

Taipei Medical University Guidelines on Grants Encouraging Instructor Attendance at International Academic Conferences

Formulated and approved at the university administrative meeting on April 18, 2012
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Article 1 (Reasons for formulating the guidelines)

To encourage full-time instructors to attend international conferences, promote international exchanges, and gain global perspectives for their faculty, Taipei Medical University (TMU) developed the Taipei Medical University Guidelines on Grants Encouraging Instructor Attendance at International Academic Conferences (hereinafter “the Guidelines”).

Article 2 (Definition of an international conference)

In the Guidelines, an international conference refers to an international academic conference held outside the Republic of China (Taiwan) or in Mainland China, Hong Kong, or Macau that adopts call for papers and peer review systems, in which people from three or more countries/regions present papers.

Article 3 (Grant awardee)

Grant awardee refers to any full-time instructor hired by TMU who presented a research paper (the paper should be published under the name of TMU and the grant applicant should be the first or corresponding author), delivered a keynote speech at an international conference, or hosted an international conference.

Article 4 (Grant amount and application process)

The amount of each grant awarded in accordance with the Guidelines is NT\$5,000. Each grant applicant can only receive such a grant once per academic year and must file an application using the TMU Grant Application System for International Academic Conference Attendance (hereinafter “the Application System”) not later than 4 weeks prior to the first date of the conference concerned.

Article 5 (Expense reimbursement)

The grant applicant shall submit relevant documents through the Application System within 2 weeks of returning to Taiwan. The TMU Office of Research and Development shall then process expense reimbursement according to relevant regulations. The applicant shall report schedule changes (if any) to the Office of Research and Development in advance.

Article 6 (Notices)

When attending an international conference or international exchange activity, the applicant shall comply with the “Authorship Principles of Papers Published by Taiwanese Authors in Foreign Countries/Regions or Mainland China” stipulated by

the Ministry of Education, as well as the “Principles of Handling the Name Use or Status of the Republic of China for Attending an International Conference or International Exchange Activity subsidized by Governmental Agents (Institutes), or the Attendance of Nongovernmental Organizations in said Conference and Activity subsidized by Governmental Agents (Institutes)” regulated by the Ministry of Foreign Affairs. Should any noncompliance with said regulations occur, the applicant shall promptly lodge a protest, request a correction, and report such a matter to TMU for assistance or the governmental agent subsidizing the applicant. The applicant shall seek assistance from the competent overseas embassy and report such a matter to the Ministry of Education when necessary.

Article 7 (Mutatis mutandis eligibility of the Guidelines for researchers)

Any researcher employed by TMU in accordance with the Taipei Medical University Researcher Appointment and Promotion Regulations shall also comply mutatis mutandis with the Guidelines.

Article 8 (Matters not mentioned herein)

Matters not regulated by the Guidelines shall be handled in accordance with the relevant TMU regulations and governmental acts.

Article 9 (Level of authority)

The Guidelines are officially enacted after being approved or amended in a TMU administrative meeting.