

臺灣綜合大學系統獎勵跨校短期訪問研究要點

Taiwan Comprehensive University System Guidelines for Encouraging Short-Term Cross-University Visiting Research

103.11.24 臺綜大聯席會議通過

Promulgated in the Joint Meeting of the TCUS on Nov. 24, 2014

105.03.28 臺綜大聯席會議修正通過

Amended in the Joint Meeting of the TCUS on Mar. 28, 2016

110.07.05 臺灣綜合大學系統執行委員會會議修正通過

Amended in the TCUS Executive Committee Meeting on Jul. 5, 2021

- 一、臺灣綜合大學系統(以下簡稱臺綜大系統)為加強系統內跨校跨領域之學術交流，協助各校共同發展基礎科技之研發，獎勵臺綜大系統跨校從事短期訪問或參與研究工作，特訂定本要點。

These Guidelines have been enacted for the Taiwan Comprehensive University System (TCUS) to strengthen interdisciplinary academic exchanges within the system, specifically through rewarding short-term cross-university visits or research projects and assisting the universities in jointly engaging in the research and development of basic science and technology.

- 二、本要點適用對象如下：

臺綜大系統之專任助理教授級以上教師、專任副研究員（或相當職級）以上人員、主治醫師（以下簡稱教研人員），並任職二年以上者。

These Guidelines are applicable to the following people:

Full-time faculty members who have served as assistant professors or higher, full-time personnel who have served as associate research fellows (or its equivalent) or higher, and attending physicians in the TCUS who have worked for more than two years (hereinafter referred to as “teaching and research personnel”).

- 三、短期訪問研究期限為二至六個月。

前項教研人員如有特殊情形，得申請延長之。但延長期間不予獎勵及補助費用。

A short-term visiting period shall span from two to six months.

In the presence of special circumstances, the teaching and research personnel mentioned in the preceding paragraph may apply for an extension. However, no incentive or subsidy shall be provided in an extended term.

- 四、本要點獎勵之項目如下：

(一) 獎勵金：每月至多補助新臺幣三萬元整，訪問執行期限至多補助新臺幣六萬元整。

- (二) 研究材料及資料蒐集等相關業務費：每月至多補助新臺幣二萬元整，訪問執行期限至多補助新臺幣十萬元整。

The following items shall be applicable to the incentives of the Guidelines:

- (I) Incentives: A maximum of NT\$30,000 per month, and up to NT\$60,000 for the duration of the visit.
- (II) Research materials, data collection, and other related expenses: A maximum of NT\$20,000 per month, and up to NT\$100,000 for the duration of the visit.

五、依本要點申請獎勵之臺綜大系統教研人員，須獲其服務單位同意，利用休假研究或暑假期間，實質至臺綜大系統內各校從事短期訪問研究。

前項休假研究或暑假期間公假之申請相關事宜，依各校規定辦理。

TCUS teaching and research personnel who apply for an incentive under these Guidelines must obtain approval from the unit in which he or she serves as well as visit other universities within the TCUS, using sabbatical leave or summer vacation days to engage in short-term research.

Matters related to requesting the sabbatical leave or summer vacation days mentioned in the preceding paragraph shall be handled in accordance with the regulations of each university.

六、依前點規定進行之短期訪問研究，以下列性質為原則：

- (一) 進行專題研究。
- (二) 研發特定技術。

All short-term visiting research conducted in accordance with the preceding point shall include the following:

- (I) Research projects
- (II) Research and development of technologies

七、短期訪問研究之申請程序如下：

- (一) 由申請人填具申請書，經所屬服務單位、受訪單位及受訪教研人員或計畫主持人同意。
- (二) 申請人應檢具前款申請書，向臺綜大系統各校研發工作圈窗口提出申請，經臺綜大系統各校審查後，推薦至國立成功大學研發工作圈聯絡窗口。

前項申請書格式及申請時程，由臺綜大系統研發工作圈另行公告。

已同意申請人訪問之受訪教研人員或計畫主持人，不得於申請人預計訪問之同一期間內，申請訪問申請人。

The application procedure for short-term visiting research is as follows:

- (I) Applicants must fill in the application form. It must be approved by the unit in which he or she serves, the unit being visited, and the teaching and research personnel being visited or the principal investigator.

- (II) Applicants shall submit the application form mentioned in the preceding subparagraph for review and approval to the contact person of the R&D Work Group of each TCUS university. Following approval, applicants must submit it to the contact person of the National Cheng Kung University R&D Work Group.

The application form and deadlines mentioned in the preceding paragraph shall be announced by the TCUS R&D Work Group.

The teaching and research personnel or principal investigators who have agreed to the applicant's visit shall not apply to visit the applicant within the same period as the applicant's expected visit.

- 八、臺綜大系統內各校應自訂審查程序辦理審查，並將審查程序及申請者相關資料，包括推薦名單(每校至多三名)、推薦序位及建議訪問研究期限函等，送交國立成功大學研發工作圈聯絡窗口。

前項獎勵名單由臺綜大執行委員會核定。

Each TCUS university shall perform an application review in accordance with their self-developed review procedures. Subsequently, they shall submit the review procedures and applicants' relevant information, along with a list of recommended candidates (maximum of three candidates per university), suggested order of priority, and recommended duration of the visiting period to the contact person of the National Cheng Kung University R&D Work Group.

The TCUS Executive Committee shall determine the reward recipient list mentioned in the preceding paragraph.

- 九、本要點所需經費由臺綜大系統經費支應，並依各校相關規定辦理，不得重複支領。

獲獎者須檢附憑證及相關資料送所屬學校辦理經費核銷。

The funds required for the Guidelines shall be covered by the TCUS, and shall be handled in accordance with the relevant regulations of each university.

Recipients must submit payment slips and relevant documentation to their respective universities to complete the reimbursement procedures.

- 十、獲獎者應於訪問研究結束後二個月內，將共同研究成果報告送交臺綜大系統各校研發工作圈窗口，經各校同意後，提交臺綜大執行委員會評審備查。

Recipients shall present an achievement report of the joint research results within two months after completing the visiting research to the contact person of the R&D Work Group of each TCUS university. Once approved, the report shall be submitted to the TCUS Executive Committee for review and future reference.

- 十一、研究成果如有涉及智慧財產權等相關權利義務，依臺綜大系統受訪研究學校相關規定辦

理。

If the research results involve intellectual property rights and related rights and obligations, the affairs shall be handled in accordance with the relevant regulations of the TCUS university visited.

十二、 本要點經臺綜大研發工作圈研發長會議通過，報請臺綜大執行委員會議核備後實施，修正時亦同。

These Guidelines shall come into force after being approved in the Vice President for Research & Development Meeting in the TCUS R&D Work Group and reported to the TCUS Executive Committee for future reference. The same applies to all subsequent amendments.