

NATIONAL CHUNG HSING UNIVERSITY
Matters of Attention Concerning Subsidies for Faculty Members
Attending International Conferences

December 22, 1999—Approved by the 270th Administrative Meeting
March 3, 2004—Amended by the 302nd Administrative Meeting
March 25, 2005—Amended by the 1st Research and Development Meeting of the 2nd Semester of Academic Year 2004-05
March 24, 2006—Amended by the 1st Research and Development Meeting of the 2nd Semester of Academic Year 2005-06
October 29, 2010—Amended 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—Approved by the 2nd University Endowment Fund Management Committee Meeting 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
October 26, 2012—Passed by the Research and Development Meeting of the 1st Semester of Academic Year 2012-13
October 26, 2012—Passed by the Research and Development Meeting of the 1st Semester of Academic Year 2012-13
November 19, 2012—Amendments filed for reference by the 1st University Endowment Fund Management Committee Meeting of Academic Year 2012-13
October 31, 2014—Amended by the 1st Research and Development Meeting of the 1st Semester of Academic Year 2014-15
January 27, 2015—Filed for reference by the 2nd University Endowment Fund Management Committee Meeting of Academic Year 2014-15
March 27, 2017—Amendments to Articles 2, 3, and 6–10 passed by the 2nd University Endowment Fund Management Committee Meeting of Academic Year 2016-17

- 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 attendance at international conferences by the full-time faculty members, research personnel, and postdoctoral researchers of National Chung Hsing University (hereinafter, NCHU or “the University”).
- Article 2 The University shall earmark project funds to serve as sources of funding for the above-mentioned subsidies.
- Article 3 If possible, applicants shall use funds already allocated to an ongoing project or apply for funding from the Ministry of Science and Technology (MOST) or other non-NCHU government bodies to cover overseas travel expenses. In the event that project funds are insufficient to cover travel or an application for funding has been denied outright or due to receipt of a separate subsidy, the applicant may file an application with NCHU in accordance with these Matters of Attention.
- Article 4 Faculty members attending an international conference as a keynote speaker, invited speaker, paper presenter, or in another important role are eligible to apply for the subsidy. The paper must have been primarily completed at NCHU and presented under the name of NCHU.
- Article 5 Applications must be filed by the last application deadline before the date of departure. The application deadlines are on the first day of March, June, September, and December each year. An applicant whose date of departure is in January or February must file their application by December 1 of the preceding year. Each applicant will only be granted

the subsidy once per fiscal year.

- Article 6 The subsidy is to be used to cover airline tickets and registration fees and may not be used to reimburse other expenses paid for with other funds. The total subsidy granted to each recipient will not exceed the following amounts: for conferences held in Europe, Africa, or the Americas, NT\$45,000; for conferences held in Oceania, NT30,000; for conferences held in Asia, NT\$20,000. Attendees of any conference held by a non-international organization in China, Hong Kong, Macau, or Taiwan are not eligible to apply for the subsidy.
- Article 7 The application requirements set forth in Article 3 and the annual subsidy cap set forth in Article 5 shall not apply to faculty members attending as paper presenters or in other important roles in gender equity-related conferences recognized by the NCHU Gender Equity Education Committee. The annual subsidy cap set forth in Article 5 also shall not apply to newly appointed NCHU associate professors and assistant professors with a tenure of less than 3 years, but if two such subsidies are granted in a given fiscal year, the second shall only cover the cost of airline tickets.
- Article 8 Recipients of this subsidy shall submit an overseas travel report within three months after their return to the country pursuant to the *Guidelines for Overseas Travel Reports Required of Personnel of the Executive Yuan and its Subordinate Agencies*. This requirement shall not apply to those submitting an overseas travel report to MOST.
- Article 9 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 if a quorum of half the members is present. Board members who are unable to attend board meetings in person 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 and above may serve as proxies.
- Article 10 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.