

Directives for Faculty Subsidies for Attendance at International Conferences

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2019.06.27 Reviewed and passed in the 42nd session of the 18th Board of Directors Meeting
2019.08.21 Announced in the GaoYiYanFaZi No. 1081102804 Letter
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2022.11.03 Announced in the GaoYiYanFaZi No. 1111104052 Letter

1. Kaohsiung Medical University (hereinafter "KMU") hereby establishes the Directives for Faculty Subsidies for Attendance at International Conferences (hereinafter "the Directives") to encourage full-time faculty members to attend international conferences and enhance their global perspective. For the purposes of the Directives, an "international conference" refers to an international academic conference held abroad, including global, regional, or professional group conferences, or international academic conferences organized by academic institutions.
2. Full-time faculty members of KMU wishing to attend an international conference should, as a principle, first apply for subsidies from government institutions, except for those who have already reached the specified number of times for such applications. If the subsidy is not granted, the subsidy amount is lower than KMU's standard, or if the aforementioned limit of applications is reached, they may apply for subsidies according to the Directives. Applications should be submitted to KMU's Office of Research and Development (hereinafter "R&D Office") at least 14 days before the start date of the conference, using the "Application Form for Subsidy for Faculty to Attend International Conference."
3. Faculty members of KMU who are jointly appointed as attending physicians at affiliated medical institutions or appointed as administrative heads at affiliated institutions, their subsidy costs shall be paid by the respective affiliated institution. These costs are to be reimbursed based on the travel expense standards of the affiliated institution and do not fall under the provisions of the Directives.
4. The nature and items of subsidy are as follows:
 - (1) For those invited as conference moderators, keynote speakers, invited speakers, or main paper presenters: subsidies cover transportation, living expenses, and conference registration fees.
 - (2) For those serving as International Advisory Board members, holding significant positions in international academic societies, or panelists: subsidies cover transportation and living expenses.
 - (3) The country of attendance must comply with the Ministry of Education's principles for naming in papers and the Ministry of Foreign Affairs' "Principles for Handling Membership Names or Participation Status for Government Agencies (Organizations) Sponsoring or Subsidizing Civil Groups to Attend International Conferences or Engage in International Exchange Activities Abroad." Subsidies will not be provided for non-compliance.
5. The standards for financial subsidy are as follows:
 - (1) For faculty members who apply within the deadline to government agencies and do not receive subsidies, or those who have reached the limit of times for applying to government agencies, transportation costs and conference registration fees are

subsidized. Recipients of the Ministry of Science and Technology's Outstanding Research Award, Chair Professors, and Distinguished Professors are not subject to this restriction.

- (2) For those who have already received subsidies from other institutions, the principle of non-duplicative subsidy applies. If the amount subsidized by other institutions is lower than the total of transportation, living expenses, and conference registration fees of KMU's subsidy standard, the difference can be subsidized.
 - (3) For international conferences held via video conference or other digital technologies, participants attending via these technologies are considered as attending the conference in person and are only subsidized for the conference registration fee.
 - (4) Transportation Costs:
 1. Airfare: Reimbursed up to the limit set in the "Faculty Airfare Subsidy Amount Table" for economy class tickets.
 2. Domestic Transportation Costs: Reimbursed according to KMU's standard for domestic business travel expenses.
 - (5) Living Expenses:
 1. Recipients of the Ministry of Science and Technology's Outstanding Research Award, Chair Professors, and Distinguished Professors are reimbursed according to the current "Daily Living Expense Amounts Table for Central Government Personnel Traveling Abroad."
 2. Professors, Associate Professors, Assistant Professors, and Lecturers are reimbursed at 50% of the rates in the current "Daily Living Expense Amounts Table for Central Government Personnel Traveling Abroad."
 3. Living expenses are reimbursed based on the approved dates. If there are delays in departure or early returns, reimbursements are based on the actual number of days traveled.
 - (6) Conference Registration Fees: Reimbursed based on the official conference registration fee receipt.
6. The regulations for the number of times subsidies can be applied are as follows:
 - (1) For recipients of the Ministry of Science and Technology's Outstanding Research Award, Chair Professors, and Distinguished Professors: limited to three times per academic year.
 - (2) For Professors: limited to two times per academic year.
 - (3) For Associate Professors and Assistant Professors: limited to once per academic year.
 - (4) For Lecturers: limited to once every two academic years.
 7. The standards for calculating the number of days for living expenses subsidy are as follows:
 - (1) Based on the actual number of days of the conference period, with a maximum of five days. Special circumstances are not subject to this limit.
 - (2) Attendance at other satellite meetings related to the international conference is not subsidized.
 8. Subsidized individuals are required to submit a written report of their conference attendance to the R&D Office within one month after attending the conference, or publicly present orally in their department and submit the presentation materials to the R&D Office. Those who fail to submit the written report or presentation materials as stipulated will not receive the subsidy.

9. Individuals who receive subsidies twice but fail to publish related papers in SCIE, SSCI, EI, A&HCI, TCICore-THCI, or TCICore-TSSCI journals are ineligible to apply for this funding subsidy again.
10. For projects at KMU that include budgets for attending international academic conferences, or where the expenses for attending international conferences are paid by funds raised by KMU, the subsidizing unit must first calculate the subsidy amount according to its relevant regulations on the "Application Form for Subsidy for Faculty to Attend International Conference." and then submit it to the R&D Office.
11. The funds required for the Directives shall be provided by the Ministry of Education, special subsidies from other government agencies, fundraising by KMU, or budgeted by KMU, with the amount of subsidy varying depending on the situation.
12. After being reviewed and approved by the Administrative Meeting and Board of Directors Meeting, the Directives shall be implemented from the date of announcement, and the same applies to amendments.