

Ming Chuan University Procedures for Administrative Staff Members On-job Continuing Study

Revised and Passed at the Administrative Council Meeting on June 10, 2019

- Article 1. These procedures were established to raise the quality of university administrative staff members.
- Article 2. ““Administrative Staff Members” in these procedures refers to full-time administrative staff members and technical staff members in Ming Chuan University.
- Article 3. “Further study” outlined in these procedures refers to the pursuit of master’s or doctoral degrees domestically or overseas, and participation in short-term study program or training held by organizations approved by Ming Chuan University.
- Article 4. In accordance with these procedures, full-time administrative staff members whose terms of service exceed four years with at least two A and one B performance evaluations for the past three years may apply for further study. Recommendation by unit supervisors and approval by the president is necessary.
Full-time administrative staff members who study in a master’s program must be approved by their unit supervisor and take courses during non-working hours in a domestic master’s program.
- Article 5. Unit supervisors should examine the application for further study carefully to ensure there is a connection between content of the study and the nature of the post, and if further study may further develop university affairs or meet the needs of the position.
- Article 6. Further study should not influence the post in any way; the unit supervisor can adjust the job but no request should be made to increase the prescribed number of personnel.
- Article 7. Persons who are selected to participate in domestic or overseas short-term study programs or training, or who are required to go abroad for official purposes, will be granted official leaves and subsidies. If administrative staff members make voluntary application, and the application is approved by the unit supervisor and president, personal leave and holidays may be used, but no subsidies will be offered.
- Article 8. Full-time administrative staff members who apply for a doctoral program will be dealt with in accordance with the following procedures:
1. Overseas study: Without exception, the post will be suspended without payment. The study period is limited to five years.
 2. Domestic studies:
 - (1) Further studies at Ming Chuan University: Full-time administrative staff members who apply for a doctoral program may apply for up to six hours of official leave per week, with a maximum term of five years available. Full-time administrative staff members are not allow to work for the department which they are studying.
 - (2) Further studies outside Ming Chuan University: Full-time administrative staff members who apply for doctoral programs outside this institution with unpaid leave of absence will be subject to the same regulations as for overseas study. Full-time administrative staff members who apply for a doctoral program with paid leave of absence may apply for up to six hours of official leave per week, for a maximum of five years. In principle, the accumulated study period is limited to a maximum of five years.
- The period of further studies as mentioned in the preceding section:
1. Administrative staff members who take paid leave of absence may apply for adjusting working period as needed; however, their responsible duty may not be reduced.
 2. Those who apply for unpaid leave of absence may not concurrently lecture at the University and that staff member’s unit may hire contract staff members as duty agents.
- Article 9. Full-time administrative staff members who apply for domestic or overseas doctoral programs must submit an application form for reference (The form is dealt with elsewhere.) before taking the admission examination. To engage in further studies in accordance with proper administrative procedures, the admission letter and application must be submitted for approval of the Section Chief, first-level administrator, and the president.

Full-time administrative staff members who apply for a doctoral program with paid leave of absence must submit the list of chosen courses for a given semester, and duty schedule, before the beginning of each semester for approval in accordance with the administrative procedures.

- Article 10. To avoid affecting the normal operation of the university, the maximum number of administrative staff members who pursue further studies in a single academic year is in principle limited to three percent of the total number of administrative staff members of Ming Chuan University. The quota of administrative staff members in further study for each first-level administrative section is limited to one; if there are more than ten administrative staff members in a section, the quota may be raised to two.
- Article 11. Applicants for further study who apply for a doctoral program with paid leave of absence must sign a contract with Ming Chuan University agreeing to return to Ming Chuan University for follow-up service at least one year after the term of study has finished.
If applicants violate the above regulations, they must return any payment received including the official leave along with interest in accordance with the terms of advancement. Contracts for future service are made separately from applications for further study.
- Article 12. Full-time administrative staff members who have been pursuing a doctoral program should return to the original unit for reinstatement after the study term has finished. Transferring positions or requesting faculty appointment is not permitted. However, the academic units may hire those staff members as faculty with the approval of the original units in accordance with the hiring procedures of Ming Chuan University.
- Article 13. Administrative staff members with posts suspended without payment should apply in writing for reinstatement within two month prior to the expiration of the term of study. Late application is deemed as relinquishing one's post.
If the original post is occupied when the staff member applies for reinstatement, appropriate adjustments will be made to the original post as the situation requires.
- Article 14. 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.****