

中國醫藥大學獎助學生出國研實習及開會辦法

Regulations for China Medical University Subsidy for Students Studying Abroad/Internship and Attending International Conferences

中華民國 96 年 9 月 12 日 行政會議通過
中華民國 97 年 3 月 19 日 行政會議通過
中華民國 97 年 9 月 10 日 行政會議通過
中華民國 98 年 4 月 8 日 行政會議通過
中華民國 98 年 5 月 7 日 榮校字第 0980004772 號
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中華民國 98 年 9 月 30 日 榮校字第 0980010640 號
中華民國 100 年 2 月 9 日 行政會議通過
中華民國 100 年 2 月 23 日 榮校字第 1000001823 號
中華民國 101 年 5 月 23 日 校務會議通過
中華民國 101 年 6 月 29 日 榮校字第 1010007760 號
中華民國 104 年 6 月 24 日 校務會議通過
中華民國 104 年 7 月 8 日 文公字第 1040008515 號 函公布
中華民國 107 年 6 月 13 日 校務會議通過
中華民國 107 年 8 月 10 日 文公字第 1070011164 號 函公布
中華民國 108 年 12 月 25 日 校務會議修訂通過
中華民國 109 年 1 月 21 日 明公字第 1090000816 號 函公布
中華民國 110 年 2 月 3 日 行政會議修訂通過
中華民國 110 年 2 月 20 日 明公字第 1100001703 號 函公布

第一條 為增進本校國際學術交流、提昇本校學生外語能力及國際觀、鼓勵學生出國至與本校簽約之學校、學術或相關領域機構研習（含見實習及修課）及出席國際會議，特訂定「中國醫藥大學獎助學生出國研實習及開會辦法」（以下簡稱本辦法）。

To enhance international academic exchanges, improve students' foreign language skills and international horizons, encourage students to study abroad or do internship at CMU's overseas partner institutes, and to attend international conferences, CMU has stipulated the "Regulations for China Medical University Subsidy for Students Studying Abroad/Internship and Attending International Conferences" (hereinafter referred to as the "Regulations").

第二條 本校學生出國補助金額，得視當年度學校財務情況調整辦理。

The amount of subsidy for students will be adjusted according to the financial situation of the university in the current year.

第三條 本校學生申請出國參加國際學術、醫療及企業機構研實習補助之條件：

一、申請資格：

- (一) 已註冊之本校學生(延長修業生除外)，且於出國研實習前至少完成兩學期課程(已獲得教育部學海系列補助者不得申請)。
- (二) 操行成績前一學年(期)平均為 80 分以上且符合下列學業表現條件之一者：
 1. 學業成績前一學年(期)等第制為 A 以上者。
 2. 專業領域有研究著作有具體獲獎事蹟。
 3. 參與全國性、國際性專題競賽獲獎。
 4. 外語能力至少滿足下列一項標準者：全民英檢中高級(初試)、IELTS

5.0、托福 iBT 59 分或 TOEIC 640 分。

5. 大學部學生修畢任四門全英語課程（依本校大學部學生修讀全英語課程實施要點辦理）。

（三）獲得對方單位同意函或邀請函。

（四）出國研習時間至少需達 3 週（含到校日與離校日）。

（五）每人每學年以獲得補助一次為限。

（六）若為清寒學生，將另案給予補助。

二、研習機構：教育部認可（不含大陸、港澳地區）並以本校已有簽約合作之大學（僑生以申請非僑居地為限）為優先。

三、申請時間及資料：

符合以上申請資格者，請於出國四週前提出申請並檢附以下資料送至國際事務處：

（一）申請書（表格請於國際事務處網站下載）。

（二）檢附研實習機構同意函或邀請函。

（三）外語能力證明影本。

（四）中英文在校成績單影本（需列排名及學業平均成績，且應附修課期間、所修課程完成學分及所修課程之成績，並印有核發單位之印信與負責人員之簽章）。

（五）中英文出國研習意向書（字數：中文 800-1200 字；英文 300-500 字），詳述赴國外研習之緣由、安排計劃及預期結果。

（六）護照、學生證、身份證（居留證）影本。

（七）家長同意書。

（八）行政契約書。

四、獲補助之學生應於出國前及早洽定本校及外國大學指導教師（mentor）各一位，以提供聯繫及生活之輔導。

五、通過遴選之學生應事先與該生所屬系、所確認學分抵免或課程選修事宜，經教務處註冊組或研究生事務處簽准後，本校得予採認；並於返國後半個月內需將研習學校之研習成績單與學分證明送交教務處註冊組或研究生事務處，依規定辦理學分抵免或成績登錄，方能獲得補助。

六、學生於研習學校所研修學分，若未事先取得本校所屬學系同意，於研習學校修習之學分則不列入畢業學分。

七、凡獲推薦且經核准之學生，每名獎助金額依學術交流地點而有所不同。出國研習時間達 4 週以上之申請者，亞洲地區獎助上限為 40,000 元，澳洲地區獎助上限為 60,000 元，美洲地區獎助上限為 60,000 元，歐洲及非洲地區獎助上限為 60,000 元。如少於 4 週則依其比例遞減。

地區	亞洲	澳洲	美洲	歐洲、非洲
獎助金額 上限	40,000	60,000	60,000	60,000

另為鼓勵學生積極修習外國學分課程，至亞洲地區修課達 4 週並取得學分證明者，校內最高補助上限新台幣 50,000 元整。

八、前款所稱之總補助金額，係為學生出國研習之獎助金。

九、學生出國研習前，可先提出申請暫借半額補助款。

十、學生於回國後兩週內向國際事務處繳交登機證存根正本、中英文成果報告書（含照片）電子檔及簡報電子檔並有義務在本校辦理各項活動中進行經驗分享及簡報。

十一、出返國前後未如期繳齊資料者，將不予補助。

十二、如有特殊情況申請者，須經校內行政程序核准後，得視本專案年度經費使用狀況酌予補助。

Subsidy for studying abroad/internship:

1. Qualifications:

- (1) Registered students at CMU (students with extended studies are excluded) and have completed at least two semesters of study before going abroad (those who have already received subsidies from Ministry of Education are not eligible to apply).
- (2) Students with average score of 80 or above in the previous academic year (semester) and meet one of the following academic performance:
 - i. Students scored A- or higher in the previous academic year (semester).
 - ii. Students who have done research works in the professional field and have award-winning records.
 - iii. Students who have participated in national or international competitions and have receive awards.
 - iv. Students with foreign language proficiency that meet at least one of the following standards: GEPT high-intermediate level (listening & reading), IELTS 5.0, TOEFL iBT 59 or TOEIC 640.
 - v. Undergraduate students who have completed four full-English courses (according to the Regulations for CMU Undergraduate Students Taking Full-English courses).
- (3) Students obtained a letter of consent or invitation from overseas institute.
- (4) The duration of study/internship must be at least 3 weeks (including the date of arrival and departure).
- (5) Each student can receive the subsidy only once per academic year.
- (6) For low-income students, the subsidy will be granted with a special case.

2. Institute: Institutes recognized by the Ministry of Education (excluding Mainland China, Hong Kong and Macao) and the partner universities of CMU are preferred. (Overseas Chinese students must apply to institute in non-residence area.)

3. Application time and documents:

Students who meet the above qualifications shall submit the application 4 weeks before

going abroad, with the following documents to the Office of Global Affairs:

- (1) Application form (downloaded from the website of Office of Global Affairs).
 - (2) Letter of consent or invitation from the institute.
 - (3) Copy of foreign language proficiency certificate.
 - (4) Copy of transcript in Chinese and English (must include ranking and average grade, and the list of the completed credits and grades of the courses taken, with the seal of the issuing unit and the signature of the person in charge).
 - (5) Report of study intent in Chinese and English (Chinese: 800-1200 words; English: 300-500 words), including reasons of going abroad, plans, and expected results.
 - (6) Copy of passport, student ID, ID or ARC.
 - (7) Parent consent form.
 - (8) Administrative contract.
4. Before going abroad, students shall find a mentor in CMU and a mentor in the visiting institute, to serve as the contact and provide life guidance.
 5. Students shall contact the department office to confirm credit transfer and course elective matters before going abroad. CMU will accept the credit after the approval of Office of Academic Affairs and Office of Graduate Student Affairs. After returning, students shall submit the transcript or credit certificate with half month. The subsidy will be issued after the certificate is sent to the Office of Academic Affairs or the Office of Graduate Student Affairs and the credit transfer/registration is completed.
 6. The credits obtained in the visiting institute will not be included in the graduation credits unless with prior consent of the department.
 7. The subsidy may vary according to location of the visiting institute. For period more than 4 weeks, the maximum subsidy for Asia: NT\$40,000, Australia: NT\$60,000, America; NT\$60,000, Europe and Africa: NT\$60,000. If less than 4 weeks, the subsidy will be reduced according to the proportion.

Area	Asia	Australia	America	Europe and Africa
Maximum	40,000	60,000	60,000	60,000

In addition, to encourage students to take credit courses abroad, students who have taken courses in Asia areas for 4 weeks and have obtained credit certificates can apply for subsidy up to NT\$50,000.

8. The total amount of subsidy mentioned in the preceding paragraph refers to the subsidy for students studying abroad/internship.
9. Before going abroad, students can apply for a pre-payment of half amount of the subsidy.
10. Within 2 weeks after returning, students shall submit the original boarding pass, Chinese and English reports (including photos), and the report presentation files to the

Office of Global Affairs. Students are also obliged to share experience and do presentations in related activities held by CMU.

11. Subsidy will not be offered to those who fail to submit the documents on time.

12. For students with special circumstances, after the approval of the administrative procedures, subsidy may be issued as special case, depending on the annual funding condition of the project.

第四條 本校學生出國參加國際學術會議、研討會條件：

一、申請資格：

- (一) 已註冊之本校學生(延長修業生除外)，在學期間投稿，有正式公文獲邀請且以本校在學學生身分代表學校出國參加國際學術會議、研討會並發表論文者，可提出申請，且研究生須經指導教授推薦同意。
- (二) 本校學生須先向科技部（大學部學生除外）或校外單位申請補助，若補助額度不足，或未獲補助後，再向本校提出申請。
- (三) 同一篇發表論文只得申請一次出國會議、研討會補助，不得再向校內其他單位申請補助。
- (四) 每人每學年得獲補助之金額，以不超過最高 2 萬元為上限。

二、補助金額：

- (一) 以第一作者身份發表壁報者補助全額註冊費及半額經濟艙機票費，依實際支出實報實銷，每名補助至多 1 萬元。
- (二) 以第一作者身份口頭報告者補助全額註冊費及半額經濟艙機票費，依實際支出實報實銷，每名補助至多 2 萬元。
- (三) 凡代表學校（正式公文或邀請函）出國參加國際學術會議、研討會者，需於出國四週前向本校國際事務處申請，並奉校長核可後，予以補助。
- (四) 學生須先自付會議註冊費、機票等費用。返國後，兩週內向本校國際事務處繳交心得報告及證明文件（註冊費收據正本、發表論文、大會手冊、旅行業代收轉付收據或航空公司購票證明及登機證存根正本）。

Subsidy for attending international conferences:

1. Qualifications:

- (1) Registered students at CMU (students with extended studies are excluded) who submit papers and have been invited by official documents to represent CMU at international conferences or seminars. Graduate students must be recommended and agreed by the advisor to apply.
- (2) Students shall first apply for subsidy from the Ministry of Science and Technology (except for undergraduate students) or other units. If the amount is insufficient, or the application is not approved, then apply subsidy with CMU.
- (3) One paper can only apply for subsidy for once, and cannot apply subsidy with other units of CMU.
- (4) The maximum amount of subsidy per person per academic year is NT\$20,000.

2. Amount of subsidy:

- (1) Students who do poster presentation as the first author may be subsidized with full registration fee and half of the economy class airfares. The subsidy is issued according to the actual expenditure, with each case up to NT\$10,000.
- (2) Students who do oral presentation as the first author may be subsidized with full registration fee and half of the economy class airfares. The subsidy is issued according to the actual expenditure, with each case up to NT\$20,000.
- (3) Students who represent CMU (with official document or invitation letter) to attend international conferences and seminars shall apply for the subsidy to the Office of Global Affairs 4 weeks before going abroad, and will be subsidized after the approval of President.
- (4) Students shall first pay the registration fee and airfares by themselves. After returning, students shall submit reports and supporting documents (receipt of registration fee, published paper, conference handbook, receipts from travel agency or proof of airfare purchase, original boarding pass) to the Office of Global Affairs within 2 weeks.

第五條 受邀請出國的學生應依學生請假規則規定辦理請假以及返校銷假手續。

Students who go abroad shall apply for leave according to the CMU regulations on student leave.

第六條 申請學生若已獲得科技部、教育部或校外其他單位補助，其補助金額超過本校標準，即不予補助(若申請學生已為本校教師個別向科技部、教育部或校外其他單位申請之研究計畫之補助對象、則不在此限)；補助金額若低於本校標準，將補助差額(最高補助總額不得高於本校補助金額)。

Students who have received subsidy from the Ministry of Science and Technology, the Ministry of Education or other units and the amount exceeds the standard of CMU, will not be eligible. (Not limited to those who receive research project grants that faculties individually apply with other units.) If the amount of subsidy received from other units is lower than the standard of CMU, CMU will subsidize the difference (with total amount up to the standard of CMU).

第七條 本辦法經行政會議通過，陳請校長核准後公布實施。

These Regulations shall be implemented after the approval of the Administrative meeting and announced by the President.