

University of Taipei

Guidelines Governing the Invitation of Scholars from Overseas to Visit, Teach, and Conduct Research

Passed at the Second Meeting of the Executive Council on September 10, 2013

Passed at the Fourth Meeting of the Executive Council on January 10, 2017

1. University of Taipei Guidelines Governing the Invitation of Scholars from Overseas to Visit, Teach, and Conduct Research (“the Guidelines”) were formulated in order to promote academic exchange between the University and partner institutions, other universities, and research organizations, and to invite scholars to visit, teach, and conduct research at the University on a short-term basis.
2. In principle, a scholar invited to the University should hold the position of assistant professor or above within their academic program or hold an equivalent position.
3. Based on need, Colleges, Departments, and Graduate Institutes may invite scholars to visit, teach, and conduct research at the University. An invitation must first be approved at a meeting of the Department, Graduate Institute, or Center, and then submitted to the College Dean and President for approval.
4. The length of a scholar’s visit will be determined by the needs of the research project involved. In principle, a visit should not exceed one year. During the visit, the scholar must teach, lecture, exhibit, perform, or assist with academic research and discussions.
5. The College, Department, or Graduate Institute applying to make the invitation must submit the following documents to the Office of International Affairs:
 - (1) Hiring proposal;
 - (2) A copy or photocopy of the academic credentials or unique professional achievements of the scholar;
 - (3) One copy of the scholar’s complete publications;
 - (4) Recommendation letter from the director of the scholar’s academic or research organization;
 - (5) Photocopies of any supporting documents (e.g. teaching/research proposal, list of representative publications from the past five years related to teaching or research).
6. The scholar will be issued an invitation letter and certificate from the President.
7. The program inviting the scholar must raise funds or apply for funds from the University or an external source to cover related expenses during the scholar’s visit.
8. These Guidelines were passed by the Executive Council and implemented after the approval of the President.