

# National Taipei University of Education

## Overseas Visiting Academic Directive

Passed upon the 133rd Administrative Meeting, dated October 12th, 2016.

Amended upon the 142nd Administrative Meeting, dated June 28th, 2017.

- A. In order to encourage internationalization of academia, and invite overseas (including China, HK and Macao region) visiting academics to the University for short term visits and researches, the University has strived to establish the Directive of Overseas Visiting Academics (hereafter referred to as the Directive).
- B. Overseas visiting academics referred to in the Directive shall consist of academics that have no official employment relations with the University, but have, after approval by the University, agreed to conduct a short visiting/research period for a duration of over 1 month and under 1 school year. Academics visiting from overseas sister schools of the University shall be bound by the respective Exchange Agreement stipulations, and are therefore excluded from the Directive.
- C. Application Procedure: The application form (appendix 1) shall be submitted to the University by the visiting academic, along with the relevant documentation, 3 months prior to the planned visit. After the receiving department has reviewed and approved of the application, an invitation shall be sent and assistance of obtaining a visa offered. The application approved by the President shall be copied to the International Affairs Division, R&D Department for filing purposes.
- D. Services provided by the University to the visiting academic entails:
- (1) The receiving department shall designate personnel in assisting the filling in of the Visiting Academic Arrival Form (appendix 2), and offer academic and administrative services (including assisting the visitor in applying for University network access, library card, and other services that may require additional charges such as parking permit and gym access). Depending on the requirement of the visitor, a research study and computer equipment will be offered.
  - (2) The International Affairs Division will offer University information and campus orientation services.
  - (3) Pay applicable administrative service charges (detailed in item 6) at the Cashier counter of the General Affairs Office.
  - (4) Submit the Visiting Academic Arrival Form and a copy of the President approved application form to the Office of Personnel for visitor's ID card.
- E. Should the visitor require to change their plans due to various reasons, an agreement letter by their original institution shall be submitted for the approval of the receiving department of the University. Only when the approval has been obtained shall the change commence, the agreement of the change shall be copied to the International Affairs Division.
- F. The applicable fee charges for visiting academics are as follows:
- 1) Administrative Service:
    1. Fee charge rate

1 - 30 days: TWD\$6,400.

31 - 120 days: TWD\$10,000.

121 - 180 days: TWD\$12,800.

181 days - 1 year: TWD\$25,600.

2. The allocation of the administrative service charges shall be 15% for the receiving department and the remainder to the discretion of the University.
  3. Visiting academics shall, on principle, limit their stay to 1 year. Should the academic wish to stay further after the official visiting period, the duration shall be calculated additionally in accordance with the aforementioned rates.
  4. The visiting academic shall pay the fee charges of administrative services upon arrival. The administrative service fee is a one-time, non-refundable charge.
- 2) Insurance, parking permits, accommodation and visa fee charges are payable by the visitor; should their University ID be lost or damaged, a TWD\$100 cost shall apply.
  - 3) Should the visiting academic incur other fee charges due to their research at the University, the charges shall be paid in accordance with the inviting department's fee charge rate. The income of those charges shall be handled in accordance with the Promotional Education Income Handling Guideline.
  - 4) Should the visitor wish to enroll in a class and receive the respective credits, the credit fee charges shall be paid in accordance with the University Auditing Procedure, and relevant administrative procedures shall be completed.

G. During the duration of stay in Taiwan by the visiting academic, should the visitor engage in activities that are irrelevant to their application or in breach of the law, the University reserves the right to revoke their qualification for research and proceed as stipulated by the relevant laws and regulations.

H. The Directive has been passed by the Administrative Meeting and approved by the President before being implemented. Its amendment shall follow suit.