**高雄醫學大學學生國際研習服務獎勵要點**

**Kaohsiung Medical University**

**Directives for Rewarding Students for Overseas Study and International Services**

89.04.01(89)高醫校法(一)字第 0 一 0 號函公布

April 1, 2000 Promulgated via the (2000) KMU official letter Hsiao Fa (1) Tzu No. 0-0

91.03.28(91)高醫校法(一)字第 00 八號函公布

March 28, 2002 Promulgated via the (2002) KMU official letter Hsiao Fa (1) Tzu No. 008

95.09.25 高醫校法(一)字第 0950005142 號函公布

September 25, 2006 Promulgated via the KMU official letter Hsiao Fa (1) Tzu No. 0950005142

96.11.16 高醫心國字第 0961100172 號函公布

November 16, 2007 Promulgated via the KMU official letter Hsin Kuo Tzu No. 0961100172

98.06.30 九十七學年度國際學術交流委員會第三次會議修正通過

June 30, 2009 Amended and passed by the 3rd International Academic Exchange Committee Meeting of the Academic Year 2008

98.10.30 九十八學年度第一次校務暨第三次行政聯席會議通過

October 30, 2009 Passed by the 1st University Council Meeting and the 3rd Joint Administrative Meeting of the Academic Year 2009

98.12.03 高醫心國字第 0981105569 號函公布

December 3, 2009 Promulgated via the KMU official letter Hsin Kuo Tzu No. 0981105569

100.03.15 九十九學年度第二次國際學術交流委員會修正通過

March 15, 2011 Amended and passed by the 2nd International Academic Exchange Committee Meeting of the Academic Year 2010

100.04.14 九十九學年度第九次行政會議通過

April 14, 2011 Passed by the 9th Administrative Meeting of the Academic Year 2010

100.05.11 高醫心國字第 1001101461 號函公布

May 11, 2011 Promulgated via the KMU official letter Hsin Kuo Tzu No. 1001101461

100.07.14 九十九學年度第十二次行政會議通過

July 14, 2011 Passed by the 12th Administrative Meeting of the Academic Year 2010

100.07.29 高醫心國字第 1001102322 號函公布

July 29, 2011 Promulgated via the KMU official letter Hsin Kuo Tzu No. 1001102322

101.02.09 一 ΟΟ 學年度第七次行政會議通過

February 9, 2012 Passed by the 7th Administrative Meeting of the Academic Year 2011

101.03.05 高醫心國字第 1011100503 號函公布

March 5, 2012 Promulgated via the KMU official letter Hsin Kuo Tzu No. 1011100503

102.02.04 一 Ο 一學年度第二次國際學術交流委員會修正通過

February 4, 2013 Amended and passed by the 2nd International Academic Exchange Committee Meeting of the Academic Year 2012

102.03.14 一 Ο 一學年度第八次行政會議通過

March 14, 2013 Passed by the 8th Administrative Meeting of the Academic Year 2012

102.05.20 高醫國際字第 1021101468 號函公布

May 20, 2013 Promulgated via the KMU official letter Kuo Chi Tzu No. 1021101468

103.07.01 一 Ο 二學年度第六次國際學術交流委員會修正通過

July 1, 2014 Amended and passed by the 6th International Academic Exchange Committee Meeting of the Academic Year 2013

103.07.03 102 學年度第 10 次行政會議通過

July 3, 2014 Passed by the 10th Administrative Meeting of the Academic Year 2013

103.09.26 高醫國際字第1031103070號函公布

September 26, 2014 Promulgated via the KMU official letter Kuo Chi Tzu No. 1031103070

104.05.13 103 學年度第 4 次國際學術交流委員會修正通過

May 13, 2015 Amended and passed by the 4th International Academic Exchange Committee Meeting of the Academic Year 2014

104.12.24 104 學年度第 1 次國際學術交流委員會修正通過

December 24, 2015 Amended and passed by the 1st International Academic Exchange Committee Meeting of the Academic Year 2015

105.06.02 104 學年度第 11 次行政會議通過

June 2, 2016 Passed by the 11th Administrative Meeting of the Academic Year 2015

106.07.24 105學年度第12次行政會議通過

July 24, 2017 Passed by the 12th Administrative Meeting of the Academic Year 2016

1. 本校為獎勵學生出國研習、實習、參與國際會議、學術交流及校方指派國際志工服務，長期交換特訂定本要點。

Article 1 Kaohsiung Medical University (KMU or “the University”) formulates the KMU Directives for Rewarding Students for Overseas Study and International Services (“the Directives”) to reward students for participating in overseas study and research, internships, international conferences, academic exchanges, international volunteer services assigned by the University, and extended-term exchanges.

1. 本要點獎勵對象為本校在學之學生，但休學者不得申請。碩博士生應先向政府機構提出申請。經核准獲獎勵者，於國際研習服務期間，辦理休學即取消獎勵資格。每一學制的學生在學期間以獎勵一次為原則，但經專案核准者可不受此限。

Article 2 The Directives reward students currently enrolled at the University but do not apply to students on leave of absence. Master’s and doctoral students shall first submit their applications to government agencies. Students who have been granted awards will have their qualifications canceled if they apply for leave of absence during the period of overseas study or international services. Students in each academic program will receive rewards only once during their studies, but those approved through specific projects may not be subject to this restriction.

1. 學生國際研習服務包含出國研習、實習、參與國際會議、學術交流及校方指派國際志工服務，依時程分為以下三項:

Article 3 Overseas study and international services for students include overseas study and research, internships, participation in international conferences, academic exchanges, and international volunteer services assigned by the University. These include the following three categories depending on the duration:

(一)短期交流:出國期間少於28天(含假日)。

1. Short-term exchange: The overseas period is less than 28 days (including holidays).

　　(二)長期交流:出國期間為28天(含假日)以上(含)。

2. Long-term exchange: The overseas period is 28 days or more (including holidays).

　　(三)長期交換:應至少1學期以上(含)，且其修業年限應符合本校學則之規定。

3. Extended-term exchange: The overseas period shall be at least 1 semester, and the maximum period of study shall comply with the Academic Regulations of the University.

1. 獎勵名額由各學院初評，交付國際事務處，進行複審及核銷作業。

　　本要點各項獎勵金額由本委員會審定，所需經費由政府機構補助款項或學校預算支應。當年度

　　出國獎勵金將依據年度核准預算額度內支應，年度經費使用完畢即截止受理申請。各學院學生

　　獎勵金額一個學院學生總人數占全校學生總人數之比率決定。每年九月底前未提出申請之院，

　　當年度應有之經費額度得開放給其他學院學生申請。

Article 4 The award quota will be preliminarily reviewed by each college before being handed over to the Office of Global Affairs for the second review and reimbursement.

Each award amount in this Directives shall be reviewed and approved by the International Academic Exchange Committee (“the Committee”). The necessary funds will be financed by subsidies from government agencies or school budgets. Overseas awards for an academic year will be financed in accordance with the annual approved budget quota for that academic year. Applications will be terminated once the annual funds are used up. The award amount per student in a specific college will be determined by the ratio of the total number of students in the college to the total number of students in the University. The fund quota of an academic year allocated to a specific college will be open for application to students from other colleges if the college fails to submit applications by the end of each September.

1. 學生國際研習服務獎勵應依下列規定辦理：

Article 5 The rewarding of students for overseas study and international services shall be handled in accordanced with the following regulations:

1. 徵選條件：

1. Selection criteria:

1. 大學部學生應於本校就讀滿2學期以上之在學學生。

(1) Undergraduate students shall have completed at least 2 semesters of study as currently enrolled students at the University.

1. 碩博士班學生應於本校就讀滿1學期以上之在學學生。

(2) Master’s and doctoral students shall have completed at least 1 semester of study as currently enrolled students at the University.

1. 二年制在職專班學生得參加學生國際研習服務。但不得申請任何補助。

(3) Students in two-year in-service programs may participate in overseas study and international services but shall not apply for any subsidies.

4、外國語言能力須達該學系所訂定之英文畢業門檻並達國外大學(機構)規定最低標準或相

　　　　　關外國語言能力證明者。

(4) Applicants must achieve English proficiency that meets the graduation requirements set by their colleges and also meets the minimum standards required by overseas universities (institutions), or provide proof of foreign language proficiency.

5、非中華民國國籍之本校學生可參加學生國際研習服務。但不得補助至其原屬國家境內之

　　　　　學校。

(5) Students who are not nationals of the Republic of China may participate in overseas study and internatonal services but shall not apply for subsidies for studying or servicing in schools in their home countries.

　　(二)名額：各學院實際錄取名額得依當年度預算調整。

2. Quota: The actual number of students selected for the awards in each college depends on the budget allocated for the current academic year.

(三)經費補助：長期交換學生得依出國期間長短給予部分至全額學雜費減免，不再補助機票費

　　　　　　　　　及國外生活費，其減免標準另訂之。

3. Subsidies: Students participating in extended-period exchange programs may receive partial or full waivers for tuition and miscellaneous fees, depending on the duration of their stay overseas. However, subsidies for airfare and living expenses overseas will not be granted. Specific standards for waivers will be stipulated separately.

(四)長期交換研習機構：須為教育部認可，並以本校已有簽約合作之大學或研究機構。校外機

　　　　　　　　　　　　　關（如教育部）之專案交換計畫，委託本校甄選者，依該專案計畫之

　　　　　　　　　　　　　規定辦理。如無特別規定，則依本要點辦理。

4. Institutions for extended-period exchange: These institutions shall be universities or research institutions approved by the Ministry of Education (MOE) and shall have signed a cooperation contract with the University. For exchange projects initiated by agencies not affiliated with the University (such as the MOE) and commissioned to the University for selection, they shall be handled in accordance with the regulations of the projects. If the projects do not specify regulations, they shall be handled in accordance with the Directives.

1. 申請獎勵金須於出國前檢附相關申請文件向所屬學院提出，各學院應依其遴選細則辦理初審，初審通過者，應於出國前三週送至國際事務處複審，必要時得送國際學術交流委員會(以下簡稱本委員會)審議。如情況特殊者，得經學院院長同意推薦，經本委員會委員書面審查通過，並簽請校長核准後得予獎勵，但需酌減獎勵金。

Article 6 Applicants shall submit relevant application documents to their respective colleges before going abroad. Each college shall conduct preliminary review in accordance with their own selection regulations. Applicants who pass the preliminary review shall have their applications forwarded to the Office of Global Affairs for the second review and, if necessary, to the Committee for final review. Applicants who have special circumstances may be recommended with the consent of the deans of their colleges. The written recommendation shall be reviewed and approved by the members of the Committee and submitted to the President for final approval before the awards are granted. However, the awards will need to be reduced accordingly.

1. 符合相關規定及下列條件之一者，列為優先補助對象。

Article 7 Applicants who meet relevant regulations and one of the following conditions will be designated as priority subsidy recipients.

1. 低收入戶(須檢附鄉、鎮、市、區公所所開立之證明)或身心障礙學生或弱勢學生。

1. Students from low-income families (with proof issued by village, township, city, or district offices), students with disabilities, or disadvantaged students.

　　(二)校方選派或同意海外實習或交換者，實際在當地實習或交換期間達28天(含假日)以上。

2. Students who are assigned or approved by the University for overseas internship or exchange and who actually stay overseas for internshipi or exchange for 28 days or more (including holidays).

1. 申請出國參與國際學術會議發表論文補助之學生，以獎助論文之第一作者且以本校為第一名義發表為優先。每篇申請學生以2名為限。國際會議以國外舉辦為原則，如在大陸港澳地區舉辦之國際會議，其主辦單位必須為國際組織。如在台舉辦之國際會議，僅得申請補助交通費。

Article 8 For applications for subsidies to participate in international academic conferences abroad and present papers, applicants who are the first authors and who present on behalf of the University as the principal institution will be designated as priority subsidy recipients. Applications for each paper are limited to 2 students. International conferences shall primarily be held abroad. If held in China, Hong Kong, or Macao, the organizers must be international organizations. If held in Taiwan, only transportation expenses may be applied for.

1. 已獲得校外其他政府機構補助、論文以口頭發表者、低收入戶須檢附鄉、鎮、市、區公所所開立之證明或身心障礙學生或弱勢學生、長期交流者，本校酌予補助經費，其補助標準另訂之。

Article 9 Applicants who have already received subsidies from government agencies, present papers orally, come from low-income families (with proof issued by village, township, city, or district offices), are students with disabilities or disadvantaged students, or participate in extended-term exchange will be considered for discretionary subsidies provided by the University. The subsidy standards will be stipulated separately.

1. 經核定且受獎勵出國之學生，返校後兩週內應提出研習經過與心得報告，護照入出境日期戳記影本(出入境時請優先選擇人工查驗櫃檯通關)，若使用自動查驗通關系統，務必在通關後至公務櫃檯補出入境戳章，始得核銷獎勵金。

Article 10 Students who are approved for and receive awards shall submit a learning experience and reflection report, along with a copy of passport entry and exit date stamps (obtained through manual immigration clearance at entry and exit), within 2 weeks of their return to school. Those who use automated immigration clearance must visit an official counter to obtain entry and exit date stamps before their subsidies can be reimbursed.

十一、學生出國期間，如有違反校規、逾期返校或其他行為不檢之情事者，不得核銷獎助費用，已核銷者需繳回所領獎助款項，並依學生獎懲辦法及學則規定處理。

Article 11 Students who violate the regulations of the University or engage in disorderly conduct during their stay overseas, or who overstay, will not have their subsidies reimbursed and will be required to repay any funds that have already been reimbursed. Additionally, these students will be subject to the Student Rewards and Punishments Regulations and the Academic Regulations.

十二、學生出國期間有關學業及學籍之處理，均依學生出國期間有關學業及學籍處理要點之規定辦理。

Article 12 The academic studies and student status of students who are abroad will be handled in accordance with the regulations of the Directives for Handling Academic Studies and Student Status during Students’ Overseas Stay.

十三、各學院應依本要點訂定遴選細則。

Article 13 Each college shall establish its own selection regulations in accordance with the Directives.

十四、本要點如有未盡事宜，悉依相關規章辦理。

Article 14 Matters not set forth in the Directives shall be handled in accordance with relevant regulations.

十五、本辦法經行政會議通過，陳請校長核定後，自公布日起實施，修正時亦同。

Article 15 The Directives shall be passed by Administrative Meeting, submitted to the President for approval and then implemented on the date of promulgation and shall apply to subsequent amendments.