

Wenzao Ursuline University of Languages

Operational Guidelines Governing Subsidies for Faculty Study, Research, and Other Professional Development

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1. To enhance the professional competence of faculty members at Wenzao Ursuline University of Languages (hereinafter referred to as the “University”) and encourage them to pursue further study and research, these Operational Guidelines are established pursuant to the Wenzao Ursuline University of Languages Guidelines for Faculty Study, Research, and Other Professional Development (hereinafter referred to as the “Professional Development Guidelines”).
2. Subsidies and teaching arrangements for faculty members undertaking further study shall be governed by the following provisions:
 - (1) A faculty member who pursues a doctoral degree through in-service study with pay (including study during summer or winter breaks) may apply, during the first three years, for a subsidy of up to NT\$30,000 per semester for tuition and miscellaneous fees.
 - (2) Subsidies for short-term study shall be governed by Paragraph 2 of Point IX of the Professional Development Guidelines.
 - (3) Application period: An application for degree study shall be submitted within two months after registration for each semester, and an application for short-term study shall be submitted within two months after completion of the study. The prescribed application form and payment receipt shall be attached.
 - (4) Teaching arrangements during study: A faculty member may apply to have no classes scheduled during two half-day periods each week and to reduce the required teaching load by one to two hours per week, for a maximum of two years. During the study period, the faculty member may not undertake overload teaching or engage in outside employment or teaching.

A faculty member applying under the preceding provisions shall complete the Wenzao Ursuline University of Languages Application Form for Subsidies for Faculty Study, Research, and Other Professional Development and submit it, through the prescribed administrative procedures, to the Review Committee of Academic and Research Rewards and Subsidies for review.
3. A faculty member undertaking in-service study with pay who takes a leave of absence from the program during a semester shall repay the hourly teaching compensation corresponding to the reduction in the required teaching load for that semester. If a faculty member undertakes study or research without completing the prescribed application procedures and thereby delays teaching or other duties, the case may, depending on the severity of the circumstances, be submitted to the University Faculty Evaluation Committee for deliberation on conversion to a part-time appointment or non-renewal of appointment.
4. Faculty members undertaking study or research shall comply with the following provisions:
 - (1) A faculty member approved for study or research shall enter into a study or research contract.
 - (2) During overseas study or research, a faculty member shall, every six months, complete and submit a Study/Research Status Report describing the status, progress, and results of the study or research. The Personnel Office shall compile the reports and submit them to the University Faculty Evaluation Committee for record.

When the approved study or research period expires, when the study or research is completed before the expiration of that period, or when the faculty member is unable to complete it for any reason, the

faculty member shall immediately return to serve at the University and complete a Return-to-Service Report and the required reporting-for-duty procedures without delay.

If the faculty member is unable to return as scheduled for any reason, the faculty member may, within the term of the study or research contract, authorize the guarantor to complete the return-to-service reporting and leave application procedures on the faculty member's behalf.

Cases involving failure to complete the required return-to-service reporting or leave application procedures shall be submitted to the Faculty Evaluation Committees at the relevant levels for deliberation and handled in accordance with applicable regulations. Applications for reinstatement shall be processed through the prescribed administrative procedures in May or November of each year to facilitate course scheduling and staffing for the following fall or spring semester, as applicable. An application submitted outside these periods shall be separately submitted for approval, with comments from the head of the academic unit and the dean, and shall be subject to approval by the President.

- (3) A faculty member who undertakes short-term overseas study during a summer or winter break and receives a subsidy from the University shall, after returning, hold an experience-sharing session in the faculty member's respective college, department, or center concerning the relevant curricular field.

5. The service obligations of faculty members following completion of study or research, and the liquidated damages payable for failure to fulfill those obligations, are prescribed as follows:

- (1) Faculty members undertaking study or research while on leave with pay while retaining position or leave without pay while retaining position:

1. An assistant professor or higher-ranked faculty member who completes study or research while on leave with pay while retaining position shall, upon returning to the University, fulfill a service obligation that is at least two years longer than the period of study or research on leave with pay while retaining position.
2. A faculty member who undertakes study or research while on leave without pay while retaining position shall fulfill a service obligation equal to twice the period of study or research on leave without pay while retaining position.
3. A faculty member who completes study or research while on leave with pay while retaining position granted on the basis of service performance shall, upon returning to the University, fulfill a service obligation of at least two years. This requirement shall not apply where the service period must be shortened because the faculty member reaches the mandatory retirement age.
4. A faculty member who is unable to fulfill the required service period under the preceding three items shall pay liquidated damages equivalent to six months of full salary, including base salary and research allowance, and shall reimburse the University, in proportion to the unfulfilled portion of the required service period, for all subsidies paid from the University's matching funds during the study or research period.

- (2) The required service period for a faculty member pursuing a degree shall be calculated beginning with the semester following the semester in which the degree is obtained. A faculty member who fails to return to the University by the required date, or who resigns from the position or appointment before fulfilling the required service period, shall be deemed to have breached the contract. The required service periods and the handling of breaches are as follows:

1. One year of study on leave with pay while retaining position requires two years of service; one year of study on leave without pay while retaining position requires one year of service; one year of in-service study with pay and with a subsidy requires one year of service; and one year of in-service study with pay but without a subsidy requires six months of service. The required service period for all study shall be calculated according to the applicable subsidy arrangement through the academic year in which the degree is obtained, and the aggregate shall constitute the total required service period at the University.
2. Unless otherwise stipulated when the study is approved, a faculty member who breaches the agreement shall pay liquidated damages equivalent to six months of full salary, including base salary and research allowance, and shall reimburse the University, in proportion to the unfulfilled

portion of the required service period, for all subsidies paid from the University's matching funds during the study period.

3. Upon expiration of the approved period of leave with pay while retaining position, a faculty member who discontinues further study for any reason, or who fails to obtain a doctoral degree within an approved extension period, shall immediately complete reinstatement procedures and repay one-half of the salary received during the period of study on leave with pay while retaining position.
- (3) A faculty member who receives a University subsidy for short-term overseas study during a summer or winter break but fails, after returning, to hold an experience-sharing session in the faculty member's respective college, department, or center concerning the relevant curricular field may not apply for subsidies under these Operational Guidelines in any subsequent year.
- (4) A faculty member may not apply for further study or research before completing the required service obligation. This restriction shall not apply where the study or research is required due to special instructional or administrative needs and has been approved by the University Faculty Evaluation Committee and the President, or where the faculty member has been selected to receive a study or research subsidy from the Ministry of Education, the National Science and Technology Council, another foundation, or another funding organization.

Any breach under the preceding provisions shall be submitted to the University Faculty Evaluation Committee for deliberation and resolution. A faculty member may complete separation procedures only after fulfilling all compensation obligations. In the event of noncompliance, the University may pursue legal action in accordance with applicable law and notify the faculty member's new employing school or institution.

6. Matters not covered by these Operational Guidelines shall be handled in accordance with the Professional Development Guidelines, other University regulations, and applicable laws and regulations.
7. These Operational Guidelines shall be promulgated and implemented after approval at the Administration Meeting and ratification by the President. The same procedure shall apply to amendments.

(This English translation is provided for reference only. In the event of any discrepancy, the Chinese version shall prevail.)