

Ming Chuan University Procedures for Encouraging Faculty Members to Pursue Research and Further Study

Revised and passed at the Administrative Council Meeting on December 22nd, 2014

- Article 1. Ming Chuan University Procedures for Encouraging Faculty Members to Pursue Research and Further Study have been established to encourage further faculty research and study, to improve faculty academic levels, and to improve faculty quality.
- Article 2. These procedures apply to full-time faculty members who have taught continuously in Ming Chuan for over three years, received monthly salary, have officially obtained their Ministry of Education teaching licenses, and have a good teaching record.
- Article 3. The research or study covered under these procedures undertaken by faculty members in domestic or overseas universities or institutes must be related to his or her current position and professional field.
- Article 4. Applicants must receive an admission letter from the research program, university, or institute, and the application for further study or research must be approved by the Faculty Hiring and Promotion Committee at department (graduate school), school, and university levels, and be approved by the president.
- Article 5. The faculty research or study program must be based on the needs and development of his or her academic unit, and may not negatively affect teaching. In addition, it should not result in increasing the number of part-time faculty members in that unit. Each unit may only allow one faculty member to apply for overseas research or study per year. Exception is made only if there is a special need, and special cases have to go through all levels of the approval process and be approved by the president.
- Article 6. Regulations for applying or being selected by this university for local or overseas research or study are as follows:
1. Application for overseas research or study:
 - (1) Faculty members may apply for a one-year leave without pay for overseas research or study. If needed, the time period can be extended by two years.
 - (2) When applying to pursue Ph.D. programs overseas, faculty members may apply for paid leave of absence (receiving base salary and research compensation) for the first year, and from the second year, apply for leave without pay, based on documentation from dissertation advisors. Yearly application is required and the total leave cannot exceed five years.
 2. Application for domestic doctoral study:
 - (1) When pursuing a Ph.D. locally, faculty members may apply for paid service-study (continuously providing work service and receiving salary) and a teaching hour reduction of two to three hours a week. The maximum period allowed is two years, with a one-year extension made only for special cases with the president's approval. Applicants can choose the academic year for which they apply, but extra hourly pay is not allowed during that year.
 - (2) Applicants are not allowed to teach or work part-time off campus.
 3. Ming Chuan University may select faculty members for research or study according to them being recommended for research or study by academic unit based on a special instructional need.
 4. After the research or study plan has been approved, matters such as research or study institute, topic, and time schedule may not be changed without permission. During the research or study period, faculty members should maintain contact with the university and submit a research or study schedule report every half year.
- Article 7. Faculty members who have received awards or reimbursement from the Ministry of Education (MOE), Ministry of Science and Technology (MOST), or other government institutes and

academic units for overseas research or study must present the related documents and have them approved by the university before they begin their study leaves. Ming Chuan University will allow faculty members leave with pay for one year and leave without pay from the second year. This category does not include scholarships received through tests related to studying abroad.

- Article 8. Faculty members who do not pass the most recent evaluation may not apply for paid leave of an absence-related research project or further study as outlined in Article 6 or 7. After passing the second review, faculty rights will be resumed from the following academic year. Faculty members who already have permission for research or study leave are not restricted by this.
- Article 9. Faculty members who plan to apply for leave without pay must complete the application before December 1 for the spring semester and before June 1 for the fall semester. Applications are not accepted after the deadline.
- Article 10. The term of paid leave absence stated in this procedure includes base salary and research compensation but excludes the director's supplement and service bonus.
- Article 11. According to the procedure regarding faculty member research and study program, aside from those who have received non-renewal notices, faculty members must apply for job resumption at least three months prior to completion of their research and study programs. Regulations regarding service obligations are listed below:
1. The service period of obligation for faculty members who have been on paid service-study and paid leave of absence will be calculated based on the period that the faculty member was on service-study, paid leave of absence, teaching hour reduction, and/or subsidy.
 2. Faculty members who have been on leave without pay must continue to serve at least one year.
- Article 12. According to Article 6, Clause 1, and Item 2 of these procedures, foreign faculty members approved to pursue a Ph.D. will not receive salary during their study. Returnees resuming service at the university will receive the pay (excluding any director's supplement or service bonus) for the one year of leave with pay distributed monthly over the required service period.
- Article 13. Faculty members embarking on a research or study plan must sign a research or study contract with the university. If faculty members violate any of the regulations above or face contract non-renewal, they must return all the salary and the university compensation received during the research or study period. Contract for the research or study plan, stated previously, will be dealt with separately. Apart from the university contract, faculty members receiving governmental monetary support, must observe their contract regulations.
- Article 14. Faculty members who sign a research or study contract with the university have to arrange for a guarantor who must be another full-time Ming Chuan University employee. Under the guarantee agreement, if the applicant does not return the money, the guarantor must return all the salary and the compensation paid to the applicant. This regulation also applies to faculty members whose employment is not continued. The guarantee agreement is dealt with elsewhere.
- Article 15. Matters not covered in these procedures will be dealt with in accordance with other relevant university regulations.
- Article 16. Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****