

臺北醫學大學護理學院出席國際會議補助辦法

Measure on the Subsidies for Attending International Conferences

by College of Nursing, Taipei Medical University

99年1月18日護理學院院務會議新訂

100年4月14日護理學院院務會議修訂

104年1月13日護理學院院務會議修訂

第一條 為提升本學院學術研究水準，訂定「護理學院出席國際會議補助辦法」（以下簡稱本辦法）。

Article 1 In order to improve the academic research level of this College, the “Measure on the Subsidies for Attending International Conferences by College of Nursing, Taipei Medical University” (hereinafter “the Measure”) is created.

第二條 申請資格

- 一、 本學院專任教師及在學博士班學生由所推薦者。
- 二、 出席國際會議發表論文。
- 三、 已申請校外機構(如:科技部或其他機構)並申請本校研究發展處補助者。

Article 2 Application Eligibility

1. Full-time teachers and enrolled PhD students with recommendation in the College.
2. Those attending international conferences to publish papers.

3. Those who have applied in an institution outside the university (such as the Ministry of Science and Technology or other institutions) and applied for subsidies from the Research and Development Office in this university.

第三條 經費核定

- 一、 獲得科技部、本校研究發展處或其他機構經費補助者，則不再補助。
- 二、 每位專任教師每學年以申請一次為限，每學年名額以 10 名為上限。
- 三、 每位博士班學生在學期間以申請一次為限，每學年名額以 5 名為上限。
- 四、 每案口頭發表以補助一萬五千元為上限；海報發表以補助一萬元為上限，由院經費核發，補助內容包含：
 - (一) 機票，以機票、登機證、代收轉付收據證明；
 - (二) 住宿費，以收據證明；
 - (三) 註冊費，以收據證明。

Article 3 Determination of Funds

1. Those who have received funding subsidies from the Ministry of Science and Technology, Research and Development Office in the university, or other institutions will not receive the subsidy.
2. Each full-time teacher is limited to one (1) application per academic year. The number of teachers receiving subsidies each academic year is limited to ten (10).

3. Each PhD student is limited to one (1) application during the enrollment period. The number of students receiving subsidies each academic year is limited to five (5).
4. For each case, the subsidy for verbal publication is capped at Fifteen Thousand New Taiwan Dollars (NT\$ 15,000); the subsidy for poster publication is capped at Ten Thousand New Taiwan Dollars (NT\$ 10,000). These are issued from the college's funding. The subsidy includes:
 - (1) Air tickets, proven by air tickets, boarding passes, and money transfer receipts for commissioned collection;
 - (2) Accommodation fee, proven by receipt;
 - (3) Registration fee, proven by receipt.

第四條 申請與審查

- 一、 申請案件應於出國一個月前提交下列文件送交院辦公室申請，文件不全或不符合規定者不予受理。文件如下：
 - (一) 出席國際學術會議申請表。
 - (二) 國際會議議程及邀請函。
 - (三) 向相關機構申請未獲補助之證。
- 二、 評審委員由公關文宣暨國際交流組及申請人之所屬單位主管負責審核經院長同意後補助。

Article 4 Application and Review

1. Application cases should be submitted to the College Office with the following documents one (1) month before going abroad. Incomplete documents or documents that do not comply with the provision will not be accepted. The documents are as follows:
 - (1) Application form for attending international academic conferences.

- (2) International conference agenda and invitation.
 - (3) Proof of rejection of subsidy applications to relevant agencies.
2. The Review Committee member shall subsidize upon the review by the head of the public relations and international exchange team and the director of the applicant's department, and the approval by the dean of the College.

第五條 返國後兩週內提具國際會議報告及核銷相關單據送院辦公室申請核銷。

Article 5 Within two (2) weeks of return, an international conference report and reimbursement-related documents must be submitted to the College Office to apply for reimbursement.

第六條 本辦法經院務會議通過後實施，修正時亦同。

Article 6 This Measure must be approved in the College Affairs Meeting before being implemented. The same applies for revisions.

臺北醫學大學護理學院出席國際學術會議報告書

年 月 日

報告人姓名		單位及職稱	
會議時間		會議地點	
會議名稱	(中文) (英文)		
發表論文 題目	(中文) (英文)		
報告內容應包括下列各項： 一、參加會議經過 二、與會心得 三、考察參觀活動(無是項活動者省略) 四、建議 五、攜回資料名稱及內容			
單位主管		院長	

Application Form for Attending International Academic Conferences for College of Nursing, Taipei Medical University

Application date: (Y)/ (M)/ (D)

Reporter's name		Department and title	
Conference time		Conference venue	
Conference name	(English)		
Published paper title	(English)		
Budget			
Total Budget	NT\$		
Expenditure items	Amount	Remark	
Services			
Administration			
Transportation			
Accommodation			
Miscellaneous			
Total			
<p>Note: Expenditure items in this table can be added or removed as needed.</p> <p>Appendix: <input type="checkbox"/> Notice of attending international conferences</p> <p style="padding-left: 20px;"><input type="checkbox"/> Proof of applying to relevant agencies for subsidies, which was not approved</p> <p style="padding-left: 20px;"><input type="checkbox"/> Others, namely _____</p>			
Review Opinions	<p>Director of the department</p> <p><input type="checkbox"/> Missing above documents <input type="checkbox"/> Above documents verified Signature:</p> <p><input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended</p>		
	<p>Review committee</p> <p><input type="checkbox"/> Passed <input type="checkbox"/> Not passed, reason: Signature:</p>		
	<p>Dean</p> <p><input type="checkbox"/> Agree <input type="checkbox"/> Disagree, reason: Signature:</p>		

Report for Attending International Academic Conferences for Taipei Medical University College of Nursing

Date: (Y)/ (M)/ (D)

Reporter's name		Department and title	
Conference time		Conference venue	
Conference name	(English)		
Published paper title	(English)		
<p>The report must include information on the following items.</p> <ol style="list-style-type: none"> 1. The process of attending the meeting 2. The experience of attending the meeting 3. Investigation and visiting activities (those without activities please ignore) 4. Suggestions 5. Name and content of the data taken back from the conference 			
Director of Department		Dean of College	