

National Sun Yat-sen University
Department of Photonics
Guidelines of Conference Grant for Students

Oct. 9, 2009 Modified at the 1st departmental affairs meeting of academic year 2009.
May 1, 2013 Modified at the 6th departmental affairs meeting of academic year 2012.
Mar. 27, 2014 Modified at the 9th departmental affairs meeting of academic year 2013.
Oct. 13, 2016 Modified at the 1st departmental affairs meeting of academic year 2016.

1. **Purpose:** To encourage the graduate students of the Department to take part in academic conferences to present their papers, especially in the large-scale international conferences.
2. **Application date:** All applications are reviewed upon receipt, but those applications other than the current academic year shall not be accepted.
3. **Conference date:** Applicable to conferences held from the 1st day of January to the 31st day of December of the current year.
4. **Amount of conference grant:**

For international conference (referring to the international conference held overseas), the conference grant for each paper is NT\$5,000. In the same international conference, each student can apply for conference grant for one paper maximum.

5. **Documents required:** To apply for conference grant, please submit the following documents to the Department Office: “Conference Grant Application Form,” “a photocopy of the notice of acceptance,” “evidence of registration,” “Student Leave Application Form,” “Official Leave Application Form” and “a page of the paper.”
6. **Remarks:**

- (1) Each paper can be applied by only one student, who is not limited to the first author.
- (2) If a student of the Department applying for conference grant for presentation of paper in a conference overseas has not completed the application for leave of absence before going abroad, the conference grant will be decreased by 50% (description: the amount of conference grant for presentation of paper in a conference overseas will become NT\$2,500 since the original conference grant is NT\$5,000).

- (3) The student having applied for the conference grant has to really attend the international conference. The paper to be presented under this grant is not limited to oral presentation or poster presentation.
- (4) One of the authors of the paper to be presented has to be the advisor of the Department, and the name of the Department also has to be put on the paper.

National Sun Yat-sen University
Department of Photonics
Annual Conference Grant Application Form

Name		Student No.	
Mobile phone		E-mail	
Title of paper			
Signature of advisor		Signature of student	
Date of conference		Country of conference	
Title of conference			
Post Office account No.			
<p>Remarks:</p> <ol style="list-style-type: none"> 1. Date of application: To be reviewed upon receipt of application, but those applications other than the current academic year shall not be accepted. 2. Date of conference: The conference has to be held from the 1st day of January to the 31st day of December of the current year. 3. Amount of grant: (A student having not completed the application for leave of absence before going abroad shall have his/her conference grant be decreased by 50%.) For international conference (referring to the international conference held overseas), the conference grant for each paper is NT\$5,000. In the same international conference, each student can apply for conference grant for one paper maximum. 4. Documents required: To apply for conference grant, please submit the following documents to the Department Office ____: “Conference Grant Application Form,” “a photocopy of the notice of acceptance,” “Proof of registration,” “Student Leave Application Form,” “Official Leave Application Form” and “a page of the paper.” After review is made and approval is given, please email one page of the paper (pdf file) to _____. File name: Please confirm that the file name is <u>year and month of conference + name – conference grant application</u> and send out the file before confirmation of its correctness. Then the application procedure is completed. 5. Remarks: <ol style="list-style-type: none"> (1) Each paper can be applied by only one student, who is not limited to the first author. (2) If a student of the Department applying for conference grant for presentation of paper in a conference overseas has not completed application for leave of absence before going abroad, the conference grant will be decreased by 50% (description: the amount of conference grant for presentation of paper in a conference overseas will become NT\$2,500 since the original conference grant is NT\$5,000). (3) The student having applied for the conference grant has to really attend the international conference. The paper to be presented under this grant is not limited to oral presentation or poster presentation. (4) One of the authors of the paper to be presented has to be the advisor of the Department, and the name of the Department also has to be put on the paper. 			
Review/Approval	Collection date: _____ <input type="checkbox"/> The pdf file of the paper is emailed. Payment of conference grant amount \$ _____ was made in _____ (mm/yy).		

