

長榮大學辦理來校訪問研究境外學者服務暨接待作業要點
Chang Jung Christian University Visiting International Scholars and Researchers
Reception Regulations

第一條 本校國際交流與兩岸事務處（以下簡稱國際處）為辦理境外學者來校之服務、接待暨使用本校資源等相關事項，特訂定「長榮大學辦理來校訪問研究境外學者服務暨接待作業要點」（以下簡稱本要點）。

Article I The University's Office of International Affairs (hereinafter referred to as the OIA) has formulated the Chang Jung Christian University Visiting International Scholars and Researchers Reception Regulations (hereinafter referred to as the Regulations) to manage the reception of international scholars and their use of the University's resources.

第二條 本要點所稱境外學者，係指與本校無聘僱關係，來校從事3日以上訪問、交換講學或研究之人員。

前項境外學者分為交換學者及非交換學者兩類。

Article II The term "international scholars" in the Regulations refers to visiting and exchange lecturers or researchers with no employer-employee relationship with the University, and who are at the University for three or more days.

The aforementioned international scholars are divided into exchange scholars and non-exchange scholars.

一、交換學者，係指依本校、學院、系所、學位學程及中心等與境外姊妹校所訂定之交換教師計畫書面約定，經姊妹校推薦且經本校同意前來訪問或研究之學者。此類學者之服務接待暨收費等事項，依書面約定辦理。

1. Exchange scholars refer to scholars or researchers visiting in accordance with the exchange teacher program signed between the University or its colleges, departments, programs and centers and international partner universities, and whose visit has been recommended by the partner universities and approved by the University. The cost and other matters pertaining to the reception of these scholars shall be in accordance with the written agreement.

二、非交換學者，係指非依前款但經本校同意前來訪問或研究之學者。此類學者又分為姊妹校及非姊妹校。此類學者之服務接待等事項，由本校接待單位辦理，並以付費為原則。

2. Non-exchange scholars refer to scholars or researchers who are not of the preceding paragraph, but whose visits have been approved by the University. This category of scholars are divided into partner university and non partner university scholars. Matters pertaining to their reception shall be handled in accordance with the University's hosting department, and in principle shall be paid services.

第三條 申請資格：

Article III Application Qualifications:

一、任職於國外大學院校或研究機構之學者專家。

1. Scholars and experts working in foreign universities or research institutions.

- 二、有特殊專長，且對接待單位之研究教學或科學技術發展有助益者。
2. Those with special expertise and can benefit the research, teaching or technological development of the hosting department.
- 三、與本校簽署合作協議姊妹校之學者專家，符合協議內容且對兩校長期發展有助益者。
3. Scholars and experts of partner universities with cooperation agreement with the University, and whose visits are consistent with the content of the agreement and beneficial to the long-term development of the two universities.

第四條 申請文件：

Article IV Required documents

- 一、境外學者來校訪問研究申請表。
1. Visiting International Scholar Application Form.
- 二、申請人簡歷。
2. Resume of the applicant.
- 三、申請人所在學校、機構之最高長官推薦信。
3. A letter of recommendation from the chief executive of the applicant's university or institution.
- 四、來台時程規劃表
4. Itinerary in Taiwan
- 五、來校從事研究之人員，須檢附研究計畫。
5. Researchers visiting the University must submit their research proposal.

第五條 境外學者來校之申辦程序如下：

Article V Application procedure for international scholar visitation is as follows:

- 一、境外學者向本校國際處或接待單位提出申請時，請該單位先行向國際處回報，並填寫申請表單。
1. When an international scholar submits an application to the OIA or reception department, the OIA or department shall first report to the OIA and complete an application form.
- 二、審查程序分為兩階段。第一階段由國際處針對境外學者之申請資格、學者身分、檢附文件完整度等項目進行審查；第二階段則由接待單位針對境外學者之研究內容、交流項目等進行審核。
2. The review process is divided into two stages. In Stage 1, the OIA shall review the scholar's application qualification, identity and completeness of required documents. In Stage 2, the hosting unit shall review the research content and exchange items of the international scholar.
- 三、若境外學者通過兩階段之審查，將由國際處簽請鈞長核可後，製發邀請函予境外學者。
3. For international scholars who have passed the two-stage review, the dean of the OIA shall sign a letter of approval, and a letter of invitation shall be issued to the international scholars.

第六條 境外學者來校之服務接待分工如下：

Article VI Task assignments for hosting international scholars are as follow:

- 一、接待單位：提供境外學者學術資源之需求。
1. Hosting department: Provide international scholars with needed academic resources.

- 二、國際處：指派專人負責統籌協調，並視需要提供校級邀請函、相關文件及其他行政資源之需求。
2. Office of International Affairs: Designate a person for overall coordination, and provide University level letter of invitation, relevant documents and other administrative resources as needed.

第七條 境外學者來校使用本校各項設備之收費標準如下：

Article VII The fees for international scholars using the University's facilities are as follow:

一、交換學者：依簽訂之交換教師合約辦理。

1. Exchange scholars: In accordance with the exchange teacher contract.

二、非交換學者：依本校規定辦理。

2. Non-exchange scholars: In accordance with the University's regulations.

第八條 本要點若有未盡事宜，悉依本校相關規定辦理。

Article VIII Any matters not addressed in the Regulations shall be handled in accordance with relevant University regulations.

第九條 本要點經本校國際事務委員會、行政會議通過後，陳請校長核定後公告實施，修正時亦同。

Article IX The Regulations are announced and implemented upon approval by the University's International Affairs Committee, Administrative Meeting, and the President; the same shall apply to any amendments.