

中國醫藥大學補助專任教師出席國際學術會議辦法

China Medical University Regulations for Subsidizing Full-Time Faculty Attending International Academic Conferences

第一條 為鼓勵本校專任教師參加國際學術性會議，如符合下列各款者，得申請補助：

- 一、本校專任教師，以本校教師名義於國內外學術會議中以第一作者發表論文者。
- 二、應邀擔任國際性會議重要職務者。
- 三、奉派代表本校參加國際性學術會議者。
- 四、自行申請參加國際性學術會議者。
- 五、擬出國參加學術會議之教師，未得到會議主辦單位之補助者，應先向國科會、教育部或其他相關單位申請補助或經費流用，若未獲任何補助或同意經費流用，得依本辦法向學校提出申請補助。
- 六、申請補助會議之性質應為在國內外及大陸地區所舉辦之國際性學術會議。

To encourage full-time faculty members to participate in international academic conferences, those who meet the following criteria may apply for subsidies:

1. Full-time faculty members who present papers as the first author with CMU listed as the faculty's institution at domestic or international academic conferences.
2. Those invited to serve in key roles at international conferences.
3. Those officially assigned to represent CMU at international academic conferences.
4. Those who apply on their own to attend international academic conferences.
5. Faculty members intending to attend international academic conferences who have not received subsidies from the organizer must first apply for funding or budget transfer from the National Science and Technology Council (NSTC), the Ministry of Education, or other relevant organizations. If no such funding or transfer is approved, they may apply for subsidies from the university according to this regulation.
6. The conference for which the subsidy is applied must be an international academic conference held domestically, abroad, or in Mainland China.

第二條 申請流程：

- 一、教師申請補助應於學術會議舉行日期之前一個月提出。
- 二、經研發處查核是否符合資格。
- 三、由系、所及學院辦理審查，會辦人力資源室、財務室後，經校長核准。

Application process:

1. Faculty members shall submit their subsidy applications at least one month before the conference date.
2. The Office of Research and Development shall verify whether the applicant meets the eligibility criteria.

3. The application will be reviewed by the department (graduate institute) and college, and approved by the Office of Human Resources and the Office of Finance before final approval granted by the President.

第三條 教師申請補助時，應檢附下列文件：

- 一、學術會議主辦單位邀請之演講邀請函或論文接受函、論文摘要及投稿之完整論文。
- 二、填具申請表。
- 三、簽立申請書，保證於獲得國科會、教育部或其他相關單位之補助或經費流用時，本校不予重覆補助。
- 四、申請人最近五年內研究成果之著作目錄。
- 五、應檢附計畫類明細支用報表，若無計畫者免附。

Required documents for application:

1. An invitation letter or acceptance letter from the conference organizer, along with the abstract and full version of the submitted paper.
2. Completed application form.
3. A signed agreement guaranteeing that if subsidies or budget transfers are later obtained from NSTC, the Ministry of Education, or other organizations, no duplicate subsidy will be claimed from the university.
4. A list of research publications from the past five years.
5. A detailed budget report for project-related expenses (if any).

第四條 經審查核准之補助案，依教師過去表現及會議之重要性，給予下列款項之全額或部分補助：

- 一、國內部份：比照本校出差費規定辦理，國際會議註冊費補助二分之一。
- 二、國外部份：補助往返經濟艙機票（依中國醫藥大學補助專任教師出席國際學術會議機票費金額表）及會議註冊費(以 500 美元為上限)。
- 三、大陸地區：補助往返經濟艙機票（依中國醫藥大學補助專任教師出席國際學術會議機票費金額表）及會議註冊費。
- 四、奉派代表本校參加國際性學術會議者，得依本校教職員工出差報支旅費要點第十二條規定辦理，依實際需求支給相關費用。
- 五、自行申請參加國際性學術會議者，僅補助會議註冊費(以 500 美元為上限)。

For approved applications, subsidies may be granted in full or in part based on the faculty member's past performance and the level of the conference. The subsidy are as follows:

1. Conference held in Taiwan: Processed according to the CMU travel reimbursement regulations; international conference registration fees are subsidized at 50%.

2. Conference held overseas: Subsidy covers round-trip economy class airfare (according to the table in the CMU airfare subsidy for attending international conferences) and registration fee (up to USD 500).
3. Conference held in Mainland China: Subsidy covers round-trip economy class airfare (according to the table in the CMU airfare subsidy for attending international conferences) and registration fee.
4. Faculty officially representing CMU may claim expenses according to Article 12 of the CMU travel reimbursement regulations.
5. Faculty who apply on their own to attend conferences will only be subsidized the registration fee (up to USD 500).

第五條 申請出國參加學術會議者，在同一學年度內以補助一次為原則。但有特殊情形，經報請校長核准者，不受此限。

Faculty members applying to attend international academic conferences are eligible for one subsidy per academic year. Exceptions may be made with the President's approval.

第六條 凡受本補助者，應於會議結束後 15 日內向財務室檢附下列各項支出費用單據，依本校規定之財務程序辦理結報手續，並請備妥英文會議報告書面資料及電子檔一份（交國際事務處），逾期未結案者不予補助。

一、機票部分：

(1) 檢附電子機票及登機證

(2) 國際線航空機票購票證明或旅行業代收轉付收據（應將機票、住宿及團費分列明細）

二、註冊費部分：

(1) 銀行匯款者：匯出水單及 invoice

(2) 信用卡刷卡者：信用卡對帳單及 invoice

Recipients of the subsidy must submit reimbursement documents to the Office of Finance within 15 days after the conference, according to the university's financial procedures. A written English conference report and electronic file must also be submitted to the Office of Global Affairs. Late submissions will not be reimbursed.

Required documents include:

1. Airfare:

(1) E-ticket and boarding pass

(2) Proof of airline ticket purchase or receipt from a travel agency (itemized with airfare, accommodation, and tour fees separately listed)

2. Registration fee:

(1) Bank transfer: wire transfer slip and invoice

(2) Credit card payment: credit card statement and invoice

第七條 本辦法經行政會議通過，校長發布實施。

These regulations shall take effect upon approval by the Administrative Affairs Meeting and promulgation by the President.