

**國立中興大學補助赴大陸地區經費作業要點**  
**Operational Guidelines for Subsidies for Mainland China**  
**Travel Expenses at National Chung Hsing University**

民國 97 年 10 月 24 日九十七學年度第一學期第一次研究發展會議通過  
Approved on October 24, 2008, at the First Research and Development Meeting of  
the 97th Academic Year.

民國 98 年 10 月 30 日九十八學年度第一學期第一次研究發展會議修訂通過  
Revised and approved on October 30, 2009, at the First Research and Development  
Meeting of the 98th Academic Year.

103 年 10 月 31 日一三學年度第一學期第一次研究發展會議修訂通過  
Revised and approved on October 31, 2014, at the First Research and Development  
Meeting of the 103rd Academic Year.

109 年 3 月 10 日一八學年度第二學期研究發展會議修正(第 10 點)  
Amended on March 10, 2020, at the Second Semester Research and Development  
Meeting of the 108th Academic Year (with changes to Point 10).

111.11.17 一一一學年度第一學期研發會議修正(第 2 條)  
Amended on November 17, 2022, at the First Semester Research and Development  
Meeting of the 111th Academic Year (with changes to Article 2).

一、為鼓勵本校教師積極推動並促進兩岸學術交流，特訂定本要點。

1. Purpose: To encourage the university's faculty to actively promote and enhance cross-strait academic exchanges, these guidelines have been established.

二、本要點之經費來源為本校年度預算-專項大陸旅費；惟各學院依校級「教學研究合作協議書」聘任之人員所需經費應由雙方協議經費支應。

2. Funding Source: The funding for these guidelines comes from the university's annual budget, specifically allocated for mainland travel expenses. However, funding required for personnel hired under the university-level "Teaching and Research Cooperation Agreement" should be supported by mutual agreement between both parties.

三、本經費以補助簽訂合作協定為主。若為參與學術活動(如出席國際會議)者應先向校外其它相關單位申請經費，若未獲補助、未獲全額補助或已獲補助他案而不得再申請者，得依本要點向本校提出申請。

3. Subsidy Focus: This funding primarily supports the signing of cooperation agreements. For those participating in academic activities (such as attending international conferences), they must first apply for funding from external relevant units. If no subsidy is received, only partial subsidy is granted, or if funding from other sources is received and further application is not allowed, they may apply to the university according to these guidelines.

四、申請案均採事前申請。申請案應於活動首日前一個月提出申請。申請截止日每年3月1日、6月1日、9月1日、12月1日。申請人以每一會計年度補助一次為原則。

4. Application Process: All applications must be submitted in advance. Applications should be submitted at least one month before the start date of the activity. The deadlines for submission are March 1, June 1, September 1, and December 1 each year. Applicants may apply only once per academic year.

五、申請案應備下列文件：

- (一) 活動申請書、日程表。
- (二) 我方赴大陸交流人員名冊（包括姓名、現職等）。
- (三) 該活動向其他機關申請或獲得補助之說明資料。
- (四) 依活動內容不同需檢附之相關資料：
  1. 簽訂合作協定案：合作協定草案。
  2. 出席學術研討會案：大會議程及論文摘要等。

5. Required Documents: The following documents should be prepared for the application:

- (1) Activity application form, schedule.
- (2) List of participants from our side for the exchange in mainland China (including names, current positions, etc.).
- (3) Explanation of subsidies applied for or received from other organizations for the activity.
- (4) Additional documents based on the type of activity:
  1. For signing cooperation agreements: draft of the cooperation agreement.
  2. For attending academic conferences: conference agenda, paper abstracts, etc.

六、經核定補助之活動計畫書，非經研發處學術發展組同意，不得任意變更。

6. Approved Plans: Once an activity plan is approved for subsidy, no changes may be made without the consent of the Academic Development Division of the Office of Research and Development.

七、受補助者應於活動結束後一個月內且於同一會計年度內，檢具活動成果報告並依據本校會計相關規定檢據辦理經費核銷（學術研討會應附論文集或大會手冊等）。

7. Reporting and Reimbursement: Subsidized participants must submit a report on the activity results within one month after the activity's completion, and within the same fiscal year. They must also follow the university's accounting regulations to submit documentation for expense reimbursement (e.g., conference proceedings or conference handbooks for academic conferences).

八、受補助者辦理活動時，如有違反本要點或相關法令之規定，本校得撤銷補助款，並請求償還已補助之經費。

8. Violations: If the subsidized participants violate these guidelines or any relevant laws during the execution of the activity, the university may revoke the subsidy and require repayment of the funds.

九、補助項目及金額：本要點以部分補助為主。補助項目由申請人勾選。每一申請案補助總額以 10 萬元為上限。每人補助額度以 2 萬元為上限。

9. Subsidy Items and Amounts: This guideline primarily provides partial subsidies. Applicants may select the subsidy items they require. The total subsidy for each application is capped at 100,000 NTD, and the subsidy per person is capped at 20,000 NTD.

十、申請案向研究發展處提出，案件之審查由學術經費補助審查會議辦理。審查會議之成員由研發長、國際事務長、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，須經二分之一以上委員出席始得開議。審查會議成員若不克親自出席時，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。

10. Review Process: Applications must be submitted to the Office of Research and Development. The review will be conducted by the Academic Funding Subsidy Review Committee. The committee is composed of the Director of Research and Development, the Director of International Affairs, the Dean of Academic Affairs, and the Deans of the Colleges, with the leader of the Academic Development Division attending the meetings. The review meetings will be convened by the Director of Research and Development, and must be attended by more than half of the members to be valid. If committee members cannot attend in person, they may delegate their rights and duties to an agent, who must be a full-time faculty member with the rank of associate professor or higher.

十一、本要點經研發會議通過，報請校長核定後實施，修正時亦同。

11. Approval and Implementation: These guidelines will be implemented after being approved by the Research and Development Meeting and authorized by the university president. Any amendments will follow the same procedure.