



申請編號 | Application No. : _____/DEI-Conf/

申請人資料 | Applicant Information

姓名 | Name : _____ 單位 | Unit : _____
職級 | Title : _____ 聯絡電話 | Contact No. : _____
薪俸點 | Salary Index : 200-435 440-595 600 以上/above (謹供申請津貼填寫)
(For allowance application only)

研討會資料 | Conference Information

會議名稱 | Name : _____
主辦單位 | Organizer(s) : _____
舉辦地點 | Place : _____
會議日期 | Date : 由 | From : _____(dd) / _____(mm) / _____(yyyy) 至 | to : _____(dd) / _____(mm) / _____(yyyy)
會議網頁 | Website : _____
論文名稱 | Title of Paper : _____
申請人為 | Applicant is the : 第一作者 | First Author 通訊作者 | Corresponding Author
學術研討會
收錄於 : Core Conference Ranking 中國計算機學會(CCF)國際學術會議
名單 B 類或以上
Ranking in Scopus Scopus Q1 Core Conference Ranking
Category B or above in the list of International
academic conference Core Conference Ranking
Category A or above Academic Conferences of China Computer
Federation

須附會議相關文件 | Related Materials Enclosed

- 會議簡介及日程表 | Conference description and programme - 論文摘要 | Paper Abstract / 論文全文 | Full Paper
- 論文/摘要經評審獲接納發表的證明文件 | Acceptance Letter of Paper/Abstract - 收錄數據庫資料 | Ranking Document

對工作的預期效益 | Expected Benefits for Teaching/Research

請說明 | Please specify : _____

缺勤申請 | Leave of Absence

申請日數 | No. of Days : _____日 | days (由 | From _____(dd) / _____(mm) / _____(yyyy) 至 | To _____(dd) / _____(mm) / _____(yyyy))

* 凡獲單位主管同意之申請，須最少於赴會前 45 天送至教研處

Any application approved by the Head of the unit must be submitted to the Pedagogic and Research Affairs Office at least 45 days before the conference.

英文譯本僅供參考，如與原中文版本有任何歧異，以中文版本為準。

(This English language version is a translation of the original regulations in Chinese. In case of any discrepancy, the Chinese version shall prevail.)

經費明細 Expenses Details				
經費類別 Expenses Category	費用資料 Expenses-related Information	外幣 Foreign Currency	兌換率 [^] Exchange Rate	澳門元 MOP
註冊費 Registration fee	附註冊費資料 Supporting document(s) enclosed			
銀行手續費 Bank handling fee ^{^^}	附手續費資料 Supporting document(s) enclosed			
簽證費 Visa application fee	附簽證費資料 Supporting document(s) enclosed			
跨境交通費 Cross-border transportation fee	三家機票報價資料(詳見附件) Three Airfare Quotations (Supporting document(s) enclosed) 序號 供應商名稱 No. Names of Suppliers 1. _____ (\$ _____) 2. _____ (\$ _____) 3. _____ (\$ _____) 選取報價 Quotation Chosen : 序號 No. _____			
	港澳來回交通費 (船/穿梭巴士) HK-MAC round-trip transportation fee (Ferry/Shuttle Bus)			
	其他交通費 (不包括市內交通費) Other transportation fee (NOT including intra-city transportation)			
津貼 Allowance 計算按本校日津貼之發放規定 (counted according to the University's daily allowance scheme)	澳門元/MOP _____ x _____ 日/days			
申請經費總額 Total Amount of Expenses Applied [#] :				
[^] 兌換率按簽署申請表當日之澳門大西洋銀行外幣對澳門元兌換率計算。 ^{^^} 僅支持本地銀行的手續費。 The exchange rate is fixed as the one released by BNU on the application date. Only the handling fee charged by local banks is supported. [#] 各項預算金額經批准後為報銷上限，不設追加。 Once approved, the amount listed for each expense category is the upper limit of reimbursement.				
申請人聲明 Applicant Declaration 1. 本人已閱悉《支持參加學術研討會的規定》(N.º 01REG/CAC/2025)，並承諾遵守該規定及本校其他相關規定。 2. 本申請不影響課堂及單位所安排的工作。 1. I have read the “Regulations on Support for Participation in Academic Conferences” (N.º 01REG/CAC/2025) and agree to comply with it and other relevant regulations of MPU. 2. Participation in the conference will not affect the applicant’s teaching or work assignments arranged by the unit. 申請人簽署 Signature of Applicant : _____ 日期 Date : _____ (dd/mm/yyyy)				
單位主管意見 Opinions of Unit Head ☐ 同意 Approved ☐ 不同意 Not Approved 具體意見 Specific Opinions : _____ _____ 簽署 Signature : _____ 日期 Date : _____				