

CYCU Directions for Exchange Teachers for International Collaborative Research

Passed at the 1033rd School Administration Council on May 1, 2025

- I. In order to improve the international academic collaboration and exchange with international sister schools and encourage teachers to proactively participate in exchange research projects to improve both parties' academic standards, Chung Yuan Christian University (hereinafter referred to as "CYCU") hereby establishes the "CYCU Directions for Exchange Teachers for International Collaborative Research" (hereinafter referred to as the "Directions").
- II. CYCU shall select and send full-time faculty members of the position of assistant professor or above (hereinafter referred to as CYCU's full-time faculty members) to various international sister schools and will conversely invite full-time teachers from the international sister schools to serve as exchange teachers at CYCU. Applications for the exchange teacher program may be filed pursuant to the agreement of both parties.
- III. The international collaborative research projects conducted by exchange teachers aim to engage in the collaborative research, experiments, field surveys, collections of samples or the use of the research facilities with the potential to publish the results jointly.
- IV. Application procedure
 - (I) In order to serve as exchange teachers at the international sister schools, CYCU's full-time faculty members must submit the application form and details of the collaborative research proposal within two months prior to the exchange. The same will be submitted to CYCU's "Research Advocacy Committee" (hereinafter referred to as the "Committee") for review upon recommendation by the department/college and then reported to the President for approval. The President may also designate the exchange teachers.
 - (II) If the faculty members of the international sister schools wish to serve as exchange teachers at CYCU, the collaborative academic unit shall submit the application form and details of the collaborative research within two months prior to the exchange. The same will be submitted to the Committee for review and then reported to the President for approval.
- V. Scope of subsidy
 - (I) Short-term exchange:
 1. The exchange period in which CYCU's exchange teachers participate in the research projects overseas shall be no more than two weeks but no less than one week during the semester. The subsidy for the economy class round-trip airfare and per diem allowance will be authorized subject to the review results. Specifically, the subsidy will be NT\$100,000 per teacher, provided that such subsidy shall be granted no more than once per year. In the case of participation in the research projects overseas during summer/winter vacation, for the relevant scope of the subsidy and rights and obligations, the "Chung Yuan Christian University Regulations Governing Teacher Short-Term Continuing Education Abroad" shall apply.
 2. A subsidy of no more than NT\$40,000 will be granted to each teacher of an international sister school who serves as an exchange teacher participating in any research project at CYCU.

(II) Exchange during the semester:

1. In the case of a CYCU exchange teacher participating in research projects overseas for more than one semester, for the relevant scope of subsidy and rights and obligations, the “CYCU Regulations Governing Professors’ Participation in Research Projects during Vacation” and “CYCU Regulations Governing Incentives for Faculty’s Research and Continued Education” shall apply.
2. A subsidy of no more than NT\$40,000 will be granted to each teacher of the international sister school serving as an exchange teacher at CYCU for more than one semester.

VI. Case closure procedure

Either party’s exchange teachers who receive the subsidy shall provide a research result report within one month after returning back to his/her home country and shall also submit the report to the Committee for future reference. The subsidy fund shall be verified and reimbursed based on proof pursuant to the relevant requirements.

For those who fail to complete the case closure within the specific time limit upon service of the notice from the Office of Research and Development, their applications for, and the allocation of, the related subsidy to the research projects of the Office of Research and Development will be suspended in the academic year following expiration of the subsidy period.

VII. For CYCU’s full-time faculty members who serve as exchange teachers at an international sister school for more than one semester:

- (I) The courses taught by them shall be shared by the other teachers and no increase in the faculty quota limit will be allowed therefor.
- (II) Exchange teachers shall return to their school to provide service upon expiration of the mission period. Their service seniority during the exchange period may be renewed relatively.

VIII. The funds needed by the subsidy referred to herein shall be adjusted, allocated and covered by the school budget and related program funds. The spending and verification of funds shall be handled in accordance with CYCU’s accounting regulations.

IX. These Directions are passed by the School Administration Council, and shall be promulgated and enforced by the President. The same shall apply where the Directions are amended.