

National Cheng Kung University Department of Environmental Engineering Regulations for Subsidizing Doctoral Students to Attend International Academic Conferences and Present Papers

Approved at the 226th Departmental Affairs Meeting on January 12, 2005

Amended and approved at the 231st Departmental Affairs Meeting on June 1, 2005

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Article 1: To broaden the international perspective of doctoral students in the Department of Environmental Engineering at National Cheng Kung University (hereinafter referred to as “the Department”), to promote academic internationalization, and to encourage doctoral students (hereinafter referred to as “students”) to attend international academic conferences and present papers, these regulations are hereby established.

Article 2: Eligibility: Doctoral students currently enrolled in the Department.

Article 3: The academic conference at which the student intends to present a paper must be an international scholarly conference organized by a global educational organization.

Article 4: The paper to be presented abroad must be authored by the student as the **first author** and must have been accepted for **oral presentation**. Co-authors may not use the same paper to apply for other subsidies.

Article 5: Before applying for the subsidy under these regulations (hereinafter referred to as “the Subsidy”), students must first apply for subsidies from the Ministry of Education or relevant institutions. Students who have already received full funding are not eligible for this Subsidy.

Article 6: The Subsidy covers expenses such as round-trip airfare, registration fees, or living expenses. The subsidy amount is limited to the balance remaining after other subsidies have been deducted. The maximum subsidy per person is NT\$10,000 for conferences in Asia, and NT\$20,000 for conferences in the Americas, Australia, Europe, or Africa.

Article 7: When applying for the Subsidy, students must submit the following documents to the Department’s Academic Committee at least **15 days before departure**:

1. Completed application form with a recommendation letter from the advisor.
2. Letter of acceptance for oral presentation and a full copy of the paper.
3. Documentation of estimated round-trip airfare, living expenses, and registration fees.
4. Proof of subsidies received from other institutions (as required under Article 5).

Article 8: Before going abroad, the applicant must give a public lecture in English at the Department to present the subsidized paper.

Article 9: Each doctoral student may apply for the Subsidy up to **two times** during their enrollment. Students who have not yet passed the qualifying examination may use it only **once**.

Article 10: After approval by the Academic Committee, applicants must submit the necessary documentation and receipts to the Department within one month of returning to claim reimbursement.

Article 11: The Department may terminate these regulations with the approval of the Departmental Affairs Meeting in the event of insufficient funding sources.

Article 12: These regulations shall take effect upon approval by the Departmental Affairs Meeting. Amendments shall follow the same procedure.