

# **Regulations for faculty exchange between Yuan Ze University and overseas partner institutions**

Approved at the 13th Administrative Meeting of 2023 Academic Year, dated Feb. 21, 2024

1. Yuan Ze University (hereinafter referred to as "the University") aims to promote international cooperation and exchange with partner institutions abroad, and to encourage teachers to engage in exchange lectures and research. Therefore, these guidelines, titled "Regulations for faculty exchange between Yuan Ze University and overseas partner institutions" (hereinafter referred to as "these guidelines") are established.
2. Eligibility for Application:
  - A. Overseas partner institutions, as referred to in these guidelines, are those with which the University has signed academic cooperation agreements or memoranda of understanding (MoU).
  - B. "Faculty exchange" as mentioned herein refer to full-time faculty members from both institutions who actually teach at the partner institution.
3. Rules for full-time faculty member of the University to exchange with overseas partner institutions:

University faculty members can apply for exchange programs at overseas partner institutions, where they are required to teach in classes. They may qualify for subsidies covering round-trip economy class airfare and daily expenses, in line with the guidelines established by the Ministry of Education. The subsidy amount per faculty member is subject to annual budget adjustments, with any shortfall to be covered by the sending department. Exceptions may be granted for special circumstances upon approval of specific projects.
4. Rules for full-time faculty member of overseas partner institutions to exchange with the University :

Full-time faculty members from overseas partner institutions who come to the University for exchange programs, where they are required to teach in classes, and provide proof of declined subsidy from the National Science and Technology Council, may apply for subsidies for round-trip economy class airfare and daily expenses in accordance with the guidelines set forth by the Ministry of Education. The subsidy amount per faculty member is subject to annual budget adjustments, and any shortfall must be covered by the inviting

department within the University.

5. Application Procedures:
  - A. Applications will be processed on a first-come, first-served basis on-call review system until the annual budget is exhausted. Applicants must submit relevant application forms and documents (including details of any grants obtained or applied for from other organizations, invitation letters from partner schools abroad or from the University for exchange faculty, etc.) one month prior to the scheduled exchange. Applications must be endorsed by the department head, then reviewed and approved by the Global Affairs Office.
  - B. Failure to complete the application process within the specified timeframe may result in disqualification, and applicants may need to reapply if necessary. If, without major force majeure factors, an applicant fails to complete the scheduled activities within
6. Reimbursement of Exchange Faculty Subsidies must be in accordance with the University's relevant regulations. Recipients of subsidies must submit expense reports for verification within one month after the completion of the exchange program. Duplicate reimbursements are not allowed. Additionally, recipients must submit a report outlining the academic, international cooperation, and enrollment assistance outcomes achieved through their participation.
7. Exchange faculty are responsible for arranging visas and transportation matters prior to their departure. They must also apply for official leave before their departure, in accordance with the relevant regulations of their respective colleges or departments.
8. University faculty members participating in exchange programs abroad must return to fulfill their service obligations as scheduled. Their years of service will continue to accrue during their time abroad. Failure to return to fulfill service obligations or incomplete fulfillment during the service period will require compensation for the subsidy amount in proportion to the unfulfilled obligation. These guidelines do not apply to personnel on unpaid leave for educational purposes.
9. A faculty member from either institution may apply for an exchange program once a year.
10. The funding for subsidies required by these guidelines shall come from project funds.
11. Matters not covered herein shall be handled in accordance with the University's relevant

regulations.

12. These guidelines shall be implemented after approval by the administrative meeting and amendments shall follow the same process.