

銘傳大學專任暨專案教師赴境外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，促進與境外學校間教師之國際合作，特訂定本要點。
- 二、本校專任、專案教師(簡稱本校教師)赴境外學校，從事學術國際合作活動包括講學、研究(含與境外學者共同研究，或以科技部計畫赴境外學校)、訪問等。
- 三、本校教師得於休假研究期間、寒暑假或學期中赴境外學校進行交換。學術活動屬研究、訪問類型者期間每學年累計至少一個月，最長以一年為限。學術活動屬講學類型者，每學年應至少授課16小時。未符合前述規範者屬交流。
- 四、本校教師赴境外學校進行講學、研究、訪問，依下列程序填具交換教師申請表格。
 - (一)研究、訪問類型：由教師提出研究或訪問計畫書，經系主任、所長、學院院長推薦，並經新南向暨兩岸境外生院核備，報請校長核定。校長及相關學院院長亦可逕行指派。
 - (二)講學類型：由學院以專簽方式，並經新南向暨兩岸境外生院核備，報請校長核定。校長及相關學院院長亦可逕行指派。
- 五、本校交換教師屬研究、訪問類型者，交換期滿應於返校一個月內繳交書面報告至新南向暨兩岸境外生院備查。期滿返校至少應在本校服務滿一年，始得再次提出申請交換。
- 六、本校派遣之交換教師留職留薪至多為一年。
- 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。

Ming Chuan University Guidelines for Full-time Faculty Members and Special Program Faculty Members Overseas Exchange and Interaction

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 enhance the international collaboration with faculty members at overseas institutions.
- Article 2. MCU Full-time Faculty Members and Special Program Faculty Members (hereinafter referred to as MCU Faculty Members) who go to overseas institutions for international academic collaborations include those participating in teaching, research (including participation in co-research with foreign scholars or MOST Program) and visiting.
- Article 3. MCU Faculty Members may implement overseas exchange during his/her sabbatical leave, 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. 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. MCU Faculty Members who go to overseas institutions for teaching, research and visiting, please submit the application form according to the following procedures.
 1. Research and visiting type: faculty members submit the research or visiting plan and are recommended by Department Chair, Director of Graduate School and Dean of School, report to Southeast Asian, Cross-Strait and Overseas Student Institute for reference, and report to the President for approval. President and the relevant Dean of School may assign faculty members for the exchange.
 2. Teaching type: The School will implement this exchange by signing special contract, reporting to Southeast Asian, Cross-Strait and Overseas Student Institute for reference, and reporting to the President for approval. President and the relevant Dean of School may assign faculty members for the exchange

- Article 5. MCU Faculty Members who participate in exchange of research and visiting type, must submit a written report to Southeast Asian, Cross-Strait and Overseas Student Institute for reference within one month upon the end of the exchange period; and must serve at MCU for at least one year before applying for another exchange.
- Article 6. Those who are assigned for exchange may apply for Paid Leave of Absence for one year only.
- 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.*