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 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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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 laboratory 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. Scholars from Mainland China, Hong Kong, and Macau shall be counted as one country.

Article 3 Application Procedure:

1. Applicants should submit their application documents to the Planning and Academic Cooperation Division, Office of Research and Development.
2. Application documents must be submitted seven days before departure; late submissions

will not be accepted.
3. Application Documents:
(1) NTOU Application Form for Subsidy for Students Attending International Conferences.
(2) A copy of the paper acceptance letter.
(3) Oral presentations: English abstract and presentation slides; poster presentations: A4-size English poster and English abstract.
(4) A copy of the conference agenda.

Article 4 Subsidy Items:

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

Article 5 Principles for Subsidy Approval:

1. Doctoral students may apply for this subsidy up to two times during their studies; non-doctoral students may apply once.
2. Applicants may simultaneously or separately apply for subsidies from other organizations; other funding shall be used first during reimbursement.
3. Each applicant is limited to one subsidy per fiscal year. For co-authored papers, only one student per paper is eligible, and each paper may be subsidized only once.

Article 6 Reimbursement Procedure:

1. Reimbursement shall be completed within one month after the conference ends and within the same fiscal year.
2. An electronic copy of the post-conference report shall be submitted to the designated mailbox of the Planning and Academic Cooperation Division after advisor review and signature.
3. Submit the original approved application form.

Article 7 Other Matters:

1. Funding shall be provided by the Student Affairs Office, the Higher Education Sprout Project, and the Office of Research and Development.
2. When the annual subsidy budget is exhausted, an announcement will be posted on the website of the Planning and Academic Cooperation Division.

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 the event of any discrepancy between the English and Chinese versions, the Chinese version shall prevail.