

How to Get the Approval for Hosting an International Conference

Important Notice

All types of international conferences hosted by TJU in mainland China should get the official approval from the Minister of Education (MoE) in advance. The international conferences with over 40 overseas participants should also get the pre-approval from the MOE in September of the previous year. All applications shall be submitted through TJU Office of International Cooperation (OIC) at least 4 months before the commence date of the conference.

Application procedure

- **Pre-application** (*over 40 overseas participants, done in September the previous year*)
 1. Online application (<http://202.113.5.142/oic/>)
 2. Approval by the relevant school
 3. Approval by OIC
 4. Submission of paper documents to OIC
 5. Submission of all the application documents by OIC to MoE
- **Formal application** (*all international conferences, four months before the conference*)
 1. Online application (<http://202.113.5.142/oic/>)
 2. Approval by OIC
 3. Submission of paper documents to OIC
 4. Submission of all the application documents by OIC to MoE
 5. Official approval from MoE (1-2 months)
 6. Submission of the final name list of participants two weeks before the conference and the summary within 20 days after the conference to OIC online

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