

國立臺北教育大學 學習與教學國際碩士學位學程 碩士班研究生出席國際會議補助要點

114.4.24 113 學年度第 2 學期第 1 次學習學程事務會議通過

一、目的

鼓勵本學程碩士班研究生赴國外出席國際會議，以英語發表論文，加速碩士班研究生對專業新知、技術發展及新研究方法之瞭解，藉以提昇本校學術之國際地位與促進國際文教交流，訂定本要點。

二、補助原則

- (一)補助對象限本學程碩士班研究生。
- (二)同一申請人在同一會計年度內以申請補助參加 1 次為原則。
- (三)每一論文不論是否合著，皆以補助 1 人發表為限。申請參加同一會議之學生超過 1 人時，得酌予限定補助人數。一般性之會議，以不超過 3 人為原則，大型國際會議得視會議之性質、規模及重要性，酌予增加。
- (四)申請赴大陸地區出席國際會議之補助，該國際會議應為國際組織主辦或國際組織主辦大陸地區協辦者，始予補助。

三、補助額度

- (一)補助項目：
 - 1. 機票：由國內至國際會議舉行地點最直接航程之本國籍往返機票。
 - 2. 會議期間（發表論文當日及前後各 1 日）之生活費（每日補助金額為依據中央各機關派赴國外各地區出差人員日支生活費標準）。
 - 3. 會議之註冊費（不包括其他雜支如論文集、會員年費、餐費等）。
- (二)補助總金額：
 - 1. 歐洲、非洲、中美洲、南美洲等地區以新台幣 2 萬元為上限。
 - 2. 北美洲地區以新台幣 1 萬 5 千元為上限。
 - 3. 亞太地區以新台幣 1 萬元為上限。
 - 4. 未超過補助總金額則依實際費用補助。
- (三)以上各項補助費用由受補助研究生於出國時先行墊付，俟於會議結束後 1 個月內（須於同一會計年度內），依第六點規定檢據核銷申請歸墊。

四、申請文件

申請者應備齊下列申請文件：

- (一)本學程補助碩士班研究生出席國際會議申請書。
- (二)國際會議主辦單位致申請者本人之正式邀請函，或論文被接受發表之證明文件（信函或電子郵件）等影本。
- (三)擬發表之論文摘要及論文全文影本（應以首次發表之論文為限）。

(四)近年最具代表性之著作抽印本或影印本（至多 3 篇）。

(五)國際會議日程表、會議有關資料及其他有助於審查之資料。

五、申請程序

(一)申請人務必於國際會議舉行日期的 2 個月前（不含假日），備齊第四點規定之文件，向本學程提出申請，經系所事務會議備查。

(二)獲核准補助之研究生，如有變更或取消行程，應於預知變更或取消時，2 週內填妥「本學程補助碩士班研究生出席國際會議行程異動申請書」向本學程提出申請，經系所事務會議備查。

六、審查作業

依申請者擬參加國際會議之性質、該會議於學術上之國際知名度、重要性與申請者之研究潛力、所提論文之原創性、重要性、於該領域之貢獻及研究成果為主要之評審基準，經系所事務會議決議後，給予全部或部分經費補助。

七、經費核撥及核銷程序

受補助之研究生應於會議結束後 1 個月內（須於同一會計度內），備齊以下文件送本學程辦理：

(一)「本學程補助碩士班研究生出席國際會議報告」紙本 2 份及電子檔(PDF)1 份。

(二)原核定「本學程補助碩士班研究生出席國際會議申請書」正本、影本各 1 份。

(三)「本學程補助碩士班研究生出席國際會議請款單」1 份。

(四)機票費：機票票根正本或電子機票、來回登機證、旅行業代收轉付收據正本、搭乘外國籍航空公司班機申請書（未搭乘本國籍飛機者）

(五)註冊費：註冊費收據正本、外幣兌換水單或實際出國前 1 天（如逢假日往前順推）之臺灣銀行賣出即期美元參考匯價證明。

(六)生活費：外幣兌換水單或實際出國前 1 天（如逢假日往前順推）之臺灣銀行賣出即期美元參考匯價證明。

(七)會議手冊列有參加者（即申請人）部分之影本。

(八)逾期未繳交報告及相關核銷文件者，視為放棄補助。

八、補助成效考核

受獎助之碩士生應同意於會議結束後，將所參加會議名稱、發表論文題目（英文）及全文、受獎助項目及出國報告，於本學程官網論文專區中公布，以作為日後評量執行成效之參考。如論文全文之著作權已專屬授權會議主辦單位並可提示佐證資料者，則應同意公布論文題目及摘要。

九、經費來源

本要點所需經費由本學程當年度推動國際化發展補助相關經費項下支應。

十、本要點經學程事務會議通過，並經國際暨兩岸事務委員會議備查後實施。

**National Taipei University of Education
International Master's Program in Learning and Instruction
Directions for the Subsidy of Master's Students Attending International Conferences**

Approved at the 1st Program Affairs Meeting of the 2nd Semester, Academic Year 2024 (2025/4/24)

Article 1 (Purpose)

These Directions are established to encourage graduate students of the Program to attend international conferences abroad and present papers in English. The aim is to enhance students' understanding of professional knowledge, technological development, and new research methodologies, thereby raising the University's international academic profile and promoting international cultural and educational exchange.

Article 2 (Subsidy Principles)

1. Eligible applicants are limited to master's students enrolled in the Program.
2. Each applicant may apply for a subsidy once per fiscal year.
3. Each paper, regardless of co-authorship, shall be subsidized for one presenter only.

When more than one student applies for the same conference, the number of subsidies may be restricted. As a general principle, subsidies shall not exceed three students for a regular conference; for large-scale international conferences, the number may be increased depending on the nature, scale, and significance of the event.

4. Subsidies for conferences held in Mainland China are limited to those hosted by international organizations or co-hosted by international organizations with local organizers.

Article 3 (Subsidy Items and Amounts)

1. Subsidized items:
 - (1) Airfare: round-trip economy-class airfare (on a Taiwanese carrier if available) for the most direct route from Taiwan to the conference location.
 - (2) Living expenses: daily allowance covering the day of presentation plus one day before and after, calculated according to the per diem rates set by the central government for overseas assignments.
 - (3) Registration fee: limited to official conference registration; other expenses such as proceedings, membership fees, and meals are excluded.
2. Maximum subsidy amounts:
 - (1) Europe, Africa, Central and South America: NT\$20,000.
 - (2) North America: NT\$15,000.
 - (3) Asia-Pacific region: NT\$10,000.
 - (4) Actual expenses will be reimbursed up to the maximum limits above.
3. Subsidized students shall first cover expenses in advance. Reimbursement shall be made within one month after the conference (within the same fiscal year) in accordance with Article 6.

Article 4 (Application Documents)

Applicants shall prepare the following:

1. Application form for Subsidy of Master's Students Attending International Conferences.
2. An official invitation letter from the conference organizer or proof of paper acceptance (letter or email).
3. Abstract and full text of the paper to be presented (limited to first-time presentations).
4. Reprints or photocopies of the applicant's most representative works (up to three).
5. Conference program, related information, and other supporting materials for review.

Article 5 (Application Procedure)

1. Applicants shall submit the required documents (as listed in Article 4) to the Program at least two months prior to the conference date (excluding holidays), subject to review at the Program Affairs Meeting.
2. Subsidized students who change or cancel their itinerary must file an "Application Form for Change of International Conference Travel" within two weeks of the change or cancellation, subject to review at the Program Affairs Meeting.

Article 6 (Review Process)

Applications will be evaluated based on the nature of the conference, its international reputation and significance, the applicant's research potential, and the originality, importance, and contribution of the submitted paper. The Program Affairs Meeting will decide whether to grant full or partial subsidies.

Article 7 (Reimbursement and Settlement Procedures)

Subsidized students shall, within one month after the conference (within the same fiscal year), submit the following documents to the Program:

1. Two hard copies and one PDF file of the "Conference Report of Subsidized Master's Student."
2. Original and copy of the approved application form.
3. One copy of the reimbursement form.
4. Airfare: original ticket stub or e-ticket, round-trip boarding passes, receipt from the travel agency, and application form for use of non-Taiwanese carriers (if applicable).
5. Registration fee: original receipt, proof of currency exchange, or official NT dollar exchange rate from the Bank of Taiwan on the day prior to departure (adjusted if coinciding with holidays).
6. Living expenses: proof of currency exchange or the Bank of Taiwan exchange rate certificate as above.
7. Photocopy of the conference handbook listing the applicant as a participant.
8. Failure to submit the report and related documents within the deadline will be regarded as forfeiture of subsidy.

Article 8 (Effectiveness Assessment)

Subsidized students shall agree that, after the conference, the conference title, paper title (in English), full text, subsidized items, and travel report will be published on the Program's website. If copyright of the full text has been exclusively assigned to the conference organizer, the student shall provide proof and agree to the publication of the paper title and abstract only.

Article 9 (Funding Source)

The funding for these Directions shall be covered by the Program's annual budget for internationalization development.

Article 10 (Implementation)

These Directions shall be implemented after approval by the Program Affairs Meeting and acknowledgment by the Committee for International and Cross-Strait Affairs.

Article 11 (Language Clause)

In the event of any discrepancies between the Chinese and English versions, the Chinese version shall prevail.