

National Kaohsiung University of Hospitality and Tourism Key Points of the Implementation of Subsidizing Postgraduate Students in Higher Education to Attend International Conferences and Meetings

Approved at a meeting of the University's International Affairs Office on 8 August 2023

Amended at a meeting of the University's International Affairs Office on 16 October 2023

1. In order to enhance the international reputation of the University and to encourage the doctoral and master's students of the University to participate in international academic conferences and to publish their papers abroad, we hereby formulate these Key Points.
2. Application Qualifications:
 1. For doctoral students currently enrolled at the University, each student will receive a maximum of 2 grants during the period of study.
 2. For graduate students currently enrolled at the University, each student will receive a maximum of 1 grant during the period of study.The applicant must publish the paper in the name of National Kaohsiung University of Hospitality and Tourism (NKUHT).
The applicant should be the first author or corresponding author of the paper.
The same applicant will receive a maximum of one grant in the same fiscal year. Only one person will be supported for each paper.
3. Application: Applicants should submit the application form and related documents to the International Office three weeks before the International Conference.
 1. Conference Schedule
 2. Letter of Acceptance for Oral Presentation. If the relevant documents are not available at the time of application, the applicant should indicate that they are to be sent subsequently. However, the deadline for subsequent submission should reach the International Affairs Office at the latest by the date of the meeting.
 3. Contents of the paper to be published.
 4. Application form for grants to attend conferences abroad.
 5. The applicant must prove that he/she has not applied for a subsidy from other institutions.

After review, the International Affairs Office will approve the grant amount on the application form and return it to the applicant's home department after sending the documents to the Office of Higher Education Advancement and the Controller's Office.

4. Subsidized Items:
 1. Round-trip airfare: Round-trip airfare (economy class) on Taiwan Airlines for the most direct flight from Taiwan to the international conference venue will be used as the basis for the subsidy within the approved quota.
 2. Conference registration fee (excluding other miscellaneous expenses such as proceedings, annual membership fee, meals, etc.).

The above expenses will be paid in advance by the grantee when travelling abroad.

Depending on the place of travel, the maximum amount of grant for one case is NT\$15,000 (Asian countries) to NT\$22,000 (non-Asian countries).

If the applicant participates in the online publication mode, only the registration fee will be subsidized.
5. When a grantee changes or cancels a trip abroad for any reason, prior permission should be obtained and the Office of Higher Education Advancement, Office of the Comptroller, and the Office of International Affairs should be notified of the change or cancellation. If permission is granted, the original subsidy fee shall not be retained.
6. Recipients should follow the University's student leave procedures to go abroad. Within half a month from the date of the conference (within the same accounting year), depending on the approved items, the grantee should attach all documents and the report of going abroad, which should be sent to the International Affairs Office after being certified by the respective faculty and forwarded to the Office of Higher Education Advancement and Accounting Office for reimbursement of the grant funds. Recipients of grants should also post the report of their attendance at international conferences on the University's International Affairs Office website before they can apply for reimbursement of funds.
7. To attend international conferences held in the mainland China region (including Hong Kong and Macau), one must adhere to the application regulations of the National Science Council. Specifically, the conference must be organized by an international organization or co-organized by an international organization in mainland China to be eligible for acceptance.
8. These Key Points are funded by Phase 2 Higher Education Initiative. When the subsidy for the current year is exhausted, no more applications for the current year will be accepted.
9. These Key Points will be implemented after the approval of the International Affairs Office, and the same applies to amendments.