

國立中興大學補助教師出席國際會議經費注意事項

NATIONAL CHUNG HSING UNIVERSITY

Matters of Attention Concerning Subsidies for Faculty Members Attending International Conferences

88 年 12 月 22 日第 270 次行政會議通過
December 22, 1999—Approved by the 270th Administrative Meeting

93 年 3 月 3 日第 302 次行政會議通過修訂
March 3, 2004—Amended by the 302nd Administrative Meeting

94 年 3 月 25 日九十三學年度第二學期第一次研發會議修訂通過
March 25, 2005—Amended by the 1st Research and Development Meeting of the 2nd Semester of Academic Year 2004-05

95 年 3 月 24 日九十四學年度第二學期第一次研究發展會議修訂通過
March 24, 2006—Amended by the 1st Research and Development Meeting of the 2nd Semester of Academic Year 2005-06

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修訂通過
October 29, 2010—Amended by the 1st Research and Development Meeting of the 1st Semester of Academic Year 2010-11

101 年 3 月 29 日 100 學年度第 2 學期研究發展會議通過
March 29, 2012—Approved by the Research and Development Meeting of the 2nd Semester of Academic Year 2011-12

101 年 4 月 26 日 100 學年度第 2 次校務基金管理委員會備查
April 26, 2012—Approved by the 2nd University Endowment Fund Management Committee Meeting of Academic Year 2011-12

101 年 10 月 26 日 101 學年度第 1 學期研究發展會議通過
October 26, 2012—Passed by the Research and Development Meeting of the 1st Semester of Academic Year 2012-13

101 年 11 月 19 日 101 學年度第 1 次校務基金管理委員會修正備查
November 19, 2012—Amendments filed for reference by the 1st University Endowment Fund Management Committee Meeting of Academic Year 2012-13

103 年 10 月 31 日 103 學年度第一學期第一次研究發展會議修訂通過
October 31, 2014—Amended by the 1st Research and Development Meeting of the 1st Semester of Academic Year 2014-15

104 年 1 月 27 日 103 學年度第 2 次校務基金管理委員會備查
January 27, 2015—Filed for reference by the 2nd University Endowment Fund Management Committee Meeting of Academic Year 2014-15

106 年 3 月 27 日 105 學年度第 2 次校務基金管理委員會修正通過第 2、3、6-10 點
March 27, 2017—Amendments to Articles 2, 3, and 6-10 passed by the 2nd University Endowment Fund Management Committee Meeting of Academic Year 2016-17

一、為鼓勵本校專任教師、研究人員及博士後研究員出席國際會議，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。

Article 1 These Matters of Attention are set forth in accordance with the *National Chung Hsing University Guidelines for the Management of Revenue and Expenditures of Sponsored Projects* for the purpose of encouraging attendance at international conferences by the full-time faculty members, research personnel, and postdoctoral researchers of National Chung Hsing University (hereinafter, NCHU or “the University”).

二、本注意事項經費來源為 本校編列之專案經費。

Article 2 The University shall earmark project funds to serve as sources of funding for the above-mentioned subsidies.

三、申請者須優先由執行中計畫內支付出國旅費、或先向科技部等校外其他政府單位專案申請經費。若計畫內旅費已用畢、專案申請未獲補助或已獲補助他案而不得再申請者，得依本注意事項向本校提出申請。

Article 3 If possible, applicants shall use funds already allocated to an ongoing project or apply for funding from the Ministry of Science and Technology (MOST) or other non-NCHU government bodies to cover overseas travel expenses. In the event that project funds are insufficient to cover travel or an application for funding has been denied outright or due to receipt of a separate subsidy, the applicant may file an application with NCHU in accordance with these Matters of Attention.

四、獲邀出席國際會議擔任 Keynote Speaker、Invited Speaker 或其他重要任務或發表論文者始得申請補助。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。

Article 4 Faculty members attending an international conference as a keynote speaker, invited speaker, paper presenter, or in another important role are eligible to apply for the subsidy. The paper must have been primarily completed at NCHU and presented under the name of NCHU.

五、申請案採事前申請方式，應於出國前之申請截止日前提出申請，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，經費補助以每一會計年度補助 1 次為限。

Article 5 Applications must be filed by the last application deadline before the date of departure. The application deadlines are on the first day of March, June, September, and December each year. An applicant whose date of departure is in January or February must file their application by December 1 of the preceding year. Each applicant will only be granted the subsidy once per fiscal year.

六、補助項目包含機票費及註冊費，並不得與其他經費來源重複報銷；補助以不超過下列金額為限：歐洲、非洲及美洲地區補助四萬五千元整；大洋洲地區補助三萬元整；亞洲地區補助二萬元整。非國際性組織於海峽兩岸三地舉辦之會議不予補助。

Article 6 The subsidy is to be used to cover airline tickets and registration fees and may not be used to reimburse other expenses paid for with other funds. The total subsidy granted to each recipient will not exceed the following amounts: for conferences held in Europe, Africa, or the Americas, NT\$45,000; for conferences held in Oceania, NT\$30,000; for conferences held in Asia, NT\$20,000. Attendees of any conference held by a non-international organization in China, Hong Kong, Macau, or Taiwan are not eligible to apply for the subsidy.

七、出席經本校性別平等教育委員會審議認可之性別平等相關議題國際會議發表論文或擔任其他重要任務者得不受本注意事項第 3 條之申請限制及第 5 條年度補助次數規範。本校新進 3 年內之副教授、助理教授亦不受第 5 條年度補助次數規範，惟同一會計年度第 2 次補助案僅補助機票費。

Article 7 The application requirements set forth in Article 3 and the annual subsidy cap set forth in Article 5 shall not apply to faculty members attending as paper presenters or in other

important roles in gender equity-related conferences recognized by the NCHU Gender Equity Education Committee. The annual subsidy cap set forth in Article 5 also shall not apply to newly appointed NCHU associate professors and assistant professors with a tenure of less than 3 years, but if two such subsidies are granted in a given fiscal year, the second shall only cover the cost of airline tickets.

八、獲本經費補助者，除向國科會繳交出國報告者外，餘均須依「行政院及所屬各機關出報告綜合處理要點」，於返國日起三個月內辦理繳交出國報告。

Article 8 Recipients of this subsidy shall submit an overseas travel report within three months after their return to the country pursuant to the *Guidelines for Overseas Travel Reports Required of Personnel of the Executive Yuan and its Subordinate Agencies*. This requirement shall not apply to those submitting an overseas travel report to NSTC.

九、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。

Article 9 Reviews of subsidy applications as governed by these Matters of Attention shall be carried out by the Academic Review Board, whose members include the Vice President for Research and Development, the Vice President for Academic Affairs, and the deans of NCHU colleges. The division chief of the Division of Academic Development, Office of Research and Development shall attend board meetings as a non-voting member. Meetings of the Academic Review Board shall only be convened if a quorum of half the members is present. Board members who are unable to attend board meetings in person may appoint a proxy to exercise their rights and responsibilities on their behalf. Only full-time NCHU faculty members at the rank of associate professor and above may serve as proxies.

十、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。

Article 10 These Matters of Attention shall take effect upon approval by the Research and Development Meeting, submission to the University Endowment Fund Management Committee Meeting for reference, and ratification by the President. The same shall hold true when amendments are made.