

“National Tsing Hua University Guidelines of Funding Teachers and Researchers to Attend International Academic Activities and Obtain Rights to Host International Conferences “

How to Apply?

1. Applicants should provide the following required documents to the Research & Development Office before going abroad:
 - ①. An application form (These will be reviewed by the Research & Development Office and sent to the President of the University for approval).
 - ②. The conference or exhibition agenda.
 - ③. An official letter of paper acceptance, an official invitation to the international conference, an official invitation letter of exhibition or promotional document.
 - ④. The content of the paper to be presented, a proposal to obtain the right to host an international conference or exhibition plan.
2. Applicants should present papers that indicate their National Tsing Hua University affiliation. Each applicant should only apply for the funding once in a fiscal year under the Guidelines. If the accepted paper has more than one author, only one author can be subsidized.
3. Funding Items (Subsidizers should pay for the expenses first and receive reimbursement according to receipts after the event.)
 - ①. Round-trip tickets. Only the economy-class tickets with the most direct path to the destination will be paid accordingly, as a general rule.
 - ②. Conference or exhibition registration fees.
 - ③. Living expenses per diem during the international conference (exhibition).

Reimbursement

A report of conference attendance should be submitted to the University Affairs Information System/ Going Abroad Report Submission System. The report should be open to all the school faculties and students for reference. All supporting documents and receipts should be submitted to the department/institute office and sent to the Research & Development Office for verification.

Remarks: The application procedure under the Guidelines:

Department/Institute/Center → College → Office of Personnel → Office of Research and Development → Office of President.

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