

National Chengchi University College of Social Sciences

Measures for Awarding/Subsidizing Students to Attend International Academic Activities

Formulated and approved by the College of Social Sciences management meeting on July 13, 2017

Formulated and approved by the College of Social Sciences management meeting on November 12, 2018

General

Article 1 The College of Social Sciences, National Chengchi University (hereinafter referred to as the College) has formulated these Measures in order to encourage students to expand their international horizons and actively participate in international academic activities.

Article 2 "International academic activities" mentioned in these Measures shall include "attending international academic conferences (as a presenter)," "short-term research or advanced studies," "exchange student," "overseas internships," "participation in international competitions" and other academic activities. The "international academic conference" mentioned previously shall be defined as a conference where participants presenting or commenting on the papers and their affiliated institutions are of three or more nationalities.

Application and Eligibility

Article 3 Eligible applicants shall be students of the College. Student applicants shall be enrolled in the semester during which they attend the international academic activities.

Article 4 It is recommended that students first apply for subsidies to relevant entities within or outside of the University before applying to the College for subsidies. The College shall not award/subsidize those who have been awarded/subsidized.

Article 5 Applicants shall submit one copy of each of the following documents to apply within the application window specified in the College's announcement:

- (1) Original application form for awards/subsidies for students attending international academic activities. (Appendix I)
- (2) Invitation to international academic activities or proof of acceptance.
- (3) Certificate or a result notification letter to prove that the applicant has applied for subsidies to relevant entities within or outside of the University.
- (4) Those who are participating in international conferences and presenting a paper shall submit the abstract of the paper. Those who are participating in other international academic activities shall submit the research plan or event announcement.
- (5) Other supporting documents, e.g. relevant event announcements, agendas, full texts of paper, copies of relevant works or foreign language proficiency certificates, etc.

In order to reward students for participating in the college-level exchange program, the College may issue scholarships based on the list of recommended exchange students during the semester. The amount of awards shall be based on the College's annual budget.

Review, Reward/Subsidy and Reimbursement

Article 6 After the College accepts the applications, the dean shall invite relevant instructors to review the applications, and the College office shall announce the review results on the College website.

Article 7 The scope of the award/subsidy shall include round-trip air ticket and living expenses or registration fees. The maximum amounts of air ticket fee subsidy shall be as follows:

China (including Hong Kong and Macau): NT\$12,000,

Asia: NT\$20,000,

Australia and New Zealand: NT\$32,000,

Americas: NT\$40,000,

Europe: NT\$44,000,

Africa: NT\$44,000

Article 8 Applicants who are granted award/subsidy by the College shall prepare relevant documents and receipts within seven working days after returning. Reconciliation shall be handled by the case specialist in accordance with the relevant regulations of the University's accounting office. For the verification and reimbursement procedures, the following documents and receipts shall be prepared:

(1) Report on international travel expenses. (Appendix II)

(2) Round-trip air ticket boarding pass, e-ticket and travel agency collection and transfer receipt (may be replaced by other ticket purchase certificate or full payment certificate which may serve as proof). Those who fly with foreign airlines shall submit an "Application Form for Taking Foreign Airlines on Official Trips."

(3) Proof of registration fee payment.

Article 9 Students who have been awarded/subsidized by the College shall submit a report within one month after returning, and the office may upload the report to the website of the College.

Supplementary Articles

Article 10 Matters not covered shall be handled in accordance with the University's relevant regulations.

Article 11 These Measures shall be implemented upon approval by the College management meeting, and the same shall apply to any amendments.

Appendix I Original application form for awards/subsidies for students attending international academic activities

Appendix II Report on international travel expenses

Appendix III Students' feedback report on attending international academic activities

