

臺北醫學大學國際學術暨交流活動補助辦法

Regulations Governing Subsidies on International Academic and Exchange Activities at Taipei Medical University

95 年 05 月 17 日行政會議新訂通過
First approved at the Administrative Meeting dated 17 May, 2006
98 年 12 月 16 日行政會議修正通過
Amendment approved at the Administrative Meeting dated 16 December, 2009
100 年 06 月 15 日行政會議修正通過
Amendment approved at the Administrative Meeting dated 15 June, 2011
101 年 07 月 12 日行政會議修正通過
Amendment approved at the Administrative Meeting dated 12 July, 2012
101 年 10 月 17 日行政會議修正通過
Amendment approved at the Administrative Meeting dated 17 October, 2012
102 年 05 月 15 日行政會議修正通過
Amendment approved at the Administrative Meeting dated 15 May, 2013
102 年 08 月 15 日行政會議修正通過
Amendment approved at the Administrative Meeting dated 15 August, 2013
104 年 08 月 06 日行政會議修正通過
Amendment approved at the Administrative Meeting dated 6 August, 2015
104 年 10 月 07 日行政會議修正通過
Amendment approved at the Administrative Meeting dated 7 October, 2015
106 年 06 月 07 日行政會議修正通過
Amendment approved at the Administrative Meeting dated 7 June, 2017
108 年 09 月 11 日行政會議修正通過
Amendment approved at the Administrative Meeting dated 11 September, 2019
108 年 10 月 01 日北醫校秘字第 1080003452 號令修正，全文 8 條
Formulated by TMU Decree No. 1080003452 dated 1 October, 2019 with a total of 8 articles finalized

第一條（目的）

本校為鼓勵辦理國際學術交流活動，特訂定「臺北醫學大學國際學術暨交流活動補助辦法」（以下簡稱本辦法）。

Article 1 (Objective)

The University formulated *Regulations Governing Subsidies on International Academic and Exchange Activities at Taipei Medical University* (hereinafter referred to as the “Regulations”) with an aim to facilitating international academic exchange activities.

第二條（適用範圍及補助對象）

下列國際學術暨交流活動，本校活動主辦單位得依本辦法規定申請補助：

- 一、邀請境外學者來校演講或短期授課。
- 二、接待境外交換/見實習生。
- 三、辦理學生境外見實習分享會。

Article 2 (Scope and Qualifications)

Any TMU unit organizing the following international academic and exchange activities may apply for subsidies in accordance with the Regulations:

1. Inviting foreign scholars to give lectures or provide short-term instruction on campus.
2. Hosting foreign exchange/internship students.
3. Organizing seminars for students who have completed internships abroad.

第三條（申請方式、申請條件與補助內容）

本補助得由活動主辦單位之教職員提出申請，經其所屬各級單位同意後提交國際事務處審核小組審核，申請條件與補助內容如下：

一、邀請境外學者來校公開演講或短期授課：

（一）申請條件：活動主辦單位須先向校外單位申請補助後，始得依本辦法提出申請。

（二）補助內容：補助項目以受邀人之國際機票或演講費用為原則，惟如該活動已獲校外單位同樣項目之補助（例如：機票或演講鐘點費用），申請人可提出該申請案其他項目之等額補助（例如：住宿費或餐費）。補助金額規定如附件一「邀請境外學者來校演講或短期授課之補助金額對照表」。

二、接待境外交換/見實習生：

(一) 申請條件：凡接待境外學術機構之學生及人員，並進行交換或見實習超過 5 個工作日（含）以上者得提出申請。

(二) 補助內容：補助項目以國內活動費用為限，補助金額 規定如附件二「接待境外交換/見實習生之補助金額對照表」。

三、 辦理本校學生境外見實習分享會：

(一) 申請條件：凡辦理本校學生境外見實習分享會活動者 得提出申請。

(二) 補助內容：以新台幣 3,000 元/場為上限，補助僅限於支應活動餐飲費用。

補助內容為實報實銷，申請人應於活動結束後一個月內將相關單據提交國際事務處，由國際事務處依本校相關規定辦理核銷。

Article 3 (Application Procedures, Qualifications, and Types of Subsidies)

The subsidies may be applied by any faculty/administrative member from the organizing units. Applications shall be approved by relevant units before being submitted to the review committee of the Office of Global Engagement for review. Qualifications of the application and types of subsidies are as follows:

1. Inviting foreign scholars to give lectures or provide short-term instruction on campus:

(1) Qualifications: The organizer must first apply for subsidies from external units before applying to the University for the subsidies under these Regulations.

(2) Types of subsidies: In principle, international airfare or speaking fees of the guest scholars/lecturers are subsidized. However, if the same items are subsidized by external units for the same activity (e.g., airfare or lecture fees), the applicant may request an equivalent subsidy for other items (e.g., accommodation or meals). For details of the subsidy amount, please refer to Annex I: *Subsidy Amount Comparison Table for Inviting Foreign*

Scholars to Give Lectures or Provide Short-term Instruction on Campus.

2. Hosting foreign exchange/internship students:

- (1) Qualifications: Any person or unit participating in the hosting of students or faculty members from foreign academic institutions and engaging in exchange activities or internship for 5 working days or above may apply for the subsidies.
- (2) Types of subsidies: Subsidies are limited to domestic activity expenses. For details of the subsidy amount, please refer to Annex II: *Subsidy Amount Comparison Table for Hosting Foreign Exchange/Internship Students.*

3. Organizing seminars for students who have completed internships abroad:

- (1) Qualifications: Applications may be submitted by those organizing seminars for students who have completed internships abroad.
- (2) Types of subsidies: Subsidy Details: The subsidy is capped at NT\$3,000 per event and is only applicable to cover catering expenses for the event.

The subsidies will be provided based on actual expense. Applicants shall submit relevant receipts within one month after the activity ends to the Office of Global Engagement for reimbursement in accordance with relevant University regulations.

第四條 （審核小組）

前條審核小組置委員十一至十五人，含主任委員一名，任期兩年，由國際事務處研提名單，陳請校長圈選聘任之。

審核小組會議每學期召開一次，進行補助案件之審核。必要時，得召開臨時會議。

Article 4 (Review Committee)

The review committee consists of eleven to fifteen members, including one chief chairperson. The members serve a term of two years and are

nominated by the Office of Office of Global Engagement. The appointment is subject to the President's selection.

The review committee meeting convenes once per semester to review the subsidy applications. When necessary, ad hoc meetings may be convened.

第五條（審核標準）

本辦法之補助金額得依當年度國際事務處經費預算，由審核小組核定之。

補助審核標準以當年度教育部頒訂之「教育部編列基準表」及行政院訂頒之「各機關聘請國外顧問、專家及學者來臺工作期間支付費用最高標準表」為基準。

邀請境外學者來校公開演講或短期授課，其演講或授課活動未開主辦單位以外人員參加者，原則不予以補助。

相關作業時程依附件三「審核時程表」辦理。

Article 5 (Review Criteria)

The subsidy amount under the Regulations shall be determined by the review committee based on the annual budget allocated by the Office of Global Engagement.

The review criteria are based on the *Ministry of Education Criteria for Budget Planning and Maximum Payments to Foreign Consultants, Experts, and Scholars During Their Period of Work in Taiwan* promulgated by the Ministry of Education and the Executive Yuan, respectively.

Subsidies for inviting foreign scholars to give public lectures or provide short-term instruction on campus will generally not be granted if the lecture or instructional activity is not open to attendees outside the organizing unit.

The review process shall be conducted following the timeline detailed in Annex III: *Review Timetable*.

第六條（取消資格）

經審核小組通過核發補助者，若有審核小組認定得取消補助之情事，本校得取消其受補助資格，並追回已核發之補助。

Article 6 (Disqualification)

If a recipient of a subsidy approved by the Review Committee is determined by the Review Committee to be eligible for disqualification, the University may revoke their eligibility for the subsidy and reclaim the disbursed subsidy.

第七條（未盡事宜）

本辦法未盡事宜，應依本校相關規定及政府相關法令辦理。

Article 7 (Matters Not Covered)

Matters not covered in these Regulations shall be handled in accordance with the relevant regulations of the University and the relevant laws and regulations of the government.

第八條（核決權限）

本辦法經行政會議通過後公告施行；修正時亦同。

Article 8 (Authority to Approval)

These Regulations shall be implemented and announced after being approved by the Administrative Meeting. The same applies to any amendments.

附件一 邀請境外學者來校演講或短期授課之補助金額對照表

Annex I: Subsidy Amount Comparison Table For Inviting Foreign Scholars To Give Lectures Or Provide Short-Term Instruction On Campus

邀請境外學者來校演講或短期授課（須先向校外單位申請補助） Inviting foreign scholars to give lectures or provide short-term instruction on campus (Requires prior application for subsidies from external units).			
	演講時數 Lecture duration	來回經濟艙機票 Round-trip Economy Class Airfare	鐘點費 Hourly speaking fee
已獲校外單位補助者 Activities that have received subsidies from external units	10 小時（含）以下 10 hours or less	不予補助 Not eligible for subsidy	2,400 元/時 演講時數補助以不超過 15 小時（含）為原則 NT\$2,400/hour Subsidies for lecture duration are based on a principle of not exceeding 15 hours (inclusive).
	10 小時以上 More than 10 hours	全額經濟艙來回機票費用 Full cost of round-trip economy class airfare	
未獲校外單位補助者 Activities that have not received subsidies from external units	10 小時（含）以下 10 hours or less	不予補助 Not eligible for subsidy	2,400 元/時 演講時數補助以不超過 15 小時（含）為原則 NT\$2,400/hour Subsidies for lecture duration are based on a principle of not exceeding 15 hours (inclusive).
	10 小時以上 More than 10 hours	半額經濟艙來回機票費用 Half cost of round-trip economy class airfare	

附件二 接待境外交換/見實習生之補助金額對照表

Annex II: Subsidy Amount Comparison Table for Hosting Foreign Exchange/Internship Students (Currency: NTD)

接待境外交換/見實習生對照表（相關國內活動費用） Subsidy Amount Comparison Table for Hosting Foreign Exchange/Internship Students (Related domestic activity expenses)			
人數 Number of exchange students/interns	1 – 5 人 1 - 5	6 – 10 人 6 - 10	11 人以上 More than 11

天數 Number of days			
5 天至 13 天 5 - 13	4,000	6,000	10,000
14 天至 21 天 14 - 21	6,000	8,000	20,000
22 天以上 More than 22	8,000	10,000	30,000

附件三 審核時程表

Annex III: Review Timetable

活動發生起始時間 Time frame of the activity	受理收件截止日期 Application deadline	審查月份 Review month
2 月~7 月 February to July	5 月 15 日 15 May	6 月 June
8 月~次年 1 月 August to January of the following year	10 月 15 日 15 October	11 月 November