

# 國立中興大學各單位行政管理費及計畫結餘款補助出國參加學術活動經費注意事項

## National Chung Hsing University Administrative Management Fees and Remaining Funds for Each Unit Subsidy for Participation in Academic Activities Abroad - Important Notes

99年10月29日九十九學年度第一學期第一次研究發展會議通過

Approved on October 29, 2010, in the first Research and Development Meeting of the 99th academic year.

101年3月29日100學年度第2學期研究發展會議通過

Approved on March 29, 2012, in the second Research and Development Meeting of the 100th academic year.

101年4月26日100學年度第2次校務基金管理委員會備查

Filed on April 26, 2012, in the second meeting of the University Fund Management Committee for the 100th academic year.

104年3月13日103學年度第2學期研究發展會議修訂通過

Revised and approved on March 13, 2015, in the second Research and Development Meeting of the 103rd academic year.

104年4月9日103學年度第3次校務基金管理委員會備查

Filed on April 9, 2015, in the third meeting of the University Fund Management Committee for the 103rd academic year.

一、為鼓勵本校專任教師、研究人員、博士後研究員及學生出國參加學術活動，依據「國立中興大學建教合作收入之收支管理要點」訂定本注意事項。

1. To encourage the faculty, researchers, postdoctoral fellows, and students of our university to participate in academic activities abroad, these important notes are established in accordance with the "Guidelines for the Management of Income and Expenditure of Industry-Academic Cooperation at National Chung Hsing University."

二、本注意事項依據「國立中興大學建教合作收入之收支管理要點」訂定；本注意事項之經費來源為建教合作計畫各單位行政管理費或計畫結餘款。

2. These guidelines are established based on the "Guidelines for the Management of Income and Expenditure of Industry-Academic Cooperation at National Chung Hsing University." The funding source for this subsidy comes from the administrative management fees of each unit or remaining funds from industry-academic cooperation projects.

三、出國活動補助類別如下：

1. 出國講學。
2. 出席國際會議、兩岸三地會議。

3. 出國學術活動：學術簽約、考察、參訪、研究、進修、實習等。

3. Subsidy Categories for Overseas Activities:

(1) Lecturing abroad.

(2) Attending international conferences or cross-strait meetings.

(3) Academic activities abroad: academic contracts, inspections, visits, research, further studies, internships, etc.

四、申請出席國際會議、兩岸三地會議並發表論文者，所發表之論文須以在國立中興大學完成之研究為主，並以國立中興大學名義發表者為限。

4. Applicants who apply for subsidies to attend international conferences or cross-strait meetings and present papers must ensure that the papers are based on research conducted at National Chung Hsing University and are published under the university's name.

五、出國活動補助項目及金額依行政院「國外出差旅費報支要點」辦理；獲補助者須依「行政院及所屬各機關出國報告綜合處理要點」，於返國日起三個月內辦理繳交出國報告。

5. The subsidy items and amounts will be handled in accordance with the "Guidelines for Reimbursement of Foreign Business Travel Expenses" issued by the Executive Yuan. Subsidized participants must submit an overseas report within three months after returning, in accordance with the "General Guidelines for the Submission of Overseas Reports by Executive Yuan and Affiliated Agencies."

六、出國申請案採事前申請為原則，申請截止日期為每年3月1日、6月1日、9月1日及12月1日。1、2月份出國者應於前一年度12月1日前提出申請。

6. Applications for overseas activities must be submitted in advance. The application deadlines are March 1, June 1, September 1, and December 1 each year. Applicants planning to travel in January or February should submit their applications before December 1 of the previous year.

七、本注意事項補助案件之審查由學術審查小組辦理。審查小組之成員由研發長、教務長及各學院院長組成，研發處學術發展組組長列席。審查會議由研發長召集，需經二分之一以上委員出

席始得召開。審查小組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。

7. The review of subsidy applications will be carried out by the academic review committee. The committee is composed of the Director of Research and Development, the Dean of Academic Affairs, and the Deans of the Colleges, with the leader of the Academic Development Division attending the meetings. The meetings will be convened by the Director of Research and Development and must be attended by more than half of the committee 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.

八、本注意事項經研究發展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，修訂時亦同。

8. These important notes will be implemented after being approved by the Research and Development Meeting, filed with the University Fund Management Committee, and approved by the university president. Any amendments to these notes will follow the same procedure.