

國立高雄餐旅大學師生出席國際學術會議補助要點

103年9月25日本校第313次行政會議審議通過
103年12月9日本校校務基金管理委員會審議通過
114年7月28日本校第556次行政會議修法通過
114年10月14日本校校務基金管理委員會修法通過
115年9月23日本校第571次行政會議修正通過
115年9月30日本校校務基金管理委員會修正通過

一、國立高雄餐旅大學(以下簡稱本校)為鼓勵教師、專業技術人員及研究生參與國際學術研討會，以提高本校學術水準及地位，特訂定本校師生出席國際學術會議補助要點(以下簡稱本要點)。

二、申請資格與限制

(一) 申請人資格:

- 1、 教師：服務本校之教師、專業技術人員。
- 2、 研究生：本校在學之博士班或碩士班研究生。

(二) 論文與發表要求:

- 1、 申請人須以本校名義出席國際學術會議並以口頭發表論文。
- 2、 研究生申請補助之論文，申請人應為該篇論文之第一作者。
- 3、 論文若係合著，每一篇論文僅補助一人發表為限。

(三) 補助次數限制:

- 1、 申請人於同一會計年度內以補助一次為限。
- 2、 博士班研究生：在校期間至多補助二次。
- 3、 碩士班研究生：在校期間至多補助一次。

三、申請方式

經向國科會或其他單位申請經費補助但未獲補助者，始可提出申請。申請案經審核核定後依核定金額補助，其補助項目如下：

(一) 往返機票費用：以國內至國際會議舉行地點最直接航程之本國籍往返機票(經濟艙)為原則，按核定之定額內核實補助。

(二) 會議之註冊費。

前項各款補助費用，由受補助人於出國時先行墊付。

本補助最高補助額度為新臺幣一萬元，實際補助金額依核定金額實支實付。

四、申請者必須於會議舉行三星期前，備妥申請表及相關文件向國際事務處提出申請。

(一) 出國補助申請表。

(二) 會議時程表。

(三) 論文口頭發表之接受函。如於提出申請時未能檢附，請註明補送。惟補送期限最遲應於會議日期前送達國際事務處。

(四) 擬發表之論文全文。

(五) 申請人未獲其他機關補助之證明或審查意見。

五、受補助者應依本校請假辦法辦理出國手續，會議舉行完畢日起算一個月內(須於同一會計年度內)，依核准之補助項目，檢齊以下文件並提交四筆 QS 推薦人名單及出國

報告書，送交國際事務處轉請高教深耕辦公室或主計室辦理補助經費核銷。

前項受補助者如為研究生，須將出席國際學術會議報告書公布於本校國際事務處網站上。

(一) 申請表核准正本。

(二) 出國報告書及審核表(已審核)。

(三) 提交四筆 QS 推薦人名單。

(四) 登機證正本及電子機票。

(五) 機票及註冊費收據。(如以信用卡支付，須附包含該筆交易之完整月份信用卡帳單)。

(六) 請假單或課表(若研究生出國期間無修課請提供課表證明)。

(七) 如屬高教深耕補助經費，另須檢附領據(已簽名)及存摺封面影本。

六、出席港澳地區舉辦國際會議，需符合國科會申請規範。即該會議須為國際組織主辦或國際組織主辦港澳協辦者，始予受理(大陸地區不予受理)。

七、本要點所需經費，由教育部補助款、其他政府單位補助款、本校其他經費及高教深耕計畫經費項下支應。

補助經費之支應原則如下：

(一) 教師補助經費：僅得由教育部補助款、其他政府單位補助款或本校其他經費支應。

(二) 研究生補助經費：優先由高教深耕計畫經費項下支應；若高教深耕計畫當年度補助經費用罄時，得改由本校其他經費支應。

當該年度補助經費用罄時，不再接受申請。

八、各項經費之核銷，依教育部大專校院高等教育深耕計畫經費使用原則、教育部補(捐)助及委辦經費核撥結報作業要點，及本校相關規定辦理。如有違反，應返還全部補助費用。

九、本要點如有未盡事宜，依相關法令規定及公告事項辦理。

十、本要點經行政會議通過，陳請校長核定後實施，修正時亦同。

本規章負責單位:國際事務處

National Kaohsiung University of Hospitality and Tourism International Academic Conference Subsidy Guidelines

Adopted by the Administrative Council on September 25, 2014

Adopted by the Endowment Fund Management Committee on December 9, 2014

Amended and adopted by the Administrative Council on July 28, 2025

Amended and adopted by the Endowment Fund Management Committee on October 14, 2025

Amended and adopted by the Administrative Council on 00 00, 2026

Amended and adopted by the Endowment Fund Management Committee on 00 00, 2026

1. These Guidelines are established to encourage faculty members, professional and technical personnel, and graduate students of National Kaohsiung University of Hospitality and Tourism (the “University”) to participate in international academic conferences, thereby enhancing the academic standards and standing of the University.
2. Eligibility and Restrictions
 - (1) Eligibility
 - a. Faculty Members: Full-time faculty members serving at the University, including professional and technical personnel.
 - b. Graduate Students: Currently enrolled doctoral or master’s students of the University.
 - (2) Paper and Presentation Requirements
 - a. Applicants shall attend an international academic conference under the affiliation of the University and present a paper orally.
 - b. For graduate student applications, the applicant shall be the first author of the paper for which the subsidy is requested.
 - c. In the case of a co-authored paper, only one author may receive a subsidy for presenting each paper.
 - (3) Restrictions on the Number of Subsidies
 - a. Each applicant may receive a subsidy only once in the same fiscal year.
 - b. Doctoral students: A maximum of two subsidies may be granted during their period of enrollment.
 - c. Master’s students: A maximum of one subsidy may be granted during their period of enrollment.
3. Applicants who have applied for funding from the National Science and Technology Council or other institutions but have not received a subsidy may submit an application to the University. Approved applications will be subsidized according to the approved amount, covering the following items:
 - (1) Round-trip economy-class airfare via the most direct route from Taiwan to the conference location, using a Taiwan-flag carrier as a general principle, reimbursed within the approved fixed amount.
 - (2) Conference registration fee.The above expenses shall be paid in advance by the subsidy recipient prior to departure.
The maximum subsidy amount is **NT\$10,000**, and the actual subsidy will be reimbursed based on the approved amount and actual expenses incurred.
4. Applicants must submit the application form and related documents to the International Affairs Office at least three weeks before the conference.
 - (1) International Academic Conference Subsidy Application Form.
 - (2) Conference schedule.

(3) Letter of acceptance for oral presentation. If unavailable at the time of application, the applicant shall indicate that it will be submitted later. The supplementary document must reach the International Affairs Office before the conference date.

(4) Full paper to be presented.

(5) Proof or review comments confirming that the applicant has not received funding from any other institution.

5. Recipients shall complete outbound travel procedures in accordance with the University's Leave Regulations. Within one month after the conclusion of the conference (and within the same fiscal year), recipients shall, according to the approved subsidy items, prepare the following documents together with four QS recommender lists and an outbound report, and submit them to the International Affairs Office, which will forward them to the Higher Education Sprout Project Office or the Accounting Office for reimbursement processing.

If the recipient is a graduate student, the report on attending the international academic conference must also be published on the University's International Affairs Office website.

(1) Original approved application form.

(2) Outbound report and review form (reviewed and approved).

(3) A list of four QS recommenders.

(4) Original boarding pass and electronic flight ticket.

(5) Receipts for airfare and registration fees. (If payment was made by credit card, the complete credit card statement for the relevant billing month showing the transaction must be provided.)

(6) Leave application form or class schedule. (For graduate students who have no classes during the period of attending the international conference, a class schedule as proof must be provided.)

(7) For expenses funded by the Higher Education Sprout Project, a signed receipt and a copy of the cover of the applicant's bankbook must also be provided.

6. Attendance at international conferences held in Hong Kong or Macau shall comply with the application requirements of the National Science and Technology Council. Only conferences organized by an international organization, or co-organized by an international organization and a Hong Kong or Macau organization, shall be accepted. Conferences held in Mainland China shall not be accepted.

7. The funding required for these Guidelines shall be provided from subsidies from the Ministry of Education, subsidies from other government agencies, other funds of the University, and the Higher Education Sprout Project funds.

The principles governing the funding sources for subsidies are as follows:

(1) Faculty subsidies: shall be provided solely from subsidies from the Ministry of Education, subsidies from other government agencies, or other funds of the University.

(2) Graduate student subsidies: shall primarily be provided from the Higher Education Sprout Project funds. If the annual funding allocated under the Higher Education Sprout Project has been exhausted, other funds of the University may be used instead.

Once the subsidy budget for the current year has been exhausted, no further applications shall be accepted.

8. The reimbursement and settlement of all expenses shall be handled in accordance with the Ministry of Education's Guidelines for the Use of Funds under the Higher Education Sprout Project, the Ministry of Education's Guidelines for the Disbursement and Settlement of

Subsidies (Donations) and Commissioned Project Funds, and relevant regulations of the University. In the event of any violation, the full amount of the subsidy shall be refunded.

9. Matters not addressed in these Guidelines shall be handled in accordance with relevant laws and regulations and applicable announcements.
10. These Guidelines shall take effect after being approved by the Administrative Council and subsequently approved by the President. The same procedure shall apply to any amendments thereto.

Responsible Unit: Office of International Affairs