

元智大學補助研究生赴國外出席國際會議處理要點

100.01.12 99 學年度第 1 次研發會議通過
100.10.26 100 學年度第 1 次研發處修正通過
101.02.29 100 學年度第 2 次研發處修正通過
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
112.05.24 111 學年度第 20 次行政會議修訂通過

一、為鼓勵學生赴國外出席國際會議發表論文增廣國際視野，提昇本校之國際地位與促進國際學術交流，特訂定本要點。

二、補助對象：本校在學之非在職博士生。

三、申請資料：

(一) 補助學生赴國外出席國際會議申請表。

(二) 國際會議主辦單位致申請者本人之正式邀請函，或論文被接受發表之證明文件（信函或電子郵件）等影本。

(三) 擬發表之論文摘要或論文全文（中文以外）影本。

(四) 國際會議日程表、會議相關資料及其他有助審查之資料（如近五年發表之論文、相關研究表現等）。

(五) 國家科學及技術委員會（簡稱國科會）補助研究生出席國際會議申請書首頁影印本。

(六) 申請補助案須於國際會議舉行日期一個月前送達研發處審查

四、補助項目：

(一) 往返機票：由國內至國際會議舉行地點最直接航程之往返機票實報實銷。

(二) 會議之註冊費（不包括手續費及其他雜支如論文集、會員年費、餐費等）。

(三) 生活費：補助標準參照行政院核定之「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表」辦理。

(四) 於國內舉辦之國際會議，不予補助。

五、審查及經費補助原則：

(一) 補助額度：

1. 獲國科會經費補助者之博士生，每案補助生活費上限新台幣 12,000 元。

2. 未獲國科會經費補助者之博士生，亞洲地區補助上限為新台幣 28,000 元，亞洲以外地區補助上限為新台幣 40,000 元。

3. 獲國科會經費補助之碩士生，每案補助生活費上限新台幣 5,000 元。

4. 博士生申請人於同一會計年度內以補助上述 1 或 2 各一次為限。

5. 碩士生申請人於同一會計年度內以補助上述 3 一次為限。

(二) 發表之論文應以首次發表為限，若屬合著者，同篇論文以補助一人發表為限，其他合著者（含教師）不得以同篇論文申請校內外各項補助，且須於申請表簽名具結未向其他單位申請補助；同一位教師所指導之學生參與同一國際會議，最多以補助二名為限。

(三) 至中國大陸、香港及澳門出席由前述地區主辦之國際學術會議，不予補助；由國際組織主辦之國際學術會議，則予以補助；出席由中國大陸、香港及澳門於前述地區以外之國家或地區主辦之國際學術會議，亦不予補助。

(四) 上補助款之核定以當年度預算額度為限，並依年度作業時程進行相關公告。

六、獲核定補助者，如有變更行程或取消行程時，應事先簽請研發處同意。

七、經費報銷歸墊方式：

申請人務必於會議舉行完畢後二週內（並須配合會計年度關帳時程），依核准之補助項目備齊下列文件，依序釘附於「支出憑證黏存單」上，交由系/所/院秘書依會計程序辦理核銷歸墊。

- （一）國外出差旅費報告表。
- （二）相關單據：包含登機證、電子機票、旅行社代收轉付收據、註冊費收據、外幣匯率表、生活費日支數額表等。搭乘外籍航空班機者，須另檢附搭乘外籍航空申請書。
- （三）專案計畫人員出差申請單。
- （四）核定通知。
- （五）出席國際會議報告書。
- （六）會議議程及相關資料。

八、補助者須於會議舉行完畢後（經費報銷時）提報發表論文全文及出席國際會議報告書電子檔傳送至研發處業務承辦人電子郵件信箱。

九、本要點經行政會議通過後實施，修正時亦同。

Yuan Ze University (YZU):
Key points on the grant of subsidies for graduate students to attend international conferences held overseas

Jan 12, 2011:	Adopted at the 1st Research & Development Meeting, Academic Year 2010
Oct 26, 2011:	1st revision and adoption by the Office of Research & Development (ORD), Academic Year 2011
Feb 29, 2012:	2nd revision and adoption by the ORD, Academic Year 2011
May 13, 2015:	Adopted at the 21st Administrative Council Meeting, Academic Year 2014
Oct 31, 2018:	Adopted at the 6th Administrative Council Meeting, Academic Year 2018
Aug 3, 2022:	Adopted at the 1st Administrative Council Meeting, Academic Year 2022
May 24, 2023:	Adopted at the 20th Administrative Council Meeting, Academic Year 2022

1. YZU has specifically formulated these key points to encourage graduate students to attend international conferences held overseas and publish papers to broaden their international horizons, thereby enhancing YZU's international status and promoting international academic exchanges.
2. Subsidy recipients: Non-working doctoral students who are currently studying in YZU.
3. Application materials
 - i. Application form for subsidy to attend international conferences held overseas.
 - ii. A photocopy of the official invitation letter sent to the applicants by the international conference organizers or documentary proof (letter or email) that their papers have been accepted for publication.
 - iii. A photocopy of the abstract or full text of the paper (non-Chinese) to be published.
 - iv. The international conference schedule, conference-related materials, and other materials to support the review of the application (such as papers published in the past five years and the relevant research performance).
 - v. A photocopy of the first page of the National Science and Technology Council's (NSTC) application form for subsidizing graduate students to attend international conferences.
 - vi. Subsidy applications must be sent to the ORD for review one month prior to the date of the international conference.
4. Subsidy items
 - i. *Round-trip air tickets*: The amount to expend shall not exceed the fare for an economy class round-trip ticket on the most direct flight from Taiwan to the venue of the international conference.
 - ii. *Conference registration fee*: This excludes handling fees and other miscellaneous expenses such as publication of the proceedings, annual membership fees, and meals.
 - iii. *Living expenses*: The standard subsidy shall be based on the "Amount and Item Table for the Per Diem Allowance when Personnel of the Various Central Government Agencies Travel Overseas on Business Trips" approved by the Executive Yuan.
 - iv. Attendance at international conferences held in Taiwan will not be subsidized.
5. Principles for the review and grant of subsidies
 - i. Amount of subsidy
 - a. The maximum subsidy for living expenses for doctoral students who receive NSTC's financial subsidies shall be NT\$12,000 per case.

- b. The maximum subsidy for living expenses for doctoral students who do not receive NSTC's financial subsidies shall be NT\$28,000 and NT\$40,000 for conferences held in Asia and outside Asia, respectively.
 - c. The maximum subsidy for living expenses for other graduate students receiving NSTC's financial subsidies shall be NT\$5,000 per case.
 - d. Doctoral students may only apply for the subsidy for living expenses stated under Point a or b above one time within the same fiscal year.
 - e. Master's students may only apply for the subsidy for living expenses stated under Point c above one time within the same fiscal year.
 - ii. Papers presented at international conferences shall be published for the first time. Papers that are co-authored shall only be published at such conferences by one person; the other co-authors (including tutors) are not allowed to apply for any subsidies within or outside YZU using the same paper. By signing on the application form, the applicants confirm that they have not applied for any subsidy from other units. When multiple graduate students under the guidance of the same tutor participate in the same international conference, the subsidy is limited to two graduate students only.
 - iii. Subsidies shall not be granted to graduate students who attend international academic conferences organized by and held in mainland China, Hong Kong, and Macao, although subsidies shall be granted for attendance at international academic conferences that are hosted by international organizations. International academic conferences organized by mainland China, Hong Kong, and Macao but held in other countries or regions will also not be subsidized.
 - iv. Approval for the grant of subsidies shall be limited to the budget for the current year, and public announcements shall be made according to the annual operating schedule.
6. When there are changes or cancelations of the original itineraries, the approved subsidy recipients shall obtain prior approval in writing from the ORD.
7. Methods for reimbursement of expenses
Within two weeks after the international conferences are held (with due consideration of the schedule for closing of the fiscal year), the applicants shall prepare the documents listed below based on the approved subsidy items and attach them in the same order to the "Certificate of Deposit for Proof of Expenditure." The documents shall then be submitted to the secretariat office of the affiliated faculty/institute/college for processing and reimbursement according to the accounting procedures.
 - i. Overseas travel expenses report form.
 - ii. Relevant receipts including boarding passes, e-tickets, collection and transfer receipts from travel agencies, receipts for registration fees, exchange rate tables for foreign currencies, and tables for daily living expenses. Those who travel on flights operated by foreign airlines shall receive prior approval for doing so and shall attach the corresponding documents.
 - iii. Application form for special project personnel to travel on business trips.
 - iv. Approval notice.
 - v. Reports on attendance at the international conferences.
 - vi. Agenda of the conferences and related materials.
8. After the conferences (when the expenses are being reimbursed), subsidy recipients shall submit the full text of their published papers and electronic files of their reports to the ORD supervisor via e-mail.
9. These key points, as well as all subsequent revisions therewith, shall be duly adopted by the Administrative Council prior to implementation.