

# Ming Chuan University Research / Study Reward Application Procedures for Faculty Members

Revised and passed at the Faculty Review and Evaluation Committee on January 18, 1997

Revised and passed at the Faculty Review and Evaluation Committee on April 1, 1999

Revised and passed at the Faculty Review and Evaluation Committee on October 9, 2000

Revised and passed at the Faculty Review and Evaluation Committee on December 14, 2000

Revised and passed at the Faculty Review and Evaluation Committee on November 9, 2006

Revised and passed at the Faculty Review and Evaluation Committee on December 7, 2006

Revised and passed at the Faculty Review and Evaluation Committee on October 26, 2009

Revised and passed at the Faculty Review and Evaluation Committee on June 30, 2011

Revised and passed at the Faculty Review and Evaluation Committee on May 2, 2013

Revised and passed at the Faculty Review and Evaluation Committee on July 1, 2014

Revised and passed at the Faculty Review and Evaluation Committee on February 23, 2017

Revised and passed at the Faculty Review and Evaluation Committee on August 16, 2018

Revised and passed at the Faculty Review and Evaluation Committee on August 12, 2021

- Article 1 In accordance with Article 48 of the university's Organizational Code and Articles 1 and 2 of the university's Faculty Review and Evaluation Committee Organizational Charter, these application procedures were established to encourage MCU faculty members to publish academic publications, outstanding academic books and academic chapters, and to process reward applications for academic research achievements and academic books.
- Article 2 All Ming Chuan full-time, part-time, and special project Professors, Associate Professors, Assistant Professors, Instructors (including faculty members who have applied for leave with pay), or invited scholars who are at the university through Ministry of Science and Technology, Ministry of Education or other official means, who have had an article(s) published in any SCIE, SSCI, A&HCI, EI (not including colloquium papers), TSSCI, THCI or CSCI index may apply for this research award. Full-time faculty members who have published publications, academic books, or academic chapters in their field of teaching are also eligible to apply for the research/study award. The publication(s) must be published with faculty affiliation listed as Ming Chuan University.
- Article 3 The award types include monetary awards and teaching hour reductions.
- Article 4 Ming Chuan faculty members who apply to other research institutions for awards should follow these procedures. If the publication submitted is a collaborative work, each case can only be subsidized once. A co-author cannot reapply for subsidization with the same contents or main contents already submitted.
- Article 5 Academic books or book chapters must be reviewed by academic book publishers prior to publication. For books and book chapters in the fields of Humanities and Social Sciences, these procedures only apply to those whose

application for funding from Ministry of Science and Technology, Ministry of Education or other funding bodies are not granted.

Article 6 Faculty members must submit the following documents to the Human Resources Division during the application period of October 1 to October 31 every year. The applications will be further evaluated by the Faculty Review and Evaluation Committee.

1. Application form
2. Offprints of papers published within the last two years or in the current academic year (beginning from August 1) for the record
3. Applicants for publications that been cited within the last five years, as of August 1 in the current academic year, are to attach paper offprint(s) that conform to these regulations
4. Photocopy of the ranking from the current Journal Citation Report (JCR) or relevant documents.
5. Applicants for publications that been cited are to submit a copy of the citation report or other relevant documents.

Faculty members who apply for an academic book reward should submit their application to the Research and Development Division before the designated time along with the following documents:

1. Application Form
2. Two copies of book(s) published within the last three years that conforms with these procedures
3. Proof of an official evaluation report provided by the publisher
4. Books in the fields of Humanities and Social Sciences should provide proof of other funding not granted by Ministry of Science and Technology or other funding bodies.

Article 7 Writing which is not rewarded is listed as follows:

1. Dissertation or thesis
2. Compiled textbooks, reference books, or translations
3. Works which have already received off-campus rewards
4. Non-academic general writings

Article 8 To be eligible for reward, academic books or book chapters must be publicly printed and published with an ISBN as full text. If application for reward is made for the first edition, no further reward may be applied for.

Article 9 Awards either for money or teaching hour reduction are contingent upon approval of the university's Faculty Review and Evaluation Committee, the Human Resources Division, and the president. Upon being passed at the Faculty Review and Evaluation Committee and transferred to the Research

and Development Division for the president's approval, awards will be issued to the academic book reward applicants. The award amount is reviewed and granted by the University Faculty Review and Evaluation Committee in accordance with the contents of the books.

Article 10 The reward money or teaching hour reductions for published articles are as follows:

1. Articles published in the SCIE (Science Citation Index) or SSCI (Social Science Citation Index) listed journals and which are in the top 10% of the JCR (Journal Citation Report) ranking: 80,000 NTD. An additional 10,000 NTD will be issued if the article written is in cooperation with overseas scholars.
2. Articles published in the SCIE (Science Citation Index) or SSCI (Social Science Citation Index) listed journals and which are in the top 11% to 25% of the JCR (Journal Citation Report) ranking: 70,000 NTD. An additional 10,000 NTD will be issued if the article is written in cooperation with overseas scholars.
3. Articles published in the SCIE (Science Citation Index), SSCI (Social Science Citation Index) or A&HCI (Arts and Humanities Citation Index) listed journals and which are in the top 26% to 50% of the JCR (Journal Citation Report) ranking: 60,000 NTD. An additional 10,000 NTD will be issued if the article is written in cooperation with overseas scholars.
4. Articles published in the SCIE (Science Citation Index) or SSCI (Social Science Citation Index) listed journals and which are in the top 51% to 75% of the JCR (Journal Citation Report) ranking: 50,000 NTD. An additional 8,000 NTD will be issued if the article is written in cooperation with overseas scholars.
5. Articles published in the SCIE (Science Citation Index) or SSCI (Social Science Citation Index) listed journals and are not in the top 75% of the JCR (Journal Citation Report) ranking: 40,000 NTD. An additional 6,000 NTD will be issued if the article is written in cooperation with overseas scholars.
6. Articles published in the EI (not including conference papers) listed journals, TSSCI listed journals, THCI listed journals or CSSCI listed journals: 20,000 NTD. An additional 4,000 NTD will be issued if the EI papers is written in cooperation with overseas scholars.
7. Articles published in the SCIE, SSCI, A&HCI, EI listed journals and cited over 200 times within 5 years (not including self-citation): 60,000 NTD.
8. Articles published in the SCIE, SSCI, A&HCI, EI listed journals and cited

over 150 times but less than 200 times within 5 years (not including self-citation): 50,000 NTD.

9. Articles published in the SCIE, SSCI, A&HCI, EI listed journals and cited over 100 times but less than 150 times within 5 years (not including self-citation): 40,000 NTD.
10. For articles that have two or more co-authors, as stated in category 9, the reward is issued proportionately according to the number of authors. Applications for categories 1 to 6, published academic journals are restricted to once for each case. Applications for categories 7 to 9, published journals cited are restricted to once for each case.
11. As to encourage international research cooperation, international authors are not counted in calculating the number of authors.
12. If there are several papers in different categories presented by the same applicant, the maximum cumulative award money will be 240,000 NTD.
13. After being approved by the president, applicants can substitute a three-hour teaching reduction in the following semester for an award(s) of 120,000 NTD or more.

Article 11 The SCIE, SSCI, A&HCI, EI, TSSCI, THCI or CSSCI journal in which the article is published must be included in the volume most recently released prior to the application deadline in order to qualify.  
For applicants with articles published in the journals included in TSSCI, THCI, and CSSCI under paragraph 6 of the preceding article, the reward will be adjusted to 10,000 NTD starting in the 2024-25 academic year, and the applications will no longer be accepted as of the 2026-27 academic year.

Article 12 Rewards for academic books and book chapters include:

1. Academic books: A total of 20,000 NTD will be awarded per application. A maximum of 40,000 NTD may be awarded when the Faculty Review and Evaluation Committee agree unanimously on a designation of outstanding academic book(s).
2. Academic book chapters: A total of 5,000 NTD will be awarded per application, up to a maximum of 20,000 NTD.

Article 13 If any violation of academic ethics is proven, all reward should be returned and the author(s) cannot apply for academic book reward within two years from the date of notice.

Article 14 The budget for these rewards is arranged in the current academic year budget. If there are budgetary constraints in a given year, the abovementioned monetary rewards should be adjusted accordingly.

Article 15 Upon being passed at the university's Faculty Review and Evaluation

Committee and approved by the president, these procedures were announced and 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.\*\***