

Regulations Governing Subsidies from TMU for Faculty Members and Doctoral Students' Trips for Overseas Research and Study

Formulated and approved in the administration meeting on February 20, 2008

Amended in the research and development meeting on March 4, 2009

Amended in the administration meeting on March 18, 2009

Amended in the research and development meeting on October 12, 2011

Amended in the administration meeting on November 16, 2011

Amended in the administration meeting on September 17, 2014

Amended fourteen articles according to Běiyīxiàomìzì No.1030002945 on September 23, 2014

Article 1 The Regulations Governing Subsidies from TMU for Faculty Members and Doctoral Students' Trips for Overseas Research and Study (hereafter the Regulations) are specifically formulated by the University to encourage faculty members and doctoral students to travel abroad to gain academic knowledge, enhance academic research, strengthen teaching and academic research, and promote international cultural exchanges.

Article 2 "Trips for overseas research and study" in the Regulations refer to overseas trips for research and training related to teaching and academic research.

Article 3 Applicant qualifications

1. Full-time faculty members of the University and meeting the following criteria:
 - (1) Has served at the University continually for three years or more.
 - (2) Has applied for funding from the Ministry of Science and Technology or other governmental institutions.
 - (3) The total value of quantitative evaluation is in the top 50% (inclusive) of the quantitative assessment scores of full-time teachers in the whole school in recent one year.
2. Doctoral students of the University who have completed their required credits and meet the criteria for receiving subsidies for the Graduate Student Study Abroad Program from the Ministry of Science and Technology (MOST) should apply to MOST first.

Article 4 Application period

Applications are accepted every March and September by the Office of Research and Development. Applications submitted after the posted deadline will not be considered.

Article 5 Required documents for applications

1. Full-time faculty
 - (1) Application form
 - (2) Statement of Purpose

- (3) Letter of Consent from the department/institute and minutes of the departmental meeting
- (4) One copy of a document outlining the applicant's teaching, research, and service achievements in the past three years
- (5) Letter of Acceptance from a foreign institute indicating their acceptance of the applicant's overseas plans for research or a related document

2. Doctoral students

- (1) Application form
- (2) Statement of Purpose
- (3) Proof of Qualification and Letter of Consent from the advisor and program director
- (4) Transcripts and offprints of published papers
- (5) Transcripts from language skills institutes
- (6) Proof of Acceptance from a foreign institute indicating their acceptance of the applicant's research plans
- (7) Proof of Graduate Student Study Abroad Program Application

Article 6 Subsidy period

Subsidies can be applied for relevant projects spanning from six to twelve months.

Article 7 Items requiring subsidization

1. Round-trip airfare: Tickets for the shortest nonstop flights from Taiwan to the destination of study or research are subsidized. The airfare for subsidization will be approved in accordance with MOST standards for subsidizing the airfare of domestic experts and scholars attending international academic conferences.
2. Per diem: Per diem for the trip shall be granted in accordance with the attached document on the per diem standards for short-term overseas research projects.
3. All applications are limited to an amount of NT\$1 million per year. The University will reconsider the amount of subsidization for applicants already receiving subsidies from other units.

Article 8 Review standards

1. Full-time faculty
 - (1) Development potential of the applicant, appropriateness of the plan, and future development potential of the research topic.
 - (2) Applicant's teaching, research, and service achievements during the past three years.
2. Doctoral students

- (1) Project execution skills and foreign language skills of the applicant, appropriateness of the foreign research institution and advisor, and the development potential of the research topic.
- (2) Applicant's transcript, academic achievements, content and number of published papers, or other achievements.

Article 9 Review procedure

1. Applications shall be reviewed by three review committee members appointed by the Office of Research and Development, discussed in a meeting held by the Office of Research and Development, and submitted to the University president for approval.
2. Applicants who cannot return to the University within the period applied for shall apply for extension two months before the end of the period. Departments/institutes of each school shall be notified first and an extension plan and explanation shall be provided to the Office of Research and Development for review and then submitted to the University president for approval.

Article 10 Service obligations/duties

1. Full-time faculty

- (1) Faculty members granted subsidies are required to fulfill their service duties at the University upon completing the project and shall email a report to the Office of Research and Development within two months of returning to Taiwan.

Applicants shall undertake further related research or publish a paper related to the research project as the first or corresponding author on behalf of the University within two years of returning to Taiwan. The paper must be published in an academic journal listed in SCI, SSCI, EI, EI, or A&HCI. Paper refers to letters, short reports, notes, communications, accelerated or rapid publications demonstrating original research findings, case reports, and review articles.

- (2) Applicants must file relevant expenses with the Office of Finance within two weeks of returning to Taiwan.
- (3) For other relevant duties and obligations, the University's regulations on faculty members' continuing education shall be referred to.
- (4) Applicants who fail to fulfill the duties listed in the first three subparagraphs must repay NT\$10,000 per month until all the duties are fulfilled or the subsidy amount is repaid in full. In addition, applicants will be prohibited from submitting a new application for the next five years from the date of duty completion or repayment of the subsidy.

2. Doctoral students

- (1) Doctoral students granted subsidies are required to continue their

education at their original department/institute and must submit a report through email to the Office of Research and Development within two months of returning to Taiwan.

- (2) Applicants must file relevant expenses with the Office of Finance within two weeks of returning to Taiwan.
- (3) Applicants failing to fulfill the duties listed in the first two subparagraphs may not submit a new application.

Article 11 Applicants granted subsidies shall inform the departments/institutes of each school and the Office of Research and Development upon a change or cancellation of the approved plans.

Article 12 No additional funding shall be provided upon the exhaustion of the granted subsidies for the year.

Article 13 Matters not covered in the regulations shall be managed under the relevant regulations of the University.

Article 14 The present regulations, and any amendment thereto, shall be adopted by resolution of an administration meeting and implemented upon the approval of the University president.