**Principles of Rewarding Teachers for Research and Continuing Education**

Passed by the Teacher Research and Continuing Education Review Committee Meeting on November 19, 2007

Amended by the Teacher Research and Continuing Education Review Committee Meeting on April 25, 2012

Article 1.　Application for Domestic and Overseas Research or Further Education

Faculty members applying for domestic or overseas research or further education shall, in principle, have their research or study period calculated in terms of academic semesters (from August 1 to January 31, or from February 1 to July 31).

Article 2.　Early Departure or Delayed Return for Special Circumstances

In cases where faculty members need to leave earlier or return later than the originally approved research or study period due to special reasons, the following procedures shall apply:

The faculty member must obtain relevant certification documents and obtain consent from the department chair and dean.

The faculty member must complete the entire semester's teaching obligations and must not affect the rights and interests of students' learning.

If the early departure or delayed return falls within the University’s academic term, the faculty member must request leave in accordance with the current regulations of the Human Resources Office, from the departure date to the end of the semester or from the start of classes until the return date.

For overseas research or further education during summer or winter breaks (including short-term overseas research), if the faculty member leaves before the end of the semester or returns after the start of the semester, the period of early departure or delayed return will be treated according to the above principles.

Article 3.　Changes to the Research or Further Education Period

If there is a need to change the research or further education period, the faculty member must submit an application to the Research and Development Office before the start of the approved semester. Failure to do so will be regarded as forfeiting the entitlement, and a new application must be submitted. The following conditions apply:

If the research or study period is shortened, the application will be directly approved by the Research and Development Office.

If the research or study period is delayed or extended, it must still be measured by academic semester. The applicant must provide relevant certification documents, obtain consent from the department chair and dean, and submit the request to the Research Promotion Committee for approval by the Research and Development Office.

Article 4.　Application for Research or Further Education at Government Agencies

Faculty members applying for domestic or overseas research or further education through government agencies may simultaneously apply for "Self-arranged Domestic or Overseas Research and Further Education" from the University. During the subsidized period, the faculty member shall retain their position and salary. For periods without subsidies, the faculty member must be on leave without pay.

Article 5.　Overseas Research During Summer or Winter Break

For faculty members conducting research during the summer or winter break, or whose research or further education period extends into these breaks, the period of overseas research shall be treated as leave with pay.

Article 6.　Early Return Due to Completion of Degree or Other Factors

If a faculty member returns early due to the completion of a degree or other factors, and the return period is less than one semester, they must apply for leave without pay for the period not completed.