

# Shanghai University

## Overseas Partnership Enhancement Program

### Chapter 1 General Rules

**Article 1** To further improve the networks of cooperation between Shanghai University (SHU) and its overseas partners, and strengthen the support of the strategy of internationalization to SHU's discipline construction and other central tasks, SHU plans to initiate the Partnership Enhancement Program in an all-round way as part of its move to build itself into a high-level university. These detailed rules are developed hereinafter accordingly.

**Article 2** Based on the comprehensive analysis of the current cooperation with its overseas partners, SHU selects 15 important partners, including the University of Technology Sydney in Australia, the University of Technology in France, Rutgers University, the University of Texas at Austin, Northwestern University and the University of Kentucky in the United States, Loughborough University, Queen's University Belfast and the University of Leeds in the UK, the University College Cork in Ireland, Max Planck Institute and the University of Bremen in Germany, Chalmers University of Technology in Sweden, Tohoku University in Japan and the City University of Hong Kong, to establish and deepen the bilateral comprehensive strategic partnership.

**Article 3** Besides the above-mentioned 15 strategic partners, other universities that are listed among the top 100 in the latest world university rankings (QS World University Rankings, US News Best Global Universities, Times Higher Education World University Rankings and Academic Ranking of World Universities) or those with a certain discipline enjoying a leading position in the world can apply as SHU's first-class partners.

**Article 4** The Partnership Enhancement Program mainly includes 4

sub-programs. They are: Visiting Student Program (3-6 months), Visiting Scholar Program (2 weeks to 1 month), High-end International Academic Conference, and International Academic Workshop, with the aim to support the construction of the mechanism for the long-term cooperation and exchanges between SHU and its overseas partners in the training of academic talents and research.

**Article 5** The funds for the Program are managed by SHU Global. Applicants shall apply to SHU Global through schools/departments that they work for. SHU Global will take the lead and set up a review team, consisting of leaders from Office of Human Resources, Graduate School, SHU Global and experts from relevant fields, to review each project. SHU Global will be responsible for project review, approval and evaluation.

## **Chapter 2 Application Requirements and Funding Standards**

**Article 6** Application requirements and funding standards

(I) Visiting Student Program

1. Application requirements:

(1) The funding will be provided to the full-time doctoral degree candidates, master degree candidates and undergraduates of SHU.

(2) The applicant shall be physically and mentally healthy.

(3) A doctoral or master degree candidate must have an average academic score of 85 points or above; an undergraduate must have a GPA of 3.0 or above during his/her study at school.

(4) A master degree candidate must meet one of the following conditions:

- a) Under a successive master-doctor program;
- b) Published one SCI/SSCI paper or more as the first author.

(5) An undergraduate must meet the following conditions:

- a) Having a sound foundation for research and clear plans for research cooperation;

- b) Recommended by the school and a professor of the discipline;
- (6) The applicant shall have an overseas co-supervisor during the visiting period;
- (7) The applicant shall have a strong ability in English communication, with a TOEFL PBT score of 550 and above, or a TOEFL IBT score of 80 and above, or an IELTS score of 6.5 and above, or a CET-6 score of 500 and above. If the applicant fails to meet the said language requirement, his/her co-supervisor is expected to prove in the written manner that the applicant has the language communication ability to study overseas.
- (8) A doctoral or master degree candidate who joins the program must publish at least one SCI/SSCI paper based on international cooperation as the first author or the second author (with the supervisor as the first author) before graduation.

## 2. Funding standards:

- (1) The visiting period generally lasts for 3-6 months, with the scope of funding covering a round-trip economy class flight ticket and living allowances (RMB5,000 for an undergraduate, RMB7,000 for a master degree candidate and RMB8,000 for a doctoral degree candidate per month. For the part less than a month, living allowances will be calculated based on the number of days.) The total funding amount will not exceed RMB50,000.
- (2) The maximum funding amount for a round-trip economy class flight ticket to Asia is RMB5,000 per student, and the maximum funding amount for a round-trip economy class flight ticket to America, Europe, Australia and Africa is RMB15,000 per student; the excess will be covered by the student himself/herself.
- (3) Insurance expenses are included in the living allowances and will not be paid for separately. The applicant must buy insurance covering the travel period by himself/herself, or he/she would not be allowed to travel.
- (4) Those students who have been sponsored by CSC for overseas studies, who have gotten full scholarship from an overseas sponsor, or who are currently studying overseas will not be funded repeatedly by this program.

## (II) Visiting Scholar Program

### 1. Application requirements:

- (1) The applicant must be a teacher on the regular payroll of SHU.
- (2) The applicant shall be physically and mentally healthy and have outstanding working performance.
- (3) The applicant is able to communicate in English at work (or in the official language of the country or region where he/she applies for a visit).
- (4) The applicant must publish at least one SCI/SSCI paper based on international cooperation as the first author within one year after the visit.
- (5) Those teachers who are currently studying or working overseas will not be funded under this program.

2. Funding standards: The visiting period generally lasts for 2 weeks to 1 month, with the funding standards in line with the *Measures of Shanghai University for Reimbursement of Foreign Exchange (SHANG DA NEI [2016] Document No.207)*. The total funding amount will not exceed RMB50,000.

## (III) High-end International Academic Conference

### 1. Application requirements:

- (1) The applicant shall be the sponsor or organizer of an international academic conference and the conference shall be held within Shanghai. The applicant must follow the application procedures for an international conference in accordance with the foreign affairs requirements, and obtain the official approval from the Foreign Affairs Office of Shanghai Municipality before the conference is held.
- (2) An international conference shall be held in the principle of “having a clear goal, practicing thrift and highlighting practical effects”, meet the direction of discipline development at SHU, and have a relatively high academic influence in respective fields internationally. Non-academic conferences will not be covered by this program.
- (3) Attendees of an international academic conference shall come from three or

more countries or regions. Attendees shall number 50 or more, and at least 20% of them are from overseas. There shall be famous foreign experts or scholars who deliver keynote speeches at the conference.

## 2. Funding standards:

(1) Under the program of High-end International Academic Conferences, funding will be offered based on the level and size of the proposed international academic conference and the participation of high-level overseas experts in the conference.

Class A conference: a maximum funding amount of RMB200,000 would be offered for a Class A conference, which is a top academic conference sponsored by an international academic organization and organized by SHU.

Class B conference: a maximum funding amount of RMB150,000 would be offered for a Class B conference, which is named and chaired by an international academic organization and sponsored by SHU, and has a certain global influence in the discipline.

Class C conference: a maximum funding amount of RMB100,000 would be offered for a Class C conference, which is an international academic conference initiated and sponsored by SHU and having a certain influence in the discipline.

(2) An international academic conference shall be held in line with international practice and in strict accordance with relevant provisions including the *Measures of the Ministry of Finance for the Administration of Funds for Holding International Conferences in China* and the *Measures of Shanghai University for the Administration of the Use of Funds for Conferences*, so as to strictly control expenditure.

(3) Organizers shall strengthen the management and supervision of the income and expenditure of conferences, and shall not change the purpose of funds

without authorization, or embezzle, retain or occupy the funds for conferences. The expenditure items in violation of relevant provisions and the expenses in excess of the expenditure standards will be covered by the organizers themselves.

#### (IV) International Academic Workshop

##### 1. Application requirements:

(1) The purpose of the program is to fund the discussions between SHU and its strategic partners or first-class partner universities on specific topics and enhance SHU's academic influence in the world.

(2) The sponsor shall be Shanghai University.

2. Funding standards: The funding standards shall be subject to the category of "domestic management conferences" as specified in the *Measures of Shanghai University for the Administration of the Use of Funds for Conferences* (SHANGDA NEI [2016] No.208). The total funding amount for each international academic workshop will not exceed RMB37,500.

### Chapter 3 Review and Funding Procedures

**Article 7** The application and review under the Program shall be based on the principle of "open and fair", and following the process of "individual application, school/department control, expert review and selection of the best". Practicing fraud is not allowed.

#### **Article 8** Application materials

##### (I) Visiting Student Program:

1. The Application Form for Visiting Student Program in duplicate;
2. Academic transcript;
3. A copy of qualified English language certificate or the letter issued by the

overseas co-supervisor about the applicant's English competence.

4. Official invitation issued by the overseas partner university (submit when apply for overseas business travel);

(II) Visiting Scholar Program

1. The Application Form for Visiting Scholar Program in duplicate;

2. Official invitation by the overseas partner university (submit when apply for overseas business travel);

(III) High-end International Academic Conference

1. The Application Form for High-end International Academic Conference in duplicate;

(IV) International Academic Workshop

1. The Application Form for International Academic Workshop in duplicate.

**Article 9** SHU Global handles applications on a regular basis every year. Each school shall submit all the application materials of the year to SHU Global at least two months before the planned date of travelling or the planned date of an international conference or workshop.

**Article 10** Project leaders shall submit summary reports and final financial statements in a timely manner after the end of the projects.

## **Chapter 4 Use and Management of Funds**

### **Article 11** Scope of the expenditure of funds

(I) Visiting Student Program: International travelling expenses, living allowances;

(II) Visiting Scholar Program: International travelling expenses, accommodation expenses, meal expenses, miscellaneous fees and visa application fees.

(III) High-end International Academic Conference: accommodation expenses,

meal expenses, miscellaneous fees\*, international traveling fees of overseas attendees, simultaneous interpretation fees. Lecture fee or salary for overseas experts, service allowance for staff of the sponsor or organizer, souvenir or gift costs are not permitted in this program.

(IV) International Academic Workshop: accommodation expenses, meal expenses, miscellaneous fees\*, international traveling fees of overseas attendees. Lecture fee or salary for overseas experts, service allowance for staff of the sponsor or organizer, souvenir or gift costs are not permitted in this program.

		Upper Limit for International Academic Conferences per person (RMB)	Upper Limit for International Academic Workshops per person (RMB)
Conference expenditure	Accommodation	600	340
	Meals	200	130
	*Miscellaneous fees ( venue leasing, transportation, printing, stationery, medicine, etc )	200	80
Simultaneous Interpretation		Reimbursed according to actual cost	Not permitted
International Traveling Fees		15,000/one round-trip economy flight ticket	15,000/one round-trip economy flight ticket
If the above fees need to be subsidized beyond the upper limit, they should be declared in advance and submitted by SHU Global to the Vice President in charge for his/her review and approval.			

**Article 12** All the expenses will be settled in RMB, and reimbursement must be made based on actual expenditure within the final approved budget limit.

**Article 13** The funds must be used for the funding purpose only. When applying for projects, all the applicants must submit project budgets, and implement the budget plans approved by the review team. The projects approved must be completed in the calendar year and shall not be extended into the next year. The final accounting date is November 30 of every year.

**Article 14** SHU Global will audit the use of funds together with the Audit Office of SHU.

## Chapter 5 Evaluation of Projects

**Article 15** SHU Global will organize the year-end evaluation together with the review team, and evaluate individual project performance from the following aspects based on the project summary reports submitted by the applicants:

- (I) Whether the project objectives are fulfilled;
- (II) Whether the use of project funds is in line with budgets and provisions;
- (III) How the projects advance the research, teaching, discipline development and international exchanges of SHU;
- (IV) Whether the project application materials and project summaries are complete and accurate, and whether the data is true.

**Article 16** Project summary materials to be submitted (e-versions only):

(I) Visiting Student Program:

1. Summary report (minimum 3,000 words).
2. A copy of the research results during the visiting period (academic papers, etc.);
3. Comments by the overseas co-supervisor (signed by the co-supervisor);
4. Photos recording the academic life during the visiting period (minimum 10 with each photo named).
5. Academic report PPT document after returning to SHU.

(II) Visiting Scholar Program:

1. Summary report (minimum 3,000 words).
2. A copy of the research results during the visit (academic papers, etc.);
3. Photos recording the academic life during the visiting period (minimum 10 with each photo named).
4. Academic report PPT document after returning to SHU.

(III) High-end International Academic Conference:

1. Summary report (minimum 2,000 words).
2. Other summary materials: conference booklet, conference papers collection, photos (minimum 10 photos with each one named) and videos, etc.

(IV) International Academic Workshop:

1. Summary report (minimum 2,000 words).
2. Workshop photos (minimum 10 with each photo named).

**Article 17** The evaluation results will be used as an important reference for the review of the application by the Schools/Departments in the next year.

**Article 18** SHU Global will promote and award the projects with good results.

**Article 19** Project applications must be serious and prudent; after approval, project must be implemented as planned. Unapproved cancellation and change of partners or project contents is not allowed. As for unapproved cancellation of projects or change of project contents, the persons in charge will be unqualified for the application in the next three years.

## **Chapter 6 Supplementary Provisions**

**Article 20** The Program is based on separate account and special fund, and will be subject to the inspection and supervision of fiscal, audit and discipline inspection authorities.

**Article 21** SHU encourages all the applicants to practice economy and develop budgets from the perspective of improving the international competitiveness of respective disciplines.

**Article 22** The Rules will be subject to the interpretation of SHU Global.

**Article 23** The Rules will be implemented as of 1 January, 2019.