

# **National Yang Ming Chiao Tung University**

## **Guidelines for Subsidies for Faculty Researchers to Present at International Academic Conferences**

Approved at the 3rd Administrative Meeting of the University  
for the 2021 Academic Year on November 17, 2021

1. In order to actively encourage full-time faculty members to attend international conferences and present papers abroad, and to promote international academic exchange and international academic visibility of the University, these guidelines have been established.
2. The international conferences mentioned in these guidelines must be held abroad. Online video conferences organized by foreign institutions may be applicable.
3. In accordance with these guidelines, each person may apply for one subsidy per year, based on the principle of partial subsidy. No more than two people may attend the same conference.
4. The guidelines take important international conferences recommended by the faculty and the presentation of individual papers by faculty members as reference for subsidy review; new faculty members may receive lenient consideration for subsidy.
5. Applicants shall submit the subsidy application form, the invitation or acceptance letter from the conference organizer, the conference schedule, and the relevant supporting documents of the proposed paper to the R&D Standing Committee of the Office of Research and Development for review and decision six weeks prior to the conference.
6. The amount of financial assistance will be subject to a separate review and approval by the R & D Standing Committee.
7. The expenses to be subsidized by the University will be pre-paid by the recipient when he/she goes abroad, and he/she will submit the report of the meeting and fill out the relevant report form within one month after the meeting or his/her return home to complete the closing procedure.
8. These guidelines shall be implemented after being approved in the administrative meeting.