

東海大學專任教師出席國際學術會議申請資助辦法

THU Regulations Governing International Academic Conference Grants for Full-Time Faculty

82年6月28日第12次行政會議通過
Approved by the 12th Administrative Affairs Meeting on
June 28, 1993

94年6月8日第10次行政會議修訂通過
Amended and approved by the 10th Administrative Affairs
Meeting on June 8, 2005

108年4月24日第5次行政會議修訂通過
Amended and approved by the 5th Administrative Affairs
Meeting on April 24, 2019

111年8月31日第6次行政會議修訂通過
Amended and approved by the 6th Administrative
Affairs Meeting on August 31, 2022

112年11月8日第112-08次行政會議修訂通過
Amended and approved by the 8th (of 2023) Administrative
Affairs Meeting on November 8, 2023

- 第一條 凡本校專任教師擬出席國際學術會議，具備下列各款之一者，得依本辦法向學校提出申請資助：
- 一、未獲會議主辦單位之補助，並依規定已先向教育部或國家科學及技術委員會申請補助者。
 - 二、同一會計年度，已獲教育部、國家科學及技術委員會補助而不能再申請者。
 - 三、奉派代表本校出席國際學術會議者。

- Article 1 Full-time faculty members attending an international academic conference under the following circumstances are eligible for funding from THU in compliance with the regulations herein:
- 1 Those not subsidized by the conference organizers or those rejected for funding from the Ministry of Education (MOE) or National Science and Technology Council (NSTC).
 - 2 Those who cannot apply for MOE or NSTC funding because they have already received MOE or NSTC funding in the same accounting year.
 - 3 Those attending international academic conferences under instructions from THU to represent the university.

- 第二條 教師申請本校資助，應於國際學術會議舉行日期之四星期前提出申請。申請人應檢附下列文件，向所屬單位主管提出申請，循行政程序提交審查小組審議。審查小組由研發長召集學術審議委員會委員三人至五人組成。
- 一、東海大學資助專任教師出席國際學術會議申請表。
 - 二、大會正式邀請函及詳細會議日程表。
 - 三、論文被接受之證明文件及擬發表之論文（含摘要）。
 - 四、含五年內至少發表一篇學術著作之近五年著作表；學術著作依據「東海大學專任教師學術著作獎勵辦法」第三條規定認定之。

- Article 2 Faculty interested in this travel grant shall apply at least four weeks before the date of the international academic conference. Applicants shall attach the following documents and submit their applications to their administrators/supervisors. Applicants shall comply with administrative processes to submit their applications for review from the review panel. The review panel shall be convened by the Dean of Research & Development and consist of three to five members from the Academic Review Committee.
- 1 THU International Academic Conference Grants for Full-Time Faculty Application Form.
 - 2 Formal invitation letter and detailed conference schedule from the organizers.

3 Documentary proof of paper acceptance & paper (incl. abstract) that will be published at the conference.

4 List of publications from the past five years (must include at least one publication), which shall be recognized as per Article 3 of the Measures to Reward Full-time Teachers for Publications.

第三條 前條第二項一至四款文件中有一欠缺者即不予受理。
擬發表之論文，其本校發表教師之國家名稱，以 China 或 Taiwan, China 等不符我國整體利益之方式參與及署名，致貶抑我國國家地位者，本校不予資助。教師若發現所投稿件之國名遭擅自修改，應於第一時間主動提出抗議，要求更正。

Article 3 All four documents listed above are mandatory. Applications will not be accepted if any of the four documents are missing.
THU will not sponsor any papers listing faculty members from China or Taiwan, China, or in other ways that diminish the sovereignty of Taiwan or damage the interest of Taiwan. If the country name has been changed on submitted papers, faculty members shall voice their opposition and demand to list the original country name immediately.

第四條 經審查核准之資助案，依下列規定資助之：
一、國內部份：比照本校出差費規定辦理。
二、國外部份：依照會議之性質、重要性及本校之經費情況，酌予資助往返經濟艙機票費，或註冊費。
除五年內新進助理教授外，教師於五年內未執行國家科學及技術委員會或中央部會研究計畫者，不予資助。
凡依第一條第三款赴國外出席國際學術會議者，視大會補助情況由校長決定資助。

Article 4 The following principles apply to funding for attending international academic conferences:
1 Domestic: Comply with THU's business travel regulations.
2 International: Depending on the nature and significance of the conference and THU's financial situation, partial funding may be granted for round-trip economic class airfare or conference registration fees.
Except for assistant professors newly appointed within the past five years, faculty members who have not conducted research projects funded by the NSTC or central government agencies within five years shall not be eligible for funding.
For faculty members attending international academic conferences abroad as stipulated in Article 1, Paragraph 3, funding decisions shall be made by the president based on conference subsidies.

第五條 教師申請出席國際學術會議，為不影響教學，在同一學年度上課期間以不超過二次為原則。在同一學年度內則以資助一次為限。
同一會議，同一系所、中心、室，若有兩人以上申請時，由該單位就申請人平時之研究成果及所參加會議之重要性綜合考慮後擇一人經所屬院，再提交審查小組審議。

Article 5 In principle, faculty members shall only attend two international academic conferences in one academic year to ensure teaching quality. However, faculty members are only eligible for funding for one international academic conference in each academic year.
If multiple applicants from the same department, center, or office apply to attend the same conference, the unit will evaluate their research achievements and the conference's significance. Subsequently, one applicant will be selected to undergo review by the review panel.

第六條 參加國際學術會議，應依行政程序辦理請假。並應事先安排補課事宜，亦不得要求支付代課費用。

Article 6 Faculty members are required to request leave according to administrative procedures for international academic conferences. Faculty members must arrange for makeup classes in advance and are not eligible to apply for substitute teacher fees.

第七條 凡接受資助者，應於會議結束後一個月內，於本校學術研究成果資訊系統填報及上傳出席國際學術會議報告及論文全文，並檢附各項支出費用單據，依規定之請款程序向會計室辦理結報手續。

Article 7 Those who receive funding must promptly report their attendance at international academic conferences. They must submit comprehensive conference reports and papers within one month after the conference concludes via THU's Academic Research Management System. Additionally, they are required to provide expense receipts and adhere to the prescribed reimbursement procedures through the Accounting Office.

第八條 本辦法經行政會議通過後實施，修正時亦同。

Article 8 The regulations herein, and any revisions thereafter, shall be promulgated upon approval by the Administrative Affairs Meeting.