

國立中山大學鼓勵教師開設短期出國研修課程補助要點

Guidelines on Subsidizing Faculty for Organizing Short-Term Overseas Courses

98 年 10 月 09 日經本校 98 學年度第 1 學期第 3 次學術協調會議通過

98 年 10 月 28 日經本校 98 學年度第 1 學期第 5 次行政會議通過

99 年 12 月 08 日經本校 99 學年度第 1 學期第 7 次行政會議修正通過

102 年 04 月 24 日經本校 101 學年度第 2 學期第 5 次行政會議修正通過

103 年 10 月 08 日經本校 103 學年度第 1 學期第 3 次行政會議修正通過

105 年 12 月 14 日經本校 105 學年度第 1 學期第 8 次行政會議修正通過

107 年 10 月 17 日經本校 107 學年度第 1 學期第 4 次行政會議修正通過

Amended and approved at the 4th Executive Meeting on October 17, 2018

一、 國立中山大學（以下簡稱本校）為鼓勵本校教師積極規劃在國外學校進行之短期出國研修課程，以增加本校學生出國研修學習管道及提升國際觀特訂定本要點。

I. These guidelines are formulated to encourage faculty to organize a short-term course at an overseas university, creating opportunities for students to study abroad and elevating their global perspectives.

二、 本要點定義之短期出國研修課程係指赴國外大學進行以學術性質為主之教學及見習活動，活動需以外語進行為主，且於國外大學實際上課總天數（不含參訪）不得低於計畫活動期間之一半。

II. A short-term overseas course stipulated herein refers to academic teaching and practicums, primarily conducted in a foreign language at an overseas university. The number of teaching days (visiting activities excluded), shall constitute at least half of the overall course duration.

三、 本要點補助對象為本校專任教師、本校具正式學籍之修課學生（不含來校訪問境外學生、雙聯計畫來校學生及在職專班學生），資格依照教務處選課相關規定。出國期間以 7~14 天為原則，參加學生人數至少 15 人，由教師自行規劃課程主題及參訪活動。

III. Full-time faculty and formally enrolled students taking courses in accordance with the OAA regulations for course selection (excluding international students for exchange or visiting or studying a dual-degree program at the University and in-service master's program students) may be eligible to apply. The overseas course duration shall last between seven and fourteen days, with a minimum of fifteen students participating. The faculty shall be responsible for planning the course content and visiting activities.

本校具正式學籍之修課學生須經公開招生錄取，或依「外國學生入學規定」申請入學者，惟受領補助資格仍須依各項法規辦理。

Formally enrolled students taking courses at the University refer to those admitted through an open recruitment procedure or an application through the *Regulations for International Students Admission*; nevertheless, the subsidy eligibility shall be subject to relevant regulations.

四、申請及審查方式

IV. Application and Review Process

(一)申請時間：

(1) application period:

每年 11 月 15~30 日備妥申請資料向國際事務處提出申請。每年受理申請以一次為原則，國際事務處得視經費使用情形，於隔年 4 月 15~30 日開放申請及審查。

Required documentation shall be submitted to the Office of International Affairs (OIA) between November 15 and 30 each year, and the application shall be once per year, in principle. Nevertheless, the OIA may reopen the application period from April 15 to 30 of the following year, contingent upon the availability of the budget.

(二)申請資料：

(2) required documentation:

1. 申請表。
 - i. an application form
2. 課程計畫書：包含每日行程（如課程及見習規劃）活動內容、國外大學、參訪機構簡介及預算表。如為新增課程，請附上各級課程委員會之會議紀錄；如為已開設課程，請附上課程通過之相關紀錄。
 - ii. A proposal shall include the daily schedule (such as classes and practicums), activity details, a brief introduction to the overseas university and institutions visited, as well as a budget plan. Additionally, meeting minutes of the curriculum committees at all levels shall be provided for newly offered courses, whereas any documentation of course approval shall be provided for courses already offered at the University.

(三) 審查方式

(3) review process:

由國際事務處推薦審查委員人選，並由校長圈選 1 名召集人、4 名委員組成審查委員會。審查委員會議決議後簽請校長核定，並於截止申請後一個月內公布審查結果。審查通過後，由國際事務處協助相關行政業務。

The OIA shall recommend a list of candidates for the review committee, and the President shall appoint one as the convenor and four as the members from the list. Resolutions made by the committee shall be submitted to the President for approval, with the result announced within one month after the application deadline. The OIA shall handle relevant administrative tasks after the approval.

五、 補助原則：

V. Principles for Subsidy

(一) 本校授課教師國外差旅費包含單一國家來回交通費、生活費、簽證

費及保險費等，每團補助教師金額上限為新台幣 15 萬元，並依行政院主計總處「國外出差旅費報支要點」核實報支。

- (1) The faculty shall receive the subsidy for the expenses of overseas business trip, including the round-trip transportation to a single country, daily allowance, visa fees, and insurance premiums, capped at TWD 150,000 per group. The reimbursement shall be based on actual expenses in accordance with the *Guidelines on the Reimbursement of Overseas Business Trips* formulated by the Directorate-General of Budget, Accounting and Statistics, Executive Yuan.
- (二)行政費用：與本課程相關之行政費用包含國外學校之場地費、海外遊覽車車租、參訪費用等，補助金額上限為新台幣 6 萬元，實報實銷，需檢據核銷。
- (2) The subsidy for course-related administration expenses shall include venue fees at the overseas university, charter bus services, and expenses for visiting, capped at TWD 60,000, with the reimbursement based on actual expenses and supporting receipts.
- (三)國外教師授課鐘點費鐘點費每小時最高補助新台幣 1 萬元，總補助金額上限為新台幣 7.5 萬元。申請人應於課程計畫書上明確列出預計授課教師及課程堂數，惟授課時數至少需 6 小時以上。
- (3) The subsidy for an hourly pay of overseas teaching faculty shall be capped at TWD 10,000, with a total limit of TWD 75,000. The names of the anticipated teaching faculty and the number of classes shall be specified in the proposal, with a minimum of six teaching hours.
- (四)正式修課學生補助項目單一國家來回交通費、簽證費及保險費，需檢據核實報支。如學生可提出兩年內有效英語能力檢定證明 TOEIC 750 分（或同等成績）以上，則來回交通費至多補助百分之五十；其餘學生來回交通費至多補助百分之二十五。
- (4) Eligible students shall receive a subsidy for the round-trip transportation

to a single country, visa fees, and insurance premiums, with the reimbursement based on actual expenses and supporting receipts. Up to 50% of the round-trip transportation expenses shall be subsidized for students who provide a valid English proficiency test result within the past two years, such as a TOEIC score of at least 750 or equivalent, and up to 25% for students without a test result.

(五)地區：不含大陸、港、澳地區，且需以外語授課為主。

(5) Eligible regions shall exclude China, Hong Kong, and Macau, and courses shall be primarily conducted in a foreign language.

(六)出國期間：寒、暑假為主。

(6) Courses shall primarily take place during winter or summer breaks.

(七)課程公開展演成效以及本校與國外學校之交流均納入考量。

(7) Anticipated course effectiveness, public achievement presentation, and substantial exchange between the University and the overseas university or institutions shall be considered.

(八)自籌款：各課程如有自籌款經費（非學生自費），比例佔總申請經費三分之一者，列為優先補助課程。

(8) Courses with a self-generated income (excluding students' self-payment) covering at least one-third of the total budget shall be prioritized for subsidy.

補助原則之第二、三項經費可互相流用。

The subsidies stipulated in Subparagraphs 2 and 3 may be used interchangeably.

六、通過補助之教師需於返國後 1 個月內繳交成果報告並公開展演。

VI. Faculty who receive the subsidies shall submit a final report and hold a public achievement presentation within one month after returning to Taiwan.

七、本補助要點經費來源為本校校務基金自籌收入經費、政府專案核准之經

費及其他。

VII. The funding of these guidelines shall be sourced from the self-generated income of the University Endowment Fund, funds approved by governments, or other sources.

八、本要點經行政會議通過，陳請校長核可後實施，修正時亦同。

VIII. These guidelines are approved by the Executive Meeting and the President before implementation. Amendments to these guidelines shall follow the same procedure.