

NATIONAL SUN YAT-SEN UNIVERSITY

Department of Foreign Languages and Literature Regulations Governing Subsidies of Academic Activities Organized by Faculty Members (Amended)

Approved by the 2nd Department General Meeting on January 3, 2006, 1st Semester of School Year 94.

Amended by the 2nd Department of Foreign Languages and Literature General Meeting on December 18, 2012, School Year 101.

- I. These regulations are specifically established to set guidelines for subsidizations of research and teaching activities to enhance research environment and education quality of the Department of Foreign Languages and Literature (DFLL). Activities to be subsidized, which are outlined in the present regulations, include teaching-related activities, medium- and small-size academic conferences, various types of seminars, lectures, and recruitment of foreign specialists and scholars to teach short-term courses.
- II. Sources of subsidies are the department's budgets of for teaching, training, and counseling programs.
- III. Items and amounts to be subsidized
 - A. Teaching-related activities: These include tours and visits associated with course contents and invitations of personnel from outside the university to lecture on special topics. Each faculty member may be subsidized once per school year only. The subsidies may not be expended on meals or to pay workers (including part-time workers). Lecture fees shall be between NT\$2,000 and NT\$3,000 in principle. Transportation expenses shall be actual amounts incurred. Tickets, entrance fees or related expenses of tours and visits shall be NT\$150 per person and NT\$4,500 per group at the maximum. If a private bus or school bus is rented, the subsidy shall be for the actual cost of the return trip on the day.
 - B. Medium- and small-size academic conferences: Each faculty member may be subsidized once per school year only. The total subsidies from the department for such activities per school year shall be NT\$100,000 at the maximum, and faculty members applying for such subsidies shall also apply for (or acquire) funding from the College of Liberal Arts, the university, or other units at the same time. The formats of conferences (or performances) shall comply with the criteria set forth in the National Sun Yat-sen University's (NSYSU's) "Principles and Notes for Subsidies of Academic Conferences."
 1. Medium-size academic conferences: no more than NT\$30,000 in principle (with an attendance of over 100 participants)
 2. Small-size academic conferences: no more than NT\$10,000 in principle (with an attendance of 50 – 100 participants)
 3. Various types of seminars: no more than NT\$5,000 in principle (with an attendance of 20 – 50 participants)
 - C. Recruitment of foreign specialists and scholars to teach short-term courses (no more than 3 months): Each faculty member may be subsidized once per school year only. The total subsidies from the department for such activities per school year shall be NT\$30,000 at the maximum, and faculty members applying for such subsidies shall also apply for (or acquire) funding from the College of Liberal Arts, the university, or other units at the same time. The subsidies shall mainly be utilized as hourly teaching pays, which are to be calculated in accordance with the faculty's hourly pays of

equivalent ranks in principle.

- D. Use of subsidies: All subsidies shall be expended in accordance with the items specified in NSYSU's "Principles and Notes for Subsidies of Academic Conferences" and "Guidelines for Invitations of Outstanding Academics, Writers and Artists to Deliver Lectures." Under special circumstances, subsidies may be expended otherwise with approvals of department general meetings.
- E. Application timeline: twice per school year
 - 1. Applications for subsidies for activities to be conducted between May 1 and October 31 of the year shall be submitted before March 31.
 - 2. Applications for subsidies for activities to be conducted between November 1 of the year and April 30 of the following year shall be submitted before September 30.

Applications failing to meet the aforesaid deadlines shall be processed separately, depending on remaining amounts of the budgets.

- F. Please fill out the department's "Academic Activity Subsidy Application Form" to apply. Presentation of corresponding receipts for verification is required for funds settlement.
- G. This set of regulations shall be implemented following approvals of department general meetings.