National Chengchi University College of Communication
Guidelines for Visits by Overseas Scholars

Approved by the College Administrative Affairs and Development Committee on October 7, 2016
Approved by the College Affairs Council on October 17, 2016
Approved by the University Endowment Fund Management Committee on March 30, 2017

1. The College of Communication (hereinafter referred to as the “College”) of National Chengchi University (hereinafter referred to as the “University”) has established these Guidelines to govern applications and arrangements for visits by overseas scholars.
2. These Guidelines apply to overseas scholars who are not affiliated with institutions that have established formal partnerships with the College and who have not been invited by the University or the College. Applications from scholars affiliated with overseas institutions that have established formal partnerships with the College shall be handled in accordance with the relevant partnership agreements.
3. Scholars from non-partner institutions (hereinafter referred to as “applicants”) may apply to visit the College solely for the purposes of academic research or a scholarly visit and shall meet one of the following qualifications:
   (1) A current full-time faculty member at an overseas university or a full-time staff member at an overseas academic or research institution.
   (2) A current postdoctoral researcher at an overseas university or overseas academic or research institution.
4. Applicants shall submit the following documents to the College by email at least three months prior to the intended date of arrival:

(1) Application form.

(2) Documents verifying eligibility (degree certificate and certificate of employment).

(3) A research or scholarly-visit plan specifying the proposed dates and duration of the visit.

5. Applications shall be reviewed on a rolling basis. The College shall determine whether to approve an application after considering the applicant's qualifications, research or scholarly-visit plan, and the resources available at the College.

6. To cover the administrative costs associated with providing services, each applicant whose application has been approved by the College shall pay a fee based on the duration of the visit as follows (excluding government application fees and accommodation expenses):

   1–30 days: USD 400

   31–60 days: USD 800

   61–90 days: USD 1,200

   91–120 days: USD 1,600

   121–150 days: USD 2,000

   151–180 days: USD 2,400

   In principle, a visit by an overseas scholar shall not exceed six months. Where necessary, an extension may be requested. Fees for any period exceeding six months shall be calculated separately in accordance with the fee schedule above.

7. The fees specified above shall be paid in full by bank transfer no later than two months prior to the applicant's intended date of arrival. Payment shall be remitted to First Commercial Bank, Mucha Branch (Bank Code: 0071679),

Account Name: National Chengchi University Account 406Z, Account No.: 16740061423. Upon receipt of payment, the University shall issue an official receipt, which shall be forwarded by the College to the applicant either in person or by mail, as agreed upon by both parties. Fees paid are non-refundable, regardless of whether the visit ultimately takes place or whether the duration of the visit is shortened.

8. The College may provide applicants with the following services:
   (1) Issuance of an invitation letter.
   (2) Assistance with entry procedures for applicants from mainland China; all applicable government application fees shall be paid by the applicant.
   (3) Internet access.
   (4) Assistance in applying for a University library card.
   (5) Access to academic resources available at the College and the University.
   (6) Information on academic activities in the field of communication in Taiwan.
   (7) Accommodation information.
   (8) A certificate of research or study.
9. An applicant shall obtain the consent of one full-time faculty member of the College to serve as the host, or may apply to have the College serve as the host unit.
10. Applicants shall be responsible for arranging their own accommodation in Taiwan. The College may assist applicants in applying for University housing for visiting scholars. Accommodation fees shall be charged in accordance with University regulations; however, the College cannot guarantee availability.
11. During the applicant’s visit, the College may invite the applicant to deliver one public academic lecture.
12. Of the revenue collected pursuant to Article 6, 30% shall be allocated for

centralized use by the University, 50% for use by the College, and 20% for use by the host faculty member until the faculty member leaves the University. Any remaining balance shall be managed centrally by the College.

13. Revenue collected pursuant to Article 6 and allocated to the College and the host faculty member shall, in principle, be used for international exchanges, including cross-Strait exchanges. Permissible expenditures include:
    (1) Expenses related to inviting overseas scholars and experts to the College to deliver lectures, participate in academic conferences, conduct collaborative research, provide laboratory or research guidance, or engage in other related activities.
    (2) Travel expenses incurred for teaching, research, overseas recruitment, or participation by invitation in overseas conferences, study visits, training programs, or exchange activities.
    (3) Expenses for employing assistants and temporary workers, as well as overtime pay, labor insurance premiums, and National Health Insurance premiums.
    (4) Other expenditures approved on a case-by-case basis.
14. Matters not provided for in these Guidelines shall be handled in accordance with the relevant regulations of the University.
15. These Guidelines shall be promulgated and take effect upon approval by the College Affairs Council and the University Endowment Fund Management Committee. The same procedure shall apply to any amendments.

Note: In the event of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.