Regulations for Research Leave for Professors at National Changhua University of Education

1. To encourage professors at our university to enhance their professional expertise and elevate the standards of teaching and research, these guidelines are established.

2. In these guidelines, "professors" refer to those who have been qualified and approved by the Ministry of Education and hold full-time professorial positions at our university.

3. Professors who have served continuously at our university for seven or more academic semesters, with outstanding achievements in teaching, service, and research, may apply for a one-semester research leave upon approval by the university. Those with over seven years of service may apply for a one-year research leave, or alternatively, divide it into two semesters.

In order to attract professors with distinguished academic reputation in teaching and research to join our university or to reward professors who have excelled in service, teaching, and research at our university, those who have served continuously for four or more academic semesters and meet one of the following conditions may apply for a one-year research leave without being subject to the aforementioned service duration restrictions: (1) Recipients of the Nobel Prize. (2) Elected as Academicians of the Academia Sinica. (3) Former holders of national lectureships.

The aforementioned leave periods are calculated in semesters, and must be completed within two academic years from the date of approval; otherwise, it will be considered as forfeited.

Semesters are calculated based on the periods from August 1st to January 31st of the following year, and from February 1st to July 31st.

4. If the total service years exceed the required years for applying for research leave, the excess years may be reserved and included in the calculation for the next application. However, only the years of service after the most recent research leave or years of service for those who have never taken research leave can be included.

There must be at least one semester between two research leaves.

5. For those who have been seconded to other institutions (schools) with the university's consent within seven years before applying for research leave, the years of service during the secondment period, if not exceeding four years, can be included in the calculation provided they have taught at least one subject at the university without receiving extra hourly fees. However, those on unpaid leave while seconded to other institutions must return to the university and serve for one year before applying for research leave.

6. Our university accepts applications for research leave for the next academic year (including the entire academic year, the first semester only, or split-semester research leave spanning two academic years) by the end of March each year. Applications for research leave for the second semester of the current academic year (including split-semester research leave spanning the first or second semester of the next academic year) are accepted by the end of October each year.

7. Except for those seconded as per section five, professors on unpaid leave or suspension must exclude the duration of their unpaid leave or suspension when applying for research leave, but their service years before and after can be combined.

8. Professors who have extended their service beyond the retirement age cannot apply for research leave during the extended service period. Professors who apply for research leave before reaching the retirement age must ensure that the duration of their research leave and the subsequent service obligation period do not exceed their retirement time.

9. Professors who meet the eligibility requirements of these guidelines and wish to apply for research leave should submit a plan, including the research location (format as in the attachment). This must be approved by the department/institute/center and college-level faculty evaluation committees, followed by administrative procedures and the President's approval.

The number of professors granted research leave each semester should not exceed 15% of the total number of professors in the department/institute/center. If the result is less than one, it is counted as one. For combined departments and institutes, the calculation should be combined.

The courses originally taught by the professors on research leave should be covered by other faculty members of the university. No additional staffing or increase in the annual personnel budget is allowed. Professors holding concurrent administrative positions should resign from their administrative duties to avoid disrupting operations.

10. Professors approved for research leave will continue to receive their salary from the university during the research period and may apply for research grants from relevant institutions. However, they may not hold any other full-time paid positions. If they continue teaching at the university (including extension programs), they are not eligible to receive hourly fees.

11. Upon completing their research leave, professors must return to serve at the university for a period at least equal to the duration of their research leave. Within three months of returning, they must present a report on their academic research achievements to the department/institute/center meeting and submit it to the university for record-keeping. Professors cannot apply for other lectureships, advanced studies, or research until they have fulfilled their return service obligations.

12. Professors who do not return to serve as required after completing their research leave, except those who apply for retirement, must repay a proportionate amount of the salary received during the research leave equivalent to the unfulfilled service period. Professors who do not submit a research report or whose report does not align with the original plan will not be allowed to apply for research leave in the future.

13. These guidelines will be implemented upon approval by the School Council and the President. The same procedure applies to any amendments.