

明志科技大學  
Ming Chi University of  
Technology

規章編號  
Regulation No.

AAG0090001

「創新科技應用於生物醫學暨醫療  
照護產品研發國際博士學位學程」  
學生出國參加國際學術活動補助辦法  
Regulations for Funding Participation in  
International Academic Activities of Students  
of the International Ph.D. Program in  
Innovative Technology of Biomedical  
Engineering and Medical Devices

制定部門：創新科技應用於生物醫學暨醫療照護產品研發國際博士學位學程  
中華民國 112 年 09 月 07 日 增訂  
Established by: International Ph.D. Program in Innovative Technology of Biomedical  
Engineering and Medical Devices  
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明志科技大學「創新科技應用於生物醫學暨醫療照護產品研發國際博士學位學程」學生出國參加國際學術活動補助辦法

**Regulations for Funding Participation in International Academic Activities of Students of the International Ph.D. Program in Innovative Technology of Biomedical Engineering and Medical Devices**

112.09.07 學程事務會議制訂

Established at the Academic Affairs Committee Meeting on 09.07.2023

**第一條 目的**

鼓勵學生赴國外出席國際會議活動，加速學生對專業新知、技術發展及新研究方法之瞭解，以達到教學與研究國際化的目的，訂定「創新科技應用於生物醫學暨醫療照護產品研發國際博士學位學程學生出國參加國際學術活動補助辦法」（以下簡稱本辦法）。

**Article 1 Purpose**

To encourage students to go abroad to attend international conferences and activities, to accelerate students' understanding of new professional knowledge, technological developments, and new research methods, and to achieve the purpose of internationalization of teaching and research, the “Regulations for Funding Participation in International Academic Activities of Students in International Academic Activities of the International Ph.D. Program in Innovative Technology of Biomedical Engineering and Medical Devices” (from now on referred to as “the regulations”) have been formulated.

**第二條 經費來源**

本辦法所需經費由校外經費優先支應，不足額由本學程經常門經費支付，補助經費用罄後則停止受理申請補助。

**Article 2 Sources of Funding**

Funding for this program will be paid from external funding, with any remaining shortfall to be covered by the program's recurring funds. Applications for subsidies will stop if all funds have been exhausted.

**第三條 申請資格**

- 一、本辦法補助對象為本學程博士生。
- 二、擬發表之論文或參賽作品尚未被其他合著者(指導教師除外)申請本校或其它機構經費補助者。
- 三、已先向政府機構(如國科會)及本校國際事務處申請補助，但未獲補助或僅獲部分補助者；惟如因個人因素(如逾期)被退件，致未獲前述補助者，不得申請本項經費補助。

- 四、每位學生每一學年度以補助一次為原則，且一篇論文只能補助一位學生，特殊狀況經學程事務會議通過者，不在此限。

### Article 3 Eligibility

1. This grant is intended for doctoral students in this program.
2. The proposed paper or entry has not been submitted for funding by another co-author (other than the instructor).
3. Those who have applied for grants from governmental organizations (e.g., the National Science and Technology Council) and the Office of International Affairs of the university but have not been awarded a grant or only a partial grant. However, if the application is rejected due to personal reasons (e.g., late submission) and the subsidies above are not received, you are not allowed to apply for this funding subsidy.
4. In principle, each student may only be subsidized once per academic year, and only one student can be subsidized for one paper. This does not apply to special circumstances approved by the Student Affairs Meeting.

### 第四條 申請程序

申請人應於活動日二週前填具「學生出國參加國際學術活動申請表」(表號：A1GP090101)，並檢附下列相關文件，經指導教授與主任核簽後，陳學程事務會議審核。

- 一、會議時程表及被接受參加活動等資料。
- 二、擬發表之論文(英文)全文或參賽作品。
- 三、政府機構經費核定清單或足以證明已依規定向政府機構提出經費申請而未獲補助之文件。

### Article 4 Application Process

The applicant should fill out the “Application for Participation in International Academic Activities” (Form No. A1GP090101) two weeks before the date of the activity and have it approved by the advisor and the director.

The following documents will be reviewed by the Student Affairs Meeting after being approved by the advisor and the director:

1. Information such as the schedule of events and letter of acceptance to the conference
2. The full text of the proposed paper or entry in English
3. The approved list of governmental organizations or documents that prove that the application for funding has been submitted to the governmental organizations by the regulations and has not been subsidized

### 第五條 費用補助

- 一、費用補助項目註冊費及往返機票費，往返機票費應以最經濟路程、經濟艙為準、透過本企業入出境組統購統銷為原則，並另外填寫「出國申請及核定表」。
- 二、最高補助金額視會議地點依區域核定，依單據採實報實銷，亞洲地區一萬元，其他地區三萬元。

#### Article 5 Subsidy Coverage

1. The subsidy shall cover the registration fee for the conference and the roundtrip air ticket fee. The roundtrip air ticket fee should be based on the most economical route and economy class and should be purchased and sold through the company's entry and exit group. The "Abroad Application and Approval Form" should be filled out separately.
2. The maximum subsidy amount is determined based on the conference location and region (10,000 NTD for Asia and 30,000 NTD for other regions ) and will be reimbursed based on actual receipts.

#### 第六條 經費核銷

經費補助之款項由申請學生先行墊付。外幣金額一律依出國前一日（如逢假日往前順推）之臺灣銀行賣出即期匯價結算。各項補助費用，由受補助人先行墊付。在回國一個月內，提交以下文件，依單據實報實銷，逾期不予補助，配合會計關帳作業，應依學期或年度於7月底及12月底提早核銷，未於關帳日前辦理完成亦不補助。

- 一、原簽核之費用補助申請表。
- 二、各項單據正本。
- 三、臺灣銀行網站之匯率表。
- 四、英語試講活動記錄表(表號: A1GP090201)。
- 五、學生出國參加國際學術會議活動心得報告(表號: A1GP00301)。

#### Article 6 Funding Reimbursement

All subsidized expenses will be paid in advance by the applicant. The amount of foreign currency will be settled at the spot rate of the Bank of Taiwan on the day before departure (if it is a holiday, then the day before).

Within one month after returning to Taiwan, the recipient must submit the following documents and reimburse the expenses according to the documents. No subsidy will be given after the due date:

1. The original signed fee subsidy application form
2. Original documents
3. Exchange rate table on the Bank of Taiwan website
4. English trial presentation record form (form number: A1GP090201)
5. Report on students' experience in participating in international academic conferences abroad (form number: A1GP00301)

In line with the accounting and closing operations, the report should be

written off at the end of July and December depending on the semester or year. If the processing is not completed before the closing date, there will be no subsidy.

#### 第七條 實施與修訂

本辦法經學程事務會議、院務會議通過，陳校長核定後公布實施，修訂時亦同。

#### Article 7 Implementation and Amendment

These guidelines shall be promulgated and implemented after the passage of the College Council Meeting and the approval of the University President. The same shall apply to the amendments hereto.

**明志科技大學「創新科技應用於生物醫學暨醫療照護產品研發國際博士學位  
學程」學生出國參加國際學術活動申請表**

**Application for Participation in International Academic Activities for International Ph.D. Program  
in Innovative Technology of Biomedical Engineering and Medical Devices**

申請日期 Date :      年(YYY)      月(MM)      日(DD)

申請人姓名 Name		班級 class		學號 Student ID	
會議名稱 Name of Conference	中文 Chinese :				
	英文 English :				
會議期間 Duration of Conference	自 年 月 日至 年 月 日 共 日 From _____ (YYYY.MM.DD) To _____ (YYYY.MM.DD) ___ Days			地點 Place (國、州、城市) (Country, State, City)	
論文題目 Title of paper	中文 Chinese :				
	英文 English :				
出席型式 Attendance type	<input type="checkbox"/> Oral <input type="checkbox"/> Poster <input type="checkbox"/> 其它 Others _____				
申請經費 Application for funding	未獲補助 Fees not applied for : <input type="checkbox"/> 國科會 NSTC <input type="checkbox"/> 教育部 Ministry of Education <input type="checkbox"/> 本校國際事務處 Office of International Affairs <input type="checkbox"/> 其它 Others _____				
	預估申請本學程補助金額 (新台幣) Estimated funding from ITBEMD	註冊費 Registration	機票費 Flight ticket	合計(元) Total (NT\$)	
	※資格審查欄由學程辦公室填寫，請申請人勿自行勾選。 ※The eligibility checkbox should be filled out by the program office. Please do not check it yourself. <input type="checkbox"/> 會議時程表、被接受參加活動等資料。 Conference schedule, accepted participation in activities, and other information <input type="checkbox"/> 擬發表之論文(英文全文)內容或摘要。 Content or abstract of the paper to be published (full text in English) <input type="checkbox"/> 申請其他單位經費補助證明文件 (核定清單或已申請補助公文)。 Proof of application for a subsidy from other units (approved list or official letter of subsidy applied for)				
<b>審查結果 Review Results :</b> <input type="checkbox"/> 不符合補助規定，原因： _____ Does not meet subsidy regulations , Reason/s <input type="checkbox"/> 符合補助規定。本學年第      次申請(每學年限申請乙次) Meets subsidy regulations.The      times application for this academic year. (Limited to one application per academic year) 每次上限 <input type="checkbox"/> 亞洲地區一萬元 <input type="checkbox"/> 其他地區三萬元。 Maximum amount per transaction  10,000 NTD for Asia  30,000 NTD for other regions					
核 決 Approved	學年度      學期      次學程務會議通過 (日期 Date:      )				
學程主任 Department Chair			指導教授 Advisor		



實際費用 Actual Cost	項目 Item	摘要 Summary						金額(新台幣:元) Amount (NT\$)
	註冊費 Registration							
	機票費 Flight ticket							
	合計 Total	匯率 Exchange Rate :						
核銷 Actual Expenses	院長 Dean of College			學程主任 Department Chair			指導教授 Advisor	
	校長 President	會計室 Accounting Office		教務長 Provost		國際長 Dean of OIA		
備註 Remarks	<p>1. 相關申請與核銷請使用同一申請表。 Please use the same application form for related applications and write-offs.</p> <p>2. 申請人於會議(活動)結束回國一個月內提交「學生出國參加國際學術活動報告」，並檢據報銷。 The applicant should submit the “Report on Participation in International Academic Activities of Students” within one month after the conference (activity) and submit the receipts for reimbursement.</p>							

表號：AAG0090101

## 明志科技大學學生出國參加國際學術活動英語試講紀錄表

### Record for English Presentation Rehearsal for Participation in International Academic Activities of Students

申請人姓名 Name of applicant		班級 Class		學號 Student ID	
英語試講時間 English Presentation Rehearsal Time		英語試講地點 English Presentation Rehearsal Place			
參加會議(活動)名稱 Name of conference (event)	中文 Chinese : 英文 English :				
會議(活動)期間 Duration of conference (event)		會議地點 Conference place			
發表論文題目 Title of paper	中文 Chinese : 英文 English :				
院級主管 Dean of College		系級主管 Department Chair		指導教授 Advisor	
試講評比(請勾選) Presentation Rehearsal Rating (please select)	<input type="checkbox"/> 優 Excellent <input type="checkbox"/> 良 Good <input type="checkbox"/> 可 Fair <input type="checkbox"/> 待加強 Room for improvement				
試講評語 Presentation Rehearsal Comment					
英語試講相關 照片活動記錄 English Presentation Rehearsal Photos Record					

表號：AAG0090201

明志科技大學「創新科技應用於生物醫學暨醫療照護產品研發國際博士學位  
學程」學生出國參加國際學術活動報告（封面）

Report on Participation in International Academic Activities of Students for International  
Ph.D. Program in Innovative Technology of Biomedical Engineering and Medical Devices  
(cover)

申請人姓名 Name of applicant		班 級 Class		學 號 Student ID	
會議時間 Conference time		會議地點 Conference place			
會議名稱 Name of conference	中文 Chinese : 英文 English :				
論文題目 Title of paper	中文 Chinese : 英文 English :				
指導教授 Advisor					
學程主任 Department Chair					
<p><b>【說明】</b> 報告內容由次頁開始，應包括下列各項：</p> <ol style="list-style-type: none"> <li>1. 出席會議經過</li> <li>2. 參與會議之心得與建議</li> <li>3. 攜回資料名稱及內容</li> <li>4. 其它</li> </ol> <p><b>【Description】</b> Write the report content from the second page. A report shall include the following items:</p> <ol style="list-style-type: none"> <li>1. Process of conference.</li> <li>2. Comments on the conference and recommendations.</li> <li>3. Name and contents of data collected from the conference.</li> <li>4. Other achievements</li> </ol>					

表號：AAG0090301