

國立高雄餐旅大學學生參加國內競賽補助要點

National Kaohsiung University of Hospitality and Tourism Guidelines for Subsidizing Students Participating in Domestic Competitions

113 年 11 月 20 日本校第 540 次行政會議審議通過
Approved by the 540th Administrative Meeting on Nov 20, 2024.

114 年 01 月 22 日本校第 543 次行政會議修正通過
Amended and approved by the 543rd Administrative Meeting on Jan 22, 2025.

114 年 07 月 09 日本校第 553 次行政會議修正通過
Amended and approved by the 553rd Administrative Meeting on July 09, 2025.

一、為鼓勵本校學生參與專業競賽，提升個人技能及為校爭取榮譽，特訂定「國立高雄餐旅大學學生參加國內競賽補助要點」（以下簡稱本要點）。

I. These Guidelines (hereinafter referred to as "the Guidelines") are established to encourage students of the University to participate in professional competitions, enhance personal skills, and win honors for the University.

二、「國內競賽」用詞定義指由中央政府機構、著名學術團體或企業機構主辦之具有評獎制度，且應包含三個以上不同學校參與競賽的全國性公開競賽。

II. The term "Domestic Competition" refers to a national public competition hosted by a central government agency, a renowned academic group, or a corporate organization that includes an award system and involves participants from three or more different schools.

三、每案至少一位指導教師，並推派一位指導教師為申請人。

III. Each case must have at least one advisor, and one advisor shall be nominated as the applicant.

四、本要點補助對象為參與競賽之本校在學學生。

IV. The subsidy recipients under these Guidelines are currently enrolled students of the University who participate in competitions.

五、本要點經費來源由教育部高等教育深耕計畫經費項下支應，如計畫終止或當年度經費用罄時，則本要點停止適用。

V. The funding source for these Guidelines is provided under the Ministry of Education's Higher Education Sprout Project. If the project is terminated or the funds for the current year are exhausted, these Guidelines shall cease to apply.

六、本要點補助標準

VI. Subsidy Standards.

（一）競賽地點為高雄市以外之地區：

(1) Competition locations outside of Kaohsiung City:

1. 報名費（註冊費、參展費等參賽費用）：依各項競賽規程報名費用申請，檢據覈實報支。
- 1.Registration Fees (including registration fees, exhibition fees, etc.): Applicants may apply for registration fees according to the competition regulations; reimbursement is based on actual receipts.
2. 交通費：學生依行程中必須搭乘之船舶、公車、捷運、火車、高鐵、遊覽車費用，檢據覈實報支。
2. Transportation Expenses: Expenses for ships, buses, MRT, trains, High-Speed Rail (HSR), or tour buses necessary for the itinerary; reimbursement is based on actual receipts.
3. 住宿費：為連續兩天以上之外縣市競賽，學生每人每日新台幣壹仟陸佰元為上限，檢據覈實報支。
3. Accommodation Expenses: For out-of-city competitions lasting two or more consecutive days, the maximum subsidy is NT\$1,600 per person per day; reimbursement is based on actual receipts.
4. 保險費：學生每人依比賽需求天數申報費用，檢據覈實報支。
4. Insurance Premiums: Reported according to the required number of competition days per student; reimbursement is based on actual receipts.
5. 運費：參加比賽所需之器具、材料運輸之費用，檢據覈實支付。
5. Shipping Costs: Transportation costs for equipment and materials required for the competition; reimbursement is based on actual receipts.
6. 材料費：參加比賽訓練所需之材料費用，檢據覈實支付。
6. Material Costs: Expenses for materials required for competition training; reimbursement is based on actual receipts.

(二) 競賽地點為高雄市以內之地區：

(2) Competition locations within Kaohsiung City:

1. 報名費（註冊費、參展費等參賽費用）：依各項競賽規程報名費用申請，檢據覈實報支。
- 1.Registration Fees (including registration fees, exhibition fees, etc.): Applicants may apply for registration fees according to the competition regulations; reimbursement is based on actual receipts.
2. 交通費：學生依行程中必須搭乘之船舶、公車、捷運、火車、遊覽車費用，檢據覈實報支。

2. Transportation Expenses: Expenses for ships, buses, MRT, trains, or tour buses necessary for the itinerary; reimbursement is based on actual receipts.

3. 保險費:學生每人依比賽需求天數申報費用，檢據覈實報支。

3. Insurance Premiums: Reported according to the required number of competition days per student; reimbursement is based on actual receipts.

4. 運費：參加比賽所需之器具、材料運輸之費用，檢據覈實支付。

4. Shipping Costs: Transportation costs for equipment and materials required for the competition; reimbursement is based on actual receipts.

5. 材料費：參加比賽訓練所需之材料費用，檢據覈實支付。

5. Material Costs: Expenses for materials required for competition training; reimbursement is based on actual receipts.

(三) 每學期每位學生補助以一次為原則，且未獲校內其他單位補助，如有違者，應依校內程序繳回本項補助款；俟當年度補助經費有賸餘者，得以另案競賽額外申請補助。

(3) In principle, each student is limited to one subsidy per semester and must not have received subsidies from other units within the school. Violators must return the subsidy according to school procedures. If there is a surplus in the subsidy budget for the current year, additional applications for other competitions may be made.

(四) 本要點補助費用之支用需符合「大專校院高等教育深耕計畫經費使用原則」、「教育部補助及委辦計畫與經費編列基準」之範圍，申請人請依規定編列經費需求。

(4) The use of subsidy funds under these Guidelines must comply with the "Principles for Using Funds of the Higher Education Sprout Project for Universities and Colleges" and the "Standards for Budgeting and Funding of Projects Subsidized or Commissioned by the Ministry of Education." Applicants should prepare their budget requests in accordance with these regulations.

七、經費補助辦理方式

VII. Procedures for Subsidy Application.

(一) 申請時間視當年度經費核撥狀況公告之。

(1) Application periods will be announced based on the funding allocation status of the current year.

(二) 申請方式

(2) Application Method

1. 由申請人於公告申請時程內向本中心提出申請。

1.The applicant shall submit an application to the Industry-Academia Cooperation Center within the announced application period.

2. 依當年度預算本中心得就申請項目召開補助費用核定會議分配每案之金額，會議成員由副校長、推廣教育暨技能認證中心中心主任、主計室主任、各院院長、高教深耕計畫辦公室執行長等八人組成。

2. Based on the current year's budget, the Industry-Academia Cooperation Center may convene a subsidy approval meeting to allocate funds for each case. The committee consists of eight members, including the Vice President, the Director of the Industry-Academia Cooperation Center, the Director of the Comptroller's Office, the Deans of various colleges, and the CEO of the Higher Education Sprout Project Office.

3. 符合本要點第二點之全國性競賽項目，申請人應檢附申請表及主辦單位邀請函、競賽辦法（或活動流程表）等相關資料提出申請，由本中心進行審查。

3. For national competition projects meeting the criteria in Article 2, the applicant should submit an application form along with an invitation letter from the organizer, competition regulations (or activity schedule), and other relevant materials for review by the Industry-Academia Cooperation Center.

（三）成果報告及義務：申請人應於競賽結束後二週內繳交成果報告，供本中心留存備查。

(3) Result Reports and Obligations: The applicant must submit a result report within two weeks after the competition ends for the Industry-Academia Cooperation Center's records and future reference.

（四）經費核銷：申請人應於競賽結束後二週內檢附完整單據及附件，送交高教深耕計畫辦公室辦理核銷，如有缺件、逾期則不予受理補助。

(4) Expense Reimbursement: The applicant must submit complete receipts and attachments to the Higher Education Sprout Project Office within two weeks after the competition ends. Incomplete submissions or overdue applications will not be accepted for subsidy.

八、本要點經行政會議審議通過，陳請校長核定後實施，修正時亦同。

VIII. These Guidelines shall be implemented after being approved by the Administrative Meeting and ratified by the President. The same applies to any future amendments.

本規章負責單位：推廣教育暨技能認證中心技能檢定與認證組
Responsible Unit:
Skill Evaluation and Certification Section, Industry-Academia
Cooperation Center.