

長榮大學短期交流獎助計畫 審查程序

Review Process for Short-term Exchange Funding Program of Chang Jung Christian University

108.06.19 107 學年度第 2 學期第 4 次國際兩岸交流組務會議通過
Passed by the fourth Section Meeting of the International and Cross-Strait Cooperation Section of the second semester in the 2018
academic year on June 19, 2019

108.07.22 107 學年度第 2 學期第 4 次國際交流與兩岸事務處處務會議修訂通過
Amended and passed by the fourth Office Meeting of the Office of International Affairs of the second semester in the 2018 academic year
on July 22 2019

一、說明：

I. Explanations:

1. 辦法依據：依照長榮大學短期交流補助作業要點辦理「長榮大學短期交流獎助計畫」，每年度分二梯次提出申請
1. Basis: The “Review Process for Short-term Exchange Funding Program of Chang Jung Christian University” is processed according to the Operational Guidelines for Short-term Exchange Subsidy of Chang Jung Christian University, and there are two applications rounds each year.
 - (1) 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.
 - (2) 第二梯次：每年三月一日至三月三十一日止提出申請，受理隔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.
2. 補助活動類型與項目
2. Types and items of subsidized activities
 - (1) 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.
 - (2) 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.
 - (3) 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.

3. 補助項目及額度

3. Subsidy items and amount

- (1) 補助項目為活動所需之課程費、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 activity. The aforementioned fees may be requested for reimbursement by the applicant with the supporting documents to verify the expenses.
- (2) 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.
- (3) 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.

二、 審查程序

II. Review process

- (1) **初審**：收件後，國際交流與兩岸事務處(以下簡稱國際處)將從國際學術交流審查會(以下簡稱委員會)委員名單中推派三位進行審查小組（各案所屬院所委員可加入審查，至多 1 位），其審查結果分別為通過、有條件通過及未通過。
- (1) Initial review: After accepting the application, the Office of International Affairs (hereinafter referred to as “OIA”) will select three committee members from the commissioner list of the International Academic Exchange Review Committee (hereinafter referred to as the “Committee”) to form a review team. (The commissioner affiliated to the department of each case may join the review team, the number of which is limited to one person.) The results of the review shall include **pass, conditional pass and not pass**.
- **通過**：計畫目標、計畫內容、經費編列合理程度及活動流程說明詳盡，評分分數 85 分（含）以上者，審查結果為通過。
 - **Pass**: For the **plan objectives, plan contents, the rationality of budget preparation** and detailed description of **the activity process** that obtain the score of 85 or more points, the review result is pass.
 - **有條件通過**：計畫目標、計畫內容、經費編列合理程度及活動流程說明不夠完整，但修改後整體仍可執行，評分分數 60（含）至 85 分（不含）者，審查結果為有條件通過。
 - **Conditional pass**: For the **plan objectives, plan contents, the rationality of budget preparation** and **the description of the activity process** not detailed enough but still

overly executable after revision that obtain the score from 60 or more points to less than 85 points, the review result is conditional pass.

- **未通過**：提案規劃並不符合作業要點與學校國際化政策，評分分數 60 分（不含）以下，審查結果為未通過。
 - **Not pass**: For the proposal not conforming to the Operational Guidelines and the internationalization policy of the University that obtains the score of less than 60 points, the review result is not pass.
- (2) **二審**：初審結果**有條件通過**之修正案，需於審查結果公告一週內重新提交修正企畫書，逾期者視為自動放棄，將依初審結果核定。繳回後之修正企畫書，以電子檔會辦方式傳遞原審查小組委員進行二審，審查結果為通過或未通過。
- (2) Second review: If the result of the initial review is **conditional pass**, the revised proposal shall be resubmitted within one week upon the announcement of the review result. The overdue resubmission shall be deemed to have it renounced voluntarily and the approval status shall be subject to the result of the initial review. The revised proposal for resubmission will be passed to the original review team for the second review via the electronic file for process, and the result of the review shall include pass or not pass.
- (3) **決議**：長榮大學短期交流獎助計畫之審查結果最終提案至委員會議中進行決議，依其結果核發核定通知書。
- (3) Resolution: The review result of the short-term exchange funding program of Chang Jung Christian University will be finally submitted to the Committee meeting for resolution, and the notice of approval status will be issued according to the results.
- 三、備註：補助經費依照委員會決議為主，並需**不違反長榮大學短期交流補助作業要點的補助項目及最高上限**的前提下核定（核實報之），實際補助情形仍需視國際處該年度經費狀況調整。
- III. Note: The subsidy amount shall be based on the resolution of the committee, and shall be approved (to be verified for reimbursement) **subject to the subsidy item and maximum limit prescribed under the Operational Guidelines for Short-term Exchange Subsidy of Chang Jung Christian University**. The actual subsidy status still needs to be adjusted according to the funding conditions in the current year of the Office of International Affairs
- 四、流程圖表
- Flow Chart

長榮大學 短期交流獎助計畫

第一梯次（上學期）

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。

第二梯次（下學期）

每年三月一日至三月三十一日止提出申請，
受理隔年七月至十二月出國計畫。

依國際學術交流審查委員名單中，由國際處推
派三位委員組成審查小組，召開會議審查。

初審：有條件通過

評分分數 60 分(含)至 85 分(不含)

1. 請計畫主持人於審查結果公告的一週內，依委員意見提交修正企畫書。
2. 請原審查小組以電子檔會辦方式，檢視修正計畫書是否已如實修正，審查結果為通過或未通過。

二審：通過

二審：未通過

提至國際學術交流審查委員會議

進行決議

決議：通過

1. 賡續寄送核定通知。
2. 計畫主持人請最晚 1 個月前提供最終版活動流程，方可辦理經費流用。

決議：未通過

1. 賡續寄送核定通知。

**Short-term Exchange Funding
Program
of Chang Jung Christian University**

First Round (First Semester):

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.

Second Round (Second Semester):

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.

The OIA will select three committee members from the list of the International Academic Exchange Review Commissioners to form a **review team** for convening a review meeting.

First Review: Conditional Pass

Review score from 60 or more points
to less than 85 points

1. The Principal Investigator shall submit the revised proposal within one week upon the announcement of the review result according to the commissioner's comments.
2. The original review team shall process via the electronic file to verify whether the revised proposal has been revised accordingly. The results of the review include pass or not pass.

Second Review: Pass

Second Review: Not Pass

Submitted to the **International Academic Exchange Review Committee Meeting**
for the resolution

Resolution: Pass

1. The notice of approval status will be mailed in succession.
2. The Principal Investigator shall provide the final version of the activity flow process within one month at the latest so to proceed with the drawing on the amount.

Resolution: Not Pass

1. The notice of approval status will be mailed in succession