

臺北醫學大學醫學工程學院補助學生出席國際會議辦法
College of Biomedical Engineering, Taipei Medical University
Regulations of Grants for Students Attending International Conferences

106年10月25日院務會議新訂通過

107年3月26日院務會議修訂通過

107年6月11日院務會議修訂通過

108年7月29日院務會議修訂通過

115年1月23日院務會議修訂通過

第1條 (目的)

臺北醫學大學醫學工程學院(以下簡稱本院)為鼓勵學生赴國外出席國際會議、促進國際文教交流，特訂定「臺北醫學大學醫學工程學院補助學生出席國際會議辦法」(以下簡稱本辦法)。

Article 1. The College of Biomedical Engineering, Taipei Medical University (hereinafter referred to as “the College”), hereby establishes these Regulations on Grants for Students Attending International Conferences to encourage students to attend international conferences and to promote international academic and cultural exchange.

第二條 (適用範圍)

符合下列條件之本院學生，得依本辦法規定申請補助：

一、出席國際會議並發表於國際學術會議之論文，且符合下列要件：

(一) 在學博士生及碩士生，應於會議舉行前，先向國科會或本校研究發展處申請出席國際會議補助。

如因同一年度(含學年度)向前述單位申請達次數上限，致無法再提出申請者，得向本院提出申請。

(二) 大學部學生，應與指導教授共同參加該國際會議，並依相關規定，於會議舉行前向傑出人才發展基金會或本校研究發展處提出申請。

如因同一年度(含學年度)向前述單位申請達次數上限，致無法再提出申請者，得向本院提出申請。

(三) 前二款申請人，均應檢附已向國科會、傑出人才發展基金會或本校研究發展處等單位提出申請之證明文件，或未獲補助之相關佐證資料(如申請完成證明、未獲補助通知、退件通知或系統截圖等)；未檢附者，不予受理。

二、申請人應為該國際學術會議論文之第一作者，且該論文須以本院為作者所屬機構發表，並須為首次於該國際學術會議發表者為限。惟大學部學生如非第一作者，然對該研究成果具實質貢獻，經指導教授書面說明並同意者，得不受第一作者之限制。

三、該論文之其他合著者未以同一論文向本校或其他單位申請補助，須另檢附切結書。

Article 2. Students of the College who meet the following requirements may apply for grants in accordance with these Regulations:

1. The applicant shall attend an international conference and present a paper, and shall meet one of the following conditions:

- (1) Doctoral and master's students currently enrolled shall, prior to the conference, apply for funding to attend an international conference through the National Science and Technology Council (NSTC) or the University's Office of Research and Development. If the applicant is unable to submit a further application due to having reached the maximum number of applications allowed by the aforementioned units within the same calendar year (including the academic year), the applicant may submit an application to the College.
 - (2) Undergraduate students shall attend the international conference together with their academic advisor and, in accordance with relevant regulations, apply for funding prior to the conference through the Outstanding Talent Development Foundation or the University's Office of Research and Development. If the applicant is unable to submit a further application due to having reached the maximum number of applications allowed by the aforementioned units within the same calendar year (including the academic year), the applicant may submit an application to the College.
 - (3) Applicants under Subparagraphs 1 and 2 shall submit documentary proof of having applied for funding or proof of rejection (e.g., application confirmation, rejection notice, return notice, or system screenshots). Applications without such documentation shall not be accepted.
2. In principle, the applicant shall be the first author of the paper, and the paper shall list the College as the affiliated institution and be presented for the first time at the conference. Undergraduate students who are not the first author may be exempt from this requirement if they have made substantial contributions and obtained written approval from their academic advisor.
 3. Other co-authors of the same paper shall not have applied for funding from the University or other institutions for the same paper; a declaration shall be submitted accordingly.

第三條 (申請補助原則)

依本辦法申請補助原則如下：

- 1、 大學部學生及碩士班學生在學期間以補助一次為限。
博士班學生每學年度得補助一次。
學年度之認定，係以國際會議實際舉行日期所屬學年度為準。
- 2、 補助順序以口頭報告為優先，壁報論文次之。同一國際會議中，同一實驗室以同時補助二名申請人為限，並依本院經費狀況與補助上限原則核發。
- 三、年度中若補助經費用罄，得不予補助。

Article 3. The principles governing the granting of subsidies are as follows:

1. Undergraduate and master's students may receive funding once only during their period of enrollment.

Doctoral students may receive funding once per academic year.

The determination of the academic year shall be based on the academic year in which the international conference is actually held. 2. Priority shall be given to oral presentations, followed by poster presentations. For the same international conference, no more than two applicants from the same laboratory may be subsidized concurrently, subject to the College's budget and funding limits.

3. The College may deny funding when the annual budget is exhausted.

第四條 (補助上限)

依本辦法，補助上限原則如下：

歐、美洲地區口頭發表五萬元為上限、海報發表不超過三萬元；

紐、澳地區口頭發表四萬元為上限、海報發表不超過二萬元；

亞洲地區口頭發表不超過三萬元、海報發表不超過一萬元；

其他地區不超過五萬元為原則：

- 一、往返機票：由臺灣至國際會議舉行地點最直接航程之往返經濟艙機票，按核定之定額內核實補助，由申請人自行墊購。
- 二、會議之報名費及註冊費(不包括其它雜支如論文集、會員年費、餐費等)。
- 三、會議期間之生活費，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標準核定之。

Article 4. Under these Regulations, subsidies shall be subject to the following maximum amounts:
Europe and the Americas: up to NT\$50,000 for oral presentations and up to NT\$30,000 for poster presentations;
New Zealand and Australia: up to NT\$40,000 for oral presentations and up to NT\$20,000 for poster presentations;
Asia: up to NT\$30,000 for oral presentations and up to NT\$10,000 for poster presentations;
Other regions: up to NT\$50,000.

Subsidized items include:

1. Round-trip airfare: economy-class airfare for the most direct route from Taiwan to the conference venue, reimbursed within the approved amount; applicants shall pay the expenses in advance.
2. Conference registration fees (excluding miscellaneous expenses such as proceedings, membership fees, and meals).
3. Living expenses during the conference period, calculated in accordance with the daily subsistence allowance standards for overseas business travel promulgated by central government agencies.

第五條 (申請程序)

申請人應於該國際會議舉行日至少四週前，備齊下列文件，送至本院申請，逾期概不予受理：

- 一、申請表。(附件1)
- 二、會議論文接受函。
- 三、擬發表之論文摘要。
- 四、會議日程表。(附該會議官網議程URL)
- 五、近年最具代表性之著作抽印本(至多三篇)。
- 六、該發表論文之其他合著者未以同一論文向本校或其他單位申請補助之切結書。(附件3)
- 七、依第二條第一項規定，向國科會、傑出人才發展基金會或本校研究發展處等單位提出申請經費補助之證明文件。

Article 5. Applications shall be made at least four weeks before the international conference, and the following documents shall be provided. Overdue applications will not be accepted.

1. The application form.(Appendix 1)
2. The letter of acceptance for the conference
3. Abstract of the paper which will be presented.
4. Schedule of the conference. (URL of the meeting official site)
5. Copy of recent representative publications (three at most).
6. The declaration that no other grants have been applied by the co-authors from TMU or

other units for the same presentation. (Appendix 3)

7. Documentary proof of having applied for financial assistance to the National Science and Technology Council (NSTC), the Outstanding Talent Development Foundation, or the University's Office of Research and Development in accordance with Article 2, Paragraph 1.

第六條 (審查程序)

依本辦法提出之補助申請案，經本院邀請三位審查委員進行審查，並經院長核定同意後，始予補助

Article 6. Applications for grants submitted in accordance with these Regulations shall be reviewed by three reviewers appointed by the College, and funding shall be granted only upon approval by the Dean.

第七條 (變更申請)

經核定補助者，申請人如有變更行程或取消行程時，應事先陳報本院，並送原審查委員審核；未依規定通報者，得要求返還補助款，且不得再行申請。

Article 7. For approved grants, any changes to or cancellation of the travel itinerary shall be reported to the College in advance and submitted to the original reviewers for re-evaluation. Failure to comply may result in a request for reimbursement of the grant, and the applicant shall not be eligible to apply again.

第八條 (核銷程序)

依本辦法規定獲補助者，其經費核銷應依循本校財務處規定辦理：

- 一、申請人應於返國一個月內，檢具出國報告，以電子郵件方式傳送至本院。
- 二、申請人應於返國二週內，依本校財務處規定，填寫核銷明細表，並依核定補助項目檢具所需文件，經系所主管用印後，送本院彙整，報財務處核銷。
- 三、辦理前項核銷，機票費、註冊費及生活費，並應檢具下列單據：
 - 1、機票費：機票票根正本或電子機票；國際線航空機票，應檢具購票證明單或旅行業代收轉付收據及登機證存根。
 - 2、註冊費：註冊費收據正本、外幣兌換水單。
 - 3、生活費：臺灣銀行歷史匯率表及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。

Article 8. Recipients of grants under these Regulations shall process reimbursement of expenses in accordance with the regulations of the University's Office of Finance.

1. Within one month after returning to Taiwan, the applicant shall complete an overseas travel report and submit it to the College by email.
2. Within two weeks after returning to Taiwan, the applicant shall, in accordance with the regulations of the University's Office of Finance, complete the reimbursement statement, attach the required supporting documents based on the approved funding items, obtain endorsement from the department or institute chair, and submit the documents to the College for consolidation and subsequent processing by the Office of Finance.
3. When applying for reimbursement as stipulated above, the following supporting documents shall be provided for airfare, registration fees, and living expenses, respectively:
 - (1) Airfare: original airline ticket stubs (1) electronic tickets; for international flights, proof of purchase or receipts issued by travel agencies, as well as boarding pass stubs, shall also be provided.

- (2) Registration fees: original receipts for registration fees and foreign currency exchange memos.
- (3) Living expenses: the historical exchange rate table issued by the Bank of Taiwan and the daily subsistence allowance table for overseas business travel promulgated by central government agencies.

第九條 (核決權限)

本辦法經院務會議通過後公告施行;修正時亦同。

Article 9. These Regulations shall take effect upon approval by the College Affairs Council and promulgation. The same procedure shall apply to any amendments.

第十條 (施行日期)

本辦法自公布日施行。

Article 10. This regulation shall take effect upon promulgation.

附錄1 (Appendix 1)

臺北醫學大學醫學工程學院補助學生出席國際學術會議申請表

Appendix 1: College of Biomedical Engineering, Taipei Medical University Application Form for Grants for Students Attending International Conferences

申請日期: 年 月 日
Date of Application: yr. m d

申請人姓名 Applicant		系所/年級 Department/Year	
學號 Student ID		身分證字號 Personal ID or ARC No.	
聯絡方式 Contact Info.	電話Phone: 手機Mobile: E-mail:		
會議時間 Conference Date		會議地點 Conference Location	
會議名稱 Conference Name	(CN) (ENG)		
發表論文題目 Thesis Title	(CN) (ENG)		
論文指導教授 Thesis Advisor			

經費預算表Budget

活動總預算 Total budget		
支出項目 Expenses types	金額 Amount	說明並檢附估價文件供參考 explanation
註冊費 Registration fee		
交通費 Transportation fee		
住宿費 Accommodation fee		
生活費 Miscellaneous expenditure		
合計 Total		

說明: 本表支出項目可依需要增刪之。

Instruction: Items can be added to this form if needed.

*大會排定發表形式/Type of presentation: Oral Poster Other

*附件/Attachment: :

1. 出席國際會議通知/International conference notice.

2. 有無獲其他單位補助之文件/Any similar grants from other unit?

有/Yes, 單位/Unit: _____

有/ Yes, 但尚未得知結果/ under review.

無/No, 說明/ Explanation:

3. 其他/Other attachments: _____

審核意見 Audit opinion	系所主管/Department/Institute Chair: <input type="checkbox"/> 上述文件查核無誤/Documents checked <input type="checkbox"/> 予以推薦/Recommended <input type="checkbox"/> 不予以推薦/Not recommended 簽名Signature:
	審查小組Review Group <input type="checkbox"/> 通過/Passed <input type="checkbox"/> 不通過Not passed, 原因/ reason: 核定補助金額/ Approved Grant Amount: NTD: 簽名Signature:
	院長Dean <input type="checkbox"/> 同意/Approved <input type="checkbox"/> 不同意Not approved, 原因/reason: 簽名Signature:

附錄2 (Appendix2)

臺北醫學大學醫學工程學院補助學生出席國際學術會議報告書 College of Biomedical Engineering, Taipei Medical University Report of Students Attending International Conferences

Date: yr. m d

報告人姓名 Name		單位及職稱 Unit and position	
會議時間 Date of conference		會議地點 Place of conference	
會議名稱 Name of conference	(CN) (ENG)		
發表論文題目 Topic presented	(CN) (ENG)		
論文指導教授 Thesis Advisor			
<p>報告內容可包括下列各項, 以一頁為限 The following section could be included in the report, and not exceed to 1 page of A4</p> <p>1、 參加會議經過 Summarize the agenda attending the conference</p> <p>二、與會心得 Experiences of attending the conference</p> <p>三、考察參觀活動(無是項活動者省略) Activities of on-the-spot visit Can be omitted if there is not any).</p> <p>四、建議 Suggestions.</p> <p>五、攜回資料名稱及內容 Name and content of documents taken back.</p>			
系所主管 Department/Institute Chair		院長 Dean	

				小計:		小計:		小計:		
總計:										

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黃色區域請自行依實際狀況填入