

National Cheng Kung University Operation Directions Governing Faculty Members' Application for Activities Overseas

Approved in the 254th meeting of the Chief Administrators Council on May 9, 1990
Amended in the 443rd meeting of the Chief Administrators Council on May 27, 1998
Amended in the 515th meeting of the Chief Administrators Council on July 25, 2001
Amended in the 522nd meeting of the Chief Administrators Council on November 28, 2001
Amended in the 145th Administrative Meeting on April 24, 2002
Amended in the 194th Administrative Meeting on January 9, 2019

- I. For University faculty members who need to make applications for activities overseas, the Operation Directions were established in accordance with the Disposal Directions Governing Official Overseas Trips by Personnel of the Ministry of Education and Affiliated Agencies and Schools; Disposal Directions Governing Official Mainland China Trips by Personnel of the Ministry of Education and Affiliated Agencies and Schools; and Teachers' Leave Regulations ratified by the Ministry of Education; as well as other related codes and regulations.
- II. Faculty members who need to travel overseas shall submit an Overseas Travel Application Form through the NCKU Attendance Management System online. Relevant documents must be included as proof (not required for trips for pleasure, family reunions made during national holidays, or the applicant's annual leave). The applicant shall not travel overseas without being granted permission and shall report back to duty at the end of the period applied for. Should the trip coincide with the applicant's classes, a plan to make up for those missed shall be drawn up and submitted. The make-up classes shall not coincide with other courses taken by the students.

Applicants holding a concurrent administrative position at the University and who wish to enter the Mainland Area (including transit with or without entry) shall conform with the Regulations Governing Permission for Entry into the Mainland Area by Taiwan-Area Civil Servants and Personnel with Specific Statuses; permission shall be obtained in advance of the trip.

(1) Application time: 14 days before entry

(2) Procedure and required documents:

1. Faculty members holding concurrent administrative positions and who are equivalent to senior-ranking civil servants of grade 11 and above: The applicant shall submit application documents (Application Form for Entry into the Mainland Area by Senior-Ranking Civil Servants of Grade 11 and Above, invitation letter, etc.) and an Overseas Travel Application Form to the Personnel Office in both printed and electronic form. These will be transferred to the Ministry of the Interior and the University President for review and approval. The applicant shall only enter the Mainland Area after permission has been granted; any change in the itinerary shall be reported in advance for approval.
2. Faculty members holding concurrent administrative positions and who are equivalent to civil servants of grade 10 and below: The applicant shall submit application documents (Application Form for Entry into the Mainland Area by Civil Servants of Grade 10 and Below in Charge of Nonconfidential Information, invitation letter, etc.) and an Overseas Travel Application Form to the Personnel Office, which will transfer said documents to the

University President for review and approval. The applicant shall only enter the Mainland Area after permission has been granted.

- (3) Actions to be taken upon returning: After the applicant reports back to duty, he or she shall submit a Report of Personnel Returning from the Mainland Area to the Personnel Office within 7 days.

III. Trips for pleasure or family reunions shall be made during the summer or winter break, Interuniversity Activity Week, or other national holidays instead of during a semester, to not affect the schedule of teaching activities. This restriction does not apply to trips made during marriage or personal annual leave (pertaining to a concurrent administrative position or concurrent position in the affiliated hospital).

Said schedule of teaching activities shall conform to the University's calendar of work and include the first week of a semester and the week for final exams.

IV. Occasions for and length of official leave granted to faculty members:

(1) During a semester:

1. Acting as a representative of the University on occasions such as field trips, official visits, conferences, meetings, student recruitment, business negotiations, expositions, volunteer clinic services, international academic competitions, and academic activities or competitions. The length of the leave shall be the duration the applicant plans to actually participate in the occasion plus the time required for a round trip.
2. Being invited by an organization or institution, either domestic or foreign, to participate in a conference or workshop related to the applicant's position; or to make a presentation or speech; or act as a moderator, judge, or award presenter at a conference or workshop; or being invited to serve as a member of an oral defense or evaluation committee for the purpose of academic exchange. The length of the leave shall be the duration the applicant plans to actually participate in the occasion plus the time required for a round trip.

3. Being invited to make a visit, participate in a meeting or workshop, attend an international exposition, or organize an international conference for the purpose of academic exchange and industry–academia collaboration. The length of the leave shall not exceed 10 days, including the time required for a round trip.
4. Having to conduct teaching, research, experiments, training, field trips, surveys, or exploration in a foreign location. The length of the leave shall not exceed 10 days, including the time required for a round trip.
5. Lecturing, researching, or training approved by the University; the length of the leave shall be the granted period, including the time required for a round trip.

On occasions that combine more than two of the abovementioned types, the length of granted official leave shall not exceed 20 days, including the time required for a round trip.

For trips that exceed the abovementioned length, the additional days shall be made up by unpaid leave (or annual leave and national holidays). If, for a specific reason, they should be granted as official leave, they should be treated as a special case and the President's approval will be required.

- (2) During summer or winter break or sabbatical leave: According to the Teachers' Leave Regulations, the length of the official leave shall be the duration the applicant plans to actually participate in research, studying, training, a conference, or activity, plus the time required for a round trip.

Faculty members who hold a concurrent administrative position, and thus are entitled to annual leave, have the right to combine annual leave with official leave; however, overseas trips exceeding 20 days shall be made no more than once per academic year, and the maximum length of such trips shall not exceed 28 days.

The time granted for a round trip shall abide by the following rules: 2 days each for the outbound and return legs of a round trip for destinations in Asia or Oceania; 2 days and 3 days (or 3 days and 2 days) for the outbound and return legs, respectively, of a round trip for destinations in Europe or North America; and 3 days each for the outbound and return legs of a round trip for destinations in Central America, South America, or Africa. However, for official leave that is to be combined with personal annual leave, only 1 day shall be granted for the leg of the round trip that marks the transition from official to personal annual leave (or vice versa).

Applications for official leave that involves an overseas trip must include relevant documents as proof (e.g., letter of acceptance for an academic paper, invitation letter, approval issued by the University, letter of agreement from the destination institution or school, conference agenda, or detailed itinerary).

V. Applications for overseas trips concerning personal affairs shall be granted unpaid leave of no more than 7 days in duration if the applicants meet the following criteria:

- (1) They are visiting a sibling or direct blood relative or their spouse who is gravely ill;
- (2) attending the wedding ceremony of one of their siblings or direct blood relatives;
- (3) attending the graduation of one of their children;
- (4) attending their own oral defense or graduation; and
- (5) attending an important personal affair that does not require them to change their class schedule.

If the applicant has specific reasons to apply for unpaid leave for affairs other than those listed above, he or she shall submit an Explanation Form for Faculty Members Attending Personal Affairs Overseas for the President's approval.

All applications for unpaid leave that involves a trip overseas shall include relevant documents as proof.

VI. Faculty members who travel overseas without permission or fail to report back to duty on time shall be subject to a review by the teacher evaluation committee of the University, during which punitive measures shall be determined in accordance with the seriousness of the offense.

VII. Faculty members who travel overseas on official leave are entitled to apply for reimbursement of their travel expenses. According to the Directions for Reimbursement of Expenses for Trips Overseas, a Report for an Official Overseas Trip shall be submitted within 1 month of reporting back to duty.

VIII. Matters unspecified in the Operation Directions shall be subject to relevant laws and regulations.

IX. The Operation Directions and subsequent amendments shall be implemented upon approval of an Administrative Meeting.

※ 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.