Fu Jen Catholic University

Regulations Governing the Overseas Conference Travel Grant for PhD Students

Passed at the Twelfth Meeting of the Senate for the 2002-2003 Academic Year on July 10, 2003

Amended at the Fourth Meeting of the Executive Council for the 2006-2007 Academic Year on December 7, 2006

Amended at the Sixth Meeting of the Executive Council for the 2006-2007 Academic Year on March 8, 2007

Amended at the Fifth Meeting of the Executive Council for the 2007-2008 Academic Year on January 24, 2008

Amended at the First Meeting of the Executive Council for the 2008-2009 Academic Year on September 18, 2008

Amended at the Seventh Meeting of the Executive Council for the 2009-2010 Academic Year on April 8, 2010

Amended at the First Meeting of the Executive Council for the 2010-2011 Academic Year on September 9, 2010

Amended at the Fourth Meeting of the Executive Council for the 2010-2011 Academic Year on December 16, 2010

Amended at the Seventh Meeting of the Executive Council for the 2011-2012 Academic Year on April 12, 2012

Amended at the Seventh Meeting of the Executive Council for the 2013-2014 Academic Year on April 10, 2014

Amended at the Fifth Meeting of the Executive Council for the 2016-2017 Academic Year on July 6, 2017

Article 1

The Regulations were formulated in order to help PhD students raise their understanding of the latest professional knowledge and research methods, boost the global standing of the University, promote educational exchange, and encourage PhD students to attend academic conferences overseas, training camps, and present papers at leading academic seminars. The Regulations were created in accordance with Article 3, paragraph two of Ministry of Education Guidelines Governing the Travel Grant for PhD Students Attending Conferences Overseas.

Article 2

The personnel described in the preceding article must visit the website of the Center for Taiwan Academic Research Ethics Education, enroll in and complete the Academic Ethics Course, and then present proof that they completed the course and passed the examination, as stipulated in Article 2 of Fu Jen Catholic University Regulations Governing the Management of Academic Ethics.

Article 3

PhD students currently enrolled at the University may make an application. The application must be made online twenty days before the conference. Before applying, an applicant must be nominated by the Director of their program and have the nomination approved by their College. The application must include the following documents:

1. Application form;
2. Invitation letter and conference agenda;
3. Documentation verifying that the paper to be presented was accepted;
4. A copy of the abstract and full version of the paper (it must be an unpublished paper that was completed in Taiwan)

Article 4

Principles of Funding

1. In principle, a single applicant may apply for the Travel Grant once per academic year. A maximum amount of NT$60,000 may be awarded in Travel Grants.
2. Only one author per paper may be awarded the Travel Grant.
3. An applicant must first apply for funding from the Ministry of Science and Technology (MOST), the Ministry of Education (MOE), a foundation, or a another public or private agency, and submit proof of the application.
4. If an applicant has already received external funding from a public or private organization outside the University, the Travel Grant may be used towards covering expenses not covered by the external funding, such as the registration fee, airfare, and living expenses.
5. If an applicant has not received funding from a public or private organization outside the University, the Travel Grant may be used towards covering the registration fee, airfare, and living expenses, after a consideration of the applicant’s mission or type of presentation.
6. The Travel Grant will only be awarded to an applicant attending a conference held in mainland China if the organizer is an international organization or international academic association.

Article 5

Categories covered by the Travel Grant:

1. Airfare: based on MOST Guidelines Governing Travel Subsidies for Domestic Scholars to Present at Conferences Abroad. The Travel Grant may cover roundtrip economy class tickets for the most direct route between Taiwan and the destination. The applicant must provide receipts when claiming the Travel Grant.
2. Registration fee: the receipt must be provided when claiming the Travel Grant.
3. Living expenses: the Travel Grant may be used to cover living expenses for the duration of the conference. Amounts are based on the Standards for Per Diem Allowances of the Directorate General of Budget, Accounting and Statistics.

Article 6

A recipient of the Travel Grant must submit a report on the Academic Grants Management System within two week after the conclusion of the conference. A recipient who presented a conference paper which listed their institutional affiliation with the University must publish the paper in an indexed academic journal or a journal with a review system in place within two years after the conference.

Failure to complete the above will result in the recipient’s prohibition from applying for the Travel Grant for a two-year period, effective the date of notification

Article 7

If a violation of academic ethics involving the paper presented at the conference is confirmed, the applicant must return the full value of the Travel Grant, and may not reapply for a two-year period, effective the date of notification.

Article 8

The Regulations were passed by the Executive Council and will be promulgated and implemented after the approval of the President. The same procedure will be followed for each amendment.