

科技部補助國內研究生出席國際學術會議作業要點

Regulations for Graduate Students Subsidized by the Minister of Science and Technology to Attend International Academic Conferences

一、科技部(以下簡稱本部)為鼓勵研究生出席國際學術會議，發表研究成果，以利擴大國際視野，強化研究能力，並建立國際研究交流合作關係，特訂定本要點。

I. These Regulations are especially set out by the Minister of Science and Technology (MOST) to encourage graduate students to attend international academic conferences in order to present the results of their research, broaden their horizons internationally and strengthen their ability in conducting research, as well as to build international relationships for research exchange and cooperation.

二、申請機構：公私立大學校院。

II. Qualified Institutions: National/Private Universities and Colleges.

三、申請人資格：教育部立案之國內非在職專班博、碩士班在學研究生。

III. Eligibility: Full-time graduate students in Taiwan institutions of higher education accredited by the Ministry of Education (MOE).

四、申請方式：申請人應配合機構作業至本部網站線上製作下列文件並確認送出後，再由申請機構將申請人名冊線上彙整傳送本部。

IV. How to Apply?

The applicants should provide the documents described below as files to be uploaded to the MOST website, and after confirming that the documents have been successfully uploaded, the students should notify their institutions of their application for the subsidy. Each institution will collect and compile the application materials and submit online to the MOST a list of the students from their particular institution who are applying for the subsidy.

申請機構最遲彙送日期為會議首日所屬月份之前一個月之首日，遇例假日者，順延至次一上班日，逾期不受理申請。

(為配合校方作業，請申請人務必於每月首日的 17:00 完成上傳，以利校方於同日彙整全校申請案，統一送交科技部。)

The deadline for the institution to submit the list of applicants to the MOST will be the first day of the month preceding the month in which the conference begins. If the deadline falls on a holiday, it will be extended to the following work day. The MOST will not accept applications submitted after the deadline.

(For example, if the conference will open on August 15, 2016, the application should be submitted before 17:00 July 1, 2016).

- (一) 申請書。
- (二) 論文被接受發表之證明文件。
- (三) 擬發表之論文摘要。
- (四) 指導教授推薦函（註明外語能力）。
- (五) 其他有助於審查之文件（如論文全文）。

- (1) The application form
- (2) The official document indicating that a paper has been accepted for presentation at a conference.
- (3) The abstract of the paper to be presented.
- (4) The faculty adviser's letter of recommendation (the student's foreign language proficiency must be indicated).
- (5) Other documents that could assist the evaluation of the application (e.g., the full text of the paper)

五、審查：申請案收件後，由本部相關學術處進行審查，一個月內函復審查結果；必要時，得延長審查作業期間。

V. Evaluation of Applications

After receiving the applications, the MOST will announce the results of its evaluation through an official letter within one month. The MOST can prolong the evaluation period, if necessary.

六、申請人在同一會計年度內以補助一次為限；論文為合著者，每一論文以補助一人發表為限。

VI. Each applicant can be subsidized only once within a particular fiscal year. In the case of papers with multiple authors, only one author can be subsidized.

七、申請案經本部審查核定後依核定金額補助，其補助項目如下：

VII. After the application has been evaluated and approved by the MOST, the approved amount of subsidy will be provided for the following items:

(一)往返機票費用：由國內至會議地點最直接航程之往返經濟艙飛機票。機票由受補助人於出國前自行墊款購買，以搭乘本國籍之班機為限。但因

故無法搭乘本國籍班機者，應填具因公出國人員搭乘外國籍航空公司班機申請書，經申請機構首長或授權代理人核定後改搭乘外國籍班機。

(1) Round-trip airfare: An economy class round-trip ticket for the most direct route

between Taiwan and the location of the conference. The airfare should be paid by the subsidy recipient in advance, with the choice of airlines restricted to those operated by Taiwan-registered companies. If flights on such airlines are unavailable to the required destination, the subsidy recipient should fill out an application for government subsidy of flights on foreign airlines. This application must be approved by the chief officer of the applicant's institution or his/her authorized deputy before the subsidy recipient can take flights on foreign airlines.

(二)出席會議之註冊費用。

(2) Conference registration fee

以上各項補助費用，由受補助人於出國時先行墊付。

The subsidy recipient should pay the above mentioned items in advance before going abroad.

八、受補助人應於返國後十五日內，於本部網站線上系統繳交出席國際學術會議報告，始得辦理經費報銷。

VIII. The subsidy recipient should submit a report about the international academic conference by uploading it to the MOST website within 15 days after his/her return to Taiwan in order to be reimbursed for his/her expenses.

九、經費之報銷、撥付及原始憑證之保管：

IX. Application for and issuance of reimbursement and safekeeping of original documentation.

(一) 受補助人應於返國十五日內，依據「國外出差旅費報支要點」之規定，向申請機構辦理報銷。

(1) The subsidy recipient should submit his/her request for reimbursement of expenses to his/her institution within 15 days after his/her return to Taiwan, in accordance with the Regulations for Reimbursement of Overseas Expenses.

(二)申請機構於每月十日前將上月該機構已執行且彙整完畢之收支報告表經該機構首長及有關人員簽章後併同申請機構之領據，函送本部歸墊。

(2) Before the 10th of every month, the applicant's institution should prepare and submit a report on the reimbursements processed during the previous month. This report should be approved by the institution's chief officer and related staff and then submitted along with the issuance of reimbursement receipts to the MOST to be kept on file.

(三)申請機構應按本部補助編號順序，將本部核准函影本及原始憑證裝訂成冊，妥善保管，以備本部及審計機關查核。

(3) The institution should keep on file, using the subsidy numbers assigned by the MOST, a photocopy of the letter approving the granting of the subsidy and the originals of all the supporting documents and receipts for all subsidy applications that it submits for its students and faculty. These files are to be maintained and presented for audit when requested by the MOST or other government auditing agencies.

十、重度殘障者出席國際學術會議，得補助一名隨行看護人員之往返經濟艙飛機票。其費用之申請及報銷，與出席國際學術會議申請案一併辦理。

X. Severely disabled students who attend an international academic conference can also be subsidized for a round-trip economy air ticket for their accompanying caregiver or nurse. The caregiver's application for subsidy and subsequent reimbursement can be submitted and processed along with that for the student attending the international academic conference.

十一、受補助人未依規定完成繳交出席國際學術會議報告或出國經費報銷歸墊前，本部不受理其出席會議申請案。

XI. The MOST will not accept future applications for subsidy if a subsidy recipient has not submitted the required report after attending an international academic conference or has not completed the proper procedures for receiving reimbursement.

The MOST website: <http://web1.most.gov.tw/en/public>

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