Fu Jen Catholic University

Regulations Governing the Overseas Conference Travel Grant for Full-Time Instructors and Research Fellows

Passed at the Fifth Meeting of the Senate for the 1998-1999 Academic Year on January 21, 1999

Amended at the Third Meeting of the Executive Council for the 1999-2000 Academic year on November 11, 1999

Amended at the Eighth Extraordinary Meeting of the Executive Council for the 2002-2003 Academic year on March 27, 2003

Amended at the Tenth Meeting of the Executive Council for the 2003-2004 Academic Year on July 14, 2004

Amended at the Second Meeting of the Executive Council for the 2004-2005 Academic Year on October 7, 2004

Amended at the Fourth Meeting of the Executive Council for the 2006-2007 Academic Year on December 7, 2006

Amended at the Fifth Meeting of the Executive Council for the 2007-2008 Academic Year on January 24, 2008

Amended at the First Meeting of the Executive Council for the 2008-2009 Academic Year on September 18, 2008

Amended at the Seventh Meeting of the Executive Council for the 2009-2020 Academic Year on April 8, 2010

Amended at the First Meeting of the Executive Council for the 2010-2011 Academic Year on September 9, 2010

Amended at the Fourth Meeting of the Executive Council for the 2010-2011 Academic Year on December 16, 2010

Amended at the Seventh Meeting of the Executive Council for the 2011-2012 Academic Year on April 12, 2012

Amended at the Seventh Meeting of the Executive Council for the 2013-2014 Academic Year on April 10, 2014

Amended at the Fifth Meeting of the Executive Council for the 2016-2017 Academic Year on July 6, 2017

Article 1

The University formulated the Regulations in order to encourage full-time instructors (including contracted instructors, but not jointly appointed clinical instructors) and research fellows to attend international academic conferences overseas, raise the academic and international standing of the University through enhanced scholarship on campus, and stimulate greater international academic collaboration.

Article 2

The personnel described in the preceding article must visit the website of the Center for Taiwan Academic Research Ethics Education, enroll in and complete the Academic Ethics Course, and then present proof that they completed the course and passed the examination, as stipulated in Article 2 of Fu Jen Catholic University Regulations Governing the Management of Academic Ethics.

Article 3: Eligibility

1. An applicant must be a full-time instructor or research fellow who will engage in one of the following activities while listing their institutional affiliation with Fu Jen Catholic University: present a conference paper; accept an invitation to host, judge, or lecture; or be sent by the University overseas to do one of the activities above.
2. An applicant must first apply for funding from the Ministry of Science and Technology (MOST), the Ministry of Education (MOE), a foundation, or a another public or private agency, then apply for the Travel Grant online through the website of the Office of Research and Development twenty days before the activity.

Article 4: Funding Principles

1. If the paper was co-authored, only one author will receive the Travel Grant. In principle, a single applicant may apply for the Travel Grant once per academic year. A maximum amount of NT$60,000 may be awarded in Travel Grants.
2. If an applicant has already received external funding from a public or private organization outside the University, the Travel Grant may be used towards covering expenses not covered by the external funding, such as the registration fee, airfare, and living expenses.
3. If an applicant has not received funding from a public or private organization outside the University, the Travel Grant may be used towards covering the registration fee, airfare, and living expenses, after a consideration of the applicant’s mission or type of presentation.
4. Categories covered by the Travel Grant:
5. Airfare: based on MOST Guidelines Governing Travel Subsidies for Domestic Scholars to Present at Conferences Abroad. The Travel Grant may cover roundtrip economy class tickets for the most direct route between Taiwan and the destination. The applicant must provide receipts when claiming the Travel Grant.
6. Registration fee: the receipt must be provided when claiming the Travel Grant.
7. Living expenses: the Travel Grant may be used to cover living expenses for the duration of the conference. Amounts are based on the Standards for Per Diem Allowances of the Directorate General of Budget, Accounting and Statistics.
8. The Travel Grant will only be awarded to an applicant attending a conference held in mainland China if the organizer is an international organization or international academic association.

Article 5

A recipient of the Travel Grant must submit a report on the Academic Grants Management System within two week after the conclusion of the conference. A recipient who presented a conference paper and listed their institutional affiliation with the University must publish the paper in an indexed academic journal or a journal with a review system in place within three years after the conference. Failure to complete the above will result in the recipient’s prohibition from applying for the Travel Grant for a two-year period, effective the date of notification.

Article 6

If a violation of academic ethics involving the paper presented at the conference is confirmed, the applicant must return the full value of the Travel Grant, and may not reapply for a two-year period, effective the date of notification.

Article 7

The Regulations were passed by the Executive Council and will be promulgated and implemented after the approval of the President. The same procedure will be followed for each amendment.