

高雄醫學大學教職員工參加國內各種會議及研習實施要點

Implementation Guidelines for the Faculty and Staff Participating in Various Domestic Conferences and Seminars

93.12.15 九十三學年度第五次法規委員會通過
2004.12.15 Passed in the 5th meeting of the Legal Affairs Committee of the 93th academic year
93.12.24 九十三學年度第三次校務暨第五次行政聯席會議通過
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一、 本校教職員工參加國內各種會議及研習時，參加人員資格及公假或差旅費補助等相關規定，依本要點辦理。

1. When faculty and staff members of KMU attend various domestic conferences and seminars, the qualifications of the participants and the related regulations on official leave or travel subsidies shall be handled in accordance with the Implementation Guidelines for the Faculty and Staff Participating in Various Domestic Conferences and Seminars (hereinafter referred as the "Implementation Guidelines").

二、 本要點所稱參加國內各種會議及研習係指：

2. "Various domestic conferences and seminars" in the preceding paragraph refer to:

- (一) 政府登記有案之各種學術團體在國內主辦國際性、全國性或地方性之學術會議。
(1) International, national, or local academic conferences held in Taiwan by various academic organizations registered with the government;
- (二) 各行政業務主管機關舉辦之會議。
(2) Meetings held by the competent administrative authorities;
- (三) 短期研習（三個月以內）、訓練或繼續教育。
(3) Short-term study (within three months), training, or continuing education.

三、 申請資格為本校專任教師、職員工。

3. Eligible applicants are full-time faculty and staff members of KMU.

四、 參加國內各種會議及研習應於會議及研習前一週前提出申請，經核准後依規定辦理請假手續，否則不予公假及補助。

4. Those who want to participate in various domestic conferences and seminars shall apply one week before the conferences and seminars. After approval, leave procedures shall be handled in accordance with regulations. Otherwise, no official leave or subsidies will be granted.

五、 參加各種學術團體舉辦之學術會議其公假及補助規定如下：

5. The regulations on official leave and subsidies for participating in academic conferences organized by various academic organizations are as follows:

- (一) 應邀擔任會議主持人、專題演講人、論文主發表人、論文共同發表人（限一名且為論文之指導教授或副教授）：公假次數不限，並依本校「教師、職員工旅費標準表」補助交通費、住宿費、膳雜費。

(1) Those who are invited to be conference hosts, keynote speakers, main paper presenters, or paper co-presenters (limited to one who is the advising professor or associate professor for the paper) will be granted an unlimited number of official leave, and will be subsidized for transportation, lodging, and meals in accordance with KMU's "Standards of Travel Expenses for Faculty and Staff Members".

(二) 無論文發表者：每年得公假二次參加，但不予補助。

(2) Those who do not publish papers will be granted official leave twice a year, but they will not be subsidized.

前項各款公假日數依實際參加會議之日數計算（含例假日）。

The number of days of official leave referred to in the preceding subparagraphs shall be calculated based on the actual number of days attending the meeting (including regular days off).

六、 參加各行政業務主管機關舉辦之會議，如經學校簽准核派者，則給予公假，並依「教師、職員工旅費標準表」補助。個人申請參加並經學校核准者，給予公假但不予補助。

6. Those who participate in the meetings held by the competent administrative authorities, if approved and sent by KMU, will be granted official leave and subsidized according to the Standards of Travel Expenses for Faculty and Staff Members. Individuals who apply for participation and are approved by KMU will be granted official leave without any subsidy.

七、 參加短期研習（三個月以內）、訓練或繼續教育者，應以其教學、研究或行政業務相關之課程為限，其公假及補助規定如下：

7. Those who participate in short-term study (within three months), training, or continuing education shall be limited to courses related to their teaching, research, or administrative business. The regulations on their official leave and subsidies are as follows:

(一) 公假：每人每年以二次為限，但因業務特殊需要者，不在此限。

(1) Official leave: It is limited to two times per person per year, but it is not limited to those with special business needs.

(二) 補助規定：個人申請參加並經學校核准者不予補助，學校簽准核派者，依下列標準補助：

(2) Subsidies: Individuals who apply for participation and are approved by KMU will not be subsidized. Those who are approved for despatch by KMU will be subsidized according to the following standards:

1. 交通費:

1. Transportation expenses:

(1)會期連續未分梯次者：以補助往返一次為限。

For consecutive conference sessions: Limited to one round trip.

(2)分梯次者：依實際參加往返之次數給予補助。

For segmented sessions: Based on the actual number of round trips made for attendance.

2. 住宿費及膳雜費:

2. Accommodation, meal, and miscellaneous expenses:

(1) 會期連續未分梯次者：四日（含）以內依本校「教師、職員工旅費標準表」補助，五日（含）以上至三十日之期間，每日僅補助膳雜費，超過三十日之期間，每日僅補助膳雜費之一點五倍金額。

For consecutive conference sessions: If the meeting period is within four days (inclusive), participants will be subsidized according to the Standards of Travel Expenses for Faculty and Staff Members of KMU. If the meeting lasts from five days (inclusive) to thirty days, only meals and miscellaneous expenses will be subsidized. For meeting periods exceeding thirty days, only 1.5 times the amount of meals and miscellaneous expenses will be subsidized.

(2) 分梯次者：按實際參加之次數依本校「教師、職員工旅費標準表」補助。

For segmented sessions: Subsidies will be provided based on the actual number of attendances and in accordance with the Standards of Travel Expenses for Faculty and Staff Members of KMU.

八、 參加國內各種會議及研習如獲主辦單位補助者，以不重複申請本校補助為原則，如獲補助金額低於本校補助標準者，得檢附憑證申請補助其差額。

8. Those who participate in various domestic conferences and seminars and receive subsidies from the organizers shall not apply for subsidies from KMU. If the subsidy received is lower than the subsidy standard of KMU, proof may be submitted to apply for subsidies for the difference.

九、 經學校簽准核派參加國內各種會議及研習者，其會議註冊費、報名費或研習費，得檢附憑證申請補助。個人申請參加者不予補助。

9. Those who have been approved and despatched by KMU to participate in various conferences and seminars in Taiwan may apply for subsidies by submitting proofs for the conference registration fees, or attendance fees. Applications out of individual intention are not eligible for subsidies.

十、 參加研習、訓練或繼續教育期間在一個月以上者，需切結義務期限，為受訓期間之二倍。無法履行義務期限者，應依未履行義務期間比例，賠償訓練期間所領薪津及各項補助費全部之二倍。

10. For participation in seminars, training, or continuing education lasting more than one month, an obligation period must be pledged, which is twice the duration of the training.

Those unable to fulfill the obligation period should compensate for the entire salary and subsidies received during the training period, multiplied by twice the proportion of the unfulfilled obligation period.

十一、 本校附屬機構職員工參加國內各種會議及研習規定另訂之。

11. The regulations for the participation of employees of KMU's affiliated institutions in various domestic conferences and seminars shall be separately formulated.

十二、 本要點經行政會議通過，呈請校長核定後，自公布日起實施，修正時亦同。

12. After being approved by the Administrative Meeting and submitted to the President for approval, the Implementation Guidelines shall be implemented from the date of promulgation. The same applies to amendments.