Implementation Guidelines for Faculty Lectures, Advanced Studies, and Research at National Changhua University of Education

1. To encourage faculty to absorb new academic knowledge from abroad, enhance the academic research atmosphere, and strengthen teaching and academic research, the university has formulated these Implementation Guidelines for Faculty Lectures, Advanced Studies, and Research (hereinafter referred to as "the Guidelines") based on the "Regulations for Professional Development in Faculty Advanced Studies and Research" issued by the Ministry of Education.

2. Applications for faculty lectures, advanced studies, or research, both domestic and abroad, are categorized as follows:

(1) Nomination and Assignment:

1. Nominated and assigned by the President to meet the needs of the university's development and teaching research.

2. Funded by the National Science and Technology Council (hereinafter referred to as "NSTC").

3. Funded by other organizations.

(2) Self-application: Self-application for activities related to teaching, advanced studies, or research, either domestic or abroad.

3. The term "overseas lectures" in these guidelines refers to associate professors and above who are invited to give lectures at foreign universities recognized by the Ministry of Education. The term "domestic and overseas advanced studies or research" refers to faculty members who, based on teaching needs or research development, go to domestic or foreign schools or institutions to study subjects related to their areas of expertise, or to engage in activities such as study, specialized research, and other related projects in their fields of expertise.

4. Faculty nominated and assigned or self-applying for overseas lectures or domestic and overseas research must meet the following conditions (for research projects funded by the NSTC, the relevant regulations apply):

(1) Have not participated in overseas lectures, or domestic and overseas advanced studies or research in the past two years.

(2) Are not restricted by service obligations in the application year.

(3) Have published at least one paper in SCI, SSCI, TSSCI, EI, A&HCI journals, or other peer-reviewed journals, monographs, or have led at least one research project funded by the NSTC or central government ministries in the past two years.

Applicants must submit an application form along with the following relevant documents:

(1) For overseas lectures: A proposal, and a letter of consent or invitation from the foreign institution.

(2) For domestic and overseas advanced studies: A proposal, and a letter of consent for advanced studies from the foreign institution or admission documents from a domestic institution.

(3) For domestic and overseas research: A proposal, and a letter of consent or invitation from the foreign research institution.

Applications for overseas lectures, and domestic and overseas advanced studies or research must be reviewed by the relevant faculty evaluation committees at all levels (for research projects funded by the NSTC, only department/institute/center and college-level faculty evaluation committees are required), and then submitted to the President for approval.

Faculty who self-apply for unpaid leave for domestic and overseas advanced studies or research must be approved by the department/institute/center-level faculty evaluation committee before proceeding through administrative procedures and obtaining the President's approval.

5. The number of faculty members applying for overseas lectures or domestic and overseas advanced studies or research shall be calculated based on 10% of the total number of faculty members in the department/institute/center. If the resulting number is less than one, it shall be counted as one. To avoid affecting operations, faculty members who also hold administrative positions and who plan to engage in overseas lectures or domestic and overseas advanced studies or research for more than six months should be reassigned to non-administrative duties.

Academic units should prioritize the applications of their faculty members intending to apply for overseas lectures or domestic and overseas advanced studies or research before approval to avoid creating vacancies.

Faculty members engaging in overseas lectures or domestic and overseas advanced studies or research should ensure that their activities do not affect the school's teaching operations. Their original courses must be covered by appropriate personnel, and departments/institutes shall not request additional full-time or part-time faculty members or extra hourly fees beyond the legal limit for this reason.

6. Faculty members applying for overseas lectures or intending to pursue advanced studies to obtain a degree must have served continuously at the university for at least three years. Those applying for advanced studies or research related to teaching must have served continuously at the university for at least two years, and must not have any other legal obligations for service.

7. Faculty members engaging in overseas lectures, domestic or overseas advanced studies, or research are generally limited to a period of one year. Extensions are not permitted for lectures, but in cases of necessity, extensions may be applied for with the following limits:

(1) Advanced Studies: Extensions may not exceed two years, but an additional one-year extension may be granted if necessary to obtain a degree.

(2) Research: Extensions may not exceed one year.

Faculty members who obtain a degree within the period specified in item (1) above may submit a continuation plan and a letter of certification from their advisor. With the approval of the department/institute/center faculty evaluation committee, they may extend their advanced studies without counting towards the unit's quota for faculty advanced studies and research.

Faculty members nominated and assigned for overseas lectures, or domestic and overseas advanced studies or research for a period of one year or less are granted leave with pay. Those who self-apply or seek an extension will be granted unpaid leave.

Faculty members funded by the NSTC for overseas research will be granted leave with pay during the approved research period. If an extension is necessary for research purposes, it will be handled as unpaid leave.

Faculty members engaging in overseas lectures, advanced studies, or research during the winter or summer vacation may be granted leave with pay.

8. Faculty members pursuing advanced studies during their off-duty time domestically may apply for financial assistance in the following ways: (1) If the university nominates and assigns faculty based on teaching or operational needs according to the annual plan, full financial assistance will be provided. The number of nominations and the method will be decided by the administrative meeting. (2) If the faculty member self-applies and receives approval from the university, they may receive 50% financial assistance based on the university's budget.

The aforementioned advanced study expenses include tuition fees, miscellaneous fees, credit fees, and credit-related fees as determined by the competent educational administrative authority. Advanced study personnel should apply for reimbursement with their transcript and payment receipts at the end of the semester or study period; no assistance will be provided for failed subjects.

Faculty members pursuing advanced studies during work hours may be granted up to 8 hours of official leave per week, but no financial assistance will be provided for their advanced study expenses.

9. Faculty members who receive financial assistance for advanced studies or research from the NSTC or other legal sources are not subject to the personnel limits specified in point five of these guidelines. However, after the funding period ends, any extensions for advanced studies or research must still comply with these guidelines.

10. Faculty members engaging in overseas lectures, domestic or overseas advanced studies, or research must sign a contract with the university and complete guarantee procedures before starting their lectures, studies, or research. They must return to serve at the university upon the contract's completion. For full-time advanced studies or research, the service obligation period is double the duration of the paid leave. For those on unpaid leave or part-time advanced studies or research with official leave, the service obligation period is equivalent to the duration of the unpaid leave or official leave.

Faculty members may not resign, transfer, or reapply for overseas lectures, domestic or overseas advanced studies, or research before fulfilling their service obligation period.

11. Faculty members who do not fulfill their service obligations or are not reappointed after engaging in overseas lectures, domestic or overseas advanced studies, or research must repay the salary and financial assistance received during their lectures, studies, or research proportional to the unfulfilled service period, unless there are circumstances beyond their control.

12. Faculty members returning from overseas lectures, domestic or overseas advanced studies, or research must submit a report to the department/institute/center meeting within three months of their return. Those engaged in domestic or overseas advanced studies must also provide their academic transcripts from the attending institution for reference.

13. The provisions of these guidelines regarding domestic or overseas advanced studies or research apply to the following personnel: (1) Researchers employed according to university researcher appointment regulations. (2) Technical professionals employed according to university appointment regulations for teaching.

The quota for applications from the personnel mentioned above shall not exceed 5% of the total number of researchers and technical professionals at the university.

14. Matters not covered in these guidelines shall be handled according to other relevant laws and regulations.

15. These guidelines shall be implemented upon approval by the School Council and confirmation by the President. The same applies to any amendments made to these guidelines.