

Regulations for Subsidizing Full-time Faculty Members of I-Shou University to Attend International Conferences and Participate in International Competitions

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Amendments to Articles 1-3 and 5-10 promulgated with the consent of the President dated September 12, 2013

Amendments to Articles 4-7 and 9 promulgated with the consent of the President dated July 28, 2014

Amendments to Articles 6 and 9 promulgated with the consent of the President dated July 24, 2018

Amendments to Articles 1 and 3-8 and the addition of Articles 6-1-6-4 adopted by the University Administration Council on June 19, 2019, and promulgated with the consent of the President dated July 11, 2019

Amendments to the Regulations and the addition of Article 7 adopted by the University Administration Council on

November 18, 2020, and promulgated with the consent of the President dated November 26, 2020

Amendments to Articles 1, 3, 5-7, 12, and the title of the Regulations adopted by the University Administration Council on April 20, 2022, and promulgated with the consent of the President dated May 7, 2022

Amendments to Articles 5, 9, 11, 12, and 14 adopted by the University Administration Council on July 9, 2025, and promulgated with the consent of the President dated July 16, 2025

Article 1 The Regulations for Subsidizing Full-time Faculty Members of I-Shou University to Attend International Conferences and Participate in International Competitions (hereinafter referred to as “the Regulations”) are established by I-Shou University (hereinafter referred to as “the University”) to encourage its full-time faculty members to represent the University to attend international academic conferences (hereinafter referred to as “international conferences”) and participate in international academic or skills competitions (hereinafter referred to as “international competitions”).

The term “full-time faculty members” mentioned herein does not include those who are currently on unpaid leave with position held or on extended sick leave.

The Regulations shall also apply to project faculty members and full-time professional technicians at all academic ranks at the University.

Article 2 The term “international conferences” mentioned herein refers to conferences that require participants to present papers or deliver speeches in a foreign language. Such conferences may be held either in person or online.

Article 3 A subsidy application will not be considered unless the international conference or international competition includes participants from at least three different countries (including the Republic of China; Mainland China, Hong Kong, and Macau are regarded as one country), and the number of foreign speakers accounts for at least one-fourth of the total invited speakers.

A subsidy application will not be considered if the international competition is held within the territory of Taiwan.

Article 4 Co-author(s) of a paper presented at an international conference may apply for subsidies

under the Regulations, provided that they have not applied for subsidies to the University or any other organizations using the same paper.

Article 5 Faculty members shall file an application on the Department & Faculty Achievement Data Bank at least two weeks prior to the date of the international conference, with the following documents attached. Late applications will not be considered.

1. the invitation to the international conference or the letter of acceptance for the paper to be presented;
2. the conference agenda;
3. the abstract of the paper or the full text to be presented;
4. a photocopy of the Call for Papers announcement and the screenshot of the conference's official website;
5. the screenshot of the Department & Faculty Achievement Data Bank, showing the paper to be presented has been registered; and
6. proof showing that the international conference meets the requirements mentioned in Article 2 and Paragraph 1 of Article 3.

Article 6 For faculty members who attend in-person international conferences overseas without receiving subsidies from external organizations, the subsidy amount shall be calculated according to the following formula: $X*Y*Z$.

1. X: The amount is determined based on the classification of the international conference, as specified in the Conference List for ISU Faculty Travel Grant for Attending International Conferences Abroad. NT\$30,000 is granted for those of Level A and NT\$20,000 for Level B. For those not classified as Level A or B, NT\$10,000 will be granted.
2. Y: The number is determined based on the mode of presentation: 1 for oral presentations and 0.6 for poster presentations. Faculty members shall not receive any subsidy if they attend an international conference without making a presentation.
3. Z: The number is determined based on the location where the international conference is held: 1.2 for those held in America, Europe (including Istanbul), or Africa; 1 for Oceania or Japan; and 0.8 for Asia (excluding Japan).

If the result of the multiplication is less than NT\$10,000, a subsidy of NT\$10,000 shall still be granted.

Faculty members who have already received subsidies from external organizations shall

be granted a fixed subsidy of NT\$10,000.

For faculty members who present more than one paper during the same business trip, an additional subsidy of NT\$6,000 shall be granted for each paper beyond the first.

If faculty members attend an in-person international conference classified as Level A and held in Taiwan, and do not receive subsidies from external organizations, a subsidy of up to NT\$10,000 may be granted for registration fees. The subsidy shall be reimbursed based on actual expenses incurred. Faculty members shall not receive any subsidy if they attend a non-Level A international conference or if they do not make a presentation at the conference.

If an in-person international conference is changed to an online format, the subsidy shall be granted in accordance with Article 7.

Article 7 If faculty members attend an online international conference without receiving subsidies from external organizations, a subsidy of up to NT\$8,000 may be granted for registration fees. The subsidy shall be reimbursed based on actual expenses incurred.

Article 8 Faculty members who wish to apply for a subsidy for participating in an international competition shall ensure that the competition is included in the current faculty evaluation system and requires participants to complete their works on site. Participation in invention trade shows or exhibitions is not eligible for the subsidy provided under the Regulations.

Article 9 Faculty members shall file an application on the Department & Faculty Achievement Data Bank at least two weeks prior to the date of the international competition, with the following documents attached. Late applications will not be considered.

1. the invitation to the international competition or other supporting documents;
2. the competition schedule;
3. an introduction to the competition entry;
4. the screenshot of the competition's official website; and
5. the screenshot of the Department & Faculty Achievement Data Bank, showing the competition information.

Article 10 Faculty members participating in international competitions will receive subsidies in accordance with the following rules:

1. If faculty members do not receive subsidies from external organizations, a fixed subsidy of NT\$30,000 will be granted if the competition is held in America, Europe (including Istanbul), or Africa; NT\$20,000 for Oceania or Japan; NT\$15,000 for Asia, excluding Mainland China, Hong Kong, Macau, and Japan;

and NT\$10,000 for Mainland China, Hong Kong, or Macau.

2. Faculty members who have already received subsidies from external organizations shall be granted a fixed subsidy of NT\$10,000.

In any international competition, only one faculty member per team is eligible to apply for the subsidy.

Article 11 Each faculty member may receive a maximum subsidy of NT\$40,000 per academic year under the Regulations, with no more than five applications permitted per person within the same period.

The number of recipients and the subsidies granted under the Regulations shall be contingent upon the budget for subsidies and grants established by the Office of Research and Development (hereinafter referred to as “the Office”) every academic year.

The Conference List for ISU Faculty Travel Grant for Attending International Conferences Abroad shall be reviewed and revised by the relevant College (or Center) Affairs Councils (or equivalent bodies at the same level) in accordance with the schedule announced by the Academic Development Section (hereinafter referred to as “the Section”) of the Office. The review results shall then be compiled and verified by the Section before being submitted to the President for ratification. The classification of international conferences attended by faculty members shall be in accordance with the Conference List for ISU Faculty Travel Grant for Attending International Conferences Abroad, as approved by the University. Notwithstanding the foregoing, the aforementioned rule does not apply to applications that have received special consent.

Article 12 Faculty members applying for subsidies for attending international conferences under the Regulations shall, within one month of the conclusion of the conference, submit the following documents online: the approved leave application form, an experience report, the boarding pass (not required for online conferences), and the full or partial conference proceedings. Those who fail to submit the required documents will be ineligible for the subsidies and will be barred from applying for subsidies under the Regulations again until all required documents have been submitted.

Faculty members applying for subsidies for participating in international competitions under the Regulations shall, within one month of the conclusion of the competition, submit the following documents online: the approved leave application form, an experience report, the boarding pass, the receipt of registration fees, and the certificate of participation.

In addition to the documents required under the preceding two paragraphs for upload to the Department & Faculty Achievement Data Bank, faculty members who do not receive subsidies from external organizations shall submit the following documents: for in-person international conferences or competitions — the airline ticket stub (or electronic ticket), the boarding pass, the certificate of ticket issuance (or the receipt issued by a travel agency), and the original receipt of registration fees; for online international conferences — the original receipt for registration fees.

Article 13 Faculty members applying for subsidies under the Regulations are required to file a leave application and arrange for make-up classes in accordance with the applicable regulations and rules of the University.

Article 14 For faculty members applying for subsidies to attend an international conference not included in the Conference List for ISU Faculty Travel Grant for Attending International Conferences Abroad as specified in Subparagraph 1 of Paragraph 1 of Article 6, the Section may review their experience report submitted after the conference and, if necessary, request that the relevant college or center conduct a review at the College (or Center) Affairs Council for further clarification or additional information. Once the review is completed, the proposed subsidy amount shall be submitted by the Section to the President for ratification.

Article 15 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In case of any disputes or misunderstanding regarding the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.