**CYCU Measures for subsidizing academic seminars organized**

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Article 1.　Purpose

In order to enhance exchanges with the international academic community, improve scientific and technological standards, and elevate the international academic status and reputation of Chung Yuan Christian University (hereinafter referred to as the "University"), and to encourage the organization of forward-looking and constructive academic conferences, these regulations are established.

Article 2.　Eligible Applicants

Any academic unit or research center of CYCUsity organizing an academic conference under CYCU name may apply for financial assistance in accordance with these regulations.

Article 3.　Application Process

Units applying for subsidies must first apply for funding from the National Science and Technology Council or other relevant institutions before the event, in accordance with applicable regulations. If the application is submitted after the deadline and the external institution does not provide funding, CYCUsity will not accept the application.

Article 4.　Types of Conferences Eligible for Subsidy

Academic conferences eligible for subsidies under these regulations are divided into the following five categories:

Category 1: International large-scale academic conferences authorized by or co-organized with an international academic organization (intercontinental).

Category 2: International academic conferences formally recognized by international academic organizations (intercontinental or regional) and held in Taiwan.

Category 3: International academic conferences authorized by domestic academic organizations.

Category 4: Domestic academic conferences organized annually.

Category 5: Other types of academic conferences.

For the purposes of these regulations, an international academic conference is defined as one that:

Publishes a public call for papers and operates under a peer-review system;

Has at least three countries or regions (including Taiwan) represented by conference participants.

If participants are from Mainland China, Hong Kong, or Macau, they are counted as one country (region). If foreign participants are from the hosting university's own foreign faculty or students, they are not counted toward the national/regional representation count.

Article 5.　Allocation of Subsidy Funds

The total subsidy amount for CYCUsity is limited to the budget approved for the current academic year. The allocation is based on the following principles:

60% of the subsidy will be allocated based on the proportion of external conference subsidies received by each college in the previous three academic years.

40% of the subsidy will be allocated based on the proportion of full-time assistant professors and higher in each college relative to the total number of full-time assistant professors and higher at CYCUsity.

Article 6.　Application Review and Subsidy Amount

Application Review Process: Each college shall determine its own review process for applications. Colleges may use the submitted application and project proposals as the basis for review.

The project proposal should include the following details: purpose of the conference, dates, target participants and expected attendance, conference content and agenda, anticipated outcomes, budget (with detailed itemization and information on other funding sources), and any other relevant materials that support the review.

Category 1 requires an official letter of authorization or invitation from the international academic organization.

Category 2 requires a letter or document from the international academic organization confirming recognition.

Category 3 requires an authorization letter from the domestic academic organization.

Category 4 requires details of the conference name, host organization, location, and other relevant information for conferences held in the past three years.

Once a proposal is approved by the respective college, it will be forwarded to the Research and Development Office for record-keeping.

Subsidy Amount:

Category 1 to Category 3: Each conference will receive a maximum subsidy of NT$100,000.

Category 4: Each conference will receive a maximum subsidy of NT$50,000.

Category 5: If the conference receives external funding, a subsidy of NT$30,000 will be granted; if no external funding is received, a subsidy of NT$20,000 will be provided.

If the actual subsidy amount is less than the requested amount, the subsidy will be based on actual expenses.

Article 7.　Reimbursement and Settlement

A written report must be submitted within one month after the conference concludes, along with supporting documentation (including a copy of the application, income and expenditure breakdown, payment vouchers, etc.) for reimbursement processing. Reimbursement must be completed within the same academic year in accordance with CYCU accounting regulations. Failure to submit the written report and complete the settlement will result in the inability to claim the subsidy.

Article 8.　Important Considerations

Conferences recognized by international academic organizations approved by the National Science and Technology Council shall be given priority.

International academic conferences must include a public call for papers or invitation for presentations.

When referencing Taiwan in international conferences, the official name of the Republic of China should be used, and necessary actions should be taken according to Ministry of Foreign Affairs regulations if required.

Experts or scholars invited to the conference may not apply for additional subsidies through CYCU Foreign Scholar Lecture and Collaborative Research Subsidy Program.

Article 9.　Implementation and Amendments

These regulations shall take effect upon approval by CYCU Administrative Meeting and the President. Any amendments to these regulations shall follow the same procedure.