

明志科技大學  
Ming Chi University of Technology  
環資學院  
College of Environment Resources

規章編號

Regulation

No.

AB00260001

跨域教學移地見習課程（活動）補助辦法  
Regulations Governing the Subsidy for Student  
Mobility Programs (Activities) of  
Interdisciplinary Teaching/Learning

制定部門：明志科技大學環資學院  
Formulated by: College of Environment  
Resources, MCUT  
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著作權人:明志科技大學  
Copyright Owner: Ming Chi  
University of Technology

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明志科技大學

Ming Chi University of Technology

環資學院跨域教學移地見習課程(活動)補助辦法

Regulations Governing the Subsidy for Student Mobility Programs  
(Activities) of Interdisciplinary Teaching/Learning

113.4.18 院務會議審議通過

Approved at the College Council Meeting on April 18, 2024

113.4.30 行政會議審議通過

Approved at the University Administrative Meeting on April 30, 2024

第一條 目的

Article 1 Purpose

為推動跨領域跨界教學，鼓勵環資學院(以下簡稱本院)學生跨域學習合作，強化創新思考能力，並擴增國際視野，訂定「環資學院跨域教學移地見習課程(活動)補助辦法」(以下簡稱本辦法)。

The Regulations Governing the Subsidy for Student Mobility Programs (Activities) of Interdisciplinary Teaching/Learning (hereinafter referred to as the Regulations) is hereby formulated for the purpose of promoting interdisciplinary and cross-field teaching, encouraging students of the College of Environment Resources (hereinafter referred to as the College) to engage in interdisciplinary learning and cooperation, thereby enhancing their creative thinking abilities and broadening international visions.

第二條 申請資格

Article 2 Eligibility for Application

本校的專任老師及本院透過技優甄審管道入學的學生，並以具有中華民國國籍且設有戶籍者為優先。

The University's full-time teachers as well as the students admitted by the College through Special Achievement and Screening-Based Admission; those who have the citizenship of the Republic of China, with the household registered, are preferred.

### 第三條 經費來源

#### Article 3 Source of Funds

本辦法所需之經費來源，原則上以外部經費優先；如無校外資源補助，則由本院編列年度預算執行之，經費用罄將不再受理申請。

In principle, the priority of source of funds as required herein shall be given to external funds; in case of absence from off-campus resource and subsidy, the funds shall be subject to the annual budget prepared and recognized by the College. The application will no longer be accepted when the funds are used up.

### 第四條 申請程序

#### Article 4 Application Procedures

一、申請教師須檢具「跨域教學移地見習課程(活動)補助申請表(教師版)」(表號: AB00260101)，向本院提出申請。

二、參與學生須檢具「跨域教學移地見習課程(活動)補助申請表(學生版)」(表號: AB00260201)及「家長或監護人同意書」(表號: AB00260301)。

1. The applicant teacher shall attach and submit the “Application for Subsidy for Student Mobility Programs (Activities) of Interdisciplinary Teaching/Learning (for teachers)” (Form No.: A200260101) to the College for application.

2. The applicant student shall attach and submit the “Application for Subsidy for Student Mobility Programs (Activities) of Interdisciplinary Teaching/Learning (for students)” (Form No.: A200260201) and “Parental or Guardian Consent Form” (Form No.: A200260301).

### 第五條 補助基準

#### Article 5 Subsidy Criteria

一、學生補助金額:

(一) 補助課程活動之天數 7 天以上，境外每人最高補助 2 萬元；境內(含離島地區)每人最高補助 5 仟元。

- (二) 補助課程(活動)不足七天，則以前項金額之 60% 計算。
- (三) 補助保險費，參照政府機關「因公赴國外出差及返國述職人員綜合保險續約一年案」。
- (四) 同一課程活動，學生不得同時支領兩項以上之補助。

## 二、教師補助金額：

- (一) 往返機票費：應以統購統銷方式購買最經濟或直達路程之經濟艙為原則，自行購買者應於回國後，將機票及收據送統購單位核定機票金額。
- (二) 每日(含往返路程假之日數)生活補助費(含交通費)悉依「出席國際學術會議日支生活費標準」所定各地區之費用報支標準辦理(若課程活動為正式課程以 80%為補助上限)。境內地區參考國內出差旅費報支要點辦理。
- (三) 補助保險費，參照政府機關「因公赴國外出差及返國述職人員綜合保險續約一年案」。
- (四) 課程活動相關費用包含所需之教材、見習機構之門票等，補助總金額境外以一萬元為限，境內補助以 5 仟元為限，實報實銷，須檢據核銷。

## 三、補助項目依教育部補助及委辦計畫經費編列基準規定辦理。

### 1. Subsidy Amount for Students:

- (1) The duration of the subsidized programs shall last for more than 7 days; for students participating in overseas programs, up to NT\$20,000 will be subsidized for each; for students participating in domestic programs (including the offshore islands), up to NT\$5,000 will be subsidized for each.
- (2) For subsidized programs (activities) lasting for less than 7 days, the subsidy shall be 60% of the amount referred to in the preceding paragraph.
- (3) Please refer to “One Year Extension of Comprehensive Insurance for Personnel Going Abroad on Business and Returning to Taiwan for Duty Report” formulated by the government organs for insurance premium subsidies.
- (4) Students participating in the programs shall not claim for more than two kinds of subsidies at the same time.



2. Subsidy Amount for Teachers:

- (1) Round-trip air ticket: in principle, the air ticket of economy class for the most economical or direct route booked on a planned and controlled purchase and reimbursed basis shall be purchased. For those purchasing air tickets on their own, the air ticket and receipt shall be submitted to the unit in charge of unified procurement for the ticket fare verification upon their returning to the homeland.
- (2) The daily (including days of round-trip) living allowance (including transportation fees) shall be subject to the expenses reimbursement standards for regions as prescribed in “Standards for Daily Living Allowance for Those Attending International Academic Conference” (for formal programs, up to 80% of the subsidy amount shall be subsidized). For those attending programs (activities) within Taiwan, the Guidelines for Reimbursement of Domestic Travel Expenses on Business shall be followed.
- (3) Please refer to “One Year Extension of Comprehensive Insurance for Personnel Going Abroad on Business and Returning to Taiwan for Duty Report” formulated by the government organs for insurance premium subsidies.
- (4) The total subsidy for textbook fees, entrance ticket for practice organizations incurred by overseas and domestic programs (activities) shall be limited to NT\$10,000 and NT\$5,000, respectively, which is reimbursed on a cost-based basis. The receipt shall be submitted for verification and reimbursement.

3. The subsidized items shall be subject to the subsidy regulated by the Ministry of Education and provisions as specified in “Criteria for Expenses Preparation and Recognition for Entrusted Plan”.

第六條 經費核銷

Article 6 Expenses Verification and Reimbursement

在返校兩星期內，提交以下文件，依本校經費核銷程序辦理：

- 一、簽核完成之「創新創業教學移地見習課程(活動)補助申

- 請表(教師版)」正本。
- 二、各項單據正本；若單據金額為外幣，則須檢附臺灣銀行賣出即期匯價結算之匯率（一律依出國前一日，如逢假日往前順推至假日前的工作天）。
  - 三、申請教師繳交「教師跨域教學移地見習課程(活動)成果報告」。
  - 四、參與學生繳交「學生跨域教學移地見習課程(活動)成果報告(學生版)」。
  - 五、上述成果報告於本案結案後，由原申請系所存查。

The applicant shall submit following documents and go through expenses verification and reimbursement procedures of the University within two week after their returning to school:

1. The approved original copy of “Application for Subsidy for Creative and Start-up Student Mobility Programs (Activities) of Interdisciplinary Teaching/Learning (for teachers)”.
2. Originals of receipts: where the receipts are in foreign currency, the exchange rate at which the selling spot rate is settled of the Bank of Taiwan shall be attached (subject to one day before going abroad; if it falls on the holiday, the working day before the holiday shall prevail).
3. The applicant teacher shall submit the “Teachers’ Report on Student Mobility Programs (Activities) of Interdisciplinary Teaching/Learning”.
4. The applicant students shall submit the “Students’ Report on Student Mobility Programs (Activities) of Interdisciplinary Teaching/Learning (for students)”.
5. The foresaid reports shall be kept by the original applicant department for future reference after the case closure.

#### 第七條 請假與銷假

#### Article 7 Leaves and Leave Cancellation

- 一、申請教師應依本校規定辦理出差手續。
  - 二、學生應依本校請假規則辦理請假及返校銷假手續。
1. The applicant teacher shall go through formalities for business trip subject to the University’s rules.
  2. The student shall ask for leave in accordance with the University’s rules for leaves and go through formalities for

leave cancellation after their returning to the school.

#### 第八條 實施與修訂

#### Article 8 Implementation and Amendments

本辦法經行政會議通過後實施，修訂時亦同。

The Regulations shall be implemented with the approval of the University Administrative Meeting, and the same shall apply to any amendments.

附表一

明志科技大學 環資學院  
跨域教學移地見習課程(活動)補助申請表(教師版)

申請日期： 年 月 日

申請人	(請簽名)	系所 單位		職稱	
課程/活動 名稱					
課程/活動 性質	<input type="checkbox"/> 課程( <input type="checkbox"/> 必修 <input type="checkbox"/> 選修，_____學分) <input type="checkbox"/> 活動參訪 <input type="checkbox"/> 其他_____				
課程/活動 期間	自 _____年____月____日至_____年____月____日，共計_____天。				
課程/活動 地區	<input type="checkbox"/> 境外：中文 _____(國家/地區)_____ (省/份/縣市) 英文 _____ <input type="checkbox"/> 境內： _____(縣市)				
課程/活動 主要內容	<input type="checkbox"/> 單一機構(機關/部門名稱：_____地址：_____) <input type="checkbox"/> 參訪多家機構：預計參訪_____家機構 <input type="checkbox"/> 其他_____				
課程/活動 實施計畫 摘要	計畫摘要：  1.課程活動目的： 2.課程活動內容(須包含：日期、地點等每日行程)： 3.預期成果與 KPI(須量化或質性指標)：  <b>【備註】</b> 另需附完整實施計畫書。				
參與人數	教師：共_____人 學生：共_____人				
帶隊老師 資料	姓名：_____ 系所單位：_____  職稱：_____ 聯絡手機：_____ (課程活動時可緊急聯絡)				

※核鎖：一式一聯：申請人↓系級主管↓院級主管↓院級單位(影本存查)↓申請系所(存查)。  
※申請：一式一聯：申請人↓系級主管↓院級主管↓系級單位↓申請人。

申請 學院補助	項目		合計(新台幣)		
	(1)機票費：_____ (元) (2)日支生活費：_____ (元) (3)保險費：_____ (元) (4)教材、門票等費用：_____ (元)		(元)		
系級主管		申請教師			
審查	<input type="checkbox"/> 擬同意補助： (1)機票費：_____ (元) (2)日支生活費：_____ (元) (3)保險費：_____ (元) (4)教材、門票等費用：_____ (元) 合計(新臺幣)：_____ (元)  核銷期限：民國_____年_____月_____日前				
	院長				
實際 費用	項目	摘要(如：數量、單價、金額等，可另附 A4 紙條列說明)			
	(1)機票費				
	(2)日支生活費				
	(3)保險費				
	(4)教材、門票等費用				
	合計	新台幣：_____ 元(匯率以 1 美元=_____ 元台幣計)			
課程/活動成果報告					
須包含： 1.課程目的 2.課程活動具體內容、執行情形(須包含：日期、地點等每日行程) 3.成果與 KPI(須量化或質性指標)					
院長		系主任		經辦	

# Annex 1

## College of Environment Resources, Ming Chi University of Technology Application for Subsidy for Student Mobility Programs (Activities) of Interdisciplinary Teaching/Learning (for teachers)”

Application Date: mm/dd/yyyy

Applicant	(signature)	Depart ment		Title	
Name of Program/Activity					
Nature of Program/Activity	<input type="checkbox"/> Program ( <input type="checkbox"/> compulsory <input type="checkbox"/> elective, ____ credits) <input type="checkbox"/> Activity visit <input type="checkbox"/> Others _____				
Duration of Program/Activity	From mm/dd/yyyy to mm/dd/yyyy, totaling ____ days.				
Region of Program/Activity	<input type="checkbox"/> overseas: Chinese _____ (country/region) (province/county/city) English _____ <input type="checkbox"/> domestic: _____ (county/city)				
Main Contents of Program/Activity	<input type="checkbox"/> Single organization (name of organ/department): address: _____ ) <input type="checkbox"/> Visit to several organizations: number of organizations to be visited _____ <input type="checkbox"/> Others _____				
Abstract of Implementation Plan for Program/Activity	Abstract of the Plan: 1. Purpose of program/activity: 2. Program/activity contents (must include: daily itinerary including date and place): 3. Expected results and KPI (quantitative or qualitative index):  [Remarks] the complete implementation plan shall be otherwise attached.				
Number of	Teachers: _____ persons in total				

※verification and reimbursement: in one copy: applicant→division chief→director→college unit (the photocopy will be kept for future reference)→applicant department (for future reference).  
 ※application: in one copy: applicant→division chief→director→department unit→applicant.

Participants	Students: _____ persons in total		
Information on Lead Teachers	Name: _____ Department: _____ Title: _____ Contact Phone No.: _____ (for emergency contact during the program/activity hours)		
Application for College Subsidy	Items		Total (NT\$)
	(1) Air ticket fare: NT\$ _____		(NT\$)
	(2) Daily living allowance: NT\$ _____		
	(3) Insurance premium: NT\$ _____		
	(4) Textbook and entrance ticket fees: NT\$ _____		
Division Chief		Applicant Teacher	
Review	<input type="checkbox"/> Subsidy to be approved: (1) Air ticket fare: NT\$ _____ (2) Daily living allowance: NT\$ _____ (3) Insurance premium: NT\$ _____ (4) Textbook and entrance ticket fees: NT\$ _____ Total (NT\$): _____ Verification and reimbursement deadline: before <u>mm/dd/yyyy</u>		
	Dean		
Actual Expenses	Items	Abstract (such as, quantity, unit price, amount, etc. Explain on an A4 paper item by item)	
	(1) air ticket fare		
	(2) daily living allowance		
	(3) insurance premium		
	(4) textbook and entrance ticket fees		
	Total	NT\$: _____ (exchange rate at US\$1= _____ NT\$)	
Result Report on Program/Activity			

Must contain: 1. Purpose of the program 2. Concrete contents and implementation of program/activity (must contain: daily itinerary of date and place, etc.) 3. Result and KPI (quantitative or qualitative index)					
Dean		Chair		Undertaker	

Form No.: AB00260101

A-1



附表二

## 明志科技大學 環資學院

申請日期： 年 月 日

申請人	(請簽名)	系所 單位		班級	
課程/活動 名稱					
課程/活動 性質	<input type="checkbox"/> 課程( <input type="checkbox"/> 必修 <input type="checkbox"/> 選修，_____學分) <input type="checkbox"/> 活動參訪 <input type="checkbox"/> 其他 _____				
課程/活動 期間	自____年____月____日至____年____月____日，共計____天。				
課程/活動 地區	<input type="checkbox"/> 境外：中文 _____(國家/地區) _____ (省/份/縣市) 英文 _____ <input type="checkbox"/> 境內：_____ (縣市)				
課程/活動 主要內容	<input type="checkbox"/> 單一機構(機關/部門名稱：_____ 地址：_____ ) <input type="checkbox"/> 參訪多家機構：預計參訪_____家機構 <input type="checkbox"/> 其他_____				
預估 申請 補助 費用	項目		摘要(如：數量、單價、金額等，可另附 A4 紙條列說明)		
	(1)機票費				
	(2)住宿費				
	(3)保險費				
	(4)耗材、門票等費用				
	合計		新台幣：_____元(匯率以 1 美元=_____元台幣計)		
系級主管				申請教師	
審查	<input type="checkbox"/> 擬同意補助： 總金額：_____ (元) 核銷期限：民國_____年_____月_____日前				
	院長				
備註	學生補助金額:(一)補助課程活動之天數以 7 到 14 天為原則；亞洲地區，每人最高補助 2 萬元；境內(含離島地區)每人最高補助 5 仟元。(二)移地見習天數需至少三天（不含交通時間），若於七天以內（不含交通時間），則學生補助費用與課程活動費用以前述最高上限之 60%計。(三)補助保險費，參照政府機關「因公赴國外出差及返國述職人員綜合保險續約一年案」。(四)同一課程活動，學生不得同時支領兩項以上之補助。				

※核銷：一式一聯：申請人↓系級主管↓院級主管↓院級單位影本(存查)↓申請系所(存查)  
※申請：一式一聯：申請人↓系級主管↓院級主管↓系級單位↓申請人。

## Annex 2

**College of Environment Resources, Ming Chi University of Technology**  
**Application for Subsidy for Student Mobility Programs (Activities) of**  
**Interdisciplinary Teaching/Learning (for students)”**

Application date: mm/dd/yyyy

Applicant	(signature)	Department		Class	
Name of Program/Activity					
Nature of Program/Activity	<input type="checkbox"/> Program ( <input type="checkbox"/> compulsory <input type="checkbox"/> elective, _____ credits) <input type="checkbox"/> Activity visit <input type="checkbox"/> Others _____				
Duration of Program/Activity	From mm/dd/yyyy to mm/dd/yyyy, totaling _____ days.				
Region of Program/Activity	<input type="checkbox"/> overseas: Chinese _____ (country/region) (province/county/city) English _____ <input type="checkbox"/> domestic: _____ (county/city)				
Main Contents of Program/Activity	<input type="checkbox"/> Single organization (name of organ/department): address: _____ ) <input type="checkbox"/> Visit to several organizations: number of organizations to be visited _____ <input type="checkbox"/> Others _____				
Estimated Subsidy to Be Applied for	Items	Abstract (such as, quantity, unit price, amount, etc. Explain on an A4 paper item by item)			
	(5) air ticket fare				
	(6) daily living allowance				
	(7) insurance premium				
	(8) textbook and entrance ticket fees				
	Total	NT\$: _____ (exchange rate at US\$1= _____ NT\$)			
Division Chief			Applicant Teacher		
Review	<input type="checkbox"/> Subsidy to be approved: Total amount: NT\$ _____ Verification and reimbursement deadline: before <u>mm/dd/yyyy</u>				
	Dean				

※verification and reimbursement: in one copy: applicant→division chief→director→college unit (the photocopy will be kept for future reference)→applicant department (for future reference).  
 ※application: in one copy: applicant→division chief→director→department unit→applicant.

Remarks	<p>(1) The duration of the subsidized programs shall last for more than 7 days; for students participating in overseas programs, up to NT\$20,000 will be subsidized for each; for students participating in domestic programs (including the offshore islands), up to NT\$5,000 will be subsidized for each.</p> <p>(2) For subsidized programs (activities) lasting for less than 7 days, the subsidy shall be 60% of the amount referred to in the preceding paragraph.</p> <p>(3) Please refer to “One Year Extension of Comprehensive Insurance for Personnel Going Abroad on Business and Returning to Taiwan for Duty Report” formulated by the government organs for insurance premium subsidies.</p> <p>(4) Students participating in the programs shall not claim for more than two kinds of subsidies at the same time</p>
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附表三

明志科技大學 環資學院  
跨域教學移地見習課程(活動)  
家長或監護人同意書

茲同意本人子女

姓名:\_\_\_\_\_

系別:\_\_\_\_\_

學號:\_\_\_\_\_

自 \_\_\_\_\_年 \_\_\_\_\_月 \_\_\_\_\_日 至 \_\_\_\_\_年 \_\_\_\_\_月 \_\_\_\_\_日 期間，前往  
\_\_\_\_\_ (國家/區域)，進行移地見習課程/活動。

本人願意支付此次課程/活動所需費用，並遵守明志科技大學之規定，  
如有違反，本人願負全部責任。

此 致

明志科技大學

家長或監護人簽章：

與學生關係：

聯 絡 電 話：

email:

日期：\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

表號：AB00260301

**College of Environment Resources, Ming Chi University of Technology  
Application for Subsidy for Student Mobility Programs (Activities) of  
Interdisciplinary Teaching/Learning  
Parental or Guardian Consent Form**

I hereby agree that my child

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Student ID: \_\_\_\_\_

Will head for \_\_\_\_\_(country/region) between mm/dd/yyyy and  
mm/dd/yyyy for Student Mobility Programs/activities.

I agree to pay for the expenses incurred therefrom and abide by rules of  
Ming Chi University of Technology. In case of any violation, I'm will to  
take full responsibility.

Sincerely

Ming Chi University of Technology

Signature of Parents or Guardian:

Contact with Students:

Contact Tel.:

email:

Date: mm/dd/yyyy

附表四

**明志科技大學 環資學院**  
**學生跨域教學移地見習課程(活動)成果報告**

年      月      日

學生姓名	(請簽名)	系所單位		班級	
課程/活動 名稱					
課程/活動 期間	自民國      年    月    日至民國      年    月    日，共計 _____ 天。				
實際 費用	項目	摘要(如：數量、單價、金額等，可另附 A4 紙條列說明)			
	(1)機票費				
	(2)住宿費				
	(3)保險費				
	(4)耗材、門票等費用				
	合計	新台幣：                      元(匯率以 1 美元=                      元台幣計)			
課程/活動心得與成果報告					
<p>【說明】課程/活動內容應包括下列各項：</p> <p>1. 課程/活動目的、內容經過、成果</p> <p>2. 課程/活動之心得與建議</p> <p>(以上內容至少兩頁)</p>					
院長		系級主管		申請教師	

表號：AB00260401

**College of Environment Resources, Ming Chi University of Technology**  
**Students' Result Report on Student Mobility Programs (Activities) of**  
**Interdisciplinary Teaching/Learning**

Date: mm/dd/yyyy

Student Name	(signature)	Department		Class	
Name of Program/Activity					
Duration of Program/Activity	From mm/dd/yyyy to mm/dd/yyyy, totaling ____ days.				
Actual Expenses	Items	Abstract (such as, quantity, unit price, amount, etc. Explain on an A4 paper item by item)			
	(1) air ticket fare				
	(2) daily living allowance				
	(3) insurance premium				
	(4) textbook and entrance ticket fees				
	Total	NT\$: (exchange rate at US\$1= NT\$)			
Feelings/Result Report on Programs/Activities					
<p>[Explanation] the program/activity contents shall including the following:</p> <ol style="list-style-type: none"> <li>1. Purpose, contents/program, results of the program/activity.</li> <li>2. Feelings and recommendations for the program/activity.</li> </ol> <p>(Record at least two pages of contents for the above)</p>					
Dean		Division Chief		Applicant Teacher	