

國立臺北科技大學境外生在臺急難救助金實施辦法

National Taipei University of Technology

Policy for Emergency Allowances for International Students

111 年 11 月 15 日第 5 次行政會議討論

Discussed in the 5th Administrative Meeting on November 15, 2022

第一條 國立臺北科技大學(以下簡稱本校)為照顧在臺突遭不幸或急需幫助之本
校境外生，予以適切濟助，特設「境外生在臺急難救助金」(以下簡稱急
難救助金)，並訂定本辦法。

Article 1. The National Taipei University of Technology (hereinafter referred to as the
NTUT or “the School”) hereby establishes the Emergency Allowances for
International Students (hereinafter referred to “the Emergency Allowance”)
to provide timely support for NTUT international students who suffer from
sudden misfortunes or urgently need help and enacts the Policy.

第二條 凡本校境外生在臺就學期間發生下列情事之一者，得予核發急難救助金，
同一事件以申請乙次為限。每一個案核發金額標準如下：

- 一、 不幸亡故者，以新臺幣二萬元為上限。
- 二、 重傷或重病就醫者，或遭逢意外傷害、突發或緊急狀況需要協助
者，以新臺幣二萬元為上限。
- 三、 其他經審查小組認定需予緊急協助者，以新臺幣二萬元為上限。
- 四、 如遇特殊情況，需提高救助金核發金額，得專案簽請校長核准後
核發。

Article 2. Those NTUT international students who have encountered the following
circumstances may be issued the emergency allowance. Each incident is
subject to a single application only. Criteria and amount of the emergency
allowance for international students are as follows:

1. Those who unfortunately decease may apply a subsidy up to a
maximum of NT\$20,000.

2. Those who suffer from major injury or illness, accidents, or emergencies, and need support may apply a subsidy up to a maximum of NT\$20,000.
3. Other cases approved by the review panel to have financial assistance may apply a subsidy up to a maximum of NT\$20,000.
4. If international students encounter special circumstances and require a higher amount of emergency allowances, the review panel will set a particular case and ask the President for approval of issuance.

第三條 為妥善運用本急難救助金，由國際事務長、境外生輔導組組長、個案所屬學院院長、系主任、導師並視需要邀集學生輔導中心主任、衛生保健組組長，共同組成審查小組。審核內容如下：

- 一、 審核急難救助金之申請、給付。
- 二、 處理審查小組成員提議事項。

Article 3. With the purpose of making a good use of the emergency allowance, a review crew is comprised of the Dean of International Affairs, the Chief of Overseas Students Advising Section, the dean of college, the chair of the department, and advisors that relate to the case, as well as the Director of Student Counseling Center and the Head of Health Division if necessary. The review items are as follows:

1. Review the application and payment of the emergency allowance
2. Cope with proposals raised by the review crews

第四條 申辦及核發程序：

- 一、 申辦時間：應於事實發生之日起一個月內，由境外生本人或家屬、或院系所人員填具「境外生在臺急難救助金申請表」，並檢附相關證明(應備)文件，簽請系(科)所主管及國際事務長同意後，提交審查小組審核。但情況急需者，得視狀況專簽先予核准發放，惟應依規定補辦申請手續，提交審查小組追認。
- 二、 申辦限制：同一事件以申請乙次為限，如已申請本急難救助金，

則不得重複申請「本校學生急難慰問與濟助金」。

- 三、 應備文件：除申請表外，申請人亦須檢附學生證影本、當學期在學證明、中華民國居留證正反面影本、護照影本及銀行存簿封面影本，及依申請原因檢具相關事實證明文件。若款項撥付者非境外生本人，另需檢具關係證明文件。
- 四、 審核：於前款申請提出之日起一個月內彙整申請案，送審查小組審查後核定。
- 五、 撥款：經審查小組核定後，循行政程序辦理撥款事宜。

Article 4. Application and issuance procedures:

1. Application time: “Application Form of Emergency Allowances for International Students” shall be proposed by international students themselves, their family, or faculty members within a month from the date of incident, and applications shall attach required and relevant documents herewith. After asking the approval from the Chair of the department and the Dean of International Affairs, applicants are allowed to submit their applications to the review panel. However, those in urgent need may be approved to disburse first depending on their circumstances, but they shall go through application procedure according to the Policy and submit application to the review panel for subsequent ratification.
2. Restrictions: Each incident is limited to a single application only. Providing that applicants have already applied this emergency allowance, they are not allowed to reapply.
3. Required documents: In addition to the application form, applicants shall enclose herewith the copy of their student IDs, certification of enrollment, the copy of the front and back side of alien resident certificates, the copy of passports, the copy of bankbook cover, and relevant supporting documents depending on application purpose. If

the receiver of disbursement is not the international student him/herself, applicants shall further attach proof of their relationship.

4. Review: Applicants shall compile all the document listed in preceding paragraph and send to the review panel for approval within one month from the date of submission.
5. Disbursement: After the review panel's approval, they will follow the administrative procedure to handle disbursement matters.

第五條 本急難救助金係由本校捐款專戶「境外生在臺急難救助金」經費項下支應，審查小組得視本辦法第二條各款情況，及急難救助金經費使用情形，於上限額度內酌予調整核給金額，當年度經費不足部分則另案簽請校長核准於校務基金相關經費項下支應。

Article 5. The emergency allowance highlighted in this policy is the disbursements from the NTUT special account “Emergency Allowances for International Students” funded by charitable donations. A review panel may adjust the amount of emergency allowances within budget limits, depending on the conditions mentioned in each paragraph of Article 2 and the use of emergency allowances. If there is a shortage of emergency allowances in the current academic year, the review panel will set another case and ask for approval from the President to disburse budget from the university endowment fund.

第六條 本辦法經行政會議通過後公告實施，修正時亦同。

Article 6. The Policy shall be officially announced and implemented upon approval by the Administrative Meeting. Any amendment shall be processed accordingly.