

# 國立中山大學學術活動補助要點審查規定

## Guidelines on the Review of Subsidizing Academic Activities

112 年 10 月 04 日 112 學年度第 1 學期第 3 次行政會議修正通過  
Amended and approved at the 3rd Executive Meeting on October 4, 2023

一、本規定係依「國立中山大學學術活動補助要點」第五點訂定；經費來源為校務基金。

I. These guidelines are formulated in accordance with Article 5 of the University's *Guidelines on Subsidizing Academic Activities*, with the funding sourced from the University Endowment Fund.

二、一般規定如下：

II. General guidelines are as follows:

(一) 審查會原則上每學期開會一次。

(1) The Review Committee for Subsidizing Academic Activities (hereinafter referred to as the “Committee”) shall convene once per semester, in principle.

(二) 申請者不符合學術活動補助要點之第三點（補助項目及對象）規定者，不予受理。

(2) Applications not complying with Article 3 (subsidized items and applicable activities) of *Guidelines on Subsidizing Academic Activities* shall not be accepted.

(三) 所需資料證件不符或不齊者，不予受理。

(3) Applications with inconsistent or incomplete documentation shall not be accepted.

(四) 須以本校之名義發表論文或參與會議。

(4) Applicants shall publish papers or attend conferences with the University as the affiliation.

(五) 申請論文發表費、機票費、註冊費補助，須附上繳費收據。另有關演講費，依據本校「高等教育深耕計畫專題演講費支給標準」辦理。

(5) Receipts of publication fees, flight tickets, and registration fees shall be attached to the applications. The payment of speeches shall be handled in accordance with the University's *Standards for the Payment of Speeches under the HESP*.

(六) 獲經費補助者若有同時申請或領取其他校外或校內補助，應主動提出，未主動提出者，將由本處簽請校長核定註銷或酌減已獲補助經費。

(6) Subsidy recipients who simultaneously apply for or receive other internal/external funding shall notify the Office of Research and Development (hereinafter referred to as the “ORD”) up front; failure to do

so shall result in cancellation or reduction of granted subsidy from the University, subject to the approval from the President.

- (七) 獲經費補助者，至遲須於學術活動結束後三個月內完成經費核銷並繳交相關結案報告。未繳交者，本處不受理其未來之申請案。
- (7) Subsidy recipients shall complete the reimbursement process and submit a concluding report within three months after their academic activity; failure to do so shall result in the rejection of future applications.
- (八) 學術活動發生時間為當年度十至十二月者，除了當年度之活動相關收據須於當會計年度核銷完畢，所剩餘之核定經費可保留至下一會計年度一至三月繼續使用。
- (8) Receipts of academic activities held between October and December shall be submitted for reimbursement within the same fiscal year. Any remaining subsidy may be carried over and used from January to March of the following year.
- (九) 獲經費補助但未能於學術活動結束後三個月內完成經費核銷者，所剩餘之核定經費由本處統一回收。
- (9) If subsidy recipients fail to complete the reimbursement process within three months after their academic activities, any remaining subsidy shall be returned to the ORD.
- (十) 上半年度申請時間為五月一日至五月十五日止，受理一至四月份出國案；下半年度申請時間為十月一日至十月十五日止，受理五至十二月份出國案。申請者應依據本校相關規定完成出國請假及旅費核銷(應為：「出差旅費申請」)申請程序。
- (10) May 1 to 15 is the first application period for academic activities between January and April, and October 1 to 15 is the second application period for those between May and December. Applications of taking leave for overseas business trips and related funding shall be completed in accordance with the University's relevant regulations.
- (十一) 本補助視獎勵當年編列預算情形，經校長核定後，按總基數比例折算獎勵金，每基數上限為一萬元整，折算後之獎勵金額百元以下無條件捨去。
- (11) The amount of subsidy shall be contingent upon the budget of the current year, subject to the approval from the President. Subsidy granted in units shall be converted into monetary amount, with one unit capped at TWD 10,000. Any amount less than TWD 100 after conversion shall be disregarded unconditionally.

### 三、申請論文發表補助費注意事項如下：

### III. Notices on application for the publishing subsidy:

(一) 當年度未獲國家科學及技術委員會(下稱國科會)核定補助計畫之教師始得申請補助。

(1) Faculty who are not granted any projects by the National Science and Technology Council (hereinafter referred to as the “NSTC”) in the current year may apply for the subsidy.

(二) 補助辦法所規定之「註明本校校名之學術論文」係指以本校具名發表之學術論文。

(2) Paper shall be published with the University as the affiliation, as stipulated in *Guidelines on Subsidizing Academic Activities*.

(三) 論文發表補助以發表於國際重要學術期刊(SCIE、SSCI 及 AHCI)之論文始得申請補助。

(3) Only papers published in pivotal international academic journals (SCIE, SSCI, or AHCI) shall be eligible for subsidy.

申請之論文依 Journal Citation Reports (JCR) 資料庫分類領域之 Journal Impact Factor 或 Journal Citation Indicator 排名，達該學門領域前百分之二十，每篇論文以補助 1.5 個基數為上限；排名達該學門領域前百分之五(該學門總期刊數不得少於 50)，每篇論文以補助 4.0 個基數為上限。每位教師每年至多申請補助二篇。

The subsidy for a paper published in journals ranked in the top 20% and top 5% (out of at least 50 journals) of its respective field by JIF or JCI of JCR database shall be capped at 1.5 units and 4 units, respectively, with an annual maximum of two papers per faculty member.

每次辦理補助之數據，依學術活動補助受理截止日期之 WOS/JCR 資料庫數據為準。

The aforementioned ranking shall be based on the WOS/JCR database as of the deadline of each application period.

(四) 申請者須檢附申請表、已刊登之論文全文、發表論文費用通知函、收據及期刊排名證明文件，送審查會審查。

(4) Documentation shall be submitted to the Committee, including the application form, full text of the published paper, notification of the publication fee, receipt, and proof of journal ranking.

(五) 期刊論文發表補助費包含：

(5) coverage of subsidy for journal papers

1. 期刊所訂定之每頁收費標準(Page Charge)。若期刊對論文發表費用要求為自由捐獻，則只補助所支出發表費用之半數。

- i. The subsidy shall cover the page charge stipulated by individual journals. If a journal requires an unspecified donation for publication fee, the subsidy shall cover only half of the actual expense.
2. 論文之彩色頁刊印費 (Color Charge) 視同自由捐獻，僅補助所支出費用之半數。
- ii. Color charge shall be deemed as voluntary donation, and the subsidy shall cover half of the actual expense.
3. 期刊刊印之 Free Access Charge，補助規定及金額比照 Page Charge。
- iii. The subsidy provision and amount for free access charge shall follow those for page charge.
4. Cover Charge 補助上限金額(1.6 個基數)的一半。
- iv. The amount of subsidy for cover charge shall be capped at 0.8 unit.

#### 四、申請英文論文修訂補助費注意事項如下：

##### IV. Notices on application for the subsidy on revising English papers:

- (一) 當年度未獲國科會核定補助計畫之教師始得申請補助。
  - (1) Faculty who are not granted any NSTC projects in the current year may apply for the subsidy.
- (二) 本校五年內新進專任助理教授及副教授以本校校名撰寫之學術論文，投稿於國際重要學術期刊(SCIE、SSCI、AHCI)，且該期刊最近一年之 Impact Factor 排名為前百分之四十者，得以申請英文論文修訂補助費。
  - (2) Full-time associate or assistant professors within their first five years of employment may apply for the subsidy if they publish papers with the University as the affiliation in pivotal international academic journals (SCIE, SSCI, or AHCI) ranked in the top 40% by JIF in the latest year.
- (三) 申請時須檢附申請表、投稿證明(含申請者之所屬單位)、收據及期刊排名證明文件，送審查會審查。
  - (3) Documentation shall be submitted to the Committee, including the application form, proof of paper submission (including applicants' affiliated units), receipt, and proof of journal ranking.
- (四) 每篇論文稿以補助 0.5 個基數為上限，每位教師每年至多得申請補助二篇。
  - (4) The subsidy per paper shall be capped at 0.5 unit, with an annual maximum of two papers per faculty member.

#### 五、申請出席國際會議補助費注意事項如下：

## V. Notices on application for the subsidy on publishing papers in international conferences:

(一) 申請出席國際會議補助費，檢送資料如下：

(1) Application documents shall include:

1. 申請表。
  - i. the application form
2. 正式邀請函或證明論文被接受之文件。
  - ii. the formal invitation letter or proof of acceptance of the paper
3. 會議議程(請標明申請人參加之日期及場次)。
  - iii. the conference agenda (Please indicate the date and session the applicant will attend.)
4. 擬發表之論文摘要及論文全文。
  - iv. the abstract and full text of the published paper
5. 相關證明文件：國科會、傑出人才發展基金會或其他校外補助單位或機構(如：基金會)之不予補助回函。
  - v. relevant documents: a letter from the NSTC, the Foundation for the Advancement of Outstanding Scholarship (FAOS), or other units/institutions (e.g., foundations), confirming no external funding source.
6. 來回機票票根、護照、出入境證明(影本)。因特殊傳染性疾病疫情期間，由實體會議改為參與線上會議者，需提供國際研討會會議註冊費用證明。
  - vi. the round-trip flight ticket and copies of the passport and entry/exit permit (If the conference turns web-based due to a pandemic outbreak, the receipt of registration for the conference shall be provided.)
7. 請依前項順序排列，並註明項目，經由系、所及院送審查會申請補助；不接受提前申請。
  - vii. Documents shall be arranged in the order of the preceding provisions with item names noted, and submitted by departments/institutes and colleges to the Committee for review. Early applications shall not be accepted.

(二) 專職人員(含博士後研究)及全職學生須先向國科會、傑出人才發展基金會或其他校外補助單位或機構(如：基金會)申請，若已獲校外補助(含國科會核定之出國差旅費)，則不再予以補助。

(2) Full-time faculty, researchers (including postdoctoral research fellows) and students shall seek external funding from the NSTC, FAOS, or other units/institutions (e.g., foundations) first. Recipients of external subsidy

(including overseas business trip approved by the NSTC) shall not apply for the subsidy.

- (三) 申請者在同一會計年度內如已出國二次，第一次及第二次已向國科會或傑出人才發展基金會申請並獲同意者，第三次得不具校外補助回函，直接向學校申請補助。
- (3) Applicants who have made two overseas business trips within a fiscal year under subsidies from the NSTC or FOAS may apply for the subsidy from the University for the third trip, without a proof of no external funding.
- (四) 因國際會議之相關活動期程由主辦單位決定，獲邀出席之學生(因主辦單位之期程規劃，未能於國科會規定期限前提出補助申請者，准以國際會議主辦單位署名之證明書函代替校外補助之證明。
- (4) If applicants publishing papers in an international conference fail to apply for the NSTC's subsidy due to the conference organizer's schedule, a statement letter issued by the organizer shall serve as a proof of no external funding.
- (五) 因國科會補助之「國內研究生出席國際學術會議」及「補助博士生/博士後赴國外研究」審核時程，致使學生未能於校內「學術活動補助審查會議」舉行前提出該會審查結果之回函者，准以國科會申請書代替校外補助之證明。
- (5) If applicants fail to submit the NSTC's review results before the Committee is convened due to the review timeline of the NSTC's Domestic Graduates' Paper Presentation at International Academic Conferences or Graduate/Postdoctoral Students Studying Abroad Program, their NSTC application forms shall serve as proofs of no external funding.
- (六) 每篇出國發表之論文以補助一人為原則，每一會議以補助三人為上限。因特殊傳染性疾病疫情期間，由實體會議改為參與線上會議者，一年以申請二次補助為上限。
- (6) Each paper published abroad shall be subsidized for one applicant only, in principle, with a maximum of three applicants subsidized per conference. Nevertheless, if the conference turns web-based due to a pandemic outbreak, an applicant may apply for the subsidy up to twice per year.
- (七) 凡未親自出席國際性重要學術會議者不適用本項補助。
- (7) Applicants who fail to attend international academic conferences in person shall not be eligible for the subsidy.
- (八) 申請人不得以研究中心名義申請(研究中心所需經費以自籌為原則)，需以系所名義申請。

- (8) Applicants shall apply for the subsidy with their departments/institutes as affiliations, rather than research centers, funding of which shall be primarily self-generated.
- (九) 獲得補助者，須於經費結報時檢附出席國際學術會議報告由研究發展處存查。
- (9) For reimbursement, subsidy recipients shall also submit the conference reports to the ORD for reference.
- (十) 台海兩岸之學術交流會議不屬國際性學術會議。海外各地之國建會舉辦之會議亦不適用本項補助。
- (10) Cross-straits academic exchange seminars shall not be considered as international academic conferences, nor shall conferences hosted by National Construction Council both domestically and overseas.
- (十一) 台灣地區舉辦之國際性重要學術會議，須經簽准後始得以進入審查會討論，註冊費補助金額由審查會討論決定。
- (11) Applications involving international academic conferences held in Taiwan shall be submitted for approval before the review process, with the amount of subsidy for registration fee determined by the Committee.
- (十二) 補助項目及核銷優先順序依序為機票費、註冊費、生活費。因特殊傳染性疾病疫情期間，由實體會議改為參與線上會議者，得優先報支註冊費，補助上限為 0.5 個基數。
- (12) Subsidy priority shall be in the order of the flight ticket, registration fee, and daily allowance. If the conference turns web-based due to a pandemic outbreak, the priority may be given to the registration fee capped at 0.5 unit.
- (十三) 專職人員（含博士後研究）差旅補助費：
- (13) subsidy for business trips of full-time faculty or researchers (including postdoctoral research fellows):
1. 上台口頭（Oral）發表論文：歐美地區上限為 3 個基數；日本、印度、澳大利亞上限為 2.5 個基數；亞洲地區，如大陸、香港、韓國及東南亞地區上限為 2 個基數。
    - i. oral presentations: up to 3 units for the United States and Europe; up to 2.5 units for Japan, India, and Australia; up to 2 units for Asia, (including China and Hong Kong), South Korea, and Southeast Asia
  2. 海報型式（Poster）發表論文：歐美地區上限為 2.5 個基數；日本、印度、澳大利亞上限為 2 個基數；亞洲地區，如大陸、香港、韓國及東南亞地區上限為 1.6 個基數。

- ii. poster presentations: up to 2.5 units for the United States and Europe; up to 2 units for Japan, India, and Australia; up to 1.6 units for Asia (including mainland China and Hong Kong), South Korea, and Southeast Asia

(十四)全職學生差旅補助費：

(14) subsidy for business trips of full-time students:

- 1.上台口頭 (Oral) 發表論文：歐美地區上限為 3 個基數；日本、印度、澳大利亞上限為 2 個基數；亞洲地區，如大陸、香港、韓國及東南亞地區上限為 1.5 個基數。
  - i. oral presentations: up to 3 units for the United States and Europe; up to 2 units for Japan, India, and Australia; up to 1.5 units for Asia, (including China and Hong Kong), South Korea, and Southeast Asia
- 2.海報型式 (Poster) 發表論文：歐美地區上限為 2.5 個基數；日本、印度、澳大利亞上限為 1.5 個基數；亞洲地區，如大陸、香港、韓國及東南亞地區上限為 1 個基數。
  - ii. poster presentations: up to 2.5 units for the United States and Europe; up to 1.5 units for Japan, India, and Australia; up to 1 unit for Asia (including China and Hong Kong), South Korea, and Southeast Asia.

六、申請補助舉辦學術會議原則與注意事項如下：

VI. Principles and notices of application for academic activity subsidy:

(一) 補助會議形式及經費補助標準：

(1) Types of academic activity and standards of subsidy:

1. 舉辦或委辦重要國際或其他國際學術相關之會議、研討會。
  - i. hosting or being commissioned to hold important or international academic conferences and symposiums

重要國際會議定義：與會外國（至少三大洲或以上）主講人佔所有主講人百分之二十、參加者人數二百人以上、會議天數三天以上、論文發表所使用語言及論文集皆為英文且需有對外公開徵稿及審查程序。

Important international conferences refer to those with at least 20% of the keynote speakers from foreign nations spanning three continents, 200 participants, and 3-day conference schedule. Additionally, paper presentation and composition shall be in English, with an open call for papers and a review process.

補助金額以校外補助款金額之百分之五十為上限，且不超過 40 個基數為原則。其他國際會議得視會議規模酌以減少補助金額。



The University subsidy shall be capped at 50% of external subsidies with a maximum of 40 units, in principle. The amount of subsidy for other international conferences may be reduced accordingly based on the scale.

補助基數	會議規模：天數*人數	
上限 40	600	(ex: 2 天*300 人、3 天*200 人...)
上限 30	400	(ex: 1 天*400 人、2 天*200 人...)
上限 20	200	(ex: 1 天*200 人、2 天*100 人...)
上限 10	100	(ex: 1 天*100 人、2 天*50 人...)
上限 5	50	(ex: 1 天*50 人、2 天*25 人...)

maximum units	scale indicator	(number of days * number of participants)
40	600	2 days*300 participants; 3 days*200 participants
30	400	1 days*400 participants; 2 days*200 participants
20	200	1 day*200 participants; 2 days*100 participants
10	100	1 day*100 participants; 2 days*50 participants
5	50	1 day*50 participants; 2 days*25 participants

2. 舉辦或委辦國科會承認之學門相關之學術年會。
  - ii. hosting or being commissioned to hold annual academic conferences on specific disciplines acknowledged by the NSTC  
 大領域學門補助金額以校外補助款金額之百分之五十為上限且以 20 至 30 個基數為原則，次領域學門補助金額以校外補助款之百分之五十為上限且以 15 至 20 個基數為原則。  
 The subsidy shall be capped at 50% of external subsidies, with 20 to 30 units for main disciplines and 15 to 20 units for subfields.
3. 舉辦或委辦經審查核可之重要學術研討會。
  - iii. hosting or being commissioned to hold University approved academic seminars  
 補助金額以校外補助款金額之百分之五十為上限且不超過 15 個基數為原則。  
 The subsidy shall be capped at 50% of external subsidies with a maximum of 15 units, in principle.

(二) 補助原則：

(2) Principles for subsidy:

1. 各單位舉辦活動前，應先向校外單位申請補助；本校以補助經費不足之部分為原則。
  - i. The application for holding an academic activity shall seek external subsidies in advance, with any shortfall supplemented by the University in principle.
2. 申請舉辦學術會議補助者需有對外公開徵稿及審查程序、建置學術研討會專屬網頁、主辦單位為中山大學、校外補助款經費(含廠商贊助款)須匯入本校，始得申請本校經費補助。
  - ii. The application holding an academic activity may apply for the University subsidy if it conducts an open call for papers as well as a review process, establishes a dedicated web page, ensures the organizer's name is NSYSU, and remits external subsidies (including sponsorship from companies) to the University's dedicated account.
3. 報名費及註冊費則不列為校外補助款。
  - iii. Registration and enrollment fees shall not be categorized as external subsidies.
4. 本補助款不得支應：
  - iv. The University subsidy shall not cover:
    - (1) 專任助理薪資。
      - (i) salary for full-time assistants
    - (2) 本校人員（含編制內、外）之人事費(含加班費)及國內交通費。
      - (ii) expenditure on personnel (including overtime pay) and domestic transportation for the University's staff within and beyond the manning quota
    - (3) 參訪相關費用。
      - (iii) expenses related to visiting activities
5. 本校補助款未經核准不得購置設備。
  - v. The University subsidy shall not cover the procurement of equipment unless approved.
6. 總經費如有剩餘（校外補助款未能核銷需繳回者不在此限），校補助款優先收回，不得留用。
  - vi. Any surplus after the activity (excluding external subsidies which cannot be reimbursed and thereby are returned) shall be returned to the University.
7. 同一類型研討會，一年以補助一次為限。

- vii. The same type of academic activity shall only be subsidized once a year.
- 8. 舉辦學術研討會活動地點須在國內始予以補助，學術會議舉辦地點在校內及高雄市者優先補助。
- viii. The subsidy shall only be granted to academic activities held domestically, with the priority given to those held on campus or within Kaohsiung city.
- 9. 申請人不得以研究中心名義申請（研究中心所需經費以自籌為原則），需以系所名義申請。
- ix. Applicants shall apply for the subsidy with their departments/institutes as affiliations rather than research centers, funding of which shall be primarily self-generated.

(三) 補助項目：

(3) Subsidized items:

- 1.人事費：與會學者之演講費、主持費、評論費、論文發表費、審稿費等；工讀生會議期間之工讀費。
  - i. personnel expenses: payment of speeches, chairing fees, comment fees, publication fees, and review fees, as well as hourly pay for part-time students during academic activities.
- 2.場地費：場租、冷氣、水電、同步翻譯器材租用費、會場佈置（紅布條、花）。
  - ii. venue expenses: venue rental, air conditioning, water and electricity bills, fees for renting simultaneous translation equipment, and venue decoration (banners and flowers)
- 3.旅運費：
  - iii. travel expenses:
    - (1) 國際學者以補助部分旅運費和生活費為原則：
      - (i) In principle, the subsidy may cover part of travel expenses and daily allowance of international scholars.
        - A. 補助人數最多為三人。
          - A. A maximum of three scholars may be subsidized.
          - B. 來回機票以經濟艙為原則，生活費每日不超過 0.5 個基數（依照國科會規定），合計補助基數如下：
            - B. Subsidy on airfare shall be for economy class, in principle. The daily allowance shall be capped at 0.5 unit in accordance with the NSTC's regulations, with a total limit as below:
              - a. 歐洲南美等地區上限 4 個基數。

a. 4 units for international scholars from Europe and South America

b. 美洲、澳紐地區上限 3 個基數。

b. 3 units for those from North America, Australia, and New Zealand

c. 亞洲地區上限 1 個基數。

c. 1 unit for those from Asia

d. 由北部順道南下, 上限 1 個基數。

d. 1 unit for those traveling from the north to the south of Taiwan

(2) 外校學者以補助部分國內交通費和住宿費為原則(限戶籍地及工作地不在高雄市者)：

(ii) For scholars from other universities in Taiwan and whose household registration and work place are outside Kaohsiung, the subsidy shall cover part of their domestic transportation and accommodation fees, in principle.

A. 補助人數最多十人為原則。

A. A maximum of ten scholars shall be subsidized.

B. 來回高鐵及住宿費合計上限 0.5 個基數。

B. The total subsidy for round-trip high speed rail tickets and accommodation fees shall be capped at 0.5 unit per person.

4. 廣告費：為舉辦研討會而刊登之徵求論文、參加者之廣告。

iv. advertising expenses: advertisements for calling for papers and participation

5. 餐飲費用：會議期間出席人員之餐飲費用，並以 3 個基數為上限。

v. meal expenses: The subsidy covering attendees' meals during the activity shall be capped at 3 units.

(四) 審查作業：

(4) Review procedure:

以學術會議整體規劃架構是否周延及成果效益是否顯著為主要審查重點，補助金額由審查會決定之。

The main review criteria shall focus on the comprehensiveness of overall planning and framework of academic activities, as well as actual benefits. The amount of subsidy shall be determined by the Committee.

(五) 申請時間：

(5) Application period:

上年度於五月十五日前，受理當年七月一日至十二月三十一日辦理之活動。下年度於十月十五日前，受理次年一月一日至六月三十日

辦理之活動。凡未能及時依規定提出申請者，將視預算結餘額度，另案處理。

The application deadline for academic activities held between July 1 and December 31 shall be May 15, and those held between January 1 and June 30 of the following year shall be October 15. Applications not submitted within the stipulated time frame shall be handled separately, contingent upon the surplus of the University budget.

(六) 申請計畫書內容項目：

(6) Contents of an application proposal:

1. 基本資料表：包括活動名稱，類別、舉辦單位，日期，地點，連絡人姓名及通訊資料等。
  - i. basic information, including the activity name, type, organizer, date, venue, contact person, and contact information of the academic activity
2. 活動籌備情形：含工作進度表、任務編組、籌備委員名單、成員應為跨校。
  - ii. preparation status, including work progress schedule, task assignment, a list of preparatory committee members from different universities
3. 活動內容、議程及參加對象、人數、論文接受數。
  - iii. program, agenda, target participants, anticipated number of participants, and the number of accepted papers
4. 預期成效。
  - iv. expected benefits
5. 經費預算：請詳列項目及向其他機關團體申請或已獲得補助情形（請檢附核定補助回函影本），並註明擬向本校申請補助之項目。
  - v. Budget planning: a detailed list of items, the status of applications or receipt of subsidies from external agencies/groups with copies of official approval letters, and items to be subsidized by the University
6. 須附主講人學經歷及著作一覽表；例行性年度學術性會議者，則需檢附上一屆會議成果報告。
  - vi. a summary of keynote speaker's academic backgrounds and publications, and an additional report on the outcomes of the previous academic activity if it is held annually

(七) 結案方式：

(7) Closure and reimbursement procedure:

1. 經費之支用順序為：校外補助款先用畢，再支用系所補助款，最後依實際不足數再支用學校補助款。

- i. Utilizing subsidies to cover activity expenses shall be in the order of external, affiliated department/institute, and University subsidies.
2. 結報學校補助經費時，請填寫「國立中山大學舉辦學術活動經費收支報告表」一併會研究發展處，並附上已支用證明及補助機關核准補助公函影本。
- ii. The *Report on the Use of Subsidy for Academic Activities* shall be submitted to the ORD along with other reimbursement documents, including proofs of expenses and copies of official approval letter from external subsidy sources.
3. 研討會結束後二個月內，需提出一份成果報告摘要表，供研究發展處做往後補助類似研討會之參考，再另送論文集二份至本校圖書館及一份至國家圖書館存參。
- iii. A summary report of activity outcome shall be submitted to the ORD within two months after the activity for future reference of similar subsidization. Additionally, two copies of paper collection shall be archived in the University library and one in the National Central Library.
4. 獲經費補助者須建置學術研討會專屬網頁，並將其網址與所屬系所首頁建立連結，以增加單位之網路能見度。
- iv. Subsidy recipients shall establish a dedicated web page for the academic activity, with a link to the homepage of their affiliated department/institute for its visibility.

七、申請補助學術交流原則與注意事項如下：

#### **VII. Principles and notices of application for academic exchange subsidy:**

(一)目的：加強及鼓勵本校與國內外學術單位及人員進行學術交流。

(1) The purpose is to promote and strengthen academic exchanges between the University and domestic/overseas academic institutions/professionals.

(二)經費補助原則：

(2) Principles for subsidy:

1. 僅受理當年度學術交流活動案件。

i. Only exchange activities scheduled within the current year shall be accepted.

2. 簽訂交流協定或認養姊妹校且有辦理實質國際學術交流活動者。本校教師至國外學術單位簽署經國際事務處核可之合作協定，補助項目含交通費及生活費，總補助上限為4個基數；國外學者至本校參訪補助演講費（上述酬金比照「國立中山大學邀請傑出學者及文學藝

術家蒞校講演要點」辦理)、住宿費 0.25 個基數為上限及餐費 0.6 個基數為上限。

- ii. Those which sign agreements on academic cooperation or establish sister partnerships with other universities and conduct actual international exchange activities are eligible for the subsidy. Faculty traveling abroad to sign academic cooperation agreements with overseas academic institutions, with approval from the Office of International Affairs, are eligible for the subsidy covering transportation and daily allowance, capped at 4 units in total. Moreover, the University shall handle the payment of honoraria for visiting international scholars in accordance with the *Guidelines on Inviting Outstanding Scholars and Literary Artists to Deliver Speeches at the University*, with the subsidy for accommodation capped at 0.25 unit and for meals capped at 0.6 unit.
  3. 提升國際競爭力(爭取辦理國際會議)者，補助項目含交通費及生活費，總補助上限為 4 個基數。申請者應事先向校外單位(如：經濟部、國科會)申請經費補助，並於申請時提供校外單位之回函。
  - iii. Those which enhance the University's global competitiveness, such as by organizing international conference, are eligible for the subsidy covering transportation and daily allowance, capped at 4 units in total. Applicants shall first seek external subsidies (e.g., the Ministry of Economic Affairs and the NSTC) and provide official subsidy letters of these external agencies when applying.
  4. 其他全校性國際化事務簽請校長核可者。
  - iv. Other university-level international exchange activities may be eligible for the subsidy, with approval from the President.
  5. 上列第二目、第三目及第四目補助金額，每年各學院合計以不超過 12 個基數為原則。
  - v. The total amount of subsidy units stipulated in the preceding Items 2, 3, and 4 shall not exceed 12 units per year in each college.
- (三)申請程序及應備文件：請檢附下列資料於規定申請時間內向研究發展處提出申請：
- (3) Application procedures and required documentation: The following documents shall be submitted to the ORD within the stipulated time frame:
1. 申請表。
    - i. application form
  2. 簽約、認養姊妹校等實際交流活動之證明文件。

ii. documentation of an agreement or sister university partnership, showing actual exchange activities

3. 經費預算表：請詳列項目及經費來源，並註明擬向本校申請補助之項目。

iii. budget planning: a detailed list of items and funding sources, indicating items to be subsidized by the University

(四) 審核作業

(4) Review procedure:

補助金額由審查會決定之。

The amount of subsidy shall be determined by the Committee.

八、申請補助舉辦學術成果發表會(展演)原則與注意事項如下：

### VIII. Principles and notices of application for the subsidy on holding academic achievement presentation (performing arts)

(一) 補助活動形式：本校教師個人學術特殊成果發表(如演唱會或演奏會等)或團體藝術表演發表會。

(1) types of academic achievement presentations: faculty's special solo recitals or group performances

(二) 經費補助標準：依校外補助款金額之三倍為上限，由審查委員會決議之，且依舉辦活動場地的等級並參酌演出人數及本校是否為主辦單位而有不同的經費補助並明訂補助金額上限(場地名稱列舉請參考附件)。

(2) standards of subsidy: The University subsidy shall be capped at three times of external subsidies, subject to a resolution made by the Committee. The subsidy amount may vary based on the venue class, number of performers, and whether the University is the organizer. Different venues and their corresponding subsidy units are detailed in the appendix.

場地類別 venue class	補助基數上限 maximum units
一級 first class	30
二級 second class	15
三級 third class	5

(三) 補助原則：



(3) Principles for subsidy:

1. 各單位舉辦成果發表會前，應先向校外單位申請補助；本校以補助經費不足之部分為原則。
- i. The application for holding an academic achievement presentation shall seek external subsidies in advance, with the University's subsidy supplementing the shortfall in principle.
2. 申請補助款時，校外補助款經費(含廠商贊助款)須匯入本校，始得申請本校經費補助。
- ii. The application holding an academic achievement presentation may apply for the University subsidy if the applicant remits external subsidies (including sponsorship from companies) to the University's dedicated account.

(四) 補助項目：

(4) Subsidized items:

1. 場地費及表演器材搬運費得優先報支並以補助金額為實際支出上限。
- i. The expense of venue rental and equipment transportation may be prioritized for reimbursement, with the subsidy covering the actual expense.
2. 誤餐費上限 2 個基數。
- ii. The subsidy covering meal expense shall be capped at two units.
3. 材料費、海報印刷費之部分為原則。
- iii. The subsidy may cover expenses for miscellanea and poster printing, in principle.

(五) 成果發表會之宣傳品須具名由本校補助，並於核銷時一併檢附。

- (5) Promotional fliers for academic achievement presentations shall clearly state the University as a sponsor and be submitted along with other documents for reimbursement.

(六) 申請時間：上年度於五月十五日前，受理當年七月一日至十二月三十一日辦理之活動。下年度於十月十五日前，受理次年一月一日至六月三十日辦理之活動。

- (6) Application period: The application deadline for academic achievement presentations held between July 1 and December 31 shall be May 15, and those held between January 1 and June 30 of the following year shall be October 15.

(七) 申請程序及應備文件：

- (7) Application procedures and required documents:

請檢附下列資料於規定申請時間內向研究發展處提出申請：

The following documents shall be submitted to the ORD within the stipulated time frame:

1. 申請表。
  - i. application form
2. 活動計畫書：包括活動名稱，類別、舉辦單位，日期，地點，連絡人姓名及通訊資料、預期成效等。
  - ii. activity plan, including the activity name, type, organizer, date, venue, contact person, contact information of the academic achievement presentation, and expected achievements
3. 經費預算表：請詳列項目及向其他機關團體申請或已獲得補助情形等經費來源，並註明擬向本校申請補助之項目。
  - iii. budget planning, including a detailed list of items, the status of applications or receipt of external subsidies, and items to be subsidized by the University

(八) 審核作業

(8) Review procedure:

申請者應事先向校外單位申請經費補助，核銷時須提供向校外單位申請經費之回函始予以經費核銷。補助金額由審查會決定之。

Applicants shall first seek external subsidies, and provide reply letters of the external units when applying for reimbursement. The amount of subsidy shall be determined by the Committee.

(九) 經費之支用順序為：校外補助款先用畢，再支用系所補助款，最後依實際不足數再支用學校補助款。

(9) Utilizing subsidies to cover activity expenses shall be in the order of external, affiliated department/institute, and University subsidies.

九、申請補助舉辦學術競賽原則與注意事項如下：

**IX. Principles and notices of application for the subsidy on hosting academic competitions:**

(一) 補助活動形式：本校主辦之全國性以上之學術競賽。

(1) types of academic competitions: national or higher level academic competitions hosted by the University

1. 補助項目：場地費、材料費、工讀費之部分為原則。比賽獎金應由主辦單位自籌，不得由校補助款內支付。

i. subsidized items: The subsidy shall cover the expenses of venue rental, miscellanea, and hourly pay of part-time work, in principle. The expense of competition prizes shall not be covered by the University subsidy.

2. 經費補助標準: 補助金額以校外補助款金額之三倍為上限，由審查委員會決議之，且不超過 15 個基數為上限。
  - ii. standards of subsidy: The University subsidy shall be capped at three times of external subsidies, subject to the resolution by the Committee and shall not exceed 15 units.
  3. 補助原則:
  - iii. principles for subsidy:
    - (1)各單位舉辦學術競賽前，應先向校外單位申請補助；本校以補助經費不足之部分為原則。
      - (i) The application for holding an academic competition shall seek external subsidies in advance, with any shortfall supplemented by the University in principle.
      - (2)申請補助款時，校外補助款經費(含廠商贊助款)須匯入本校，始得申請本校經費補助。
        - (ii) The application holding an academic competition may apply for the University subsidy if the applicant remits external subsidies (including sponsorship from companies) to the University's dedicated account.
  4. 申請時間：

上年度於五月十五日前，受理當年七月一日至十二月三十一日辦理之活動。下年度於十月十五日前，受理次年一月一日至六月三十日辦理之活動。

    - iv.application period: The application deadline for academic competitions held between July 1 and December 31 shall be May 15, and those held between January 1 and June 30 of the following year shall be October 15.
- (二) 請檢附下列資料於規定申請時間內向研究發展處提出申請：
- (2) The following documents shall be submitted to the ORD within the stipulated time frame:
    1. 申請表。
      - i. application form
    2. 活動計畫書：包括活動名稱，類別、舉辦單位，日期，地點，連絡人姓名及通訊資料、預期成效等。
      - ii. activity plan, including the activity name, type, organizer, date, venue, contact person, contact information of the academic competition, and expected achievements

3. 經費預算表：請詳列項目及經費來源，並註明擬向本校申請補助之項目。

iii. budget planning, including a detailed list of items and funding sources, indicating items to be subsidized by the University

(三) 經費之支用順序為：校外補助款先用畢，再支用系所補助款，最後依實際不足數再支用學校補助款。

(3) Utilizing subsidies to cover activity expenses shall be in the order of external, affiliated department/institute, and University subsidies.

(四) 審核作業

(4) Review procedure:

補助金額由審查會決定之。

The amount of subsidy shall be determined by the Committee.

十、申請補助參與學術競賽原則與注意事項如下：

#### **X. Principles and notices of application for the subsidy on participating in academic competitions:**

補助全職學生參加國際(參賽國家至少 3 國)及國內由政府機構舉辦之(參賽學校至少 5 校)學術競賽。

The subsidy is provided for full-time students participating in international academic competitions (with at least 3 participating countries) or domestic competitions organized by government agencies (with at least 5 participating universities).

(一) 經費補助標準：

(1) Standards of subsidy:

1. 參加國際學術競賽之補助基數上限比照第五點全職學生出席國際會議發表論文。

i. The maximum subsidy units for participation in international academic competitions shall follow the provision stipulated in Article 5 regarding full-time students' paper presentation at international conferences.

2. 參加國內學術競賽之補助基數上限為 0.5 個基數。

ii. The subsidy for participation in domestic academic competitions shall be capped at 0.5 unit.

3. 參加國內團體學術競賽之補助基數上限為 1.5 個基數。

iii. The subsidy for participation in domestic group academic competitions shall be capped at 1.5 units.

(二) 申請時間：上半年度時間，受理一至六月份參與競賽案；下半年度申請時間，受理七至十二月參與競賽案。不接受提前申請。

- (2) Application period: May 1 to 15 is the first application period for academic competitions held between January and June, and October 1 to 15 is the second application period for those held between July and December. Early applications shall not be accepted.
- (三) 補助項目：交通費及住宿費之部分為原則。
- (3) Subsidized items: The subsidy may cover transportation and accommodation expenses, in principle.
- (四) 請檢附下列資料於規定申請時間內向研究發展處提出申請：
- (4) The following documents shall be submitted to the ORD within the stipulated time frame:
1. 申請表。
    - i. application form.
  2. 正式邀請函或參賽通知。
    - ii. the official invitation letter or notification for participation
  3. 競賽介紹及競賽日程。
    - iii. introduction to the competition and its schedule
  4. 國際類：登機證及購票證明；國內類：交通費或住宿費單據。

the boarding pass and certificate of ticket issuance for international competitions; receipts of transportation or accommodation fees for domestic competitions
  5. 請依前項順序排列，並註明項目，經由系、所及院送審查會申請補助。
    - iv. Documents shall be arranged in the order of the preceding provisions with item names noted, and submitted by departments/institutes and colleges to the Committee for review.
- (五) 審核作業：
- (5) Review procedure:  
補助金額由審查會決定之。  
The amount of subsidy shall be determined by the Committee.

附件

Appendix:

申請補助舉辦學術成果發表會(展演)之經費補助標準

Standards of subsidy on holding academic achievement presentations (performing arts)

場地類別	補助基數上限	名稱列舉
一級	30	國家兩廳院（戲劇院、音樂廳）、臺中國家歌劇院（大劇院、中劇院）、國立臺灣交響樂團演奏廳、臺中中興堂、衛武營國家藝術文化中心（歌劇院、音樂廳、戲劇院）、臺灣戲曲中心大表演廳、高雄市文化中心至德堂及至善廳等。
二級	15	國家兩廳院（演奏廳、實驗劇場）、臺中國家歌劇院小劇場、衛武營國家藝術文化中心表演廳、臺灣戲曲中心小表演廳、各縣市立文化中心表演廳、各大學大型表演藝術中心、台北市立社教館—城市舞台)、大東文化藝術中心等。
三級	5	衛武營國家藝術文化中心 281 及 285 展演場、高雄市立圖書館總館小劇場、牯嶺街小劇場、高雄駁二藝術特區、各縣市公私立單位、地方文物館、本校西灣藝廊、演藝廳及劇藝系 2019 實驗劇場等。

venue class	maximum units	list
first class	30	<ul style="list-style-type: none"> <li>• National Theater &amp; Concert Hall (theater and concert hall)</li> <li>• National Taichung Theater (grand theater and playhouse)</li> <li>• National Taiwan Symphony Orchestra (concert hall)</li> <li>• Zhongxing Hall</li> <li>• National Kaohsiung Center for the Arts (opera house, concert hall, and playhouse)</li> <li>• Taiwan Traditional Theatre Center (main theatre)</li> <li>• Kaohsiung Cultural Center (Chih-Te Hall and Chih-Shan Hall)</li> </ul>
second class	15	<ul style="list-style-type: none"> <li>• National Theater &amp; Concert Hall (recital hall and experimental theater)</li> <li>• National Taichung Theater (black box)</li> <li>• National Kaohsiung Center for the Arts (recital hall)</li> <li>• Taiwan Traditional Theatre Center (experimental theatre)</li> <li>• theaters of municipal or county culture centers</li> </ul>

		<ul style="list-style-type: none"> <li>• large performing arts centers of individual universities</li> <li>• Taipei City Arts Promotion Office</li> <li>• DaDong Arts Center</li> </ul>
third class	5	<ul style="list-style-type: none"> <li>• National Kaohsiung Center for the Arts (Space 281 and 285)</li> <li>• Kaohsiung Main Public Library (experimental theater)</li> <li>• Guling Street Avant-garde Theatre</li> <li>• the Pier-2 Art Center</li> <li>• public and private organizations of municipalities and counties</li> <li>• local museums</li> <li>• the University's 360 House, Auditorium, and 219 Experimental Theater of the Department of Theatre Arts</li> </ul>