

國立臺灣大學國際學院 學生參與國際會議補助申請須知

NTU International College-Instructions for Student Grant for International Conferences

1. 申請資格 Eligibility :

須為本院在學學生，且須為發表論文之第一作者或通訊作者，論文發表單位須為本院或本院學位學程。

Applicants must be current International College students and the first author or corresponding author of the paper to be presented. The paper must be affiliated with NTU International College or one of its degree programs.

2. 申請時間 Application Time :

於每年 1/1 至 9/30 受理當年度補助申請；申請者至遲須於國際會議舉辦前二個月，將完整申請文件送至學院辦公室，逾期或資料不完整者不受理。

Applications for the current year are accepted from January 1 to September 30. Complete application documents must be submitted to the College Office at least two months before the scheduled international conference. Late or incomplete applications will not be considered.

3. 補助額度 Grant Amount :

論文發表方式以口頭報告者優先補助；視經費狀況及審核結果，得依比例補助或不予補助；當年度經費用罄即不再補助。

Priority will be given to oral presentations. The grant amount may be adjusted, or the grant may not be provided, depending on budget availability and review results. No further grants will be issued once the annual budget is exhausted.

(1) 亞洲地區 Asia Region :

以不超過新臺幣 2 萬元為原則 Maximum grant amount: NT\$20,000

(2) 其他地區 Other Regions :

以不超過新臺幣 4 萬元為原則 Maximum grant amount: NT\$40,000

4. 申請文件 Required Documents for Application :

(1) 申請表 Application Form

(2) 國際學術會議單位致申請者本人之正式邀請函，或論文被接受發表之證明文件

A formal invitation from the conference organizers to the applicant or proof of paper acceptance

(3) 擬發表之論文摘要及全文 Abstract and full text of the paper

(4) 學術會議日程表 Agenda of the conference

5. 核銷期限及應繳文件 Reimbursement Deadline and Required Documents :

獲補助者應於回臺後一個月內，或本院另行通知之期限前，繳交下列合格單據進行核銷，逾期、資料不完整或單據不符規定者，視同放棄補助。

Eligible reimbursement documents must be submitted within one month after returning to Taiwan or by the deadline specified by the College. Late or incomplete submissions, or documents that do not meet the requirements, will result in forfeiture of the grant.

(1) 電子機票、購票證明、登機證存根正本

Electronic flight ticket (e-ticket), Proof of ticket purchase, Original boarding pass stub(s)

(2) 郵局/玉山銀行/華南銀行帳戶

Post Office/E.Sun Bank/Huanan Bank Account

(3) 研修心得報告(英文 1,600-2,000 字，紙本與電子檔皆須提供，可附照片)

Study report (1,600-2,000 words in English; both hard copy and electronic copy required. Photos may be included.)

6. 獲本補助者，同案不得領取其他補助或獎學金，指導教授提供之補助不在此限。
Recipients of this grant may not receive other subsidies or scholarships for the same purpose, except for funding provided by their advisor.
7. 獲本補助者，其出國行程不得任意變更，包含改變出國期間、國家等，如因非個人因素而需變動，應事先向本院提出申請並獲核可，違者取消補助資格。
Recipients of this grant cannot arbitrarily change their travel plans, including modifications to the travel dates or destination. Except for personal reasons, any necessary changes must be applied for and approved by the International College in advance; otherwise, the grant will be revoked.
8. 本院學生於在學期間向本院申請補助案，補助次數以一次為限。
Each student may receive College-administered grants or subsidies only once during their period of enrollment.