明志科技大學
Ming Chi University of Technology

規章編號 Document No.:
A2Q1020017

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

制定部門：明志科技大學國際事務處全球交流組

Established by: Division of Global Cooperation and Exchange, Office of International Affairs, Ming Chi University of Technology

中華民國 114 年 08 月 12 日修訂

Amended on August 12, 2025.

修訂記錄：
Revision History:

95.07.13 行政會議制訂
Established by the University Administrative Meeting on 2006.07.13
96.01.23 行政會議修訂
Amended by the University Administrative Meeting on 2007.01.23
100.10.25 行政會議修訂
Amended by the University Administrative Meeting on 2011.10.25
101.05.01 行政會議修訂
Amended by the University Administrative Meeting on 2012.05.01
102.06.25 行政會議修訂
Amended by the University Administrative Meeting on 2013.06.25
102.11.26 行政會議修訂
Amended by the University Administrative Meeting on 2013.11.26
103.02.25 行政會議修訂
Amended by the University Administrative Meeting on 2014.02.25
103.09.30 行政會議修訂
Amended by the University Administrative Meeting on 2014.09.30
105.06.07 行政會議修訂
Amended by the University Administrative Meeting on 2016.06.07
105.12.13 行政會議修訂
Amended by the University Administrative Meeting on 2016.12.13
107.02.01 研究發展會議修訂
Amended by the Research and Development Meeting on 2018.02.01
107.12.13 研究發展會議修訂
Amended by the Research and Development Meeting on 2018.12.13
109.04.17 研究發展會議修訂
Amended by the Research and Development Meeting on 2020.04.17
111.01.07 校長核定修訂(配合 110.12.13 教育部核定組織規程國際事務中心升級為國際事務處統一簽核)

Approved by the president on 2022.01.07 (according to the promotion of the Center for International Affairs into the Office of International Affairs in the articles of organization approved by the Ministry of Education on 2021.12.13)
112.03.07 行政會議修訂
Amended by the University Administrative Meeting on 2023.03.07
114.02.18 行政會議修訂
Amended by the University Administrative Meeting on 2025.02.18
114.08.12 行政會議修訂
Amended by the University Administrative Meeting on 2025.08.12

著作權人：明志科技大學
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明志科技大學
Ming Chi University of Technology
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

95.07.13 行政會議制訂
114.08.12 行政會議修訂
Established by the University Administrative Meeting on 2006.07.13
Amended by University Administrative Meeting on 2025.08.12

第一條　目的

配合大學校院教學國際化，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，訂定「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 Objective/Purpose

The "Regulations for Funding Participation in International Academic Activities of Students" (hereinafter called these "Regulations") is established to support the internationalization of colleges and universities, encourage students to participate in international conferences, and facilitate their understanding of new professional knowledge, technology development, and new research methods.

第二條　經費來源

本辦法所需經費由系所預算或國科會等政府機構獎補助款支付，補助經費用罄後則停止受理申請補助。

Article 2 Fund Sources

The required funds under these Regulations shall be disbursed from the budget of departments and institutes or government grants such as NSTC. No application will be accepted after the annual funding budget is no longer available.

第三條　系院補助辦法

各院系為配合各系特色與發展，得依本辦法訂定相關辦法或實施細則，以規範補助範圍、申請資格、申請次數及補助經費等，並經院、系務會議審議通過，得不逾越本辦法之規範。

Article 3 Regulations for Funding of Departments and Colleges

In response to their own features and development, departments and colleges may establish their own relevant regulations or implementation

rules in accordance with these Regulations to define the scope, eligibility, number, and available funding. Departmental and collegiate funding regulations or implementation rules shall be evaluated and approved by the department and college council meetings without overriding the provisions of these Regulations.

第四條　申請資格

一、具有本校學籍之碩、博士班研究生(含在職專班)、大學部四年級、大學部三年級(僅限校內研究實習生)。

二、擬發表之論文尚未被其他合著作者申請本校及其它機構經費補助，且同一篇論文只能補助一位。

三、需於規定期限內先向國科會申請經費，惟大學部學生與在職專班研究生不在此限。每人每一年獲得之補助，以一次為限。

Article 4　Eligibility

1. MCUT students enrolled in master's and doctoral programs (including in-service master's programs), fourth-year undergraduate students, and third-year undergraduate students (limited to on-campus research interns).
2. The rule for academic papers that have not been submitted to other institutions for funding by other co-authors and the one person for one paper rule shall apply.
3. Students shall first apply for funding to the NSTC by the deadline, except for undergraduate students and in-service master's programs. Each student shall be funded for one time each year.

第五條　申請程序

相關流程請參見本辦法申請流程表(表號：A2Q1020117)

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：A2Q1020217），並檢附下列相關文件，經部門主管核簽後，陳校長核決。

一、會議時程表，被接受參加活動等資料。

二、擬發表之論文(英文全文)內容。

三、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。

Article 5　Application Procedures

Please refer to the application flowchart (Form: A2Q1020117) for the application process.

Two weeks before the event date, applicants shall fill in the "Application for Participation in International Academic Activities" (Form: A2Q1020217) and submit the following documents. After the approval of the department chair, the application shall be submitted to the president for the financial approval.

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.

第六條　費用補助

一、申請人須先向國科會、或其他校外補助單位或機構申請，若已獲校外補助，本辦法僅就不足額予以補助，本辦法最高補助金額視會議地點依區域核定，依單據採實報實銷，亞洲地區三萬元，其他地區五萬元。前述為本校各單位補助總金額上限，不得超過額度。

二、補助項目

(一) 註冊費：以會議期間所需之註冊費用為限(不包含會前、會後之各種研習、研討會費用)，憑收據報銷。

(二) 往返機票費：

1. 申請使用校內預算：應以最經濟路程及經濟艙為準及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」。
2. 申請使用校外預算：應以最經濟路程及經濟艙為準，申請人於回國一個月內，將機票及收據送會計室依本校經費核銷程序辦理。

(三) 生活費：

1. 補助金額依中央政府「各機關派赴國外各地區出差人員生活費日支數額表」所列標準，按實際會議期間對應之總額計算，並以其三成為補助上限，無需檢附單據，惟應載明會議期間。
2. 如生活費已由國科會或其他校外補助單位或機構補助者，本辦法不再重複補助。

Article 6 Subsidization of Expenses

1. Applicants shall first apply for funding to NSTC or other external funding units or institutions. If external funding is acquired, funding under these Regulations shall fund the insufficiency of external funding. The maximum amount of funding under these Regulations shall be approved according to the region of conference location. Expenses shall be claimed as net with the relevant receipts. Funding shall be NT$30,000 for conferences held in Asia and NT$50,000 for conferences held elsewhere. The above is the maximum total subsidy from all units of the University and may not exceed the set limit.
2. Funding items
   (1) Registration fee: The amount shall be limited to the required registration fees (excluding the registration fees for various workshops and seminars before and/or after the conference) during the conference period. Applicants shall write off the fee with receipts.
   (2) Round-trip flight ticket
      a. Application for disbursement with school budget: The NSTC economical route and economy class shall be selected. Tickets shall be collectively purchased through the Entry and Exit Division of Formosa Group. Applicant shall also fill in the "Overseas Travel Application and Approval Form."
      b. Application for disbursement with external budget: The NSTC economical route and economy class shall be selected. Within one month after returning to Taiwan, applicants shall submit the flight tickets and receipts to the Accounting Office to reimbursement according to the fund reimbursement procedure of MCUT.
   (3) Living allowance
      a. The subsidy amount shall be calculated based on the total amount corresponding to the actual number of conference days, in accordance with the "Amount Table of Foreign Per Diem Allowance of Central Government Agency". The maximum subsidy is capped at 30% of that total amount. Submission of receipts is not required; however, the conference period must be clearly specified.

b. If the living allowance has already been subsidized by NSTC or other external funding units or institutions, it shall not be subsidized again under these Regulations.

第七條　經費核銷

各項補助費用，由受補助人先行墊付。在返國一個月內，提交以下文件，依單據實報實銷，逾期不予核銷。

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、英文試講活動紀錄表(表號：A2Q1020317)。

五、學生出國參加國際學術活動心得報告(表號：A2Q1020417)。

外幣金額依出國前一日（如逢假日往前順推）之臺灣銀行即期賣出匯價結算。

為配合會計作業，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予核銷。

Article 7 Reimbursement of Funds

Applicants shall advance all funds. Within one month after returning to Taiwan, applicants shall submit the following documents to claim funding as net with the relevant receipts. No application for reimbursement will be accepted after this period.

1. The approved Application for Funding.
2. The original copy of all receipts.
3. The exchange rate table from the Bank of Taiwan’s website.
4. Record for English Presentation Rehearsal (Form: A2Q1020317).
5. Report on Participation in International Academic Activities of Students (Form: A2Q1020417).

Amounts in a foreign currency shall be settled according to the sight selling rate listed by the Bank of Taiwan one day (advance to earliest business day if it is a holiday) before departure.

In response to the account closing of the Accounting Office, early reimbursement shall be applied for by the end of July and the end of December by semester or by accounting year. Applications made after the account closing date shall not be considered.

第八條　防疫特殊措施

若因中央疫情指揮中心防疫政策無法出席國際會議而改採線上參與者，補助其註冊費。

Article 8　Special Measures on Epidemic Control

When an international conference is changed into a virtual conference in coordination with the epidemic control policy of the Central Epidemic Control Center, only the registration fee shall be funded.

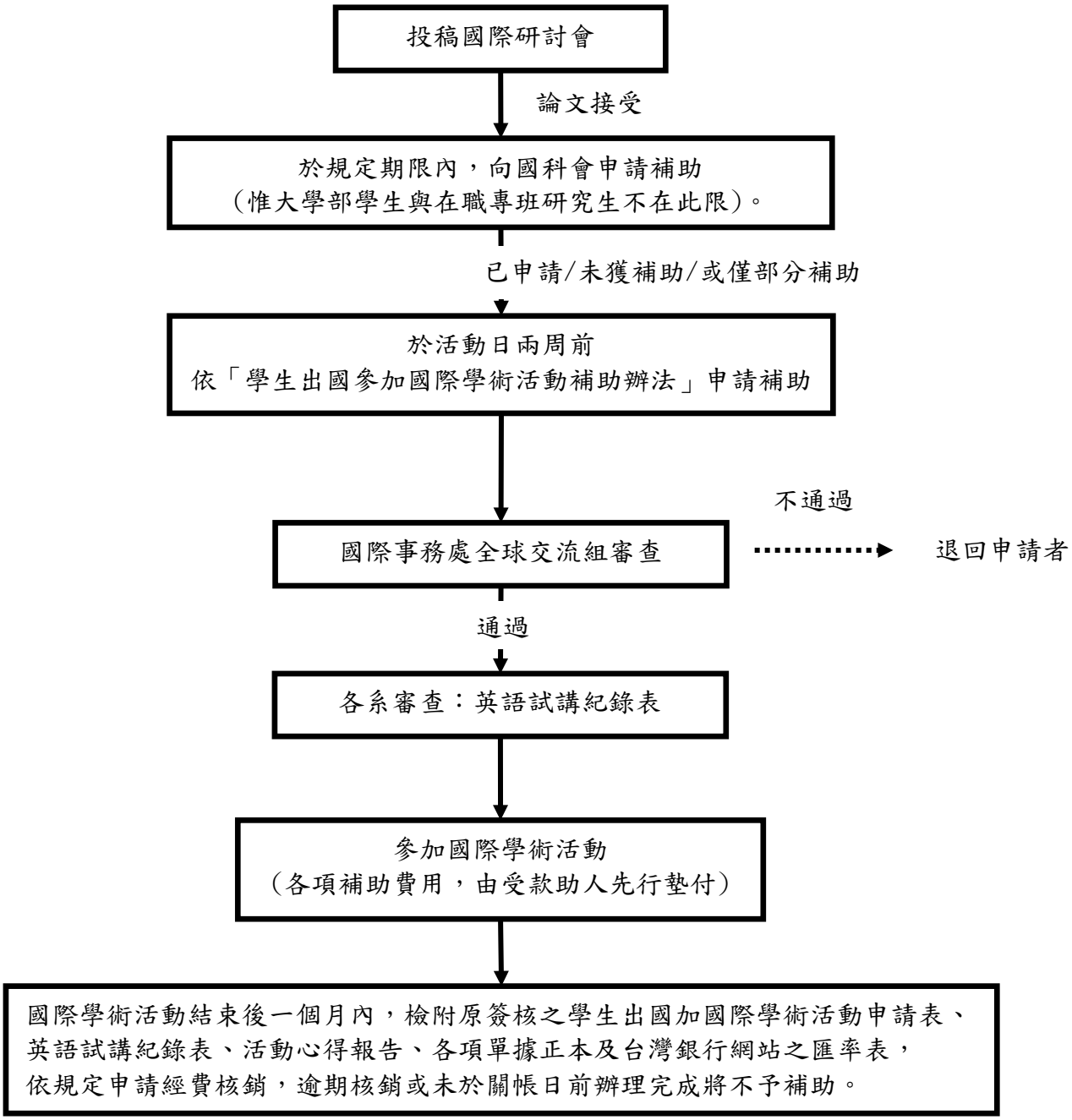
第九條　實施與修訂

本辦法經行政會議通過，陳校長核定後公布實施，修訂時亦同。

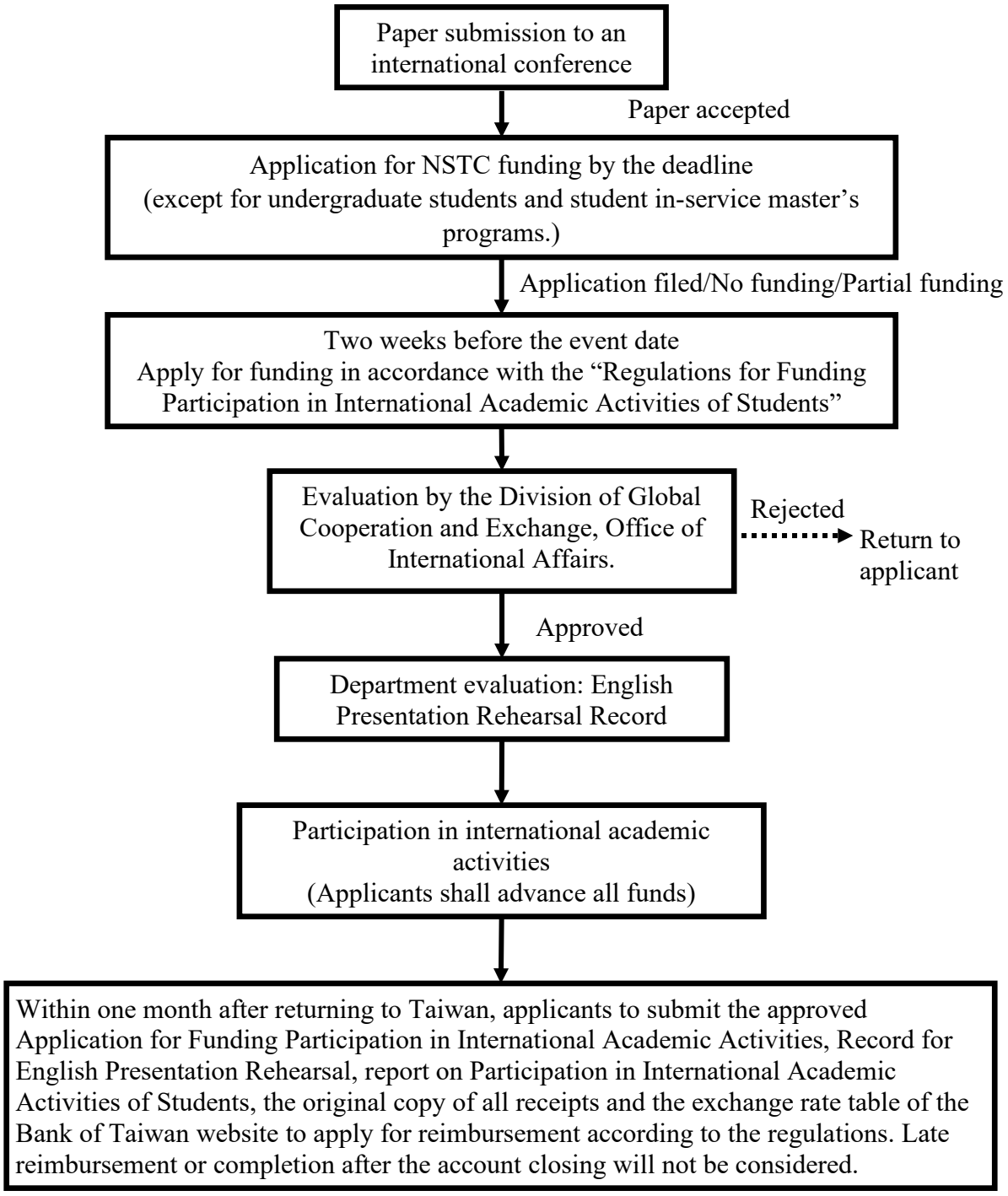
Article 9　Implementation and Amendment

These Guidelines shall be promulgated and implemented after the passage of the university administrative meeting and the approval of the president. The same shall apply to the amendments hereto.

附表一　學生出國參加國際學術活動補助流程圖



Annex 1 Flowchart of Funding Participation in International Academic Activities of Students



附表二　學生出國參加國際學術活動申請表

申請日期：_____年 _____ 月 _____ 日

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		註冊費	機票費	生活費	合計(新台幣)
	已申請補助：□國科會 □其他_____				
	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	

⊙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)

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		Registration fee	Flight ticket fare	Living allowance	Total (NT$)
	Already applied funding: □NSTC □Others: _____				
	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 region

Reimbursement 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**	

⊙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

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					

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 Rehearsal Photos Record					

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）

<table>
<tr><td>申請人姓名</td><td></td><td>系別</td><td></td><td>學號</td><td></td></tr>
<tr><td>會議(活動)時間</td><td></td><td>會議地點</td><td colspan="3"></td></tr>
<tr><td>會議(活動)名稱</td><td colspan="5">中文：
英文：</td></tr>
<tr><td>論文題目</td><td colspan="5">中文：
英文：</td></tr>
<tr><td colspan="3">校　　長</td><td rowspan="6">指導教授</td><td colspan="2" rowspan="2">學生心得報告內容專業性評語：</td></tr>
<tr><td colspan="3" rowspan="5"></td></tr>
<tr><td>系級主管</td><td colspan="2"></td></tr>
<tr><td>院級主管</td><td colspan="2"></td></tr>
<tr><td>國際長</td><td colspan="2"></td></tr>
<tr><td>教務長</td><td colspan="2"></td></tr>
</table>

【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)。
3. 攜回資料名稱及內容。
4. 會議(活動)相關影像說明。

Annex 4 Report on Participation in International Academic Activities of Students (cover)

<table>
<tr><td>Name of applicant</td><td></td><td>Department</td><td></td><td>Student No.</td><td></td></tr>
<tr><td>Conference (event) time</td><td></td><td>Conference place</td><td colspan="3"></td></tr>
<tr><td>Name of conference (event)</td><td colspan="5">Chinese:
English:</td></tr>
<tr><td>Title of paper</td><td colspan="5">Chinese:
English:</td></tr>
<tr><td colspan="3">President</td><td rowspan="2">Advisor (Supervisor)</td><td colspan="2">Professional comments on the contents of student report:</td></tr>
<tr><td colspan="3" rowspan="5"></td></tr>
<tr><td>Department Chair</td><td colspan="2"></td></tr>
<tr><td>Dean of College</td><td colspan="2"></td></tr>
<tr><td>Dean of Office of International Affairs</td><td colspan="2"></td></tr>
<tr><td>Provost</td><td colspan="2"></td></tr>
</table>

Description

Write 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)
3. Name and contents of data collected from the conference (event).
4. Description of photos taken at the conference (event)