

Ming Chuan University Guidelines for Full-time Faculty Members and Special Program Faculty Members Overseas Exchange and Interaction

Passed at Administrative Council Meeting on April 13, 2020

- Article 1. These Guidelines were established to promote the institution's international competitiveness and academic position, and enhance the international collaboration with faculty members at overseas institutions.
- Article 2. MCU Full-time Faculty Members and Special Program Faculty Members (hereinafter referred to as MCU Faculty Members) who go to overseas institutions for international academic collaborations include those participating in teaching, research (including participation in co-research with foreign scholars or MOST Program) and visiting.
- Article 3. MCU Faculty Members may implement overseas exchange during his/her sabbatical leave, winter and summer breaks or during a semester. Those who participate in academic activities, such as research or visiting, must accumulate a minimum of one month and maximum of one year. Those who participate in academic activities, such as teaching, must teach at least 16 hours per semester. Those who do not meet the above criteria will be regarded as interacting, not exchanging.
- Article 4. MCU Faculty Members who go to overseas institutions for teaching, research and visiting, please submit the application form according to the following procedures.
1. Research and visiting type: faculty members submit the research or visiting plan and are recommended by Department Chair, Director of Graduate School and Dean of School, report to Southeast Asian, Cross-Strait and Overseas Student Institute for reference, and report to the President for approval. President and the relevant Dean of School may assign faculty members for the exchange.
 2. Teaching type: The School will implement this exchange by signing special contract, reporting to Southeast Asian, Cross-Strait and Overseas Student Institute for reference, and reporting to the President for approval. President and the relevant Dean of School may assign faculty members for the exchange
- Article 5. MCU Faculty Members who participate in exchange of research and visiting type, must submit a written report to Southeast Asian, Cross-Strait and Overseas Student Institute for reference within one month upon the end of the exchange period; and must serve at MCU for at least one year before applying for another exchange.
- Article 6. Those who are assigned for exchange may apply for Paid Leave of Absence for one year only.
- Article 7. Matters not covered in these guidelines will be dealt with in accordance with other relevant regulations or be processed as a special case.
- Article 8. 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.****