**文藻外語大學教師申請參加國內外學術研討會補助申請書**

**Wenzao Ursuline University of Languages Subsidy Application for Faculty Attending Domestic or Overseas Academic Conferences**

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| 申請日期： 年 月 日 案號：  Application Date:(YYYY/MM/DD) Case No.: | | | | | | | | | (該欄由系(所)中心承辦人填寫)  (To be filled by the responsible staff)  【編碼原則：單位代碼(第1-2碼) +”CF”(第3-4碼) + 年度(第5-7碼) + 流水號(第8-10碼)例如：IMCF101001】 | | |
| 申請人姓名  Name of Applicant |  | 系(所)、中心  Department (Institute or Center) | | |  | | | | 職 稱  Position | |  |
| 研 討會名稱  Name of the conference |  | | | | 主辦單位  Organizer | |  | | | | |
| 研討會時間  Date(s) of the conference | 自 年 月 日  至 年 月 日  From (YYYY/MM/DD)  To (YYYY/MM/DD) | | | | 會議地點  Venue | |  | | | | |
| 論文題目  Title of the Paper |  | | | | | | | | | | |
| 作者  Author | □單一作者  Single author  □ 人合著，第 作者(是否為通訊作者 □是 □否)  Multiple authors \_\_\_\_\_ in all. The applicant is the \_\_\_\_\_ author. (Corresponding author □Yes □No)  (論文係合著者，每一篇論文以補助一人為限)  (The subsidy will be given to only one author no matter how many authors are listed in the paper.) | | | | | | | | | | |
| 佐證資料  (一般教師參加國內外學術研討會，項目為必附佐證)  Supporting materials  (For paper presentation, items are required) | □ 基於校務發展需要參加學術研討會者之簽呈佐證 (編號： )  Documents showing that the conference is for university development (e.g. official document)  □ 主辦單位正式邀請函 (編號： )  Official invitation letter from the conference organizer  □ 會議日程表、會議有關文件 (編號： )  Conference agenda and/or other documents  □ 論文被接受之證明文件 (編號： )  Official paper acceptance letter  □ 擬發表之論文摘要(含中文、英文或第二外文) (編號： )  Abstract of the paper to be presented (Chinese, English or other languages)  □ 該論文未來擬發表之學術刊物簡介 (編號： )  Description of the academic journal where the paper will be published  □ 參加國外學術研討會者，已向科技部申請補助之證明或未獲通過之公文(編號： )  Prove of application for subsidy or rejection letter from Ministry of Science and Technology for attending overseas conferences  □ 近年研究成果自述(編號： )  Research achievement in recent years  □ 前次獲「補助教師參加國內外學術研討會」論文投稿情形(表CF401)  Paper submission progress of previous subsidy received for faculty attending domestic or overseas academic conferences (Form CF401) | | | | | | | | | | |
| 本年度(1-12月)已獲補助次數、金額  (不含奉派公差)  Numbers of subsidies and amount received in this year (Official trips assigned by the school are excluded) | 參加學術研討會  Attendance of academic conferences | | | | | 參加研習課程  Attendance of workshops | | | | | |
| 次數： 次  Amount of conference attended  已核銷： 元  Total grant reimbursed | | | | | 次數： 次  Amount of workshops attended  已核銷： 元  Total grant reimbursed | | | | | |
| 申請/核定補助  項目、金額  Items and funding applied/granted  (交通費及住宿費依本校教職員工國內差旅費及國外公差差旅費報支標準。國內每案上限一萬元，國外歐美地區每案上限四萬元，其餘地區每案上限二萬元。) | 項目  Items | | 預估申請金額  Estimated Amount Applied | | | | | 學審會審查通過補助項目  Items Approved by Academic Review Committee | | | |
| □報名費/註冊費  Enrollment/Registration | |  | | | | | □報名費/註冊費  Enrollment/Registration | | | |
| □交通費  Transportation | |  | | | | | □交通費  Transportation | | | |
| □住宿費  Accommodation | | 每晚支給上限：  \_\_\_\_\_\_\_元 × \_\_\_\_晚 | | | | | □住宿費  Accommodation | | | |
| 合計Total | |  | | | | |  | | | |
| 公假簽准證明  Proof of the official leave application has been approved | □ 公假已簽核通過。請檢附簽核紀錄。  The official leave application has been approved. Please attach the approval record.  □ 尚未申請公假或公假仍在簽核中。請於研討會後一個月內提供簽准之簽核紀錄，始得提送學審會。  Hasn’t applied for the official leave yet or the application is still under process. Approved official leave application shall be provided within one month after the conference for the Academic Review Committee. | | | | | | | | | | |
| 申請人簽章  Signature of the Applicant |  | 系(所)中心主任  Director of Department (Institute or Center) | |  | | | | 院 長  Dean of College | |  | |
| 研發處  檢核資料  Verified by Office of R&D |  | | | | | | | 研發長  Dean of R&D | |  | |
| 副校長  Vice President |  | | | | | | | | | | |
| 學審會  審議時間  Date of Academic Review Committee | \_\_\_\_\_\_\_學年度第\_\_\_\_學期第\_\_\_\_次學審會(\_\_\_\_\_\_年\_\_\_\_月\_\_\_\_日)  The \_\_\_\_ meeting of Academic Review Committee in the \_\_\_\_\_ semester of the academic year of \_\_\_\_\_\_\_\_(\_\_\_\_\_\_/\_\_\_/\_\_\_\_: (YYYY/MM/DD) | | | | | | | | | | |
| 研發處  Office of R&D |  | | | | | | | | | | |
| 校長核定  Approved by the President |  | | | | | | | | | | |

一、提會程序：申請人→系(所)中心主管→院長→研發處→副校長→研發處(學審會審議)。

二、核定程序：學審會決議→校長核定→研發處(正本存參)→申請人(影本)。

1. Application procedure: Applicant Chairperson/Director of the Department (Institute or Center)Dean of College Office of Research and Development  Vice President Office of Research &Development (Academic Review Committee)

2. Approval procedure: Academic Review CommitteeApproved by the PresidentOffice of Research and Development (Original copy kept for reference)Applicant (photocopy)