

## Operation Guidelines for International Visiting Scholars

2011.03.30 reviewed and approved, 2<sup>nd</sup> Semester, 3<sup>rd</sup> Administrative Meeting  
2017.12.27 amended and approved, 1<sup>st</sup> Semester, 3<sup>rd</sup> Administrative Meeting  
2019.11.07 approved, 1<sup>st</sup> Semester, 1<sup>st</sup> International Affairs Committee Meeting  
2019.12.18 approved, 1<sup>st</sup> Semester, 3<sup>rd</sup> Administrative Meeting  
2020.09.23 amended and approved, 1<sup>st</sup> Semester, 1<sup>st</sup> Administrative Meeting

- I. This *Operation Guidelines for International Visiting Scholars* (hereinafter referred to as “the Guidelines”) has been formulated by National Dong Hwa University (hereinafter referred to as “NDHU” or “the University”) in order to improve research capacity and promote international academic exchange.
- II. The Guidelines shall apply to those who are currently in teaching or research positions in overseas universities or equivalent research institutions, and have no employment relationship with the University (hereinafter referred to as “the Visiting Scholars”).  
The Visiting Scholars shall be identified and categorized as from sister schools and from non-sister schools.
  - (I) The Visiting Scholars from sister schools refer to those employed by universities or institutions that are sister schools of or have academic exchange agreements with the University, recommended by them and approved by the University, or invited by the University.
  - (II) The Visiting Scholars from non-sister schools refer to those employed by universities or institutions that are not sister schools of and have no academic exchange agreements with the University.
- III. The purpose of a Visiting Scholar shall only be to pay visits or conduct research in NDHU academic sectors (hereinafter referred to as “the Receiving Sector”).
- IV. All Visiting Scholars shall send their application forms with the following data attached to the Receiving Sector, and engage in the following procedures only after the Receiving Sector has agreed and submitted a request to other pertinent sectors, i.e. being qualified.
  - (I) Visiting plan
  - (II) Resume
  - (III) Other documents requested by the Receiving Sector
- V. The abovementioned pertinent sectors and administrative matters related to visiting scholars are as follows.
  - (I) The Receiving Sector:
    1. Produce and issue invitations
    2. Apply for the Exit & Entry Permit for Taiwan, Republic of China
    3. Apply for the loan of a research office
    4. Apply for access to NDHU academic resources, such as library card, dormitory IP, NDHU email address, on-campus wi-fi connection, etc.
    5. Apply for dormitory
    6. Issue research certificate

7. Other administrative services, such as pick up & drop off, insurance application, etc., agreed by the Receiving Sector.
- (II) The Office of International Affairs:
1. Compile the number of Visiting Scholars and report to the Ministry of Education
  2. Issue the payment slip
  3. Produce and distribute other necessary University-level documents
- VI. The visiting period shall depend on the need of the visiting plan; the period shall in principle not exceed one year.
- VII. Should the Visiting Scholar wish to open courses here in NDHU, the Receiving Sector shall proceed in accordance with the pertinent procedures.
- VIII. In accordance with the NDHU *Regulations of Extramural Credit and Program Selection*, Visiting Scholars shall be allowed to take courses and pay for the credits taken.
- IX. Visiting Scholars making use of NDHU services and resources shall pay for the administrative services; the standards for fees charged are as follows.
- (I) For Visiting Scholars from sister schools:
1. The administrative services shall be charged by the actual visiting days, with 30 days as a unit (less than 30 days is regarded as one unit) and NT\$ 3,000 dollars per unit; the portion exceeding 30 days can be added as 0.5 unit for 15 days.
  2. Visiting Scholars from Mainland China shall pay for the Exit & Entry Permit (online application fees included) in accordance with the regulations of National Immigration Agency, Ministry of the Interior.
  3. The rent for the short-term guesthouse shall be paid in accordance with NDHU *Regulations for Short-term Rental and Management of Guesthouses*.
- (II) For Visiting Scholars from non-sister schools:
1. The administrative services shall be charged by the actual visiting days, with 30 days as a unit (less than 30 days is regarded as one unit) and NT\$ 5,000 dollars per unit; the portion exceeding 30 days can be added as 0.5 unit for 15 days.
  2. Visiting Scholars from Mainland China shall pay for the Exit & Entry Permit (online application fees included) in accordance with the regulations of National Immigration Agency, Ministry of the Interior.
  3. The rent for the short-term guesthouse shall be paid in accordance with NDHU *Regulations for Short-term Rental and Management of Guesthouses*.
- (III) The administrative service fee shall be allocated as follows.
1. The exclusive account of the Office of International Affairs: NT\$ 500 dollars
  2. The NDHU endowment fund: 20% of the administrative service fee after deducting the abovementioned NT\$ 500 dollars
  3. The Receiving Sector: 80% of the administrative service fee after deducting the abovementioned NT\$ 500 dollars and allotted to the pertinent level-1 sector or College. The Receiving Sector shall formulate other regulations to allocate the fund in question; the pertinent expenditure shall not be restricted by the fiscal year.

- (IV) The Receiving Sector may specify discretionary exemption or full exemption of the administrative service fee stipulated in the Subparagraph 3, Paragraph (III) of Article IX.
  - (V) The fees of other administrative services agreed and offered by the Receiving Sector shall be paid by the Visiting Scholar in full.
  - (VI) The administrative service fee shall be a one-time charge and nonrefundable.
  - (VII) Visiting Scholars extending their visiting days for some reason shall pay the extra administrative service fee and the short-term guesthouse rent starting from the beginning day of the extension in accordance with the pertinent regulations.
- X. In case of Visiting Scholars' engagement in activities inconsistent with the permitted purpose or violation of laws and regulations during the visiting period, the University shall revoke the short-term visiting qualification, report them, and take measures in accordance with pertinent laws and regulations.
- XI. The Guidelines shall also apply to those who are currently in teaching or research positions in domestic universities or pertinent research institutions. The Receiving Sector shall submit a request to other pertinent sectors regarding both the implementation of administrative procedures and the allocation of administrative service fee; the Office of International Affairs is exempted and no allocation of the abovementioned administrative service fee to its exclusive account.
- XII. The Guidelines have been approved at the Administrative Meeting and by the President before implementation.
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