

Yuan Ze University (YZU):
Regulations on the grant of subsidies for international and cross-strait collaboration (ICSC)
research projects

- Aug 17, 1994: Adopted at the 1st ICSC Committee Meeting, Academic Year 1994
- Nov 5, 1996: Revised and adopted at the 1st ICSC Committee Meeting, Academic Year 1996
- Jul 27, 1998: Revised and adopted at the 2nd ICSC Committee Meeting, Academic Year 1997
- Nov 2, 1998: Adopted at the 5th Administrative Council Meeting, Academic Year 1998
- May 27, 2015: Revised and adopted at the 22nd Administrative Council Meeting, Academic Year 2014

- Article 1 These regulations are specifically formulated to enhance YZU’s international profile and incentivize and encourage YZU’s full-time faculty members to participate in cross-border collaborative research and join research teams from international academic and research institutions to conduct cutting-edge and innovative research.
- Article 2 The funds to subsidize ICSC research projects are intended to support the conduct of temporary activities such as travel expenses and costs incurred for venue rental, publicity, and delivery of lectures. Funds required for the hiring of postgraduates, students working part-time on a regular basis, assistants, and secretaries are excluded from the scope of this subsidy. The approved funds for each ICSC research project represent the maximum amount available. Reimbursements of actual expenditures shall be made after the applicant has submitted a report with supporting documents attached. Over-expenditure is not permitted.
- Article 3 Subsidized items and amounts:
1. The budget shall not exceed NT\$100,000 for each international seminar or ICSC research activity organized by YZU’s academic units.
 2. The maximum expenses allowable when faculty members visit internationally renowned academic institutions overseas to discuss and negotiate research collaborations is NT\$50,000. When traveling with a team, the amount approved by YZU’s President shall be the maximum.
 3. Faculty members appointed as academicians/fellows of international societies shall be granted a subsidy for payment of their membership fees. The subsidy is only available once a year for each faculty member, with the maximum amount being NT\$15,000.
- Article 4 When YZU faculty members and staff visit collaboration partners, their travel expenses shall be paid according to YZU’s “Standard Guidelines for the Reimbursement of Domestic and International Travel Expenses by Faculty Members and Staff.” Prior to the trip, the applicants shall complete the “Application Form for Subsidy for International Research Collaboration Projects” and submit it to their respective faculty/college/research office for approval. The detailed schedule for the trip shall be provided, including the itinerary, personnel attending the meetings, work content, expected goals, and funds required. The applicants shall verify the amount of funds expended with the Office of Research and Development within two weeks upon return from the trip, and submit a detailed achievement report with two photographs of important occasions attached.
1. *Air tickets for travel:* The amount to expend shall not exceed the price of an economy class round-trip ticket based on the planned itinerary. Upon return, the collection and

transfer receipt issued by the travel agency and the original ticket stubs are to be attached and submitted for verification and reimbursement.

2. *Living expenses:* Prior submission and approval is required for applicants who have to live overseas owing to the special circumstances of their projects. Please refer to the “Standard Guidelines for the Reimbursement of Domestic and International Travel Expenses by Faculty Members and Staff” for details on the allowances provided for living expenses.
3. *Lecture fees:* Faculty members who deliver lectures in partner colleges shall apply for the relevant course lecture fees from the partner college.

Article 5 Inviting professors from partner colleges to visit YZU

When inviting collaboration partners to visit YZU to deliver formal lectures or discuss collaboration or research based on the needs of ICSC research projects, the project leaders shall make arrangements for the visitors to participate in as many public academic activities (such as lectures and seminars) as possible so that YZU faculty members and staff can benefit from the sharing of the visitors’ knowledge and experiences. Project leaders shall try their utmost to apply for subsidies from the Ministry of Science and Technology, Ministry of Education, or other units in advance. Please submit a report and photographs of the organized activities within two weeks after these are held, and declare the expenses incurred for verification and reimbursement.

1. *Air tickets for travel:* The amount to expend shall not exceed the price of an economy class round-trip ticket. For visitors arriving in Taiwan en route to another country, the amount shall be estimated based on actual air fares to Taiwan. The visitors’ original air tickets shall be submitted for verification and reimbursement.
2. *Living expenses:* Subsidies for living expenses shall be in accordance with the guidelines stated in Article 4 (all calculations shall be in accordance with European, American, and Japanese standards).
3. *Lecture fees:* For visitors delivering course lectures at YZU, their salaries shall be paid by the Personnel Office according to the relevant standards for teaching funds. YZU shall assist in making arrangements for the visitors’ accommodation in the dormitories or guest houses on campus. However, living expenses during the visit shall be borne by the visitors themselves.

Note: Both parties are advised to conduct exchanges based on the principles of equality and reciprocity. The collaboration partner shall preferably provide YZU faculty members with accommodation in their own campus dormitories or guest houses during long-term visits, thereby helping to conserve YZU’s resources. Conversely, YZU shall try their utmost to arrange for on-campus accommodation for professors who visit or teach at YZU. This will facilitate mutual understanding and promote YZU’s internationalization efforts.

Article 6 These regulations, as well as all subsequent revisions therewith, shall be duly adopted by the Administrative Council prior to implementation.