**生物機電工程系學生出國參與國際學術與非學術活動**

**補助申請表**

申請日期：　 　年　 　月　 　日

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 申請人  中文姓名 |  | 申請人英文姓名  (需與護照相同，先姓後名) | | | |  | |
| 申請人資料 | □大學部 □碩士班 | | 年級 |  | 學號 | |  |
| email: | | 手機: | | | | |
| 出國日期 | 自民國 年 月 日起至 年 月 日止（共 日） | | | | | | |
| 地區及地點 | 國家 州、城市 | | | | | | |
| 主辦單位名稱 |  | | | | | | |
| 研習活動  名稱與內容 | □發表論文 名稱：  □參加研習 名稱：  □自我成長 名稱：  □國際競賽 名稱：  □國際發明展覽 名稱：  □其他 名稱： | | | | | | |
| 請勾選 | □本人了解並同意參加本系舉辦心得分享活動 | | | | | | |
| 注意事項 | 1. 本表係為鼓勵本系學生出國參與國際活動訂定，校內公差假請依學務處規定另填「公假申請表」。 2. 申請案最遲須於出國前5日提出並送達生物機電工程系辦工室，應檢附文件如下：（一）本申請表 (二) 研習活動表一份(三)註冊或錄取證明文件一份(於申請人名字處標示)。 3. 為鼓勵本系學生出國參與學術與非學術之國際活動，例如發表論文、參加研習、自我成長、競賽與發明展等，補助金額為新台幣1000~3000元整。 4. 若學校有補助款，則以補助款的1/4為基準，但須符合(3)的範圍；若學校無任何補助，非學術性的自我成長活動(例如參加夏令營)則補助1000元，海外遊學為2000元，以此類推。 5. 學生回國後必須依教卓計畫表格填寫並繳交心得報告乙份至系辦，並得參加本系舉辦之心得分享活動。 6. 本申請案之經費來源為各界捐款-指定生機系，學生獎助學金，經費不足時則取消補助。 | | | | | | |

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| 申請人簽章 | 主任簽章 |
| 指導教授(老師)簽章 | (系院若有補助款亦請註明，謝謝)  系所主任 |

103.12.02

**預定日程表**

**※請註明年、月及星期後，將出國日期反黑**

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| 年  月 | 星期 | 星期 | 星期 | 星期 | 星期 | 星期 | 星期 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |  |  |  |  |

**預定行程表**

**※請敍述每日行程**

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| **日期** | **行程（起迄）** | **活動內容** | **備註** |
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| **國立宜蘭大學學生公假申請單** 申請日期： | | | | | | | | | | | | | | | | | | | | | |  | | 年 | | |  | | 月 |  | 日 |
| 茲調派學生 | | |  | | | | | 等 | | |  | | | | 名參加下列活動，請准予公假。 | | | | | | | | | | | | | | | | |
| 事由 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 日期 | 自 |  | | 年 | |  | 月 | |  | | | 日 | |  | | 節 |  | | | | | | | | | | | | | | |
|  |  | |  | |  |  | |  | | |  | |  | |  | 共 | |  | | 日 | |  | | | | | 小時 | | | |
| 至 |  | | 年 | |  | 月 | |  | | | 日 | |  | | 節 |  | | | | | | | | | | | | | | |
| 學系科別 年 班 | | | | | | | | | | 學號 | | | | | | | | 姓名 | | | | | | | 備註 | | | | | | |
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| **登 記** | | | | | **申請單位** | | | | | | | | **生輔組長** | | | | | | | **課務組長** | | | | | | **學務長** | | | | | |
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