

此申請表僅供參考用，請勿填送紙本申請表。申請人請登入本校學術研發服務網線上申請，本處始可受理。

The following application form is for reference only. Please do not submit any paper documents.

To apply, applicant needs to log in onto the NCHU academic R&D website to apply online.

國立中興大學補助出國學術交流活動申請表

National Chung Hsing University Application form for subsidize faculty staff to conduct international activities

申請日期： 年 月 日

Application Date : (YYYY/MM/DD)

申請人 Applicant's name		申請單位 Applying Unit		職員編號 Staff ID	
聯絡電話 Contact Tel. No.		職 稱 Title (Position)			
活動名稱/講學課程名稱： Title of activity/lecture					
活動性質 Type of activities	<input type="checkbox"/> 講學 <input type="checkbox"/> 簽約 <input type="checkbox"/> 研究 <input type="checkbox"/> 參訪 <input type="checkbox"/> 考察 <input type="checkbox"/> 進修 <input type="checkbox"/> 實習 <input type="checkbox"/> 其他 _____ <input type="checkbox"/> 講學 Lecture/Presentation <input type="checkbox"/> 簽約 Signing agreement <input type="checkbox"/> 研究 Research <input type="checkbox"/> 參訪 Visit <input type="checkbox"/> 考察 Inspection <input type="checkbox"/> 進修 Training <input type="checkbox"/> 實習 Practical <input type="checkbox"/> 其他 Others _____				
活 動 期 間 Period of Activities	自 年 月 日 至 年 月 日 From (YYYY/MM/DD) to (YYYY/MM/DD)				
活動地點 (國、州、城市) Location of activities (Country, State, City)					
交流機關名稱/講學學校系所 Name of counterpart organization/Institution or Department sponsoring the lecture or talk					
交流/講學對象： Interacting counterpart/Target audience of lecture or talk					

是否為姊妹校 Is counterpart a Partner University	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
校外單位補助 Support from Non- NCHU Sources	單位：_____ 補助項目及金額：_____（請附相關資料） Sponsor name: _____ Content/Type of support and Amount _____ (Please submit the relevant documents of the financial support)
申請本校經費補助金額：(經費 A.國立中興大學補助教師出席國際會議經費 不適用於本活動) Application for NCHU subsidies: (Fund A. For subsidizing faculty staff to attend international conferences is not applicable to this application)	
<input type="checkbox"/> 經費 B.國立中興大學各單位行政管理費及計畫結餘款補助出國學術活動經費【依國外差旅費報支要點自行條列核銷項目及金額(禮品費除外)】 <input type="checkbox"/> _____行政管理費(請填院、系、中心等單位) <input type="checkbox"/> _____計畫結餘款(請填單位或個人姓名) <input type="checkbox"/> 機票費：_____元 <input type="checkbox"/> 生活費：_____元 x _____天=_____元 <input type="checkbox"/> 其他：_____元 合計：_____元 <input type="checkbox"/> Fund B. NCHU Administrative Management Fees and Project surplus fund of individual units/departments for conducting international academic activities【To be conducted according to the regulations stipulated in overseas travel expenses reimbursement rules detailing the content and amount (Expenses for gifts shall not be included)】 <input type="checkbox"/> _____ Administrative Management Fees (Please state whether it is the College、Department, Institute or Center fund) <input type="checkbox"/> _____ Project Surplus Fund 計畫結餘款 (Please state unit's name or the individual's name) <input type="checkbox"/> Air tickets：NTD\$_____ <input type="checkbox"/> Living Expenses：NTD\$_____ x _____ Days = NTD\$ _____ <input type="checkbox"/> Others _____：NTD\$_____ Total：NTD\$ _____	
<input type="checkbox"/> 經費 C.國立中興大學建教合作計畫行政管理費支援學術發展經費(各學院院長統籌支用款)【依國外差旅費報支要點自行條列核銷項目及金額(禮品費除外)】 <input type="checkbox"/> 機票費：_____元 <input type="checkbox"/> 生活費：_____元 x _____天=_____元 <input type="checkbox"/> 其他_____：_____元 合計：_____元 <input type="checkbox"/> Fund C. NCHU Academic Development Funds from Administrative Management Fees of Industry-Academia Cooperation Projects (Fund disbursement under the discretion of the individual College Dean) 各學院院長統籌支用款)【To be conducted according to the regulations stipulated in overseas travel expenses reimbursement rules detailing the content and amount (Expenses for gifts shall not be included)】 <input type="checkbox"/> Air tickets：NTD\$_____ <input type="checkbox"/> Living Expenses：NTD\$_____ x _____ Days = NTD\$ _____ <input type="checkbox"/> Others _____：NTD\$_____ Total：NTD\$ _____	
<input type="checkbox"/> 經費 D.國立中興大學補助赴大陸地區經費 <input type="checkbox"/> 機票費：_____元 <input type="checkbox"/> 生活費：_____元 x _____天=_____元 <input type="checkbox"/> 其他_____：_____元 合計：_____元 <input type="checkbox"/> Fund D. NCHU Fund for subsidizing travel expenses to People's Republic of China 經費 D.國立中興大學補助赴大陸地區經費	

Air tickets : NTD\$ _____ Living Expenses : NTD\$ _____ x _____ Days = NTD\$ _____
 Others _____ : NTD\$ _____ Total : NTD\$ _____

上列經費合計 機票費：_____元 生活費：_____元 其他_____：_____元 總計：_____元

Sum of Total Amount from the above:

Air tickets : NTD\$ _____ Living Expenses : NTD\$ _____ x _____ Days = NTD\$ _____
 Others _____ : NTD\$ _____ Grand Total : NTD\$ _____

個資聲明：為執行補助出國學術交流活動業務使用，需蒐集您的個人資料，包括姓名、系所、職員編號、職稱、聯絡方式等相關資料，您提供之個資受到本校【隱私權政策聲明】之保護及規範。

我已明瞭上述內容並同意提供個人資料：_____ (當事人親簽)

年 月 日

Personal information collection statement: To process your application for the above funding to subsidize faculty staff to conduct international activities, it is necessary to collect your personal information, including your name, title, department/institute, employee ID number, and contact information. Your personal information is under the protection and regulation of the University's Privacy Policy and will not be used for any purposes other than the stated purpose.

I fully understand the above statement and agree to provide my personal information:

:(signature) Date: ____/____/____ (YYYY/MM/DD)

系所主管(請填寫具體意見)：

Comments by the Department Head or Institute Director:

院長(中心主任)(請填寫具體意見)：

Comments by the Dean (or Center Director):

注意事項：

Notice

1.申請案請於出國前之收件截止日前提出申請，每年之申請期限為 3/1、6/1、9/1、及 12/1。學術活動於 1/1 至 3/1 間舉辦者，得於前一年度 12/1 前提出。

1.The application deadlines are (M/D) 3/1, 6/1, 9/1 and 12/1 of each year. In principle, application crossing over the next fiscal year will not be accepted. However, if the conference is to be held between in January or February, the application can be submitted before December 1 of the previous year.

2.審核文件上傳

2.Documents to be uploaded

a.其他單位補助相關資料。

a. Grant information from other entities

b.赴國外學術交流活動之邀請函、行程表及講學計畫書(包含主題、目的、方法、課程安排、預期成果等)或雙方學術交流名冊(包含國別、機關、單位、姓名、職稱)。

b. Invitation letter, itinerary and lecture plan for academic exchange activities abroad (including theme, purpose, method, course arrangement, preview period results, etc.) or the academic exchange personal list (including country, institution, unit, name, professional title).

c.對方學術交流單位提供補助或配合措施相關文件。

c. The academic exchange unit provides documents related to subsidies or cooperation measures.

d.學術合作合約草案及學術合作交流說明書(包含雙方合作內容、合作方式、預期效益等)。

d. Draft academic agreement and academic cooperation and exchange instructions (including cooperation content, cooperation methods, and expectations between the two parties, benefits, etc.).

3.申請補助出差旅費，依行政院『國外出差旅費報支要點』標準辦理。

3. Reporting of various expenses for traveling abroad shall be handled in accordance with the Executive Yuan's Overseas Travel Allowance Disbursement.

4.本表經單位主管核示後，請逕送研發處學術發展組。

4. After this form has been approved by the unit supervisor, please send it directly to the Academic Development Team of the Research and Development Office.

5.本申請表及附件保存年限 10 年。

5. This application form and attachments will be kept for 10 years.