

National Cheng Kung University Operation Directions for Faculty Members Applying to Lecture Abroad, or Study or Train at a Domestic or Foreign Institution

Amended at the 1st University Council of the 1998 academic year on October 21, 1998

Amended at the 2nd University Council of the 1999 academic year on December 29, 1999

Amended at the 2nd University Council of the 2003 academic year on January 14, 2004

Amended at the 2nd University Council of the 2007 academic year on December 26, 2007

Amended at the 2nd University Council of the 2017 academic year on December 20, 2017

Amended at the 3rd University Council of the 2018 academic year on April 10, 2019

1. To enhance National Cheng Kung University's level of academic research as well as the faculty's aptitude for research and teaching, the Operation Directions were established in accordance with the Regulations Governing the Merits of Teachers Pursuing Further Studies or Training ratified by the Ministry of Education.
2. Applications fall into the following two categories:
 - (1) Nominated or recommended by the Ministry of Education, Ministry of Science and Technology, or other governmental agencies in the form of subsidies, or by the University for the needs of teaching or research and for giving lectures abroad or pursuing study or training at a domestic or foreign institution.
 - (2) Voluntary application for teaching- or research-related lecturing abroad, or for studying or training at a domestic or foreign institution.
3. An applicant who wishes to lecture abroad must qualify for associate professor or higher status; an applicant who wishes to study or train at a domestic or foreign institution must qualify for lecturer or higher status. However, these restrictions do not apply to teaching assistants employed prior to March 21, 1997 should they meet certain conditions as well as the level of language proficiency required by the prospective school or research institution. In addition, the applicant must have served for more than 3 consecutive years at the University; however, this restriction does not apply to applicants who meet certain conditions, have been approved by all three levels of teacher evaluation committees, and have been approved by the President. While the applicant serves in another institution under the University's approval, half of the duration shall be credited as the applicant's service years provided that the applicant returns periodically to the University for lectures without drawing hourly pay.
4. Lecturing abroad or studying at a domestic or foreign institution should be for a maximum of 1 year. However, this restriction does not apply to applicants who meet certain conditions, have been approved by all three levels of teacher evaluation committees, and have been approved by the President.
Should the duration of lecturing abroad or studying at a domestic or foreign institution be between 10 and 20 days and not affect teaching at the University, a review by the third-level teacher evaluation committee shall not be required; nevertheless, approval of the department

chair (or director of institute), dean of the college, and the President will be required.

Should the duration of lecturing abroad or studying at a domestic or foreign institution be shorter than 10 days, coincide with the summer or winter vacation, or coincide with the applicant's sabbatical leave, it may be treated as personal leave and normal leave-taking procedures shall apply. Applicants nominated or recommended by the University for lecturing abroad or studying or training at a domestic or foreign institution may opt to take leave with pay. However, the applicant is only allowed to draw salary from one institution, which can be the school hosting the lectures or research, or the school or institution for further study or training. In the event that the salary is below the salary standard for teacher, the University shall compensate the difference. Applicants who voluntarily apply to lecture abroad or study or train at a domestic or foreign institution shall take leave without pay.

5. As a principle, studying or training abroad shall pertain to the pursuit of a degree:

(1) Applicants nominated or recommended by the University may opt to take leave with pay in the first year; the status will be changed to leave without pay in the second year. The length of stay shall be a maximum of 2 years and reviewed annually; if necessary, a 1-year extension may be granted.

(2) Applicants who voluntarily apply to study or train at a domestic or foreign institution shall go on leave without pay. The length of stay shall be a maximum of 2 years and reviewed annually; if necessary, a 1-year extension may be granted.

Each year, applicants shall send (2 months prior to the end of their 1-year stay) their advisor's approval, or transcript and term paper, to each level of teacher evaluation committee, which shall review the documents and then present them to the President for final approval.

6. Applicants applying to research, study, or train at a domestic institution are entitled to the following benefits:

(1) During the period of research, studying, or training, the time the applicant must spend in the University per week may be reduced, but it shall not fall below 3 full days.

(2) During the period of research, studying, or training, the applicant's teaching hours per week may be reduced by 2 to 3 hours in the first 2 years, but they shall revert back to the full teaching hours stipulated by the Ministry of Education after the second year. However, the applicant shall not exceed his or her stipulated teaching hours.

7. As a principle, research, studying, or training domestically or at a foreign institution shall not hinder the curriculum of the applicant's department or institute. Suitable substitutes shall be arranged for the teaching and/or administrative positions held by the applicant, but the department or institute shall not use this as an excuse to hire new teachers or temporary staff.

8. The number of faculty members taking leave to lecture abroad, or study or train at a domestic or foreign institution, shall not exceed 10% of the department or institute's complement of full-time teachers (not including teachers on sabbatical leave or spending part of their time pursuing further study or training at a domestic institution). However, applicants who meet certain specific conditions, who would not hinder the curriculum of the department or institute, and who have been approved by the President may be exempted from this restriction.

9. For applicants who are nominated or recommended by the University for research, studying, or training at a domestic institution and do not receive any public funds as a subsidy, the University may opt to subsidize, partially or in full, their tuition costs, miscellaneous charges,

and/or credit fees (the subsidy for in-service education programs is up to one third of the total cost). Applicants who apply voluntarily are not entitled to such subsidies. The department or institute of nominated or recommended applicants must complete the internal recommendation procedure (the department teacher evaluation committee's meeting minutes must be included as an appendix) 1 month prior to the application deadline for the prospective research project or program for further study or training. At the end of a semester or research period, the applicant shall apply for a subsidy by presenting his or her transcript and payment receipts. Failed courses shall not be subsidized.

10. Applications for lecturing abroad, or research, studying, or training at a domestic or foreign institution, must include application and other relevant documents for the prospective institution (lecturing/research/study/training plans or a proposal and the prospective institution's letter of agreement or certificate of appointment; or the admission notification issued by the prospective institution if it is abroad; or the registration for the entrance exam of the prospective institution if it is domestic). The application and attached documents shall first be reviewed by the director of the department or institute in terms of the applicant's plan/proposal content, duty in the current position, work capacity, and language proficiency, as well as the measures corresponding to the leave, and then be countersigned by the department/institute-level teacher evaluation committee, college-level teacher evaluation committee, Personnel Office, Office of Academic Affairs, and other administrative organs where the applicant holds a concurrent position. The remarks collected shall be reviewed by the third level (university level) teacher evaluation committee before being submitted to the President for the final decision. Applications for research, studying, or training at a domestic institution submitted by voluntary applicants shall be reviewed by the department/institute-level teacher evaluation committee before following normal administrative procedures for the President's review.
11. Applicants applying to lecture abroad, or research, study, or train at a domestic or foreign institution shall submit the Reporting Back to Duty from Lecturing, Studying, Training, or Research Overseas (Appendix 1) form within 1 week of completing the lecturing, research, studying, or training, and then submit a report within 3 months. Additionally, those applying to study or train at a domestic or foreign institution shall include copies of their degree or transcript certificate. The applicant is obligated to immediately resume service at the University for a duration that is twice as long as the period of leave with pay or as long as the period of leave without pay; failure to comply shall lead to the University seeking recompense for the public funds and salary paid based on the amount outstanding (as per the contract with the University in Appendix 2).

Applicants who receive full or partial subsidies for research, studying, or training at a domestic institution shall, at the end of their research, studying, or training, resume their service at the University for a minimum of 2 years; applicants whose subsidies amount to less than half of their expenses shall resume their service for a minimum of 1 year. Failure to comply shall lead to the University seeking recompense for the subsidies based on the amount outstanding. The applicants shall not embark on another lecture, research, study, or training program before they have fulfilled their outstanding obligation, except in special cases called for by specific research programs. Such cases, however, shall be reviewed and approved by the third-level teacher

evaluation committee and the President. The outstanding obligation shall be completed while applicants serve at the University; failure to comply shall lead to the University seeking recompense for the public funds and salary paid based on the proportion outstanding.

12. The Operation Directions and subsequent amendments shall be implemented upon the approval of the University Council.

※The English translation thereof is for reference only and the Chinese version shall always prevail in case of any inconsistency between the Chinese version and the English translation thereof