

# Implementation Guidelines for the Faculty and Staff Participating in Various Domestic Conferences and Seminars

2004.12.15 Passed in the 5th meeting of the Legal Affairs Committee of the 93th academic year  
2004.12.24 Passed in the 3rd University Council and 5th Administrative Joint Meeting of the 93th academic year  
2004.12.28 Announced in the GaoYiXiaoFaZi No. 0930100047 Letter

1. When faculty and staff members of KMU attend various domestic conferences and seminars, the qualifications of the participants and the related regulations on official leave or travel subsidies shall be handled in accordance with the Implementation Guidelines for the Faculty and Staff Participating in Various Domestic Conferences and Seminars (hereinafter referred as the "Implementation Guidelines").
2. "Various domestic conferences and seminars" in the preceding paragraph refer to:
  - (1) International, national, or local academic conferences held in Taiwan by various academic organizations registered with the government;
  - (2) Meetings held by the competent administrative authorities;
  - (3) Short-term study (within three months), training, or continuing education.
3. Eligible applicants are full-time faculty and staff members of KMU.
4. Those who want to participate in various domestic conferences and seminars shall apply one week before the conferences and seminars. After approval, leave procedures shall be handled in accordance with regulations. Otherwise, no official leave or subsidies will be granted.
5. The regulations on official leave and subsidies for participating in academic conferences organized by various academic organizations are as follows:
  - (1) Those who are invited to be conference hosts, keynote speakers, main paper presenters, or paper co-presenters (limited to one who is the advising professor or associate professor for the paper ) will be granted an unlimited number of official leave, and will be subsidized for transportation, lodging, and meals in accordance with KMU's "Standards of Travel Expenses for Faculty and Staff Members".
  - (2) Those who do not publish papers will be granted official leave twice a year, but they will not be subsidized.

The number of days of official leave referred to in the preceding subparagraphs shall be calculated based on the actual number of days attending the meeting (including regular days off).
6. Those who participate in the meetings held by the competent administrative authorities, if approved and sent by KMU, will be granted official leave and subsidized according to the Standards of Travel Expenses for Faculty and Staff Members. Individuals who apply for participation and are approved by KMU will be granted official leave without any subsidy.
7. Those who participate in short-term study (within three months), training, or continuing education shall be limited to courses related to their teaching, research, or administrative business. The regulations on

their official leave and subsidies are as follows:

- (1) Official leave: It is limited to two times per person per year, but it is not limited to those with special business needs.
  - (2) Subsidies: Individuals who apply for participation and are approved by KMU will not be subsidized. Those who are approved for despatch by KMU will be subsidized according to the following standards: :
    1. Transportation expenses:
      - (1) For consecutive conference sessions: Limited to one round trip.
      - (2) For segmented sessions: Based on the actual number of round trips made for attendance.
    2. Accommodation, meal, and miscellaneous expenses:
      - (1) For consecutive conference sessions: If the meeting period is within four days (inclusive), participants will be subsidized according to the Standards of Travel Expenses for Faculty and Staff Members of KMU. If the meeting lasts from five days (inclusive) to thirty days, only meals and miscellaneous expenses will be subsidized. For meeting periods exceeding thirty days, only 1.5 times the amount of meals and miscellaneous expenses will be subsidized.
      - (2) For segmented sessions: Subsidies will be provided based on the actual number of attendances and in accordance with the Standards of Travel Expenses for Faculty and Staff Members of KMU.
8. Those who participate in various domestic conferences and seminars and receive subsidies from the organizers shall not apply for subsidies from KMU. If the subsidy received is lower than the subsidy standard of KMU, proof may be submitted to apply for subsidies for the difference.
  9. Those who have been approved and despatched by KMU to participate in various conferences and seminars in Taiwan may apply for subsidies by submitting proofs for the conference registration fees, or attendance fees. Applications out of individual intention are not eligible for subsidies.
  10. For participation in seminars, training, or continuing education lasting more than one month, an obligation period must be pledged, which is twice the duration of the training.

Those unable to fulfill the obligation period should compensate for the entire salary and subsidies received during the training period, multiplied by twice the proportion of the unfulfilled obligation period.
  11. The regulations for the participation of employees of KMU's affiliated institutions in various domestic conferences and seminars shall be separately formulated.
  12. After being approved by the Administrative Meeting and submitted to the President for approval, the Implementation Guidelines shall be implemented from the date of promulgation. The same applies to amendments.