

National Ilan University Guidelines for Awards and Subsidies for Student Participation in International Activities

Amended and passed at the 2nd International Affairs Meeting in the 2022 academic year on February 15, 2023

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Passed at the 107th University Fund Management Committee Meeting on June 11, 2024

1. To broaden the international perspective of the students of National Ilan University (hereinafter “the University”) and to encourage participation in international activities, the University has established the National Ilan University Guidelines for Awards and Subsidies for Student Participation in International Activities (hereinafter “the Guidelines”).
2. The recipients of awards and subsidies under the Guidelines are current undergraduate students, master’s and doctoral students, pregraduate students, and prospective graduate students of the University (excluding students in in-service programs).

The scope of awards and subsidies covers current students participating in international activities from January 1, 2023, onwards. Applicants must be enrolled at the University and not have been suspended or expelled at the time of application and participation. Prospective graduate students may apply in advance and complete the reimbursement process after registration. Each student is limited to one application per year.

3. The term “pregraduate students” refers to students admitted under the University’s integrated bachelor’s and master’s degree program. The term “prospective graduate students” refers to current students of the University who have been admitted to the University’s full-time master’s or doctoral programs and have completed the registration process.
4. Application Qualifications
 - (1) Participation in International Academic Conferences: Students of the University who represent the University in attending international academic conferences

domestically or abroad and present papers in a foreign language are eligible to apply. Students must first apply to the National Science and Technology Council (NSTC). Only when the application is not subsidized by the NSTC may they apply under these Guidelines. Undergraduate students, pregraduate students, prospective graduate students, and students attending international academic conferences held in Taiwan are exempt from the NSTC application requirement. Presentations are limited to oral presentations and poster presentations. Each paper is eligible for subsidies for only one person, and each individual may receive a subsidy only once per year. Students are advised to use “Taiwan,” “(City Name), Taiwan,” “Taiwan, ROC,” “Republic of China,” or the academic institution + city name when submitting papers. If errors in the country name are discovered in the published material, authors should immediately request corrections according to international conventions from the journal or conference organizers. If corrections cannot be made, attendance at the conference is not recommended. The following are examples of incorrect country name usage:

Examples of Incorrect Country Name Usage	Explanation of Error
Taiwan, China	The country’s name includes “China”
Taipei, China	The city’s name includes “China”
Name of institution, China	The name of the institution includes “China”
People’s Republic of China	The country’s name or institution’s address includes PRC
Taipei	Use of Hanyu Pinyin for Taipei
Chinese Taipei	Used in international sports events and organizations such as the Asia-Pacific Economic Cooperation and the Organization for Economic Co-operation and Development (not in international journals or academic conferences)

- (2) Participation in International Study Activities: Students of the University who represent the University in attending international study activities organized by domestic or international academic institutions are eligible to apply. International study activities do not include academic conferences, internships, cultural visits, study tours, exchange camps, or tourism-related activities. The program or activity must include academic professional courses (such as overseas studies or

international courses abroad).

- (3) **Activities Enhancing/Promoting the International Reputation of the University:** Students of the University who represent the University in activities that enhance or promote the international reputation of the University, such as participating in domestic or international student leadership camps, acting as cultural ambassadors, engaging in international volunteer work, or joining international service teams, are eligible to apply.
 - (4) **Long-term Overseas Research:** Students of the University selected by their respective colleges or departments to conduct long-term (30 days or more) research at overseas academic research institutions, without receiving NSTC subsidies, are eligible to apply.
5. **Application Process:** Applications must be submitted to the Office of International Affairs (hereinafter referred to as “the Office”) no later than 7 days before the start of the activity, along with the following documents:
- (1) **Participation in International Academic Conferences:** Application form; acceptance letter of the paper or work (or relevant proof); full text of the paper or description of the work and the conference agenda, indicating the presentation time and presenter; and proof of unsuccessful subsidy application from the NSTC.
Undergraduate students, pregraduate students, prospective graduate students, and students attending international academic conferences held in Taiwan are exempt from this requirement.
 - (2) **Participation in International Study Activities and Activities Enhancing/Promoting the International Reputation of the University:** Application form, activity plan (including itinerary), and registration or proof of acceptance.
 - (3) **Long-term Overseas Research:** Application form, activity plan (including itinerary), and selection notification or proof of nomination.
Pregraduate students and prospective master’s students must also attach proof provided by the Office of Academic Affairs.
6. **Principles of Awards and Subsidies**
- (1) **Participation in International Academic Conferences:** Subsidies cover registration fees and travel expenses, including airfare (the most direct round-trip air ticket

from Taiwan to the location where the international conference is held). The subsidy amount is determined by the conference location, with the maximum limits as follows (reimbursement is based on actual expenses; any shortfall must be covered by the applicant):

Region	Maximum Subsidy Amount (NTD)
Americas, Europe, Africa	30,000
New Zealand, Australia, Oceania	25,000
Asia (including China)	15,000
Hong Kong, Macau	10,000
Domestic (Taiwan)	5,000

- (2) Participation in International Study Activities and Activities Enhancing/Promoting the International Reputation of the University: The maximum subsidy amounts for international activities and domestic activities are NT\$8,000 and NT\$2,000, respectively. Activities must last at least 2 days
 - (3) Long-term Overseas Research: The maximum subsidy amount is NT\$10,000. Full participation in long-term research is required.
7. Students of the University who receive awards and subsidies must submit receipts and a report on their participation in the international activity (both electronic and hard copy) to the Office within 15 days after the conclusion of the activity for reimbursement processing. The Office may publish the report on the University website.
 8. The funds for these awards and subsidies are sourced from:
 - (1) Subsidies from the Ministry of Education
 - (2) Endowment funds

The number of scholarships awarded is determined based on the annual budget and relevant regulations.

9. These Guidelines are to be implemented upon approval by the International Affairs Meeting, the Administrative Meeting, and the Endowment Fund Management Committee Meeting.