**Regulations Governing Faculty’s Short-Term Research and Studies Abroad at Chung Yuan Christian University**

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|  | | February 9, 1995, passed by the 692nd Administrative Meeting  June 14, 1996, amended at the 708th Administrative Meeting  December 21, 1998, amended at the 735th Administrative Meeting  February 13, 2003, amended at the 785th Administrative Meeting  February 9, 2006, amended at the 821st Administrative Meeting  June 14, 2007, amended at the 837th Administrative Meeting  June 2, 2011, amended at the 886th Administrative Meeting  June 7, 2012, amended at the 898th Administrative Meeting  January 2, 2014, amended at the 916th Administrative Meeting  March 5, 2014, amended via an official letter with original secretariat reference no. 1030000643  August 25, 2016, amended via an official letter with original secretariat reference no. 1050002657  August 3, 2022, amended via an official letter with original secretariat reference no. 1110002691 |
| Article 1.　To enhance academic standards and strengthen international academic collaboration and exchanges, Chung Yuan Christian University (hereinafter referred to as the University) has formulated regulations (hereinafter referred to as the Regulations) to encourage faculty members to engage in short-term research at foreign universities, research institutions, or professional organizations. | | |
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|  | Article 2.　Full-time faculty members at the University who have served for more than three years may apply for subsidies in accordance with the Regulations. The short-term research and studies abroad must occur during winter and summer breaks and last for at least 30 days.  Faculty members researching and studying abroad for fewer than 30 days do not qualify for subsidies. | |
|  | Article 3.　Priority is given to first-time applicants for subsidies within the past five years. Applicants must submit an application form, a research plan, justifications for the necessity of research and further studies, the location of research and further studies, required fees, and a consent document from the overseas university or institution. Applicants who have received subsidies within the past five years must also submit the above-mentioned documents, as well as academic works, research papers, and research reports published during the last three years. The application must be recommended by the applicant's affiliated unit and undergo preliminary review by the respective College before being forwarded to the Research Promotion Committee for consideration.  The total number of subsidy applications within the six years prior to the current year (excluding the current year) should not exceed three. | |
|  | Article 4.　Subsidies awarded per academic year are limited to six; typically, one person per academic unit may receive a subsidy. | |
|  | Article 5.　Subsidies are awarded based on the outcome of the review process. Funding is limited to the following items, with a maximum allowance of NT$100,000:  1.　Round-trip airfare (economy class standard seats (cabin) only).  2.　Living expenses are calculated according to the monthly subsidy rates and standards applicable to short-term research abroad for scientific and technical personnel, as approved by the National Science and Technology Council for the current year. | |
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|  | Article 6.　Faculty members receiving the subsidy must submit a report on their research and studies within 15 days after completing the period. The handling of subsidy funds and reimbursement shall follow the established regulations.  Non-compliance with the preceding provision will result in expenses not being reimbursed, and the individual will be ineligible to apply for subsidies for the next three years. | |
|  | Article 7.　Faculty members who receive subsidies under the Regulations must return to serve at the University for one year following the conclusion of their research period. Failure to fulfill this obligation will result in the faculty member being required to repay the subsidy received proportionally for the unfulfilled period. | |
|  | Article 8.　Faculty members applying for short-term research and further studies in mainland China are subject to the Regulations. | |
|  | Article 9.　Upon approval by the Administrative Meeting, the Regulations shall be submitted to the President for promulgation and implementation. The same procedure applies to amendments. | |

**Subsidy Reimbursement Items and Standards for Short-Term Research Abroad for Scientific and Technical Personnel of the National Science and Technology Council, Executive Yuan**

Amended on October 22, 2013; Effective on January 1, 2014

Unit: USD

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| Item | Amount | | Remarks  End of full text |
| Monthly living expense allowance | Daily allowance range | Monthly living expense allowance | 1. For stays abroad (calculated according to the calendar) of fewer than 15 days, daily expenses are fully reimbursed according to the "Overseas Business Travel Reimbursement Table of the Central Government" (referred to as the Daily Reimbursement Table) separately issued by the Executive Yuan, as specified in Point 7 of Item 1 of the Directives for Reimbursement of Overseas Business Travel Expenses. However, if lodging and meals are provided, reimbursement will be reduced by 90%. If only lodging or only meals are provided, reimbursement will be reduced by 70% or 20%, respectively, from the original amount.  2. For stays abroad exceeding 15 days, reimbursement for days beyond the initial 15 will be based on the daily allowance for cities listed in the Daily Reimbursement Table, provided according to the categories listed on the left side of the table. From the 16th to the 30th day, the daily allowance is one-twentieth of the amount on the left side of the table. Starting from the 31st day onwards, monthly reimbursement will be paid according to the amount on the left side of the table. For days less than a full month, one-thirtieth of the amount on the left side of the table will be paid daily. However, if lodging and meals are provided, reimbursement will be reduced by 70%. If only lodging or only meals are provided, reimbursement will be reduced by 60% or 10%, respectively, from the original amount.  3. The lodging specified in the preceding two points includes free dormitories, transit hotels, overnight stays on transportation vehicles, and the day of return to the country.  4. Personnel engaged in overseas studies, research, and internships are not eligible to claim administrative fees specified in Points 15, 16, and 17 of the "Directives for Reimbursement of Overseas Business Travel Expenses" (except for the application fee and registration fee), as well as gifts, social expenses, and other miscellaneous expenses. |
| 290 and above | 1,400 |
| 250–289 | 1,300 |
| 210–249 | 1,200 |
| 170–209 | 1,100 |
| 169 and below | 1,000 |
| Round trip airfare | Fixed amount subsidy | | 1. Submit receipts for inspection and claim the exact expenses incurred.  2. When traveling abroad or returning home, ensure economy class standard seats (cabin) are used. |
| Tuition and miscellaneous fees (including application fees, registration fees, visiting scholar fees, laboratory fees, necessary membership fees, and facility usage fees) and practicum observation  and transportation expenses | Monthly allowance 350 | | 1. Submit receipts for review and claim the exact expenses incurred.  2. Submit transportation expense receipts for reimbursement based on the actual expenditure.  3. Living expenses during practicum observation should adhere to the rates specified in the Daily Reimbursement Table. Monthly expenses should be calculated based on the actual number of days, deducting the originally allocated monthly amount. Duplicate claims will not be accepted.  4. Report foreign travel processing fees in accordance with Point 13 of the "Directives for Reimbursement of Overseas Business Travel Expenses." |
| Foreign travel processing fee |
| Comprehensive subsidy | Monthly allowance 180 | | 1. This subsidy covers costs, such as subsidized book fees, comprehensive insurance premiums, health insurance premiums, inland transportation fees (including car rental fees), and thesis writing fees.  2. Payments are calculated and disbursed monthly. For periods shorter than a full month, reimbursement for half a month will be issued if it is within 15 days. If the period exceeds 15 days, a full month's fee will be issued.  3. Payments are made to the relevant party upon providing a signature or affixing a seal. |

Note: Appropriation transfers between categories are allowed for expenses including round-trip air tickets, tuition and miscellaneous fees, practicum observation expenses, transportation expenses, and foreign travel processing fees.