

NDHU Guidelines for Procedures Regarding Overseas Visiting Scholars

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Article 1

In order to enhance research capacity and promote international academic exchange, National Dong Hwa University (hereinafter referred to as “NDHU” or “the University”) has formulated this *Guidelines for Procedures Regarding Overseas Visiting Scholars* (hereinafter referred to as “the Guidelines”).

Article 2

The Guidelines apply to individuals who are currently employed at overseas universities or equivalent research institutions, who hold academic or research positions, who are not enrolled as students, and who are not employed by the University (hereinafter referred to as “the visiting scholars”).

Visiting scholars are divided into two categories: sister school scholars and non-sister school scholars.

1. Sister School Scholars are those who are recommended by their employing institution, which has a sister school relationship or has signed an academic exchange agreement with the University (or its college), and who are invited to visit the University (or its college).
2. Non-Sister School Scholars are those whose employing institutions do not have a sister school relationship or an academic exchange agreement with the University (or its college).

Article 3

The purpose of a visiting scholar's visit is limited to academic research or study within the academic units of the University (hereinafter referred to as "the host unit").

Article 4

All visiting scholars must submit the following materials to the host unit to apply for a visit. Upon approval by the host unit and sign-off by the appropriate administrative units, they will be qualified to visit and may begin the operational procedures:

1. Visit Plan (Including academic and professional background, the purpose and scope of the proposed research, the start and end of the visits, and the proposed itinerary);
2. Curriculum Vitae;
3. Certificate of Employment (issued within two months prior to the application date);
4. A copy of the applicant's passport, entry permit for Taiwan, or other visa-related documents;
5. Other documents requested by the host unit

Article 5

The administrative responsibilities for visiting scholars are as follows:

1. Host Unit:
 - (1) Issue invitation letters.
 - (2) Handle applications for the Exit & Entry Permit for Taiwan, Republic of China (Taiwan Entry Permit).

- (3) Apply for the use of research facilities.
- (4) Apply for the use of the University's academic resources (library card, dormitory IP, campus email account, campus wireless network).
- (5) Apply for accommodation.
- (6) Issue certificates of visit.
- (7) Provide other administrative services as agreed upon by the host unit (e.g., airport pick-up and drop-off, insurance applications, etc.).

2. Office of International Affairs (hereinafter referred to as "the OIA"):

- (1) Compile and report the number of visiting scholars to the Ministry of Education.
- (2) Issue payment notices.
- (3) Prepare other necessary documents at the university level.

Article 6

The duration of the visit shall be determined in accordance with the needs of the visit plan, shall be at least 15 days (inclusive), and, in principle, shall not exceed one year.

Article 7

If visiting scholars wish to offer courses on campus, this shall be handled by the host unit in accordance with appropriate procedures.

Article 8

Visiting scholars may take courses at the University in accordance with the University's *Regulations of Extramural Credit and Program Selection* and shall pay for the credits taken.

Article 9

Visiting scholars using the services and resources of the University shall pay the following administrative service fees:

1. Sister School Scholars:

- (1) Administrative service fees are calculated based on the number of days of the visit, with 30 days as the unit (less than 30 days counts as a unit), at NTD\$3,000 per unit; for periods exceeding 30 days, an additional 0.5 units will be charged for every 15 days.
- (2) Scholars from Mainland China must also pay the Taiwan Entry Permit fees as set by the National Immigration Agency of the Ministry of the Interior (including online application service fees).
- (3) Pay the short-term accommodation fees in accordance with the University's *Regulations for Short-term Rental and Management of Guesthouses*.

2. Non-Sister School Scholars:

- (1) Administrative service fees are calculated based on the number of days of the visit, with 30 days as the unit (less than 30 days counts as a unit), at NTD\$5,000 per unit; for periods exceeding 30 days, an additional 0.5 units will be charged for every 15 days.
- (2) Scholars from Mainland China must also pay the Taiwan Entry Permit fees as set by the National Immigration Agency of the Ministry of the Interior (including online application service fees).
- (3) Pay the short-term accommodation fees in accordance with the University's *Regulations for Short-term Rental and Management of Guesthouses*.

3. The distribution of administrative service fees is as follows:

- (1) OIA's Exclusive Account: NTD\$500.
- (2) University Endowment Fund: 20% of the administrative service fees after deducting the abovementioned NTD\$500.
- (3) Host Unit: 80% of the administrative service fees after deducting the abovementioned NTD\$500, allocated by level or college. The host unit may formulate additional regulations for distributing these funds, which will not be subject to fiscal year restrictions.

4. The host unit may note in the approval documents to provide a reasonable reduction or complete waiver of the administrative service fees specified in the previous paragraph.

5. Any other administrative services provided with the approval of the host unit shall be borne entirely by the scholar.
6. Administrative service fees are one-time fees and are non-refundable, regardless of any adjustment, change, or cancellation of the visit dates.
7. Visiting scholars shall complete payment of the administrative service fees within the seven-day period preceeding the approved start date of the visit. Payment by installments is not permitted.
If a visiting scholar fails to complete payment as required, the University shall revoke the scholar's visiting status, and the host unit shall not provide or issue any University administrative or academic resources or services, including the use of research rooms, access to academic resources, applications for accommodation, and the issuance of the certificates of visit.
8. If the scholar's visit is extended for any reason, the scholar must pay the additional administrative service fees and short-term accommodation fees in accordance with the applicable regulations before the extension begins.

Article 10

If visiting scholars engage in activities that are inconsistent with the authorized purpose of their exchange or violate regulations, the University may revoke their short-term visit privileges and report the matter in accordance with relevant laws and regulations. Depending on the circumstances and severity of each case, the University may suspend the acceptance of visit applications from personnel affiliated with the academic institution concerned of a period of one to three years.

Article 11

Individuals holding academic or research positions at domestic universities or related research institutions may visit the University in accordance with the Guidelines, with the administrative procedures and the distribution of administrative service fees handled by the host unit without going through the OIA (the administrative service fees also do not need to be distributed to the OIA's

exclusive account).

Article 12

The Guidelines have been approved at the Administrative Meeting and by the President prior to its implementation.

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