

Hungkuang University Guidelines for Subsidizing Short-Term Visits by Foreign Scholars and Experts

11900-019

Approved on June 21, 2022, by the University Affairs Meeting (Organizational Restructure)

(For amendment history, please refer to the end of the document.)

1. To encourage departments to invite foreign scholars and experts for short-term visits and related activities, thereby promoting international exchange and enhancing the university's global competitiveness, Hungkuang University (hereafter referred to as "the University") establishes the following guidelines.

2. **Funding Sources:** Funds will come from the Ministry of Education's "Higher Education Sprout Project," the National Science and Technology Council, or other government agencies. If necessary, other internal university funds may also be used.

3. **Eligibility of Invitees:** Individuals receiving subsidies under these guidelines must be part of the following criteria:

(a) Recipients of the Nobel Prize or other internationally renowned awards.

(b) Academicians or internationally recognized figures.

(c) Scholars or experts employed at foreign academic research institutions or in relevant fields.

(d) Outstanding individuals in various professional fields.

(e) In special cases, the inviting unit must submit a request for approval.

4. **Scope of Subsidy:**

(a) Short-term visits, research, teaching, and lectures organized by the University.

(b) Serving as speakers at seminars or workshops.

(c) Providing short-term assistance with R&D and technical consulting.

5. Subsidy Standards:

(a) According to the “Maximum Fee Standards for Hiring Foreign Consultants, Experts, and Scholars by Government Agencies,” as set by the Executive Yuan. The inviting unit must provide relevant supporting documents for the scholar’s corresponding level and submit them for presidential approval.

Subsidized items include daily remuneration, round-trip airfare, insurance, and accommodation expenses (reimbursed upon actual cost). Remuneration consists of salary and living expenses, and cannot be claimed again as lecture, consulting, review, or advisory fees.

(b) The subsidy period is generally limited to 7 days. If special needs arise, the maximum period is 16 days, provided that a detailed academic itinerary and explanation are submitted.

(c) For visits up to 7 days, full daily remuneration is granted; for the 8th to 16th day, 50% of the daily remuneration is provided.

(d) Transportation fees for airport transfers to the university or conference venue are subsidized.

(e) The university is responsible for withholding taxes in accordance with the law.

(f) Any other subsidies not mentioned must be reviewed by the University’s International Affairs Review Committee upon proposal by the inviting unit.

6. Application Procedure:

The inviting unit must submit the following documents at least one month prior to the planned visit:

- (a) Application form.
- (b) Invitee's personal background information.
- (c) Visit schedule or conference agenda.

7. Review Criteria:

- (a) International standing, experience, and contributions in the relevant field over the past three years of the invitee.
- (b) The appropriateness of the visit duration and schedule.
- (c) The relevance of the lecture, teaching, or technical guidance to the university's key development areas.

8. Report Submission: The subsidized unit must submit a final report to the Office of International Affairs within two weeks after the event concludes.

9. These guidelines are implemented upon approval by the Administrative Meeting and authorization by the President. Amendments shall follow the same procedure.

October 9, 2018: Approved by the Executive Yuan

November 13, 2018: Amended and approved by the Executive Yuan