

Ming Chuan University Procedures for Funding Support for Full-time Faculty Members Presenting Papers at International Academic Conferences

Revised and passed at the Administrative Council Meeting on November 14, 2016

- Article 1. These guidelines were established to encourage full-time faculty members to present papers at international academic conferences, which may in turn elevate academic standards at Ming Chuan University and promote internationalization.
- Article 2. Full-time faculty members who are presenting papers under Ming Chuan University's name, and who have not been granted funding support from the conference sponsor, the Ministry of Education, the Ministry of Science and Technology or any other agency, may request funding support through their responsible academic departments and graduate programs within two weeks after presenting their papers.
- Article 3. Requests are made by completing the application form and providing the following information:
1. Documentation that proves applicant did not receive funding support from the Ministry of Science and Technology or other organizations. (Official document indicating application received but not approved.)
 2. The initial review record made by departments or programs.
 3. Letter of invitation from international academic conference organizer or official document indicating acceptance of paper to be presented at conference.
 4. Conference schedule and venue.
 5. Name of applicant, meeting minutes, cover pages of theses, table of contents and photocopy of publications.
 6. Publishing record for the previous five years (papers presented and published).
 7. Any other documents that will aid in review of application.
- Article 4. When faculty members apply for funding support, after the department has made an initial review of the application, the school will sign the application, append any comments, and hand it over to the Human Resources Division. The Human Resources Division will request the Dean of Academic Affairs to convene school deans as well as the General Education Committee Chairman in order to conduct a final review. All the application documents need to be submitted to Human Resources Division within a half year of applicant's travel.
- Article 5. Approved requests are funded according to the following standards:
1. Domestic: Registration fee reimbursement (total amount according to the information in the conference invitation letter).
 2. International funding is divided into complete funding and partial funding. Details are described below:
 - (1) Round-trip Ticket (including air, boat and train): The most direct routing to the destination should be purchased by the faculty member, limited to a local carrier. If there are reasons a local carrier is not chosen, the faculty member must complete a form requesting permission to travel on a foreign carrier.
 - (2) Daily Stipend: Funds will be paid according to the Ministry of Science and Technology standard for the actual days of the conference.
 - (3) Registration Fee: Complete reimbursement will be paid according to the information in the conference invitation letter.
 - (4) Procedural Fees: Includes passport fee, visa fee and airport tax.The university will reimburse funds according to these standards. Faculty members should make all payments first. Once the Subsidy Review Committee has reviewed and passed the request, please submit business trip expense form and receipts within two weeks after the president's approval; Faculty members need to follow the related expenditures verification procedures to complete reimbursement verification process.
- Article 6. The principles on which the university bases the application review are listed in detail below:

1. Most important review factor will be the paper to be presented and applicant's overall research record.
2. Reputation and importance of the conference in which applicant wishes to participate.
3. Stipends will be offered once a year only.
4. Only one faculty member will be supported per paper.

Article 7. The decision to offer complete or partial support will be based on the amount of funds available in the budget as well as faculty members' teaching, research and service record.

Article 8. Faculty members who serve as directors or trustees for important international academic associations or serve on the editorial board of well-known international academic publications, and who are required to take part in related meetings without presenting papers are still eligible to apply for funding support according to these guidelines. Such faculty members will not be subject to the rule stipulating that support may be applied for only once a year.

Article 9. When applying for expense reimbursement, faculty members should also complete a report detailing what was gained by attending this international academic conference. Copies should be placed both in the School to which faculty members belong and in the library.

Article 10. Upon being passed at the Administrative Council Meeting and approved by the president, these guidelines were implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****