collection, annual membership fees, and meal expenses).

3. Living expenses during the conference for up to two to three days. The daily payment shall be handled in accordance with the Amount Table of Foreign Per Diem Allowance of the Central Government Agency.

Applicants shall pay the above subsidy fees in advance when going abroad.

Applicants who received a subsidy from any other entity in full amount will not receive any subsidy from CYCU. Applicants who received subsidy from any other entity in part shall receive the subsidy for the shortfall in flight ticket expenses, registration fees, and living expenses.

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

Article 6.　Allocation of Subsidized Expenditure

The subsidized expenditure is allocated in the following manner:

1. Sixty percent (60%) of the subsidy funds shall be allocated based on the actual amount of subsidy received by each college’s graduate (master’s and doctoral) students in the previous year, in proportion to the total subsidy funds..

2. Forty percent (40%) of the subsidy funds shall be allocated based on the proportion of the total number of doctoral students and non-in-service master’s students enrolled in each college, relative to the total number of such students across the entire university.

Article 7.　Application Procedure

Applicants shall first file an application for a subsidy from NSTC or other institutions in accordance with relevant regulations. In the event that the applicants have not been granted funding or have only received partial funding, they may apply again in accordance with this regulation. Where the applicant fails to file the application and receives no subsidy from said extramural entity due to late submission, CYCU shall not accept the applicant’s application.

Applicants shall submit the following documents six weeks before the date of the international conference:

1. Application form

2. Official invitation letter for the conference and acceptance letter of the paper

3. Detailed conference agenda

4. Abstract and full text of the paper to be presented

5. Letters of funding or non-funding from off-campus institutions

6. Copyright Authorization Agreement to authorize the Office of Research and Development to collect, reproduce, and publish the papers to libraries

7. Additional documentation that may be helpful for review

Documents should be submitted for review by the review committee of the relevant college after being signed and verified by the advisor and department director.

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 achievements and the originality, importance, and contribution to the relevant field of the paper presented by the applicant;

(3) The review items determined by each college.

Article 8.　Fund Reimbursement

Subsidy recipients shall submit a copy of their application form, Overseas Travel Expenditure Report, and travel-related receipts and documentation to the Office of Research and Development for reimbursement within two weeks of returning to Taiwan.

According to the Ministry of Education’s Higher Education Sprout Project schedule, the reimbursement documents for subsidy cases shall be submitted to the Office of Research and Development by December 15 of the school year. Submissions received after the deadline shall not be accepted.

Article 9.　Achievement Management

Subsidy recipients shall submit an achievement report to the Office of Research and Development for records within two weeks of returning to Taiwan.

Applicants who have previously violated this article shall not be considered for this subsidy for two years.

Article 10. Implementation

The Regulations shall be announced and implemented upon approval by the Research Promotion Committee. The same shall apply for any amendments to the Regulations.