

國立成功大學專任教師、博士級研究員及學生出席國際會議補助辦法

97 年 4 月 16 日第 37 次推動總中心會議通過
97 年 8 月 4 日第 41 次推動總中心會議修訂通過
98 年 4 月 9 日第 51 次推動總中心會議修訂通過
98 年 7 月 15 日第 675 次主管會報修訂通過
99 年 2 月 3 日第 685 次主管會報修訂通過
101 年 2 月 8 日第 720 次主管會報修訂通過
102 年 5 月 22 日第 746 次主管會報修訂通過
102 年 10 月 30 日第 754 次主管會報修訂通過
108 年 9 月 11 日第 817 次主管會報修訂通過
110 年 4 月 28 日第 827 次主管會報修訂通過
113 年 1 月 17 日第 843 次主管會報修訂通過

第一條 國立成功大學(以下簡稱本校)為提升本校學術研究風氣，增進本校師生與國際學術界之交流，並藉出席國際會議發表重要研究成果，以提高本校之學術地位及聲譽，特訂定本辦法。

第二條 本辦法之經費來源如下：

- 一、教育部補助款。
- 二、本校校務基金。
- 三、其他政府補助款。

第三條 本辦法所稱國際會議，包括下列二類：

- 一、實體會議。
- 二、線上會議。

第四條 申請人資格與限制：

- 一、本校之新進專任副教授與助理教授服務未滿 3 年者、博士級研究員及非在職專班學生。
- 二、同一申請人在同一會計年度內，使用教育部補助款(含校、院及中心之經費)申請補助案之次數，以一次為限。申請出席下一年度之國際會議補助者，如經核可，應列入下一年度之補助次數計算。
- 三、同一篇論文之發表，以補助一人為限。
- 四、申請本補助發表之論文，須以本校正式名稱：「國立成功大學」/「National Cheng Kung University」之名義發表之。
- 五、出席或參與大陸港澳地區舉辦之國際會議，其主辦單位須為國際組織，始得申

請本補助。

第五條 申請程序與繳交資料如下：

一、申請人應先向政府或有關機構等校外單位提出經費補助申請，始得依本辦法提出申請。但線上會議或在臺舉辦之實體會議，不在此限。

二、申請人應於國際會議起始日一個月前，至國際事務處(以下簡稱國際處)指定申請網址辦理申請作業。每年度之審查梯次將另行公布，逾期不予受理。

三、申請人應檢附下列文件，上傳至國際處指定申請網址：

(一)申請表(線上填寫)。

(二)國際會議之介紹(含會議議程及會議重要性說明)。

(三)該國際會議主辦單位致申請人本人論文被接受之證明文件影本。

(四)擬發表之論文全摘要或論文全文(中文以外)影本，且以首次發表之論文為限。

(五)向校外單位申請補助之證明(線上會議與在臺舉辦之實體會議免附)。

(六)學生須提供歷年在學成績單乙份(大學部須註記班上排名)。

(七)學生須檢附「指導教授推薦信」。

(八)學生參與國際會議發表論文者，須檢附英語檢定證明文件。學生所屬國籍之國家官方語言含英語者得免檢附。

(九)政府機關開立之低收入戶或中低收入戶證明。(無者免附)。

(十)其他有利於審定補助之文件。如近 5 年研究成果或得獎事蹟等，以不超過 5 頁 A4 為限。

除前項第三款第三目論文接受證明文件得予補件外，申請文件不齊或不符合規定者，不予受理。

第六條 補助項目與標準如下：

一、實體會議(不含在臺舉辦之會議)：

(一)往返機票費：以國內至國際會議舉行地點最直接航程之本國籍往返機票(經濟艙)為原則。但有特殊情形無法搭乘本國籍班機者，得填具因公出國人員搭乘外國籍航空公司班機申請書，經申請機構首長或授權代簽人核定後，改搭乘外國籍班機。

(二)會議註冊費(不包括其他雜支如論文集、會員年費及餐費等)。

(三)生活費：

1.補助費用以會議期間及交通往返期間為原則。

2.生活費之計算，依「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」為準。

二、線上會議與在臺舉辦之實體會議：僅補助會議註冊費（不包括其他雜支如論文集、會員年費及餐費等）。

依前項規定申請補助者，其補助總額上限如下：

(一)學生：

1.亞洲地區：以最高新臺幣（下同）三萬五千元為原則。

2.亞洲以外地區：以最高五萬五千元為原則。

(二)專任教師及博士級研究員：

1.亞洲地區：以最高五萬元為原則。

2.亞洲以外地區：以最高八萬元為原則。

持有我國政府機關開立之低收入戶或中低收入戶證明者，檢附相關證明文件，得從優補助。

第七條 本辦法所定補助，其審查程序如下：

一、第一階段：申請案件依程序送核，經各單位與學生之指導教授核可後，上傳至國際處指定申請網址。

二、第二階段：由國際處送交本校甄選委員會進行審查，審查方式採書面審查。但得視需要，通知申請人面談。

三、第三階段：甄選委員會審查完成後，審查結果陳請校長核定後公告之。前項甄選委員會由國際長及教師代表七至九人組成之。

第八條 同時獲得校外其他單位經費補助者，應留意校外單位是否同意接受本校之配合補助，並遵守其規定。

第九條 本校專任教師於出席國際會議之際，前往或回程途中順道拜訪鄰近知名大學或學術機構，並發表公開演說或與國際事務單位進行交流者，得申請補助拜訪期間之國外旅費。

前項所稱知名大學或學術機構，係指當年度上海交通大學之世界大學學術排名前五百名以內、與本校簽訂有學術交流合作之大學、本校擬推動或正積極推動合作關係者。申請人提出申請時，須檢附訪問計畫書(含欲拜訪單位邀請函、目的、行程表、經費預算及預估效益等)，並於回國後將參訪相關資料，送國際處存查。

第十條 獲核定補助者，應於國際會議結束後一個月內（須於會計年度結束前）依規定繳交中英文出國報告書至本校指定網址，並辦理經費結報。學生獲補助出席國際會議者，須於報告書內檢附參與會議之相關照片。獲核定補助者未於規定期限繳交出國報告書，並辦理經費結報作業，撤銷獲核定資格，並不得再依本辦法提出申請。

獲核定補助者應先自行墊付會議相關費用，俟國際會議結束後，始得辦理結案及經費報支。

獲核定補助者參與國際會議時，不具第四條第一款資格，不予補助。

第十一條 各項經費核銷依本校及相關法令規定辦理，如有隱匿不實或造假情事者，撤銷補助資格並追回全部已撥付款項，且不得再依本辦法提出申請。

第十二條 本辦法未盡事宜，悉依相關法令規定及公告事項辦理。

第十三條 本辦法經主管會報通過，校長核定後施行，修正時亦同。

Regulations Governing National Cheng Kung University (NCKU) International Conference Grants for Full-Time Instructors, Research Fellows, and Students

Approved at the 37th meeting of the Promotion Center Council on 2008.04.16
Amended and approved at the 41st meeting of the Promotion Center Council on 2008.08.04
Amended and approved at the 51st meeting of the Promotion Center Council on 2009.04.09
Amended and approved at the 675th Chief Administrators Meeting on 2009.07.15
Amended and approved at the 685th Chief Administrators Meeting on 2010.02.03
Amended and approved at the 720th Chief Administrators Meeting on 2012.02.08
Amended and approved at the 746th Chief Administrators Meeting on 2013.05.22
Amended and approved at the 754th Chief Administrators Meeting on 2013.10.30
Amended and approved at the 817th Chief Administrators Meeting on 2019.09.11
Amended and approved at the 827th Chief Administrators Meeting on 2021.04.28
Amended and approved at the 843rd Chief Administrators Meeting on 2024.01.17

Article 1

The following regulations have been established by National Cheng Kung University (hereinafter the "University") to provide full-time instructors, research fellows, and students support through the form of grants to attend international conferences. In doing so, the University aims to enrich the academic research environment on campus, facilitate meaningful exchanges between University faculty/students and the global academic community, and showcase significant research findings at international conferences, thereby elevating the University's academic standing and reputation.

Article 2

Grants under this program are funded by:

1. Ministry of Education (MOE) grants;
2. The University Endowment Fund;
3. Other government-issued grants.

Article 3

These guidelines apply to the following types of international conferences:

1. In-person conferences;
2. Virtual (online) conferences.

Article 4

Applicants must meet and/or adhere to the following eligibility requirements:

1. Applicants must be full-time associate professors or assistant professors with less than three years of service at the University; doctoral research fellows; or

University students (excluding in-service students, who are not eligible).

2. Applicants may only submit one application for a grant from the Ministry of Education (MOE) per fiscal year, including grants open at the university level, college-level, and/or office/departmental initiatives. Applications for grants to attend an international conference in the upcoming year, if approved, will be factored into the allocation of grants for that same year.
3. Each paper presented at a conference is eligible for only one grant, regardless of the number of presenters or authors associated with the paper.
4. Papers presented at conferences funded by this grant must list the University (i.e. National Cheng Kung University) in the affiliation information.
5. Grants may be used for participation in or presentation at international conferences held in China, Hong Kong, or Macau, provided that the conference organizer is an international organization.

Article 5

Application procedures:

1. Before applying for this grant, applicants must first apply for funding from an external organization (e.g., a government agency, relevant organization, etc.) and be able to show proof of such application. Virtual (online) conferences and in-person conferences in Taiwan are exempt from this regulation.
2. Applications to this grant should be submitted to the Office of International Affairs (OIA) online portal at least one month before the start date of the specified international conference. Review periods for applications will be announced annually. Applications submitted after the deadline will not be accepted.
3. Applicants must upload the following documents to the OIA online portal:
 - a. Completed application form (available online);
 - b. Conference details (including conference program/agenda and statement of purpose);
 - c. Evidence of acceptance of the applicant's paper for presentation at the international conference;
 - d. A copy of the complete abstract or paper (including English) to be presented. Only papers that have not been presented at previous conferences are eligible.;
 - e. Proof of previous application to non-University grants (see 5.1). Virtual (online) conferences and in-person conferences in Taiwan are exempt from

this regulation.;

- f. Student applicants must submit a copy of their University transcripts. Undergraduate transcripts must include class ranking.;
- g. Student applicants must submit a letter of recommendation from their advisor.;
- h. Student applicants intending to present at an international conference must submit proof of their English proficiency. Students holding citizenship in countries where English is the official language are exempt from this requirement.;
- i. Government documentation verifying low/lower-middle income household status (if applicable);
- j. Any other supporting documentation (e.g., Documentation of research results or awards received within the past five years.) Documentation should not exceed five A4 pages.

Incomplete applications or those failing to meet these requirements will not be accepted. Extensions may be allowed for documentation listed in 3.c (conference invitation and proof of acceptance), which can be submitted later if necessary.

Article 6

Grants may be used for the following approved expenses:

- 1. In-person conferences (excluding those in Taiwan)
 - a. Round-trip airfare: Grant funds may be utilized for the most direct economy-class flight from Taiwan to the location of the international conference. Tickets must be booked with a Taiwan airline. If required by special circumstances, an applicant may apply for permission to fly with a foreign airline (see Application for Boarding Flights on Foreign Airlines). Applicants must receive approval from the appropriate authorities or an authorized official before booking with a foreign airline.;
 - b. Conference registration fees (excluding miscellaneous expenses such as conference proceedings, annual membership fees, and meals);
 - c. Per diems:
 - i. Grant funding is intended solely for the duration of the conference and associated travel arrangements.
 - ii. Per diem rates will follow the standards set forth by the central government. (see 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

[No English version currently available]).

2. Virtual (online) conferences and in-person conferences in Taiwan: Grant funds are solely designated for covering conference registration fees (excluding other expenses such as conference proceedings, annual membership fees, or meals).
 - a. University Students:
 - i. Travel within Asia: Total funding shall not exceed NT\$35,000.
 - ii. Travel outside of Asia: Total funding shall not exceed NT\$55,000.
 - b. Full-time faculty and doctoral research fellows:
 - i. Travel within Asia: Total funding shall not exceed NT\$50,000.
 - ii. Travel outside of Asia: Total funding shall not exceed NT\$80,000.

Applicants submitting government documentation verifying low/lower-middle income household status may, if approved, be entitled to additional subsidies.

Article 7

Grant applications shall be reviewed through the following process:

1. Stage one: Applications should be submitted to the specified office/department. After approval by the relevant office/department and the applicant's academic advisor, applications shall be uploaded to the OIA online portal.
2. Stage two: The OIA shall forward applications to a selection committee for review. Applications will be evaluated on the written documents submitted; however, if necessary, applicants may be asked to attend an interview.
3. Stage three: After the review process is complete, a list of finalists will be sent to the University President for approval and subsequently announced.

The selection committee will consist of the Vice President for International Affairs and seven to nine faculty representatives.

Article 8

Grantees receiving supplementary funding from other sources must (1) ensure that these sources allow concurrent funding from the University and (2) comply with the regulations of those sources.

Article 9

University faculty attending international conferences may apply for funding to cover travel expenses if they visit eligible universities/academic institutions en route to or

from the conference to give a lecture or engage in international exchange.

An eligible university/academic institution refers to: a university ranked within the top 500 of the Academic Ranking of World Universities (also known as the Shanghai Ranking); a university/academic institution that has entered into a formal academic exchange agreement with the University; **or** a university/institution with which the University is interested in fostering a collaborative relationship. Applicants must provide a detailed proposal for the planned visit, including any invitation letters, a statement of purpose, an itinerary, an estimated budget, and anticipated outcomes. After returning to Taiwan, any documentation of the visit must be submitted to the OIA.

Article 10

Within a month of attending the international conference (and before the end of the fiscal year), grantees must (1) upload a final report in both Mandarin and English to the University online portal and (2) submit all expense records in accordance with these regulations. Students awarded funding to attend international conferences must include photos documenting their participation in the conference as part of their reports. Failure to submit the requisite report(s) and expense records by the deadline shall result in the revocation of the grant and disqualify the grantee reapplying.

Grantees shall pay conference fees in advance and apply for reimbursement after the conference has concluded.

If a grantee does not meet eligibility requirements (see section 4.a) at the time of the conference, the grant will not be awarded.

Article 11

Expenses will be reimbursed in accordance with the provisions of the University and relevant laws and regulations. In the event of misrepresentation or falsification of expenses, the grant will be revoked, distributed funds repaid in full, and the grantee ineligible to reapply for future grants.

Article 12

Matters not provided for by these regulations shall be governed by existing provisions and official notices.

Article 13

These regulations, along with any subsequent amendments, shall become effective upon approval by the Chief Administrators and the University President.