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

Approved at Research Promotion Committee Meeting no. 112-7 on April 19, 2024

Article 1.　Purpose

The Regulations are established to encourage undergraduate 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

Undergraduate students at CYCU who attend international academic conferences in the name of CYCU may be given priority if they 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 for 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 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 cancelled if they apply for other subsidies.

Article 5.　Subsidy Details

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

1.　Economy class round-trip 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 Directives Governing Executive Yuan’s Reporting Travel Expenses for overseas business trips.

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

3.　Living expenses during the conference for no more than two 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.

The subsidy referred to herein shall be no more than NT$30,000 per case.

Article 6.　Application Procedure

Applicants shall submit the following documents six weeks before the date of the international conference. Documents should be submitted to the Office of Research and Development for review by the Research Promotion Committee after being signed and verified by the advisor.

1.　Application form.

2.　Personal resume.

3.　Official invitation letter for the conference or acceptance letter of the paper.

4.　Recommendation letter from the advisor.

5.　Detailed conference agenda.

6.　Abstract and full text of the paper.

7.　Applicants shall submit a Copyright Authorization Agreement to authorize the Office of Research and Development to collect, reproduce, and publish the papers to libraries.

8.　Parental consent letter (not required for applicants aged 18 or above).

9.　Additional documentation that may be helpful for review.

Article 7.　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 10 of the school year. Submissions received after the deadline shall not be accepted.

Article 8.　Achievement Management

Subsidy recipients shall submit an achievement report to the Office of Research and Development for the 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 9.　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.