

國立高雄科技大學師生參與專業競賽補助及獎勵要點

National Kaohsiung University of Science and Technology

Regulations Governing Subsidies and Rewards for

Faculty and Student Participation in Professional Competitions

107 年 10 月 17 日 107 學年度第 2 次行政會議通過

Passed by the 2nd Administrative Meeting on October 17, 2018.

112 年 4 月 19 日 111 學年度第 9 次行政會議修正通過

Amended and Passed at the 9th Administrative Meeting on April 19, 2023.

- 一、國立高雄科技大學（以下簡稱本校）為培育專業技術人才，鼓勵教師指導學生參與各類專業競賽，以開發專業技術之潛能與創意並爭取校譽，特訂定本校師生參與專業競賽補助及獎勵要點（以下簡稱本要點）。

Article 1

These Regulations Governing Subsidies and Rewards for Faculty and Student Participation in Professional Competitions (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) with the aim to foster professional technical talents, promote faculty involvement in guiding students to participate in various professional competitions, nurture potential and creativity of professional skills, and enhance the University’s reputation.

- 二、本要點適用對象為本校專任教師（含編制外專任教學人員）指導本校學生，於在學期間以學校名義參加與所屬系所專長相關之專業競賽（不含發明展、創新創業、學術論文、研討會論文、體育類、聯誼性質之競賽或無校外單位參與之校內主辦競賽），如純屬展示而未評定得獎等級者，不得申請。

創新創業相關競賽依本校鼓勵教師推動創新創業計畫要點及學生參加創業競賽補助暨獎勵要點辦理。

Article 2

2.1 These Regulations are applicable to full-time faculty members of the University (including contract-based faculty) who guide students in participating in professional competitions related to their majors’ expertise

in the name of the University during their study period. These competitions do not apply to invention exhibitions, innovation entrepreneurship, academic papers, conference papers, sports events, social networking events, or competitions held by the University without external partners. Competitions focusing solely on presentations without determining award determination levels are also excluded.

2.2 Competitions centered on innovation and entrepreneurship fall under the University's Regulations Governing Innovation and Promotion for Teachers and Regulations Governing Student Entrepreneurship Competition Subsidies and Rewards.

三、同一作品參加同一競賽之補助及獎勵各以一次為限，且應未曾獲校內其他單位補助或獎勵。

前項規定，同一作品如獲不同獎項，以獲最高獎金、禮券或獎品等價金額為獎勵依據。

Article 3

3.1 Each work entered in a specific competition is limited to one subsidy and one reward. The work should not have received subsidies or rewards from other University departments.

3.2 In accordance with Article 2, if the same work wins different awards, the reward will be based on the highest monetary prize, gift voucher, or comparable award.

四、競賽補助標準及項目：

(一)補助標準依競賽地點（須實際到現場參賽）所在區域核給：

- 1.北部（基隆、臺北、新北、宜蘭、桃園、新竹）、東部與離島地區（臺東、花蓮、澎湖、金門、馬祖）：單件補助上限新臺幣七千五百元。
- 2.中部（苗栗、臺中、彰化、雲林、南投）：單件補助上限新臺幣五千五百元。
- 3.南部（嘉義、臺南、高雄、屏東）：單件補助上限新臺幣三千五百元。
- 4.在國外舉辦者：單件補助上限新臺幣一萬元（補助報名費、材料費、印刷費、運費）。

(二)補助項目如下：

- 1.交通費、住宿費：依國內出差旅費報支要點辦理，學生補助數額比照簡任級以下人員等級報支。

2.以報名費、材料費、印刷費、運費為原則。

Article 4

Standards and items for competition subsidies:

4.1 Subsidy standards depend on the competition's location (actual on-site participation):

- (1) Northern area (Keelung, Taipei, New Taipei, Yilan, Taoyuan, Hsinchu), Eastern and offshore areas (Taitung, Hualien, Penghu, Kinmen, Matsu): Maximum subsidy per item is NT\$7,500;
- (2) Central area (Miaoli, Taichung, Changhua, Yunlin, Nantou): Maximum subsidy per item is NT\$5,500;
- (3) Southern area (Chiayi, Tainan, Kaohsiung, Pingtung): Maximum subsidy per item is NT\$3,500;
- (4) Overseas: Maximum subsidy per item is NT\$10,000 (covering registration fees, material costs, printing costs, and shipping fees).

4.2 Subsidy items include:

- (1) Transportation and accommodation expenses: Administered according to the Regulations Governing Domestic Travel Expenses Reimbursement. Student subsidies are aligned with those of members under the level of senior rank civil service;
- (2) Subsidies cover registration fees, material costs, printing costs, and transportation expenses.

五、競賽獎勵標準：

- (一)本校專任教師（含編制外專任教學人員）指導本校學生參加第二點所列專業競賽獲獎者，依參加專業競賽所獲獎金、禮券或獎品等價金額之半數獎勵師生，教師核發業務費（須檢據核銷），學生核發獎金及記小功二次；如無獎金、禮券或獎品等價金額之競賽，獲獎學生得予以記小功一次。
- (二)參加教育部鼓勵學生參加藝術與設計類國際競賽獎勵要點附表所列競賽獲獎，依參加專業競賽所獲獎金、禮券或獎品等價金額之半數，或依教育部獎勵基準之半數，擇優獎勵師生，教師核發業務費（須檢據核銷），學生核發獎金及記大功一次。
- (三)獎勵以決賽獲獎者為限，僅入圍、入選、初賽或分區賽獲獎者不予獎勵，但符合教育部鼓勵學生參加藝術與設計類國際競賽獎勵要點附表所列

競賽之入選，不在此限。

(四)前述獎勵分配比例為師生各百分之五十，學生敘獎依本校學生獎懲辦法辦理。

Article 5

Standards for competition rewards:

- 5.1 Full-time University faculty (including contract-based faculty) guiding students to win awards in the professional competitions listed in Article 2 will receive half of the prize money, gift vouchers, or equivalent value prize to both faculty and students. Faculty will be reimbursed for any operational costs incurred (backed by documented proof for verification), and students will be issued prize money and awarded two minor merits. In the absence of monetary or equivalent awards from the competition, the student will earn one minor merit.
- 5.2 Students winning a competition listed in the appendix of the Ministry of Education's Regulations Governing Rewards for Encouraging Student Participation in Art and Design International Competitions will receive half of the received prize money, gift vouchers, or equivalent value, or half of the Ministry of Education's reward standard--whichever is the most beneficial option for both the faculty and students. Faculty will be reimbursed for operational costs incurred (backed by documented proof for verification), and students will be obtain any prize money awarded along with one major merit.
- 5.3 Rewards are limited to final competition winners; shortlisted, selected, or preliminary or regional competition winners are excluded. Exceptions apply to competitions listed in the appendix of the Ministry of Education's Regulations Governing Rewards for Encouraging Student Participation in Art and Design International Competitions.
- 5.4 The reward distribution detailed in the preceding paragraph is 50 percent each to faculty and students. Student rewards will be handled in accordance with the University's Regulations Governing the Awards of Merit to Students and Disciplinary Sanctions for Misconduct.

六、申請及審查方式：

(一)競賽補助：

1. 申請人應於參加競賽後二週內檢附下列文件，向研究發展處提出申請。
 - (1) 補助申請表一份。
 - (2) 競賽辦法、簡章。
 - (3) 競賽報名表、報名完成之證明文件及參賽照片等相關證明文件。
2. 審查採隨到隨審，申請期限自當年度一月一日起至當年度補助經費用罄。審查通過後，經費將授權指導教師會計帳號(無指導教師者授權至系辦)，於當年度循校內程序檢據核銷。

(二) 競賽獎勵：

1. 申請人(申請時須為在學學生)須於得獎六個月內，備齊下列文件，上傳至系統，並列印申請表，經院系(所)初審後，繳送研究發展處辦理。如申請資料不齊，經通知補正逾期未補正者，喪失獎勵資格。
 - (1) 參與比賽之競賽辦法及證明參加該競賽所獲獎金、禮券或獎品等價金額等相關資料一份。
 - (2) 獲獎證明文件。
 - (3) 獲獎作品照片或影音檔資料。
 - (4) 技職風雲榜登錄填報完成畫面。
2. 每年度審查二次(每年三月審查前一年度八月至當年度一月收件資料，每年九月審查當年度二月至七月收件資料)。
3. 前目所稱之審查，以審查委員會採書面審查為原則，必要時得召開審查會。書面審查應經全體委員半數以上同意，始為通過，審查結果陳請校長核定後公告。審查委員會由研發長、學務長及各學院院長組成，並由研發長擔任召集人。

Article 6

Application and Review Method:

6.1 Contest Subsidy:

- (1) Applicants must submit an application along with the required documentation as specified below:
 - (a) One copy of the subsidy application form;
 - (b) Competition regulations and prospectus;
 - (c) Competition registration form, confirmation of completed registration, competition-related photos, and other supporting documents.

Applications and required documentation must be provided to the Office of Research and Development within two weeks after participation in the competition.

- (2) Applications are reviewed on a rolling basis commencing from January 1 and closing when all the subsidy funds for the year have been exhausted. When approved, the funds will be transferred to the advisor's account (or to the department office if no advisor is present) and will be reimbursed in line with the University's internal procedures for the year.

6.2 Competition Reward:

- (1) Within six months of receiving the award, the applicant (who must be a currently enrolled student) must prepare the following documents, upload them to the system, and print out the application form.
 - (a) One copy of the competition regulations and proof of prize money, vouchers, or equivalent cash value of the prize.
 - (b) Certificate of the award.
 - (c) Photos or video files of the award-winning work.
 - (d) Screenshot of completion of entry in Technical Vocational Leaderboard.

Following a preliminary assessment by the relevant department, institution, or college, these documents must then be submitted to the Office of Research and Development. Should the application documents be found to be incomplete, and are not rectified upon notification, the applicant will be deemed ineligible for the award.

- (2) Review sessions will occur semi-annually. March reviews will evaluate applications from the preceding August to January of the current year. September reviews will evaluate applications from February to July of the same year.
- (3) Reviews mentioned in the preceding subparagraph will primarily be written assessments from the Review Committee, with meetings convened as needed. Written reviews require the approval of over half of all committee members to pass. The results will be announced upon approval by the President. The Review Committee is composed of the Dean of the Office of Research and Development, the Dean of the Office of Student Affairs, and the Deans of all Colleges, with the Dean of the Office of Research and Development serving as the convener.

七、經費來源與分配：

(一)競賽補助：由年度分配預算或教育部補助經費支應。

(二)競賽獎勵：

- 1.教師部份：由年度分配預算或教育部補助經費支應，每次審查以該年度經費半數進行分配，若遇經費不足時，則依比例調整發放，核定後離職或退休者不予獎勵。
- 2.學生部份：由學務處就學獎補助經費或教育部補助經費支應，以每年授權額度進行分配，如遇經費不足時，依比例調整發放。
- 3.同一年度經費如第一次分配額度尚未用罄，剩餘經費得併入下次使用。

Article 7

Funding Sources and Allocation:

7.1 Competition Subsidy: Funded by the annual budget allocation or subsidies from the Ministry of Education.

7.2 Competition Reward:

- (1) For faculty: Supported by the annual budget allocation or subsidies from the Ministry of Education. Half of the annual budget is allocated for each review. If the budget is insufficient, allocations will be adjusted proportionally. Faculty who leave or retire after approval will not receive rewards.
- (2) For students: Supported by the Office of Student Affairs' admission subsidies or subsidies from the Ministry of Education, with the annual quota allocated each year. If the budget is insufficient, the allocation will be adjusted proportionally.
- (3) Any remaining funds from the current year's budget after the first allocation may be used for subsequent allocations.

八、申請人所提申請資料，如經證實為偽造、抄襲或侵害他人智慧財產權等不當情事，應退還已領補助經費、獎金及註銷敘獎獎勵。

Article 8

If the applicant's submitted documents are proven to be falsified, plagiarized, or violate others' intellectual property rights, the applicant must return all received subsidies or rewards, and revoke all awards.

九、本要點經行政會議通過，陳請校長核定後施行；修正時亦同。

Article 9

These Regulations shall be passed by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.