

國立清華大學半導體研究學院

補助研究生出席國際會議處理要點

College of Semiconductor Research, National Tsing Hua University Guideline for Graduate Students Attending International Conferences

114年5月15日113學年度第9次院務會議通過
2025-05-15 9-th College Affairs Meeting of the 113th Academic Year

一、目的 Purpose

國立清華大學(以下簡稱本校)半導體研究學院(以下簡稱本院)為鼓勵本院博、碩士班研究生出國參加國際學術會議並發表論文，特訂定本要點。

National Tsing Hua University (hereinafter “the University”) College of Semiconductor Research (CoSR) (hereinafter “the College”), in order to encourage the college’s doctoral and master’s students to participate in international academic conferences abroad and present papers, hereby establishes these Guidelines.

二、申請資格 Eligibility

(一)本院博士班研究生，每位學生於在校期間至多補助2次。

Doctoral students of CoSR may receive subsidies up to **two times** during their study period.

(二)本院碩士班研究生，每位學生於在校期間至多補助1次。

Master's students of CoSR may receive subsidies up to **one time** during their study period.

(三)申請人須具有本院正式學籍之註冊在學學生，並以本校半導體研究學院名義發表研究成果為限。

Applicants must be officially registered students of CoSR and must present research findings under the name of “the College of Semiconductor Research, National Tsing Hua University”.

三、申請原則 Priority for Applying

申請人應優先向國家科學及技術委員會或其他校外相關單位申請經費，如未獲補助或僅獲部份補助，再依本要點向本院提出申請。

Applicants should first seek funding from the National Science and Technology Council or other external organizations. If they do not receive full or partial support, they may then apply for subsidies under these guidelines.

四、申請方式 Application Procedure

最遲須於會議舉行日前一個月前向學院提出。

Applications should be submitted at least one month before the conference date.

五、補助項目 Subsidized Items

(一)往返機票：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。

Round-trip airfare: The subsidy is based on the most direct route from Taiwan to the conference location, covering economy-class tickets of domestic airlines within the approved budget.

(二)會議之註冊費（不包括其他雜支如論文集、會員年費、餐費等）。

Conference registration fee: Excludes additional costs such as proceedings, membership fees, meals, etc.

(三) 出國期間之生活費用 (包括會議期間及往返 1.3 天之生活費)。

Living expenses during travel: Covers the conference period plus 1.3 days for travel.

以上各項補助費用，由受補助人於出國時先行墊付。會議結束後一個月內辦理核結。

All expenses must be paid in advance by the recipient before departure. The final settlement shall be completed within one month after the conclusion of the conference.

六、生活費計算方式 Living Expense Calculation

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』辦理。

Living expenses will be based on the Amount Table of Foreign Per Diem Allowance of Central Government Agency.

七、審核原則 Review Principles

(一) 每篇論文不論是否合著，皆以補助一人發表為限。

Students must be the primary author of the paper. If the paper is co-authored, the subsidy will be reduced by half.

(二) 同一申請人在同一會計年度內以補助參加一次為原則。

Each applicant may receive only one subsidy per year.

(三) 申請人向其他機關申請補助並獲部分補助，本院補助不足金額，額度不超過補助上限。

If the applicant receives partial funding from other organizations, the College will provide additional support within the subsidy limit, but not exceeding the maximum subsidy amount.

(四) 不得申請前往大陸地區(含香港、澳門)之相關會議。

Applications to attend conferences in Mainland China(including Hong Kong and Macao) are not permitted.

八、經費核銷額度 Subsidy Limits

最高補助額度上限：亞洲地區：每人新臺幣一萬元。

其他地區：每人新臺幣二萬五千元

Maximum Subsidy Limits : **Asia:** Up to NTD 10,000 per person.

Other regions: Up to NTD 25,000 per person.

九、補助方式每年由本院提供適當預算，由各部主任審核各案補助之額度。本要點得視經費編列及籌措情形調整額度本要點之實施。

An appropriate annual budget for subsidies shall be provided by the College, and each department director shall review and approve the subsidy amount for each application. Depending on the budgetary allocations and available funding, the subsidy amounts and the implementation of these Guidelines may be adjusted.

十、本要點經本院院務會議通過後實施，修正時亦同。

These guidelines shall be implemented upon approval by the College Affairs Meeting and are subject to amendments through the same procedure.