

NSYSU Implementation Guidelines for the Selection of Teachers for Stay Abroad to Teach or Conduct Research

Approved in the 1st meeting of the Higher Education Cultivation and Teaching Innovation Committee on December 18, 2018
Approved in the 2nd Administrative Meeting, 2nd semester of Academic Year 2018, on March 6, 2019

1. Purpose: National Sun Yat-sen University (hereinafter referred to as ‘the University’) stipulated these Guidelines aiming to enhance teaching and research-related professional knowledge and abilities of the University’s teachers, absorb new knowledge from abroad and improve the quality of teaching.
2. Number of candidates selected: depends on the University’s budget for a given year and on the decision of Higher Education Cultivation and Teaching Innovation Committee; only suitable candidates will be selected.
3. Period of stay abroad: the stay abroad for teaching or research purposes applied for by the teacher cannot affect the academic course schedule and in principle, it should take place during winter or summer vacations; the period of stay abroad shall be one month, however, Higher Education Cultivation and Teaching Innovation Committee may consider special needs reported in the application and adjust the period of stay, though not exceeding one-month time.
4. Selection requirements:
 - (1) Basic qualification requirement: being a full-time teacher at the University.
 - (2) Teachers fulfilling the basic qualification requirement and complying with the following requirements:
 - i. having obtained the Outstanding Teaching Award or the Excellent Teaching Award.
 - ii. having obtained the MOE Teaching Practice Research Program support.
 - iii. having diligently devoted themselves to teaching for a long term and having obtained the recommendation of the department or institute for certain activities.
5. Application content: when applying for a stay abroad for teaching or research, the teacher shall provide information on activities such as research or study, conferences, workshops related to teaching organized by the foreign university; the teacher registers for these activities himself/herself.

Activities such as academic meetings, conferences and related workshops abroad to attend by the teacher shall not be subject of financial support to apply for in the application being subject of these guidelines.

6. How to apply: according to the schedule announced by Teaching and Learning Development and Resources Center in May and December every year, the teacher shall fill in the 'Teacher's Application for Stay Abroad to Teach or Conduct Research' and attach the announcement and required materials of the organizing unit and send these documents to Teaching and Learning Development and Resources Center.

The teacher approved by the Stay Abroad to Teach or Conduct Research Project can file an application again after two years.

7. Review: a written review is conducted by the Higher Education Cultivation and Teaching Innovation Committee basing on the teaching/research abroad plan provided by the teacher; shall there be such need, the teacher might be requested to provide an oral report.
8. Formalities: the teacher handles on one's own formalities related to the stay abroad, as well the teaching/research report, registration procedure, accommodation and food. The teacher shall report their leave of absence for the stay abroad.
9. Report on the stay abroad: after coming back from abroad to teach or conduct research, the teacher shall file a related report within one month.
10. Service obligation after coming back from abroad: after coming back from abroad to teach or conduct research, the teacher shall organize at least one open event to introduce an innovative teaching method or model and agree to the University organizing a related study, conference, speech or workshop.
11. Budget: any necessary funds included in these Guidelines and the source of budget the teacher needs for the stay abroad to teach or conduct research is subject to MOE's plan for the cultivation of higher education.

The budget requested by the teacher includes living expenses, flight tickets, insurance premium and registration fees. Passport, entry and exit permits, visa and other formalities related to the stay abroad not included in the above expenses shall be covered by the teacher.

The teacher receiving the fund shall report the expenses within two weeks from the return date to the Office of Accounting of the University.

The request for return of the expenses abroad, such as living expenses, flight tickets, insurance premium, registration fees shall be handled in accordance with the Directions for Reimbursement of Overseas Travel Expenses and relevant regulations of the University.

12. If there are any issues not regulated by these Guidelines, these shall be handled

according to the related laws.

13. These Guidelines were approved by the administrative meeting of the University and are effective after the confirmation of the University President; any amendments shall be processed likewise.

NSYSU Application for the Selection of Teachers for Stay Abroad to Teach or Conduct Research

Department and position		Name	(please sign in person)		
The teacher performs administrative tasks part-time	<input type="checkbox"/> Yes; administrative position: _____; please attach the position agents' list and period of time <input type="checkbox"/> No				
Selection requirements	<input type="checkbox"/> Outstanding Teaching Award or the Excellent Teaching Award obtained; award and year: _____. <input type="checkbox"/> MOE Teaching Practice Research Program support obtained; year and project name: _____. <input type="checkbox"/> diligent long-term devotion to teaching and recommendation by the department or institute for specific activities obtained (the department or institute shall fill in the part below, providing the reason for recommendation and a stamp by the department/institute chair and the college dean).				
Period of stay abroad	From YYYY/MM/DD: _____ to YYYY/MM/DD: _____				
Country of stay		Title of Activities			
Organizing unit					
Project description	(shall this space be insufficient, another page can be attached)				
Budget applied for	Items	Unit Price	Quantity	Subtotal	Description
	Living costs abroad				
	The cost of round-trip airfare				
	Insurance premium				
	Registration fees				
	總計 Total				
	Description: 1. The cost of round-trip airfare: economy-class round-trip flight tickets with departure from a domestic airport to the airport closest to the meeting place shall be purchased, for a direct flight if possible and only for flights of domestic airlines. If it is not possible to use the services of domestic airlines, relevant application for employees traveling abroad for business with foreign airlines shall be filed; after a confirmation is issued, the employee can use and have refunded the fee for the services of foreign airlines. 2. The refund of the living costs abroad shall be handled according to the 'Amount Table of Foreign Per Diem Allowance of Central Government Agency.'				
Documents to be attached	<input type="checkbox"/> project application <input type="checkbox"/> announcement of the organizing unit <input type="checkbox"/> materials on other requirements of the organizing unit				
Reason for recommendation by the department or institute (not required)	(Signature and stamp of the chair of the department/ institute)				
Approval stamp of the college (not required)	(signature and stamp of the college dean)				