

**Faculty and staff of NSYSU,
please follow the regulations as detailed below about application of
going aboard.**

1. These regulation listed below are formulated by the Ministry of Education official document on March 18,2020 and NSYSU Wuhan pneumonia epidemic prevention working group meeting outcome on May 27,2020.
2. According to the Ministry of Education official document, all faculty and staff of colleges and universities should take alternative measures for going abroad, the plan to go abroad should be postponed after the outbreak control period is over.
3. NSYSU Wuhan pneumonia epidemic prevention working group meeting considered the actual needs of faculty and staff to go abroad for official business, academic exchange, visiting relatives, the meeting resolution result for the application procedure is as follows:
 - (1)Faculty who have been allowed to go abroad for research during research leave:
 - I. Fill out the application form for going abroad at online attendance management system after determining the date of going abroad, and wait until your application is approved.
 - II. Based on the regulations epidemic situation at the time of going abroad, therefore, you should go abroad after your application is approved and confirmed. In addition, please reserve the time for application verification for going abroad.
 - (2)Faculty and staff who plans to go abroad to visit relatives or have other special reasons to go abroad during the summer vacation:
 - I. Must be approved by school official document.
 - II. Fill out the application form for going abroad at online attendance management system after school official document have been approved, and wait until your application is approved.
4. For faculty and staff who plans to going abroad, please consider the relevant regulations, and reserve the time to follow laws and regulations such as self-quarantine, etc., and also please avoid affecting your own leave rights, official duties, teaching and research work due to going abroad and back to Taiwan.
5. If the Central Epidemic Command Center or the Ministry of Education has the latest instructions, NSYSU will then adjust various prevention measures.