

# Regulations Governing National Cheng Kung University (NCKU) International Conference Grants for Full-Time Instructors, Research Fellows, and Students

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## Article 1

The following regulations have been established by National Cheng Kung University (hereinafter the "University") to provide full-time instructors, research fellows, and students support through the form of grants to attend international conferences. In doing so, the University aims to enrich the academic research environment on campus, facilitate meaningful exchanges between University faculty/students and the global academic community, and showcase significant research findings at international conferences, thereby elevating the University's academic standing and reputation.

## Article 2

Grants under this program are funded by:

1. Ministry of Education (MOE) grants;
2. The University Endowment Fund;
3. Other government-issued grants.

## Article 3

These guidelines apply to the following types of international conferences:

1. In-person conferences;
2. Virtual (online) conferences.

## Article 4

Applicants must meet and/or adhere to the following eligibility requirements:

1. Applicants must be full-time associate professors or assistant professors with less than three years of service at the University; doctoral research fellows; or

University students (excluding in-service students, who are not eligible).

2. Applicants may only submit one application for a grant from the Ministry of Education (MOE) per fiscal year, including grants open at the university level, college-level, and/or office/departmental initiatives. Applications for grants to attend an international conference in the upcoming year, if approved, will be factored into the allocation of grants for that same year.
3. Each paper presented at a conference is eligible for only one grant, regardless of the number of presenters or authors associated with the paper.
4. Papers presented at conferences funded by this grant must list the University (i.e. National Cheng Kung University) in the affiliation information.
5. Grants may be used for participation in or presentation at international conferences held in China, Hong Kong, or Macau, provided that the conference organizer is an international organization.

## **Article 5**

Application procedures:

1. Before applying for this grant, applicants must first apply for funding from an external organization (e.g., a government agency, relevant organization, etc.) and be able to show proof of such application. Virtual (online) conferences and in-person conferences in Taiwan are exempt from this regulation.
2. Applications to this grant should be submitted to the Office of International Affairs (OIA) online portal at least one month before the start date of the specified international conference. Review periods for applications will be announced annually. Applications submitted after the deadline will not be accepted.
3. Applicants must upload the following documents to the OIA online portal:
  - a. Completed application form (available online);
  - b. Conference details (including conference program/agenda and statement of purpose);
  - c. Evidence of acceptance of the applicant's paper for presentation at the international conference;
  - d. A copy of the complete abstract or paper (including English) to be presented. Only papers that have not been presented at previous conferences are eligible.;
  - e. Proof of previous application to non-University grants (see 5.1). Virtual (online) conferences and in-person conferences in Taiwan are exempt from

this regulation.;

- f. Student applicants must submit a copy of their University transcripts. Undergraduate transcripts must include class ranking.;
- g. Student applicants must submit a letter of recommendation from their advisor.;
- h. Student applicants intending to present at an international conference must submit proof of their English proficiency. Students holding citizenship in countries where English is the official language are exempt from this requirement.;
- i. Government documentation verifying low/lower-middle income household status (if applicable);
- j. Any other supporting documentation (e.g., Documentation of research results or awards received within the past five years.) Documentation should not exceed five A4 pages.

Incomplete applications or those failing to meet these requirements will not be accepted. Extensions may be allowed for documentation listed in 3.c (conference invitation and proof of acceptance), which can be submitted later if necessary.

## **Article 6**

Grants may be used for the following approved expenses:

- 1. In-person conferences (excluding those in Taiwan)
  - a. Round-trip airfare: Grant funds may be utilized for the most direct economy-class flight from Taiwan to the location of the international conference. Tickets must be booked with a Taiwan airline. If required by special circumstances, an applicant may apply for permission to fly with a foreign airline (see Application for Boarding Flights on Foreign Airlines). Applicants must receive approval from the appropriate authorities or an authorized official before booking with a foreign airline.;
  - b. Conference registration fees (excluding miscellaneous expenses such as conference proceedings, annual membership fees, and meals);
  - c. Per diems:
    - i. Grant funding is intended solely for the duration of the conference and associated travel arrangements.
    - ii. Per diem rates will follow the standards set forth by the central government. (see 中央政府各機關派赴國外各地區出差人員生活費日支數額

[No English version currently available]).

2. Virtual (online) conferences and in-person conferences in Taiwan: Grant funds are solely designated for covering conference registration fees (excluding other expenses such as conference proceedings, annual membership fees, or meals).
  - a. University Students:
    - i. Travel within Asia: Total funding shall not exceed NT\$35,000.
    - ii. Travel outside of Asia: Total funding shall not exceed NT\$55,000.
  - b. Full-time faculty and doctoral research fellows:
    - i. Travel within Asia: Total funding shall not exceed NT\$50,000.
    - ii. Travel outside of Asia: Total funding shall not exceed NT\$80,000.

Applicants submitting government documentation verifying low/lower-middle income household status may, if approved, be entitled to additional subsidies.

#### Article 7

Grant applications shall be reviewed through the following process:

1. Stage one: Applications should be submitted to the specified office/department. After approval by the relevant office/department and the applicant's academic advisor, applications shall be uploaded to the OIA online portal.
2. Stage two: The OIA shall forward applications to a selection committee for review. Applications will be evaluated on the written documents submitted; however, if necessary, applicants may be asked to attend an interview.
3. Stage three: After the review process is complete, a list of finalists will be sent to the University President for approval and subsequently announced.

The selection committee will consist of the Vice President for International Affairs and seven to nine faculty representatives.

#### Article 8

Grantees receiving supplementary funding from other sources must (1) ensure that these sources allow concurrent funding from the University and (2) comply with the regulations of those sources.

#### Article 9

University faculty attending international conferences may apply for funding to cover travel expenses if they visit eligible universities/academic institutions en route to or

from the conference to give a lecture or engage in international exchange.

An eligible university/academic institution refers to: a university ranked within the top 500 of the Academic Ranking of World Universities (also known as the Shanghai Ranking); a university/academic institution that has entered into a formal academic exchange agreement with the University; **or** a university/institution with which the University is interested in fostering a collaborative relationship. Applicants must provide a detailed proposal for the planned visit, including any invitation letters, a statement of purpose, an itinerary, an estimated budget, and anticipated outcomes. After returning to Taiwan, any documentation of the visit must be submitted to the OIA.

#### **Article 10**

Within a month of attending the international conference (and before the end of the fiscal year), grantees must (1) upload a final report in both Mandarin and English to the University online portal and (2) submit all expense records in accordance with these regulations. Students awarded funding to attend international conferences must include photos documenting their participation in the conference as part of their reports. Failure to submit the requisite report(s) and expense records by the deadline shall result in the revocation of the grant and disqualify the grantee reapplying.

Grantees shall pay conference fees in advance and apply for reimbursement after the conference has concluded.

If a grantee does not meet eligibility requirements (see section 4.a) at the time of the conference, the grant will not be awarded.

#### **Article 11**

Expenses will be reimbursed in accordance with the provisions of the University and relevant laws and regulations. In the event of misrepresentation or falsification of expenses, the grant will be revoked, distributed funds repaid in full, and the grantee ineligible to reapply for future grants.

#### **Article 12**

Matters not provided for by these regulations shall be governed by existing provisions and official notices.

**Article 13**

These regulations, along with any subsequent amendments, shall become effective upon approval by the Chief Administrators and the University President.