

NATIONAL CHUNG HSING UNIVERSITY
Matters of Attention Concerning the Use of Administrative Fees and Surplus Project Funds of University Units to Subsidize Participation in Overseas Academic Activities

October 29, 2010—Approved by the 1st Research and Development Meeting of the 1st Semester of Academic Year 2010-11
March 29, 2012—Approved by the Research and Development Meeting of the 2nd Semester of Academic Year 2011-12
April 26, 2012—Filed for reference by the 2nd University Endowment Fund Management Committee Meeting of Academic Year 2011-12
March 13, 2015—Amended by the Research and Development Meeting of the 2nd Semester of Academic Year 2014-15
April 9, 2015—Filed for reference by the 3rd University Endowment Fund Management Committee Meeting of Academic Year 2014-15

- Article 1 These Matters of Attention are set forth in accordance with the *National Chung Hsing University Guidelines for the Management of Revenue and Expenditures of Sponsored Projects* for the purpose of encouraging full-time faculty members, research personnel, and postdoctoral researchers at National Chung Hsing University (NCHU or “the University”) to attend academic events and activities overseas.
- Article 2 These Matters of Attention are set forth in accordance with the *National Chung Hsing University Guidelines for the Management of Revenue and Expenditures of Sponsored Projects*. Administrative fees and surplus project funds of NCHU units shall serve as the sources of funding for the subsidy governed by these Matters of Attention.
- Article 3 The scope of this subsidy includes the following overseas activities:
1. Overseas lectures
 2. Participation in international conferences or conferences in China, Hong Kong, or Macau
 3. Overseas academic activities: including the signing of academic agreements and participation in academic field studies, visits, research, training, internships, etc.
- Article 4 If an applicant is planning to attend and present a paper at an international conference or a conference in China, Hong Kong, or Macau, the paper must be primarily based on research completed at NCHU and shall be presented under the name of NCHU.
- Article 5 The subsidy items and amounts shall be determined in accordance with the Executive Yuan’s *Regulations for the Reimbursement of Overseas Business Trip Expenses*. Recipients of this subsidy shall submit an overseas travel report pursuant to the *Guidelines for Overseas Travel*

Reports Required of Personnel of the Executive Yuan and its Subordinate Agencies within three months after their return to Taiwan.

- Article 6 Subsidy applications for overseas activities must be filed by the appropriate application deadline (on the first day of March, June, September, and December each year). Applicants whose date of departure is in January or February shall file an application by December 1 of the preceding year.
- Article 7 Reviews of subsidy applications as governed by these Matters of Attention shall be carried out by the Academic Review Board, whose members include the Vice President for Research and Development, the Vice President for Academic Affairs, and the deans of NCHU colleges. The division chief of the Division of Academic Development, Office of Research and Development shall attend board meetings as a non-voting member. Meetings of the Academic Review Board shall only be convened with a quorum of half the members present. Board members who are unable to personally attend board meetings may appoint a proxy to exercise their rights and responsibilities on their behalf. Only full-time NCHU faculty members at the rank of associate professor or above may serve as proxies.
- Article 8 These Matters of Attention shall take effect upon approval by the Research and Development Meeting, submission to the University Endowment Fund Management Committee Meeting for reference, and ratification by the President. The same shall hold true when amendments are made.