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温州肯恩大学

学生学术会议资助申请书

**WENZHOU-KEAN UNIVERSITY**

**FUNDING FOR STUDENT ACADEMIC CONFERENCE APPLICATION FORM**

|  |  |
| --- | --- |
| 姓名Name： |  |
| 学号Student ID： |  |
| 指导老师Supervisor： |  |
| 所在学院College： |  |
| 联系电话Tel： |  |
| 电子信箱E-Mail： |  |
| 申请日期Submission Date： |  |

温州肯恩大学科研办（校地合作办）制

Office of Research and Sponsored Programs (Office of Government and Community Outreach), Wenzhou-Kean University

**一、学生学术会议资助申请表 Application Form**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **学术会议简况 About Conference** | | | | | | | | | | | |
| 会议名称  Conference Name | |  | | | | | 举办单位  Organizer | |  | | |
| 是否线上会议  Online or not | | □ 是 Yes  □ 否 No, 会议地点 Location： | | | | | | | | | |
| 会议日期  Conference Date | |  | | | 参会形式  Presentation | | | | □ 发表文章 Paper  □ 会议报告 Oral or Poster | | |
| 拟报告论文题目  Title of Paper | |  | | | | | 指导老师  Supervisor | |  | | |
| **申请人情况（最多三人） Applicant Information (Up to three students)** | | | | | | | | | | | |
| 姓名Name | | | 学号Student ID | | | 学院 College | | | | 专业 Major | |
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| **预估费用（RMB） Cost Estimation (RMB)** | | | | | | | | | | | |
| 注册费Registration | 交通费Transportation | | | 住宿费Accommodation | | | | 其他  Others | | | 合计  Total |
|  |  | | |  | | | |  | | |  |
| 注：若未被评定为前20%的优秀会议，则只给予上限2000元资助，仅可用于注册费。  P.S. If the conference is not rated as a top 20% outstanding conference, the student who posted can only award a maximum grant of 2,000, which can only be used for registration fees. | | | | | | | | | | | |
| 应提交材料Materials to be submitted：  □ 会议邀请函 Invitation letter  □ 会议议程（应载有申请人做会议发言的相关信息）Agenda (include information related to the applicant)  □ 会议介绍 Introduction to the conference | | | | | | | | | | | |
| 申请人签名Signature of Applicant | | | | | | | | | | | |
| 指导老师审批意见Authorization and Signature  签名（签章）： | | | | | | | | | | | |
| 学院院长审批意见 The Dean of the College  签名（签章）： | | | | | | | | | | | |
| 科研办初审意见及盖章 The Director of the ORSP  签名（签章）： | | | | | | | | | | | |

**二、参与学术会议总结报告 Final Report**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 会议名称Conference Name | | |  | | | | | |
| **申请人信息（若为团队申请，填写一位收款人姓名学号即可）**  **Applicant information (if applying as a team, one payee's information is sufficient)** | | | | | | | | |
| 姓名Name | |  | | | 学号Student ID | |  | |
| 会议心得（不少于300字）  Reflection (no less than 300 words) | | | | | | | | |
| 应提交材料Materials to be submitted：  □论文及论文发表证明Paper & Proof of publication  □证明本人参会材料（会议现场照片、会议新闻稿等）  Proof of participation (photos, press releases, etc.)  □注册费、交通费、住宿费等有效票据凭证  Invoices for registration, transportation, accommodation fees, etc. | | | | | | | | |
| 学院意见（是否评定为优秀会议）Rated as outstanding conference by college  签名（签章）： | | | | | | | | |
| 科研办终审意见及盖章 The Director of the ORSP  签名（签章）： | | | | | | | | |
| **最终批准费用 Final Approval Costs** | | | | | | | | |
| 注册费Registration | 交通费Transportation | | | 住宿费Accommodation | | 其他  Others | | 合计  Total |
|  |  | | |  | |  | |  |
| 学术副校长意见及签章 The Vice Chancellor for Academic Affairs  签名（签章）： | | | | | | | | |

**填 表 说 明**

一、申请书各项内容要实事求是，逐条认真填写。

二、如参加同一个项目，则以团队形式申请，且每个项目最多资助3名学生。且团队中需指定一名学生作为最终收款人。

三、可先提交住宿费、交通费预算与票据凭证，若被评定为优秀会议，则予以1000元上限的资助。

四、提交学生学术会议资助申请表时，请同时提交以下材料：①会议邀请函；②会议议程；③会议介绍。

五、提交参与学术会议总结报告时，请同时提交以下材料：①论文及论文发表证明；②证明本人参会材料；③注册费、交通费、住宿费等有效票据凭证。

六、本申请书一式一份，申请书电子版同时发送到邮箱xiangshenxuan@wku.edu.cn，邮件主题命名为：**学生学术会议资助申请-姓名-学号**。

**Application Instructions**

1. The application form should be filled out carefully and factually.

2. Students participating in the same project should apply as a team, and a maximum of three students can be sponsored in each project. One student from the team should be designated as the final recipient of the funds.

3. You can submit budgets and invoices for accommodation and transportation fees first. If the conference is evaluated as excellent, a maximum of 1,000 RMB will be provided for funding.

4. When submitting the application form, please also submit the following materials: (1) Invitation letter, (2) Agenda, (3) Introduction to the conference.

5. When submitting the final report, please also submit the following materials: (1) Paper and proof of publication, (2) Proof of participation, (3) Invoices for registration, transportation, accommodation fees, etc.

6. The electronic version of the application form should also be sent to xiangshenxuan@wku.edu.cn.