

# Guidelines for Doctoral Students' Academic Research Subsidy

(博士生學術研究補助辦法)

**Institute of Public Affairs Management, NSYSU**

As amended and approved by the Institute Affairs Meeting on Dec. 1<sup>st</sup> 2016

- Article 1. The Guidelines is established for the purpose of encouraging doctoral students of the Institute of Public Affairs Management ((hereinafter the Institute) to publish research papers at national or international academic conferences, or in academic journals.
- Article 2. The Guidelines apply only to the doctoral students of the Institute, and the published paper should show that the applicants are affiliated with the Institute.
- Article 3. Journal papers. Academic journals include only those covered by international indexes such as SCI, SSCI and AHI, or other peer-reviewed international journals, or journals on the formal list of the Taiwan Social Sciences Citation Index (TSSCI) or Taiwan Humanities Citation Index Core (THCICore). The subsidy covers all costs related to paper submission, but the proofreader must not be the author's advisors or co-authors of the paper.
1. NT\$ 20,000 for each paper published in SCI, SSCI, and AHI journals.
  2. NT\$ 10,000 for each paper published in the international journal with external peer-review system
  3. Up to NT\$ 5,000 for each paper published in TSSCI journals.
- Article 4. Conference papers. Only conferences with designated commentators are eligible for subsidy application. Poster presentation is not eligible.
1. For international conference presentation, if the applicant is not granted with full-amount subsidy from other sources or not eligible for applying elsewhere, the subsidy may cover partial or all expenses of a roundtrip flight ticket and the registration fee for the conference. Each student may apply up to two times during the entire study period, and the maximum amount of subsidy will be NT\$ 80,000 for a full-time student and NT\$ 40,000 for a part-time student. In the case of co-authorship, only one author will be subsidized.
  2. For domestic conference presentation, the maximum amount of subsidy will be NT\$ 5,000 for a student each year. In the case of co-authorship, only one author will be subsidized.
  3. If a subsidized paper is not accepted by the conference organizer, the subsidy will be invalidated.
- Article 5. Application Materials:
1. Journal Papers
    - (1) Application Form
    - (2) An electronic file of the full paper to be published (including the acceptance letter from the Editors)

## 2. Conferece Papers

- (1) Application Form
- (2) Application Form for Going Abroad
- (3) A photo copy of the invitation letter or acceptance letter of the paper presentation
- (4) An electronic file of the full paper to be published
- (5) Conference schedule

Article 6. Reimbursement Claims. The claiming of reimbursement must be done within 2 weeks after the conference trip must and must follow the accounting procedures of the University. Based on the rules and items of subsidization policy, the applicants are supposed to submit the required materials as follows: the original ticket stubs attached, the original copy of travel agency transferring receipts, the original receipts of registration fee, or the original receipt of accommodation fee, etc.

Article 7. The amount of subsidy is subject to the annual budget of the Institute. In the case of tight budget, the subsidy will be adjusted according to available fund and the number of applications.

Article 8. The Guidelines becomes effective upon approval by the Institute Affairs Meeting. Amendments must follow the same procedure.