

長庚大學教職員參加學術會議辦法

Guidelines for Chang Gung University Faculty to Attend Academic Conferences

第一條 目的

為使本校專任教師或編制內人員參加國內外學術會議之各項作業有所遵循，特訂定本辦法。

Article 1 Purpose

In order to provide guidelines for the various procedures related to Chang Gung University's full-time faculty or staff to attend domestic and international academic conferences, these regulations are hereby established.

第二條 申請原則

- 一、 本辦法所稱參加學術會議，是指申請參加與專長領域有關之學術研討會或在學術研討會專題報告，得申請公假參加會議。
- 二、 參加學術會議經費須先申請校外單位補助，未獲補助或獲部份補助，始依本辦法申請研究計畫補助費（含BMRP、相對補助費）（以下簡稱研究計畫補助費）或學校公費補助，或自費參加。
- 三、 對提高本校聲譽有顯著貢獻（如發表重大突破性之論文），或加具提升本校教學研究性質之學術會議，經部門主管認可及校長核准，得申請學校公費補助。

Article 2 Application Principles

1. The term 'to attend academic conferences' as used in these regulations refers to applying for official leave to attend academic symposiums or to do presentations at academic conferences on topics related to one's expertise.
2. Faculties attending academic conferences must first apply for subsidies from external organizations. If no subsidy is granted or partial subsidy is received, then the application for research project subsidy (including BMRP and relative subsidies, hereinafter referred to as research project subsidy) or school-funded subsidies, or self-payment may be pursued under these regulations.
3. For individuals who have made significant contributions to enhancing the university's reputation (such as publishing groundbreaking research papers) or those attending academic conferences that contribute to the

educational and research goals of the university, with approval from the department head and authorization by the university president, they may apply for school-funded subsidies.

第三條 申請資格

- 一、以學校名義於學術會議上以第一作者或指導作者身份發表論文者；申請人如非第一作者或指導作者，須檢附第一作者及列名於申請人之前的作者表明放棄使用之同意書，則具申請研究計畫補助費或學校公費參加會議資格。
- 二、凡持有與專長領域有關之學術會議申請資料者，得申請公假自費參加會議。

Article 3 Eligibility for Application

1. Individuals who present a paper at an academic conference in the university's name as the first author or corresponding author are eligible to apply. If the applicant is not the first author or corresponding author, they must submit a statement of consent from the first author and the authors listed on the paper before the applicant, indicating that they waive their right to apply for research project subsidy or school-funded subsidies.
2. Anyone who possesses relevant application materials for an academic conference in their field of expertise may apply for official leave to attend the conference at their own expense.

第四條 申請流程

申請參加國內外學術會議人員應於會議開始二週前檢附下列資料，經部門主管核簽後，送校方審查。

- 一、「參加學術會議申請表」(表號：020001701)。
- 二、學術會議之資料(包括：會議名稱、地點及日期，其他會議相關資料)。
- 三、未獲得校外補助之公文或說明。
- 四、參加學術會議所發表之論文稿。

Article 4 Application Procedure

Individuals applying to attend domestic and international academic conferences should submit the following documents two weeks before the conference begins. After departmental approval, the documents should be sent to the university for review.

1. "Application for Attending Academic Conferences" (Form No.

020001701).

2. Information about the academic conference, including its name, location, date, and any other relevant details.
3. Official documents or explanations showing that external funding has not been obtained.
4. Manuscript of the paper to be presented at the academic conference.

第五條 經費補助項目

以研究計畫補助費、學校公費參加國內外學術會議者，依下列規定申請費用補助：

- 一、往返機票補助費用，以研究計畫經費補助者，悉依相關規定標準辦理。未有規定者，比照「出差辦法」報支旅費，以最經濟直達路程為準，並以統購統銷為原則，自行購買者應於回國後，得將機票及收據送本校統購單位核定機票之補助金額，憑收據實報實銷。
- 二、每日（含往返路程假之日數）生活補助費以研究計畫經費補助者，悉依相關規定標準辦理。未有規定者，依「出差辦法」之「國外出差日支生活費標準表」所定各地區之費用報支標準辦理。
- 三、註冊費：以研究計畫經費補助者，悉依相關規定標準辦理。未有規定者，憑收據報銷，以美金六百元為補助上限，且以大會期間所需之註冊費用為限（不包含會前、會後之各種研習、研討會費用）。

Article 5 Expenses to Be Reimbursed

Applicants who receive funding through research project grants or university-funded subsidies to attend domestic and international academic conferences can apply for the following types of financial assistance:

1. Round-Trip Airfare Subsidy: For individuals funded through research project grants, subsidies will be granted according to the relevant regulations. If there are no specific guidelines, reimbursement for travel expenses will follow the 'Business Travel Regulations,' to subsidize airfares on the most economical direct route. If individuals make their own flight reservation, they can submit their tickets and receipts to the university's central procurement unit after they return to have the subsidy amount confirmed. Reimbursement will be based on actual expenses.
2. Daily (including travel days) Living Allowance: For individuals funded

through research project grants, subsidies will be granted according to the relevant regulations. If there are no specific guidelines, reimbursement for daily expenses will follow the 'Standard Table of Daily Living Expenses for Overseas Business Travel,' which defines expenses for different regions.

3. Registration Fees: For individuals funded through research project grants, subsidies will be granted according to the relevant regulations. If there are no specific guidelines, registration fees can be reimbursed based on receipts, with a maximum subsidy limit of USD\$600. The subsidy is limited to registration fees required during the conference period (excluding fees for various workshops or seminars before or after the conference).

第六條 職責

- 一、申請公假，以研究計畫補助費或學校公費參加學術會議者，應於銷假上班後一週內將心得報告上網登錄，再檢據核銷（核銷時請檢附心得報告）。
- 二、使用學校公費參加學術會議者，必須於參加會議後三年內以本校名義將論文刊登於期刊雜誌。若未於三年內繳交一篇以本校名義刊登或接受刊登於學術雜誌論文，或在受理刊登之前離職者，均應將參加會議期間所支領之費用全部償還校方。但若於離職後其論文仍以本校名義經學術雜誌受理刊登，且未逾上述所規定之三年期限者，得再檢具刊登之證明申請發還全數補助費用。

Article 6 Duties

1. For applicants applying for official leave, funded through research project grants or university funding to attend academic conferences, they should submit a post-event report within one week after returning to work, which will be posted online, and then proceed with verification (the report should be attached for verification).
2. Individuals using university funding to attend academic conferences must publish at least one paper in a journal under the university's name within three years after attending the conference. If they fail to publish a paper under the university's name within three years or leave their position before the acceptance for publication, they are required to repay the entire amount of expenses received from the university for attending the conference. However, if their paper is published under

the university's name in an academic journal after leaving their position and within the three-year deadline mentioned above, they may apply with proof of publication to have the full subsidy amount reimbursed."

第七條 給假

參加國外學術會議期間除依會議邀請函所載日期給予公假外，並得依下列標準給予往返路程假。

地區別	亞太地區	歐美澳紐區
往返路程假	二 天	四 天

Article 7 Granting of Leave

In addition to leave based on the dates specified in the conference invitation letter, leave for the round-trip journey may be granted in accordance with the following standards.

Area	Asia-Pacific	Europe,America,Australia, and NewZealand
leave for the round- trip journey	2 days	4 days

第八條 保險

以學校公費、研究計畫補助費方式赴國外參加學術會議人員於出國期間一律由校方投保「旅行平安保險」。

Article 8 Insurance

Individuals attending international academic conferences abroad under the sponsorship of the school or through research project grants will be covered by the school's 'Travel Safety Insurance' for the duration of their trip.

第九條 實施與修訂

本辦法經校務會議通過，陳請校長核定後實施，修正時亦同。

Article 9 Implementation and Revision

This set of regulations shall be implemented upon approval in the University Affairs Meeting and with the consent of the President. Any future amendments shall follow the same process.