|  |  |
| --- | --- |
| 明志科技大學Ming Chi University of Technology | 規章編號 |
| A2Q1010007 |

|  |
| --- |
| 國外專家學者訪問補助辦法Regulations for Funding Visits of Overseas Experts and Scholars |

制定部門：明志科技大學國際事務處全球交流組

Established by: Division of Global Cooperation and Exchange, Office of International Affairs, Ming Chi University of Technology

中華民國112年03月07日修訂

Amended on March 7, 2023

|  |
| --- |
| 修訂記錄：Revision History:100.06.14行政會議制訂Established by the University Administrative Meeting on 2011.06.14102.06.25行政會議修訂Amended by the University Administrative Meeting on 2013.06.25103.02.17校長核定修訂(配合103.01.15教育部核定組織規程技合處改名研發處統一簽核)Approved by the president on 2014.02.17 (according to the name change of the Office of Technological Cooperation into the Office of Research and Development in the articles of organization approved by the Ministry of Education on 2014.01.15)103.09.16校長核定修訂(配合103.01.15教育部核定組織規程技合處改名研發處統一簽核)Approved by the president on 2014.09.16 (according to the name change of the Office of Technological Cooperation into the Office of Research and Development in the articles of organization approved by the Ministry of Education on 2014.01.15)106.08.29行政會議修訂Amended by the University Administrative Meeting on 2017.08.29111.01.07校長核定修訂(配合110.12.13教育部核定組織規程國際事務中心升級為國際事務處統一簽核)Approved by the president on 2022.01.07 (according to the name change of the Center for International Affairs into the Office of International Affairs in the articles of organization approved by the Ministry of Education on 2021.12.13)112.03.07行政會議修訂Amended by the University Administrative Meeting on 2023.03.07 |

著作權人：明志科技大學

Copyrighted to: Ming Chi University of Technology

目　　錄

Table of Contents

|  |  |
| --- | --- |
| 1. 目的

Article 1　Objective/Purpose1. 適用對象

Article 2　Eligibility1. 審查程序

Article 3　Procedures for Evaluation1. 經費補助

Article 4　Criteria for Funding1. 訪問範圍與義務

Article 5　Scope and Obligation of Visit1. 實施與修訂

Article 6　Implementation and Amendment附表一　明志科技大學國外專家學者訪問補助申請表Annex 1　MCUT Application for Funding Visits of Overseas Experts and Scholars附表二　明志科技大學國外專家學者訪問補助計畫書Annex 2　MCUT Funding Proposal for Visits of Overseas Experts and Scholars附表三　明志科技大學國外專家學者訪問補助成果報告(封面)Annex 3　MCUT Report on Achievements in Funding Visits of Overseas Experts and Scholars (Cover) | 頁次Page112355A-1A-2A-3 |

明志科技大學

Ming Chi University of Technology

國外專家學者訪問補助辦法

Regulations for Funding Visits of Overseas Experts and Scholars

100.06.14行政會議制訂

112.03.07行政會議修訂

Established by the University Administrative Meeting on 2011.06.14 Approved and amended by the president on 2023.03.07

第一條　目的

為鼓勵本校教學研究相關單位，聘請國際傑出專家學者至本校交流講學，以促進本校國際化，並提升本校之國際學術地位，特訂定「國外專家學者訪問補助辦法」(以下簡稱本辦法)。

Article 1 Objective/Purpose

The “Regulations for Funding Visits of Overseas Experts and Scholars” (hereinafter called these “Regulations”) is specifically established to encourage MCUT academic units to invite international experts and scholars. Enhance academic exchange between MCUT and overseas institutions, thereby facilitating MCUT’s internationalization. Enhance the international academic standing.

第二條　適用對象

教育部認可之國外大學顧問、專家及學者，並具備下列資格之一：

1. 國家院士級學者或相當院士等級之國際知名學者。
2. 擔任著名大學或研究機構專任副教授(副研究員)及其以上職務，並曾於最近五年內發表重要著作或在國際學術界獲有殊榮者。
3. 在應用科學、技術或專業領域上有特殊成就，能提出證明者。

Article 2 Eligibility

These Regulations shall apply to the consultants, experts, and scholars of overseas universities and scholars promoting the international cooperation of MCUT. Possess one of the following qualifications：

1. National academicians or internationally renowned scholars of an equivalent level of academic recognition.
2. Holding the position of associate professor (or associate researcher) or higher at a prestigious university or research institution, and having published significant works or received notable honors in the international academic community within the last five years.
3. Demonstrating exceptional achievements in applied science, technology, or professional fields with evidence to support.

第三條　審查程序

一、申請補助之教學單位備妥下列相關文件提出申請：

1. 補助國外專家學者訪問申請表

　　(表號：A2Q1010107)。

1. 補助國外專家學者訪問計畫書

　　(表號：A2Q1010207)。

1. 國外學者學經歷及學術研究相關證明文件。
2. 校外其他單位申請補助證明(如申請國科會、教育部等函文影本)。

二、審查分為初審及複審

1. 初審：初審程序須於預定來訪日二個月前完成，由申請系召開會議審查。
2. 複審：複審程序應於預定來訪日一個月前完成，由申請系將初審結果送行政會議審查。

Article 3 Procedures for Evaluation

1. The application academic units shall prepare the following documents to file an application:

1. Application for Funding Visits of Overseas Experts and Scholars(Form: A2Q1010107).
2. Funding Proposal for Short-Term Visits of Overseas Experts and Scholars (Form: A2Q1010207)
3. Evidence for the education, experience and academic research of overseas experts and scholars.
4. Evidence of application for funding to other external units (e.g. NSTC or MOE letters)

2. The evaluation falls into the preliminary and secondary evaluations

1. Preliminary evaluation: The council meeting of the applicant’s department shall complete the preliminary evaluation two months before the estimated date of visit.
2. Secondary evaluation: After receiving the results of preliminary evaluation from the applicant department, the University Administrative Meeting shall complete the secondary evaluation one month before the estimated date of visit.

第四條　經費補助

一、補助項目

1. 交通費：以經濟艙標準補助來、回各一次。
2. 講座鐘點費：補助講座鐘點費上限新台幣2,400元/時。
3. 生活費：來臺工作三個月以內者，按日計酬；來臺工作三個月以上至一學期者，按月計酬；補助之日支酬金依中華民國稅法扣繳所得稅，由本校代為預扣繳付。
4. 講座鐘點費及生活費擇一補助，訪問學者之補助期間至多以六個月為原則。
5. 以上補助費用均依行政院訂定「各機關聘請國外顧問、專家及學者來臺工作期間支付費用最高標準表」為辦理原則，實際補助經費視該學年度預算及審核結果而定。

二、經費來源

本辦法所需之經費來源，原則上以單位向外部機構申請專案計畫(如申請國科會、教育部計畫)經費優先，已獲外部機構專案計畫補助項目，不得重複補助，未獲外部機構補助，始得申請本項補助；外部機構補助經費不足，則以補足差額方式辦理。同一申請單位每一學年度以申請一次為限，補助經費用罄後則停止受理申請補助。

Article 4 Criteria for Funding

1. Funding Items

1. Travel expenses: Round-trip flight tickets at the rate of the economy class.
2. Hourly rates: The maximum hourly rates for subsidized lectures is NTD $2,400.
3. Living expenses: Those working in Taiwan for up to three months will be paid on a daily basis; those working for over three months but within a semester will be paid on a monthly basis. Income tax shall be levied from the funded daily pay in accordance with the Income Tax Act of the Republic of China and paid by MCUT shall apply of the taxpayers.
4. Scholars can choose between receiving hourly rates or living expenses. The subsidy period for visiting scholars is capped at six months as a principle.
5. All aforementioned subsidies adhere to the "Maximum Standard for Payments to Foreign Consultants, Experts, and Scholars Employed by Various Agencies" established by the Executive Yuan. The actual amount of subsidies is subject to the budget and audit results for that academic year.

2. Fund Sources

External project funding (e.g. NSTC or MOE projects) shall be prioritized for the funding under these Regulations. No repeated applications for funding shall be allowed for items already funded by external project funding. When no external institution funding is available, MCUT's budget is eligible for application. When external project funding is insufficient, funding for the balance shall be supplied. The same applicant unit is limited to applying once per academic year. Applications for subsidies will cease once the allocated funds are depleted.

第五條　訪問範圍與義務

一、可包括授課、學術演講、研討會之主講、技術指導、研究諮詢與其他相關之學術交流活動。

二、訪問期間以本校設備、材料、資訊等所完成之著作，應以本校為著作人。

三、教學單位須於國外學者訪問結束一個月內，完成經費核銷與成果報告(表號：A2Q1010307)。

Article 5 Scope and Obligation of Visit

1. The scope of visit shall include teaching, academic speeches, seminars, technical instruction, research consultation, and other related academic exchange activities.
2. MCUT shall be the copyright proprietor of works completed with MCUT equipment, materials, and information during the visit.
3. Within one month after the visit of overseas scholars, the academic unit shall complete the fund reimbursement and the achievement report (Form: A2Q1010306).

第六條　實施與修訂

本辦法經行政會議通過，陳校長核定後公布實施，修訂時亦同。

Article 6 Implementation and Amendment

These Guidelines shall be promulgated and implemented after the passage of the university administrative meeting and the approval of the president. The same shall apply to the amendments hereto.

附表一 **明志科技大學國外專家學者訪問補助申請表**

 年 月 日

※核銷：一式一聯：申請單位🡪系主任🡪院長🡪會計主任🡪國際事務處🡪教資中心🡪教務長🡪校長🡪會計室🡪國際事務處🡪申請單位

※申請：一式一聯：申請單位🡪系主任🡪院長🡪國際事務處🡪教資中心🡪行政會議審查🡪校長🡪申請單位

|  |  |  |  |
| --- | --- | --- | --- |
| 申請單位 |   | 訪問起迄 |  年 月 日起至 年 月 日止，計 日 |
| 國外學者姓名 | 中文 |  | 國籍 |  | 性別 |  □男 □女 |
| 英文 |  |
| 最高學歷學校名稱 | 中文 |  | 所獲學位 |  □博士 □碩士 □學士 |
| 英文 |  | 畢業年月 |  年 月 |
| 現職及重要經歷(請以中文填寫) | 服務單位 | 專(兼)任 | 職稱 | 任職起迄日 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 經費來源 | 已向 提出申請，□已通過，補助金額共 元□未通過 □審查中 |
| 預估申請補助 | 機票費\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(元) 鐘點費\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(元) |
| 院長 |  | 系主任 |  | 申請人 |  |
| 文件審查 | □補助國外專家學者訪問申請表 □補助國外專家學者訪問計畫書□國外學者學經歷及學術研究相關證明文件 □校外其他單位申請補助證明□其他有助審查之資料：  書面審查結果：□不符合規定，原因： □符合規定，報請行政會議審查 |
| 教務長 |  | 教資中心組長 |  | 國際事務處 |  |
|  行政會議 審查結果 |  | 校長核簽 |  |
| 實際費用 | 摘 要 (可另附 A4 紙條列說明) | 請領金額（元） |
|  |  |
| 教資中心 | 國際事務處 |
| 匯率以 1 美元 ＝ 元台幣計 |  |  |
| 核銷 | 會計主任 |  | 院 長 |  | 系 主 任 |  |
| 校 長 |  | 教務長 |  | 國 際 長 |  |

表號：A2Q1010107

A-1

Annex 1 **MCUT Application for Funding Visits of Overseas Experts and Scholars**

Form：A2Q1010107

A-1

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

※Write-Off: One copy: Applicant Unit→ Department Chair→ College Dean→ Accounting Director →Office of International Affairs → Teaching and Learning Resource Center→ Provost→ President→ Accounting Office→ Office of International Affairs→ Applicant Unit

※Application: One copy: Applicant Unit→ Department Chair→ College Dean→ Office of International Affairs→ Teaching and Learning Resource Center→ University Administrative Meeting Evaluation→ Presidents→ Applicant Unit

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant unit: | Department | Visit start and end dates | Commencing from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a total of \_\_\_\_\_\_ days. |
| Name of overseas scholar | Chinese |  | Nationality |  | Gender | □Male □Female |
| English |  |
| Name of school of the highest educational achievements | Chinese |  | Degree earned |  □Doctorate □Master’s □Bachelor’s |
| English |  | Month and year of graduation |  (YYYY/MM) |
| Current position and important experience (in Traditional Chinese) | Employer | Full-(Part) Time | Job Title | Service start/end dates |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Fund Sources | Already applied to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.□ Approved with an amount of NT$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.□ Rejected □Under evaluation |
| Estimated funding items | Flight tickets NT$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hourly rate: NT$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| College Dean |  | Department Chair |  | Applicant |  |
| Document Review | □ Application for Funding Visits of Overseas Experts and Scholars□ Funding Proposal for Visits of Overseas Experts and Scholars□ Evidence relevant to the Evidence for the education and experience and academic research of overseas scholars.□ Evidence of application for funding to other external units□ Other data facilitating evaluation:Results of Document Review:□ Rejected for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□ Approved, please proceed to University Administrative Meeting evaluation. |
| Provost |  | Teaching and Learning Resource CenterDivision Director |  | Office of International Affairs |  |
| Results of University Administrative Meeting Evaluation |  | Approval of president |  |
| Actual Expenses | Summary (may itemize in separate A4 sheets) | Requested amount (NT$) |
|  |  |
| Teaching and Learning Resource Center | Office of International Affairs |
| Exchange rate at US$1 to NT$ \_\_\_\_\_\_\_\_\_\_\_\_\_. |  |  |
| Reimbursement | Accounting Director |  | College Dean |  | Department Chair |  |
| President |  | Provost |  | Dean of Office of International Affairs |  |

附表二 **明志科技大學國外專家學者訪問補助計畫書**

 \_\_\_\_\_\_年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

|  |  |  |  |
| --- | --- | --- | --- |
| 申請單位 |  系  | 聘期起迄 |  年 月 日起至 年 月 日 共計 日 |
| 國外學者姓名 | 中文 |  | 國籍 |  | 性別 |  □男 □女 |
| 英文 |  |
| 通曉之語言及文字 |  |
| 重要事績或榮譽事蹟說明 |  |
| 學術交流目的與內容 | 請詳細說明擬安排之活動 |
| 經費預算及來源 | 請具體說明本計劃之相關預算(如差旅費、講座鐘點費) |
| 預期成效 | 請以KPI的方式條列(如:開課數、指導學生數、執行計畫數、主講次數等)。 |

附註：

1.各申請單位之計畫書內容可依聘任狀況自行修改。

2.計畫書以2倍行高、10頁為限。

Annex 2 **MCUT Funding Proposal for Visits of Overseas Experts and Scholars**

A-2

表號：A2Q1010207

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant unit | Department | Employment start and end dates | Commencing from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,a total of \_\_\_\_ days. |
| Name of overseas scholar | Chinese |  | Nationality |  | Gender | □Male □Female |
| English |  |
| Language proficiency |  |
| Summary of important achievements or honors |  |
| Purpose and content of academic exchange | Please specify the arranged activities |
| Budget and sources of funding | Please state the budget of this project (e.g. travel expenses and workshop hourly rates) |
| Expected efficacy | Please itemize in terms of KPI (e.g. number of classes, number of students supervised, number of projects implemented, and number of seminars) |

Remarks

1. An applicant unit may change the proposal’s contents according to the actual condition of employment.

2. A proposal shall be word-processed in double space and not more 10 pages.

A-2

Form: A2Q1010207

附表三**明志科技大學國外專家學者訪問補助成果報告書**

**(封面)**

\_\_\_\_\_\_年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

|  |  |  |  |
| --- | --- | --- | --- |
| 申請單位 |  系  | 聘期起迄 |  年 月 日起至 年 月 日 共計 日 |
| 國外學者姓名 | 中文 |  | 國籍 |  | 性別 |  □男 □女 |
| 英文 |  |
| 申請者/報告人姓名 |  | 職稱 |   |
| 申請者/報告人 |  | 校 長 |
| 系主任 |  |  |
| 院 長 |  |
| 國 際 長 |  |
| 教 務 長 |  |
| 【說明】報告內容由次頁開始。1. 至少1000字，可附活動照片與相關資料，篇幅不足者請自行加頁。
2. 依申請計畫書達成情形詳細說明，成果報告需包含以下內容：

-緣起-執行內容-與預期成果的差異(質性、量化成果)-計畫對教學或課程的幫助-檢討及建議 |

Annex 3 **MCUT Report on Achievements in Funding Visits of Overseas Experts and Scholars (cover)**

A-3

表號：A2Q1010307

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant unit | Department | Employment start and end dates | Commencing from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Until \_\_\_\_\_\_\_\_\_\_\_\_\_, a total of \_\_\_ days. |
| Name of overseas scholar | Chinese |  | Nationality |  | Gender | □Male □Female |
| English |  |
| Name of applicant/reporter |  | Job Title |   |
| Name of applicant/reporter |  | President |
| Department Chair |  |  |
| College Dean |  |
| Dean of Office of International Affairs |  |
| Provost |  |
| Instructions: Write the report contents from page two1. in a minimum of 1,000 words. Activity photos and relevant data may be attached. Add pages if space is not enough.
2. State the achievement rate of the application proposal. The achievement report shall include the following:

- Background- Contents- Differences from the expected achievements (qualitative and quantitative achievements)- Benefits of instruction or courses- Review and recommendation |

A-3

Form：A2Q1010307