

Science and Education Development and International Cooperation Department

Department of International Cooperation and Science Education

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Subsidies for domestic graduate students to attend international academic conferences

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The Ministry of Science and Technology subsidizes domestic graduate students to attend international academic conferences

Amendment to the letter No. 1090077104 of the Ministry of Science and Technology on December 30, 2019

- The Ministry of Science and Technology (hereinafter referred to as the Headquarters) has specially formulated the main points in order to encourage graduate students to attend international academic conferences, publish research results, expand international horizons, strengthen research capabilities, and establish international research exchanges and cooperation.
- The applicant institution must be a domestic public or private university approved as a subsidized unit of the Ministry according to the main points of the application work of the subsidized unit of the Ministry, and have approved the category of subsidy for attending international academic conferences.
- Non-in-service graduate students in the MBA and master's programs of the applicant institution (hereinafter referred to as postgraduate students) may apply to the applicant institution.
- Application procedure:
 - Graduate students should first log on to the homepage of the department's homepage "Academic R&D Service Network" to make the following documents online and confirm that they are sent to the applicant institution. After the applicant institution has passed the review of qualifications and documents, it will be consolidated and sent to the department online.
 - Register online or update basic personal information.
 - Fill in the application form and the abstract of the paper to be published online, and only the first published paper.
 - Proof that the paper is accepted for publication.
 - Recommendation letter from the advisor (indicating foreign language ability).
 - Other documents that are helpful for review (such as the full text of the paper).
 - The latest submission date by the applicant organization is the first day of the month before the first day of the conference. In case of a holiday, it will be postponed to the next working day. Applications will not be accepted after the deadline.
- Review principles and review operation period:
 - Graduate students shall be subsidized once per year; for papers that are co-authors, each paper shall be subsidized by one graduate student for publication.
 - After receipt of the application case, the relevant academic department of the department review it. The review will be completed within one month from the day after receipt, and review results of the application institution will be responded to by letter; if necessary, the review period may be extended.
- Subsidy projects and expenditures:
 - After the application is reviewed and approved by the Ministry, the subsidy is based on the approved amount. The subsidy items are as follows:
 - Round-trip air ticket fee: the round-trip economy class air ticket fee for the most direct voyage from China to the conference venue.
 - Registration fee for attending the conference.
 - Graduate students who need to be accompanied by an accompanying caregiver to attend international academic conference due to severe physical or mental disability will receive subsidy for a round-trip economy class air ticket for an accompanying caregiver upon approval by the Department.

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- (2) Expenses incurred for attending international academic seminars, but not under the subsidies listed in the preceding paragraph, shall not be reported under any subsidy program of the Ministry.
 - (3) This subsidy is for the exclusive use of funds, and other persons shall not be allowed to attend international academic conferences, change to participate in other different conferences or be transferred to other purposes.
7. Procedures for modification of subsidized cases:
- (1) The subsidized case shall not be changed arbitrarily unless the applicant institution is reported to the Ministry for approval.
 - (2) Postgraduates should apply for changes online and submit them on the homepage of the department's website "Academic R&D Service Network". After the applicant institution has provided the relevant qualifications and documents, they will be submitted online. The change will be completed after the department agrees to change, except for cancellation applications. In addition, all changes should be applied for before the conference.
 - (3) If the subsidized case is reported to be cancelled with the approval of the department, the same graduate student may apply to the applicant institution to attend other international academic conferences in the same year.
8. Appropriation and settlement of funds:
- (1) Cases that are subsidized by this department will be subsidized in the form of advance payment when the case is closed, and the necessary expenses will be paid by the applicant first. After the international academic conference is over, the applicant will send a letter to the department for settlement, and the actual amount can be settled. The processing fee shall be paid by the applicant.
 - (2) The expenditure vouchers for each subsidy in this subsidy case shall be processed in accordance with the key points of government expenditure vouchers.
 - (3) For cases that are subsidized by the Department, graduate students should pay the funds for attending the international academic conference report and log-in and report on the academic research and development service network on the homepage of the department's website within 15 days after the end of the international academic conference, and send the original certificate. The application agency checks and keeps it.
 - (4) The applicant institution shall, before the tenth of each month, submit the completed and consolidated income and expenditure report form of the institution in the previous month after being reviewed and stamped by the head of the institution. According to the report, it was submitted to the headquarter to handle the financial statement; if the project is not completed within the time limit, the expenses shall be borne by itself.
 - (5) The applicant institution shall bind the copy of the approval letter and original vouchers of the department into a book in the order of the subsidy number of the department, and keep it in a safe place for inspection by the department and the audit agency.
9. Matters needing attention:
- (1) To attend an international academic conference in the mainland, the conference must be sponsored by an international academic organization or co-organized by an international academic organization in the mainland, before you can apply for subsidies from the Ministry according to this key.
 - (2) The air ticket fee subsidized by this point is limited to the flight of the nationality. However, those who are unable to take a flight of their own nationality should fill in an application form for passengers traveling abroad on business to take a flight of a foreign airline. After approval by the head of the application organization or an authorized signatory, they can only change to a flight of foreign nationality.
 - (3) Except for those who are not attributable to the party or force majeure, graduate students who fail to complete the submission of the report on attendance at the international academic conference and the closing of funds within the time limit specified in this point shall not submit an application for attending the international academic conference in the following year.
 - (4) Graduate students who have graduated when attending the conference still need to apply for funding to the department through the application agency. And it is deemed that the subsidy has been received in the current year, and it is not allowed to apply for subsidies for attending international academic conferences from the Department with other academic status.
 - (5) If the international academic conference applied for is a video conference, the participant who participates in the conference by video shall be deemed to have attended the conference in person.
 - (6) If the annual funding of this subsidy case is not approved by the Legislative Yuan or is partially deleted, this department may reduce the subsidy funding based on the results of the review and handle it in accordance with Article 54 of the Budget Law.
 - (7) If the same graduate student attends an international academic conference and has received subsidies from other agencies, he shall not apply for subsidies repeatedly from the department. If it is found to be false, the subsidy qualification shall be revoked.
10. For matters not covered in this key, the main points of the work of this department's subsidized special research plan, the principles of funding treatment, and other relevant laws and regulations may be used.

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For system operation questions, please contact the information system service hotline of the Ministry, Tel: 0800-212-058, (02) 2737-7590, 7591, 7592; E-mail: lychen@most.gov.tw

Attach file

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**Science and Education
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