

# National Chengchi University Regulations Governing the Subsidy for Academic Research

The revisions of Articles 17, 20 and 26 were approved on September 8, 2006 at the 140th University Council Meeting

The revision of Articles 14 was approved on November 18, 2006 at the 141st University Council Meeting

Articles 2, 9, 13, 15 and 16 and the title of Chapter 4 were approved on April 28, 2007 at the 143rd University Council Meeting.

Article 13-1 was added to the Regulations at the same meeting, and Articles 10, 11, 12 and 14 were cancelled.

The revisions of Articles 3, 7, 9 and 19 were approved on January 15, 2008 at the 147th University Council Meeting.

The revisions of Articles 4, 5, 9 and 13 were approved on June 17, 2008 at the 149th University Council Meeting.

The revisions of Articles 26 and 27 were approved on December 29, 2008 at the 1st meeting of the 5th School Funds Management Committee.

The revisions of Articles 26 and 27 were approved on April 25, 2009 at the 153rd University Council Meeting.

The revision of Articles 23 was approved on November 19, 2009 at the 5th meeting of the 5th School Funds Management Committee.

The revisions of Articles 22 and 23 were approved on January 15, 2010 in the 157th University Council Meeting.

The revision of Article 27 was approved on March 16, 2011 at the 2nd meeting of the 6th School Funds Management Committee.

The revision of Article 27 was approved on June 24, 2011 at the 164th University Council Meeting.

The revision of Article 27 was approved on January 13, 2012 at the 167th University Council Meeting.

The revisions of Articles 3, 4, 6, 7, 8, 9, 11, 18 and 19 were approved on March 23, 2012 at the 6th meeting of the 6th School Funds Management Committee.

## Chapter 1 General Provisions

Article 1 These Regulations have been established by the National Chengchi University (hereinafter referred to as "the University") to encourage academic study and enhance research productivity.

Article 2 The University offers subsidies for the following academic research activities:

1. Compiling an academic work in a foreign language for publication and/or translating a Chinese academic work into a foreign language
2. Publishing selected academic books
3. Presenting a thesis at an international academic symposium.
4. Hosting an academic forum.
5. Organizing a research project team
6. Publishing an academic journal
7. Developing or executing a research project which is conducive to improving the academic status of the University

Chapter 2 Compiling Academic Works in a Foreign Language for Publication; Translating Chinese Academic Works into a Foreign Language

Article 3 Full-time teachers, research personnel or students of the University may apply to the Office of Research and Development (hereinafter referred to as the "R&D Office") for subsidies if they have compiled or written any academic works in foreign language, which are published in foreign periodicals.

Article 4 Only one subsidy shall be granted for each academic paper compiled or written in foreign language. If the academic paper is authored collectively, the application shall be made by one representative.

In principle, the subsidy shall be granted based on the actual expenses for the compilation or contribution. The maximum subsidy shall be NT\$10,000 per application, or NT\$20,000 per person per year.

The applicant should attach to the application form the relevant certificate to prove that the paper has been accepted or published.

If the applicant is a student, a recommendation from the advising professor is required.

The application for the subsidies mentioned in the preceding paragraph should be submitted within one year after the relevant academic paper is published.

Article 5 A department, graduate institute or center may recommend outstanding Chinese academic

papers and apply to the R&D office for a subsidy for translating the entire document. The application should be submitted within one month after the commencement of the semester. Only one subsidy shall be granted to one person in one year.

### **Chapter 3 Publishing Academic Books**

**Article 6** All full-time teaching or research personnel are eligible to apply for subsidy from the R&D office when they prepare to write or translate an academic work, or within one year after the book is published.

**Article 7** The subsidy shall be available only if the book meet the following criteria and the applicant has not received any subsidy from other organizations:

1. The book is a selected academic book. This shall not include textbooks or collection of academic papers already published.
2. The book is a selected academic book translated from a foreign language.

The maximum amount of subsidy for the aforementioned writing or translation work shall be NT\$60,000. Each applicant shall be subsidized for at most one book in each year.

If the book is co-authored by the full-time teaching or research personnel of the University, the application shall be filed by one representative only. The subsidy amount shall be determined based on the level of contribution, or the portion between internal (on-campus) and external (off-campus) authors. The subsidy shall be released in two installments within the project period. The applicant shall submit to the R&D Office the results of the project when claiming for the second payment.

### **Chapter 4 Presenting a Thesis at an International Academic Symposium**

**Article 8** The full-time teaching or research personnel or the students of the University may apply to the R&D Office for a subsidy when they attend a significant international academic conference and verbally present a thesis on behalf of the University. For each thesis presented, the subsidy shall be awarded to one applicant only. In principle, each individual shall be subsidized for one time only within a year.

The applicant should submit the application to the R&D office at least seven days before the date of the conference.

**Article 9** The "International Academic Conference" mentioned in the preceding article is defined as an academic event participated by scholars (who either present or comment about the theses) from at least three countries. The nationality of the scholar shall be determined by referring to the country of the organization for which the scholar is working on a full-time basis.

In this case, the applicant shall in the first place submit the subsidy application to the relevant governmental organization. This rule shall not apply, however, if the applicant has already received subsidies from the organization within the same year and is no longer qualified for the subsidy.

Depending on the importance of the conference and the annual budget available, the R&D Office may consider granting allowance for airfare and registration fees.

**Article 10** These regulations stipulate that a subsidized applicant intending to attend an international conference shall submit the relevant meeting report or thesis to the R&D Office for review within one month after the conclusion of the conference.

### **Chapter 5 Hosting an Academic Forum**

Article 11 When organizing forums, the host department of the University should firstly contact the relevant external organizations for financial subsidy, after which they may apply for partial allowance from the R&D Office.

When organizing research results presentation or sharing on research methodologies, the host department of the University may also apply to the R&D Office for partial subsidies.

The subsidy mentioned in the preceding paragraph, however, shall be awarded only one time per person in each year.

Article 12 Before the forum is launched, the host department should prepare and submit the relevant proposal and subsidy application form to the R&D Office.

Article 13 The subsidized department should submit an achievement report within a month after the close of the forum, in the meantime makes expense claims according to the relevant regulations.

If there is any theses collection published in the subsidized forum, the host department should submit to the library two hardcopies of the collection, in the meantime upload the relevant electronic file and the letter of authorization.

The R&D Office may cancel the subsidy if the applicant fails to submit the achievement report or to execute the plan as proposed.

## **Chapter 6 Organizing a Research Project Team**

Article 14 The full-time teaching and research personnel of the University may apply for subsidies when organizing research project teams.

The research project team shall compose more than three full-time teaching or research personnel. The team members may be from different departments, colleges or schools. The number of non-NCCU members, however, shall not exceed one-third of the total team size.

The research topic shall be decided by the research project team. To qualify for the research subsidies offered by the related organizations, however, the research team should endeavor to work with integrated research projects that can be completed within one year.

Each teaching or research personnel of the University can join up to two research teams at the same time.

Article 15 The applicants of the subsidy should submit to the R&D Office a proposal for the research project, which should be completed within one year.

In principle, the subsidy amount shall be NT\$50,000 per semester for each approved application. The subsidy shall be used for the payment of miscellaneous fees, work-study scholarship, and transportation expenses for non-NCCU members. The team members should not receive any compensation wherefrom. For the same research team, only one subsidy shall be awarded for the same topic. In case a new research team has more than 50% of its members duplicated with an existing team, it shall be considered the same team as the existing one.

Article 16 Within one month after the close of the project, the research team should submit a precise report and an explanation on the research results. It should also organize a small-sized seminar to present the results of the project.

Article 17 A research team may apply for a second subsidy if they meet any one of the following conditions:

1. Within one year after the close of the subsidized project, the internal (on-campus) members of the team have published at least one relevant article in the following database: TSSCI,

SCI, SSCI, A&HCI or THCI Core.

2. The research team has been granted a subsidy for an integrated research project from other organizations because of its research achievements.

## **Chapter 7 Publishing an Academic Journal**

**Article 18** When publishing academic journals, the relevant departments of the University may apply for printing cost subsidy or editing cost subsidy (including thesis review fees) at an equivalent amount. In principle, each department shall be entitled to only one subsidy for the periodical published. The criteria are as follows:

1. Any academic periodicals collected by TSSCI or THCI Core shall be entitled to a subsidy of up to NT\$75,000 for each period, or NT\$150,000 per year.
2. In case that the periodical remains not collected by either TSSCI or THCI Core three years after the implementation of the Regulations, the printing subsidy or the equivalent editing subsidy (including the thesis review fees) shall be reduced by 10% per year from the original level of 40%, until it reaches the ceiling limit of NT\$15,000 per year.
3. Brand-new periodicals may apply for a printing subsidy or an equivalent editing subsidy (including the thesis review fees). The percentage of subsidy shall be 40%. The maximum limit of the subsidy shall be NT\$50,000 per period, or NT\$100,000 per year. The subsidy amount shall be reduced by 10% from the third year of receiving the subsidy, until it reaches the maximum limit of NT\$15,000 per year.
4. In the event that the TSSCI or THCI Core has not yet established an adequate evaluation system to assess the specific research topic of the periodical published, the department may apply for 40% of the printing cost or equivalent editing cost (including the thesis review fee). The maximum limit for a year shall be NT\$15,000.

**Article 19** When the academic journal is published, the relevant department should firstly submit 50 to 150 hard copies of the journals to the library and, within one year, upload the electronic file of the entire thesis and the letter of authorization to the academic journal database of the University, making them available for review by the faculty and students.

In case that a special copyright agreement has been entered before the 38th Research and Development Meeting of the University on December 21, 2011, the applicant should firstly upload the electronic file of the abstract, and comply with the requirements prescribed in the preceding paragraph within two years.

Applicants failing to fulfill the requirements stipulated in this article shall not qualify for the subsidy.

## **Chapter 8 Supplementary Provisions**

**Article 20** The R&D Office shall organize an evaluation team to establish the relevant criteria and review the applications submitted in accordance with the Regulations.

**Article 21** The expenses incurred pursuant to the Regulations shall be financed by the five self-funded income items from the School Funds.

**Article 22** These Regulations shall be implemented after being approved by the University Funds Management Committee and the Office of Research and Development. The same procedure shall apply to their revision.