

元智大學國際暨兩岸合作計畫補助申請標準辦法

83.08.17 八十三學年度第一次國際暨兩岸合作委員會議通過
85.11.05 八十五學年度第一次國際暨兩岸合作委員會議修正通過
87.07.27 八十六學年度第二次國際暨兩岸合作委員會議修正通過
87.11.02 八十七學年度第五次行政會議通過
104.05.27 103 學年度第 22 次行政會議修訂通過

第一條 為提升本校國際能見度，獎勵教師參與跨國合作研究，特訂定本辦法，以推動本校專任教師參與國際學術研究機構之研究團隊進行前瞻創新研究。

第二條 國際合作案補助之經費，以活動所需之差旅費、場地費、宣傳費、演講費等臨時性業務經費為原則，研究生經費、儀器設備，常任之工讀生、助理、秘書等所需經費，不在補助範圍之內。獲核定之經費，即為該專案可使用之上限，實際支出時，須實報實銷，不得超支。

第三條 補助項目及其金額

- 一、本校學術單位辦理之國際研討會或國際合作研究活動，每案以新台幣十萬元為上限。之國際研討會或國際合作研究活動，每案以新台幣十萬元為上限。
- 二、教師赴國外前往國際著名學術機構洽談研究合作事宜，每案以新台幣伍萬元為上限，若為團隊前往，則以校長核定之金額為上限。
- 三、獎勵教師獲國際學會院士/會士(Fellow)，補助其會費(Membership Fee)，一年以一案為限，補助上限為新台幣壹萬伍仟元。

第四條 本校教職員前往合作學校參訪出差費，依本校「教職員工國內外出差費報支標準表」支付，出差前須填具「國際研究合作計畫補助申請表」會簽系、院及研發處，說明預定出差計畫，含行程、會見人員、工作內容、預期目標及所需經費。應於返回後兩週內向研發處辦理經費核銷，同時繳交詳細成果報告及重要照片兩張。

- 一、差旅機票：依計畫行程之經濟艙來回票價為上限，返回後，附旅行社代收轉付收據及機票存根正本，核實報銷。
- 二、生活費：因特殊計畫須長期出差者，須上簽呈核准。生活費標準請參考本校「教職員工國內外出差費報支標準表」。
- 三、赴他校進行課程講授者，應向對方學校申請相關之課程講授費用

第五條 邀請對方教授來訪

邀請對方來校正式授課或因計畫需求來訪商談合作或研究，應儘量安排演講、座談等公開之學術活動，以嘉惠學校。計畫主持人應儘量事先向科技部、教育部等單位申請補助。活動過後兩週內請繳交活動報告、照片並辦理經費核銷。

- 一、差旅機票：以經濟艙來回票價為上限，順道來台者以實際所需機票費估算，依據機票正本核銷。
 - 二、生活費補助部份比照前項本校教職員前往合作學校參訪出差費辦理（一律以歐美日標準計算）。
 - 三、至本校進行課程講授者，應由人事室按教學經費相關標準支給薪資。本校應協助安排住宿於學校招待所，其生活費應由教授自理。
- 註：建議雙方以平等互惠為交流基礎，長期住宿儘量請對方提供該校宿舍或招待所，以節省本校資源；反之至本校訪問或授課之教授，本校儘量安排其在校住宿，以增進雙方了解並促進校園國際化。

第六條 本辦法經行政會議通過後實施，修正時亦同。

Yuan Ze University (YZU):
Regulations on the grant of subsidies for international and cross-strait collaboration (ICSC)
research projects

- Aug 17, 1994: Adopted at the 1st ICSC Committee Meeting, Academic Year 1994
- Nov 5, 1996: Revised and adopted at the 1st ICSC Committee Meeting, Academic Year 1996
- Jul 27, 1998: Revised and adopted at the 2nd ICSC Committee Meeting, Academic Year 1997
- Nov 2, 1998: Adopted at the 5th Administrative Council Meeting, Academic Year 1998
- May 27, 2015: Revised and adopted at the 22nd Administrative Council Meeting, Academic Year 2014

- Article 1 These regulations are specifically formulated to enhance YZU’s international profile and incentivize and encourage YZU’s full-time faculty members to participate in cross-border collaborative research and join research teams from international academic and research institutions to conduct cutting-edge and innovative research.
- Article 2 The funds to subsidize ICSC research projects are intended to support the conduct of temporary activities such as travel expenses and costs incurred for venue rental, publicity, and delivery of lectures. Funds required for the hiring of postgraduates, students working part-time on a regular basis, assistants, and secretaries are excluded from the scope of this subsidy. The approved funds for each ICSC research project represent the maximum amount available. Reimbursements of actual expenditures shall be made after the applicant has submitted a report with supporting documents attached. Over-expenditure is not permitted.
- Article 3 Subsidized items and amounts:
1. The budget shall not exceed NT\$100,000 for each international seminar or ICSC research activity organized by YZU’s academic units.
 2. The maximum expenses allowable when faculty members visit internationally renowned academic institutions overseas to discuss and negotiate research collaborations is NT\$50,000. When traveling with a team, the amount approved by YZU’s President shall be the maximum.
 3. Faculty members appointed as academicians/fellows of international societies shall be granted a subsidy for payment of their membership fees. The subsidy is only available once a year for each faculty member, with the maximum amount being NT\$15,000.
- Article 4 When YZU faculty members and staff visit collaboration partners, their travel expenses shall be paid according to YZU’s “Standard Guidelines for the Reimbursement of Domestic and International Travel Expenses by Faculty Members and Staff.” Prior to the trip, the applicants shall complete the “Application Form for Subsidy for International Research Collaboration Projects” and submit it to their respective faculty/college/research office for approval. The detailed schedule for the trip shall be provided, including the itinerary, personnel attending the meetings, work content, expected goals, and funds required. The applicants shall verify the amount of funds expended with the Office of Research and Development within two weeks upon return from the trip, and submit a detailed achievement report with two photographs of important occasions attached.
1. *Air tickets for travel:* The amount to expend shall not exceed the price of an economy class round-trip ticket based on the planned itinerary. Upon return, the collection and

transfer receipt issued by the travel agency and the original ticket stubs are to be attached and submitted for verification and reimbursement.

2. *Living expenses:* Prior submission and approval is required for applicants who have to live overseas owing to the special circumstances of their projects. Please refer to the “Standard Guidelines for the Reimbursement of Domestic and International Travel Expenses by Faculty Members and Staff” for details on the allowances provided for living expenses.
3. *Lecture fees:* Faculty members who deliver lectures in partner colleges shall apply for the relevant course lecture fees from the partner college.

Article 5 Inviting professors from partner colleges to visit YZU

When inviting collaboration partners to visit YZU to deliver formal lectures or discuss collaboration or research based on the needs of ICSC research projects, the project leaders shall make arrangements for the visitors to participate in as many public academic activities (such as lectures and seminars) as possible so that YZU faculty members and staff can benefit from the sharing of the visitors’ knowledge and experiences. Project leaders shall try their utmost to apply for subsidies from the Ministry of Science and Technology, Ministry of Education, or other units in advance. Please submit a report and photographs of the organized activities within two weeks after these are held, and declare the expenses incurred for verification and reimbursement.

1. *Air tickets for travel:* The amount to expend shall not exceed the price of an economy class round-trip ticket. For visitors arriving in Taiwan en route to another country, the amount shall be estimated based on actual air fares to Taiwan. The visitors’ original air tickets shall be submitted for verification and reimbursement.
2. *Living expenses:* Subsidies for living expenses shall be in accordance with the guidelines stated in Article 4 (all calculations shall be in accordance with European, American, and Japanese standards).
3. *Lecture fees:* For visitors delivering course lectures at YZU, their salaries shall be paid by the Personnel Office according to the relevant standards for teaching funds. YZU shall assist in making arrangements for the visitors’ accommodation in the dormitories or guest houses on campus. However, living expenses during the visit shall be borne by the visitors themselves.

Note: Both parties are advised to conduct exchanges based on the principles of equality and reciprocity. The collaboration partner shall preferably provide YZU faculty members with accommodation in their own campus dormitories or guest houses during long-term visits, thereby helping to conserve YZU’s resources. Conversely, YZU shall try their utmost to arrange for on-campus accommodation for professors who visit or teach at YZU. This will facilitate mutual understanding and promote YZU’s internationalization efforts.

Article 6 These regulations, as well as all subsequent revisions therewith, shall be duly adopted by the Administrative Council prior to implementation.