

National Yang Ming Chiao Tung University

Regulations for Faculty Members Applying for Leave to Study or Lecture

Approved at the 3rd Extraordinary University Council Meeting of the first semester of Academic Year 2021–2022 on December 29, 2021

Article 1 National Yang Ming Chiao Tung University (hereinafter NYCU) has established the Regulations for Faculty Members Applying for Leave to Study or Lecture (hereinafter the Regulations) to encourage professors to gain knowledge, improve academic research standards, and improve teaching and research.

Article 2 Faculty members refer to full-time faculty members within the establishment. Leave to study or lecture refers to faculty members studying for credits and degrees related to their professions or engaging in training and lectures related to their professions at domestic or foreign universities or institutions on a full-time basis. These faculty members may be recommended by NYCU based on its teaching or business needs or have voluntarily applied. The seniority of faculty members shall be calculated from their first day of employment at National Yang Ming University or National Chiao Tung University. Academic years and semesters are referred to in accordance with the Ministry of Education Regulations for the Arrangement of Academic Year, Semesters, and Holidays for Schools of All Levels.

Article 3 Faculty members who have taught at NYCU for 3 or more consecutive years may apply for leave to study or lecture. However, faculty members who apply to leave during winter or summer vacations, have special needs, have been reviewed and approved by the faculty review committees at all levels, and have been approved by the NYCU president are not subject to this provision.

Article 4 The types of application for leave to study or lecture are as follows:

1. Recommendation:
 - (1) Subsidies by the Ministry of Science and Technology (National Science Council) or other government agencies and academic research institutions.
 - (2) Recommendation by a department (institution) for development needs.
2. Voluntary application for leave to study or lecture related to teaching and research.

Article 5 Faculty members who leave to study or lecture for no more than 1 year upon recommendation shall be allowed to leave with pay.

Those who fulfill the aforementioned condition and receive grants from the Ministry of Science and Technology (National Science Council) or other government agencies and academic research institutions shall leave with pay for one of the following periods:

1. Those with approved subsidies for 8–12 months shall leave with pay for no longer than 1 year.
2. Those with approved subsidies for 4–7 months shall leave with pay for no longer than one semester.
3. Those with approved subsidies for no longer than 3 months shall leave with pay for only one summer.

Those who apply and extend the period for leave to study or lecture on a voluntary basis shall leave without pay for no longer than 1 year.

Those who require leave for further education to obtain a degree for no longer than 1 year are allowed to leave with pay; those who leave for the same reason for over 1 year shall leave without pay. If approved by the faculty review committee and the president, faculty members on leave for

said further education shall leave without pay for no longer than 2 years.

Article 6 Faculty members applying for leave to study or lecture must submit an application with the following documents before the specified deadline:

1. Plan for leave to study or lecture.
2. Application form for leave to study or lecture.
3. Application documents requested by relevant agencies.
4. Letter of consent or invitation letter from domestic or foreign institutions and schools.

Applications shall be processed as follows:

1. Applicants subsidized by the Ministry of Science and Technology (National Science Council) or other government agencies and academic research institutions shall be considered and approved by the department-level faculty review committee before administrative approval.
2. Applicants who apply for leave to study or lecture during the semester shall be considered and approved by faculty review committees at all levels before administrative approval.
3. Applicants who apply for leave to study or lecture during winter or summer vacations shall be considered and approved by the department-level faculty review committee before administrative approval.

Applicants approved for research during vacations shall be signed and approved through the administrative procedure, after which they may apply for leave to study or lecture.

Article 7 Faculty members planning on submitting an application to extend the period of leave to study or lecture must state why they cannot complete the studies or lectures before the stipulated deadline at least 2 months before said deadline. Additionally, faculty members must review and submit relevant supporting documents to the department-level faculty review committee for deliberation and report to the president for approval.

Article 8 The number of faculty members on leave to study or lecture (including those on secondment and vacation) must not exceed 15% of all the full-time faculty members in each department (institute) within each semester. To address special needs, the number of faculty members on leave must not exceed 15% of all the full-time faculty members of each college. A quota that yields less than one person is regarded as one person.

Faculty members applying for leave to study or lecture during winter or summer vacations may be excluded from the quota rule mentioned in the previous paragraph. Jointly appointed or supporting faculty members within NYCU are included as part of the primary appointing department (institute) in the calculation of the quota.

When multiple faculty members within an academic unit have submitted applications, priority shall be given to reviewing and processing the research conducted by faculty members on leave. Additionally, each unit may determine the relevant guidelines, such as the study plans proposed by faculty members, conditions of their previous studies, the unit's plans for development, and teaching conditions and needs to determine the priority for approval.

Article 9 The period of studies and lectures outside school shall be based on one semester as a unit without affecting the teaching tasks of faculty members. The original courses taught by these members shall be undertaken by appropriate personnel. Increasing the number of personnel to compensate for courses taught by faculty members on leave is not permitted. After faculty members return the university, their teaching hours may be increased by the affiliated college or department (institution).

Faculty members working as supervisors at NYCU may not take leave to study or lecture.

However, those applying for leave to study or lecture during winter or summer vacations may be exempt from this restriction after receiving approval from the president.

Article 10 All faculty members must return to NYCU and continue fulfilling their original teaching duties when the period of their studies or lectures expires. The obligated duty period

shall be twice the leave period if the leave is with pay and equal to the leave period if the leave is without pay.

Faculty members who fail to fulfill their obligated duty in accordance with the specified regulation must return the subsidies and salaries they have received in proportion to the period of unfinished obligated duty.

Professors applying for leave to study or lecture during the summer or winter vacations are not subject to the requirements of obligated duty.

Article 11 Faculty members who fall under any of the following circumstances may not apply for leave to study or lecture:

1. Failing to return to school to complete obligated service after leave to study or lecture during the extended service period or nearing the end of said period.
2. Having been approved for leave to study or lecture but having provided less than 3 years of back-to-school continual services, or having been approved for vacation research but having provided back-to-school continual services for less than twice the period of vacation research. Those who take leave to study or lecture during winter or summer vacations are not subject to this provision.
3. Failing to provide services back in NYCU for at least 1 year after the end of the secondment.
4. Being forbidden to apply for leave to study or lecture as declared by the university-level faculty review committee due to violations of NYCU regulations or the employment contract.

Article 12 To ensure that faculty members who take leave to study or lecture fulfill their teaching obligations, NYCU shall sign contracts with these faculty members in advance except for those who apply for leave to study or lecture during winter or summer vacations.

The study reports submitted by faculty members who take leave to study or lecture shall be automatically reviewed by their respective departments (institutions) or colleges within half a year of the return of the faculty member.

Article 13 Faculty members studying or lecturing outside NYCU through the following means are applicable to the provisions of the Regulations:

1. Subsidies from the Ministry of Science and Technology (National Science Council) or other government agencies and academic research institutions.
2. Recommendations by a department (institution) for development.
3. Voluntary application to leave without pay.

Faculty members who fulfill the condition stated in the first paragraph, with the exception of those taking leave to study or lecture during winter or summer vacations, may be permitted to leave with pay for one application period in each rank of the teacher career ladder. Otherwise, faculty members leaving school for studying or lecturing shall leave without pay.

Article 14 Researchers and professional technicians appointed in accordance with the University Act fall under the Regulations.

Article 15 Any matters not covered by Regulations shall be handled in accordance with relevant regulations.

Article 16 Rights and obligations related to applications for leave to study or lecture that are submitted before the Regulations were implemented shall be considered according to relevant regulations prior to the Regulations.

Article 17 The Regulations and the revisions thereof shall be reviewed by the university-level teacher evaluation committee of NYCU and implemented after their approval at the University Assembly.