

Guidelines for Research Fellows, Research Specialists and Administrative and Technical Staff of Academia Sinica Requesting Leave to Hold Lectures, Conduct Research, or Pursue Advanced Studies

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Article I. Purpose

Academia Sinica has established the “Guidelines for Research Fellows, Research Specialists and Administrative and Technical Staff of Academia Sinica Requesting Leave to Hold Lectures, Conduct Research, or Pursue Advanced Studies” (below abbreviated as “Guidelines”) in order to establish regulations for research fellows, research specialists, and administrative and technical staff (below abbreviated as “researchers and staffs”) who intend to hold lectures, conduct research or pursue advanced studies in Taiwan or abroad. These Guidelines are intended to promote academic exchange and assist in the acquisition of new knowledge by researchers and staffs of Academia Sinica. Regulations for research specialists and administrative and technical staff of the Central Office of Administration intending to pursue research and advanced studies shall be established independently by the Central Office of Administration.

Article II. Definition

Holding lectures, conducting research and pursuing advanced studies delineated in these Guidelines refer to the following:

i) Holding lectures:

Research fellows of Academia Sinica of the rank of full-time assistant research fellow or above or research specialists of Academia Sinica of the rank of assistant research specialist or above may request leave to hold lectures related to their field of specialty at foreign universities, research institutes, or other academic institutions.

ii) Conducting research:

a) In order to strengthen academic research in relevant fields, each research institute, preparatory office or research center of Academia Sinica may nominate candidates or approve requests for leave by Academia Sinica’s research fellows and research specialists who intend to conduct specialized research at domestic and foreign universities and research institutions.

- b) In order to fulfill research needs, each research institute, preparatory office, and research center of Academia Sinica may nominate technical staff to acquire specialized knowledge or techniques (related to their work) at domestic and foreign government institutions, academic institutions, and research institutions.
- iii) Pursing advanced studies:
 - a) In order to fulfill academic research needs, each research institute, preparatory office, or research center of Academia Sinica may nominate research fellows and research specialists to pursue advanced studies related to their research work in Master or Ph.D. graduate programs at domestic or foreign universities or research institutions.
 - b) In order to fulfill academic research needs, each research institute, preparatory office, or research center of Academia Sinica may approve its research fellows and research specialists to enroll in domestic or foreign academic institutions, research institutions, or government institutions to pursue advanced studies. The institution at which the candidate plans to pursue advanced studies should have scholarship opportunities or cover the full tuition costs and costs of living.
 - c) In accordance with the *“Implementation Plan for Sending Civil Servants Abroad to Conduct Specialized Research”*, *“Procedures for Civil Servants of the Executive Yuan and Affiliated Institutions and Schools Intending to Receive Training or Pursue Advanced Studies”*, *“Guidelines for the Selection of Administrative and Technical Staff of Academia Sinica to Receive Training or Pursue Advanced Studies in Taiwan”* promulgated by the Executive Yuan, each research institute, preparatory office and research center of Academia Sinica may approve its administrative and technical personnel to enroll in Masters degree and Ph.D. degree programs (related to their field of work) at domestic and foreign universities and research institutions.
 - d) In accordance with research needs, each research institute, preparatory office and research center of Academia Sinica shall also establish related plans and draw up budgets for allowing or selecting research fellows, research specialists and administrative and technical staffs to engage in short-term research for a period within six months at academic or research institutions abroad.

Article III. Evaluation Committee

Academia Sinica shall establish an Evaluation Committee to evaluate applications for going abroad to hold lectures, conduct research and pursue advanced studies by technical and administrative staff and researchers of Academia Sinica. However, applications for a period within three months shall be evaluated and approved by each research institute, preparatory office and research center, and submitted to Academia Sinica two weeks before going abroad for approval for reference; Applications for a

period more than three months shall be submitted to Academia Sinica three weeks before going abroad for approval.

Article IV. Qualifications

Researchers and administrative and technical staffs who wish to hold lectures, engage in research or pursue advanced studies at domestic and foreign universities or research institutions must have the following qualifications:

i) Holding lectures:

Full-time distinguished research fellows, research fellows, associate research fellows, assistant research fellows, senior research specialists, associate research specialists, and assistant research specialists from each research institute, preparatory office and research center of Academia Sinica are qualified to apply.

ii) Conducting research:

a) Full-time researchers, research specialists, and administrative and technical staff from each research institute, preparatory office and research center of Academia Sinica are qualified to apply. If necessary, research units of Academia Sinica may send researchers and staffs abroad for short-term research within a period of three months.

b) Administrative staffs who wish to engage in short-term research for a period limited to six months are qualified to apply.

iii) Pursuing advanced studies:

Research assistants and assistants employed full-time at the research institutes, preparatory offices and research centers of Academia Sinica are qualified to apply. However, research assistants must be at or under 40 years of age and assistants must be at or under 30 years of age. Applications for advanced study by administrative or technical staffs of Academia Sinica shall be processed in accordance with the *“Implementation Plan for Sending Civil Servants Abroad to Conduct Specialized Research”*, the *“Procedures for Civil Servants of the Executive Yuan and Affiliated Institutions and Schools Intending to Receive Training or Pursue Advanced Studies”*, and the *“Guidelines for the Selection of Administrative and Technical Staff of Academia Sinica to Receive Further Training or Pursue Advanced Studies in Taiwan”* promulgated by the Executive Yuan.

Article V. Period of Leave

Researchers and administrative and technical staffs of Academia Sinica who wish to hold lectures (abroad), conduct research or pursue advanced studies in Taiwan or abroad may request leave from Academia Sinica for the following time periods:

i) Researchers and administrative and technical staff may conduct research or

hold lectures abroad for a period within one year.

- ii) Researchers and administrative and technical staff may pursue Master degree studies or above for a period within two years.

If the research institutes, preparatory offices, and research centers of Academia Sinica determine after evaluation that a given researcher, administrative or technical staff needs to extend his or her period of M.A. or Ph.D. study, extensions may be granted, but are limited to the following periods:

- i) The extension granted for holding lectures and conducting research abroad may not exceed one year.
- ii) The extension granted for pursuing a degree in Taiwan may not exceed one year; the extension granted for pursuing a Ph.D. degree abroad may not exceed two years.

Researchers and administrative or technical staffs who wish to apply for the extensions mentioned in the above clauses must provide a written statement declaring that they are unable to finish their work in the originally allotted time period. To apply for extensions, this written statement and the following documents must be submitted two months prior to the expiration date of the originally allotted time period:

Lecturers must provide a letter certifying their appointment at an institute or university abroad. Researchers and staffs conducting research must provide a letter of certification from the institute by which they have been invited to conduct research. Researchers and staffs pursuing advanced studies should provide transcripts, a letter of recommendation from their advisor and other relevant documents. These documents should then be submitted by each research institute, preparatory office and research center to the Evaluation Committee. The Evaluation Committee will then evaluate applications and submit them to the President of Academia Sinica for approval. Those who pursue degrees abroad shall report to the Office of President by special cases for approval. If the researchers and administrative or technical staffs are unable to achieve their objectives or if Academia Sinica needs them for employment, they must terminate their lectures, advanced studies or research work within the allotted time and return to Academia Sinica for employment.

Researchers and staffs conducting research or pursuing advanced studies must submit a research report within three months after the end of their period of study, or submit at the appropriate time while taking consideration of intellectual property rights and thesis presentation. The research reports shall be evaluated by the research institute, preparatory office, or research center where they are employed. After evaluation, these reports shall then be submitted by each research unit to Academia Sinica to be filed for reference.

Article VI. Regulations on Retention of Position and Payment

According to the terms of leave specified in Article 5 Clause 1 of these Guidelines, the specified period for retaining positions without pay and retaining positions with pay for Academia Sinica researchers and staffs holding lectures (abroad), pursuing advanced studies or conducting research in Taiwan and abroad is as follows:

i) Holding lectures:

Researchers and staffs going abroad to hold lectures who have been employed at a research institute, preparatory office or research center of Academia Sinica for five or more consecutive years may retain their position with pay at Academia Sinica for a maximum of one year. Researchers and staffs who have worked at a research institute, preparatory office, or research center of Academia Sinica for less than five consecutive years will be permitted to retain their position at Academia Sinica without pay.

ii) Conducting research or pursuing advanced studies:

Researchers and staffs of Academia Sinica conducting research or pursuing advanced studies for a period within one year will be permitted to retain their position with pay. Researchers and staffs pursuing Ph.D. degrees and having a special reason for extending their term of studies may apply for extension on a year by year basis. A special request shall be submitted each year by the research unit to the Evaluation Committee, to be approved by the President of Academia Sinica. However, these positions may be retained with pay for a maximum of two years only when researchers and staffs pursuing Ph.D. degrees in Taiwan. When researchers and staffs pursuing Ph.D. degrees abroad, these positions may be retained with pay for a maximum of four years only, and shall be reported to the Office of President for approval.

Researchers and staffs holding lectures, pursuing advanced studies or conducting research whose term of extension is granted according to Article 5 Clause 2 of these Guidelines will be permitted to retain their positions without pay except the proviso clause in the previous Item two.

Article VII. Required Documents

Researchers and staffs of Academia Sinica wishing to hold lectures, conduct research or pursue advanced studies abroad or in Taiwan shall submit a plan (lecture plan, study plan or research plan) and an invitation letter or letter of agreement to the relevant research institute, preparatory office or research center of Academia Sinica

which shall in turn submit these documents to the President of Academia Sinica for approval. The lecture plan, study plan or research plan shall be implemented according to the devised plan. Staff or researchers wishing to transfer to a different school or research institution, alter their research field, change their field of advanced study or terminate their lectures, advanced studies or research earlier than officially scheduled must obtain documents of verification from the relevant universities or research institutes. The documents of verification must then be submitted to the research institute, preparatory office or research center of Academia Sinica which will in turn submit a request for approval to the President of Academia Sinica. Any of the above alterations may only be made after requests for these alterations have been approved by the President of Academia Sinica.

Article VIII. Research Plan

The short-term research plan delineated in Article 2 Clause 2 of these Guidelines and the lecture, study, or research plan delineated in Article 7 of these Guidelines shall be written in a feasible and realistic manner according to actual research needs. The contents of the plan should include the following items:

- 1) The title of the lecture, research or study plan.
- 2) The relevance of the plan to the actual research needs of the research unit of Academia Sinica.
- 3) A description of the contents of the lecture, research or study plan.
- 4) The name of the country and name of the research institute, university or organization at which the researcher or staff intends to pursue advanced study or conduct research.
- 5) The estimated period of time necessary to carry out the planned research or advanced study.
- 6) The estimated amount of funds needed.
- 7) The expected outcome of the planned research or advanced study.
- 8) The number of people selected.

Article IX. Required Terms of Service upon Return and Reimbursements

Researchers or staffs wishing to hold lectures (abroad), pursue advanced studies or conduct research in Taiwan or abroad should sign a contract and fill out an affidavit before leaving Academia Sinica. (Please see the attached affidavit)

After completion of their research, advanced studies or lectures, researchers and staffs of Academia Sinica should return to the research institute, preparatory office or research center of Academia Sinica at which they are employed. The required term of service upon return of these Academia Sinica researchers and staffs is twice the length of the term in which they retained their position with pay. Researchers and

staffs of Academia Sinica who are permitted to retain their position without pay are required to serve the same length of time upon return as their term of leave. Researchers and staffs who do not return to Academia Sinica for work will be required to reimburse all funds, subsidies, and remuneration they received during the term in which they retained their position with (or without) salary. Those who have not fulfilled their required term of service or who have terminated their term of service halfway through must reimburse all related expenses according to the proportion of the period of time not served and the required term of service. The total amount of remuneration, subsidies, and salary received during the period of retaining position with pay (or without pay) shall be used as the basis for these reimbursements. Academia researchers and staffs who have been dismissed or who decide to leave office shall reimburse Academia Sinica for all remunerations received by subtracting the length of the period during which they have already served (upon return) from the entire required period of service upon return. Reimbursements shall be made in proportion to this time period. (This requirement is due to the fact that, during their leave, they had been permitted to retain their positions with pay).

Academia Sinica researchers and staffs who have gone abroad for holding lectures, pursuing advanced studies or conducting research without prior permission from Academia Sinica or Academia Sinica researchers and staffs who have not returned to Academia Sinica for work for a period exceeding one month after their officially expected return will be regarded as having resigned from their posts. In these cases, Academia Sinica researchers and staffs will be required to reimburse all remuneration, subsidies, and funds received during the period in which they held lectures, pursued advanced studies or conducted research abroad. In these cases, Academia Sinica researchers and staffs shall make all required reimbursements according to the regulations established in the previous clause.

Researchers or staffs who hold lectures abroad, pursue advanced studies or conduct research in Taiwan or abroad are not responsible for not fulfilling the duty of performance shall be exempt from reimbursement.

Article X. Regulations on Work Hours for those Pursuing Advanced Studies at Domestic Universities and Research Institutions

The work hours of Academia Sinica researchers and staffs who have been permitted (by retaining their position with salary) to pursue advanced studies at domestic universities and research institutes shall be negotiated with the research institute, preparatory office or research center at which the researchers and staffs of Academia Sinica are employed.

Article XI. Promulgation

These Guidelines have been passed by the General Assembly and ratified by the President of Academia Sinica. These Guidelines have been enforced by Academia Sinica upon ratification by the President of Academia Sinica.