

NDHU Guidelines for Procedures Regarding Overseas Visiting

Scholars

2011.03.30 reviewed and approved by the 3rd
Administrative Meeting of the 2nd Semester,
Academic Year 2010

2017.12.27 revised and approved by the 3rd
Administrative Meeting of the 1st Semester,
Academic Year 2017

2019.11.07 approved by the 1st International
Affairs Committee Meeting of the 1st Semester,
Academic Year 2019

2019.12.18 approved by the 3rd Administrative
Meeting of the 1st Semester, Academic Year 2019

2020.09.23 revised and approved by the 1st Administrative
Meeting of the 1st Semester, Academic Year 2020

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, 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
2. Curriculum Vitae
3. 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 research participation certificates.

(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, with the principle that it 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.

7. 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.

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.

---- The remainder of this page is intentionally left blank. ----