

Guidelines for Visiting Scholar Applications to the National Palace Museum

1. The National Palace Museum (hereinafter referred to as “the Museum”) has established these Guidelines to strengthen academic exchange with universities and colleges, museums, and academic research institutions in Taiwan and abroad.
2. Scholars and doctoral students from universities and colleges in Taiwan and abroad, as well as researchers from museums or research institutions, whose research topics are relevant to the Museum’s collections and research areas may apply to become Visiting Scholars at the Museum.
3. The Museum accepts applications twice a year, in April and October. Under special circumstances, applicants may submit an application for special consideration. Applicants shall specify their intended visiting period. Each application shall, in principle, be for a visiting period of no more than six months and may be extended with the approval of the Museum when necessary.
4. Applicants shall submit the application form (see Attachment), a research proposal, a list of relevant publications, a letter of recommendation from the head of the applicant’s affiliated department, program, museum, or research institution, and other materials required by the Museum for review.
5. Applications shall be reviewed by the relevant departments convened by a person at the level of Chief Secretary or above designated by the Director, and submitted to the Director for approval.

After an application has been approved by the Museum, the applicant shall provide proof of medical and accident insurance covering the period of the visit prior to coming to the Museum. If the applicant fails to provide the required proof, the Museum may revoke the applicant’s approval.
6. During their visit, Visiting Scholars may access the following resources upon presentation of identification issued by the Museum:
 - (1) The Museum’s library and research materials, and exhibitions.
 - (2) Research spaces, computer and network facilities, and other related equipment.
 - (3) Requests for the retrieval of collection objects or for access to object information or images through the Museum’s integrated digital collections database system shall be handled in accordance with the relevant regulations of the Museum.
7. Visiting Scholars shall comply with the following obligations:
 - (1) Comply with all applicable regulations of the Museum during the visit.
 - (2) Give at least one presentation on the objectives, methodology, and other aspects of the research within two weeks of the start of the visit.

- (3) Give at least one presentation on the research outcomes before the end of the visit.
 - (4) Submit one hard copy and one electronic copy (PDF) of a written research report to the Museum for its records within one month after the end of the visit. The research report, including the electronic copy, shall be licensed to the Museum on a non-exclusive, perpetual, and royalty-free basis.
 - (5) Acknowledge the assistance provided by the Museum in any subsequent publications, including academic papers, monographs, or research reports, that incorporate research outcomes obtained during the visit, and provide two copies of such publications to the Museum upon publication.
8. Matters not covered by these Guidelines shall be handled in accordance with the relevant regulations of the Museum.

National Palace Museum Visiting Scholar Application Form

Full Name		Gender	☐ Male ☐ Female ☐ Other	Photo
Birth Date (DD/MM/YYYY)		Nationality		
ID Number/ Passport Number		Email		
Phone Number		Address		
Educational Background		Current Position and Affiliation		
Experience		Research Field		
Research Project Title		Research Category	☐ Antiquities ☐ Painting & Calligraphy ☐ Books & Documents ☐ Asian Art ☐ Conservation	
Visiting Period	From _____ to _____ (DD / MM / YYYY)			
NPM Researcher Supporting the Applicant	☐ NPM staff member secured (Name: _____) ☐ None at present			
Obligations Regarding Research Exchange and Outcomes	1. Within two weeks of the start of the visit, give at least one presentation on the objectives, methodology, and other aspects of the research; before the end of the visit, give at least one presentation on the research outcomes. 2. Within one month after the end of the visit, submit one hard copy and one electronic copy (PDF) of a written research report to the Museum for its records. The research report, including the electronic copy, shall be licensed to the Museum on a non-exclusive, perpetual, and royalty-free basis. 3. Acknowledge the assistance provided by the Museum in any subsequent publications, including academic papers, monographs, or research reports, that incorporate research outcomes obtained during the visit, and provide two copies of such publications to the Museum upon publication. ☐ I have read and understood the obligations regarding research exchange, research reports, copyright licensing, and acknowledgment of research support, and agree to comply with them during and after my visit.			

Signature:

Date: