

Graduate Students Attending International Conferences Subsidy by National Tsing Hua University

Revision as of September 20, 2024

How to Apply?

1. Before leaving for abroad, please visit the website of Office of Global Affairs (Current Students → Graduate Students to Attend International Conference Subsidy) and download the application form. Additionally, submit the signed/stamped application form to the Office of Global Affairs before departure.
2. After filling in the application form, please print out the complete form and ask your advisor to fill in the importance of the conference. Then hand the application form to the staff of your department (**PLEASE DO NOT USE STAPLES TO BIND**).
3. In addition, please complete the necessary information on the Google form (<https://forms.gle/CSTffMRwyMg6KkHM9>) to facilitate data consolidation by the relevant staff.
4. Please provide the following required documents:
 - (1) A copy of the subsidy approval document from the National Science and Technology Council (a copy is required even if the subsidy was not granted; ; if there is no official document due to personal delays, quota exhaustion, or other reasons, please provide an explanation in the file.)
 - (2) The conference invitation letter (please highlight the applicant's name and paper title).
 - (3) The conference agenda (a screenshot showing the applicant's name in the agenda is acceptable) along with screenshots of relevant conference information.
 - (4) An abstract or full paper (please highlight the applicant's name, paper title, and university name).
 - (5) Documentation for any additional subsidy sources(if applicable)Combine the above documents into a single PDF file (file size should not exceed 10MB) and send it to cjtai@mx.nthu.edu.tw directly.

**Please specify the subject line as " Application for NTHU Subsidy to Attend International Conference - Your Name and name the electronic file as follow: NTHU Subsidy Application Documents - Your Name." If any of the above documents cannot be provided before departure, the applicant must still submit the application to our office and indicate this in the email. If the required documents are not completed within one week after the conference ends, the application will not be accepted. The review process will officially begin once all documents are complete. Late submissions, incomplete documents, or applications that do not meet the requirements will not be processed.*

5. After the AVP of the Office of Global Affairs has affixed the official approval seal, the copy of the application form will be sent back to your department office.
6. Also, please remember to fill in the “going abroad application” under the Academic Information Systems before going abroad, please print out the complete form and hand it to the staff of your department.

Reimbursement

Approved applicants, please complete the following processes **within 7 days after returning from abroad** to reimburse your travel expenses:

1. Prepare the required documents, including: the approved application form and the Post Conference Attendance Report;
2. Upload the Post Conference Attendance Report to the Going Abroad Report Submission System (Academic Information Systems → Going Abroad Report Submission System).
3. Print out the Check List of the Post Conference Attendance Report and ask your advisor to sign it;
4. Hand in the above documents and all your receipts to the staff of your department office.

Notes:

1. Doctoral students are eligible for subsidies twice during their academic career, while master's students are eligible once. Please make the most of this opportunity!
2. Master and Doctoral students who publish papers in the form of Poster are not eligible for subsidies.
3. Each professor's students can receive subsidies for up to two students per year from the Global Affairs Office, regardless of whether they attend the same conference. It is recommended that graduate students confirm their availability and arrangements with their advisors in advance.
4. If a student fails to apply for external subsidies in a timely manner due to personal reasons, the Global Affairs Office may reduce the subsidy limit.

Contact:

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