

National Yang Ming Chiao Tung University Guidelines on the Application for Graduate Student Stipends to Attend International Conferences

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1. Purpose

National Yang Ming Chiao Tung University sets out these application Guidelines in order to encourage graduate students to attend and present papers at international conferences abroad and to accelerate their understanding of new specialist knowledge, technological developments and new research methods.

2. Scope of Application: International conferences referred to herein must be held abroad and online video conferences organized by foreign organizations may be applicable.

3. Eligibility for Application: Priority will be given to the University's PhD students (excl. those on in-service PhD programs); Master's students (excl. those on in-service master's programs) may apply if they have received other matching grants.

4. How to Apply

1) Applicants should fill in online the application form in the "Application System for National Yang Ming Chiao Tung University Graduate Students to Attend International Conferences" at the Office of Research and Development and upload the following documents:

1. An official letter of invitation from the conference organizer to the applicant or a document proving the acceptance of the paper in electronic form.
2. The full text of the paper to be presented in electronic format.
3. The applicant's experience relating to the international conference within five years or most representative papers in electronic format.
4. The applicant's outstanding performance (e.g. received best paper award from the international conference attended) and other information in electronic format conducive to the review.
5. Graduate students apply for an affidavit of scholarship for attendance at an international conference.
6. If the applicant has applied to the National Science and Technology Council (NSTC) or another external organization, please also attach the supporting documents.

2) Applications must be completed by the first day of the international conference, except for the December conference, for which applications must be completed by November 30 during the year, and late applications and incomplete information will not be accepted.

3) If one has any military service, visa or other problems, please take care of them in advance.

5. Scholarship Amount

1) Scholarships are awarded in fixed amounts, subject to a maximum of NT\$40,000 per conference in the Asia-Pacific region (including New Zealand and Australia) and NT\$55,000 in the Americas, Europe (including Russia and Turkey) and Africa.

2) For those who have received awards for presenting papers in poster format, the scholarship amount is set at 60% of that for oral/lecture presentations. If there are special reasons, the

applicant may submit a written statement for consideration in the review.

- 3) Applicants whose applications have received funding from NSTC or other organizations must inform the responsible entity and the amount of scholarship will be adjusted at its discretion.

6. Review Methods

- 1) There are two stages of review: the preliminary review and the second review.
- 2) The preliminary review is conducted in writing by the responsible entity.
- 3) In the second review, the Office of Research and Development convenes a review meeting to examine the amount of scholarship.
- 4) Upon completion of the vetting process, the applicant will be notified in writing by the responsible entity of the results of the application.

7. Review Principles

- 1) To encourage students to give priority to securing external grants to attend international conferences, those who have received grants from external organizations and have submitted supporting information will be given priority for grants.
- 2) Preference will be given to senior PhD students who have published in international journals and other publications, or participated in leading or major international conferences, where they have presented their thesis orally.
- 3) One person is awarded for each paper presented.
- 4) Applicants shall be awarded once in the same fiscal year (Jan 1 to Dec 31 each year).
- 5) International conferences hosted by organizations based in China, Hong Kong and Macau may be rejected, except for those organized by international organizations in the aforementioned regions.
- 6) The rules for examining the point accumulation criteria and the amount of scholarship for each application shall be set out separately and shall come into effect upon the approval at the R&D standing committee meeting.

8. Recipients of the grant who wish to change or cancel their travel arrangements should inform the responsible entity of their intention prior to the conference to be attended.

9. Scholarship Compilation and Disbursement

The recipient must submit the relevant documents to the responsible entity within one month of the end of the meeting (within the same fiscal year) for compilation and disbursement of the scholarship.

10. If the relevant regulations were not complied with, when the applicant and his or her advisor's research team members apply for the incentive the second time, the responsible entity may take the aforementioned circumstances into consideration in the preliminary assessment, and may reject the application if the circumstances are serious.
11. The scholarship amount may be increased at the discretion of the review meeting for those with severe or higher-level physical or mental disabilities who have documentary evidence and require an escort to attend the academic conferences.
12. These Guidelines shall come into effect upon approval by the administrative meeting.