

**臺北醫學大學營養學院國際學術暨交流活動補助辦法**  
**Taipei Medical University College of Nutrition**  
**International Academic and Exchange Activity Subsidy**  
**Regulations**

106年4月19日營養學院院主管會議新訂  
Formulated on April 19, 2017 by the College of Nutrition Executive Meeting  
110年01月20日營養學院院主管會議修訂通過  
Re-formulated on January 20, 2021 by the College of Nutrition Executive Meeting

第一條 臺北醫學大學營養學院（以下簡稱本院）為鼓勵本院教職員生積極參與國際學術交流活動，特訂定「臺北醫學大學營養學院國際學術暨交流活動補助辦法」（以下簡稱本辦法）。

Article I The Taipei Medical University College of Nutrition of (hereinafter referred to as the College) has formulated the Taipei Medical University College of Nutrition International Academic and Exchange Activity Subsidy Regulations (hereinafter referred to as the Regulations) to encourage its faculty, staff and students to actively participate in international academic and exchange activities.

第二條 申請資格

Article II Eligibility

本院教職員生代表本院系、所、學程或中心參與下列國際學術暨交流活動，得依本辦法規定申請補助：

Faculty, staff and students participating in the following international academic and exchange activities on behalf of the College and its departments, schools, programs or centers may apply for subsidy in accordance with the provisions of these Regulations:

一、簽(續)約/境外招生：與國際學術研究機構進行簽(續)約或進行境外招生活動者。

1. Contract signing or renewal, or overseas student recruitment: Those signing (renewing) contract with international academic research institutions or implementing overseas student

recruitment activities.

二、境外國際研討會(含線上)：以第一或通訊作者身分發表論文者。

2. Overseas international conferences (including online event): Those presenting papers as the first or corresponding author.

三、參訪交流：至境外進行學術暨交流活動者。已獲補助之專案交流活動除外。

3. Visits and exchanges: Those conducting academic and exchange activities abroad. Subsidized special exchange project activities are excluded.

### 第三條 經費核定

#### Article III Funding Approval

一、每人每學年度以申請一次為限，名額不限。

1. Each person is limited to one application per academic year. There is no limit to the number of people who may apply.

二、補助身分及金額依附件一說明核定。

2. Applicant qualification and subsidy amount shall be as described in Attachment 1.

### 第四條 申請方式

#### Article IV Application Process

每年5月提出該學年度活動補助申請，並提具下列文件送交院辦公室，文件不全或不符規定者不予受理。

Subsidy applications shall be submitted in May for activities in that academic year. Please submit the following documents to the College office. Applications with incomplete documents or that do not meet requirements will not be processed.

一、申請表(附件二)。

1. Application form (Appendix 2).

二、國際會議/研討會議程/參訪行程表。

2. International conference/seminar agenda, or visit itinerary.

三、接受函或邀請函。

3. Letter of acceptance or invitation.

四、擬發表之論文摘要。

4. Abstract of the paper to be presented.

#### 第五條 審核

##### Article V Review

本院國際學術暨交流活動補助，由學院主管組成審核小組，依本辦法進行審核。院長為審核小組召集人，審核小組會議每學年召開一次，進行補助案件之審核。必要時，得召開臨時會議。

Subsidy applications for the College's international academic and exchange activities shall be reviewed by a review group made up of College management. The Dean of the College shall be the convener of the review group, which shall convene once every academic year to review subsidy applications. Extraordinary meetings may be convened if necessary.

#### 第六條 核銷

##### Article VI Write-offs

審核通過者，提具核銷相關單據(見附件二)送院辦公室申請核銷；若未依規定核銷，則註銷其受補助資格。

Approved applicants shall submit relevant documents (see Appendix 2) to the College office for write-offs. Failure to submit required materials would result in disqualification.

第七條 本辦法之補助金額得依當學年度學院經費預算，由審核小組核定之。

Article VII Subsidy amounts shall be in accordance with the annual University budget for the academic year, and shall be determined by the review group.

第八條 本辦法經院主管會議通過後實施；修正時亦同。

Article VIII These Regulations take effect upon approval by the College Executive Meeting; the same shall apply to any amendments.

附件一、補助身分及點數核定表

Appendix 1. Subsidy Recipient Identity and Point Review Form

補助項目 Subsidy Item	補助身分 Status		補助點數 Subsidy Points
簽(續)約/境外招生 Sign (renew) contract with, or overseas student recruitment	專任教師 Faculty		1
	職員 Staff		1
境外國際研討會 Overseas international conferences	專任教師 Faculty/ 研究員 Research Fellow	口頭發表 Oral presentation	1
		海報發表 Poster presentation	0.8
	學生	口頭發表 Oral presentation	0.8
		海報發表 Poster presentation	0.6
參訪交流 Visits and exchanges	專任教師 Faculty		1
	職員 Staff/研究員 Research Fellow		0.8
	學生 Students		0.6

**\*補助金額計算方式 Subsidy amount calculation:**

每學年預算(5 萬)/總補助點數=補助基數金額

Budget per academic year (NT\$50,000)/Total subsidy points = Base subsidy amount.

補助基數金額\*補助點數=每人可得補助金額

Base subsidy amount \* subsidy points = Subsidy amount available to each person

例 Example:

整學年申請案件共: 1 點\*9 人次+0.8 點\*10 人次+0.6 點\*5 人次=20 點

50,000 元/20 點=2,500(補助基數金額)

Total number of applications for the entire academic year: 1 point \* 9 applications + 0.8 points \* 10 applications + 0.6 points \* 5 applications = 20 points.

NT\$50,000/20 points = NT\$2,500 (base subsidy amount)

- 教師：參與簽(續)約/境外招生/研討會(口頭發表)/參訪交流，每學期可補助 2,500\*1=2,500 元
- Faculty: Faculty participating in signing (renewing) contract or overseas student recruitment or conferences (oral presentations) may be subsidized 2,500 \* 1 = NT\$2,500 per semester.
- 職員：參與參訪交流，每學期可補助 2,500\*0.8=2,000 元；參與簽(續)約/境外招生，每學期可補助 2,500\*1=2,500 元
- Staff: Staff participating in visits and exchanges may be subsidized 2,500 \* 0.8 = NT\$2,000 per semester; and 2,500 \* 1 = NT\$2,500 per semester for signing (renewing) contract/international student recruitment.
- 學生：參與參訪交流，每學期可補助 2,500\*0.6 = 1,500 元；參與研討會(口頭發表)，每學期可補助 2,500\*0.8 = 2,000 元
- Students: Students participating in visits and exchanges may be subsidized 2,500 \* 0.6 = NT\$1,500 per semester; and 2,500 \* 0.8 = NT\$2,000 per semester for conferences (oral presentations).

附件二：臺北醫學大學營養學院國際學術暨交流活動補助申請表

申請人姓名		申請補助學年度	學年度
身分證字號		單位 (系/所/學程中心)	
電話		e-mail	
活動目的	<input type="checkbox"/> 簽(續)約 <input type="checkbox"/> 境外招生 <input type="checkbox"/> 境外國際研討會論文發表( <input type="checkbox"/> 口頭 <input type="checkbox"/> 海報) <input type="checkbox"/> 參訪交流		
國家			
活動名稱			
活動起訖日期	自西元      年    月    日至西元      年    月    日		
活動目的及 預期效益			
活動內容			
檢具核銷單據	<input type="checkbox"/> 登機證/護照影本(含出入境章)/航空公司開立之搭機證明 <input type="checkbox"/> 報名費收據/付款憑證/旅行社代收轉付收據 <input type="checkbox"/> 活動照片		
補助身分/點數 核定	<input type="checkbox"/> 1點 <input type="checkbox"/> 0.8點 <input type="checkbox"/> 0.6點		
申請人 簽章	指導/行政老師 簽章	系/所/學程主管 簽章	學院院長 簽章

Appendix 2: Taipei Medical University College of Nutrition International  
Academic and Exchange Activity Subsidy Application Form

Name of applicant		Academic year of subsidy application	_____Academic Year
ARC/Passport number		Unit (Department/School/Program & Center)	
Telephone		E-mail	
Type of activity	<input type="checkbox"/> Contract signing or renewal <input type="checkbox"/> Overseas student recruitment <input type="checkbox"/> Overseas international conference ( <input type="checkbox"/> oral <input type="checkbox"/> poster) <input type="checkbox"/> Visit and exchange		
Country			
Name of activity			
Activity Period	From____(yy)__(mm)__(dd) to____(yy)__(mm)__(dd)		
Activity purpose and expected benefits			
Activity content			
Required documents	<input type="checkbox"/> Boarding pass/photocopy of passport (including immigration stamp)/boarding certificate issued by the airline <input type="checkbox"/> Registration fee receipt/payment receipt/travel agency receipt <input type="checkbox"/> Event photos		
Subsidy points	<input type="checkbox"/> 1 point <input type="checkbox"/> 0.8 point <input type="checkbox"/> 0.6 point		
Applicant signature	Advisor signature	School/Program Director signature	Dean signature