

**NATIONAL TAIWAN UNIVERSITY**  
**Faculty Member Application to Go Abroad**

**Purpose:**  Teaching  Research  Studies

Employee No. (required): _____	Affiliated unit: _____	Name (Signature or seal): _____	Job Title: _____	
Name of designated agent		Concurrently undertaking administrative duties: _____	<input type="checkbox"/> Yes Adjunct administrative title: _____	
			<input type="checkbox"/> No Designated agent for concurrent administrative duties: _____	
Course arrangements	※For academic programs, please comment after the applicant fills in※	Country of destination	_____	
		Research institute	_____	
Type of application	<input type="checkbox"/> Leave without pay (This category may not be selected during extended service period) <input type="checkbox"/> Paid leave	Scheduled period abroad	From: _____(mm/dd/yyyy) To: _____(mm/dd/yyyy)	
Employment start date	_____ (mm/dd/yyyy)	Cumulative years of service	_____ Years, _____ Months (Counted until the day before the scheduled departure date)	
<b>Item</b> (Counted by the period when faculty member applies for teaching/ research/ studies)		<b>Before approval of this application</b>	<b>After approval of this application</b>	<b>Remarks</b>
Academic program	Number of current full-time faculty members			
	Number of faculty members applying for teaching, research, or studying abroad (including short-term research under MOST)			
	Number of faculty members applying for sabbatical leave			
	Number of temporary transfers of personnel			
	Percentage of faculty members applying for teaching, research, studying, sabbatical leave, and temporary transfers			<input type="checkbox"/> In compliance with regulations <input type="checkbox"/> Exceeds limit (16%)

Source of funds	<input type="checkbox"/> Government grant <input type="checkbox"/> Institutional grant (name of institution: _____) <input type="checkbox"/> Other (Please describe: _____) <input type="checkbox"/> None	Items covered by the grants:
Study/ research/ teaching plan	(If there is not enough space, please write on separate sheets of paper and attach them to this application.)	
Commitment	<p>I, the undersigned, will obey the regulations stipulated in the <i>Directives for Faculty Members Teaching, Conducting Research, and Studying Abroad</i>, and will return to serve at the university immediately upon completion of the teaching, research, or studying period. I shall fulfill the aforementioned service obligation for twice the duration that I was paid for my employment abroad or for the same duration as my unpaid leave. I hereby agree not to resign, effect a transfer or temporary transfer, or reapply for studies/research before the end of the obligation period. If I violate any of the regulations, I agree to bear all legal liability and be liable for compensation in accordance with the regulations.</p> <p style="text-align: right;">Applicant: _____ (signature)</p>	
Attachments	<input type="checkbox"/> Approval letter from the research institute <input type="checkbox"/> Research proposal <input type="checkbox"/> Recommendation letter from Director, Chair, or Dean of the academic program	
Comments from Personnel Office	<input type="checkbox"/> In compliance with regulations <input type="checkbox"/> Not in compliance with regulations and requiring adjudication	
Comments from Accounting Office (needed if the source of funds is filled in)		
Approval by supervisors at all levels	Director of the academic program: Division director: Dean of the college: Director of the office/department: Vice President for Academic Affairs:  Executive Vice President:	
Remarks	<ol style="list-style-type: none"> <li>1. Please follow NATIONAL TAIWAN UNIVERSITY's <i>Directives for Faculty Members Teaching, Conducting Research, and Studying Abroad</i> and attach the approval letter issued by the overseas research institute and other evidentiary documentation for approval and seal by the first level administrative director, then submitted to the Personnel Office.</li> <li>2. The designated agent for concurrent administrative duties shall be appointed immediately once this application is approved, and will be exempted from acquiring additional signatures.</li> </ol>	