

南臺科技大學補助博士班研究生出席國際會議作業要點

民國 96 年 5 月 21 日行政會議通過

民國 96 年 10 月 22 日行政會議通過

民國 97 年 10 月 13 日行政會議通過

民國 103 年 10 月 6 日行政會議通過

- 一、南臺科技大學(以下簡稱本校)為鼓勵博士班研究生赴國外出席國際會議，以外語發表論文，加速對專業新知、技術發展及新研究方法之瞭解，藉以提昇本校學術之國際地位與促進國際文教交流，特訂定本要點。
- 二、申請資格：本校已註冊之在學博士班研究生。
- 三、申請條件：
 - (一) 論文應以本校名義發表，且係在國內完成並為首次發表者。
 - (二) 每篇論文以補助一人為限。
 - (三) 大陸地區(含港澳)國際會議應為國際組織主辦、或國際組織主辦且大陸地區協辦者，始予受理。
 - (四) 以中文發表論文者不予補助。
- 四、申請程序及規定：
 - (一) 申請者應先向科技部或其他政府機構申請補助。未獲得補助或補助經費不足者，得向本校申請補助。
 - (二) 補助經費採總額計算，一年一次為限，最高補助標準如下：
 1. 歐美、日本、紐澳、非洲、中東、印度一萬元。
 2. 其他地區五千元。前款補助之全校總經費每年以新臺幣二十萬元為上限，補助費用由受補助人於出國時先行墊付，返國後檢據核銷。
 - (三) 申請者應於國際會議舉行日三週前，備齊下列資料及文件向國際暨兩岸事務處提出申請：
 1. 本校博士班研究生出席國際會議補助申請表。
 2. 國際會議主辦單位之正式邀請函或論文被接受發表之證明文件(信函或電子郵件)等影本。
 3. 擬發表之論文摘要及論文全文(中文以外)影本。
 4. 國際會議日程表。
 5. 科技部或其他政府機構未給予補助或補助經費不足之證明。
 6. 其他有助於審查之資料或最具代表性之著作抽印本或影印本。
 - (四) 經費補助申請案奉核定後，國際暨兩岸事務處應將申請結果通知申請人，並將已核定之申請表影本交給申請者備存。
 - (五) 未依規定時程提出之申請案件不予受理。
- 五、受補助人應依本校學生國外出差規定辦理出國手續，並於返國 15 日內，依據本校「國外出差旅費報支要點」之規定，檢具出差旅費報告表及下列資料，經主管單位核章後，

送交至國際暨兩岸事務處：

(一) 機票票根或登機證、電子機票、機票付費收據。

(二) 註冊費收據。

(三) 會議手冊封面及有受補助人相關資料頁面之影本。

六、受補助人因故取消出席國際會議，應於事前填寫放棄聲明書，並送交國際暨兩岸事務處備查。

七、本要點未盡事宜，悉依相關規定辦理。

八、本要點經行政會議通過，陳請校長核定後公布施行，修正時亦同。

Southern Taiwan University of Science and Technology

Subsidizing Doctoral Students Attending International Conference

Operation Directions

Article 1

These Directions have been specially promulgated by Southern Taiwan University of Science and Technology (hereinafter referred to as “the University”) for the purpose of encouraging the University’s Ph.D. students to attend the international conference overseas by presenting their paper in foreign language to thereby increase the comprehension of the professional knowledge and innovation technology, and to broaden international academic links, and cultivate a pool of international highly skilled human resources.

Article 2

Eligibility: The University’s currently enrolled Ph. D. students.

Article 3

Requirements:

1. The paper should be completed in Taiwan, presented/published for the first time and use the name of the University.
2. Each paper should be used one time for subsidizing one person.
3. The international conference should be organized by international association.
4. The application will not be permitted if the paper presentation is presented in Chinese.

Article 4

Procedures and Regulations:

1. The applicant should apply for the subsidy from Ministry of Science and Technology (MOST) or other governmental institutions. If the applicant does not receive any subsidy or receive insufficient subsidy from MOST or other governmental institution, s/he could further apply for the subsidy from the University.
2. The criteria of the subsidy amount are as follows:
 - ◆ If the conference is held in Europe, America, Japan, Australia, New Zealand, Africa, Middle-East and India: 10,000 NTD.
 - ◆ If the conference is held in other regions except for the above: 5,000 NTD.

It is the grantee’s responsibility to take care of all the fees for attending the conference in advance and the subsidy will be remitted into the grantee’s postal account after s/he returns and completes all the accounting verification.

3. The applicant should start the application by providing the following materials to Office of International Affairs three weeks before the starting date of the international conference:
 - (1) STUST application form
 - (2) Photocopy of the official invitation letter or the acceptance letter from the conference host
 - (3) Photocopy of abstract and full paper to be presented
 - (4) Conference agenda
 - (5) Proof of subsidy application outside the university
 - (6) Any supporting Documents (optional)
4. Once the application is approved by the University, Office of International Affairs will inform the grantee of the result and provide the copy of the approved document for his/her own record.
5. The application will be denied shall the applicant does not follow the application timeline.

Article 5

The grantee should apply for the Student's Official Business Trip(學生出差請示單)and complete the application procedures before his/her departure; the grantee should submit the approved Student's Official Business Trip Report (學生出差旅費報告表) along with the following materials to Office of International Affairs within 15 days after his/her return based on the University's accounting verification regulations.

1. The boarding pass, e-ticket, and airfare payment receipt.
2. The receipt of the conference registration fee.
3. The cover page of the conference handbook/guide and the pages relevant to the grantee's information.

Article 6

If the grantee cancels the attendance to the international conference, s/he should provide the statement of renunciation and submit it to the Office of International Affairs.

Article 7

The unaddressed additional issues related to these Directions will comply with the concerned regulations.

Article 8

These Directions were approved by the University Administrative Meeting held on October 6, 2014.

南臺科技大學博士班研究生出席國際會議補助申請表
Southern Taiwan University of Science and Technology
Subsidizing Doctoral Students Attending International Academic Conference
Application Form

申請日期 Date : 年(yyyy) 月(mm) 日(dd) (Please apply 3 weeks before the starting date of the conference)			
申請人姓名 Applicant's name	中文名 Chinese Name: 英文名(同護照)English Name: 身分證字號 ARC No.:		
系所、班級 Dept. and Class	系所 Department: 班級 Class:		
聯絡方式 Contact	電話 Phone: 手機 Mobile: 南臺電郵 STUST Email :		
最高學歷 Highest Education			
會議名稱 Conference Name	中文 Chinese :		
	英文 English :		
會議時間 Conference Date	年(yyyy) 月(mm) 日(dd)	地點(國、州、城市) Conference Location	
	至 to		
	年(yyyy) 月(mm) 日(dd)	(City, State, Country)	
所屬國際組織名稱 Affiliation Name			
會議主辦單位名稱 Conference host			
擬發表 論文題目 Title of paper to be presented	中文 Chinese :		
	英文 English :		
論文所屬領域 Field of the Paper :			
論文發表方式 Method of paper to be presented :			
<input type="checkbox"/> (1) Keynote Speaker <input type="checkbox"/> (2) Invited Speaker <input type="checkbox"/> (3) Session Chairman <input type="checkbox"/> (4) Oral Presentation <input type="checkbox"/> (5) Poster Presentation <input type="checkbox"/> (6) Other: _____			

是否向其他機構申請補助 Have you applied for subsidy from other organizations?

是 Yes。

機構名稱 Name of organization: _____

補助金額 Amount of subsidy: _____

否 No。請說明 Please specify: _____

申請補助項目 Amount Requested (NTD):

機票費 Airline Ticket _____ 元

生活費 Living Expense _____ 元

註冊費 Registration Fee _____ 元

合計 Total _____ 元

PS:上述資料如有更正時,請於更正處加蓋當事人章。Please re-stamp your personal chop upon any corrections in this table.

應附文件資料 Required Documents	<input type="checkbox"/> (1)本校博士班研究生出席國際會議補助申請表 STUST application form <input type="checkbox"/> (2)國際會議主辦單位之正式邀請函或論文被接受發表之證明文件(信函或電子郵件)等影本 Photocopy of official invitation letter or photocopy of paper acceptance letter from the conference host <input type="checkbox"/> (3)擬發表之論文摘要及論文全文影本 Photocopy of abstract and full paper to be presented <input type="checkbox"/> (4)國際會議日程表 Conference agenda <input type="checkbox"/> (5)科技部或其他政府機構未給予補助或補助經費不足之證明 Proof of subsidy application outside the university <input type="checkbox"/> (6)其他有助於審查之資料或最具代表性之著作抽印本或影印本 Any supporting Documents (非必要 optional) (以上文件請依序整理齊全 Please arrange the documents in ordered sequence)
申請人簽名 Signature	

簽核意見欄
Approval Column

指導教授 Advisor	系所主管 Dept. Chair	院長 Dean		
國際暨兩岸事務處 Office of Int'l Affairs	會計室 Accounting Office	主任秘書 Secretary-General	學術副校長 Vice President	校長 President

【告知聲明】

南臺科技大學基於「辦理博士班研究生出席國際會議補助」之目的，須蒐集您的「姓名、證號、班級、南臺 EMAIL、學歷、聯絡電話、金融帳戶」等個人資料，以在辦理補助期間及地區內，作為核銷撥款及聯繫之用。您得以下列聯絡方式行使請求查閱、補充、更正；請求提供複製本；請求停止蒐集、處理、利用；請求刪除個人資料等權利，請洽【國際暨兩岸事務處陳怡安 T: +886-6-2533131, ext. 1601; E: jesm91@mail.stust.edu.tw】。各項資料如未完整提供，將無法完成本次申請作業。

【Privacy Statement】

On the purposes of " Student Application", "Student data administration", "Investigation, statistics and research analysis", we would have to collect your personal information such as "name", "ID/ARC number", "class", "school's Email", "highest education", "contact phone number " and your postal office account information. We would use the information to confirm your qualification, establish student list, make necessary contact and to accomplish any other purposes describe above during your student time in this university. Please fill in all the fields; otherwise you may not complete this application.