National Taiwan Normal University Faculty and Administrative Staff Application Form for International Travel（國立臺灣師範大學教職員辦理出國申請表）

Date: Y M D

Applicant	Office/Department	Job Title	Name	Part-time Administrative Position	Office/Department	Job Title

Signature of Administrative Deputy	

Reasons for Travel	☐Continuing education, lecture, research (Please include invitation letter from organizer) ☐Thesis/paper presentation (Please include letter of acceptance and conference schedule) ☐Chairing conference (Please include conference invitation letter and conference schedule) ☐Attending conference (Please include conference invitation letter and conference schedule) ☐Inspection, interview, observation, or competition (Please include invitation letter from organizer and detailed itinerary) ☐Tourism ☐Visiting Relatives (Please attach specifics and supporting documentation) ☐Other (Please specify)	Purpose (Please specify unless purpose is tourism)		Destination (country/ city)	

Reason for Make-up Leave of Absence Application	(Only required if leave of absence was taken without prior application)	Arrangements for Make-up classes (Subject/ Date/ Times)	☐No classes fall within dates of travel

Emergency Contact Information

Contact Phone		E-mail		Mobile Phone	

Dates of Travel	(Type of Leave:)**From:** Y M D **To:** Y M D —Days: Hours: (Type of Leave:)**From:** Y M D **To:** Y M D —Days: Hours: (Type of Leave:)**From:** Y M D **To:** Y M D —Days: Hours: Total: Days: Hours: *For each type of leave fill in a separate line
Type of Leave	☐Official Leave (unpaid) ☐Winter Break ☐Personal Leave ☐Summer Break ☐Marriage Leave ☐Vacation ☐Other (Please specify)
Length of Absence	**From:** Y M D **To:** Y M D ☐Includes holidays— Days: Hours:
Source of Funding	☐NTNU Office of Research and Development Subsidy Program ☐NTNU Promotion of International Academic Exchange Grant ☐NTNU University Funds ☐"Aim for Top University" Plan/Advanced Center for the Study of Learning Sciences ☐Government Agency (excluding Ministry of Science and Technology) Commission or Grant Programs ☐NTNU International Affairs Office Subsidy Program ☐Ministry of Science and Technology Grant ☐Executive Yuan Approved Annual International Leave Program

<table>
<tr><td></td><td colspan="5">☐Private Sector Funding</td></tr>
<tr><td rowspan="4">Organizing Departments</td><td>Office of Academic Affairs Curriculum Division (Except for during winter/summer break, faculty requesting leave should first inform the Curriculum Division)</td><td></td><td rowspan="4">Approval</td><td>Department Director (Part-time Office/Department Head)</td><td>Approval of the President</td></tr>
<tr><td rowspan="2">Personnel Office</td><td rowspan="2">Leave of absence will be for 8 days or longer

☐Y ☐N</td><td></td><td rowspan="3"></td></tr>
<tr><td>First-level Director</td></tr>
<tr><td>Relevant Offices/Departments</td><td></td><td></td></tr>
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1. Please follow the relevant rules and regulations and first apply for leave of absence and do not take said leave of absence until official permission has been received. Please return within the dates of your stated itinerary. While aboard you may not apply for extended leave. If due to a serious accident or force majeure a leave of absence has been unavoidably extended, upon returning to Taiwan, the day following, you are

required to present the appropriate documentation and file for make-up leave.

2. When leaving the country for reasons of conducting interviews, meetings, observations, lectures, research or continuing education one (1) copy of an invitation letter or other relevant documentation should be attached.

3. Faculty traveling out of the county for reasons of tourism should choose to travel during winter or summer break. Administrative staff may only apply for leave of absence with the stated intent of tourism during their allotted vacation time.

4. Regarding overseas business trip expenses, expect for programs involving commissions or grants provided by outside institutions, expenses shall be reimbursed in accordance with the prior approval of the project.

5. When traveling on official leave, if the date of actual departure and the dates in the attached itinerary are dissimilar, said trip shall not fall under the scope of official leave and another application stating a different reason for leave of absence shall be required.

6. Authorization for leave of absence shall be carried out as detailed below:

(1) Leave of absence and official leave for First-level Administrators shall require the approval of the President of the University.

(2) In the case of Department/Institute Heads and Second-level Administrators, for a leave of absence or official leave that runs longer than five (5) days, approval by the President of the University is required; for a leave of absence or official leave that runs less than five (5) days, approval by a College Dean or a First-level Administrator shall be required instead.

(3) In that case of Faculty and Administrative Personnel, for a leave of absence or official leave that runs longer than five (5) days, approval by a College Dean or First-level Director shall be required; for a leave of absence or official leave that runs less than five (5) days, approval by a Department/Institute Head or Second-level Administrator shall be required instead.