                                                                                                            Attachment 2

TKU Master and PHD Student Overseas Publication, Dissertation or Composition Subsidy Description

                 Established by Student Financial Aid Committee November 18th, 2000

                             Modified by Student Financial Aid Committee April 14th, 2003

                       Modified by Student Financial Aid Committee April 28th, 2011

                      Modified by Student Financial Aid Committee November 17th, 2011

                          Modified by Student Financial Aid Committee November 4th, 2013

1. These subsidies are initiated to support this university’s concept of internationally-oriented education through encouraging Master and PHD students to participate in overseas conferences for the publishing and composing of international products.

2. The following is a list of needed qualifications to be eligible to apply:

    a. Must be a graduate or PHD student at TKU

    b. Can not have full time professional employment.

    c. Grades of applicant must be above 80 percent (previous semester).

    d. If applicant has already been awarded this subsidy, he/she is not eligible to apply again.

3. This subsidy is limited to be awarded one time within a school year. In the case it is awarded to a group, it will still only be awarded once.

4. Applicants will have 15 work days from the time of the conference takes place to turn in the following documents to the Office of Student Affairs’ Guidance Section:

1. Master or PHD Overseas Publication, Dissertation and Composition Application Form.
2. The conference’s official invitation and itinerary.
3. Proof of dissertation or composition acceptance.
4. A draft of dissertation or composition and other related material.
5. Application for grade report of previous semester.
6. Letter of parental consent.

After the documents have been checked by the appropriate director, department head and dean, the Office of Student Affairs will send the subsidy to the Financial Aid Committee. In the case of modifications or cancellation, a notification must be made within a weeks time.

5.  This subsidy is for the purpose of airfare. Distribution of funding will be allocated in the order the applications are received. Once the subsidy has reached its limit for the year, no more funding will be provided for later applicants. The regulations for this subsidy are as follows:

1. Roundtrip Airfare: The most direct flight path from Taiwan to the conference location, economy class. The recipients of the subsidy must first purchase their ticket from a Taiwanese airline. If this is not possible, they must fill out an application for an international airline.
2. Graduate Students: Recipients will be awarded half the total airfare up to a maximum of 20,000 NT.
3. PHD Students: Recipients will be awarded half the total airfare. (Maximum of 20,000 NT if within Asian Pacific Region, Maximum of 25,000 if outside the Asian Pacific Region.)

6.   Upon returning from the overseas conference, the recipients must hand in the following related documents to the Office of Student Affairs’ Guidance Section within two weeks:

1. Graduate or PHD Student Overseas Publication, Dissertation or Composition Subsidy Application Form.
2. Travel Agency receipt, ticket, electronic ticket or boarding pass etc. (original)
3. A written report of their experience at the conference. (2,000 words)
4. A copy of their dissertation, abstract of publicated product or related documents.
5. Receipt from Conference fee.

After these documents have been checked by the appropriate director, department head and dean, it will be sent by the Office of Student Affairs’ Guidance Section to the Financial Aid Committee.

1. The modifications of this subsidy description will take effect after it has been passed by the Financial Aid Committee. (Maximum Amount for this Subsidy is 25,000)