

Taipei Medical University Guidelines on Grants Encouraging Instructor Attendance at International Academic Conferences

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Article 1 (Reasons for formulating the guidelines)

To encourage full-time instructors to attend international conferences, promote international exchanges, and gain global perspectives for their faculty, Taipei Medical University (TMU) developed the Taipei Medical University Guidelines on Grants Encouraging Instructor Attendance at International Academic Conferences (hereinafter “the Guidelines”).

Article 2 (Definition of an international conference)

In the Guidelines, an international conference refers to an international academic conference held outside the Republic of China (Taiwan) or in Mainland China, Hong Kong, or Macau that adopts call for papers and peer review systems, in which people from three or more countries/regions present papers.

Article 3 (Grant awardee)

Grant awardee refers to any full-time instructor hired by TMU who presented a research paper (the paper should be published under the name of TMU and the grant applicant should be the first or corresponding author), delivered a keynote speech at an international conference, or hosted an international conference.

Article 4 (Grant amount and application process)

For applicants attending an international conference in person, each approved grant shall be NT\$5,000; for applicants attending an online international conference, the cost of the online conference registration fee shall be subsidized, with the stipulation that the maximum grant shall be NT\$5,000 per application.

Each applicant is limited to receiving a grant once per academic year. Applicants shall file an application through the TMU Grants for Attending International Conferences application system (hereinafter “the Application System”) at least 4 weeks before the start date of the international conference.

Article 5 (Expense reimbursement)

Applicants shall upload relevant documents to the Application System within 2 weeks of the end of the international conference or upon returning to Taiwan. The Office of Research and Development shall process expense reimbursement in accordance with relevant university regulations. If any itinerary changes have been made, the applicant shall report them to the Office of Research and Development in advance.

Article 6 (Notices)

When attending an international conference or international exchange activity, the applicant shall comply with the “Authorship Principles of Papers Published by Taiwanese Authors in Foreign Countries/Regions or Mainland China” stipulated by the Ministry of Education, as well as the “Principles of Handling the Name Use or Status of the Republic of China for Attending an International Conference or International Exchange Activity subsidized by Governmental Agents (Institutes), or the Attendance of Nongovernmental Organizations in said Conference and Activity subsidized by Governmental Agents (Institutes)” regulated by the Ministry of Foreign Affairs. Should any noncompliance with said regulations occur, the applicant shall promptly lodge a protest, request a correction, and report such a matter to TMU for assistance or the governmental agent subsidizing the applicant. The applicant shall seek assistance from the competent overseas embassy and report such a matter to the Ministry of Education when necessary.

Article 7 (Mutatis mutandis eligibility of the Guidelines for researchers)

Any researcher employed by TMU in accordance with the Taipei Medical University Researcher Appointment and Promotion Regulations shall also comply mutatis mutandis with the Guidelines.

Article 8 (Matters not mentioned herein)

Matters not regulated by the Guidelines shall be handled in accordance with the relevant TMU regulations and governmental acts.

Article 9 (Level of authority)

The Guidelines are officially enacted after being approved or amended in a TMU administrative meeting.