**NSYSU Application for the Selection of Teachers for Stay Abroad to Teach or Conduct Research**

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| Department and position |  | Name |  (please sign in person) |
| The teacher performs administrative tasks part-time | □ Yes; administrative position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; please attach the position agents’ list and period of time□ No |
| Selection requirements | □ Outstanding Teaching Award or the Excellent Teaching Award obtained; award and year: \_\_\_\_\_\_\_\_\_\_.□ MOE Teaching Practice Research Program support obtained; year and project name: \_\_\_\_\_\_\_\_\_\_.□ diligent long-term devotion to teaching and recommendation by the department or institute for specific activities obtained (the department or institute shall fill in the part below, providing the reason for recommendation and a stamp by the department/institute chair and the college dean). |
| Period of stay abroad | From YYYY/MM/DD:\_\_\_\_\_\_\_\_\_\_ to YYYY/MM/DD:\_\_\_\_\_\_\_\_\_\_ |
| Country of stay |  | Title of Activities |  |
| Organizing unit |  |
| Project description |  (shall this space be insufficient, another page can be attached) |
| Budget applied for | **Items** | **Unit Price** | **Quantity** | **Subtotal** | **Description** |
| Living costs abroad |  |  |  |  |
| The cost of round-trip airfare |  |  |  |  |
| Insurance premium |  |  |  |  |
| Registration fees |  |  |  |  |
| **總計Total** |  |  |  |  |
| Description:1. The cost of round-trip airfare: economy-class round-trip flight tickets with departure from a domestic airport to the airport closest to the meeting place shall be purchased, for a direct flight if possible and only for flights of domestic airlines. If it is not possible to use the services of domestic airlines, relevant application for employees traveling abroad for business with foreign airlines shall be filed; after a confirmation is issued, the employee can use and have refunded the fee for the services of foreign airlines.
2. The refund of the living costs abroad shall be handled according to the ‘Amount Table of Foreign Per Diem Allowance of Central Government Agency.’
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| Documents to be attached | □ project application□ announcement of the organizing unit □ materials on other requirements of the organizing unit |
| Reason for recommendation by the department or institute (not required) |  (Signature and stamp of the chair of the department/ institute) |
| Approval stamp of the college(not required) |  (signature and stamp of the college dean) |