規章編號
A2A4140011

明志科技大學

學生參加國內學術活動補助辦法

制定部門：研究發展處

中華民國 111 年 10 月 20 日 修訂

修訂記錄：

96.04.24 行政會議編訂

97.11.25 行政會議修訂

98.01.06 行政會議修訂

100.02.15 行政會議修訂

101.06.19 行政會議修訂

103.02.17 校長核定

（配合 103.01.15 教育部核定組織規程技合處改名研發處統一簽核）

103.08.12 行政會議修訂

105.06.07 行政會議修訂

105.12.13 行政會議修訂

107.12.13 研究發展會議修訂

111.10.20 校長核定（配合 111.07.27 科技部改名國科會統一簽核）

著作權人:明志科技大學

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明志科技大學

學生參加國內學術活動補助辦法

96.04.24 行政會議編訂

111.10.20 校長核定

第一條 目的

為鼓勵學生出席國內會議或參加競賽等活動，加速學生對專業新知、技術發展及新研究方法之瞭解，訂定「學生參加國內學術活動補助辦法」(以下簡稱本辦法)。

第二條 申請資格

本校學生所擬發表之論文或參賽作品尚未被其他合著作者申請本校及其它機構經費補助。

第三條 申請程序

申請人應於活動日前二周填具「學生出席國內學術活動申請表」(表號：A2A4140111)，並檢附下列相關文件，經部門主管核簽後，陳 校長核決，每位學生每學年度限申請乙次。若為國內舉辦之國際研討會，碩士生需於國科會規定期限內，先向國科會申請經費，惟碩士班預備研究生與在職專班研究生不在此限。

一、擬發表之論文全文或參賽之作品內容。

二、時程表及被接受參加活動等相關證明文件。

三、國科會經費核定函文或足以證明已依規定向國科會提出經費申請之文件。

第四條 費用補助

一、補助項目：

(一)註冊費：出席會議之註冊費用，憑據報銷。

(二)交通費：往返之大眾交通工具費用(以學生票價為報支上限，不含計程車費用)，憑據報銷。

二、補助經費：

每次經費補助上限為二萬元整。

第五條 經費核銷

各項補助費用，由受補助人先行墊付。在返校二週內，提交「學生出席國內學術活動心得報告」(表號：A2A4140211)，並檢附原簽核之學生出席國內學術活動申請表、各項單據正本，依本校出差辦法辦理經費核銷。

第六條 經費來源

本辦法所需經費得由系所預算或教育部等政府機構獎補助款支付。

第七條 實施與修訂

本辦法經研究發展會議通過，陳校長核定後公布實施，修訂時亦同。

明志科技大學學生出席國內學術活動申請表

申請日期：　　年　　月　　日

申請人姓名	（簽章）	系所班級		學　號	
聯絡電話		E-mail			
主辦單位					
會議(活動)名稱	中文：				
	英文：				
會議(活動)期間	自 年 月 日 至 年 月 日 共 日		地點		
論文題目或作品名稱	中文：				
	英文：				
出席型式	□ Oral　□ Poster　□其它				

申請經費		註冊費	交通費	合計(新台幣)
	已獲補助：□國科會□教育部 □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

※資格審查欄由研究發展處填寫，請申請人勿自行勾選。

□ 會議時程表、被接受參加活動等資料。
□ 論文全文或參賽作品。
□ 申請國科會經費補助證明文件（核定清單或已申請補助文件）。
□ 其他有助審查之資料：＿＿＿＿＿＿＿＿＿＿

研究發展處審查結果：

□ 不符合補助規定，原因：＿＿＿＿＿＿＿＿＿＿
□ 符合補助規定。(研究發展處審查登錄)
本學年第＿＿次申請(每學年限申請乙次、每次上限二萬元)

審查人簽名：　　(研發處審查並登錄)

核決	**校　長**		**副校長**		**教務長**	

實際費用

項　目	摘　　要	金　額（元）
註冊費		
差旅費		
合　計		

核銷	**研 發 長**		**院級主管**		**系級主管**	
	校　　長		**會計主任**		**教 務 長**	

備註

1. 相關申請與核銷請使用同一申請表。
2. 申請人於會議(活動)結束銷假後二週內提交「出席國內學術活動心得報告」，並檢據報銷。

※核銷：一式一聯：申請人←指導教授←系級主管←院級主管←研發長←教務長←會計主任←校長←會計室←系秘書←指導教授。
※申請：一式一聯：申請人←指導教授←系秘書←系級主管←院級主管←研發處←教務長←副校長←校長←指導教授。

表號：A0A4140111

明志科技大學學生出席國內學術活動心得報告（封面）

年　　月　　日

<table>
<tr><td>申請人姓名</td><td></td><td>系所班級</td><td></td><td>學　　號</td><td></td></tr>
<tr><td>會議(活動)
名稱</td><td colspan="5">中文：
英文：</td></tr>
<tr><td>會議(活動)
期間</td><td colspan="2"></td><td>會議(活動)地點</td><td colspan="2"></td></tr>
<tr><td>論文題目或
作品名稱</td><td colspan="5">中文：
英文：</td></tr>
<tr><td colspan="3">校　　長</td><td rowspan="2">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>研 發 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，應包括下列各項：

1. 出席會議(活動)經過
2. 參與會議(活動)之心得與建議
   (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(對於口頭報告及製作論文海報能力之助益等)。
3. 參觀活動（無本項活動者免填）
4. 攜回資料名稱及內容
5. 會議(活動)相關影像說明
6. 其它

表號：A2A4140211

Ming Chi University of Technology

Document No.:
A2A4140011

Regulations for Funding Participation in Domestic Academic Activities of Students

Established by: Office of Research and Development

Amended on October 20, 2022

Revision History

Compiled by the University Administrative Meeting on 2007.04.24

Amended by the University Administrative Meeting on 2008.11.25

Amended by the University Administrative Meeting on 2009.01.06

Amended by the University Administrative Meeting on 2011.02.15

Amended by the University Administrative Meeting on 2012.06.19

Approved by the president on 2014.02.17

(universally according to the name change of the Office of Technological Cooperation into the Office of Research and Development in the articles of organization approved by the Ministry of Education on 2014.01.15)

Amended by the University Administrative Meeting on 2014.08.12

Amended by the University Administrative Meeting on 2016.06.07

Amended by the University Administrative Meeting on 2016.12.13

Amended by the Research and Development Meeting on 2018.12.13

Approved by the President on October 20, 2022.

(In accordance with the renaming of the Ministry of Science and Technology into the National Science and Technology Council on July 27, 2022, the approval was unified.)

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Ming Chi University of Technology

Regulations for Funding Participation in Domestic Academic Activities of Students

Compiled by the University Administrative Meeting on 2007.04.24

Approved by the President on 2022.10.20

Article 1 Objective/Purpose

The "Regulations for Funding Participation in Domestic Academic Activities of Students" (from now on called these "Regulations") is established to encourage students to participate in domestic conferences or competitions to facilitate their understanding of new professional knowledge, technology development, and new research methods.

Article 2 Eligibility

Academic papers or competition entries of MCUT students that have not been applied for funding to other institutions by other co-authors.

Article 3 Application Procedures

Two weeks before the event date, applicants shall fill in the "Application for Participation in Domestic Academic Activities" (Form: A2A4140111) and submit the following documents. After the approval of the department chair, the application shall be submitted to the president for financial approval. Each student shall make only one application in each academic year. For domestically organized international conferences, students of master's programs shall first apply for funding to the NSTC according to the NSTC's deadline, except for pre-graduate students of master's programs and students of in-service master's programs.

1. Full text of the academic paper to be published or the contents of the competition entry.
2. The schedule and the documents of proof of acceptance by the relevant events.
3. The NSTC approval letter or documents of proof of application for NSTC funding.

Article 4 Funding of Expenses

1. Funding items
   (1) Registration fee: The conference registration fee shall be written off with the receipt.
   (2) Travel expenses: The public transport fares (student tickets only, excluding taxi fares) shall be written off with the receipt.
2. Funding

The maximum amount of funding shall be NT$20,000 each time.

Article 5 Write-Off of Funds

Applicants shall advance all funds. Within two weeks after returning to school, applicants shall submit the “Student Report on Participation in Domestic Academic Activities” (Form: A2A4140211), the approved “Application for Participation in Domestic Academic Activities,” an original copy of all receipts to apply for write-off by the MCUT Regulations for Business Trips.

Article 6 Fund Sources

The funds required under these Regulations shall be disbursed from the department/institute budget or the funding from the Ministry of Education and other government agencies.

Article 7 Implementation and Amendment

These Regulations shall be promulgated and implemented after the passage of the Research and Development Meeting and the approval of the resident. The same shall apply to the amendments hereto.

MCUT Regulations for Funding Participation in Domestic Academic Activities of Students

Application date: _____

Name of applicant	(signature or seal)	Class/Year/ Department/ Institute		Student No.	
Phone		E-mail			
Organizer					
Name of conference (event)	Chinese:				
	English:				
Name of conferfence (event)	From _____ to _____, _____ days in total.		Place		
Title of paper or name of work	Chinese:				
	English				
Attendance type	□Oral □ Poster □Others				

Application for funding		Registration fee	Travel expenses	Total (NT$)
	Already funded by: □NSTC □MOE □Others			
	Estimated funding from MCUT:			

Director		**Division Chief**		**Advisor**	

Qualification Evaluation

※For use by the Office of Research and Development only.

□ Conference agenda and proof of event acceptance
□ Full text of paper or contents of the entry
□ Evidence of application for NSTC funding (approval list or application documents)
□ Other data beneficial to the evaluation _____

Evaluation results of the Office of Research and Development:

□ Rejected due to_____
□ Approved. (Reviewed and registered by the Office of Research and Development)
This is the _____ time of application this year (one time each year with a maximum of NT$20,000 each time).

Signature of Reviewer: (Reviewed and registered by the Office of Research and Development)

Approval	**President**		**Vice President**		**Provost**	

Actual Expenses	Item	Summary	Amount (NT$)
	Registration fee		
	Travel expenses		
	Total		

Write-off	**Dean of Research and Development**		**Director**		**Division Chief**	
	President		**Accounting Director**		**Provost**	

Remarks

1. Please use the same application form for application and write-off.
2. Applicants shall submit the "Student Report on Participation in Domestic Academic Activities" and receipts to apply for a write-off within two weeks after the end of the conference (event).

※Write-Off: One copy: Applicant → Advisor →Division Chief → Director → Dean of Research and Development→ Provost →Accounting Director → President →Accounting Office → Department Secretary → Advisor.
※Application: One copy: Applicant → Advisor → Department Secretary → Division Chief → Director → Office of Research and Department → Provost → Vice President → President → Advisor.

Form: A2A4140111

MCUT Student Report on Participation in Domestic Academic Activities (cover)

Date:

Name of applicant		Class/ Year/ Department/ Institute		Student No.	
Name of conference (event)	Chinese: English:				
Name of conference (event)			Place of conferfence (event)		
Title of paper or name of work	Chinese: English:				

President	Advisor	Professional comments on the contents of student report:
	Division Chief	
	Director	
	Dean of Research and Development	
	Provost	

Note: The content of the report shall start from the next page and include the following:

7. Process of the conference (event)
8. Comments on and recommendations for the conference (event)
   (3) 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).
   (4) Other achievements (benefits for developing capabilities in oral presentation and poster paper making)
9. Visit (skip when none)
10. Name and contents of data collected from the conference (event)
11. Description of photos taken at the conference (event)
12. Others

Form: A2A4140211