

National Chengchi University Guidelines for Subsidies for Inviting Outstanding International Teaching and Research Academics

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- Article 1 These Guidelines have been established for the purpose of enhancing the teaching and research standards at National Chengchi University (hereinafter referred to as "NCCU") and facilitating NCCU involvement in the international academic community.
- Article 2 NCCU colleges, departments, schools, courses and research centers (collectively as "the departments") may invite outstanding teaching or research academics from around the world on short-term visits to NCCU to lecture or to participate in research activities in accordance with these Guidelines.
- Article 3 Academics to be invited by various departments shall meet both of the following criteria:
- I. Be a renowned academic or expert with a faculty position at a university or research institute within or outside the Republic of China.
 - II. Possess academic expertise that will benefit the teaching or research of the applying unit.
- Article 4 Academics invited to NCCU by various departments may lecture at NCCU for a minimum of seven days and a maximum of sixty days. The purpose of visit shall encompass at least one of the following activities:
- I. To hold a student-teacher forum or deliver a speech in an academic field that is absent in Taiwan or requires further improvement;
 - II. To offer a degree course; or
 - III. To collaborate with NCCU professors and students in research or publication.
- Special applications may be submitted under extraordinary circumstances.
- Article 5 To file an application with the Office of Research and Development (hereinafter referred to as "ORD"), a department shall submit the following documents at least two months before the academic to be invited is due to arrive at NCCU:
- I. One Subsidies for Inviting Outstanding International Teaching and Research Academics Application Form;
 - II. Other personal information of the academic to be invited and related supporting documents, such as proof of education, experience, awards and major publications; and
 - III. A detailed description and plan of academic activities to be organized by the applying unit.
- Departments shall apply to the Ministry of Science and Technology or other off-campus

institutions for subsidies before applying for NCCU subsidies. Exceptions may apply under extraordinary circumstances.

Article 6 Subsidies available to various departments include labor compensation, airfare, accommodation and other expenses. The schedule of subsidies shall be established separately.

Article 7 NCCU shall assemble a special committee to perform the necessary reviews. The committee shall consist of six to eight members, and Vice President shall serve as the convener. The Dean of Study, the Dean of ORD, and the Dean of the Office of International Cooperation shall be made ex officio members of the committee, and two to four academics and experts from within and outside of NCCU may be invited to serve on the committee. Representatives of applying units may be invited to attend committee meetings where necessary.

Resolutions of the aforesaid committee may be passed by a vote of two-thirds or more in a meeting attended by two-thirds or more of the committee members.

Article 8 Review method:

I. NCCU will not submit an application for external review if it can be confirmed that said application has been submitted by the Ministry of Science and Technology or any other off-campus institution for external review.

II. Applications that have not been submitted to the Ministry of Science and Technology or other off-campus institutions or have been submitted to the Ministry of Science and Technology or other off-campus institutions but have not been accepted shall be submitted separately by NCCU to external reviewers. Such applications, once they have been reviewed by two or more off-campus academics or experts, shall be submitted to the NCCU committee above for confirmation and then be implemented.

Article 9 Reimbursement of subsidy budgets:

A department receiving a subsidy shall submit a reimbursement application with the appropriate receipts according to the applicable accounting rules within one month after the academic invited leaves NCCU. In addition, a report detailing project outcomes shall be submitted to the ORD to be made publicly available on the internet.

Article 10 Changes to previously approved project:

Subsidy applications that have been approved shall be implemented in the same year. To make a change, postponement or cancellation, a special application shall be submitted to the ORD for approval and reference.

I. Changes may be made to a subsidized project by application. The new amount of subsidy should not exceed the original amount. A new application should be submitted to the NCCU committee above if the new amount of subsidy exceeds the original amount.

II. A subsidized project may be extended by application. The maximum date to which the project may be extended is the last day of the following year.

III. To cancel a previously approved project, the applicant shall report the decision to the ORD before the approved date of implementation.

Article 11 The funding required under these Guidelines shall be provided by the five self-financed income sources of the NCCU Academic Fund.

Article 12 These Guidelines have been implemented with the approval of the Executive Council and the University Endowment Fund Management Committee. The same procedure shall apply to any subsequent amendments.