

Faculty Study/Research Subsidy Guidelines of Wenzao Ursuline University of Languages

Approved at the Administration Meeting on July 1, 2014
Amended and approved at the Administration Meeting on May 5, 2015
Amended and approved at the Administration Meeting on May 2, 2017
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Ratified by the University President on February 24, 2026

1. To encourage its faculty to pursue higher education and research for competence improvement, Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) has enacted the Faculty Study/Research Subsidy Guidelines (hereinafter referred to as “the Guidelines”) according to the Faculty Study/Research Subsidy Implementation Regulations.
2. If a teacher applies for pursuing an in-service PhD degree (including programs during summer or winter vacation), a subsidy up to NT\$ 30,000 for tuition and incidental fees per semester for the first 3 years may be granted. The application form and tuition receipt shall be submitted for a subsidy application 2 months after registration per semester.

Teaching principles during study: It is allowed to apply for teaching with a two half-day break and reducing 1-2 hours of the minimum teaching hours up to two years. No overtime/part-time teaching or part-time job is permitted.

The Full-Time Faculty Study/Research Subsidy Application Form shall be completed and submitted to the Academic and Research Reward/Subsidy Review Committee for review according to the administration procedure and rules stated above.

3. If a teacher takes a leave of absence from the in-service program during a semester, he/she shall pay the hourly payment for the hours reduced from the minimum teaching hours for that semester. If no application is made according to the defined procedure and research/study causes delay in teaching service or work, the case may be reported to the University Faculty Evaluation Committee for making a decision on changing part-time status or non-reappointment depending on the circumstances.
4. Faculty pursuing higher education and research shall comply with the following rules:
 - (1) A teacher obtaining approval of study/research must sign a continuing education or research contract.
 - (2) For foreign study/research, the Study/Research Summary Report containing progress and outcomes shall be submitted to the Personnel Office every 6 months. The Personnel Office will collect reports and submit them to the University Faculty Evaluation Committee for review. Once the study/research period ends, the study/research is completed prior to the deadline, or the teacher is unable to complete the study/research due to any reason, the teacher shall come back to serve the University and complete the Return-To-Work Report for completing the returning procedure without delay. If the teacher is unable to return within the required timeframe, his/her guarantor may finish the procedure for returning to work or taking a leave by the study/research contract deadline. A case without finishing the procedure for returning to work or taking a leave will be resolved by

the Faculty Evaluation Committee at the corresponding level and handled according to relevant rules. A reinstatement application is accepted every May and November according to the administration procedure for scheduling and workforce arrangement of the spring/fall semester. If reinstatement is requested outside the defined time period, the head of the responsible academic unit and the responsible dean shall approve the request with signatures and comments to ask for the President's approval.

5. The service obligation of teachers following the completion of study or research, and the compensation payable in the event of failure to fulfil such obligation, are prescribed as follows:

(1) Teachers on paid or unpaid leave for study or research:

- A. The service period required of a teacher holding the rank of assistant professor or above who undertakes study or research while retaining his/her position with pay shall be at least two years longer than the duration of the study or research period.
 - B. A teacher who undertakes study or research on unpaid leave shall be required to fulfil a service obligation equal to twice the duration of the unpaid study or research period.
 - C. A teacher who undertakes study or research on paid leave based on service performance shall, upon completion thereof, return to the University and fulfil a service obligation of no less than two years; **however, this requirement shall not apply where the service period must be shortened due to the teacher reaching the mandatory retirement age.**
 - D. A teacher who fails to fulfill the required service period as prescribed in the preceding three subparagraphs shall be required to pay liquidated damages equivalent to six months of full salary (including base salary and research allowance), and shall, in proportion to the unfulfilled portion of the required service period, recoup from the teacher all subsidies received from the University's matching funds during the study or research period.
- (2) The calculation of the required service period for teachers pursuing academic degrees shall commence from the semester following the completion of the degree. Any teacher who fails to return to the University for employment upon completion of the study period, or who resigns or is dismissed prior to the fulfillment of the required service obligation, shall be deemed to have breached the contract. The required service period and the handling of breaches shall be determined as follows:
- A. A teacher granted leave with pay for one year of study shall be required to render two years of service; a teacher granted leave without pay for one year of study shall be required to render one year of service; a teacher engaging in in-service study with subsidies for one year shall be required to render one year of service; and a teacher engaging in in-service study without subsidies for one year shall be required to render six months of service. The required service periods for all types of study shall be calculated based on the subsidy

arrangements up to the academic year in which the degree is obtained, and the aggregated total shall constitute the required service period.

- B. Unless otherwise agreed upon at the time approval for study is granted, a teacher who breaches the agreement shall be required to pay liquidated damages equivalent to six months of full salary (including base salary and research allowance), and shall, in proportion to the unfulfilled portion of the required service period, reimburse the University for all subsidies received from the University's matching funds during the study period.
- C. Upon the expiration of the approved period of leave with pay, if a teacher abandons further study for any reason or fails to obtain a doctoral degree within an approved extension period, the teacher shall resume duties immediately and repay one-half of the salary received during the leave-with-pay study period.

- (3) A teacher shall not apply for further study or research prior to the completion of the required service obligation. This restriction shall not apply where such study or research is necessitated by special instructional or administrative needs and has been approved by the University Faculty Evaluation Committee and the President, or where the teacher has been selected for subsidized study or research by the Ministry of Education, **the National Science and Technology Council**, or other foundations or funding agencies.

The handling of all breaches specified in the preceding provisions shall be submitted to the University Faculty Evaluation Committee for deliberation and resolution. A teacher may complete the separation procedures only after fulfilling all compensation obligations. In cases of noncompliance, the University may pursue legal action in accordance with applicable laws and notify the school or institution employing the teacher thereafter.

- 6. The Guidelines become effective after being approved at the Administration Meeting and ratified by the President. Amendments must follow the same procedure.

(The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese language version shall prevail.)