

Ming Chuan University Research / Study Reward Application Procedures for Full-time Faculty Members

Revised and passed at the Faculty Review and Evaluation Committee on January 18, 1997

Revised and passed at the Faculty Review and Evaluation Committee on April 1, 1999

Revised and passed at the Faculty Review and Evaluation Committee on October 9, 2000

Revised and passed at the Faculty Review and Evaluation Committee on December 14, 2000

Revised and passed at the Faculty Review and Evaluation Committee on November 9, 2006

Revised and passed at the Faculty Review and Evaluation Committee on December 7, 2006

Revised and passed at the Faculty Review and Evaluation Committee on October 26, 2009

- Article 1. These application procedures were established in accordance with Article 48 of the university's Organizational Code and Articles 1 and 2 of the university's Faculty Review and Evaluation Committee Organizational Charter.
- Article 2. All Ming Chuan full-time faculty members (Professors, Associate Professors, Assistant Professors, Instructors, and faculty members who have applied for leave with pay) who have had an article(s) published in any SCI, SSCI, A&HCI, EI or TSSCI index may apply for this research award. To be eligible, the article(s) must be published with faculty affiliation listed as Ming Chuan University.
- Article 3. The award types include monetary awards and teaching hour reductions.
- Article 4. Faculty members who apply to other research institutions for awards should follow these procedures.
- Article 5. Faculty members must submit the following documents to the Human Resources Division during the application period from December 1 to December 31 every year. The application will be further evaluated by the Faculty Review and Evaluation Committee.
1. Application form.
 2. Offprints of papers published within the last two years or in the current academic year (beginning from August 1) for the record.
 3. Photocopy of the impact factor document or relevant documents.
- Article 6. Awards either for money or teaching hour reduction are contingent upon approval of the university's Faculty Review and Evaluation Committee, the Human Resources Division, and the president.
- Article 7. The reward money or teaching hour reductions for published articles are as follows:
1. Articles published in the SCI (Science Citation Index), SSCI (Social Science Citation Index) or A&HCI (impact factor at or above to 0.2): 80,000 NTD.
 2. Articles published in the SCI (Science Citation Index), SSCI (Social Science Citation Index) or A&HCI (impact factor above 0.4 but below 0.2): 60,000 NTD.
 3. Articles published in the SCI (Science Citation Index), SSCI (Social Science Citation Index) or A&HCI (impact factor below 0.4): 40,000 NTD.
 4. Articles published in the EI (not including conference papers) or TSSCI: 30,000 NTD.
 5. For articles published in regard to the above four sections, if there are more than two authors, the award money is pro-rated according to the number of authors.
 6. If there are several papers in different categories presented by the same applicant, the maximum cumulative award money will be 180,000 NTD.
 7. All the award money will be distributed in the second semester.

8. After being approved by the president, applicants can substitute award money of 120,000 NTD with a three-hour teaching reduction the following semester.

Article 8. The SCI, SSCI, A&HCI, EI or TSSCI journal in which the article is published must be the most recent one based on the application deadline in order to qualify.

Article 9. The budget for these rewards is arranged in the current academic year budget. If there are budgetary constraints in a given year, the abovementioned monetary rewards should be adjusted accordingly.

Article 10. Upon being passed at the university's Faculty Review and Evaluation Committee and approved by the president, these procedures were announced and implemented. Any revision must follow the same procedure.