

National Taiwan Ocean University

Subsidy Guidelines for Students Attending International Conferences

Approved by the Administrative Affairs Meeting on September 12, 2002.
Promulgated on October 4, 2002, through 91-Hai-Yan-Xue-Zi No.07530.
Amended and approved by the fourth Administrative Affairs Meeting of the first semester of the 2010 academic year on November 11, 2010.
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Amended and approved by the third Administrative Affairs Meeting of the first semester of the 2011 academic year on October 13, 2011.
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Amended and approved by the first Administrative Affairs Meeting of the second semester of the 2011 academic year on February 16, 2012.
Amended and approved by the fourth Administrative Affairs Meeting of the first semester of the 2012 academic year on November 8, 2012.
Amended and approved by the first Administrative Affairs Meeting of the second semester of the 2013 academic year on March 6, 2014.
Amended and approved by the first Administrative Affairs Meeting of the first semester of the 2018 academic year on August 2, 2018.
Amended and approved by the first University Endowment Fund Management Committee Meeting of the first semester of the 2018 academic year on November 7, 2018.
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Amended and approved by the sixth Administrative Affairs Meeting of the first semester of the 2019 academic year on January 16, 2020.
Amended and approved by the first University Endowment Fund Management Committee Meeting of the second semester of the 2019 academic year on March 26, 2020.
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Amended and approved by the second Administrative Affairs Meeting of the first semester of the 2022 academic year on September 15, 2022.
Amended and approved by the second University Endowment Fund Management Committee Meeting of the first semester of the 2022 academic year on November 10, 2022.
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Article 1 To encourage students to participate in international academic exchanges and to assist them in attending international conferences abroad (including Mainland China) to present papers, these guidelines are hereby established.

Article 2 Eligibility for Application:

1. Students currently enrolled at the University.
2. The paper to be presented must be co-authored and officially accepted for presentation at the conference.
3. As a principle, one paper will warrant a subsidy for one student, but a maximum of two students per research lab per conference is allowed.
4. For international conferences held in Mainland China, the event must include foreign scholars from at least three countries, including Taiwan, with scholars from Mainland China, Hong Kong, and Macau counted as one country.

Article 3 Application Procedure:

1. Method of Application: Applicants should submit their application documents to the

Planning and Academic Cooperation Division of the Research and Development Office.

2. Application Deadline: Application documents must be submitted 7 days before the departure date; late submissions will not be accepted.
3. Application Documents:
 - (1) National Taiwan Ocean University Application Form for Subsidy for Students Attending International Conferences.
 - (2) A copy of the acceptance proof for the paper.
 - (3) For oral presentations, a copy of the English abstract and presentation file; for poster presentations, an A4 size English poster and abstract.
 - (4) A copy of the conference agenda.

Article 4 Subsidy Items:

1. Round-trip economy class airfare.
2. Conference registration fees (excluding other miscellaneous expenses like proceedings, membership fees, handling fees, etc.).
3. Living expenses during the conference.

Article 5 Principles for Subsidy Approval:

1. Doctoral students can apply for this subsidy twice during their study period, and non-doctoral students can apply once.
2. Applicants may simultaneously or separately apply for similar subsidies from other organizations; other unit funds should be prioritized for reimbursement.
3. Each applicant is limited to one subsidy per fiscal year; for co-authored papers, only one author per paper is eligible for the subsidy, and each paper is subsidized only once.

Article 6 Reimbursement Procedure:

1. The subsidized individual must process the reimbursement claim according to the guidelines for overseas travel expenses within one month after the conference ends (within the same fiscal year).
2. Send an electronic copy of the post-conference report to the Planning and Academic Cooperation Division of the Research and Development Office.
3. Submit the original approved “National Taiwan Ocean University Application Form for Subsidy for Students Attending International Conferences”.

Article 7 Other Matters:

1. The living expenses, airfare, and registration fees for this subsidy will be covered by funds from the Student Affairs Office “Student Overseas Funds and Grants”,

Academic Affairs Office “Higher Education Sprout Project”, and Research and Development Office “Major Research and Development Affairs and Research Outcome Management and Promotion”.

2. When the annual subsidy budget is exhausted, it will be announced on the website of the Planning and Academic Cooperation Division of the Research and Development Office.

Article 8 These guidelines shall be implemented after approval by the Administrative Affairs Meeting and the University Endowment Fund Management Committee.

Note: These guidelines are formulated in Chinese. In case of any discrepancies between the English and Chinese versions, the Chinese version shall prevail.