

物理系補助學生出席國際會議 申請作業

Application Procedure

-Subsidy on attending conferences abroad for students in the Physics Department

2019.03

◆ 補助管道 Subsidy Sources

- A. 國立中央大學物理系系友捐款補助學生出席國際會議作業要點:學生在學士班與碩士班修習期間至多申請一次，博士班不限。每年總補助金額不超過 30 萬元。(經費來源：捐贈收入，審核單位：物理系)

The NCU Physics Department Alumni's Donation Subsidy for Students attending conferences abroad: The application is limited once for undergraduate or master students throughout their period of study, while no such limit is imposed on doctoral students. The allocated sum shall not exceed NTD 300,000 per annum.(Funded by donations and subject to the approval from the Department)

- B. 國立中央大學物理學系上詮光纖獎學金辦法-二、補助學生出席國際會議:補助大學部、碩士班、博士班學生，每學期開學前公告申請時間。申請表格於公告時提供。(經費來源:上詮光纖獎學金，審核單位:物理系)

NCU Physics Department FOCI Scholarship, Article 2 Financial assistance for students to attend overseas conferences:Before the semester begins, the timing of subsidy application for undergraduates and postgraduates is announced. The application form is provided with the announcement.(Funded by FOCI Scholarship and subject to the approval from the Department)

- C. 國立中央大學物理學系聚碩科技獎學金辦法:補助大學部學生，每學期開學前公告申請時間。申請表格於公告時提供。(經費來源:聚碩科技獎學金，審核單位:物理系)

NCU Physics Department SYSAGE Scholarship:Before the semester begins, the timing of subsidy application for undergraduates is announced. The application form is provided with the announcement.(Funded by SYSAGE Scholarship and subject to the approval from the Department)

- D. 科技部補助研究生出席國際學術會議: (經費來源：科技部，審核單位：科技部，申請辦法詳見物理系網頁-系所規章-科技部相關規章-補助國內研究生出席國際學術會議線上申請注意事項)

The Ministry of Science and Technology's (MOST) Subsidy on research students attending conferences abroad:(Funded by and subject to the approval of MOST. For application details, log on to the Physics Department Webpage under “Department Rules – MOST rules– Matters on Subsidizing Local Research Students Attending Conferences Abroad and online application)

- E. 科技部計畫內經費補助學生出國: (經費來源：科技部，審核單位：計畫主持人，申請辦法)

請洽系辦科技部計畫承辦人員，需先送變更表及變更經分表)

Subsidy for students under MOST grants:(funded by MOST and subject to the approval of the grant owner. Contact MOST matters personnel in the Department for application details, and submission of grant allocation and changes to grant allocation is required.)

- F. **傑出人才發展基金會-優秀學生出國開會申請補助辦法:**(經費來源/審核單位:校外基金會，<http://www.faos.org.tw/Application/ApplicatStud.html>)

Foundation for the Advancement of Outstanding Scholarship:(funded by and subject to the approval of FAOS, <http://www.faos.org.tw/Application/ApplicatStud.html>)

- G. **理學院學生出席國際會議補助:**(經費來源/審核單位:理學院，不定期公告)

The College of Science's Subsidy for students attending conferences abroad:(funded by and subject to approval of the College of Science, and usually announced from time to time)

- A、B、C 可同時申請，但每次以補助一種為原則。
Subsidies A & B & C can be applied simultaneously, however only one of the two will be approved for each application.
- D、E 不可同時申請，經費來源皆為科技部。
Subsidies D & E cannot be applied simultaneously, as both funding are from MOST.

◆ 不論何者經費來源，皆須準備文件：

Documents required, regardless of the funding source, for each application

出國前 Before departure :

1. **國立中央大學學生出國申請單(出國前一定要先送出)**
線上填寫申請表 (<https://abroad.oia.ncu.edu.tw/student/>) 後印出紙本。
NCU students going abroad application form (mandatory application before going abroad)
Apply online (<https://abroad.oia.ncu.edu.tw/student/> , 'Go abroad') and print out a hardcopy.
2. **因公出國人員搭乘外國籍航空公司班機申請表 (附件 02，視需要填寫)**
Outbound tour on public duty personnel taking foreign airline flight application form (attachment 02, fill in when necessary)

回國後 After returning :

1. **已核章完成**學生出國通知單
Approved and verified students going abroad application form
2. **已核章完成**因公出國人員搭乘外國籍航空公司班機申請表 (附件 02，視需要填寫)
Approved and verified Outbound tour on public duty personnel taking foreign airline flight application form (attachment 02, fill in when necessary)
3. **國立中央大學學生出國差旅調查表(附件 03)**

NCU student outbound trip survey form (attachment 03)

參考資料：中央政府各機關派赴國外各地區出差人員生活費日支數額表(附件 04.05)

References: Living Allowances Table for R.O.C Governmental Office Personnel on Duties Abroad (attachment 04.05)

- ◆ 申請 A 國立中央大學物理系系友捐款補助研究生出席國際會議作業要點(申請辦法:附件 A00)
Applying for Subsidy A, The NCU Physics Department Alumni's Donation Subsidy for Students attending conferences abroad: (Application procedure: Attachment A00)

出國前申請文件

Application documents before departure

1. 中央大學物理系補助博/碩士班研究生出席國際會議申請表 (附件 A01)
NCU Physics Department subsidizing graduate students attending conferences abroad application form (Attachment A01)
2. 申請校外補助之申請資料及獲補助相關公文或校內自籌款證明文件
Application details and supporting documents of subsidies from non-NCU related parties, or documents of proof from NCU related parties' subsidies.

回國後核銷文件

Documents for verification after return

1. 已核定補助金額之申請表正本。(掃描電子檔請 email:corona@ncu.edu.tw，檔名{物理系捐贈收入申請表-年月日-姓名})
Verified original copy of subsidy amount application form (send a scanned copy to corona@ncu.edu.tw, with file name {物理系捐贈收入申請表-YYYYMMDD-Name})
2. 已填寫好的國外差旅報告表 (附件 A02)
Completed Outbound Tour Duty Report (Attachment A02)
3. 機票票根、旅行業代收轉付收據及登機證。
Airplane ticket stubs, travel agent receipts and boarding passes.
4. 註冊費收據、外幣兌換水單或以實際出國前一天之台灣銀行賣出即期外幣參考匯價為依據報支。
Registration fee receipts, foreign currency exchange memo or the foreign exchange rate by the Bank of Taiwan exactly a day before departure are basis for reimbursements.
5. 生活費依「中央政府各機關派赴國外各地區出差人員生活費日支數額表」計支，毋須單據。
Living allowances are calculated based on 「Living Allowances Table for R.O.C Governmental Office Personnel on Duties Abroad」, and no receipts are required
6. 已填寫好經指導教授簽名之『物理系系友捐款補助出國報告書』(附件 A03) (掃描電子檔請 email:corona@ncu.edu.tw，檔名{物理系捐贈收入報告書-年月日-姓名})
Completed Outbound Tour Duty Report for the NCU Physics Department Alumni's Donation Subsidy with the supervisor's signature (Attachment A03)(send a scanned copy to corona@ncu.edu.tw, with file name {物理系捐贈收入報告書-yyyyymmdd-Name})