National Chengchi University
Regulations for Subsidizing Faculty Members to
Establish Overseas Short-Term Courses

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Article 1. The purpose of these regulations is to encourage faculty members,
researchers and teaching teams of National Chengchi University
(hereinafter referred to as “NCCU”) to establish short-term courses
conducted overseas (hereinafter referred to as “overseas short-term courses”)
so as to diversify NCCU students’ learning channels and broaden their
international view.

Article 2. “Overseas short-term courses” are defined here as courses composed of
academic lectures and visiting activities and conducted overseas for at least
seven days.

Article 3. The subsidy is provided to individual faculty members and researchers or
teaching teams formed by two or more full-time faculty members and/or
researchers from different institutes, departments and colleges. The theme
of the overseas short-term courses and visiting areas are to be determined by
the instructors of the courses.

Article 4. Requirements:
A. Curriculum plan shall have a core topic related to the visiting area.
B. Application form (Appendix 1) and curriculum plan (Appendix 2)
   approved by department (institute) affairs meeting shall be submitted to
   Committee of International Cooperation for review by mid March or
   late September of each year. Daily activities shall be described at length
   for Committee of International Cooperation to evaluate the academic
   rigidness of the course plan.
C. The course shall be open to both NCCU undergraduate and graduate
   students and the number of enrolled students shall not be less than ten.

Article 5. Principle of subsidy:
Each faculty member or researcher of NCCU can only apply for this
subsidy once a year regardless of application proposed by individual or a
team. Only one course will be subsidized for each department (institute)
every year.
The maximum of total subsidy for one course is NT$200,000, including basic subsidy and flexible subsidy.

A. Basic subsidy: NT$ 40,000
   It is to reimburse expenses of operation, transportation, lecture and any other costs directly related to the courses. Receipts must be attached.

B. Flexible subsidy:
   1. Region:
      If the visiting region is in the “developed regions” as categorized by Index of Region according to NCCU’s international academic cooperation and exchange activities, the subsidy is NT$10,000; if “developing region,” NT$25,000; if “underdeveloped region,” NT$40,000.
   2. Language:
      If the official language of the visiting region is one of the official languages spoken in the “developed region” as categorized by Index of Language, the subsidy is NT$10,000; in “developing region,” NT$25,000; in “underdeveloped region,” NT$40,000.
   3. Days of courses:
      If the total days of the course are more than ten days, a subsidy of NT$4,000 is granted for each additional day with a maximum total of NT$40,000.
   4. Number of students:
      If the enrolled students are more than fifteen, a subsidy of NT$4,000 is granted for each additional student with a maximum total of NT$40,000.

The so-called “developed region,” “developing region” and “underdeveloped region” may be reviewed and modified by OIC annually based on the development situation of NCCU’s international cooperation and exchange.

C. The entire subsidies shall be used on course-related expenses, including airfares, living expenses, office expenses and other necessary expenses. Airfares are reimbursed according to the guidelines established by National Science Council; living expenses are provided according to “Amount Table of Personnel Daily Living Allowance for Business Trips Delegated by Central Government Agency.”

D. The subsidy is subject to adjustment according to the course features and the annual budget.

Article 6. Enrolled students may apply for one credit hour for each course approved
and subsidized according to the foregoing article. However, teaching hours for such course shall be excluded from being counted in instructor’s basic teaching hours or hourly pay at NCCU. Instructors must give a course description presentation organized by OIC in April and October of each year.

Article 7. Regular courses with overseas teaching activities may also apply for the subsidy. The amount will be half of the abovementioned subsidies. Subsidized regular courses shall not be bound by Article 6.

Article 8. Subsidized faculty members, researchers or teaching teams shall submit a report to OIC within one month after returning to Taiwan. OIC will upload the report onto the Internet for public reference.

Article 9. The regulations take effect after being passed by Committee of International Cooperation and signed by the President of NCCU, likewise for revision of the regulations.