

臺北醫學大學醫學科技學院醫學檢驗暨生物技術學系補助研究生出席國際會議
辦法

**Measures for Subsidizing Graduate Students of Department of Medical
Laboratory Science and Biotechnology of College of Medical
Science and Technology, Taipei Medical University to Attend
International Conferences**

101年1月13日系務會議新訂
Newly formulated at Departmental Meeting on January 13, 2012

第一條 本系為鼓勵研究生赴國外出席國際會議、促進國際文教交流，特訂定「補助研究生出席國際會議辦法」(以下簡稱本辦法)。

Article 1 To encourage graduate students to go abroad to attend international conferences as well as promote international cultural and educational exchanges, the Department has specially formulated the "Measures of Subsidizing Graduate Students for Attending International Conferences" (hereinafter referred to as the "Measures").

第二條 申請資格：本系研究生，並需符合下列申請條件者。

Article 2 Qualifications for application: Graduate students in this Department who meet the following application requirements.

- 一、凡本系研究生出國參加國際重要會議並發表論文，須先向國科會(註1)、教育部或傑出人才發展基金會(註2)、本校研發處申請經費補助，並取得申請證明文件。

All graduate students of this Department who go abroad to participate in important international conferences and publish papers must first report to the National Science Council (Note 1), the Ministry of Education or Foundation for the Advancement of Outstanding Scholarship (Note 2), the R&D Department of the school to apply for funding subsidies and obtain application documents.

- 二、指導教授宜共同參與該國際會議。

The advisory professor shall participate in the international conference together.

- 三、申請人為第一作者，且該論文以本系名義發表。

The applicant shall be the first author, and the paper must be published in the name of the Department.

第三條 申請案件由系主任邀請三位審查委員審查通過後核定。同一會議同一位指導教授最多補助二人為原則，申請人在同一學年度內以補助一次為限。

Article 3 The application case shall be reviewed and approved by the Department head along with three invited review committee members. The same meeting and the same advisor shall subsidize for maximum two persons in principle, and

applicants are limited to one subsidy within the same academic year.

第四條 申請期限：申請人應於該國際會議舉行日期至少一個月前，將所有申請資料送至系辦公室，逾期不予受理。

Article 4 Deadline for application: applicants should send all application information to the Department at least one month before the date of the international conference to the Department Office, overdue will not be accepted.

第五條 申請文件：申請人需備齊下列申請文件：

Article 5 Application documents: Applicants must prepare the following application documents:

一、申請表。

Application form.

二、論文接受函。

Paper acceptance letter.

三、擬發表之論文摘要(以首次發表於國際會議之論文為限)。

Abstracts of papers to be published (limited to papers first published in international conferences).

四、會議日程表。

Meeting schedule.

五、向其他單位申請經費補助之證明文件。

Proof of application for subsidy from other units

第六條 補助經費：本辦法為部分補助，每次申請補助金額為伍仟元。

Article 6 Subsidy funds: This measure is a partial subsidy and the amount of subsidy applied for each time is NTD5,000.

第七條 核銷方式：受補助者需於返國一個月內，檢具機票票根或電子機票之影本、旅行業代收轉付收據及登機證存根影本、註冊費收據影本送至系辦公室。

Article 7 Method of verification: the recipient of the subsidy must attach and submit the ticket stub or the photocopy of the electronic ticket, the receipt of collection and transfer from travel industry, the copy of the boarding pass stub, and the copy of the registration fee receipt to the Department Office.

第八條 獲本系核准補助者，如有變更行程或取消行程時，應事先陳報本系，並送原審查委員審核。

Article 8 Those who have already been approved by the department shall report to the Department in advance if there is a change or cancelation of their itinerary and send it to the original review committee members for review.

第九條 若年度中本補助經費用罄，則不再給予補助。

Article 9 If the subsidy is used up in the middle of the year, no subsidy will be given.

第十條 本辦法經系務會議通過後實施，修正時亦同。

Article 10 The measures shall be implemented after being approved by the Departmental meeting, and the same shall apply when amended.

註 1：申請期限：會議首日所屬月份之前一個月之首日前五個工作天。

Note 1: Application deadline: five working days before the first month of the month prior to the first day of the conference.

註 2：申請期限：出國前兩個月。

Note 2: Application period: two months before going abroad.

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 Application Form for Subsidizing Graduate Students of Department of Medical Laboratory Science and
 Biotechnology of College of Medical Science and Technology, Taipei Medical University to Attend
 International Conferences

申請人姓名 Name of applicant	中文： Chinese:	學號 Student ID. No.	
	英文： English:	身分證字號 ID. No.	
聯絡方式Contact method	(O) : (H): (O) : (H):	行動電話： Mobile phone:	
Email			
會議正式名稱 Official name of the meeting	中文 Chinese:		
	英文： English:		
會議時間Meeting time	自 年 月 日至 年 月 日 From MM/DD/YYYY to MM/DD/YYYY	地點(國、州、城市) Location (country, state, city)	
會議主辦單位名稱 Name of conference organizer	中文 Chinese:		
	英文： English:		
擬發表論文題目 Title of the paper to be published	中文 Chinese:	專長學科 Specialties	1.
	英文： English:		2.
本篇論文主要指導及共同指導教授 The main advisor and co-advisor of this paper			
論文所屬領域： The field of the paper			
大會排定論文發表方式 Paper presentation method arranged by the General Assembly <input type="checkbox"/> oral <input type="checkbox"/> poster <input type="checkbox"/> others			
申請文件 Application documents	<input type="checkbox"/> 申請表Application form <input type="checkbox"/> 論文接受函Paper acceptance letter <input type="checkbox"/> 擬發表之論文摘要(以首次發表於國際會議之論文為限) The abstract of the paper to be published (limited to the first paper published in an international conference) <input type="checkbox"/> 會議日程表Conference schedule <input type="checkbox"/> 向其他單位申請經費補助之證明文件Proof of application for subsidies from other organizations		
審查意見 Review opinion	<input type="checkbox"/> 符合Conform <input type="checkbox"/> 不符合 原因 _____ Non-conformity, reason 審查委員簽章： _____ Signature of Review Committee		

系所主管簽章： _____
 Signature of Department Supervisor