

國立中山大學境外學生辦理國際性活動補助要點

Guidelines on Subsidizing International Events Organized by International Students

110 年 1 月 6 日 本校 109 學年度第 1 學期第 10 次行政會議通過
Approved at the 10th Executive Meeting on January 6, 2021

一、國立中山大學（以下簡稱本校）為鼓勵本校境外學生辦理國際性節慶文化活動，促進校園國際化，增進國際生與本國生交流，特訂定本要點。

I. These guidelines are formulated to promote campus internationalization and foster interactions between international and domestic students by encouraging international students to organize cultural events celebrating their festivals.

二、本要點經費來源為國際事務處「鼓勵系所招收外籍生補助計畫」專項經費，業務承辦單位為國際事務處。

II. The funding for these guidelines shall be sourced from the “Subsidy Program for Encouraging Departments/Institutes to Recruit International Students” under the Office of International Affairs (OIA), which also serves as the responsible unit.

三、申請資格：本校在學境外學生。

III. Eligibility: All international students currently enrolled at the University shall be eligible to apply.

四、補助項目及原則：

IV. Subsidy items and principles:

(一) 補助在校內辦理具紀念性或突顯國家文化特色活動，可為宗教節日、文化慶典、傳統藝術相關活動。

(1) Subsidies are available for organizing on-campus events that are commemorative or to showcase the cultural characteristics of a nation, such as religious festivals, cultural celebrations, and traditional art activities.

(二) 活動須為公開性質，以本校師生參與為主。

(2) Events shall be open to the public and primarily organized for students and faculty of the University.

(三) 每次活動實際參加人數至少 10 人，其中本國籍師生須有 5 人。

(3) Each event shall have at least ten participants, with five of them being

domestic faculty and students.

(四) 每人每學期申請補助 1 次為限。

(4) Each student may apply for a subsidy once per semester.

(五) 性質相同或相似活動每學期以補助 1 次為限。

(5) Events that are the same or similar in nature may only be subsidized once per semester.

(六) 每場活動補助經費上限為新臺幣 5,000 元，補助場地費、印刷費、餐費、工讀費、保險費、鐘點費等。

(6) Each event shall be eligible for a maximum subsidy of TWD 5000 to cover expenses such as venue rental, printing, meals, hourly pay for part-time students, insurance, hourly pay, etc.

五、申請時間：每月 1 日至 15 日繳件，受理下一月份之活動補助提案。

V. Application period: Applications shall be submitted between the 1st and 15th of each month for an event to be held in the following month.

六、申請文件：

VI. Application documents:

(一) 境外學生辦理國際性活動補助申請表。

(1) the Application Form for Subsidy of International Events Organized by the International Students, and

(二) 活動計畫書：內容須包含活動緣起、目的、時間、地點、內容、預估與會人數、經費預算表及預期效益，以 A4 至多 2 頁為限。

(2) an event proposal (limited to two A4 pages) outlining its motivation, purpose, date, venue, details, estimated number of participants, budget plan, and expected outcomes

七、審查方式：由國際長召集國際事務處組長及人員開會審查，核定補助金額，必要時得邀請學務長參與審查會議。

VII. Review process: The vice president for International Affairs shall convene a meeting with the division directors and staff of the OIA to review applications and approve subsidy amounts, with the vice president for Student Affairs invited to attend when necessary.

八、審查原則：

VIII. Principles for the review:

(一) 審查會議原則上每月開會一次。

(1) In principle, the review meeting shall be convened monthly.

(二) 申請資格及補助項目不符合本要點第三、四點規定，不予補助。

(2) Subsidies may not be granted if the applications fail to meet the eligibility and subsidy items stipulated in Articles 3 & 4.

(三) 所需資料不符或不齊者，不予補助。

(3) Applications with incomplete documents or failing to meet certain requirements may not be eligible for subsidies.

九、 審查通過後先核發核定補助金額 50%，俟執行成果考核通過後核發核定餘款金額。未通過考核者，將不予核發核定餘款金額。

IX. 50% of the approved subsidy shall be issued upon approval, with the remaining amount disbursed after the event outcome passes the evaluation. Those failing the evaluation may not receive the remaining subsidy.

十、 受補助學生應於活動後一個月內，檢附所有支出單據正本及執行成果報告書（以 A4 至多 2 頁為限）送交業務承辦單位考核。

X. Subsidized students shall submit a report of the event outcome (limited to two A4 pages) along with the original copies of all receipts to the responsible unit for review within one month after the event.

十一、 本要點經國際事務處處務會議通過，陳請校長核定後實施，修正時亦同。

XI. These guidelines are approved by the OIA meeting, and submitted to the President for approval before implementation. Amendments to these guidelines shall follow the same procedure.

國立中山大學境外學生辦理國際性活動經費補助申請表

Application Form for Subsidy of International Events Organized by the International Students

申請日期 application date : YYYY 年 MM 月 DD 日

申請人 applicant (given name & surname)		所屬單位 dept./institute	
申請人 居留/統一證號 ARC no./ UI no.		申請人生日 date of birth (請詳記年月日 yyyy/mm/dd)	
活動名稱 title of event			
活動 日期/時間 event date/time (請詳記年月日時 yyyy/mm/dd/time)		預估與會人數 estimated number of participants	國際師生人數: international faculty & student: 本地師生人數: domestic faculty & student:
活動地點 venue			
活動內容摘要 (300 字內) brief description of event (limited to 300 words)			
申請人 聯絡方式 contact information	email: mobile:	申請人 簽章 signature of the applicant	我已閱讀相關規定並同意遵守規定 辦理國際性活動。 I hereby acknowledge that I have read and agree to abide by relevant regulations.
申請人 郵局/銀行存摺影本 copy of the bankbook			

國立中山大學境外學生辦理國際性活動計畫書

Proposal for International Events Organized by International Students

<p>活動目的 purpose</p>	
<p>活動內容與 時程表 event description & schedule</p>	
<p>經費預估表 budget plan</p>	

<p>預估效益 expected outcomes</p>			
<p>其他補充資料 (自由選填) other supporting materials (optional)</p>			
<p>審核結果 review result</p>	<input type="checkbox"/> 通過 approved <input type="checkbox"/> 不通過 not approved	<p>審查日期 review date</p>	
		<p>核定補助金額 approved amount of subsidy</p>	

備註 Notes :

- 一、 各項活動應於活動至少一個月前之第1-15日將完整申請件繳交至國際事務處，建議至少於活動前兩個月繳交申請件，以利會辦單位提前作業。

Applications shall be submitted to the Office of International Affairs between the 1st and 15th of each month for events scheduled in the following month. It is suggested to submit the application at least **2 months** prior to the event to facilitate early preparation of the relevant units.

- 二、 如有需要，請申請人加強宣導安全措施，以防意外事故。

Applicants will be asked to strengthen the promotion of safety measures to prevent accidents if necessary.

- 三、 如需使用校內場地、器材或急救箱，請提早向相關單位申請。

If an on-campus venue, equipment, or first aid kit is needed for the event, please apply to relevant units in advance.