**Principles for CYCU teachers’ short-term study abroad studies**

**Passed by the Teacher Research and Continuing Education Review Committee Meeting on April 28, 2010**

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

**Article 1.　Application for Short-Term Overseas Research and Further Education**

**Faculty members applying for short-term overseas research and further education must conduct their research during the summer or winter break, and the research period must be no less than 30 days.**

**1.1. The approved subsidy period shall be from the end of the current semester’s final exams to the beginning of classes in the following semester.**

**1.2. If a faculty member returns to the University earlier than the end of the current semester’s final exams or later than the start of the following semester’s classes, the early or delayed period will not be subsidized for living expenses. The faculty member must apply for leave in accordance with the current regulations of the Human Resources Office.**

**1.3. Faculty members whose overseas research and further education period is less than 30 days will not be eligible for subsidy.**

**1.4. The number of applications for subsidy within six years prior to the current year (excluding the current year) shall not exceed three times.**

**Article 2.　Changes to Research Location or Period**

**If there is a need to change the research location or research period, a change application must be submitted to the Research and Development Office before the originally approved research or study period.**

**1.1. Faculty members must complete a change application form and provide relevant documents. The application must be approved by the department chair and dean before submission to the Research and Development Office.**

**1.2. For changes in the research institution: The application shall be submitted by the Research and Development Office for review by the committee.**

**1.3. For changes in the research and further education period:**

**1.3.1. If the approved subsidy and the application for the change fall within the same academic year, the Research and Development Office will review and approve the change directly.**

**1.3.2. If the change involves a different academic year, the request will be treated as the faculty member being unable to complete the originally approved research and further education plan. The applicant must cancel the original approval and submit a new application for the short-term overseas research and further education subsidy for the next academic year.**

**Article 3.　Application for Overseas Research Subsidy from National Science Council
 or External Institutions**

**Faculty members applying for overseas research subsidies from the National Science Council or other external institutions during the summer or winter break may first apply directly to external entities. However, once approved by the external institution, the application must still be submitted to the University’s short-term overseas research and further education system for approval by the Research Promotion Committee.**

**Article 4.　Submission of Research Report and Reimbursement**

**Faculty members who receive subsidies must submit a research report to the Research and Development Office within 15 days after completing the research and further education period and must comply with the regulations for the reimbursement of subsidy expenses.**

**Failure to comply with the above-mentioned requirements will result in the denial of reimbursement and the faculty member will be prohibited from submitting further applications for a period of three years.**

**Article 5.　Implementation and Amendments**

**These principles shall take effect after approval by the Research Promotion Committee, and any amendments to these principles shall follow the same procedure.**