

Q&A

國立清華大學補助研究生出席國際會議常見問題集 FAQs on Subsidies for Graduate Students Attending International Conferences – National Tsing Hua University (Version: 2025.09.01)

1. Q：如果出國前還沒收到國家科學及技術委員會是否補助的核定通知，可以申請全球處補助嗎？

If I haven't received the subsidy approval notice from the National Science and Technology Council (NSTC) before departure, can I still apply for the NTHU subsidy?

A：可以。若出國前尚未收到國家科學及技術委員會是否核定補助的通知，研究生仍可依流程向本處提出申請，並可照常出國參加會議。

惟仍須於**出國前**完成線上申請，並將紙本申請表送達全球處承辦人員辦公室。待日後收到國家科學及技術委員會的核定（或駁回）通知後，需補繳相關文件，**最遲應於會議結束後一週內完成補件，逾期不受理**。全球處承辦人員收件時會核對國科會核定公文之日期，以確認是否符合補助資格。

A: Yes. If you haven't received the NSTC's decision before departure, you may still apply for the subsidy through our office and proceed with attending the conference as scheduled.

However, you must complete the online application and submit the printed application form to the Office of Global Affairs before your departure. Once you receive the NSTC's approval (or rejection) notice, you must submit the relevant document.

This document must be submitted no later than one week after the end of the conference; late submissions will not be accepted.

The coordinator will verify the date of the NSTC's official letter to confirm your eligibility for the subsidy.

2. Q：請問此補助有哪些限制？

Are there any eligibility restrictions for this subsidy?

A：根據經費辦法的規定，本補助不適用於具中國大陸地區國籍之研究生、半導體學院所屬研究生，及於中國大陸地區舉辦之國際會議之申請。尚祈見諒。

A：According to the funding regulations, we are unable to provide subsidies to

students holding **PRC (Mainland China) citizenship** and to students from the **College of Semiconductor Research**. We appreciate your understanding.

3. Q：若申請者有兩位或以上論文指導教授，於申請表上該怎麼填寫？

If I have more than one thesis advisor, how should I fill out the advisor information on the application form?

A：請研究生自行選擇填寫一位即可，請注意「同一位老師的學生申請案，不論是否參加同一個會議，全球處每年度至多補助2位學生」，建議研究生事先向指導教授確認其名額及安排。

A：You may choose to list **only one advisor**. Please note that *each advisor can recommend up to two students per academic year, regardless of whether they are attending the same conference*. We suggest confirming your advisor's availability and quota beforehand.

4. Q：申請者可以於會議期間提前出國或延後回國嗎？若需乘搭國外航空，是否需要提供額外證明？

Can I travel **earlier or return later** than the official conference period? If I book a **foreign airline**, do I need to provide any additional documents?

A：依國科會與全球處補助要點，往返機票費由國內至國際會議地點最直接航程之往返經濟艙機票費。若研究生會議結束後，有個人行程而無法直接回台，請研究生於會議前訂機票時須查詢「台灣至國際會議地點往返經濟艙機票費」並於核銷時附上佐證。若研究生有乘搭國外航空之需求，請於網頁下載並填寫「會計事項申請單」，於核銷時需附上該文件。

A：According to NSTC and NTHU subsidy guidelines, the airfare subsidy covers the cost of the most direct round-trip economy class ticket between Taiwan and the conference location.

If you plan to extend your stay for personal reasons, please research the fare of the direct round-trip ticket in advance and submit relevant documentation when applying for reimbursement.

If you intend to fly with a non-Taiwan-based airline, please contact your department or program office for assistance.

5. Q：若申請者已獲國科會千里馬計畫等具排他性規定之獎學金，並正在國外研究中，是否仍可申請本補助？

If I also received subsidies from NSTC or other sources, what should I be aware of during the reimbursement process?

A：本補助原則上可與其他補助計畫併行申請，惟仍需視個別補助計畫之規定而定。

由於國科會千里馬計畫等獎學金具**排他性限制**，不得同時申請其他政府補助，故**無法申請本補助案**。

請務必據實申報現況，如有不符資格仍申請並支領補助，全球處有權要求退還全額補助款項。

A：If you have received approval from NSTC or other funding sources, you must wait until our subsidy is also approved before processing reimbursement using a "Cost-Sharing Form."

In other words, for a single trip, if the expenses are jointly supported by NSTC, NTHU, and/or your advisor's funding, the "Cost-Sharing Form" must be used to clearly outline how the total expense is shared and reimbursed.

Please consult your department office for assistance with reimbursement procedures and required documents.

6. Q：若申請者目前處於休學狀態，是否仍可申請本補助？

Can students currently on a leave of absence apply for this subsidy?

A：不可以。由於申請資格限本校具學籍之在校生，申請者若處於休學期間，將不符合本補助案之申請資格。

A: No. This subsidy is only available to currently enrolled students of NTHU. Applicants on a leave of absence are **not eligible**.

7. Q：若同時申請了國科會或其他補助，核銷時需要注意什麼？

If I have also applied for NSTC or other subsidies, what should I be aware of when processing reimbursement?

A：若另有申請國科會或其他單位補助且已核准者，須待本補助亦核准後，始得以「支出分攤表」方式併案辦理核銷。亦即同一筆出差旅費，若由國科會、本校補助，或另有指導教授經費補助者，均應以「支出分攤表」完整呈現整體出差費用來源與核銷分配情形。

核銷細節及流程，請洽所屬系所辦協助辦理。

A: If you have received approval for NSTC or other external subsidies, you must wait until this subsidy is also approved before proceeding with reimbursement.

Reimbursement should be processed using a **Cost Allocation Form**, which clearly outlines the sources and distribution of the total travel expenses.

This includes any combination of support from NSTC, NTHU, or your advisor's funding.

For reimbursement details and procedures, please consult your department office.

(其他常見問答將陸續新增)

(More FAQs will be added soon.)