

元智大學教師申請出席國際會議補助辦法

80.07.29	79	學年度第 27 次行政會議通過
82.04.26	81	學年度第 35 次行政會議修訂通過
86.03.17	85	學年度第 8 次行政會議修訂通過
88.10.18	88	學年度第 3 次行政會議修訂通過
90.06.18	89	學年度第 13 次行政會議修訂通過
91.09.23	91	學年度第 1 次行政會議修訂通過
93.07.26	92	學年度第 22 次行政會議修訂通過
94.12.05	94	學年度第 7 次行政會議修訂通過
97.04.14	96	學年度第 16 次行政會議修訂通過
98.05.25	97	學年度第 16 次行政會議修訂通過
99.07.12	98	學年度第 15 次行政會議修訂通過
100.11.21	100	學年度第 6 次行政會議修訂通過
101.10.08	101	學年度第 5 次行政會議修訂通過
102.11.13	102	學年度第 8 次行政會議修訂通過
103.04.02	102	學年度第 18 次行政會議修訂通過
104.05.13	103	學年度第 21 次行政會議修訂通過
107.10.31	107	學年度第 6 次行政會議修訂通過
111.08.03	111	學年度第 1 次行政會議修訂通過
113.07.24	112	學年度第 23 次行政會議修訂通過

第一條 本校為鼓勵教師參加國際學術會議發表研究成果，建立學術關係並提昇本校國際能見度及國際學術地位，特訂定本辦法。

第二條 凡本校編制內專任教師以本校名義出席國際學術會議、藝術工作營、發表論文或展演創作、受邀專題演講、主持會議或國際競賽受邀出席頒獎典禮等，得依本辦法申請補助。

第三條 申請本案補助之教師應於會議舉辦前向國家科學及技術委員會(簡稱國科會)申請經費補助，唯當年度已獲國科會專題計畫並獲核出席國際會議補助者無須另案再向國科會提出申請。

第四條 教師應於會議舉行、出國參加展示創作或受邀出席國際頒獎典禮二週前，備妥下列申請相關資料循行政流程向所屬院/部提出經費補助申請：

一、申請實體出席國際會議者：

- 元智大學教職員國外出差申請單。
- 大會正式邀請函或論文被接受之證明文件。
- 大會會議議程。
- 發表之論文全文或摘要。
- 未／已獲國科會補助之證明函件或專題計畫項下已補助出席國際會議之核定清單，或「國科會研究計畫申請書之國外差旅費用說明」（如非在計畫內預定出席之國際會議，需在出國前辦理預算變更）。
- 元智大學補助教師出席國際會議差旅費預估表。

二、申請線上出席國際會議者：

- 元智大學教師線上出席國際會議註冊費補助申請表。
- 大會正式邀請函或論文被接受之證明文件。
- 大會會議議程。
- 擬發表之論文全文或摘要。
- 未／已獲國科會補助之證明函件或專題計畫項下已補助出席國際會議之核定清單。

第五條 若有下列情況，得免向國科會申請，逕備證明文件及申請資料循行政流程向所屬院/部提出經費補助申請：

- 一、同一年度因已獲國科會補助而不得再向國科會申請者。
- 二、赴大陸地區出席中國大陸主辦之國際會議，國科會明文不予受理補助申請者。

第六條 每位教師出席國際會議經費每學年補助次數以一次為限，可擇一申請補助實體出席國際會議、線上國際會議，補助經費以實報實銷為原則。

一、申請實體出席國際會議者，每人每學年最高補助經費不得超過新台幣三萬元。可申請補助之項目如下：

- 機票費（依國科會補助標準辦理）。

- 註冊費。
- 生活費（依國科會補助標準辦理）。
- 手續費（包括護照費、簽證費、保險費及機場服務費等，依國科會補助標準辦理）。

二、申請線上出席國際會議者，每人每學年最高補助補助註冊費不得超過新台幣伍仟元。

第七條 論文若屬合著者，同一篇論文以補助一人為限，其他合著者（含學生）不得以同篇論文申請校內外各項補助。

第八條 補助經費分配

一、全校補助經費總額以該學年度通過之預算額度為限，各院/部依當年度所分配之預算額度受理單位內教師之申請案。

二、各院/部預算分配額之計算方式：50%以前兩學年各院/部教師出席國際會議實際使用經費人數佔全校出席國際會議經費總額使用總人數之比例分配；另 50%以各院/部現有教師人數佔全校教師人數之比例分配。

三、研發處於每學年度第三季結束時進行各院/部預算使用率調查，如有預算使用剩餘或不足，將於第四季視執行情形進行預算調整。

第九條 各院/部教師補助額度由院/部主管核定與推薦，核定標準則由各院/部議訂之。

第十條 申請本案補助教師應於返國後一個月內檢附相關單據及報告書，依本校帳務核銷規定於該補助年度內辦理經費核銷。

第十一條 本辦法經行政會議通過後實施，修正時亦同。

Yuan Ze University (YZU):
Regulations on the grant of subsidies for faculty members to attend international conferences

Jul 29, 1991:	Adopted at the 27th Administrative Council Meeting, Academic Year 1990
Apr 26, 1993:	Revised and adopted at the 35th Administrative Council Meeting, Academic Year 1992
Mar 17, 1997:	Revised and adopted at the 8th Administrative Council Meeting, Academic Year 1996
Oct 18, 1999:	Revised and adopted at the 3rd Administrative Council Meeting, Academic Year 1999
Jun 18, 2001:	Revised and adopted at the 13th Administrative Council Meeting, Academic Year 2000
Sep 23, 2002:	Revised and adopted at the 1st Administrative Council Meeting, Academic Year 2002
Jul 26, 2004:	Revised and adopted at the 22nd Administrative Council Meeting, Academic Year 2003
Dec 5, 2005:	Revised and adopted at the 7th Administrative Council Meeting, Academic Year 2005
Apr 14, 2008:	Revised and adopted at the 16th Administrative Council Meeting, Academic Year 2007
May 25, 2009:	Revised and adopted at the 16th Administrative Council Meeting, Academic Year 2008
Jul 12, 2010:	Revised and adopted at the 15th Administrative Council Meeting, Academic Year 2009
Nov 21, 2011:	Revised and adopted at the 6th Administrative Council Meeting, Academic Year 2011
Oct 8, 2012:	Revised and adopted at the 5th Administrative Council Meeting, Academic Year 2012
Nov 13, 2013:	Revised and adopted at the 8th Administrative Council Meeting, Academic Year 2013
Apr 2, 2014:	Revised and adopted at the 18th Administrative Council Meeting, Academic Year 2013
May 13, 2015:	Revised and adopted at the 21st Administrative Council Meeting, Academic Year 2014
Oct 31, 2018:	Revised and adopted at the 6th Administrative Council Meeting, Academic Year 2018
Aug 3, 2022:	Revised and adopted at the 1st Administrative Council Meeting, Academic Year 2022

- Article 1 These regulations are specifically formulated to encourage YZU's faculty members to participate in international academic conferences and publish their research findings, establish academic relations, and enhance YZU's profile and academic status internationally.
- Article 2 Full-time YZU faculty members may apply for subsidies in accordance with these regulations when they attend international academic conferences to publish their papers or art workshops to exhibit their creations, or are invited to deliver lectures, host conferences, or attend award ceremonies for international competitions in YZU's capacity.
- Article 3 Faculty members applying for this subsidy shall apply for funding subsidy from the National Science and Technology Council (NSTC) before the conference is held. Those whose research projects have already been approved by the NSTC and have been granted the subsidy for attending international conferences need not submit a separate application to the NSTC.

Article 4 Faculty members shall attach the documents listed below when submitting their applications for financial subsidy to their affiliated colleges/departments. The submission shall be made two weeks prior to the conference date, traveling abroad to participate in the exhibition of creations, or attending international award ceremonies that they are invited to.

1. Application form for YZU faculty members and staff to travel abroad on official trips.
2. Official invitation letter from the conference organizers or documentary proof for the acceptance of papers.
3. Agenda of the conference.
4. The full text or abstract of the papers being published.
5. Letter certifying whether NSTC has already granted subsidies or not, a verified list of international conferences for which attendance is subsidized under the research project, or the description of overseas travel expenses in the "Application Form for NSTC Research Projects" (budget revisions must be made before traveling abroad to attend international conferences that were not previously scheduled under the approved research project).
6. Estimated travel expenses to be incurred by faculty members receiving YZU's subsidies when they attend the international conferences.

Article 5 Application to the NSTC is exempted under the following situations:

1. Those who are not allowed to apply to the NSTC because they have previously been granted its subsidy in the same year.
2. Those who attend international conferences hosted in mainland China: the NSTC has expressly stated its refusal to accept such applications.

Instead, the application for financial subsidies shall be submitted to the affiliated colleges/departments in accordance with the prevailing administrative procedures and with the supporting documents and application materials duly attached.

Article 6 The subsidy for each faculty member is limited to the attendance of one international conference in each academic year, with the principle for reimbursement being based on the actual expenses. The maximum subsidy available to each faculty member in an academic year is NT\$30,000. The items that may be subsidized are as follows:

1. Air tickets for travel (according to the NSTC's subsidy standards)
2. Registration fees
3. Living expenses (according to the NSTC's subsidy standards)
4. Processing fees (including fees for passport and visa application, insurance, and airport service charges)

Article 7 For co-authored papers, the subsidy is only available to one of the co-authors. The other co-authors (including students) cannot apply for any subsidy from within or outside YZU using the same paper.

Article 8 Allocation of subsidy funds:

1. The overall amounts available as subsidies shall be limited by YZU's approved budget for the academic year. Each college/department shall accept applications from its own faculty members based on the allocated budget for the current year.
2. The budget allocation of each college/department is calculated as follows: 50% is based on the total number of its faculty members who have incurred expenses to attend international conferences in the previous two academic years; the remaining 50% is based on the proportion of existing faculty members in each college/department to the total number of YZU faculty members.
3. The Office of Research and Development shall conduct a survey on the budget utilization rate of each college/department at the end of the third quarter of each academic year. If there is a surplus or deficit based on the implementation situation, the budget shall be adjusted in the fourth quarter.

- Article 9 The subsidy amount available for the faculty members of the various colleges/departments shall be recommended and approved by their respective dean/head of departments. The criteria for approval shall be determined by the respective colleges/departments.
- Article 10 Faculty members who have applied for the subsidy shall submit the relevant receipts and reports within one month upon their return. Reimbursement of expenses shall be processed within the subsidy year in accordance with YZU's accounting regulations.
- Article 11 These regulations, as well as all subsequent revisions therewith, shall be duly adopted by the Administrative Council prior to implementation.