

國立成功大學專任教師、博士級研究員及學生出席國際會議補助辦法

National Cheng Kung University Regulations Governing Subsidies for Full-Time Faculty, Doctoral Research Fellows and Students who Attend International Conferences

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98年4月9日第51次推動總中心會議修訂通過

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98年7月15日第675次主管會報修訂通過

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99年2月3日第685次主管會報修訂通過

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102年5月22日第746次主管會報修訂通過

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108年9月11日第817次主管會報修訂通過

Modified and approved at the 817th Conference of Senior Officers on September 11, 2019

第一條

國立成功大學(以下簡稱本校)為提升本校學術研究風氣，增進本校師生與國際學術界之交流，並藉出席國際會議發表重要研究成果，以提高本校之學術地位及聲譽，特訂定本辦法。

Article 1.

In order to upgrade the academic research culture in campus, enhance the interchange between faculty and students and the international academic sector, and present important research results through attendance at international conferences to upgrade the University's academic status and reputation, National Cheng Kung University (hereinafter referred to as the "University") establishes these Regulations.

第二條

本辦法之經費來源如下：

- 一、教育部補助款。
- 二、本校校務基金。
- 三、其他政府補助款。

Article 2.

The funding source under the Regulations is stated as following:

- 1.Subsidies from Ministry of Education;
- 2.The University endowment;
- 3.Other government subsidies.

第三條

申請人資格及限制：

- 一、本校之專任教師、博士級研究員及非在職專班學生。
- 二、同一申請人在同一會計年度內使用教育部補助款(含校、院及中心之經費)申請補助案之補助次數以一次為限；惟屬本校新進副教授、助理教授未滿3年者，得以二次為限。申請出席下一年度之國際會議補助者，如經核可，應列入下一年度之補助次數計算。
- 三、同一篇論文之發表以補助一人為限。
- 四、申請國際學術會議發表論文之補助者，須以本校正式名稱：「國立成功大學」/「National Cheng Kung University」之名義發表。
- 五、申請出席大陸港澳地區舉辦之國際會議，其主辦單位必須為國際組織。

Article 3.

Applicant's qualifications and limitation:

- 1.The University's full-time faculty, doctoral research fellows and non-in-service education program full-time students;
- 2.The same applicant may apply for a subsidy from Ministry of Education (including the budget of the University, college and center) within the same fiscal year no more than once, provided that the University's associate professors or assistant professors who have been employed by the University for no more than 3 years may file an application more than twice. The application for the subsidy for attendance to the international conferences in the next year, if approved, shall be included into the number of applications for a subsidy in the next year.
- 3.The subsidy for the same thesis publication shall be limited to the same person.
- 4.The applicant who applies for a subsidy for the thesis publication at an international conference shall present the thesis in the name of the University's full name, i.e., "National Cheng Kung University". International conferences in the territories of Mainland China, Hong Kong and Macao to be attended upon the applicant's request must be those organized by international organizations.

第四條

申請程序及繳交資料如下，除第三款第三目邀請函及論文接受證明文件，得予補件外，申請文件不齊或不符合規定者，不予受理。

一、申請人應先向政府或有關機構等校外單位提出經費補助申請，始得依本辦法提出申請。

二、申請文件應於國際會議起始日前一個月，送達國際事務處(以下簡稱國際處)辦理審查作業。每年度之審查梯次將另行公布，逾期不予受理。

三、申請人應檢附下列文件：

(一)申請表乙份(見附件)。

(二)國際會議之介紹及大會議程(議程尚未公告者，應於申請表中註明，並於出國前繳交)。

(三)該國際會議主辦單位致申請人本人論文被接受之證明文件影本。

(四)擬發表之論文全摘要或論文全文(中文以外)影本。

(五)向校外單位申請補助之證明。

(六)學生須提供歷年在學成績單乙份(大學部須註記班上排名)。

(七)學生須檢附「指導教授推薦信」。

(八)學生參與國際會議發表論文者，須檢附英語檢定證明文件。學生所屬國籍之國家官方語言含英語者得免檢附。

(九)行政主管機關開立之低收入戶或中低收入戶證明，無者得免附。

(十)其他有利於審定補助之文件(如近5年研究成果或得獎事蹟等，以不超過5頁A4為限)。

Article 4.

The application procedure and submissions are stated as follows. All the required documents should be submitted to OIA one month before the conference initial date.

Please note the deadline for each term's application to avoid any delays. Except for the invitation and thesis acceptance certificate referred to in sub-paragraph 3.3, which may be supplemented later, no application will be accepted if the application documents are incomplete or erroneous.

1. The applicant shall apply for a subsidy from the budget with the government or relevant entity, and then may file the application pursuant to the Regulations.

2. The application documents shall be served to the Office of International Affairs (hereinafter referred to as the "Office") for review per the review timetable specified within one month prior to the commencement of the international conference. The annual review timetable will be announced separately. No application will be accepted if it is filed beyond the timetable.

3. The applicant shall submit the following documents:

(1) One application form (see Attachment);

(2) Introduction to the international conference and agenda. (If the agenda has not yet been announced, please specify it in the application form and submit the agenda prior to going abroad.)

(3) A photocopy of the applicant's thesis acceptance certificate;

(4) A photocopy of the abstract or full-text of the thesis (unless it is written in Chinese) to be presented;

- (5) Evidence showing the application for a subsidy from extramural entities;
- (6) Historical score reports issued by the University (which shall identify the students' ranks in their classes, in the case of undergraduates);
- (7) Students shall submit the "Recommendation Letter from the Thesis Advisor";
- (8) Students who attend any international conference to present a thesis shall submit a certificate of English proficiency. The students whose home countries use English as one of its official languages may be exempted from said certificate.
- (9) The low income family or low income or middle income family certificate issued by the competent administrative authority, but not required, if not available;
- (10) Other documents helpful to the review of the subsidy (e.g., the research results or award achievements in the most recent five years to be specified on A4 paper for no more than 5 pages).

第五條

補助項目及標準，如下：

一、往返機票費：以國內至國際會議舉行地點最直接航程之本國籍往返機票(經濟艙)為原則，由受補助人先自行墊購，並於回國後檢據核實報支。

二、會議之註冊費（不包括其他雜支如論文集、會員年費、餐費等）。

三、生活費：

(一)補助費用以會議期間及交通往返期間為原則。

(二)生活費之計支，依「中央政府各機關派赴國外各地區出差人員生活費日支數額」為準。

四、補助總額標準

(一)學生部分，赴亞洲地區不超過新臺幣三萬五千元，赴亞洲以外地區不超過新臺幣五萬五千元為原則。

(二)專任教師及博士級研究員部分，赴亞洲地區不超過新臺幣五萬元，赴亞洲以外地區不超過新臺幣八萬元為原則。

五、國際會議在臺舉辦者，僅予補助註冊費。

六、持有我國行政主管機關開立之低收入戶或中低收入戶證明者，需檢附相關證明文件，得從優補助。

Article 5.

Subsidy items and standards are stated as follows:

1.Round-trip flight ticket: A round-trip flight ticket of the native airlines (economy class) from the native country to the venue where the international conference is held via the most direct air distance, paid by the applicant first and claimed after verification of the account with the relevant receipt.

2.Registration fee for the conference (excluding other miscellaneous fees, such as thesis collection, annual membership fee and meal cost, et al.)

3.Living expenses:

(1)The subsidy shall cover the expenses incurred during the conference and the transportation allowance in principle.

(2)The living expenses shall be claimed in accordance with the "Amount Table of Foreign Per Diem Allowance of the Central Government Agency".

4.Standards for total subsidies

(1)For students, the total subsidies shall be no more than NT\$35,000 for the territories of Asia, and no more than NT\$35,000 for the territories other than Asia.

(2)For full-time faculty and doctoral research fellows, the total subsidies shall be no more than NT\$50,000 for the territories of Asia, and no more than NT\$80,000 for the territories other than Asia.

5.Where the international conference is organized in Taiwan, only the subsidy for the registration fee will be granted.

6.The students who hold a low income family or low income or middle income family certificate issued

by the competent administrative authority in Taiwan shall submit the relevant supporting documents and then may be entitled to a preferential subsidy.

第六條

本辦法所定補助，其審查程序如下：

一、第一階段：申請案件依程序送核，經申請人指導教授及各單位核可後送至國際處。國際會議係由國內外政府機關、著名大學、或著名研究機構主辦，其會議性質與申請人之教學及研究領域有直接重要關係者，單位主管、指導教授應簽註評估意見。

二、第二階段：申請案件送本校甄選委員會進行審查，審查方式採書面審查。但得視需要通知申請人面談。

三、第三階段：甄選委員會審查完成後，陳請校長核定後公告之。

甄選委員會由國際長及各學院教師代表一人，共十人組成。甄選委員會得調整補助項目、金額及名額。

Article 6.

The subsidy referred to herein shall be subject to the following review procedure:

1.1st stage: The application shall be subject to the review and approval procedure, and submitted to the Office upon approval of the applicant's thesis advisor and relevant units. The international conference is organized by domestic/foreign government organizations, renowned universities or research institutes, of the nature directly pertinent to the applicant's teaching and research field. The unit supervisors and thesis advisors shall endorse their evaluation comments.

2.2nd stage: The application shall be submitted to the University's Screening Committee for review in the form of a written opinion. If necessary, the applicant may be asked to attend an interview.

3.3rd stage: Upon completion of the review, the Screening Committee will ask the Principal for approval and then announce the review result.

The Screening Committee consists of 10 members including the Dean of International Affairs and one faculty representative delegated by each college of the University. The Screening Committee may adjust the items, amount and quota of the subsidy.

第七條

同時獲得校外其他單位經費補助者，應留意校外單位是否同意接受本校之配合補助，並遵守其規定。

Article 7.

The applicants who receive a subsidy granted by any extramural entities at the same time shall notify whether the extramural entities agree to accept the University's subsidy and comply with the University's regulations.

第八條

本校專任教師於出席國際會議之際，前往或回程途中順道拜訪鄰近知名大學或學術機構，並發表公開演說或與國際事務單位進行交流者，得申請補助拜訪期間之國外旅費。

前項所稱知名大學或學術機構，係指當年度上海交通大學之世界大學學術排名前五百名以內、與本校簽訂有學術交流合作之大學、本校擬推動或正積極推動合作關係者。

申請人提出申請時，須檢附訪問計畫書(含欲拜訪單位邀請函、目的、行程表、經費預算、預估效益等)，並於回國後將參訪相關資料，送國際事務處存查。

Article 8.

The University's full-time faculty who visit any renowned university or academic institute near the venue where the international conference is organized and give a public speech or exchange with any international affairs unit when heading for or returning from the conference may apply for the overseas travel allowance within the duration of the visit.

The renowned university or academic institute referred to in the preceding paragraph shall mean Shanghai Jiao Tong University if it ranks in the top 500 of academic position among the universities in the world in the year, universities which enter into the academic exchange cooperation agreements with the University, or universities to which the University is planning to promote or is promoting a cooperative relationship.

The applicant shall attach, together with the application form, the visiting plan (including the invitation of the unit to be visited, purpose, itinerary, budget & expenditure, and estimated benefit, et al.), and shall submit the related visiting information to the Office for the record.

第九條

本校專任教師擔任國際重要學術學會理監事或國際知名學術期刊編輯委員等特殊職務，須出席相關會議者，亦得依本辦法規定申請補助，不受第三條之限制，但一年以一次為限。

前項所稱國際知名學術期刊，係指提出申請時，該期刊於ISI Web of Knowledge資料庫網站 (<http://apps.isiknowledge.com>) 所公布之該領域最新分類排名為前40%以內者。

Article 9.

The University's full-time faculty who have to attend any related meetings when they assume the position of directors/supervisors of any international important academic society or international renowned academic journal edition members may also apply for a subsidy pursuant to the Regulations free from the restrictions imposed by Article 3 herein, provided that the application may be filed for no more than three times each year.

The international renowned academic journal referred to in the preceding paragraph shall mean a journal that ranks in the top 40% in the relevant field published by the ISI Web of Knowledge website (<http://apps.isiknowledge.com>) when the application is filed.

第十條

獲核定補助者，應於國際會議結束後一個月內（須於會計年度結束前）依規定繳交中英文出國報告書，並檢附報告書電子檔，以供大眾知識資訊分享之用。學生獲補助出席國際會議者，須於報告書內檢附參與會議之相關照片。

Article 10.

Anyone authorized to be subsidized shall submit the written report for the overseas trip in Chinese and English, together with the electronic files for the report, within one month after the conference ends (prior to the end of the fiscal year) to make the relevant information and knowledge available to the public. The students who receive the subsidy for attendance to international conferences shall attach photos showing their attendance at the conference with the written report.

第十一條

各項經費核銷依學校規定辦理；如有違反學校規定者，追繳全部補助費用。

Article 11.

The subsidies shall be verified pursuant to the University's regulations. In the case of violation of the University's regulations, all of the subsidies shall be recalled in whole.

第十二條

本辦法未盡事宜悉依相關法令規定及公告事項辦理。

Article 12.

Any matters not provided herein shall be handled in accordance with the related regulations and the announcements.

第十三條

本辦法經主管會報通過奉校長核定後實施，修正時亦同。

Article 13.

These Regulations shall be enforced after passing the Conference of Senior Officer and asking the Principal for approval and then announce the review result. The same shall apply where these Regulations are amended.