

中原大學電子工程學系學術活動補助辦法

Chung Yuan Christian University Department of Electronic Engineering Regulations for Subsidizing Academic Activities

97.09.10 97 學年度第一學期第 1 次系務會議 通過
100.09.14 100 學年度第一學期第 1 次系務會議 修正
104.07.01 103 學年度第二學期第 2 次系務會議 修正
104.09.16 104 學年度第一學期第 1 次系務會議 修正
105.05.04 104 學年度第二學期第 3 次系務會議 修正
108.06.19 107 學年度第二學期第 3 次系務會議 修正
111.06.14 110 學年度第二學期第 5 次系務會議 修正

September 10, 2008: Approved during the first departmental meeting of the first semester of the 2008 academic year.
September 14, 2011: Amended during the first departmental meeting of the first semester of the 2011 academic year.

July 1, 2015: Amended during the second departmental meeting of the second semester of the 2014 academic year.

September 16, 2015: Amended during the first departmental meeting of the first semester of the 2015 academic year.

May 4, 2016: Amended during the third departmental meeting of the second semester of the 2015 academic year.

June 19, 2019: Amended during the third departmental meeting of the second semester of the 2018 academic year.

June 14, 2022: Amended during the fifth departmental meeting of the second semester of the 2021 academic year.

第一條 目的：為鼓勵本系師生積極參與學術活動，以促進學術交流並提昇學術與研究水準，特訂定「中原大學電子工程學系學術活動補助辦法」（以下簡稱本辦法）。

Article 1: Purpose

To encourage faculty and students of our department to actively participate in academic activities, thereby promoting academic exchange and enhancing academic and research standards, we have established the "Regulations for Subsidizing Academic Activities of the Department of Electronic Engineering, Chung Yuan Christian University" (hereinafter referred to as "these Regulations").

第二條 補助範圍：

- 1、 教師參與國內、國外學術組織。
- 2、 本系學生出席國際學術會議(需經學校同意核予公假或公差假)。

Article 2: Scope of Subsidy

1. Faculty members participating in domestic and international academic organizations.
2. Students of the department attending international academic conferences (requires school approval for official leave or official business leave).

第三條 申請資格：

- 1、 現職之本系專任教師(不含短期編制)。
- 2、 在學之本系研究生(博士生、碩士生、碩專生)。

Article 3: Eligibility for Application

1. Current full-time faculty members of the department (excluding short-term staff).
2. Current graduate students of the department (including PhD students, Master's students, and Executive Master's students).

第四條 補助原則：

- 1、 申請第二條第二項者，凡獲其他單位補助者，則本系不予補助。
- 2、 經費核銷期限依本校會計年度規定，未使用完之經費不可流用至次一學年度。但該年度經費預算不足時，得不予補助。

- 3、申請案由本系系主任採隨到隨審核定。

Article 4: Principles of Subsidy

1. Applications under Item 2 of Article 2, if receiving subsidies from other units, will not be eligible for subsidies from the department.
2. The deadline for expense reimbursement will follow the accounting year of the university. Unused funds cannot be carried over to the next academic year. If the budget for the current year is insufficient, subsidies may not be provided.
3. Applications will be reviewed and approved by the department chair on a rolling basis as they are received.

第五條 經費來源：本系碩士在職專班經費、研究暨產學合作計畫獎勵費。

Article 5: Source of Funds

The funding for this subsidy comes from the budget of the department's Master's Program for Working Professionals and the rewards from research and industry-academia cooperation projects.

第六條 補助項目及金額(各項補助不可互相流用)：

- 1、教師參與國內、國外學術組織之入會費或年費：
若教師當學期有指導碩專生(限碩專三(含)以下)或開授碩專班課程，每一學年度每位以補助新台幣 2,000 元為上限，否則以補助新台幣 1,000 元為上限。
- 2、出席國際學術會議之機票費、註冊費、生活費：
若教師當學期有指導碩專生(限碩專三(含)以下)或開授碩專班課程，每一學年度每位教師之研究生補助總額以新台幣 10,000 元為上限，否則補助總額以新台幣 5,000 元為上限。申請人在同一學年度內，以獲補助一次為原則，經費補助及核銷依本校「研究生出席國內外學術研討會、展覽與演出」規定辦理。

Article 6: Subsidy Items and Amounts (Each subsidy item cannot be interchanged)

1. Membership or Annual Fees for Teachers Participating in Domestic and International Academic Organizations: If a teacher supervises Master's Program for Working Professionals (limited to three students or fewer) or teaches courses in the Master's Program for Working Professionals in the semester, the subsidy is up to NT\$2,000 per academic year. Otherwise, the subsidy is up to NT\$1,000 per academic year.
2. Travel, Registration, and Living Expenses for Attending International Academic Conferences: If a teacher supervises Master's Program for Working Professionals (limited to three students or fewer) or teaches courses in the Master's Program for Working Professionals in the semester, the total subsidy for each teacher's graduate students is up to NT\$10,000 per academic year. Otherwise, the total subsidy is up to NT\$5,000 per academic year. The applicant can receive the subsidy once per academic year, and the subsidy and reimbursement must comply with the university's regulations on "Graduate Students Attending Domestic and International Academic Conferences, Exhibitions, and Performances."

第七條 申請程序：

- 1、教師參與國內、國外學術組織之入會費或年費：
免事先申請，教師於個人額度內直接使用。
- 2、研究生出席國際學術會議：
申請案請於活動開始二週前送達電子系，並檢附以下資料：
(1) 申請書。

- (2) 活動相關資料(如正式邀請函、論文被接受文件、詳細議程、擬發表論文摘要及全文等)。

Article 7: Application Procedures

1. Membership or Annual Fees for Teachers Participating in Domestic and International Academic Organizations: No prior application is required. Teachers can use their personal quota directly.
2. Graduate Students Attending International Academic Conferences: The application must be submitted to the Electronics Department two weeks before the start of the event and must include the following documents:
 - Application form.
 - Relevant event information (e.g., official invitation letter, paper acceptance letter, detailed agenda, abstract, and full text of the proposed paper).

第八條 經費使用及核銷：

- 1、 補助教師參與國內、國外學術組織之人會費或年費：
教師於個人額度內依本校會計請款程序辦理結案歸墊，並依本校會計相關規定於該補助學年度內完成核銷。
- 2、 補助出席國際學術會議：
受補助人於活動結束後一個月內，依本校會計請款程序辦理結案歸墊，並依本校會計相關規定於該補助學年度內完成核銷。
- 3、 各獲補助人逾時未依規定完成核銷結案者，次年不予補助。
- 4、 其他未規定事項依本校相關辦法辦理。

Article 8: Use and Reimbursement of Funds

1. Subsidies for Membership or Annual Fees for Teachers Participating in Domestic and International Academic Organizations: Teachers should follow the university's accounting procedures to complete reimbursement within their personal quota. Reimbursement must be completed within the academic year of the subsidy in accordance with the university's accounting regulations.
2. Subsidies for Attending International Academic Conferences: The subsidized individual must complete the reimbursement process following the university's accounting procedures within one month after the event. Reimbursement must be completed within the academic year of the subsidy in accordance with the university's accounting regulations.
3. Those who fail to complete the reimbursement process on time according to the regulations will not be eligible for subsidies the following year.
4. Other unspecified matters will be handled in accordance with the university's relevant regulations.

第九條 結案應繳文件(適用於補助出席國際學術會議，其他項補助案免予繳交)：

- 1、 各項受補助人於活動結束後一個月內除經費核銷外，應備妥書面成果報告及照片電子檔送系辦進行結案，逾時未依規定提報者，次年不予補助。
- 2、 若為補助出席國際會議發表論文者，需於本校「教師論文管理系統」登錄個人之學術論著，未依規定填報者，次年不予補助。

Article 9: Documentation Required for Project Completion (Applicable to Subsidies for Attending International Academic Conferences; Other Subsidies Exempted)

1. Submission of Completion Documents: All subsidized individuals must submit a written report and electronic photos to the department office within one month after the event, in addition to the financial reimbursement. Failure to submit the required documents on time will result in ineligibility for subsidies the following year.

2. For Subsidized Participation in International Conferences to Present Papers: The subsidized individuals must register their academic works in the university's "Teacher Paper Management System." Failure to comply with this requirement will result in ineligibility for subsidies the following year.

第十條 本辦法經系務會議通過核定後施行，修正時亦同。

Article 10: These regulations shall be implemented after approval by the departmental meeting. The same applies to any amendments.