

Guidelines on Payroll for Teachers of I-Shou University as a Doctoral Student

Approved by the 2nd College Supervisors Council at the 2nd semester of the academic year 2001.

- I. The Guidelines are hereby made for regulating the salary of full-time teachers as a doctoral student in domestic or overseas universities or colleges when they are still serving at I-Shou University.
- II. The Guidelines are applicable to: (1) the full-time teachers who are admitted to domestic or overseas doctoral programs, but whose positions are retained without salary, and (2) the full-time teachers who are admitted to domestic or overseas doctoral programs, according to the Principles for In-service Programs Taken by Full-time Instructors of I-Shou University as a Doctoral Student (hereinafter referred to as the Principles for In-service Programs).
- III. The salary for the teachers who pursue their doctoral degrees is governed either by retaining the position without salary, or by the Principles for In-service Programs. However, the teachers are eligible to apply for receiving the full amount of salary (including the base salary, academic research fees and additional pay for administrators), when pursuing a doctoral degree. As to the application form, please refer to the attachment, which is also regarded as part of the contract.

After the teachers, who are involved with in-service programs, submitted an application for receiving the full amount of salary, they may request later on to resume the previous reduced salary (or no salary) status at any time.
- IV. The total amount of difference between the reduced salary (or no salary) and the full salary over the years of the doctoral programs should be paid back by the teachers from the following month after they have earned their doctoral degrees and promoted to a higher rank on the salary scale. No interests are accrued. But the payback period should not exceed the years they spent in their doctoral programs.

Teachers who did not get promoted to a higher rank on the salary scale should start paying back monthly with no interest accrued either from the following month after they have acquired their doctoral diplomas or the following month after the decision of not being promoted to a higher rank on the salary scale is final. But the payback period should not exceed the years they spent in their doctoral programs.

When the teachers for some reasons drop out of the doctoral programs, they should start paying back the total amount of the salary difference money from the following month after they inform the university.

During the payback period, if the teachers apply for and are approved of retaining positions without salary due to medical reasons, they are allowed to stop paying back the money until after they are reinstated. As to the exact total amount of the salary difference money mentioned in this Guidelines, the Office of Personnel, the Office of Accounting, the teachers, and their co-signers will jointly decide.

The teachers involved with in-service programs are obliged to inform the university when they drop out of their doctoral programs. Anyone who violates this rule will be asked to pay back immediately in full as a lump sum the full amount of the salary difference money.

V. During the payback period, if the teachers no longer serve at the university, resign, retire, or die, the balance of the amount of the salary difference money must be paid back immediately in full as a lump sum by the teachers themselves, their legal successors or co-signers.

After the decision of whether or not being promoted to a higher rank is final, and if a teacher decides to apply for second-time in-service programs and is approved by the university, the full amount of the salary difference money of the first time must be paid back in full as a lump sum immediately.

VI. If any situations occur without being stated in the Guidelines, the Office of Personnel should wait for the President's decision on how to handle it.

VII. The Guidelines shall come into effect after (on) Feb. 1, 2002.

VIII. The Guidelines shall come into effect after being agreed by the College Supervisors Council and signed by the President. Amendments must also undergo the same procedure.