

# NCHU Department of Business Administration Guidelines for Graduate Student Journal Paper and International Conference Paper Publication Subsidy

Enacted in the Departmental Affairs Meeting on Mar. 29, 2016

Amended in the Departmental Affairs Meeting on Jun.14, 2017

Amended in the Departmental Affairs Meeting on Oct. 12, 2022

Article 1 This regulation is enacted to promote the level of academic research and encourage the publication of students' thesis and dissertations.

Article 2 The funding required for this reward and subsidy shall be covered by the Department's Graduate Scholarship Fund. The reward and subsidy will be processed according to the regulations of the Department's Graduate Scholarship Fund. The payment amount will be determined by the Scholarship Review Committee of the Department based on the available balance of the scholarship fund.

Article 3 The journal papers publication award should meet the following standards:

1. SSCI and SCIE journal's ranking percentage should be within the top 50% (inclusive) according to the latest JCR ranking within its field at the application deadline. The applicant may choose the most advantageous ranking from the professional fields of the journal.
2. TSSCI journals should be based on the list announced by the Humanities and Social Sciences Research Center of the National Science and Technology Council at the application deadline.
3. The journal paper must be submitted under the name of the department's graduate student.

Article 4 The subsidy for international conference should meet the following standards:

1. Students should attend the international conference that is recognized by the "Department's List of International Conferences".
2. The conference paper must be submitted under the name of the department's graduate student.
3. Students who apply for the Department's Graduate Scholarship Fund for presenting papers at international conferences must firstly apply for funding through the "National Science and Technology Council's Subsidy for Domestic Graduate Students to Attend International Academic Conferences " or "National Chung Hsing

University's Subsidies for Graduate Students Attending  
International Conferences".

Article 5 This regulation shall be implemented after being passed by the  
Departmental Affairs Meeting. Any amendments shall be processed  
accordingly.

Personal data collected in this form will be retained. The data might be used in educational or training purposes. Without obtaining the prior consent of the person, the data shall not be used for any other purpose, and shall provide to other third party. When handling personal information, shall follow the Privacy Policy and Security controls of NCHU.

**NCHU Department of Business Administration**  
**Application Form for Graduate Student Journal Paper and International Conference Paper**  
**Publication Subsidy**

Application Date: YYYY/MM/DD

Name		Student ID	
Author			
Author Verification	<input type="checkbox"/> First Author <input type="checkbox"/> Corresponding Author <input type="checkbox"/> __ (th) Author (The journal paper must be submitted under the name of the department's graduate student.)		
Title			
Journal Name (including Volume and Issue) / Conference Name			
Publication (Accepted) Date / Conference Date			
Journal Index	<input type="checkbox"/> SSCI (The journal's ranking percentage should be within the top 50% (inclusive) according to the latest JCR ranking within its field at the application deadline.) <input type="checkbox"/> SCIE (The journal's ranking percentage should be within the top 50% (inclusive) according to the latest JCR ranking within its field at the application deadline.) <input type="checkbox"/> TSSCI (Journals should be based on the list announced by the Humanities and Social Sciences Research Center of the National Science and Technology Council at the application deadline.) <input type="checkbox"/> International Conferences (Category A or B) Presentation Type: <input type="checkbox"/> Oral <input type="checkbox"/> Poster <input type="checkbox"/> Other		
Academic Award			
Amount paid	<input type="checkbox"/> Registration Fee	Amount:	
	<input type="checkbox"/> Transportation Fee Date: Departure and Destination:	Amount:	
	<input type="checkbox"/> Other:	Amount:	
Grants received	1. Granting organization: _____ <input type="checkbox"/> Amount Received: _____ <input type="checkbox"/> Pending 2. Granting organization: _____		

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	<input type="checkbox"/> Amount Received: _____ <input type="checkbox"/> Pending <small>*Students who apply for the Department's Graduate Scholarship Fund for presenting papers at international conferences must firstly apply for funding through the "National Science and Technology Council's Subsidy for Domestic Graduate Students to Attend International Academic Conferences" or "National Chung Hsing University's Subsidies for Graduate Students Attending International Conferences".</small>	
Review Documents	<input type="checkbox"/> Certificate of Participation <input type="checkbox"/> Certificate of Registration <input type="checkbox"/> Conference Agenda	<input type="checkbox"/> Expense Receipt <input type="checkbox"/> Other Related Documents
Signature of Main Advisor		
Graduate Scholarship Review Committee	<input type="checkbox"/> Approved, Grant amount: _____ <input type="checkbox"/> Not approved, reason: _____ <div style="text-align: right;">Department Chairperson: _____ (Signature)</div>	

- ✧ Please submit the PDF files of application form and review documents in order, before the deadline, to the department of business administration at [ba01@dragon.nchu.edu.tw](mailto:ba01@dragon.nchu.edu.tw)
- ✧ Please attach the following documents with Overseas Transportation Expenses
  - a. Original receipt of payment by the travel agency or airline ticket purchase confirmation. (The receipt summary must clearly specify the amount for the "ticket fare" issued by the travel agency. Please list other expenses separately.)
  - b. Airline ticket or electronic airline ticket (Must include the original ticket fare amount)
  - c. Round-trip Boarding Pass

※ In case of discrepancy between the Chinese version of terms & rules and its English translation, the Chinese version shall prevail.