

## National Yunlin University of Science and Technology Regulations for the Comprehensive Processing of Official Overseas Trip Reports

Passed by the 5th expanded administrative meeting at the end of the 2011 academic year  
on January 10, 2011

Amended by the 6th expanded administrative meeting at the beginning of the 2011  
academic year on February 26, 2013

Passed by the 1st expanded administrative meeting at the beginning of the 2014 academic  
year on September 16, 2014

1. The National Yunlin University of Science and Technology (hereinafter referred to as YunTech) has established these regulations to promote the widespread dissemination of information obtained by its staff members who travel abroad and to facilitate public sharing.

2. Personnel who travel abroad or to mainland China for official activities funded by the government (including subsidies from the Ministry of Education, YunTech's funds for promoting technological development, international exchange funds, travel expenses for mainland China, foreign travel expenses, on-the-job training travel expenses, management fees, surplus funds, income from venue and equipment management, income from continuing education, etc.) shall submit overseas trip reports in accordance with these regulations for comprehensive processing, unless otherwise stipulated by other regulations.

3. The Personnel Office of YunTech will register the relevant information of the personnel traveling abroad on the "Official Overseas Trip Report Information Network" (hereinafter referred to as the Information Network; URL: <http://report.nat.gov.tw/reportwork/login.jsp>) and notify them to submit trip reports.

4. Personnel traveling abroad should write and submit their overseas trip reports (in paper form) within one month after returning to the country, following the designated format (as in Appendix 1), before they can apply for reimbursement of expenses. The structure of the overseas trip report should be in the following order: "Cover", Abstract (200-300 words), Table of Contents, Main Text, (Appendix), with page numbers. The main text of the overseas trip report should cover the following items:

(1) Purpose: The original plan objectives, including the theme and origin.

(2) Process: The execution of the plan, including the units visited and the visit process.

(3) Insights and suggestions: Specific suggestions related to the theme of the trip.

5. The handling of the electronic files of the overseas trip reports is as follows:

(1) For the overseas trip reports submitted in accordance with the previous point, the personnel traveling abroad should upload the approved overseas trip report electronic file (including the scanned file of the review form signed by the President or his authorized personnel) to the Information Network and register the relevant information online.

(2) If the overseas trip report involves official or commercial confidential information, the personnel traveling abroad should state the reasons on the overseas trip report review form and select the option for restricted viewing, and upload it according to the procedure in the previous paragraph. After uploading, the content of the report will not be made public.

6. The project hosting unit, the Personnel Office, and the Office of International Affairs are responsible for reviewing the overseas trip reports and noting them on the "Overseas Trip Report Review Form" (as in Appendix 2). If any of the following situations occur, the report should be returned to the personnel who travelled abroad for correction:

(1) It does not comply with the original approved overseas trip plan.

(2) It is written in a foreign language or only contains foreign language materials collected.

(3) The content is too brief.

(4) It plagiarizes all or part of the content of related overseas trip reports.

(5) It does not cite the sources of related materials.

(6) The paper and electronic files do not comply with the designated format or did not register and transmit overseas trip data according to point 5.

7. Personnel traveling abroad can bring back original copies of relevant materials of reference value from abroad, and submit one copy of each type directly to the National Library for selection and processing.

8. If a group travels abroad or more than two people carry out the same overseas task, they should jointly sign and submit the overseas trip report. If it involves multiple units, the project hosting unit should coordinate the process.

9. If the overseas trip report contains valuable and feasible suggestions, the project hosting unit should send it to the relevant units for co-processing.

10. Personnel traveling abroad can apply for the university fund overseas project only after submitting the overseas trip report in accordance with the regulations. Those who fail to submit the overseas trip report within the deadline specified in point 4 will be notified by the Personnel Office to submit it within one month. If they still fail to submit it after the deadline, it will be reported to the administrative meeting.

11. These operating regulations are implemented after being passed by the administrative meeting and approved by the President, and the same applies when they are amended.

## **Annex I Specifications of electronic files for overseas trip reports**

### **1. File format**

Use Word (\*.doc) or PDF files.

### **2. Layout setting**

A4 vertical or horizontal layout.

### **3. Cover page format and settings (please refer to the cover style example).**

Item①: size 20 MingLiU, bold, left-aligned

Item②: size 26 MingLiU, bold, center-aligned

Item③: size 14 MingLiU, center-aligned

### **4. Text setting**

Use size 12 MingLiU. Each title should use MingLiU, bold, and the font size is not limited.

### **5. Photo processing**

In order to utilize the content of the overseas trip report and not affect the upload speed due to the large size of the photo file, the photo resolution is processed at low resolution as a principle.

### **6. Attachment processing**

The relevant materials of important documents brought back from abroad, the parts not involving copyright, may be photocopied and scanned into PDF files, attached to the main text to become complete electronic documents, and uploaded to the Overseas Trip Report Information Network.

### **7. Other items of attention**

- The structure shall be in order of cover, abstract (200-300 words), table of contents, main text, (appendix) and insert page numbers.
- The article must include "purpose", "process", "experience", and "suggestions".
- The title of the report should be able to express the main purpose of the plan to travel abroad.
- When there are many people going abroad and it is impossible to list them on the cover, they can be expressed as representatives, etc., but they must be listed separately in the report.

①

**Overseas Trip Report (Category of Travel:  
Investigation)**

**Cover style**

②

**UK government publication  
management system and development  
trend**

③

Service Agencies:  
Name and Job Title:  
Countries of Travel:  
Date of Reporting:  
Time of Departure:

**summary**  
(200-300 words)

## **Tabel of Contents**

One	<b>Objective</b> (Please divide into points or paragraphs as required).....	1
Two	<b>Process</b> (Please divide into points or paragraphs as required) .....	1
Three	<b>Finding</b> (Please divide into points or paragraphs as required).....	1
Four	<b>Recommendations</b> (Please divide into points or paragraphs as required).....	2
Five	<b>(appendix)</b> .....	2

Note: Please start numbering from the objective page\*\*\*

一、 **Objective** (please divide into points or paragraphs as required).

[illegible][illegible]

二、 **Process** (divide into points or paragraphs as required).

[illegible][illegible][illegible][illegible]

三、 **Finding** (divide into points or paragraphs as required).

[illegible][illegible][illegible][illegible]





## Annex II

## Overseas Trip Report Checklist

<b>Name of Overseas Trip Report:</b>			
<b>Name of the person travelled</b> (if over 2 or more people, can be represented by 1 person).		<b>Job Title</b>	<b>Service Unit</b>
<b>Category of travel</b>	<input type="checkbox"/> Investigation <input type="checkbox"/> Study <input type="checkbox"/> Research <input type="checkbox"/> Internship <input type="checkbox"/> Other (e.g. international conferences, international competitions, business contacts, etc.)	Whether the report involves official or commercial confidential information, it should have access restrictions, and the content of the report will not be disclosed to the public after uploading (select one) <input type="checkbox"/> No (disclose after uploading) <input type="checkbox"/> Yes (access should be restricted) (those who check this item must fill in the reason for the restriction)	
<b>Period of Travel:</b> Year    Month    Day to Year    Month    Day		<b>Report Submission Date:</b> Year    Month    Day	
<b>Review items</b>		<b>Self-inspection of travel personnel (check)</b>	<b>Audit units (check)</b>
1. Submit the trip report in accordance with the time limit		<input type="checkbox"/>	<input type="checkbox"/>
2. Complete format (the report must contain "objective", "process", "finding and suggestions").		<input type="checkbox"/>	<input type="checkbox"/>
3. No plagiarism of related materials		<input type="checkbox"/>	<input type="checkbox"/>
4. The content is substantial and comprehensive		<input type="checkbox"/>	<input type="checkbox"/>
5. Suggestions are informative		<input type="checkbox"/>	<input type="checkbox"/>
6. Sent it to this organization for reference or research		<input type="checkbox"/>	<input type="checkbox"/>
7. Sent to a higher authority for reference		<input type="checkbox"/>	<input type="checkbox"/>
8. Returned for correction, reason:			
(1) The content is insufficient and brief or does not cover the specified items		<input type="checkbox"/>	<input type="checkbox"/>
(2) Plagiarizing all or part of the relevant materials		<input type="checkbox"/>	<input type="checkbox"/>
(3) Citing relevant materials without indicating the source of the information		<input type="checkbox"/>	<input type="checkbox"/>
9. In addition to uploading this report to the Overseas Trip Report Information Network, this report will be publicly published:			
(1) Host symposium (explanatory meeting) of the institution's overseas trip reports and share knowledge with colleagues.		<input type="checkbox"/>	<input type="checkbox"/>
(2) Submit a report in the business meeting of the organization		<input type="checkbox"/>	<input type="checkbox"/>
(3) Others		<input type="checkbox"/>	<input type="checkbox"/>
10. Other opinions and methods:		<input type="checkbox"/>	<input type="checkbox"/>
11. Comply with the original approved overseas travel plan		<input type="checkbox"/>	<input type="checkbox"/>

**Second-level supervisors and department supervisors (stamp)**

**First-level supervisor, dean (stamp)**

**Personnel Office (stamp).**

12. Meet the specifications for writing overseas travel reports (Including "cover", abstract ([200-300 words], table of content, main text, [appendix])).		<input type="checkbox"/>	<input type="checkbox"/>	
13. Reason of returning for correction: Written in a foreign language or only based on the collected foreign language information		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Signature of the person travelled</b> (if more than 2 people, can be represented by 1 person).	<b>Office of International Affairs</b>	<b>Verification by the Secretariat</b>		<b>Principal or Authorized Person</b>

- Note: 1. With the subsidy of the Ministry of Education, the university's funds for promoting scientific and technological development, international exchange expenses, travel expenses to mainland China, and travel expenses to foreign regions, the International Affairs Office will be notified.
2. The review work should be completed as soon as possible, in order not to affect the uploading of overseas trip reports by travelled personnel to the Overseas Trip Report Information Network.
3. If this form is approved, please upload the overseas trip report, overseas trip review form and fill in the relevant materials to the Overseas Trip Report Information Network within the payment deadline (within two months of returning to Taiwan), and please keep the hard copy of the overseas trip report by yourself.

### The process of submitting the overseas trip report is as follows:

- (一) Please type the report according to the designated format (download point: Personnel Office Home Page → Forms Download → 0.9 Overseas departure and Outbound → [Overseas Trip Report Electronic Format](#)).
- (二) Internal review process, and the internal process of reviewing the overseas trip report is as follows:
1. Fill in the **overseas trip report review form** (download point: Personnel Office Home Page → Forms Download → 0.9 Overseas Departure and Outbound → Overseas trip report review form) (only fill in the personal overseas trip information part, please do not fill in the review opinion and reviewer fields of the plan organizer.)
  2. Attach the personal overseas trip report and overseas trip report audit form, and conduct the internal review process according to the reviewer field below, and upload the forms after being reviewed and approved by the university.
- (三) Upload an overseas trip report
1. Your e-mail will receive a notification of the new overseas trip report with your account number and password (if you do not receive the e-mail, please contact our office, extension 2562).
  2. Enter the Overseas Trip Report Information Network, the website is as follows <http://report.nat.gov.tw/reportwork/login.jsp>  
The procedure is as follows:
    - (1) After entering the above website, log in as the overseas travelled personnel at the bottom. (Please refer to the information given to you by e-mail for the account and password).
    - (2) After logging in, please select "Directory Data Maintenance" on the left, after

clicking, enter the relevant information, upload the overseas trip report and the approved overseas trip report audit form, and then click confirm and save to send the reports.

※**Note:** Please refer to the list of [frequently asked questions on the official overseas trip report information network and the notes and suggestions for writing](#) the overseas trip report (see Annexes 3 and 4) to write the overseas trip report **to avoid returning of the document and delaying the report submission schedule.**

## Guidelines and Suggestions for Writing Overseas Trip Reports

101.11.07

1. The content of the report should comply with the original approved overseas trip plan. It should not be written in a foreign language or solely consist of foreign language materials, photos, web pages, news, or reports collected. Plagiarism of all or part of related overseas reports is not allowed.
2. The structure of the report should be in the following order: cover page, abstract (200-300 words), table of contents (with page numbers for each item), main text (including "Purpose", "Process", "Findings and Suggestions"), and appendices or annexes.
3. The cover page of the report should read "Overseas Trip Report (Type of Overseas Trip: ○○)": The type of overseas trip should comply with the overseas plan, and should be filled in according to categories such as inspection, further study, research, internship, and others (such as international conferences, international competitions, business inspections, business negotiations, academic exchanges, student internships, field investigations, etc.).
4. When there are too many overseas personnel to be listed on the cover page of the report, they can be represented by representative personnel, but a detailed list must be included in the report (mainly those who are funded by the project to go abroad, and should not include non-executive personnel or dependents).
5. The layout of the report should be in A4 portrait format (including photos, appendices, or annexes); the photo layout should be 6-8 photos per page, focusing on the theme of the overseas trip plan, with captions; please pay attention to the correctness of paragraph numbers and typos in the text.
6. The overseas trip report review form does not need to be included in the report, and can be directly uploaded to the Overseas Trip Report Information Network.
7. The content of the report and the attached materials should comply with the relevant provisions of the Personal Data Protection Act.
8. The content of the report should not be too brief, and the structure should cover the purpose, process, findings, and suggestions, focusing on the implementation and results related to the purpose of going abroad. The processes of airplane boarding, meals, and accommodation do not need to be detailed to avoid seeming like a travelogue, and should be handled according to the specifications of the electronic file of the overseas report in Article 7 of the "Guidelines for the Comprehensive Handling of Overseas Trip Reports by the Executive Yuan and its Subordinate Agencies".

(1) Purpose: Includes the original plan goals, themes, origins, expected benefits, or matters to be achieved.

(2) Process: According to the implementation of the plan, including the itinerary during the trip, the units visited, and the visit process.

1. Inspection - Key points of each inspection, proposed questions,

introduction of the inspection unit, inspection process, detailed explanation of the inspection content, inspection results, and follow-up actions or promotion items, etc.

2. Further study, internship - Course and process, introduction of the further study or internship unit, detailed explanation of the content and results of the further study or internship.

3. Research - Nature of the research project, research theme, introduction of the research unit, research process, research results or review items.

4. International conference - Conference agenda, conference theme, participation in various discussions or report topics and their key content summaries, observations or new knowledge; if presenting research or reports, abstracts of presentations by the individual, on-site reports or discussion exchanges, etc.

5. Visits, academic exchanges, business negotiations - Activities at each visit point, introduction of the visit unit, visit process and detailed interview content, exchange or negotiation items and results.

(3) Findings and Suggestions: Includes specific suggestions related to the overseas theme, and suggestions for adoption or benchmarking.