

慈濟大學教師外文論文編修補助辦法

Tzu Chi University Guidelines for Awarding Editing Subsidies to Faculty Members Publishing Research Papers in a Foreign Language

97年10月7日行政會議-第55次四長四院長會議審議通過

103年3月5日第124次行政會議修正通過

第一條 目的

為鼓勵並提升本校專任教師投稿外文國際專業期刊，特訂定「慈濟大學教師外文論文編修補助辦法」(以下簡稱本辦法)。

Article 1

Purpose

To encourage faculty members to publish their research papers in international journals, the University formulated Guidelines for Awarding Subsidies to Faculty Members Publishing Research Papers in Foreign Languages (hereinafter referred to as the guidelines).

第二條 補助對象

本校專任教師且為論文之第一作者或通訊作者，以外文發表於SCI、SSCI、AHCI、EI、TSSCI或THCI core等資料庫或其他相當等級之專業領域學術期刊而須委請他人協助編修者。

Article 2

Subsidy recipient

Faculty members who plan to publish their research papers, as first authors or corresponding authors, in SCI, SSCI, AHCI, EI, TSSCI, THCI core database, or other equivalent levels of professional journals, need assistance in editing their research papers, which are in a foreign language, and must ask others to assist them in editing.

第三條 申請條件

申請教師發表之論文須為任職本校期間所完成之研究成果，並以慈濟大學名義發

表者。

Article 3

Conditions for applying

Research must be completed during the period when faculty members are associated with the university, and the research paper is published under the name of the University.

第四條 申請方式

費用實際發生後，請檢附申請書、編修前之外文論文、編修後之外文論文、費用發生之單據，及論文接受證明（或經刊載之該論文），送單位主管簽核後，向研發處辦理請款。請款時，請注意單據之有效學年度，相關程序依本校會計作業規定辦理。

Article 4

Submit the documents listed below:

1. Application form
2. The paper before editing
3. The paper after editing
4. Editing subsidy invoice
5. The paper which has been published or accepted

Faculty members must first submit the applications to their supervisors for review, and then provide it to the Office of Research and Development for final approval. Moreover, they must ensure that the expense was incurred in the academic year. Faculty members will need to abide by the University's procedures.

第五條 補助範圍

總補助金額視每年預算而定。學校補助二分之一編修費用，唯每篇論文之補助金額以新台幣八千元為上限，每人每年補助二篇為限。

Article 5

Subsidy scope

The amount may vary, depending on the University's annual budget. The University will provide up to one-half of the editing subsidy, and the maximum amount for each paper is NT\$8,000. Moreover, the University will only award up to two papers, per person, per year.

第六條 本辦法之承辦單位為研發處，經費來源由研發處學年度計畫預算中支應。

Article 6

The Office of Research and Development is responsible for awarding editing subsidies to faculty members, so the subsidy will be disbursed from the fund set up by the Office.

第七條 本辦法經行政會議審議通過，經校長核定後實施，修正時亦同。

Article 7

The guidelines must be approved by a Meeting of University Administrators and rectified by the University president. The same procedure shall be followed for any amendments.