

Graduate Students Attending International Conferences Subsidy by National Tsing Hua University

How to Apply?

1. Before leaving for abroad, go to the University website system (Academic Information Systems → Office of Research and Development Information System → System Portal Site → Graduate Students Attending International Conferences Subsidy) and apply online.
2. Print out the application form and ask your advisor to fill in the importance of the conference. Then hand the application form to the staff of your department.
3. After the VP of the Office of Research and Development has affixed the official approval seal, the fund for the approved grant will be granted to the concerned department or institute through the accounting system and the application form will be sent back to your department office.

Reimbursement

To reimburse your travel expenses, please finish the following processes **within 7 days after returning from abroad**:

1. Login the University website system (Academic Information Systems → Office of R&D Information System → System Portal Site → Graduate Students Attending International Conferences Subsidy).
2. Upload the Post Conference Attendance Report and the approved application form.
3. Print out the Check List of the Post Conference Attendance Report and ask your advisor to sign.
4. Hand the check list and all your receipts to the staff of your department office.
5. You also need to upload the Post Conference Attendance Report to the Going Abroad Report Submission System (Academic Information Systems → Going Abroad Report Submission System).

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