

**TKU Regulations for Subsidies of Instructors and Administrative Staff Who
Receive Training Abroad**

Secretariat Regulation No. 1030000010 (05/06/2014)

Article 1

Scope of Utilization

1. All TKU full-time instructors or administrative staff who because of a special need for accreditation and who must go abroad to receive specialized training.
2. The targets for subsidy consist of: specialized training for library personnel and training for oral interpretation of foreign languages; the subsidy may be increased or decreased based on the actual developmental needs.

Article 2

Subsidy expenses

1. Airfare: in principle one direct round-trip ticket from Taipei to the point of destination. The procedures for ticket purchase will all be handled by the TKU Committee for International Education and Exchange.
2. Tuition: it will be arranged between the administrative office and the overseas school or organization offering the training.
3. Room and board expenses: they will follow the regulations of the Ministry of Science and Technology (MOST); they will be calculated based upon the actual number of days of training plus four additional days.
4. Conference fees and visitation fees:
 - a) Registration fee.
 - b) Transportation fees during times of visitation including charges for traveling by ordinary train and highway must be approved. In the case that the route is distant requiring airplane travel, it needs to be specifically reviewed for approval.
 - c) If meetings and visits are held in other areas and one is unable to return on that day to the original site where the training is received, then one needs to consult the standard MOST regulations for additional subsidies.
5. Insurance fees:
 - a) During air flights the TKU Committee for International Education and Exchange shall insure the individual receiving the training with fpa travel accident insurance.

b) After arriving at the country where the training is given, the insurance should in principle be covered by the school or organization where the training is given. Each administrative office should in advance properly arrange with the training organization all insurance matters. When the organization giving the training does not offer such a service, then additional fpa insurance should be arranged.

Article 3

The budget for the expenses of each of the various items mentioned above should be reported to the TKU Committee for International Education and Exchange and should be presented to the university president for approval. After completing the training and returning to Taiwan, then within three weeks, the expense account should be submitted for inspection.

Article 4

The experience report of the individual receiving the training should be submitted within two months after returning to Taiwan to the TKU Committee for International Education and Exchange and then presented to the university president for review.

Article 5

After the individual who received the training returns to Taiwan, he or she must serve at TKU for two years; he or she must accept the responsibility of instructing courses related to the specialized training received as assigned by the school

Article 6

If within the two years of service the individual receiving the training due to unilateral reasons presents his or her resignation, he or she must hand back the complete amount of money of the subsidy.

Article 7

The length of the term of training should be completed within one academic year. The individual receiving the training, moreover, shall enjoy a guarantee of employment and salary.

Article 8

This set of regulations will take effect on the date of its publication after being passed in a TKU Committee for International Education and Exchange meeting and approved by the TKU President. The same applies to any later amendments made.