

國立東華大學人文社會科學學院

專任教師出席境外地區國際學術會議發表論文補助作業要點

NATIONAL DONG HWA UNIVERSITY

College of Humanities and Social Sciences

Procedural Guidelines for the Travel Grant of Full-Time Faculty Members Attending International Academic Conference for Academic Presentation (Implemented June 12, 2023.)

- 一、 國立東華大學（以下簡稱本校）人文社會科學學院（以下簡稱本院）為受理教師出席境外地區國際學術會議發表研究成果補助申請。爰依「國立東華大學專任教師出席境外地區國際學術會議發表論文經費補助準則」訂定「國立東華大學人文社會科學學院專任教師出席境外地區國際學術會議發表論文補助作業要點」（以下簡稱本要點）。
 - I. The National Dong Hwa University (hereinafter referred to as NDHU) College of Humanities and Social Sciences (hereinafter referred to as the College) has established the *NDHU Procedural Guidelines for the Travel Grant of Full-Time Faculty Members Attending International Academic Conference for Academic Presentation* (hereinafter referred to as the Guidelines) in accordance with the *NDHU Regulations for the Travel Grant of Full-Time Faculty Members Attending Overseas Academic Conference for Academic Presentation* in order to accept travel grant applications from full-time faculty members attending international academic conference for presentation of research results.
- 二、 本要點補助核定採隨到隨審，本院年度獲配可使用額度用盡即不再受理補助申請。本要點補助對象為本院助理教授職級（含）以上之專任（案）教師（以下簡稱申請人）。會議日期於申請人留職停薪或借調期間者不予受理。
 - II. Approval of the subsidization stipulated in these Guidelines is carried out on a first-come, first-served basis. The College shall not accept further applications for subsidies upon fulfillment of the quota available for that fiscal year. Application for the subsidy stipulated in these Guidelines are limited to the College's full-time (or contracted) faculty members who are assistant professors or above (hereinafter referred to as the Applicants). Applications from applicants who will be on paid leave or temporary transfer at the time of the conference shall not be accepted.
- 三、 申請補助之會議論文須以國立東華大學（National Dong Hwa University）名義發表且申請人應為主要貢獻者；論文為合著者，每篇論文補助申請以一人為限。申請人應填具申請書一份，檢附相關文件，於出席國際學術會議發表論文前至少一個月前

提出申請，未依照申請流程、資料不齊或逾時提出得不予受理。

III. Conference papers to be submitted for subsidization shall be presented under the name of National Dong Hwa University. Applicants should be the first author of their papers; subsidization of co-authored papers is limited to one person each.

Applicants should fill out one copy of the application form, attach the required documents, and submit it in accordance with the application process for at least one month prior to the academic presentation at the international academic conference. Incomplete documentation or late submission shall not be accepted.

四、申請人應優先爭取校外經費補助，校外補助經費不足或未獲補助時再申請本校經費。申請時須檢附申請校外補助之核定結果，或已預核國外差旅費用之校外計畫核定清單。

IV. Applicants should give priority to seeking off-campus subsidies, and apply for NDHU subsidies when the off-campus subsidies funds are insufficient or no subsidy is received. When submitting an application, the approved result of the application for off-campus subsidies, or the approved list of off-campus plans with (pre-approved) foreign travel expenses should be provided.

五、每年度每名申請人核定補助以一次為限。

申請補助之經費項目依行政院「國外出差旅費報支要點」及國家科學及技術委員會「補助國內專家學者出席國際學術會議作業要點」相關規定辦理。

V. The subsidization of each applicant is limited to once per fiscal year.

The subsidized categories are in accordance with the *Work Related Travel Allowance Application Regulations* stipulated by the Executive Yuan and the *Procedural Guidelines for the Subsidization of Domestic Experts and Scholars for International Academic Conference Attendance* stipulated by the National Science and Technology Council.

六、申請通過與否及補助金額由本院院長核定，惟大陸（含港澳）地區補助金額以一萬元為上限；大陸（含港澳）以外之亞洲地區補助金額以二萬元為上限；亞洲以外地區補助金額以三萬元為上限。

VI. Applications and the subsidized amount are subject to the approval of the College dean. The subsidy is limited to a maximum of NT\$10,000 each for conference in Mainland China (including Hong Kong and Macau); NT\$20,000 for conferences in Asia (excluding Mainland China, Hong Kong, and Macau); and NT\$30,000 for regions outside of Asia.

七、申請人若經核定補助（以下簡稱受補助人），相關費用仍須於出國時先行墊付，俟返國後一個月內，檢據報銷申請歸墊，經費之結報及撥付均依本校相關會計程序辦理。

VII. Applicants approved for the subsidy (hereinafter referred to as the Subsidized Persons) shall apply

within a month of returning to Taiwan to be reimbursed for relevant out-of-pocket expenses. Reimbursement and appropriation of funding shall be carried out in accordance with the relevant NDHU accounting procedure.

八、 受補助人應於返國後一個月內向本校研究發展處提送報告書、論文被接受發表之大會證明及所發表論文之全文或摘要完成結案。逾期未完成結案者，本院得不受理其次一年度之申請案。

VIII. Subsidized Persons shall submit their conference reports, certificates of presentation, and the summary and full text to their presented papers to the Research and Development Office within a month of returning to Taiwan. Late or incomplete submissions will result in applications for the following year to be denied.

九、 未盡事項依本校相關規定辦理。

IX. For issues not addressed here, refer to the relevant regulations of NDHU.

十、 本要點經系所班主管會議通過後公告實施，並送研發處備查。

X. The Guidelines shall be promulgated and implemented following the approval of the College Department Chair Meeting and submission to the Research and Development Office for future reference.