

# **Guidelines for Subsidization of Overseas Attendance of International Conferences**

## **Department of Electronic Engineering, National Ilan University**

- Article 1 The Department of Electronic Engineering of National Ilan University (hereinafter the Department) has established the Guidelines for Subsidization of Overseas Attendance of International Conferences to encourage students to present their research findings in overseas international academic conferences and to increase their participation in international exchanges.
- Article 2 Students currently enrolled in the master's program of the Department are eligible to apply for the subsidy. Prospective students of the master's program can submit their applications before enrollment in the program. If the applications are approved, they will receive the subsidy after enrollment in the program.
- Article 3 Applicants must present papers as students of the Department, and the presentation must be in the form of oral or poster presentations. An applicant is limited to one subsidy per fiscal year, and only one author of a published paper will be subsidized.
- Article 4 Before applying for the subsidy, the applicant must first apply for financial support from the Ministry of Science and Technology (MOST) and the Office of International Affairs (OIA) of National Ilan University. Those who fail to do so will be disqualified. All applications will be reviewed by the Department chair and chair of the Student Affairs Committee of the Department.
- Article 5 The subsidy only covers airfare and conference registration fee and has a maximum amount of NT\$10,000.
- Article 6 The applicant must submit the following documents to the Department office no later than 3 days before the date of flight:
1. Application form
  2. Certified documentation of financial support application submitted to OIA
  3. Paper acceptance letter
  4. Conference schedule showing the date of presentation of the accepted paper
  5. Itinerary of the applicant
  6. Full text of the accepted paper
  7. Airfare information
  8. Conference registration fee information
- Article 7 The source of subsidization comes from the savings account designated for Master's Student Subsidization (university account no. 107F640) with funds donated to the Department.
- Article 8 The Department reserves the right to turn down applications or provide subsidy at a discounted amount.
- Article 9 After returning to the university, the applicant must submit a conference attendance report to the Department office within 15 days to complete the reimbursement process.