**推動國際學術合作交流補助作業流程**

**Application Procedures for**

**International Academic Cooperation and Exchange Subsidies**

每年四月受理申請當年7月~12月份交流計畫案

Applications are accepted each April for exchange programs scheduled between July and December of the same year.

每年十月受理申請隔年1月~6月份交流計畫案

Applications are accepted each October for exchange programs to take place between January and June of the following year.

1. 申請書  
   Application Form
2. 教育合作交流計畫書  
   Educational Cooperation and Exchange Plan
3. 海外單位/機構同意書或邀請函  
   Letter of Agreement or Invitation from Overseas Institution/Organization
4. 其他有助審查之資料  
   Other materials for review

各院系所提出申請

Department/Institute Application

資料不齊全

Incomplete Documents

送件至國際處

Submit to the OIA

退回申請案

Return Applications

資料齊全

Complete Documentation

審查原則 Principles of Review：

1. 符合平等互惠精神及該年度國際教育發展重點策  
   Aligns with the principles of equity and reciprocity, and supports the strategic focus of international education development for the year.
2. 有助於提升本校國際合作交流活動  
   Contributes to the enhancement of international cooperation and exchange activities.
3. 補助金額依本校年度預算之實際情形審定  
   The amount of the subsidy will be determined based on the University's annual budget.
4. 已獲得補助項目不重複補助  
   Projects that have already been funded will not be funded again.
5. 各院系所每期以申請一案為限  
   Each department/institute is limited to one application per semester.

審查小組審查申請案

Review by the Review Committee

審查結果

Review Results

校長核定

Approval by the University President

未通過

Unsuccessful Applications

通知受補助人

Notification to Applicants

結束

Closed

暫不受理後續申請案

Subsequent applications will not be accepted until further notice.

結案

Closing Process Completion

通過

Approved Applications

補助及核銷說明Subsidy and Reimbursement Instructions：

1. 受補助人於出國時先行墊付相關費用  
   Subsidy recipients must advance the related expenses when traveling abroad.
2. 報銷申請歸墊應於同一會計年度辦理完成結案  
   Reimbursement applications must be completed within the same fiscal year for the completion.

合作交流結束後一個月內

提交結果報告並檢具報銷

Submit report of results and receipts for reimbursement within one month after the end of the cooperative exchange.

暫不受理後續申請案

Subsequent applications will not be accepted until further notice.

逾期未完成結案

Failure to complete the closing process within the specified timeframe.

結案

Closing Process Completion

完成

Closed

結束

Closed

**※ 注意事項： 經費申請與核銷方式請參閱「推動國際學術合作交流經費申請與核銷」說明。**

**Note: Please refer to the *Guidelines for Application and Reimbursement of Expenses to Promote International Academic Cooperation and Exchange*" for details on application and reimbursement procedures.**