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| 明志科技大學Ming Chi University of Technology | 規章編號Document No.: |
| A0Q1030009 |

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| 學生出國短期研習實施及補助辦法Regulations for Implementing and Funding Short-Term Overseas Training of Students |

制定部門：明志科技大學國際事務處全球交流組

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

中華民國111年01月07日修訂

Amended on January 7, 2022.

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| --- |
| 修訂記錄：Revision History:100.04.12 行政會議編訂Compiled by the University Administrative Meeting on 2011.04.12102.06.11 行政會議修訂Amended by the University Administrative Meeting on 2013.06.11 103.02.17 校長核定(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)103.09.30 行政會議修訂Amended by the University Administrative Meeting on 2014.09.30106.10.31 行政會議修訂Amended by the University Administrative Meeting on 2017.10.31107.05.01 行政會議修訂Amended by the University Administrative Meeting on 2018.05.01 108.01.22 行政會議修訂Amended by the University Administrative Meeting on 2019.01.22109.05.12 行政會議修訂 Amended by the University Administrative Meeting on 2020.05.12111.01.07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 promotion 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) |

著作權人：明志科技大學

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明志科技大學

Ming Chi University of Technology

學生出國短期研習實施及補助辦法

Regulations for Implementing and Funding Short-Term Overseas Training of Students

100.04.12行政會議制訂

111.01.07校長核定修訂

Amended by the University Administrative Meeting on 2011.04.12

Approved and amended by the president on 2022.01.07

第一條　 目的

為鼓勵本校學生出國進行短期研究或參訪，藉以促進與海外學校或機構之交流，並拓展學生國際視野，特訂定「學生出國短期研習實施及補助辦法」(以下簡稱本辦法)。

Article 1 Objective/Purpose

The “Regulations for Implementing and Funding Short-Term Overseas Training of Students” (hereinafter called these “Regulations”) is specifically established to encourage students to participate in short-term overseas training or visits to promote academic exchange with overseas schools or institutions and broaden the horizons of students.

第二條　 申請資格

具本校正式學籍之在學學生。

Article 2 Eligibility

Active official MCUT students.

第三條　 研習天數

出國研習天數以不影響學生上課為原則，實際研習天數依研習機構與本校之約定為主。

Article 3 Duration of Training

The duration of overseas training shall not affect the schooling of students. The actual duration of training shall be subject to the agreement between MCUT and the training institutions.

第四條　 隨隊老師

學生至國外參加研習活動，得依實際需要指派隨隊老師一名，以加強學生研習成效。

Article 4 Resident Directors

On principle, a resident director may be assigned to students participating in overseas training to enhance the learning efficacy of students.

第五條 研習機構

研習機構以本校已有簽約合作之國外大學或專業機構為原則。

Article 5 Training Institutions

On principle, training institutions shall be the overseas university or professional institutions having contracts with MCUT.

第六條 申請程序

申請人須檢具以下文件，向國際事務處全球交流組提出申請。

一、學生出國短期研習申請表(表號：A0Q1030109)。

二、家長或監護人同意書(表號：A0Q1030209)。

三、擬前往之國外學校、機構或企業之同意文件。

四、團體申請須另檢附學生出國短期研習申請補助學生名冊(表號：A0Q1030409)。

Article 6 Application Procedures

Applicants shall submit the following documents to file an application to the Division of Global Cooperation and Exchange, Office of International Affairs.

1. Application for Short-term Overseas Training of Student (Form: A0Q1030109).

2. Agreement of Parents or Guardians on Short-Term Overseas Training of Students (Form: A0Q1030209).

3. Documents of acceptance issued by the target overseas school, institution, or enterprise.

4. The List of Students Applying for Funding Short-Term Overseas Training (Form: A0Q1030409) for group application.

第七條　 補助基準

一、每人最高補助金額如下：

(一) 亞洲地區：營隊天數5日以上未滿14日者，每人最高補助新台幣1.5萬元；營隊天數14日以上未滿35日者，每人最高補助新台幣1.8萬元；營隊天數35日以上者，每人最高補助新台幣2.2萬元。

(二) 非亞洲地區者：營隊天數5日以上未滿14日者，每人最高補助新台幣2.5萬元；營隊天數14日以上未滿35日者，每人最高補助新台幣3萬元；營隊天數35日以上者，每人最高補助新台幣3.6萬元。

二、本辦法之補助以每人每學年度僅補助一次為原則，同一申請人每次不能同時支領二項以上之校內補助。

三、隨隊老師之補助範圍包括來回機票費及生活費(參考本校國外出差日支生活費標準)。

Article 7 Funding Standards

1. The maximum amount of funding each person is as follows:

(1) Asia: Camp duration over 5 days but under 14 days, a maximum of NT$15,000 each person; camp duration over 14 days but under 35 days, a maximum of NT$18,000 each person; and camp duration over 35 days, a maximum of NT$22,000 each person.

(2) Non-Asia: Camp duration over 5 days but under 14 days, a maximum of NT$25,000 each person; camp duration over 14 days but under 35 days, a maximum of NT$30,000 each person; and camp duration over 35 days, a maximum of NT$36,000 each person.

2. Funding under these Regulations shall be limited to one time for each person in each semester. The same applicant shall not apply for over two MCUT funding items at the same time.

3. The scope of funding for resident directors shall cover round-trip flight tickets and living expenses (please refer to the MCUT Rates of Living Expenses for Overseas Trips).

第八條　 經費核銷

在研習結束後一個月內，提交以下文件，依本校經費核銷程序辦理，逾期不予補助。

一、原簽核之補助申請表。

二、各項單據正本。

三、臺灣銀行網站之匯率表。

四、學生出國短期研習報告(表號：A0Q1030309)。

外幣金額一律依出國前一日（如逢假日往前順推）之臺灣銀行即期賣出匯價結算。

為配合會計關帳作業，應依學期或年度於7月底及12月底提早核銷，未於關帳日前辦理完成亦不補助。

Article 8 Write-Off of Funds

Within one month after the training, applicants shall submit the following documents to proceed with fund write-off according to the MCUT procedures. Late application for write-off shall not be considered.

1. The approved Application for Funding.

2. The original copy of all receipts.

3. The exchange rate table from the Bank of Taiwan’s website.

4. Report on Short-term Overseas Training of Student (Form: A0Q1030309).

Amounts in a foreign currency shall be settled according to the sight selling rate listed by the Bank of Taiwan one day (advance to earliest business day if it is a holiday) before departure.

In response to the account closing of the Accounting Office, early write-off shall be applied for by the end of July and the end of December by semester or by accounting year. Applications made after the account closing date shall not be considered.

第九條　 經費來源

本辦法所需之經費來源，以外部計畫經費優先為原則，如無校外資源補助，則由國際事務處全球交流組編列年度預算執行之。

Article 9 Fund Sources

External project funding shall be prioritized for the funding under these Regulations. When no external funding is available, the Division of Global Cooperation and Exchange, Office of International Affairs, shall plan budget for funding each year.

第十條 請假與銷假

 學生應依請假規則辦理請假及返校銷假手續。

Article 10 Application for Leave and Return to School

Students shall apply for leave and report the termination of leave according to the leave application rules.

第十一條 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 11 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 **明志科技大學學生出國短期研習申請表**

申請日期： 年 月 日

※核銷：一式一聯：申請人🡪導師🡪系級主管🡪院級主管🡪國際事務處🡪教學資源中心🡪教務長🡪會計室🡪校長🡪會計室🡪國際事務處🡪導師🡪申請系所。

※申請：一式一聯：申請人🡪導師🡪系級主管🡪院級主管🡪國際事務處🡪教學資源中心🡪教務長🡪副校長🡪校長🡪國際事務處🡪導師。

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 學生姓名(若以團體申請，請填代表學生資料) |  | 系別 | 系 | 學號 |  | 性別 |  |
| 年 班 |  |
| 電話 |  | Email |  |
| 研習計畫名稱 |  |
| 研習性質 | □專業研習 □文化體驗 □其他 　　  | 是否修讀學分：□是　　□否 |
| 研習期間 | 自　　　年　　月　　日 至　　　年　　月　　日，共計 天。 |
| 辦理研習之學校機構 | 國家： |
| 中文： |
| 英文： |
| 隨隊老師 | 姓名： 職稱： 聯絡電話： □無 |
| 參與師生人數 | 學生人數： 老師人數：  |
| 參加學生係本學年首次申請「學生出國短期研習補助」，保證未重複提出補助申請，且未向本校其他單位申請補助，並已確認本申請表及檢附資料正確無誤。 申請人簽章：  |
| 院級主管 |  | 系級主管 |  | 導師 |  |
| 文件審查 | □家長或監護人同意書□受訪單位同意等證明文件 □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。(國際事務處全球交流組審查核章)

|  |  |  |
| --- | --- | --- |
| 營隊天數 | 亞洲地區 | 非亞洲地區 |
| 5日以上未滿14日 | □每人最高補助新台幣1.5萬元整 | □每人最高補助新台幣2.5萬元整 |
| 14日以上未滿35日 | □每人最高補助新台幣1.8萬整 | □每人最高補助新台幣3萬元整 |
| 35日以上 | □每人最高補助新台幣2.2萬元整 | □每人最高補助新台幣3.6萬元整 |

參加學生擬申請補助金額： 元；隨隊老師擬申請補助金額： 元經費來源：□校外預算－計畫名稱： 　□校內預算－預算單位： 核銷期限：\_\_\_\_\_\_年\_\_\_\_\_\_月\_\_\_\_\_\_日(逾期核銷或未於關帳日前辦理完成將不予補助) |
| 國際長 |  | 全球交流組 組長 |  |
| 核決 | 校長 |  | 副校長 |  | 教務長 |  | 教資中心 |  |
| 實際費用 | 學生 | 核定金額 | 小計 | 國際事務處 |
|  |  |  |
| 隨隊老師 | 機票費 | 生活費 | 小計 |
|  |  |  |
| 合計 | 新台幣: 元(匯率以1美元＝ 元台幣計)  |
| 核銷 | 國際長 |  | 院級主管 |  | 系級主管 |  | 導師 |  |
| 校長 |  | 會計室 |  | 教務長 |  | 教學資源中心 |  |

表號：A0Q1030109

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Annex 1 **MCUT Application for Funding Short-Term Overseas Training of Student**

Application date: \_\_\_\_\_\_\_(y)/\_\_\_\_\_\_\_(m)/\_\_\_\_\_\_\_(d)

A-1

Form：A0Q1030109

※Write-Off: One copy: Applicant→ Student Advisor→ Department-Level Director→ College-Level Director→ Office of International Affairs→ Teaching and Learning Resource Center→ Provost→ Accounting Director→ President→ Accounting Office→ Office of International Affairs→ Student Advisor→ Applicant Department (Institute)

※Application: One copy: Applicant→ Student Advisor→ Department-Level Director→ College-Level Director→ Office of International Affairs→ Teaching and Learning Resource Center→ Provost→ President→ Office of International Affairs→ Student Advisor

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name(Fill in the data of the lead student for group application) |  | Department | Department | Student No. |  | Gender |  |
| Year Class |  |
| Phone |  | Email |  |
| Title of Training Project |  |
| Nature of Training | □Professional Training □Cultural Experience □Others 　　  | With credits: □Yes　　□No |
| Duration of Training | From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_ days in total. |
| TrainingInstitution | Country: |
| Chinese: |
| English: |
| Resident Directors | Name: 　　　　Job title:　　　　Phone:　　　　□None |
| Number of Participating Teachers and Students | Students: Teachers:  |
| I guarantee that this is the first time to apply for “Funding Short-Term Overseas Training of Students” in this academic year, and I make no repeat applications or apply for funding to any external organizations or other MCUT units. I have also verified that all data contained in this application and the required documents are correct and without errors. Signature of Applicant:  |
| College-Level Director |  | Department-Level Director |  | Class Advisor |  |
| Document Review | □Agreement of Parents or Guardians□Documents of acceptance of the target unit □Other data that can facilitate review: **Evaluation results** □Rejected due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. □Approved. (Approval seal of the Division of Global Cooperation and Exchange, Office of International Affairs)

|  |  |  |
| --- | --- | --- |
| Duration of Camp | Asia | Non-Asia |
| Over 5 days but under 14 days | □Maximum of NT$15,000 each person. | □Maximum of NT$25,000 each person. |
| Over 14 days but under 35 days | □Maximum of NT$18,000 each person. | □Maximum of NT$30,000 each person. |
| Over 35 days | □Maximum of NT$22,000 each person. | □Maximum of NT$36,000 each person. |

Amount required for funding of students: NT$\_\_\_\_\_\_\_; Amount required for funding of resident directors: NT$\_\_\_\_\_\_\_.Fund Sources:□External budget - Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□MCUT budget: Budgeting unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Write-off closing date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (late write-off or completion after the account closing will not be considered) |
| Dean of Office of International Affairs |  | Director of Division of Global Cooperation and Exchange |  |
| Approval | President |  | VicePresident |  | Provost |  | Teaching and Learning Resource Center |  |
| Actual Expenses | Student | Approved amount | Subtotal | Office of International Affairs |
|  |  |  |
| Resident Director | Flight ticket fare | Daily expenses | Subtotal |
|  |  |  |
| Total | NT$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Exchange rate at US$1 to NT$ \_\_\_\_\_\_\_\_\_\_\_\_\_.)  |
| Write-off | Dean of Office of International Affairs |  | College-Level Director |  | Department- Level Director |  | Class Advisor |  |
| President |  | Accounting Office |  | Provost |  | Teaching and Learning Resource Center |  |

附表二 **明志科技大學學生出國短期研習**

**家長或監護人同意書**

茲同意本人子女

姓名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

系別：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_系\_\_\_\_\_年\_\_\_\_\_班

學號：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

自\_\_\_年\_\_\_月\_\_\_日至\_\_\_年\_\_\_月\_\_\_日期間，前往\_\_\_\_\_\_\_\_\_(國名)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(學校或機構名稱)，進行研習/參訪活動。

本人願意支付此次研習活動所需費用，並督促子女確實遵守明志科技大學之規定，如有違反，本人願負全部責任。

 此 致

明志科技大學

家長或監護人簽章及蓋章：

與學生關係：

聯 絡 電 話：

Email:

簽署日期：\_\_\_\_年\_\_\_\_月\_\_\_\_日

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表號：A0Q1030209

Annex 2 **MCUT Agreement of Parents or Guardians on Short-Term Overseas Training of Students**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the parent or guardian of

student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

enrolling in the \_\_\_\_\_ class, \_\_\_\_year, at the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Student number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

hereby agree my child to participate in the training/visit at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of school or training institution) in \_\_\_\_\_\_\_\_\_\_\_\_ (country name) during \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (duration of training/visit).

I also agree to pay the fees required by this training activity and urge my child to abide by the rules and regulations of MCUT. I further agree to take full responsibility for breaching this Agreement.

 To

Ming Chi University of Technology

Signature or Seal of Parent or Guardian:

Relationship with Student:

Phone:

Email:

Date of signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Form: A0Q1030209

附表三 **明志科技大學學生出國短期研習心得報告**

**（封面）**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 學生姓名 |  | 系 級 |  | 學 號 |  |
| 研習期間 |  | 研習地點 |  |
| 研習計畫名稱 | 中文：英文： |
| 辦理研習之學校機構 | 中文：英文： |
| 校長 | 導師 |  |
|  | 系級主管 |  |
| 院級主管 |  |
| 全球交流組組長 |  |
| 國 際 長 |  |
| 教 務 長 |  |
| 【說明】研習心得內容由次頁開始 (不含封面及相關影像，內容字型大小為12號字，單行間距)，應包括下列各項： 1.此次研習行程及經過 2.此次國際化經驗具體實例分享 (1)國際化經驗對於學習面的影響 (2)國際化經驗學習生活面的影響 3.此次研習最大收穫與效益(以上內容至少兩頁) |

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表號：A0Q1030309

Annex 3 **MCUT Report on Short-Term Overseas Training of Students**

 **(cover)**

Date: \_\_\_\_\_\_\_(y)/\_\_\_\_\_\_\_(m)/\_\_\_\_\_\_\_(d)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student Name |  | Year/ Department |  | Student No. |  |
| Duration of Training |  | Place of Training |  |
| Title of Training Project | Chinese:English: |
| School or Institution of Training | Chinese:English: |
| President | Class Advisor |  |
|  | Department-Level Director |  |
| College-Level Director |  |
| Director of Division of Global Cooperation and Exchange |  |
| Dean of Office of International Affairs |  |
| Provost |  |
| Instructions: Write the report content from the second page (excluding the cover and related images, using 12 pt font in single space). A report shall include the following items:1. Itinerary and process of training2. Sharing of this international experience with concrete examples(1) Effects on learning of international experience(2) Effects on the daily life of international experience3. Biggest reward and benefit from this activity(at least two pages for the above contents) |

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Form: A0Q1030309

附表四 **明志科技大學學生出國短期研習**

**申請補助學生名冊**

**研習計畫名稱：**

**隨隊老師:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 編號 | 系所班級名稱 | 學生姓名 | 學 號 | 性別 | 聯絡電話/ Email | 簽名切結未重複申請補助 |
| 1(代表學生) |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |
| 合 計 | 人 |

【注意事項】

ㄧ、「本校學生出國短期研習補助」，學生在其就讀之學制期間以每學年補助一次為限。

二、本名冊經核定補助後，不得擅自變更。如因特殊狀況或其他原因無法按原計畫執行時，應於事前另立簽辦單呈校長核定，方得變更計畫，奉核後應影印原簽及修正後名冊送國際事務處全球交流組備案。

三、已核定補助之團隊，若因故取消出國，應立簽辦單並會相關單位，奉核後應檢附原簽移送國際事務處全球交流組註銷補助。

四、本表如不敷使用，請自行增列。

隨隊老師簽章：

簽署日期：\_\_\_\_年\_\_\_\_月\_\_\_\_日

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表號：A0Q1030409

Annex 4 **MCUT List of Students Applying for Funding Short-Term Overseas Training**

**Title of Training Project:**

**Resident Director:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Class/Year/Department/Institute | Student Name | Student No. | Gender | Phone/ Email | SignatureNo Repeat Application for Funding |
| 1(Lead student) |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |
| Total | persons |

Notice

1. Each student shall apply for “Funding Short-Term Training of Students” only one time in each academic year.

2. No unpermitted alteration of this list shall be allowed after funding is approved. When project implementation as planned is prevented under special circumstances or for other reasons, applicants shall apply for approval to the president with a request for approval prior to changing the plan. After the president’s approval, applicants shall photocopy the original list and amend the list before submitting to the Division of Global Cooperation and Exchange of the Office of International Affairs for recordation.

3. When canceling a project after funding approval, a team shall notify the relevant units with a request for approval. After the approval, the team shall submit the original request for approval to the Division of Global Cooperation and Exchange of the Office of International Affairs for canceling the funding.

4. Use separate sheets when space is not enough.

Signature of Resident Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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