

# Guidelines for Overseas Faculty Members Implementing Exchange and Interaction at MCU

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 assist in academic units through inviting faculty members from overseas institutions for exchange.
- Article 2. Overseas exchange faculty members (including professional scholars) who implement exchange activities with MCU include those teaching, research (including co-research with MCU faculty members) and visiting.
- Article 3. Overseas Faculty Members may implement exchange at MCU during 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. However, those who are scholars with higher position in academia are not limited to the exchange period as mentioned above. 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. Those overseas faculty members invited for teaching at MCU will be granted an economy-class round-trip ticket in accordance with the budget situation of the current academic year. The Hourly Teaching Pay will be processed in accordance with the relevant regulations.
- Article 5. The inviting unit must fill in the Overseas Exchange Faculty Application and attach the teaching or research plan for Overseas exchange faculty members who implement academic activities at MCU, report to Southeast Asian, Cross-Strait and Overseas Student Institute for reference, and report to the President for approval. The inviting unit must handle the affairs of appointment and reception.
- Article 6. The inviting unit must assist in providing the relevant academic research guidance and resource services (campus shuttle bus, library, campus internet, temporary ID application and email account) for the Overseas Exchange Faculty Members.
- 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.\*\***