

國立高雄餐旅大學國際學院師生出席海外國際學術會議補助要點

Guidelines for International College's Faculty and Students Attending International Academic Conferences

112年11月1日國際學院雙語計畫推動委員會第1次會議審議通過
113年03月07日國際學院雙語計畫推動委員會112學年度第2學期第2次會議審議通過
113年04月18日國際學院雙語計畫推動委員會112學年度第2學期第3次會議審議通過
113年11月14日國際學院雙語計畫推動委員會113學年度第1學期第2次會議審議通過
114年06月12日國際學院雙語計畫推動委員會113學年度第2學期第3次會議審議通過

- 一、為鼓勵本院所屬專任教師(含編制外專任及專業技術人員)及學生參與海外國際雙語教育或與學科採英語授課(English as a Medium of Instruction, 簡稱EMI)課程相關學術交流活動, 以提高本院實施EMI教學之水準及地位, 特訂定本要點。

Article 1

These guidelines aim are established to encourage full-time faculty and students of the International College to participate in overseas bilingual education and academic exchange activities related to EMI, thereby enhancing the quality and internationalization of EMI instruction.

- 二、補助本院所屬專任教師(含編制外專任及專業技術人員)及學生出國參加國際學術會議並發表論文。申請補助之資格應為本院有擔任EMI教學之編制內/外專任教師(含專業技術人員)、學程主任及本院修讀EMI課程之在學學生(含大學部及碩士學程, 且發表時仍為在學學生), 並以本校名義出席國際學術會議。

Article 2

The subsidy supports eligible full-time faculty and currently enrolled students participating in international academic conferences and presenting research papers. All recipients must attend under the affiliation of National Kaohsiung University of Hospitality and Tourism.

- 三、經向國科會或其它單位申請經費補助但未獲全額補助者, 始可向本院提出申請。申請案經審查核定後依核定金額補助, 其補助項目如下:

- (一) 出國差旅費: 含機票費及日支費。補助金額及經費核銷則依行政院主計總處「國外出差旅費報支要點」、「中央政府各機關派赴大陸地區、香港及澳門出差人員生活費日支數額表」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」辦理。
- (二) 出席會議之註冊費用。

以上各項補助費用, 由受補助人於出國時先行墊付。本院每人每案最高補助新台幣三萬元, 並請於回國後一個月內檢據辦理核銷。

Article 3

Applicants must first seek funding from the NSTC or other organizations. If full funding is not granted, they may apply to the College for a subsidy covering:

- a. **Overseas travel expenses**, including airfare and daily allowances, in accordance with relevant government regulations.
- b. **Conference registration fees.**

All expenses must be advanced by the recipient. The maximum subsidy is **NT\$30,000 per person per application**. Original receipts and supporting documents must be submitted for reimbursement within
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one month of returning to Taiwan.

四、論文若係合著者，每一論文以補助一人發表為限。

Article 4

Only one author per co-authored paper is eligible for subsidy.

五、申請者必須於會議舉行三星期前，備妥申請表及相關文件向本院提出申請，簽報院長核定：

(一) 補助申請表。

(二) 未獲其他單位經費全額補助之證明文件。

(三) 論文被接受發表之證明文件。論文接受函如於提出申請時未能檢附，請註明補送。惟補送期限最遲應於會議日期前送達本院。

(四) 會議時程表、會議相關資料或預定行程表。

(五) 擬發表之論文摘要或全文。

(六) 其他有助於審查之文件。

Article 5

Applicants shall submit the following documents to the College **at least three weeks before the conference** for review and approval by the Dean:

a. Subsidy Application Form.

b. Proof that full funding was not obtained from other institutions.

c. Proof of paper acceptance.

d. Conference program, related information, or proposed itinerary.

e. Abstract or full text of the paper.

f. Other supporting documents required for review.

六、回國後依教育部公費補助出國人員相關規定繳交出國報告書一份。

Article 6

A report must be submitted after return in accordance with Ministry of Education regulations.

七、本要點所需經費由教育部相關計畫經費項下支應，計畫補助終止時，本要點自動廢止。

Article 7

These guidelines are contingent upon funding from the Ministry of Education and shall be rendered void immediately upon the termination of such support.

八、本要點經本院雙語計畫推動委員會審議通過後，陳請校長核定後實施，修正時亦同。

Article 8

These guidelines are approved by the College Bilingual Education Program Promotion Committee and the President before implementation. Amendments to the guidelines shall follow the same procedure.

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