

NTUB Guidelines for Full-time Faculty Teachers Applying to Study at A Foreign Institution

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1. To encourage full-time faculty at all ranks to absorb new international scholarships and to enhance the level of academic research, National Taipei University of Business (hereinafter “the University”), with reference to the Regulations Governing Incentives for Faculty Advanced Study and Research and other applicable laws and regulations, hereby establishes these Guidelines for Overseas Degree Study by University Faculty (hereinafter “these Guidelines”).
2. Except where otherwise provided by law or regulation, full-time University faculty members pursuing overseas degree studies shall be governed by these Guidelines.
3. Qualifications for faculty members undertaking overseas degree studies are as follows:
 - (1) Those who have served continuously as full-time faculty at the University for more than two years but less than three years may apply for leave without pay, subject to review by the University Faculty Evaluation Committee and approval by the President.
 - (2) Those who have served for three years or more may apply for paid study leave for up to one year, subject to review by the University Faculty Evaluation Committee and approval by the President. From the second year onward, the status changes to leave without pay.

Faculty members who have been on secondment must return to the University and complete at least one full year of service before applying for overseas degree study.

4. Faculty applying for overseas degree studies must do so without disrupting normal instruction, with suitable personnel assigned to cover their original courses, and the application must be reviewed and approved by the University Faculty Evaluation Committee.

If the applicant concurrently holds an administrative post, and the overseas period is six months or longer, the administrative duties are waived. If the period is less than six months, a person of equivalent rank shall be selected and, with the President's consent, appointed to act in that capacity.

5. Applicants for overseas degree study must hold a qualified rank of Teaching Assistant or above. For Teaching Assistants, eligibility is limited to those who obtained a Teaching Assistant certificate prior to March 19, 1997, the effective date of the amended Teachers' Appointment Act.
6. In any given year, the total number of faculty approved for overseas degree studies under these Guidelines, combined with the numbers of professors on sabbatical, faculty on overseas lecturing or research, and faculty on secondment, may not exceed 12 percent of the University's current full-time faculty. For each department or division, institute, degree program, center, or office, the unit-level total for these categories may not exceed 12 percent of that unit's current full-time faculty.

For purposes of calculating each unit's quota, the reference headcounts are those as of March 31 and September 30 of each year. Where the calculation yields fewer than one person, it shall be rounded up to one.

7. Applicants for overseas degree studies shall submit a study plan and an admission approval letter. After review and approval by the Faculty Evaluation Committees at each level in accordance with procedure, the application together with the meeting minutes shall be submitted to the Personnel Office for consolidation and referral to the University Faculty Evaluation Committee by May 16 or November 16 of the same year. Upon review and approval by the University Faculty Evaluation Committee and approval by the President, and after completing the contracting formalities, the applicant may proceed. If, due to special circumstances, a candidate approved by the University Faculty Evaluation Committee is unable to depart, the qualification may be reserved for one academic year. If departure still cannot be effected within that period, the qualification shall be cancelled. Any subsequent application shall be processed anew in accordance with the regulations.

8. Duration of overseas degree study:

- (1) For a master's degree: up to two years.

- (2) For a doctoral degree: up to three years.

Where necessary, an extension may be applied for under the following limits:

- (1) Master's degree: up to one additional year.
- (2) Doctoral degree: up to two additional years.

Applications for extension must be submitted two months before the expiry of the approved period. In addition to specifying the facts that prevent completion within the original period, the applicant must submit a transcript and supporting documents such as certifications from relevant units or professors. After review and approval by the University Faculty Evaluation Committee, the case shall be submitted to the President for approval.

The report shall be at least 1,500 words and accompanied by the transcript issued by the host institution and documentary proof of course attendance, for submission to the University Faculty Evaluation Committee for record. Failure to submit within the prescribed time limit will result in ineligibility to apply again for five years.

9. For faculty approved for overseas degree studies, those who, for legitimate reasons, must return during a period of paid study leave shall obtain prior approval. If a faculty member returns without University approval during paid study leave, then, upon review and resolution by the University Faculty Evaluation Committee, the paid study leave shall be cancelled from the date of return and converted to leave without pay. Those who return late shall, in accordance with the Executive Yuan's "Implementation Plan for Selecting and Sending Civil Servants Abroad for Thematic Research," repay all expenses received during the period abroad and reimburse an amount equal to the salary received. Those who proceed to another country to engage in activities other than the approved items shall be handled in the same manner as unapproved early return.
10. Faculty applying for overseas degree study under these Guidelines may not undertake consecutive master's and doctoral degree programs.
11. Faculty members approved for overseas degree study shall, before departure, sign a contract with the University and complete the required guarantee procedures, and upon return shall fulfill their service obligation to the University.

The required service period for time spent on paid study leave is twice the duration of the paid leave. The required service period for time spent on leave without pay is equal to the duration of the unpaid leave. Those who do not return to the University for service, or who fail to complete the required service obligation, shall reimburse, in proportion to the unfulfilled period, the salary received during the paid study leave. A note to this effect shall be recorded on

the certificate of separation.

12. Personnel undertaking overseas degree studies under these Guidelines shall not resign, transfer, or engage in lecturing, research, or advanced study domestically or abroad before completing their service obligation.
13. Matters not provided for herein shall be handled in accordance with other applicable laws and regulations.
14. These Guidelines shall be implemented after review and approval by the University Faculty Evaluation Committee and approval by the President. Amendments shall follow the same procedure.