

文藻外語大學邀請國際訪問學人申請作業要點(核定版)

民國97年3月18日行政會議通過
民國102年8月25日校長核定配合學校改名大學修定法規名稱
民國114年2月4日行政會議修正通過

- 一、本校為促進文化交流，提高學術合作，邀請國際訪問學人至本校進行短期訪問(以下簡稱訪問學人)，特訂定本作業要點。
- 二、訪問學人資格應為現任國外大學或研究機構之教學或研究學者，與本校無聘僱關係，且有助於本校校務發展之人員。
- 三、訪問學人在本校訪問期間最少為三日，最長不得超過九十日，其來訪目的應為下述之一：
 - (一)於本校舉辦師生座談、工作坊、諮詢或發表演講。
 - (二)與本校師生共同進行研究或發表論文。
 - (三)參與本校校園國際化活動。如有其他狀況，得專案簽會國際暨兩岸合作處及其他相關單位後，陳請校長核定。
- 四、申請單位欲申請校內補助前，應向國科會或其他機構提出補助申請，若有經費不足或未獲補助者，應檢附下列文件於每年三月或九月依國際暨兩岸合作處公告時間提出申請：
 - (一)文藻外語大學國際訪問學人申請表。
 - (二)訪問學人個人履歷含著作目錄。
 - (三)申請國科會或其他機構補助之證明文件。審查會議由國際暨兩岸合作處召開，邀請國際長、教務長、會計主任及申請單位一級主管擔任審查委員。
- 五、審核基準
 - (一)邀請對象之學術成就、經驗與過去五年內學術著作發表之貢獻是否有助於本校校務及學術發展。
 - (二)邀請對象訪問本校之預期效益。
 - (三)訪問期間活動行程安排與經費申請之合理性。
- 六、補助金額視年度經費及審核結果而定，以每名訪問學人新台幣十萬元為上限，補助項目為：
 - (一)經濟艙來回機票一張。
 - (二)日支費補助依「國家科學及技術委員會補助邀請國際科技人士短期訪問日支酬金支給基準表」額度計算。
 - (三)除雙方另有約定外，本校不另發給工作酬金。
- 七、結案與經費核銷
申請單位應於訪問學人離校後一個月內，依相關規定檢據核銷，並應檢附成果報告書一份至國際暨兩岸合作處。
- 八、本作業要點經行政會議通過，陳請校長核定後實施，修正時亦同。

The Directions for the Application Procedure for Inviting International Visiting Scholars at Wenzao Ursuline University of Languages

Approved for revision by the administrative meeting on February 4, 2025

1. In order to promote cultural exchange and enhance academic cooperation, the university invites international visiting scholars (hereinafter referred to as "visiting scholars") for short-term visits to the university. The following application guidelines are established for this purpose.
2. The visiting scholars should be current teaching or research scholars at foreign universities or research institutions, with no employment relationship with the university, and should be individuals whose presence will contribute to the development of the university.
3. The duration of the visiting scholar's stay at the university should be at least three days and no longer than ninety days. The purpose of the visit should fall under one of the following categories:
 - (1) To organize faculty and student seminars, workshops, consultations, or give lectures at the university.
 - (2) To collaborate with the university's faculty and students in research or to present academic papers.
 - (3) To participate in the university's internationalization activities.In special cases, after review by the Office of International and Cross-Strait Cooperation and other relevant units, the request may be submitted for approval by the President.
4. Before applying for internal funding, the applying unit should submit a funding application to the National Science Council or other institutions. If there is insufficient funding or the application is not granted, the following documents should be submitted in accordance with the schedule announced by the Office of International and Cross-Strait Cooperation in March or September each year:
 - (1) Wenzao Ursuline University of Languages International Visiting Scholar Application Form.
 - (2) The visiting scholar's curriculum vitae, including a list of publications.
 - (3) Proof of application for funding from the National Science and Technology Council or other organizations.The reviewing committee meeting will be held by the Office of International and Cross-Strait Cooperation, inviting the Dean of the Office of International and Cross-Strait Cooperation, the Dean of Academic Affairs, the Director of Accounting Office, and the Dean of the College or the Office of the applying unit as reviewing committee members.
5. Reviewing Criteria:
 - (1) The academic achievements and experience of the invited scholar, as well as their contributions to academic publications in the past five years, should be beneficial to the university's development.
 - (2) The expected benefits of the visit to the university.
 - (3) The rationality of the schedule and funding request during the visit.
6. The funding amount is subject to annual budget availability and the review results. The maximum funding for each visiting scholar is NTD100,000. The subsidized items include:
 - (1) One round-trip economy class airfare.
 - (2) Daily allowance based on the "National Science and Technology Council Subsidy Standards for Short-Term Visits by International Scholars."
 - (3) Unless otherwise agreed upon by both parties, the university does not provide additional remuneration.
7. Fund Reimbursement:

The applying unit should submit a reimbursement request, following relevant regulations, within one month after the visiting scholar's departure from the university, and submit a final report to the Office of International and Cross-Strait Cooperation.
8. These guidelines are implemented after being approved by the administrative meeting and authorized by the university president, with the same procedure for any future revisions.