

境外教師至銘傳大學交換暨交流作業要點

中華民國109年04月10日法規審查會通過

中華民國109年04月13日行政會議審議通過

- 一、本校為提升國際競爭力與學術地位，協助教學單位邀請境外學校教師來校交換，特訂定本要點。
- 二、境外交換教師(含專業專家學者)赴本校從事交換活動包括講學、研究(含與本校教師共同研究)、訪問等。
- 三、學術活動屬研究或訪問類型者，境外交換教師得於寒暑假或學期中赴本校進行交換，期間每學年累計至少一個月，最長以一年為限。學術地位崇高之學者，交換活動期間長短不受前項限制。學術交換活動屬講學類型者，每學年於本校應至少授課 16 小時。未符合前述規範者屬交流。
- 四、獲邀至本校講學之境外交換教師，視當學年預算使用情形酌予補助個人經濟艙往返機票。授課鐘點費依相關規定支給。
- 五、境外交換教師赴本校進行學術活動，邀請單位應填妥境外交換教師申請表格，附上講學或研究計畫書，並經新南向暨兩岸境外生院核備，報請校長核定後，由邀請單位辦理後續聘任或接待事宜。
- 六、境外教師至本校交換，邀請單位應協助提供教師所需學術研究相關資源指引（校園交通車、圖書館、校園網路、申請臨時識別證、電子郵件帳號等）。
- 七、本要點未規定事項，適用其他法規或專案辦理之。
- 八、本要點經行政會議通過，校長核定後實施，修正時亦同。

Guidelines for Overseas Faculty Members Implementing Exchange and Interaction at MCU

Passed at Regulation Review Committee Meeting on April 10, 2020

Passed at Administrative Council Meeting on April 13, 2020

- Article 1. These Guidelines were established to promote the institution's international competitiveness and academic position, and assist in academic units through inviting faculty members from overseas institutions for exchange.
- Article 2. Overseas exchange faculty members (including professional scholars) who implement exchange activities with MCU include those teaching, research (including co-research with MCU faculty members) and visiting.
- Article 3. Overseas Faculty Members may implement exchange at MCU during winter and summer breaks or during a semester. Those who participate in academic activities, such as research or visiting, must accumulate a minimum of one month and maximum of one year. However, those who are scholars with higher position in academia are not limited to the exchange period as mentioned above. Those who participate in academic activities, such as teaching, must teach at least 16 hours per semester. Those who do not meet the above criteria will be regarded as interacting, not exchanging.
- Article 4. Those overseas faculty members invited for teaching at MCU will be granted an economy-class round-trip ticket in accordance with the budget situation of the current academic year. The Hourly Teaching Pay will be processed in accordance with the relevant regulations.
- Article 5. The inviting unit must fill in the Overseas Exchange Faculty Application and attach the teaching or research plan for Overseas exchange faculty members who implement academic activities at MCU, report to Southeast Asian, Cross-Strait and Overseas Student Institute for reference, and report to the President for approval. The inviting unit must handle the affairs of appointment and reception.
- Article 6. The inviting unit must assist in providing the relevant academic research guidance and resource services (campus shuttle bus, library, campus internet, temporary ID application and email account) for the Overseas Exchange Faculty Members.
- Article 7. Matters not covered in these guidelines will be dealt with in accordance with other relevant regulations or be processed as a special case.
- Article 8. 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.*