

Regulations Governing Subsidies from TMU for Students and Postdoctoral Fellows Attending International Conferences

Formulated and approved in the administration meeting on June 15, 2005

Amended in the administration meeting on June 7, 2006

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Amended in the administration meeting on October 13, 2010

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Amended in the administration meeting on August 4, 2016

Amended ten articles according to Běiyīxiàomìzì No.1050002802 on August 16, 2016

Article 1 The Regulations Governing Subsidies from TMU for Students and Postdoctoral Fellows Attending International Conferences (hereafter the Regulations) are specifically formulated by the University to encourage students and postdoctoral fellows in attending international conferences and promoting international cultural and educational exchanges.

Article 2 Members of the University fulfilling the following requirements may apply for subsidies in accordance with the Regulations.

1. Applicants are required to apply for grants from other institutions (the unit who have review mechanism) and obtain documents proving before the conference.
2. The applicant must be the first author of an accepted paper that notes their TMU affiliation that will be presented at the international conference for the first time.
3. Ensure that other co-authors did not receive funding from TMU or other units for the same paper (a consent form must be signed).
4. The advisor may attend the conference.

Article 3 The allowance is limited to providing the following funds and only provides half of the actual funding applied for: not exceeding NTD30,000 within Asia; not exceeding NTD50,000 for other regions.

1. Return air tickets: Applicants must purchase the tickets with their own funds and be reimbursed. Only the economy-class tickets with the most direct path to the destination will be paid accordingly.
2. Conference registration fees (does not include other incidental expenses, such as proceedings, annual membership fees, meals, etc.).
3. Living expenses per diem will be paid in accordance to central government's stated regulations.

For applicants who have received subsidies from other institutions, TMU will only pay the excess funds not covered. For applicants not receiving subsidies

from any other institution, the per diem subsidy amount is limited to 80% of the upper limit of the amount that the University subsidizes.

Article 4 The subsidy guidelines are as follows:

1. applicants are limited to get one subsidy per academic year.
2. All the applicants have the same advisor, a maximum of three applicants will be accepted.
3. As limited funding is available, these grants may not be available at all times.

Article 5 Subsidies stipulated in the Regulations are awarded to oral presenters first, followed by poster presenters.

Article 6 Applicants must submit the following documents to the Office of Research and Development four weeks before the international conference. Late applications will not be considered.

1. Application form
2. Letter of Acceptance
3. Abstract of paper to be presented
4. Conference itinerary
5. Offprints of the most notable publications (max: three publications)
6. Affidavit stating that the other co-authors of the paper to be presented have not applied to other institutions for subsidies.
7. Proof of completing the procedures for a subsidy application from institutions besides the University in accordance with Paragraph 1 of Article 2 or proof of grant.

Article 7 Applications shall be reviewed by three review committee members appointed by the Office of Research and Development and submitted to the University president for approval.

Article 8 Applicants who are granted subsidies shall inform the relevant departments/institutes of each school and the Office of Research and Development upon a change or cancellation of the approved plans, which shall be reviewed by the original committee members.

Article 9 Applicants shall abide by the following when filing for reimbursements:

1. Email a report to the Office of Research Development within one month of returning to Taiwan.
2. Fill out the reimbursement forms per the regulations of the Office of Finance, attach relevant documents, and submit all documents to the Office of Research and Development for reimbursement in two weeks after the conference.

The following documents must be attached for filing expenses per the

previous paragraph, or for airfare, registration, and per diem allowances:

1. Airfare: original ticket stub or electronic ticket; international air tickets should be supplemented with proof of purchase or receipt from a travel agency facilitating ticket purchase and the boarding pass stub.
2. Registration fee: original receipt of registration fee, foreign exchange memo.
3. Per diem: foreign exchange memo or historical exchange rates of the Bank of Taiwan.

Article 10 The present regulations and any amendment thereto shall be adopted by resolution of an administration meeting.