

NDHU Guidelines Governing Application and Subsidies for International Scholars

Ratified by the 1st session of the Administrative Council in the second semester of the Academic Year 2020/2021 on February 24, 2021

- I. National Dong Hwa University (hereinafter referred to as NDHU) has formulated these Guidelines to promote international academic exchanges, introduce new technologies, recruit international experts and scholars to serve as international scholars at NDHU, and thereby enhance teaching and research standards and broaden the international outlook of NDHU students.
- II. Applying unit: Academic units at all levels of the University (hereinafter referred to as “Applying Units”)
- III. International scholars invited by applying units shall meet one of the following criteria:
 - (1) Nobel prize status: Experts and scholars who are Nobel Prize recipients, national academicians, or possess equivalent qualifications
 - (2) Distinguished status:
 1. Current or previous appointment as a professor at a renowned international university or research fellow at a research institute with internationally recognized research achievements
 2. Experts and scholars of revered status and international fame in the field of academics.
 - (3) Professor status: International scholars and experts with special achievements and high prestige in different academic and professional fields.
- IV. Application period: Upon public announcement by the NDHU Office of International Affairs (OIA), applying units submit required data to OIA within the application deadline.
- V. Application method: Applying units shall provide the following documents for review and approval by the NDHU International Affairs Committee. Upon approval, an international scholar certificate shall be issued
 - (1) Application Form (Attachment 1)
 - (2) Proposal (Attachment 2)
 - (3) Complete resume and list of publications of recruited scholars
 - (4) Cooperation agreement
 - (5) Proof of application for off-campus funding sources
 - (6) Other documents conducive to the review process
- VI. Subsidy period: Between one week and one month for each scholar

VII. Subsidy principles and subsidized items:

- (1) These Guidelines aim to subsidize part of the expenses; applying units shall therefore give priority to subsidy applications with off-campus organizations
- (2) Subsidized items: Daily remuneration, airfare, on-campus accommodation fees
- (3) Remuneration for international scholars is disbursed in accordance with the Research Expense Disbursement Standards for International Scholars during Service Periods at NDHU (Attachment 3). For periods of less than one month, remuneration is calculated on a daily basis in accordance with the verified number of days of service. Maximum subsidies for roundtrip airfares are set forth in the NDHU Airfare Subsidy Standards for International Scholars (Attachment 4).
- (4) Each unit may only submit one application per year.
- (5) During subsidy periods, other on- or off-campus subsidies may not be received simultaneously.
- (6) Research papers resulting from research contents during subsidized stays of recruited scholars at NDHU shall list the University as a cooperating research institution.

VIII. Review operations: All reviews shall be based on the subsidy objectives set forth in these Guidelines, qualifications of recruited individuals, rationality of fund allocation, and feasibility and expected benefits. Applying units shall be notified of the results of reviews upon completion of review operations by the NDHU International Affairs Committee.

IX. Report on subsidized expenses: Applying units shall reimburse expenses in accordance with NDHU regulations. Closure reports shall be submitted within one month upon the end of subsidy periods.

X. International scholars invited in accordance with these Guidelines shall be required to pay administrative service fees pursuant to the provisions set forth in the NDHU Operating Guidelines for Visiting Overseas Scholars.

XI. Matters not specifically covered in these Guidelines shall be handled pursuant to relevant laws and NDHU regulations.

XII. Subsidies awarded in the context of these Guidelines shall be funded through self-generated revenues of the NDHU University Endowment Fund. Adjustments may be made as deemed necessary in accordance with actual financial conditions of the University.

XIII. These Guidelines shall be put into effect upon ratification by the Administrative Council and approval by the President.

Attachment 1 - Application Form for NDHU International Chair Scholars

Serial No. (Filled in by OIA)		Application date	(mm/dd/yyyy)	
Applying unit				
Person in charge		Ext.		
E-mail				
Name of recruited international scholar		Lecture period	(MM/DD/ YYYY) to(YYYY/MM/DD)	
Unit/job title of the recruited scholar				
Program name				
Program benefits				
Documents to be submitted (Please verify completeness of documents)	<input type="checkbox"/> Application form (paper format) <input type="checkbox"/> Proposal (electronic format) <input type="checkbox"/> Complete resume and list of publications of recruited scholars (electronic format) <input type="checkbox"/> Cooperation agreement (electronic format) <input type="checkbox"/> Proof of application for off-campus funding sources (electronic format)/not required if no application for university funds is submitted <input type="checkbox"/> Other documents conducive to the review process (electronic format) *Please send electronic files to ice@gms.ndhu.edu.tw			
Expense items (not required if no application is made) (Unit: NTD)	Required amount	Self-raised funds	Requested subsidy amount	Explanation (calculation method)
Airfare				
Daily remuneration				
On-campus dorm fees				
Other				
Total				
Person in charge (signature/seal) Unit head (signature/seal) Head of college/center (signature/seal)				
Note: 1. Each academic unit may only submit one application per year. 2. Please give priority to off-campus funding sources				
Approved subsidy amount (Not to be filled in by the applicant)				
Subsidized amount	NTD			
Seal of approval by the Office of International Affairs				

Attachment 2 - NDHU International Scholar Proposal

The proposal must encompass the following items:

I. Title

II. Content of cooperation and research exchanges

III. Projected results

Attachment 3 - Research Expense Disbursement Standards for International Scholars during Service Periods at NDHU

Status	Research expenses (incl. Living expenses)
Nobel prize status	NT\$ 250,000/month per scholar
Distinguished status	NT\$ 200,000/month per scholar
Professor status	NT\$ 120,000/month per scholar

Notes:

- I. Research expenses are reimbursed on a monthly basis. For periods of less than one month, remuneration is calculated on a daily basis in accordance with the verified number of days of service during the cooperation agreement period by dividing total monthly research expenses by 30 (results rounded off)
- II. Where lectures on special topics delivered by international scholars during service periods at NDHU do not fall within the scope prescribed in original cooperation agreements, additional remuneration shall be paid in accordance with the Subsidy and Funding Standards for Commissioned Projects of the Ministry of Education.
- III. Applying units shall provide insurance for international scholars pursuant to the provisions set forth in the Labor Insurance Act and the National Health Insurance Act. Premiums payable by the employer shall be settled through appropriation of funds by applying units or the university endowment fund.
- IV. Applying units shall withhold income taxes and the recruited scholar shall file his/her income tax return with assistance by the applying unit pursuant to the Income Tax Act.

Attachment 4 - NDHU Airfare Subsidy Standards for International Scholars

Status	Origin/Airfare
Nobel prize status	First-class cabin North America - East: NT\$ 227,500/person North America - West: NT\$ 192,500/person South America: NT\$ 280,000 /person East Asia, South Asia: NT\$ 70,000 /person West Asia, New Zealand, Australia: NT\$ 157,500/person Europe, Africa: NT\$ 245,000/person
Distinguished status	Business-class cabin North America - East: NT\$ 130,000/person North American- West: NT\$ 110,000/person South America: NT\$ 160,000/person East Asia, South Asia: NT\$ 40,000/person West Asia, New Zealand, Australia: NT\$ 90,000/person Europe, Africa: NT\$ 140,000/person
Professor status	Economy-class cabin North America - East: NT\$ 65,000/person North America - West: NT\$ 55,000/person South America: NT\$ 80,000/person East Asia, South Asia: NT\$ 20,000/person West Asia, New Zealand, Australia: NT\$ 45,000/person Europe, Africa: NT\$ 70,000/person
<p>Notes:</p> <ol style="list-style-type: none"> I. Round-trip airfare subsidies for the most direct route to the destination (maximum subsidies as set forth in the Airfare Subsidy Standards) shall only be granted to recruited individuals. II. Airfare expenses shall be reimbursed by submitting original ticket stubs and proof of ticket purchase. Where airfares exceed the fixed subsidy amounts stipulated in the Airfare Subsidy Standards, the applying unit or recruited individual shall make up the difference. Where actual fares fall short of these fixed amounts, subsidies shall be limited to actual amounts. III. Geographical areas and main countries are defined as follows (areas/countries not listed are subject to approval): <ol style="list-style-type: none"> 1. North America-East: Includes areas in the Eastern and Central time zones of North America such as New York, Houston, and Ottawa and Central American countries such as Guatemala. 2. North America-West: Includes areas in the Pacific and Mountain time zones of North America such as San Francisco, Denver, and Seattle as well as Mexico. 3. South America: Includes 13 South Latin American countries 4. East and South Asia: Includes Japan, Korea, Thailand, Malaysia, and Vietnam. 5. West Asia, New Zealand, and Australia: Includes Mongolia, India, Australia, New Zealand, and the South Pacific Region as well as Pakistan, Afghanistan, Iran, Iraq, and Arabia. 6. Europe and Africa: Includes all European and African countries, Israel, Turkey, Russia, Belarus, Uzbekistan, Turkmenistan, Tajikistan, Kazakhstan, and Kyrgyzstan. 	