附表二 **學生出國參加國際學術活動申請表**

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 申請人姓名 |  | 性別 |  | 系別 |  | 學號 |  |
| 聯絡電話 |  | Email |  |
| 會議名稱 | 中文： |
| 英文： |
| 會議期間 | 自 年 月 日至 年 月 日 共               日 | 地點（國、州、城市） |  |
| 論文題目 | 中文： |
| 英文： |
| 出席型式 | □Oral □Poster □其它 |
| 申請經費 | 已申請補助：□國科會 □其他\_\_\_\_\_\_\_\_\_\_\_\_ | 註冊費 | 機票費 | 生活費 | 合計(新台幣) |
|  |  |  |  |
| 預估申請學校補助金額 |  |  |  |  |
| **院級主管** |  | **系級主管** |  | **指導教授** |  |
| 資格審查 | ※**資格審查欄由國際事務處全球交流組填寫，請申請人勿自行勾選。**□ 1.會議時程表、被接受參加活動等資料。 □ 2.擬發表之論文(英文全文)內容。□ 3.國科會經費核定函文或足以證明已依規定向國科會申請經費補助之文件。(※惟大學部學生與在職專班研究生毋須檢附。)**國際事務處全球交流組審查結果：**□不符合補助規定，原因： □符合補助規定。(國際事務處全球交流組審查登錄)本學年第 次申請(每年限申請乙次)， 每次上限□亞洲地區三萬元整 □非亞洲地區五萬元整。 核銷期限：\_\_\_\_\_\_\_\_\_\_年\_\_\_\_\_\_月\_\_\_\_\_\_日 (逾期核銷或未於關帳日前辦理完成將不予補助) |
| **國 際 長** |  | **全球交流組組長** |  |
| 核決 | 校 長 |  | 副校長 |  | 教務長 |  | 教資中心 |  |
| 實際費用 | 項目 | 摘 要 | 金額（元） |
| 註冊費 |  |  |
| 機票費 |  |  |
| 生活費 |  |  |
| 合計（新台幣：元） |  元(匯率以1美元＝ 元台幣計) |  |
| **核 銷 審 查** | **□英語試講紀錄表 □活動心得報告** | **國際事務處** |  |
| **核****銷** | **教資中心** |  | **院級主管** |  | **系級主管** |  | **指導教授** |  |
| **校 長** |  | **會 計 室** |  | **教 務 長** |  | **國 際 長** |  |

 申請日期：\_\_\_\_\_\_年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

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⊙核銷︰一式一聯︰申請人🡪指導教授🡪系級主管🡪院級主管🡪國際事務處🡪教資中心🡪教務長🡪會計室🡪校長🡪會計室🡪國際事務處🡪指導教授🡪申請系所

⊙申請︰一式一聯︰申請人🡪指導教授🡪系級主管🡪院級主管🡪國際事務處🡪教資中心🡪教務長🡪副校長🡪校長🡪指導教授

Annex 2 **Application for Participation in International Academic Activities of Students**

Application date: \_\_\_\_\_\_\_\_\_\_(y)/\_\_\_\_\_\_(m)/\_\_\_\_\_\_(d)

⊙Reimbursement: One copy: Applicant🡪Advisor🡪Department Chair🡪Dean of College🡪Office of International Affairs🡪Teaching and Learning Resource Center🡪Provost🡪Accounting Office🡪President🡪Accounting Office of International Affairs🡪Advisor🡪Applicant Department/Institute

⊙Application: One copy: Applicant🡪Advisor🡪Department Chair🡪Dean of College🡪Office of International Affairs🡪Teaching and Learning Resource Center🡪Provost🡪President🡪Advisor

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of applicant |  | Gender |  | Department |  | Student No. |  |
| Phone |  | Email |  |
| Name of Conference | Chinese: |
| English: |
| Duration of Conference | From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (YYYY.MM.DD)To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (YYYY.MM.DD)\_\_\_\_Days | Place(Country, State, City) |  |
| Title of paper | Chinese: |
| English: |
| Attendance type | □Oral □ Poster □Others |
| Application for funding | Already applied funding: □NSTC □Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Registration fee | Flight ticket fare | Living allowance | Total (NT$) |
|  |  |  |  |
| Estimated funding from MCUT |  |  |  |  |
| **Dean of College** |  | **Department Chair** |  | **Advisor (Supervisor)** |  |
| Qualification Evaluation | **※For use by the Division of Global Cooperation and Exchange, Office of International Affairs, only.**□ 1. Conference agenda and data of event acceptance □ 2. The content of the paper (English, full text) to be presented.□ 3. The NSTC approval letter or documents of proof of application for NSTC funding.(※Except for undergraduate students and student in-service master’s programs. )**Results of Evaluation by the** **Division of Global Cooperation and Exchange, Office of International Affairs:**□ Rejected due to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□ Approved (Registration of Evaluation by the Division of Global Cooperation and Exchange, Office of International Affairs)This is the \_\_\_\_\_\_\_\_\_ time of application (once each year only).Maximum amount each time: □NT$30,000 for Asia region □NT$50,000 for non-Asia regionReimbursement Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Late reimbursement or completion after the account closing will not be considered.) |
| **Dean of Office of International Affairs** |  | **Director of Division of Global Cooperation and Exchange**  |  |
| Approval | President |  | Vice President |  | Provost |  | Teaching and Learning Resource Center |  |
| Actual Expenses | Item | Summary | Amount (NT$) |
| Registration fee |  |  |
| Flight ticket fare |  |  |
| Living allowance |  |  |
| Total (NT$) |  Exchange rate at US$1 to NT$ \_\_\_\_\_\_\_\_\_\_\_\_\_. |  |
| **Reimbursement Evaluation** | **□Record for English Presentation Rehearsal****□Report on Participation in International Academic Activities of Students** | **Office of International Affairs** |  |
| **Reimbursement** | **Teaching and Learning Resource Center** |  | **Dean of College** |  | **Department Chair** |  | **Advisor (Supervisor)** |  |
| **President** |  | **Accounting Office** |  | **Provost** |  | **Dean of Office of International Affairs** |  |

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附表三 **學生出國參加國際學術活動英語試講紀錄表**

\_\_\_\_\_\_年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 申請人姓名 |  | 班級 |  | 學號 |  |
| 英語試講時間 |  | 英語試講地點 |  |
| 參加會議(活動)名稱 | 中文：英文： |
| 會議(活動)期間 |  | 會議地點 |  |
| 發表論文題目 | 中文：英文： |
| 院級主管 |  | 系級主管 |  | 指導教授 |  |
| 試講評比(請勾選) | □優 | □良 | □可 | □待加強 |
| 試講評語 |  |
| 英語試講相關照片活動記錄 |  |

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Annex 3 **Record for English Presentation Rehearsal for Participation in International Academic Activities of Students**

Date: \_\_\_\_\_\_\_\_\_(y)/\_\_\_\_\_\_(m)/\_\_\_\_\_\_(d)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of applicant |  | Class |  | Student No. |  |
| English Presentation Rehearsal Time |  | English Presentation Rehearsal Place |  |
| Name of conference (event) | Chinese:English: |
| Duration of conference (event) |  | Conference place |  |
| Title of paper | Chinese:English: |
| Dean of College |  | Department Chair |  | Advisor (Supervisor) |  |
| Presentation Rehearsal Rating (please select) | □Excellent | □Good | □Fair | □Room for improvement |
| Presentation Rehearsal Comment |  |
| English Presentation RehearsalPhotos Record |  |

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Form: A2Q1020317

附表四 **明志科技大學學生出國參加國際學術活動**

**心得報告（封面）**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 申請人姓名 |  | 系別 |  | 學號 |  |
| 會議(活動)時間 |  | 會議地點 |  |
| 會議(活動)名稱 | 中文：英文： |
| 論文題目 | 中文：英文： |
| 校 長 | 指 導 教 授 | 學生心得報告內容專業性評語： |
|  |
| 系 級 主 管 |  |
| 院 級 主 管 |  |
| 國 際 長 |  |
| 教 務 長 |  |
| 【說明】心得報告內容由次頁開始(不含封面，至少兩頁，內容字型大小為12號字，單行間距)，應包括下列所示項目：1. 出席會議(活動)經過。
2. 參與會議(活動)之心得與指導教授建議。

(1)學術心得(藉由參與會議聆聽報告、與他人討論等方式，對於自身研究範疇或感興趣的題目之助益)。(2)其他心得(對口頭報告及製作論文海報能力之助益等)。1. 攜回資料名稱及內容。
2. 會議(活動)相關影像說明。
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Annex 4 **Report on Participation in International Academic Activities of Students (cover)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of applicant |  | Department |  | Student No. |  |
| Conference (event) time  |  | Conference place |  |
| Name of conference (event) | Chinese:English: |
| Title of paper | Chinese:English: |
| President | Advisor (Supervisor) | Professional comments on the contents of student report: |
|  |
| Department Chair |  |
| Dean of College |  |
| Dean of Office of International Affairs |  |
| Provost |  |
| DescriptionWrite the report content from the second page. A report shall contain at least 2 pages (excluding the cover), using 12 pt font in single space. A report shall include the following items:1. Process of conference (event)
2. Comments on the conference (event) and recommendations of the advisor.

(1) Academic achievements (benefits for the own area of specialization or research interest after listening to the papers presented or discussion with others at the conference).(2) Other achievements (benefits for developing capabilities in oral presentation and poster paper making)1. Name and contents of data collected from the conference (event).
2. Description of photos taken at the conference (event)

  |

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