

國立中興大學研究生出席國際會議補助辦法  
NATIONAL CHUNG HSING UNIVERSITY  
Regulations Governing Subsidies for Graduate Students Attending International  
Conferences

中華民國 101 年 12 月 12 日第 374 次擴大行政會議訂定  
中華民國 102 年 9 月 4 日第 380 次行政會議修正通過（第 9 條）  
103 年 10 月 31 日 103 學年度第一學期第一次研究發展會議修訂通過  
104 年 1 月 27 日 103 學年度第 2 次校務基金管理委員會備查  
106 年 3 月 27 日 105 學年度第 2 次校務基金管理委員會修正通過辦法名稱及第 1-4、9 條  
111 年 11 月 17 日 111 學年度第 1 學期研究發展會議修訂通過  
**111 年 11 月 24 日 111 學年度第 1 次校務基金管理委員會修訂通過第 4 條**  
December 12, 2012—Formulated by the 374<sup>th</sup> Expanded Administrative Meeting  
September 4, 2013—Amendment to Article 8 passed by the 380<sup>th</sup> Administrative Meeting  
October 31, 2014—Amended by the 1<sup>st</sup> Research and Development Meeting of the 1<sup>st</sup>  
Semester of Academic Year 2014-15  
January 27, 2015—Filed for reference by the 2<sup>nd</sup> University Endowment Fund Management  
Committee Meeting of Academic Year 2014-15  
March 27, 2017—Amendments to the title and Articles 1-4 and 9 passed by the 2<sup>nd</sup> University  
Endowment Fund Management Committee Meeting of Academic Year 2016-17  
November 17, 2022—Amended by the 1<sup>st</sup> Research and Development Meeting of the 1<sup>st</sup>  
Semester of Academic Year 2022-23  
November 24, 2022—Filed for reference by the 1<sup>nd</sup> University Endowment Fund Management  
Committee Meeting of Academic Year 2022-23

第一條 為鼓勵本校在學（不含休學）博、碩士班研究生出國參加國際會議並發表論文，加速對於專業新知、技術發展及新研究方法之瞭解，提昇本校學術之國際地位與促進國際文教交流，特訂定本辦法。

Article 1 These Regulations have been formulated for the purpose of encouraging active doctoral and Master's degree students (excluding students who have temporarily suspended their studies) at National Chung Hsing University (hereinafter, NCHU or "the University") to attend and present papers at international conferences, so as to accelerate their acquisition of new knowledge and understanding of the latest developments in technology and research methodologies, boost the international academic standing of NCHU, and facilitate international cultural and educational exchange

第二條 本辦法之經費來源為本校編列之專案經費。

Article 2 The University shall earmark project funds to serve as sources of funding for the above-mentioned subsidies

第三條 本辦法補助項目及金額 如下：

- 一、機票費：由國內至國際會議舉行地點最直接航程之本國籍航空公司往返經濟艙機票。
- 二、註冊費：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、補助以不超過下列金額為限：亞洲地區補助一萬元整；非亞洲地區補助二萬元整。

Article 3 The subsidies governed by these Regulations shall cover the following expenses up to the

stipulated amount:

1. Airline tickets: Eligibility is restricted to the purchase of round-trip economy class tickets for flights operated by a domestic airline traveling between Taiwan and the location of the international conference in question.
2. Registration fees: Conference registration fees (miscellaneous fees such as proceedings publication charges, annual membership fees, and meals are not included)
3. The total subsidy granted to each recipient may not exceed the following amounts: for conferences held in Asia, NT\$10,000; for conferences held outside of Asia, NT\$20,000.

第四條 本辦法申請方式如下：

- 一、申請人須優先向國家科學及技術委員會等其他校外單位申請經費補助，未獲補助或已獲補助他案而不得再申請者，再依本辦法提出申請。
- 二、收件截止日為每年3月1日、6月1日、9月1日、12月1日。申請人應於出國前或收到校外單位核定公函後最近一次收件截止日前備妥下列文件送研發處學術發展組：
  - (一) 申請表。
  - (二) 國際會議主辦單位致申請人之正式邀請函或論文被接受之證明文件影本。
  - (三) 擬發表之論文摘要及論文全文影本（論文以在本校完成而尚未發表者為限）。
  - (四) 最近五年內最具代表性之著作抽印本或影印本。
  - (五) 國際會議簡介及日程表。
  - (六) 校外補助單位核定公函影本。
- 三、每年度補助經費用罄時，不再受理申請。

Article 4 Application procedures:

1. If possible, applicants shall apply for funding from the National Science and Technology Council(NSTC) or other non-NCHU units to cover overseas travel expenses. Only in the event that project funds are insufficient to cover travel or an application for funding has been denied outright or due to receipt of a separate subsidy may the applicant file an application with NCHU for funding in accordance with these Regulations.
2. The application deadlines are on the first day of March, June, September, and December each year. Applicants must file their application by the last application deadline before their date of departure or after receipt of an official letter of approval from the non-NCHU sponsoring unit. The following documents shall be filed together with the application to the Division of Academic Development, Office of Research and Development.
  - 1) Application form
  - 2) An official invitation letter from the organizer of the international conference or a copy of a document proving the acceptance of the applicant's paper
  - 3) Copies of the abstract and full text of the paper (must be an unpublished paper completed at NCHU) to be presented at the conference
  - 4) Offprints or copies of the applicant's most representative literary works published within the most recent five-year period

- 5) International conference information and itinerary
  - 6) A copy of the official letter of approval from the non-NCHU sponsoring unit
3. Applications will no longer be accepted once the earmarked funds (for the given year) are exhausted.

第五條 本辦法補助案件之審核由學術審查小組辦理。學術審查小組由研發長、教務長及各學院院長組成，研發處學術發展組長列席。審查會議由研發長召集，應經二分之一以上成員出席始得召開。成員不克親自出席時，可委託代理人行使權利義務，代理人應以本校副教授以上之專任教師為限。

Article 5 Reviews of subsidy applications as governed by these Regulations shall be carried out by the Academic Review Board, whose members include the Vice President for Research and Development, the Vice President for Academic Affairs, and the deans of NCHU colleges. The division chief of the Division of Academic Development, Office of Research and Development shall attend board meetings as a non-voting member. Meetings of the Academic Review Board shall only be convened if a quorum of half the members is present. Board members who are unable to personally attend board meetings may appoint a proxy to exercise their rights and responsibilities on their behalf. Only full-time NCHU faculty members at the rank of associate professor and above may serve as proxies.

第六條 審查委員就申請人擬參加國際會議之性質及其在學術上之國際知名度與重要性，以及申請人之研究潛力、其所提論文之原創性、重要性、在該領域的貢獻及研究成果審查，並依下列規定核定是否予以補助及補助項目與金額：

一、每一論文以補助一人發表為限（含老師或學生）。

二、若申請參加同一會議之學生超過一人時，得酌予限定補助人數，一般性會議以不超過三人為原則，大型國際會議得視會議之性質、規模及重要性，酌予增加。

三、同一申請人在同一會計年度內以獲補助一次為限。

四、申請人應為論文之第一作者（指導教授除外）或通訊作者。

五、凡出席由中國大陸、香港及澳門地區組織主辦之國際會議者，不予受理；國際組織於前述地區主辦之國際會議不在此限。

參加性別平等議題相關國際會議者，另由本經費予每人每一會計年度一次補助，且不受前述申請程序及補助原則之限制。

Article 6 When reviewing applications, the review committee shall consider the following: (1) the nature, international academic reputation, and significance of the conference, (2) the applicants' research potential, and (3) the originality and significance of the paper to be presented and its research outcomes and contributions to its academic field. The following rules shall be observed by the review committee when determining an applicant's eligibility for the subsidy and the subsidy amount to be granted:

1. A subsidy may only be granted to one person (faculty member or student) for each paper presented.
2. The number of subsidy recipients may be limited if multiple NCHU students attend the same conference. In principle, no more than three attendees of a given conference may be granted a subsidy. Exceptions may be made for attendees of a

large international conference depending on the nature, scale, and importance of the conference.

3. An applicant may only be granted one subsidy per fiscal year.
4. An applicant shall be the first author (excluding the advisor) or corresponding author of their paper.
5. Attendees of international conferences held by non-international organizations in China, Hong Kong, or Macau are not eligible to apply for a subsidy.

Attendees of any gender equity-related international conference shall be eligible to receive one subsidy from this fund per fiscal year and shall not be bound by the preceding application procedures and subsidy restrictions.

第七條 獲補助者變更行程，應事先取得書面同意。因故取消行程者，經費補助放棄聲明書應於會議首日起 15 日內送達研發處學術發展組。

Article 7 Recipients of this subsidy shall obtain advanced written approval before changing their itinerary. In case of cancellation of travel plans, the recipient shall submit a subsidy waiver form to the Division of Academic Development, Office of Research and Development within 15 days of the first day of the conference they planned to attend.

第八條 獲補助者應於返國日起二個月內（須於同一會計年度，且至遲於 12 月 20 日前）依「行政院及所屬各機關出國報告綜合處理要點」完成出國報告繳送作業並辦理經費核銷。無特殊事由而逾期辦理報告繳送與經費核銷者下一會計年度不得提出申請。

Article 8 Recipients of this subsidy shall submit an overseas travel report pursuant to the *Guidelines for Overseas Travel Reports Required of Personnel of the Executive Yuan and its Subordinate Agencies* and complete reimbursement procedures within two months of their return to Taiwan (within the same fiscal year and by December 20 at the latest). Late submission of reports and completion of reimbursement procedures without good reason will result in the offender being barred from applying in the following fiscal year.

第九條 本辦法經研發會議通過並送校務基金管理委員會備查後，報請校長核定後實施，修正時亦同。

Article 9 These Regulations shall take effect upon approval by the Research and Development Meeting, submission to the University Endowment Fund Management Committee Meeting for reference, and ratification by the President. The same shall hold true when amendments are made.