國立臺灣師範大學教師出國講學、研究或進修辦法

National Taiwan Normal University Regulations for Faculty Members Traveling Abroad to Lecture, Conduct Research, or Pursue Further Studies

Amendments to Articles 1, 6, 8, and 8-1 approved during the 127th University Council on November 11, 2021
Announced in Letter Shi-Da-Ren-Zi No. 1101055177 dated December 24, 2021

Article 1.
Established with the aim of improving the University's standards of teaching and academic research, the Regulations have been formulated in accordance with the Regulations Regarding Professional Development and Research Undertakings of Teachers by the Ministry of Education and other relevant provisions.

Article 2.

Faculty Members who wish to lecture, conduct research, or pursue further studies abroad shall apply in the following ways:

1. Recommendation:
   (1) Subsidized by the Ministry of Science and Technology or other government agencies, or academic research institutions
   (2) Faculty Members who wish to conduct academic exchanges with foreign university or academic institutions that have signed academic exchange agreements with the University.

2. Independent application: Faculty Members applying independently to lecture, conduct research, or pursue further studies at a foreign university or academic institution.

Article 3.
Faculty Members who wish to lecture abroad must be qualified after evaluation at the rank of associate professor or above.

Faculty Members who wish to conduct research or pursue further studies must be qualified after evaluation at the rank of lecturer or above.

Faculty Members referred to in the preceding paragraphs as intending to lecture, conduct research, or pursue further studies abroad shall have completed the statutory service period and been employed by the University for at least two consecutive years to be eligible for application.

However, in consideration of the university's special needs, such as the Higher Education Sprout Project, Faculty Members shall, after recommendation by the Department (institute, or degree program) Affairs Meeting and with the President's approval, be exempted from the above-mentioned years of service requirement.

Article 4.
To prevent their absence from interfering with university teaching, the classes of Faculty Members who wish to lecture, conduct research, or pursue further studies abroad shall have suitable substitute teachers.

Where a Faculty Member as mentioned in the preceding paragraph is concurrently an administrative or academic supervisor of this University, they shall relinquish such positions if they plan to stay abroad for more than three months; however, if they will be abroad for a period fewer than three months, they shall only have a suitable replacement and obtain the President's permission.

The English version is provided for reference only.
The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.

Article 5.
The number of Faculty Members from each department (institute, or degree program) who may be allowed to go abroad to lecture, conduct research, or pursue further studies shall not exceed 10% of the total number of full-time Faculty Members within each department (institute, or degree program). Where any such faculty comprises fewer than ten members, calculation shall be based on the cumulative number over the years.

The number of Faculty Members from each college who may go abroad to lecture, conduct research, or pursue further studies shall not exceed 10% of the total number of full-time Faculty Members within the college.

The aforementioned quotas shall not apply in the case of overseas trips during summer and winter breaks.

Article 6.
An application to lecture, conduct research, or pursue further studies abroad shall first be approved by the applicant's department (institute, or degree program) and the respective College-level Faculty Evaluation Committee, after which a request for approval shall be made to the President.
Faculty Members applying by recommendation shall also comply with the following requirements and procedures:

1. Those who apply for subsidies from the Ministry of Science and Technology or another government agencies and academic research institutions to go abroad shall follow their relevant provisions.

2. Those who wish to conduct academic exchanges with a foreign university or other academic institutions that have signed academic exchange agreements with the University, shall review and obtain approval from the University's International Academic Cooperation Committee.

Article 7.
Applications for lecture, conduct research, or pursue further studies abroad shall submit the application form, recommendation letter, a written proposal, and acceptance letter from the foreign university or research institution along with written permission to enroll in said institutions. Said a study plan shall be formulated with the real needs of teaching and/or research in mind; it shall contain the following:

1. the name of the proposed plan,
2. an explanation of how the proposed plan will serve the actual needs of the Faculty Member's department (institute, or degree program),
3. a summary of the proposed plan,
4. the name of the country and university where the Faculty Member intends to lecture, conduct research, or pursue further studies,
5. the estimated duration of lecture, conduct research, or pursue further studies abroad,

6. the expected achievements from lecturing, conducting research, or pursuing further studies abroad.

Article 8.
The period for faculty members to lecture, conduct research, or pursue further studies abroad is one year. With the exception of lecturing, the following term extensions may be granted as the need arises:
1. An extension of no more than one year for those conducting research.

2. An extension of no more than two years for those pursuing further studies; however, an additional extension of one year may be permitted when a Faculty Member is pursuing an academic degree.

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Faculty Members who apply for an extension in accordance with the preceding paragraph shall do so annually and each time no later than two months prior to the expiration of the annual period. In addition to indicating that their studies or research cannot be completed within the time specified in their original plan, those who are abroad for research purposes shall also submit a letter of confirmation from their supervisor as proof, while those who are abroad for further studies shall submit transcripts and a letter of confirmation from their professor-advisor as proof. Extension requests must first be review and approved by the department- (institute, or degree program) and college-level Faculty Evaluation Committees, after which a request for approval shall be made to the President.

Article 8-1.
Faculty Members shall retain their posts and salaries in the following circumstances:

1. The Faculty Member's application to lecture, conduct research, or pursue further studies abroad is made by recommendation, in which case the Faculty Member shall retain their post and salary for up to a year.
2. The period during which the Faculty Member intends to lecture, conduct research, or pursue further studies abroad falls on or during a summer or winter break.
3. Where the Faculty Member has received a grant from the Ministry of Science and Technology to conduct research abroad for a specified period.

Faculty Members who have made an independent application, sought an extension, or stayed abroad beyond the summer or winter break shall retain their posts but not their salary.

Article 9.
Faculty Members lecturing, conducting research, or pursuing further studies abroad shall follow their approved plan; however, if there comes a need to transfer to another institution, change the course of study or field of research, prematurely terminate the course of study or research, or if it is otherwise impossible to carry out the original plan, proof of such facts shall be obtained from the foreign institution and submitted to the Faculty Member's home department- (institute, or degree program) and college-level Faculty Evaluation Committees for deliberation. Once final approval has been obtained from the President, the plan may be updated.

Article 10.
Faculty Members lecturing, conducting research, or pursuing further studies abroad shall, within two months after the end of each term/semester and within three months after returning to Taiwan, submit a report to this University on their time spent abroad lecturing, conducting research, or pursuing further studies; those who pursued further studies shall also attach transcripts issued by the foreign institution for review.

Article 11.
Before going abroad to lecture, conduct research, or pursue further studies, Faculty Members shall sign a contract with the University and make all necessary guarantees that upon expiration of their application period, they shall immediately return to the University to resume their service.

The service period required for arrangements that retain the Faculty Member's post and salary shall be twice that of the period of retaining their post and salary while abroad.

The service period required for arrangements that retain their post but not their salary shall be as long as the period of retaining their post and but not their salary while abroad.

Faculty Members who have completed the aforementioned service periods shall again meet the requirements set forth in Article 3 of the Regulations before applying once again to lecture, conducting

research, or pursuing further studies abroad.

Article 12.

Any Faculty Member approved to lecture, conduct research, or pursue studies abroad in accordance with the Regulations who subsequently violates the provisions set forth in the Regulations shall compensate the University with an amount equal to the salary they continued to receive while abroad. Faculty Members who have not yet completed the aforesaid service obligations shall not apply again to lecture, conduct research, pursue further studies, or transfer abroad.

Article 13.
Where Faculty Members from the University apply for a grant from Academia Sinica or the Ministry of Science and Technology to engage in visiting researchers in Taiwan, the relevant provisions of the Regulations shall apply mutatis mutandis to their qualifications, screening procedures and service obligations.

The Regulations shall apply mutatis mutandis to applications by full-time researchers and professional technicians from the University who wish to lecture, conduct research, or pursue further studies abroad.

Article 14.
All matters not covered by the Regulations shall be handled in accordance with other relevant regulations.

Article 15
The Regulations and subsequent amendments shall be implemented upon the approval of the University Council.

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