

NATIONAL SUN YAT-SEN UNIVERSITY

Institute of Public Affairs Management Regulation for Research and Teaching Service (Promotion) Subsidy

Approved and issued by the Institute General Meeting on May 6, 1999.

Amended on June 15, 2000.

Second amendment made on January 16, 2002.

I. The present regulations are formulated to regulate funding and subsidies for research and teaching related activities with the objective of improving research environment and teaching quality of the institute. The present regulations cover subsidies for teaching related activities, medium and small size academic conferences, seminars of various sizes, lectures by foreign expert scholars, and appointments of foreign scholars/academics for short-term teaching.

II. Teaching related activities

A. The present regulations are specifically formulated for subsidized funding required by teaching related activities and to improve teaching quality of the institute's master's and doctoral program.

B. Teaching related activities include lectures, visits, and purchase of teaching materials and equipment.

C. Appointments of foreign personnel for lectures shall be processed in accordance with the following principles.

1. General courses: in principle, twice at most per semester.
2. Each faculty may apply for a maximum of four lectures per year in principle.
3. The hourly fee for lectures is NT\$1,500 and travel expenses shall be reimbursed.
4. Please submit the lecture draft or student reports (including USBs) to the institute for

documentation.

- D. Please plan out teaching requirements for the following semester at the end of December or May each year, fill out the “Institute of Public Affairs Management Research and Teaching Service (Promotion) Subsidy Application Form,” and submit to institute general meetings for review and approval. Approved funding shall be included in the budget based on the institute’s financial status. Unexpected or urgent requests may be submitted at any time.

III. Medium- and small-size academic conferences

- A. The present regulations are established to encourage faculty members of the institute to hold academic conferences, seminars, and exchanges with foreign personnel outside of the university.

B. Organization procedures

1. In principle, medium- and small-size academic conferences shall be organized in the name of Institute of Public Affairs Management.
2. A call for papers shall be involved. There shall be at least five small articles, ten medium articles, and more than 20 large articles presented in a conference.
3. At least two faculty members from the institute shall participate.

C. Source of funding

1. Funding shall be self-raised. However, the fundraised amount must be included in the university fund (no management fees shall be charged).
2. Subsidies from the institute: limited to NT\$ 50,000 for a small-size conference, NT\$ 100,000 for a medium-size conference, and NT\$ 200,000 for a large-size conference.

3. Corresponding subsidies applied to and issued by the Office of Research and Development shall be 30% of the total amount in Items C-1 and C-2.
4. Subsidies for large-size conferences shall be submitted before January 15 of each year.

III. Appointment of foreign scholars/academics for short-term teaching

A. The present regulations are specifically formulated to encourage faculty members of the institute to invite and appoint foreign scholars/academics with short-term teaching subsidies. The objective is to increase international academic exchange opportunities for faculty members and students of the institute.

B. Appointment procedures

1. Foreign scholars/academics shall be appointed as adjunct faculty members.
2. Foreign scholars/academics shall teach independently or establish courses with faculty members of the institute.

C. Source of funding

1. Subsidies from the Office of Research and Development shall be applied for.
2. Subsidies from the institute: NT\$ 50,000 to NT\$ 100,000 in principle.

V. Publication procedures for academic journals in relevant fields

A. The present regulations are specifically formulated to encourage faculty members of the institute to publish academic journals in relevant fields and to improve reputation of the institute in academic research fields.

B. One half of full-time faculty members of the institute must be editing committee members of the publication.

C. Source of funding

1. Self-raised.
2. Subsidies from the institute: each publication shall be subsidized with no more than NT\$ 100,000 per year.
3. Application date: please apply before January 30 each year.
4. Subsidies shall be allocated according to the date of publication issuance.

VI. Subsidies shall be budgeted according to the institute financial status each year and announced to faculty members of the institute for application.

VII. The present regulations shall be implemented following approvals of institute general meetings. The same procedure shall be carried out when amendments are to be made.