

長榮大學短期交流補助作業要點

Operational Guidelines for Short-term Exchange Subsidy of Chang Jung Christian University

107.05.10 106 學年度第 2 學期第 3 次行政會議通過

Passed by the third Administrative Meeting of the second semester in the 2017 academic year on May 10, 2018

108.09.05 108 學年度第 1 學期第 2 次行政會議通過

Passed by the second Administrative Meeting of the first semester in the 2019 academic year on September 5, 2019

第一條 為加速邁向卓越大學之列，培育校園國際觀，促進國際學術及文化交流，鼓勵學生出國參與海外教學與研究相關活動，特訂定本要點。

Article 1 In order to accelerate the progression to become part of excellence universities, cultivate an international outlook on campus, promote international academic and cultural exchanges, and encourage students to participate in overseas teaching and research-related activities, the Guidelines are hereby enacted as follows.

第二條 申請資格：

Article 2 Qualifications for application:

一、凡本校單位因學術提升、教學研究、國際化推動等原因，確有需求者得提出申請。

1. The unit of the University that indeed has the need may submit the application with reasons such as academic promotion, teaching research and implementation of internationalization.

二、國外交流活動執行期間，參與者必須是本校在學學生。

2. During the implementation period of overseas exchange activities, the participants must be the enrolled students of the University.

第三條 申請方式：每年度分二梯次提出申請

Article 3 Application method: there are two applications rounds each year

一、第一梯次：每年十月一日至十月三十一日止提出申請，受理隔年一月至六月出國計畫。

1. First round: The application submitted from October 1 to October 31 every year will be accepted to review the plan for going abroad from January to June in the following year.

二、第二梯次：每年三月一日至三月三十一日止提出申請，受理當年七月至十二月出國計畫。

2. Second round: The application submitted from March 1 to March 31 every year will be accepted to review the plan for going abroad from July to December in the current year.

第四條 補助活動類型與項目：

Article 4 Types and items of subsidized activities:

- 一、 海外短期研修：包括短期研究、暑期班、移地密集課程等，課程或研究達一學分以上且取得機構或學校之修業證明，並符合系所規定可進行抵免者。
 1. Short-term overseas research and studies: courses or research of more than one credit that may obtain the certificate of study from the institution or school, which also meets the credit transfer or waiver requirement of the department, including short-term research, summer classes, learning away from home intensive courses, etc.
- 二、 短期文化交流：包括跨國教育體驗（GlobEEs）、短期文化交流、國際營隊、國際會議等，扣除交通時間後實際交流期程須達七天以上、三十天以內之交流方案。
 2. Short-term cultural exchanges: the exchange program that has an actual exchange schedule and period from seven days (or more) to 30 days (or less) after deducting the time for transportation, including Global Educational Experiences (GlobEEs), short-term cultural exchanges, international camps, international conferences, etc
- 三、 競賽或移地訓練：赴國外參與競賽或移地訓練，競賽參賽隊伍須至少三個國家以上或實際訓練時間須二週以上之方案。
 3. Competition or away from home training: to participate in competitions of which the competition teams come from at least three or more countries, or away from home training abroad of which the actual training time takes up two weeks or more.

第五條 補助項目及額度：

Article 5 Subsidy items and amount:

- 一、 補助項目得包括第四條三類活動所需之課程費、報名費、經濟艙來回機票費，由申請人檢據核實報支。
 1. The subsidy items may include the **course fee, registration fee, and economy class round-trip airfare** required by the activities of Type 3 under Article 4 hereof. The aforementioned fees may be requested for reimbursement by the applicant with the supporting documents to verify the expenses.
- 二、 十人（含）以上團隊得補助隨隊教師之經濟艙來回機票費一張，不得轉用其他項目。
 2. The team teacher who leads a team of ten or more persons may be

subsidized by one round-trip airfare for the economy class, which may not be used otherwise by other items.

三、 每位學生補助以兩萬元為限，不限區域；隨隊教師之機票費及住宿費用另外估算之。

3. The subsidy for each student shall be limited to NT\$20,000, without restrictions on the region; the airfare and accommodation fee of the team teacher shall be estimated separately.

四、 補助名額及金額依該年度經費及申請狀況調整。

4. The quota and amount of the subsidy shall be adjusted according to the funding and application status of the year.

五、 補助經費由國際處單位年度預算或所屬計畫經費預算項下支應。

5. The subsidy shall be funded by the annual unit budget of the Office of International Affairs or the budget of the affiliated project.

第六條 審查原則

Article 6 Review principle

一、 依計畫內容充實度與專業度、經費編列合理程度、與交流機構之深耕交流潛力、預期效益、量化指標具體及合理程度等項目進行審查。

1. The review shall be conducted according to the content enrichment and professionalism of the project, the rationality of budget planning, the potential of cultivated communication with the exchange organization, the expected benefits, the degree of specificity and reasonableness of quantitative indicators, etc.

二、 未盡事宜，由國際學術交流審查委員會討論後決議。

2. Unfinished matters shall be resolved after discussions by the International Academic Exchange Review Committee.

第七條 審查程序

Article 7 Review procedure:

一、 截件後由每學期國際學術交流審查委員名單中，國際交流與兩岸事務處推派三位委員召開審查小組，每小組至多審三案，各案所屬院所委員可加入審查，以一人為限。

1. After the deadline for the application, the review team will be formed by three committee members selected from the list of the International Academic Exchange Review Commissioners and the Office of International

Affairs in each semester. Each team will review three cases at the most, and the commissioner affiliated to the department of each case may join the review team, the number of which is limited to one person.

二、 審查小組意見將於國際學術交流審查委員會議上進行決議。

2. The comments made by the review team will be resolved at the International Academic Exchange Review Committee.

第八條 出國前應辦理事宜：

Article 8 Matters to be arranged before going abroad:

獲補助款核定後，經費將流用給各計畫主持人，請於出國前一個月內按經費來源計畫辦公室規定，自行完成動支及校內簽呈核示，並會辦國際處及相關單位。

After the subsidy is approved, the funds will be made available for each Principal Investigator to complete the drawing on the disbursement and the necessary documentation to be submitted for approval within the University on his or her initiative according to the rules of the project office where the funds are sourced, and to notify the Office of International Affairs and the relevant units accordingly within one month before going abroad.

第九條 返國應辦理事宜：

Article 9 Matters to be processed after returning to the country:

一、 計畫主持人請於返國一個月內繳交學生心得及問卷，並依補助經費來源配合計畫辦公室繳交相關成果及自行完成核銷。

1. The Principal Investigator shall submit the feedback report and questionnaire of the student within one month after returning to the country, present the relevant results according to the subsidy funding source in cooperation with the project office, and complete the write-off on his or her initiative.

二、 獲補助學生有義務配合參加由國際處或校內申請單位所辦理之成果發表會或經驗分享說明會。

2. Students granted with subsidies are obliged to cooperate in participating in the presentation of results or experience sharing event and orientation arranged by the Office of International Affairs or the application unit within the University.

第十條 計畫核定後，如需取消或變更計畫內容，需向國際交流與兩岸事務處提出申請，經同意後方得取消或變更；未獲同意逕自取消或變更計畫內容者，爾後不予補助。取消計畫執行者，其補助資格不得保留；變更計畫期程或

內容者，出國日期仍不得延於原核定補助梯次，計畫內容變更須敘明理由及檢附變更對照表，同意變更後方予保留補助。

Article 10

If the plan needs to be cancelled or the content of the plan needs to be amended after the plan is approved, an application shall be made to the Office of International Affairs for approval of such cancel or amendment; If the plan is cancelled or the content of the plan is amended arbitrarily without obtaining the approval, a subsidy shall not be granted thereafter. If the plan is cancelled for implementation, the qualification for the subsidy shall not be reserved; if the schedule or content of the plan is to be amended, the date of departure shall still not be extended beyond the subsidy round originally approved for. The amendment to the plan content shall state the reason and attach the comparative table of the amendments, and the subsidy shall only be reserved after the amendment is approve.

第十一條 本辦法經國際事務委員會、行政會議通過後，陳請校長核定後公告施行，修正時亦同。

Article 11

The Guidelines shall be promulgated and taken effect after being passed by the International Affairs Committee and the Administrative Meeting, and being approved by the president, and the same shall apply in the case of amendments.