

National Chengchi University College of Social Sciences

Measures for Enhancing International Academic Research Capability

Amended and approved by the 8th management meeting in the first semester of academic year 2018 on October 29, 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 strengthen the international research capability of the programs in the College and to encourage instructors and students to expand their international horizons and actively participate in international academic activities.

Article 2 The term "international academic activities" provided in these Measures refers to attending "international academic conferences" as an oral presenter of a paper, as well as programs engaging in "international collaborative research." An "international academic conference" shall be defined as a conference where participants presenting or commenting on the papers and their affiliated institutions are of two or more nationalities, not including China, Hong Kong and Macau.

Application and Eligibility

Article 3 Eligible applicants include full-time instructors, post-doctoral researchers and doctoral students of the College. Student applicants shall be enrolled (registered as a student) in the semester during which they attend the international academic activities. Applicants shall apply to the College at least seven working days before the conference.

Article 4 Applicants are not required to first apply for subsidies to relevant entities within or outside of the University before applying to the College for subsidies. However, those who have already applied to other entities within or outside of the University may only apply for a differential subsidy. For "international academic conferences," one person per paper may be subsidized; for "international collaborative research," each person may apply for one subsidy per year.

Article 5 Applicants shall prepare one copy of each of the following documents to apply:

(1) "International Academic Conference":

1. The original application form for subsidies for participating in international academic activities.
2. Invitation to international academic activities or proof of acceptance.
3. Paper to be presented in the international conference, including the abstract and the conference agenda (on the agenda, please clearly indicate the name of the applicant, the name of the conference, the title of the paper to be presented, and two nationalities of participating scholars).
4. Other supporting documents.

(2) "International Collaborative Research":

1. The original application form for subsidies for international collaborative research.
2. Research plans or submitted papers for international collaborative research, written in a foreign language.
3. Other supporting documents.

Review, Subsidy and Reimbursement

Article 6 The College shall, upon the recommendation by the management meeting, establish a review team to review applications in accordance with these Measures.

Article 7 These Measures shall allow a fixed-amount of subsidy grant (NT\$20,000 subsidy for each case, unless otherwise specified) to encourage instructors and students to participate in international conferences or engage in international collaborative research. The scope of subsidies includes round-trip air ticket fees,

daily expenses, and registration fees, in principle.

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

- (1) 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."
- (2) Proof of registration fee payment.
- (3) Attach a leave request if the applicant is an instructor.
- (4) Relevant certificates or vouchers for differential subsidy application.

Article 9 Applicants who have received the subsidy from the College for "international academic conferences" shall submit a report, in accordance with the format of the National Chengchi University Subsidized Academic Activity Implementation Report, within one month after returning. Applicants who have received the "international collaborative research" subsidy from the College shall submit the report within one month after the end of the international collaborative research activities.

Supplementary Articles

Article 10 The funding required for these Measures may be adjusted or suspended based on the funding status of the College.

Article 11 Matters not covered shall be handled in accordance with the University's relevant regulations.

Article 12 These Measures shall be implemented upon approval by the College management meeting, and the same shall apply to any amendments.

