

臺北醫學大學醫學工程學院補助學生出席國際會議辦法

College of Biomedical Engineering, Taipei Medical University Regulations of Grants for Students Attending International Conferences

106年10月25日院務會議新訂通過

107年3月26日院務會議修訂通過

107年6月11日院務會議修訂通過

108年7月29日院務會議修訂通過

第一條 臺北醫學大學醫學工程學院(以下簡稱本院)為鼓勵學生赴國外出席國際會議、促進國際文教交流，特訂定「臺北醫學大學醫學工程學院補助學生出席國際會議辦法」(以下簡稱本辦法)。

Article 1. The College of Biomedical Engineering (CBME) established this **Regulation of Grants for Students Attending International Conferences** to encourage students' attendance to international conferences and to promote international cultural and educational exchanges.

第二條 符合下列條件之本院人員，得依本辦法規定申請補助：

一、出席國際會議，並發表論文，並符合下列要件：

(一)在學博士生及碩士生，須依科技部標準於會議前，向科技部或本校研發處申請補助經費，並取得證明文件。

(二)大學部學生需與指導教授共同參加該國際會議。

二、申請人為第一作者，且該論文以本院名義發表，並以首次發表於國際會議之論文為限。

三、該論文之其他合著者未以同一論文向本校或其他單位申請補助(需檢附切結書)。

Article 2. The applications meeting the following requirements may apply for grants for CBME:

1. Applicants who attend international conference and present thesis, need to meet the requirement below:

A. Current post-graduate students need to apply first for MOST (Ministry of Science and Technology) grants before the meeting, and the application forms should be provided.

B. Under-graduate students and their advisor must attend the meeting together.

2. The applicant must be the first author of the oral presentation or poster which should be published under the affiliation of CBME and this paper or poster should be presented at the international conference for the first time.

3. The applicants should provide a declaration that no other grants have been applied by the co-authors from TMU or any other off-campus units.

第三條 本辦法所定之補助，以補助下列項目之經費為限，且歐、美洲地區口頭發表五萬元為上限、海報發表不超過三萬元；紐、澳地區口頭發表四萬元為上限、海報發表不超過二萬元；亞洲地區口頭發表不超過三萬元、海報發表不超過一萬元；其他地區不超過五萬元為原則：

- 一、往返機票：由國內至國際會議舉行地點最直接航程之往返經濟艙機票，按核定之定額內核實補助，由申請人自行墊購。
- 二、會議之報名費及註冊費（不包括其它雜支如論文集、會員年費、餐費等）。
- 三、會議期間之生活費，依中央政府各機關派赴國外各地區出差人員生活費日支數額標準核定之。前項補助，申請人如已獲其他單位補助者，僅補助扣除其他單位補助經費之差額。

Article 3. The grant can only cover the following types of expenses and the maximum financial support is as below:

In Europe and America, an oral presentation will be subsidized for a maximum of NT\$50,000 and poster presentation for a max amount of NT\$30,000; In New Zealand and Australia, an oral presentation will be subsidized at a maximum of NT\$40,000 and poster presentation for a max amount of NT\$20,000; In Asia, oral presentation will be subsidized at a maximum of NT\$30,000 and poster presentation for a max amount of NT\$10,000; In other areas, there will be a maximum funding amount of NT\$50,000.

Such funding is intended to cover:

1. Two-way airline ticket: direct return flight from Taiwan to the venue of the international conference in economy class, which need to be subsidized within actual expenses and the applicant should pay first on his/her own bill.
2. Registration fee to the international conference, not including any miscellaneous cost for Proceeding, annual member fee, or meal expenses etc.
3. The standard of living expenses during the conference in accordance with the “Amount Table of Personal Daily Living Allowance for Business Trips Delegated by Central Government Agency”. If the applicant has been granted a living expense subsidy from another unit, the difference in the amount of the subsidy for such other units will be deducted.

第四條 依本辦法申請補助原則如下：

- 一、大學部學生及碩士班學生在學期間以補助一次為限；博士班學生每兩學年度得補助一次。

二、若事後得知獲外部補助，本院將不再補助。若無外部補助，即可依循本辦法申請。

三、年度中若補助經費用罄，得不予補助。

Article 4. The subsidy applying principle is as follows:

1. For under-graduate and master graduate students , one applicant can receive only one subsidy. For Doctoral students, applicants can receive a subsidy every two academic years.
2. A subsidy is only provided to applicants who did not receive any other grants.
3. If the subsidy budget is used up there will be no additional subsidy provided.

第五條 本辦法所定之補助，其補助順序以口頭報告為優先；壁報論文次之，同一次的國際會議中同一個實驗室裡最多同時補助兩位申請人，由院經費核發。

Article 5. Higher priority for grants will be given to applicants due to give an oral presentation, then to those giving a poster presentation. A maximum of two subsidies will be awarded to applicants from the same lab who are attending the same international conference. The overall grant will be provided by the CBME foundation.

第六條 申請人申請補助，應於該國際會議舉行日期至少四週前，備齊下列文件，送至本院申請，逾期概不予受理：

- 一、申請表。
- 二、論文接受函。
- 三、擬發表之論文摘要。
- 四、會議日程表。(附該會議官網議程URL)
- 五、近年最具代表性之著作抽印本(至多三篇)。
- 六、該發表論文之其他合著者未以同一論文向本校或其他單位申請補助之切結書。
- 七、依第二條第一項規定向科技部或外部單位申請經費補助之證明文件。

Article 6. Applications shall be made at least four weeks before the international conference, and the following documents shall be provided. Overdue applications will not be accepted.

1. The application form.(Appendix 1)
2. The letter of acceptance for the conference
3. Abstract of the paper which will be presented.
4. Schedule of the conference. (URL of the meeting official site)
5. Copy of recent representative publications (three at most).

6. The declaration that no other grants have been applied by the co-authors from TMU or other units for the same presentation. (Appendix 3)
7. Documented evidence of the application for financial assistance to the MOST or the foundation referred to in the first paragraph of article 2.

第七條 依本辦法申請補助之申請案，由本院邀請三位審查委員審查通過後，經院長同意後補助。

Article 7. Applications within this regulation should be reviewed by three committee members appointed by the dean and would be granted after approved by the dean.

第八條 經奉核定補助者，申請人如有變更行程或取消行程時，應事先陳報本院，並送原審查委員審核。

Article 8. For those whose grants were approved, changing or canceling the itinerary must be reported to CBME in advance and has to be verified by the original committee members.

第九條 依本辦法規定受補助者，經費之核銷，應依下列規定辦理：

- 一、應於返國一個月內，檢具出國報告，以電子郵件方式傳送至本院。
- 二、應於返國二週內，依本校財務處規定，填寫核銷明細表，並依核定補助項目檢具所需文件，經系所主管用印後，送本院彙整，報財務處核銷。辦理前項核銷，機票費、註冊費及生活費，並應檢具下列單據：
 - 一、機票費：機票票根正本或電子機票；國際線航空機票，應檢具購票證明單或旅行業代收轉付收據及登機證存根。
 - 二、註冊費：註冊費收據正本、外幣兌換水單。
 - 三、生活費：臺灣銀行歷史匯率表及中央政府各機關派赴國外各地區出差人員生活費日支數額表。

Article 9. In accordance with the provisions of this subvention, the reimbursement of funds shall be processed according to the following provisions:

- A. Within one month after return, a report needs to be sent to the secretary of their college or institute in CBME by e-mail.
- B. Within two weeks after return, according to the Financial department regulations, applicants shall complete the documents required, signed by institute directors and deliver them to CBME. To obtain reimbursement, airline fee, registration fees and living expenses should be provided as follow:
 1. Airline Fee: original or electronic ticket; International airline tickets should include ticket purchase verification or the original receipt of flight ticket, and the boarding

pass stub.

2. Registration fee: The original receipt of registration fees and Foreign Exchange Memo.
3. Living expenses: Foreign Exchange Memo or historical exchange rate in Taiwan Bank. Or the Table of Personal Daily Living Allowance for Business Trips Delegated by Central Government Agency

第十條 本辦法經院務會議通過後公告施行；修正時亦同。

Article 10. This regulation will be implemented after being approved by the College Affairs Council.
All amendments shall be treated likewise.

臺北醫學大學醫學工程學院補助學生出席國際學術會議申請表

Appendix 1: College of Biomedical Engineering, Taipei Medical University Application Form for Grants for Students Attending International Conferences

申請日期： 年 月 日

Date of Application: yr. m d

申請人姓名 Applicant		系所/年級 Department/Year	
學號 Student ID		身分證字號 Personal ID or ARC No.	
聯絡方式 Contact Info.	電話 Phone : 手機 Mobile : E-mail :		
會議時間 Conference Date		會議地點 Conference Location	
會議名稱 Conference Name	(CN) (ENG)		
發表論文題目 Thesis Title	(CN) (ENG)		
論文指導教授 Thesis Advisor			
經 費 預 算 表 Budget			
活動總預算 Total budget			
支出項目 Expenses types	金 額 Amount	說明並檢附估價文件供參考 explanation	
註冊費 Registration fee			
交通費 Transportation fee			
住宿費 Accommodation fee			
生活費 Miscellaneous expenditure			
合計 Total			

說明：本表支出項目可依需要增刪之。

Instruction: Items can be added to this form if needed.

大會排定 Oral Poster Other

Type of presentation: Oral Poster Other

附件： 出席國際會議通知

Attachment: International conference notice.

有無獲其他單位補助之文件: 有，單位: _____

Any similar grants from other unit? Yes, Unit: _____

有，但尚未得知結果

Yes, under review.

無

NO

其他，名稱：_____

Other attachments, Name: _____

單位主管 Unit Chief

上述文件從缺

上述文件查核無誤

簽名 Signature :

Documents deficiencies Documents checked

予以推薦

不予以推薦

Recommended

Not recommended

審查小組 Review Group

通過

不通過，原因：

簽名 Signature :

Passed

Not passed, reason:

核定金額：_____

Approved amount

院長 Dean

同意

不同意，原因：

簽名 Signature :

Approved

Not approved, reason:

審核意見
Audit opinion

臺北醫學大學醫學工程學院補助學生出席國際學術會議報告書

Appendix 2: College of Biomedical Engineering, Taipei Medical University Report of Students Attending International Conferences

Date: yr. m d

報告人姓名 Name		單位及職稱 Unit and position	
會議時間 Date of conference		會議地點 Place of conference	
會議名稱 Name of conference	(CN) (ENG)		
發表論文題目 Topic presented	(CN) (ENG)		
論文指導教授 Thesis Advisor			
<p>報告內容可包括下列各項，以一頁為限</p> <p>The following section could be included in the report, and not exceed to 1 page of A4</p> <p>一、參加會議經過 Summarize the agenda attending the conference</p> <p>二、與會心得 Experiences of attending the conference</p> <p>三、考察參觀活動(無是項活動者省略) Activities of on-the-spot visit Can be omitted if there is not any).</p> <p>四、建議 Suggestions.</p> <p>五、攜回資料名稱及內容 Name and content of documents taken back.</p>			
單位主管 Unit Chief		院長 Dean	

臺北醫學大學醫學工程學院補助學生出席國際學術會議切結書

Appendix 3: College of Biomedical Engineering, Taipei Medical
University
Declaration

切結書 (Declaration)

1. 本人為本發表論文之「第一作者」或「通訊作者」 (I am the first author or correspondence author of this published paper or presentation)
2. 此論文以「臺北醫學大學」名義發表 (This paper was published under the affiliation of Taipei Medical University)
3. 本論文為「首次」發表於國際會議之論文 (This is the first publication in an international conference)
4. 本發表論文之其他合著者未以同一論文向本校或其他單位申請補助。 (No other grants have been applied by the co-authors from TMU or any other off-campus units.)

本切結書中之內容，如有不實情事，本人願負一切責任 (I certify that all information provided as part of this application is true and correct to the best of my knowledge)

以上

特此聲明，以資證明

此致

臺北醫學大學

申請人 (Applicant) : _____

臺北醫學大學醫學工程學院補助學生出席國際學術會議核銷明細表

**Appendix 4: College of Biomedical Engineering, Taipei Medical University
Reimbursement Calculator**

申請人：		依恭願			外幣：		USD		匯率		30.845	
補助核定金額上限：		30,000			實際核銷金額：				30,000			
				機票		註冊費		生活費				
月	日	地點	項目	外幣	台幣	外幣	台幣	外幣	台幣			
3	18	台北	會議註冊費		0	245	7,557			0		
4	2	聖地牙哥	台北往返洛杉磯		27,417					0		
4	2	聖地牙哥	住宿-三天		0					26,928		
4	2	聖地牙哥	會議期間		0			250	7,711			
4	3	聖地牙哥	會議期間		0			250	7,711			
4	4	聖地牙哥	會議期間		0			250	7,711			
				小計：	27,417	小計：	7,557	小計：	50,062			
總計：												85,036

0

黃色區域請自行依實際狀況填入