

Chang Jung Christian University Associate Professor and Assistant Professor Further Study and Research Application Form

Name of Applicant		Date of Birth	(day) (month) (year) (Age: ____ years old)
Unit		Job Title	<input type="checkbox"/> Associate Professor <input type="checkbox"/> Assistant Professor (Not applicable to visiting professors and professors/assistant professors who are three years to retirement age).
Number of years as associate professor (assistant professor) in CJCU month to year month,	From (month) (year) to (month) (year) Total number of years months		
Previous further study and research (if any)	(1) From __ (month) __ (year) to __ (month) __ (year); (2) From __ (month) __ (year) to __ (month) __ (year) <input type="checkbox"/> The research report has been submitted and put on file with the University Faculty Evaluation Committee and application for promotion has been submitted. [Please list multiple applications, if any.]		
Leave with or without pay status (including grants from the National Science Council for further study)	(1) <input type="checkbox"/> Leave with pay <input type="checkbox"/> Leave without pay: From __ (month) __ (year) to __ (month) __ (year). Total of ____ years ____ months. (2) <input type="checkbox"/> Leave with pay <input type="checkbox"/> Leave without pay: From __ (month) __ (year) to __ (month) __ (year). Total of ____ years ____ months. [Please list multiple applications, if any.]		
Further Study and Research Plan List the topic and outline of the research plan, and a list of works in the past five years in the application format of the National Science Council. In addition, list specific contributions to CJCU (such as industrial-academic cooperation projects, National Science Council integration projects, leading joint research with colleagues, or other tangible and intangible contributions)	Research topic		
	Expected outcome	(Please attach detailed plans on a separate sheet and submit them with the form)	
	Place	Place: Telephone: ※ According to Article V of this Regulations, the special research project activities engaged by teachers in <u>a foreign university or domestic and foreign research institution must be relevant to their job duties.</u>	
The application period for further study and research in this application (must be consistent with the semester)	<input type="checkbox"/> One semester. Academic Year _____ Semester _____ (From __ (month) __ (year) to __ (month) __ (year)). <input type="checkbox"/> One academic year. Academic Year _____ ((From __ (month) __ (year) to __ (month) __ (year)).		
Attached Documents	<input type="checkbox"/> 1. Photocopy of Associate Professor (Assistant Professor) Certificate. <input type="checkbox"/> 2. Further study and research plan. <input type="checkbox"/> 3. Court notarized further study agreement and letter of joint guarantee (submit after deliberation and approval by CJCU).		

Signature of Applicant	<p>The information I have provided is accurate and true, and I am willing to abide by the provisions of the CJCUC Associate Professors and Assistant Professors Further Studies and Research Regulations.</p> <ol style="list-style-type: none"> 1. During their period of further study and research, associate professors and assistant professors shall not participate in the various administrative duties (including meetings and serving as committee members) of CJCUC unless otherwise invited by the unit supervisor. In addition, they shall not take part-time jobs (classes) outside of CJCUC. They shall continue to receive a salary from CJCUC but shall not receive job bonuses and any teaching allowances. Their year-end bonuses shall be handled as with full-time teachers. 2. Upon the completion of their further study and research, associate professors and assistant professors shall submit a written report of their academic research results within one year of returning to CJCUC. The department, institute, center, and college-level Faculty Evaluation Committees shall evaluate their report and submit it to the Office of Human Resources Development for review and filing. The research results in the preceding paragraph shall be submitted for promotion application in accordance with the provisions of the CJCUC Teacher Promotion Evaluation Regulations within one year of return to the school. However, those who are held up due to publication delays shall not be subject to this condition. 3. At the end of their further study and research period, associate professors and assistant professors shall continue to serve in the school for three times the number of years of their study duration. 4. Once the further study and research plan has been approved, it cannot be changed without approval (including changes to the topic of the further study and research, early termination of the further study and research). 5. Upon receiving approval for further study and research while concurrently serving as supervisors at all levels, associate professors and assistant professors shall resign from their concurrent office as supervisors. <p>Signature of Applicant: _____ Date: __ (day) __ (month) __ (year)</p>	
	Signature of the Chair of Department (Institute, Center) Faculty Evaluation Committee	Office of Human Resources Development (1) Review
<p>To ensure the overall normal teaching and research of CJCUC, department, institute, and center applications for further study and research that are based on this Regulations shall not exceed four teachers per year for the entire school, and each department (institute, center) shall be limited to one applicant one per year.</p> <p>This case has been reviewed and approved on __ (day) __ (month) __ (year) by the Number ____ Meeting of the Department (Institute, Center) Faculty Evaluation Committee of Academic Year ____.</p>		<p>This case has been reviewed and approved on __ (day) __ (month) __ (year) by the Number ____ Meeting of the College Faculty Evaluation Committee of Academic Year ____.</p>
Office of Human Resources Development (2)	Office of Academic Affairs	University President
<p>This case has been reviewed and approved on __ (day) __ (month) __ (year) by the Number ____ Meeting of the University Faculty Evaluation Committee of Academic Year ____.</p>	<p>In accordance with the provisions of Article XI, teaching allowances shall not be issued.</p>	

Notes: 1. Review process: Department (Institute, Center) Faculty Evaluation Committee (including eligibility review) → Office of Human Resources Development (review) → College Faculty Evaluation Committee → Office of Human Resources Development (convene meetings) → Notify Office of Academic Affairs → Submit to University President for approval.

2. By providing information in this application form, you are giving consent to CJCUC to collect, process and use your personal data. The personal data collected in this form shall only be used for its designated purpose and shall not be used for any other purposes without the consent of the applicant. The personal data shall be handled in accordance with the provisions of the CJCUC Data Storage and Security Control Regulations. Please refer to the CJCUC website <http://www.cjcu.edu.tw/pims> for relevant information.

3. For information on CJCUC personal data protection, please contact: No. 1, Changda Road, Gueiren District, Tainan City; Tel: 06-2785123#1022; E-mail: pims@mail.cjcu.edu.tw.

Validity Period: 3 years
Form Number: 030-3-01-1001

Chang Jung Christian University Associate Professor and Assistant Professor Further Study and Research Agreement

Signatories: Chang Jung Christian University (hereinafter referred to as Party A) and _____ (hereinafter referred to as Party B) hereby agree to the following rights and obligations pertaining to Party B's application to Party A for further study and research:

1. Party A agrees to retain Party B on leave with pay to pursue further study and research.
2. Duration of the further study and research: From (day) (month) (year) to (day) (month) (year).
3. In accordance with the provisions of Article IX, Article X, and Article XI of the Chang Jung Christian University Associate Professors and Assistant Professors Further Studies and Research Regulations, Party B agrees to, upon the completion of his or her further study and research, submit a written report of his or her academic research results within one year of returning to CJCU. In addition, he or she shall submit his or her work for promotion application in accordance with the provisions of the CJCU Teacher Promotion Evaluation Regulations within one year of return to the school. He or she shall also continue to serve in the school for three times the number of years of his or her study duration. If the above-mentioned terms of the agreement are not fulfilled, Party B agrees to repay all salaries received during the period of further study and research and shall also pay a penalty for breach of the contract equal to the amount of all the salaries.
4. If Party B fails to fulfill the above-mentioned terms of the agreement, he or she agrees to repay all salaries received during the period of further study and research, and shall also pay a penalty for breach of the contract equal to the amount of all the salaries. He or she shall accept the enforcement of the said repayments upon notarization by the court.
5. In the event of litigation over this agreement, the Tainan District Court of Taiwan shall be the jurisdictional court of first instance.
6. This agreement is in quadruplicates. In addition to a notarized copy, Party A, Party B, and the joint guarantor shall each hold one copy.

Signatories:

Party A: Chang Jung Christian University

Legal Representative:

Signature:

Address: : No. 1, Changda Road, Gueiren
District, Tainan City

Telephone:

06-2785123

Party B:

Signature:

Job Unit:

Job Title:

Personal ID Number :

Telephone:

Address:

Date: __ (day) __ (month) __ (year)

Chang Jung Christian University Associate Professor and Assistant Professor Further Study and Research Letter of Joint Guarantee

I hereby guarantee that _____ from the Departments (Institute, Center) of _____ of Chang Jung Christian University shall strictly abide by the provisions of the Chang Jung Christian University Associate Professors and Assistant Professors Further Studies and Research Regulations. In the event of any violation, I, the guarantor is willing to be jointly liable for the repayment of all the salaries received by _____ during his or her further study and research period, and shall also pay a penalty for breach of the contract equal to the amount of all the salaries.

Guaranteed Person	Unit	Job Title	Name	Personal ID Number	Date of Birth	School (Organization) of further study and research	Signature	
Joint Guarantor	Name	Gender	Place of employment and job title	Personal ID Number	Date of Birth	Address	Relationship to guaranteed person	Signature

Terms of Guarantee :

1. _____'s period of further study and research: From ___ (day) ___ (month) ___ (year) to ___ (day) ___ (month) ___ (year).
2. In accordance with the provisions of Article IX, Article X, and Article XI of the Chang Jung Christian University Associate Professors and Assistant Professors Further Studies and Research Regulations, the joint guarantor and the guaranteed agree to, upon the completion of the further study duration, submit a written report of his or her academic research results within one year of returning to CJCU as stipulated. In addition, he or she shall submit his or her work for promotion application in accordance with the provisions of the CJCU Teacher Promotion Evaluation Regulations within one year of return to the school. He or she also agrees to continue to serve in the school for three times the number of years of his or her study duration.
3. If the guaranteed person violates the above-mentioned provisions, the guaranteed person and the joint guarantor shall repay all salaries received during the period of the

further study and research within the deadline notified by CJCJ. They shall also pay a penalty for breach of contract equal to the amount of all the salaries.

4. If the guaranteed person violates the above-mentioned terms of the agreement, the guarantor agrees to repay all salaries received during the period of the further study and research, and shall also pay a penalty for breach of the contract equal to the amount of all the salaries and shall accept the enforcement of the said repayments upon notarization by the court.
5. In the event of litigation over this letter of guarantee, the Tainan District Court of Taiwan shall be the jurisdictional court of first instance.
6. This letter of guarantee is in quadruplicates. In addition to a notarized copy, Party A, Party B, and the joint guarantor shall each hold one copy.

Date: __ (day) __ (month) __ (year)