

慈濟大學學生研究獎助辦法
Tzu Chi University
Guidelines for Providing Research Related Grants to Students

96年1月23日第15次四長四院長會議審議通過
96年4月17日第20次四長四院長會議修正通過
99年8月10日行政會議-第94次四長暨院長會議修正通過
99年9月28日行政會議-第97次四長暨院長會議修正通過
110年12月22日第185次行政會議修正通過
Amended by the Meeting of the University Administrators on December 22, 2021

第一條

慈濟大學（以下簡稱本校）為鼓勵本校學生參與國內外學術研討會發表論文成果及發表期刊論文，提升專業表現及研究效能，特訂定本辦法。

For inspiring students to participate and present their papers at academic conferences, in Taiwan or overseas, or publish their research papers in academic journals, the University has formulated these guidelines. As a result, students may acquire their professional skills and knowledge and enhance their research capabilities.

第二條

本校學生赴國外參加國際會議，除大學部學生外，申請案需同步向科技部進行申請。

- 一、申請人於同一學年度內以補助一次，在學期間至多兩次為原則。
- 二、申請期限為會議首日所屬月份之前一個月之首日，遇例假日者，順延至次一上班日，逾期不受理申請。檢附下列資料，提經系所主管同意後，向研發處申請。
 - 1.申請表。
 - 2.國際會議主辦單位致申請人本人之正式邀請函，或論文被接受發表之證明文件（信函或電子郵件）等影本。

- 3.擬發表之論文摘要及論文全文（限外文，論文以在國內完成為限）影本。
- 4.國際會議日程表、會議有關資料或其他有利審查之證明文件。
- 5.家長同意書。（年滿二十歲免附）

Article 2

Except for undergraduate students, those who plan to participate in an international conference overseas must be University undergraduate students and have submitted their application to the Ministry of Science and Technology.

1. The University will only provide the grant once per year and twice during the student's period of study.
2. The application deadline is the first day of the month, before the month in which the meeting will take place, and the University will not accept any applications after the deadline. Students need to provide the following information to their department, institute, or program for approval, before submitting them to the Office of Research and Development (hereinafter referred to the R&D Office, for secondary review:
 - a. Application form.
 - b. Photocopy of letter or email of acceptance/invitation for paper presentation at the conference.
 - c. Copies of the abstract and full text of the paper in English and the paper has been completed in Taiwan.
 - d. Conference program, conference-related information, or other relevant documents.
 - e. Parental consent; however, it doesn't apply to students who have reached age twenty.

三、凡申請赴大陸地區出席國際會議之補助，該國際會議應為國際組織或國際組織主辦大陸地區協辦者，始予受理。

3. Students who plan to attend an international conference held in China may receive the University grant only if the conference is organized by the international organization(s), or organized by the international organization(s) and co-organized by the institution(s) in China.

四、申請科技部獲通過之案件，研發處原則不另予補助。

4. The University will not provide the grant to students who have received funding from the Ministry of Science and Technology.

五、補助標準：

1. 審查分數達 90 分以上者，補助

A. 經濟艙機票交通費：亞洲地區上限 20,000 元；其他地區上限 40,000 元。

B. 50% 註冊費，上限 10,000 元。

2. 審查分數達 80-89 分者，補助經濟艙機票交通費：亞洲地區上限 20,000 元；其他地區上限 40,000 元。

3. 審查分數達 60-79 者，補助經濟艙機票交通費上限 10,000 元。

5. Grants

(1) Those obtaining a review score of 90 or more will receive the following:

a. Transportation grant: The University will pay for air travel in economy class, and the total grant is up to NT\$20,000 (in Asia) or NT\$40,000 (elsewhere).

b. The University will pay 50% of the registration fee, with a ceiling of NT\$10,000.

(2) Students obtaining a review score of 80 to 89 will receive a transportation grant of up to NT\$20,000 (in Asia) or NT\$40,000 (elsewhere), and must travel in economy class.

(3) Students receiving a review score of 60-79 will receive up to NT\$10,000 for the transportation grant, and must travel in economy class.

六、受補助者須於會議結束後一個月內向研發處繳交所發表論文全文、出席國際會議報告書（含附說明之相關照片五張）、機票存根及註冊費收據等文件以完成結報手續。未依上述程序進行結報者，不予結報，日後再次申請者，不予補助。

6. Grant recipients must submit the full text of their published paper, the report on attending the international conference (including five relevant photos with descriptions), airline ticket, and registration fee receipt to the R&D Office within one month, after the end of the conference.

The University will not accept documents submitted by grant recipients who fail to meet the deadline mentioned above, and the University will never provide any relevant grant.

七、本辦法未規定事項，另依本校各相關法規辦理。

7. Should anything relevant to students not yet be clear in the guidelines, they should refer to applicable University rules or guidelines.

第三條

本校學生參加國內學術團體舉辦之年度研討會，補助規定如下：

一、本校學生於在學期間，以其在學期間之研究成果且以第一作者（限一人）參加國內學術研討會發表論文者，得申請補助交通費用（實報實銷，上限1,500元）。

二、每學年至多一次。

Article 3

The University will provide the following grants to students participating in annual conferences sponsored by domestic academic institutions:

1. During their periods of study, students who participate in the conference and publish the paper, as the first authors, can apply for a transportation grant. The University will reimburse expenses up to NT\$1,500.

2. Each student can only apply once per year.

第四條

本校學生於在學期間，以本校名義發表論文收錄於期刊（且非為畢業之學位論文），獎勵如下：

一、本校學生在學期間，以本校名義發表之期刊論文，且為第一作者(限一人)，得申請獎勵金。

二、申請人須於論文收錄後兩個月內檢附下列文件提出申請，另於休學期間發表者，應於復學後兩個月內提出申請，超過期限者不予受理。

1.申請表及學生證影本。

2.論文接受函或抽印本（需有年份、卷期頁碼）。

三、獎勵標準：

1.刊登於 SCI 或 SSCI 之學術期刊者，依下列標準獎助之：

(1)排名於前 10%或 IF 值 5.0 以上者，獎助每篇 15,000 元。

(2)排名於 10%(不含)至 25%（含），列為 Q1 者，獎助每篇 10,000 元。

(3)排名於 25%（不含）至 50%(含)，列為 Q2 者，獎助每篇 5,000 元。

(4)排名於 50%(不含)以後者，獎助每篇 2,500 元。

2.刊登於 EI、A&HCI、TSSCI、THCI 之學術期刊者，獎助每篇 5,000 元。

Article 4

During their periods of study, students publish their papers, which have been included in the journal, under the University's name, and if the papers are not their dissertations or theses, they may receive the following grants:

1. Students must apply during their periods of study and they are the first authors (the University will only provide grant to one person).

2. Students should submit their application within two months after the paper is included in the journal. Those who publish their papers while taking a leave of absence should submit the application within two months after they resume studies. The University will not accept any applications after the deadline. Students should submit the following documents:

(1) Application form and a copy of student ID card.

(2) Letter of acceptance or a copy of the research paper (indicating the journal's year, volume, and page number).

3. Grants:

(1) Published in SCI or SSCI journals:

- a. The journal ranks in the top 10% or the IF value is 5.0 or more:
NT\$15,000 per paper.
- b. The journal ranks higher than 10% and 25% or lower, and is listed as Q1:
NT\$10,000 per paper.
- c. The journal ranks higher than 25% and 50% or lower, and is listed as Q2:
NT\$5,000 per paper.
- d. The journal ranks higher than 50%: NT\$2,500 per paper.

(2) The University will provide NT\$5,000 for each paper to students who publish their articles in academic journals of EI, A&HCI, TSSCI, and THCI.

第五條

本辦法之承辦單位為研究發展處。

The R&D Office is responsible for relevant administrative measures.

第六條

本辦法經行政會議通過，經校長核定後實施，修正時亦同。

The Meeting of University Administrators must pass the guidelines before submitting them to the University President for approval. Any amendments shall follow the same procedure.