

Directions of the Department of Political Science, National Chengchi University, for Handling Services and Fees for Visits by Overseas Scholars

Resolved at the Department Affairs Meeting on January 9, 2017, to refer to committee for drafting
Passed at the Extraordinary Department Affairs Meeting on April 14, 2017

Article 1 The Department of Political Science (hereinafter referred to as "the Department") of National Chengchi University (hereinafter referred to as "the University") has prescribed these Directions to handle applications for visits by overseas scholars and their reception, and to regulate matters concerning fees for overseas scholars' use of the resources of the University and the Department.

Article 2 The term "overseas scholars" as used in these Directions refers to full-time research personnel currently employed by overseas academic institutions who have no employment relationship with the University and who apply to conduct short-term visiting research at the Department, including postdoctoral researchers and lecturers.

These Directions shall not apply to those invited to the University for visiting research by a national institution, the University or the Department, or under a bilateral exchange agreement or similar arrangement, for whom the relevant agreements shall apply.

Article 3 Overseas scholars who intend to apply for a visit shall submit the following documents by email to the Department for formal application three months before the expected registration date:

1. A letter of consent to host issued by a faculty member of the Department;
2. Proof of employment or other documents certifying equivalent qualifications;
3. A research plan for the visit to the University: academic and professional background and a list of scholarly publications, the purpose and content of the visiting research, the start and end dates of the visit, and the planned itinerary.

Article 4 Applications under the preceding article shall be reviewed on a rolling basis. The Department shall consider the relevance between the applicant's plan and the Department's academic development, as well as the Department's limitations in personnel and resources, and shall decide within a reasonable period whether to approve the application. The decision shall be notified to the applicant by email.

Article 5 When accepting visits by overseas scholars, the Department provides the following administrative services:

1. Assistance with entry and exit
 - (1) Issuance of an invitation letter from the Department;
 - (2) Assistance in applying for entry permission and provision of an entry permit guarantee letter in accordance with the law; however, any resulting official fees shall be borne by the applicant.
2. Accommodation assistance
 - (1) Assistance in reserving dormitory space or provision of rental information; however, occupancy in a designated space cannot be guaranteed;
 - (2) Assistance in applying for a University wireless network account.
3. University research resources
 - (1) Assistance in applying for a temporary library card;
 - (2) Use of the Department's academic resources and computer room.

Issuance of a certificate upon completion of the visiting research period in accordance with these Directions.

Overseas visiting scholars who intend to be accompanied by family members shall be fully responsible for their family members' entry and accommodation. The Department will not process such matters.

Article 6 For applications approved pursuant to Article 4 of these Directions, the applicant shall, within 14 days after receiving the approval notice, pay the administrative service fee in full in accordance with the visit period and corresponding fee standards below. Only then shall the application procedure be completed:

1. 1-14 days: NT\$6,000;
2. 15-30 days: NT\$10,000;
3. 31-90 days: NT\$15,000;
4. 91-180 days: NT\$27,000;
5. 181 days to 1 year: NT\$45,000.

The visit period referred to in the preceding paragraph shall be calculated from the date of entry to the date of exit, including both the date of entry and the date of exit.

In principle, the visit period for overseas scholars shall be limited to 1 year. For visits exceeding this limit, the number of days beyond 1 year shall be recalculated in accordance with the subparagraphs of Paragraph 1.

Among the administrative services provided by the Department under Article 5, any official fees and handling charges, including fees for replacement due to loss, as well as transportation upon arrival and during the visit period, accommodation, rental, insurance, medical care, and related expenses, shall be borne by the applicant and are not included in the administrative service fee under this article.

Article 7 The administrative service fee under the preceding article shall be collected in a single payment. Regardless of any adjustment, change, or cancellation of the applicant's visit dates, the fee shall not be refunded.

The administrative service fee shall be remitted by the applicant to the account of the "National Chengchi University Development Foundation (財團法人政大學術發展基金會)," designated for deposit into the "Department of Political Science Academic Exchange Fund (政治系學術交流基金)":

SWIFT code	ICBCTWTP030
Bank name	MEGA INTERNATIONAL COMMERCIAL BANK SOUTH TAIPEI BRANCH
Bank address	No.9-1, Sec. 2, Roosevelt Rd. , Zhongzheng District, Taipei 10093 , Taiwan
Account name (name)	National Chengchi University Development Foundation
Account number (A/C)	030-53-01019-8
Address (address)	64, Zhi-nan Rd. , Sec2, Wenshan, Taipei 11623 , Taiwan
Telephone (phone number)	886-2-2938-7155

After completing the remittance, the applicant shall send proof of remittance to the Department by email to complete the application procedure.

Article 8 Overseas scholars visiting the Department for more than 90 days shall, before the end of the visit period, hold one public academic lecture at the Department to present their visiting research findings, or participate in the Department's academic activities in another manner with the Department's consent.

Overseas scholars visiting the Department shall regularly come to the Department for academic exchange. The Department reserves the right to specify the form of exchange when reviewing the research plan for the visit to the University.

Overseas scholars shall enter and exit the country in accordance with the agreed terms and the law. Any subsequent request to change the visit period shall be deemed a separate application, and the full administrative service fee shall be paid separately.

To ensure that overseas scholars enter and exit the country in accordance with the law and fulfill their obligation to cooperate with the Department's procedures, overseas scholars shall pay a deposit to the Department on the registration date in an amount equal to one half of the administrative service fee payable.

After leaving the country, overseas scholars shall provide the Department with valid proof of departure and remittance account information. After confirming that the overseas scholar has left the country on schedule and has no unpaid amounts due, the Department shall refund the deposit by remittance. Any handling charges or other fees required for the remittance shall be deducted from the deposit.

If an overseas scholar overstays, the Department shall permanently refuse to host that scholar, and, depending on the severity of the circumstances, may refuse to host any relevant personnel from the scholar's affiliated academic institution for 1 to 3 years.

Those who fail to fulfill the obligations referred to in this article shall not be issued a certificate upon completion of the visiting research period.

Article 9 After deducting the handling fee charged by the University Foundation, the balance of the administrative service fee under Article 6 shall be used to support the Department's relevant resources and development, with the principles of promoting international exchange and development and strengthening the Department's academic resources.

Article 10 Matters not covered by these Directions shall be handled in accordance with the relevant regulations of the University.

These Directions shall be promulgated and implemented after being passed by the Department Affairs Meeting of the Department. The same shall apply to any amendments.