

**National Sun Yat-sen University Academic Year 2020**



# **Faculty Handbook**

**Compiled and Printed by the  
Office of Academic Affairs  
August 2020**

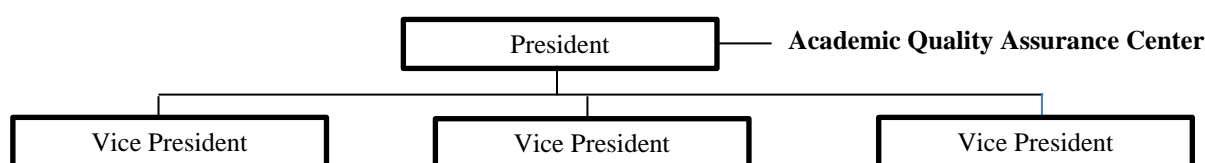
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# University Organization

# National Sun Yat-sen University Organization Chart



## Academic Units

College of Liberal Arts	College of Science
Department of Chinese Literature [incl. Master, Ph.D., and summer in-service Master programs] Department of Foreign Languages and Literatures [incl. Master and Ph.D. programs] Department of Music [incl. Master program] Department of Theater Arts [incl. Master program] Institute of Philosophy [incl. Master program]	Department of Chemistry [incl. Master and Ph.D. programs] Department of Physics [incl. Master and Ph.D. programs] Department of Biological Science [incl. Master, Ph.D., and in-service Master programs] Department of Applied Mathematics [incl. Master and Ph.D. programs] Institute of Biomedical Science [incl. Master and Ph.D. programs] Institute of Medical Science and Technology [joint Master and Ph.D. programs with College of Engineering] International Ph.D. program for Synchrotron Radiation and Neutron Beam Applications International Ph.D. program for Science Institute of Precision Medicine Institute of Biopharmaceutical Sciences
College of Engineering	College of Management
Department of Electrical Engineering [incl. Master, Ph.D., in-service Master (enrollment closed), and Master for IC packaging and testing industry (enrollment closed) programs] Department of Mechanical and Electro-Mechanical Engineering [incl. Master, Ph.D., and in-service Master programs] Department of Computer Science and Engineering [incl. the Master and Ph.D. programs and Ph.D. in Information Security] Department of Materials and Optoelectronic Science [incl. Master and Ph.D. programs] Institute of Environmental Engineering [incl. Master, Ph.D., and in-service Master programs] Institute of Environmental Engineering [incl. Master, Ph.D., and in-service Master programs] Institute of Communications Engineering [incl. Master and Ph.D. programs] Electrical Engineering and Computer Science International Program International Master's Program in Telecommunication Engineering	Department of Business Management [incl. M.B.A. and Ph.D. in Health Care Management, M.B.A., and Ph.D. programs] Department of Information Management [incl. M.B.A., Ph.D., in-service M.B.A., M.B.A. for e-commerce & Business Analysis Digital Learning programs] Department of Finance [incl. M.B.A., Ph.D., and in-service M.B.A. programs] Institute of Public Affairs Management (incl. M.B.A, Ph.D., and in-service M.B.A. programs) Institute of Human Resource Management (incl. M.B.A., Ph.D., in-service M.B.A., and in-service M.B.A. in Asia-Pacific Human Resource Management programs) Institute of Marketing Communications [incl. M.B.A. and in-service M.B.A. programs] In-service Executive MBA program M.B.A. in International Business program Bachelor in Marketing Management program (enrollment closed) Bachelor in Service Science and Innovation Management (enrollment closed) Bachelor in Accounting program (enrollment closed) In-service Taiwan-China EMBA program English Master of Global Human Resource Management program
College of Marine Science	College of Social Sciences
Department of Marine Biotechnology and Resources [incl. Master and Ph.D. programs] Department of Marine Environment and Engineering [incl. Master, Ph.D., and in-service Master programs(enrollment closed), Master program in Offshore Wind Power Maritime Engineering] Department of Oceanography [incl. Master and Ph.D. programs] Institute of Undersea Technology [incl. Master program] Institute of Marine Affairs [incl. Master program] Ph.D. in Marine Biotechnology Institute of Marine Ecology and Conservation	Department of Political Economics Department of Sociology incl. Master program] Institute of China and Asia-Pacific Studies [incl. Master, Ph.D., in-service Master programs] Institute of Political Science [incl. Master, Ph.D., and in-service Master programs] Institute of Economics [incl. Master and in-service Master programs] Institute of Education [M.Ed., Ph.D., in-service Master programs] Center for Teacher Education In-service Executive Master's Program of Public Policies International Master's Program in Asia-Pacific Affairs Ph.D. Program in International Graduate Program of Education and

	Human Development Master Program in International Graduate Program of Education and Human Development		
Si-Wan College	Tier-1 Certified Inter-Institute Research Centers		
Center for Essential Education Center for General Education Center for Physical and Health Education Center for Service-Learning Education Program in Interdisciplinary Studies	Social Engagement Center		
	Tier-1 Certified Research Centers		
	Humanities Center		
	Multidisciplinary and Data Science Research Center		
	Engineering Technology Research and Promotion Center		
	Management Studies Research Center		
	Frontier Center for Ocean Science and Technology		
	Sun Yat-sen Research Center for Social Sciences		
Higher Education Sprout Project Featured Research Center			
Center for Crystal Researches Smart E-Commerce Research Center			
Task Force Research Centers			
Tier-1 Centers	Tier-2 Centers		
Center for Water Resource Studies Neuroscience Research Center Oceanography Research Center The Center for Marine Policy Studies Center for Nano Science & Nano Technology Center for Emerging Contaminants Research Research Center for Creativity & Innovation Southern Taiwan Interdisciplinary Center for Innovative Technologies Southern Taiwan Industry Promotion Center Center for Southeast Asian Studies Wireless Broadband Communication Protocol Cross-Campus Research Center Digital Content and Multimedia Technology Research Center NSYSU Cloud Computing Research Center NSYSU Ting Hsin Humanities & Art Center NSYSU JZN Brand Research Center NSYSU-ASE Inc. Joint Technologies Research Center NSYSU-Brogent Technologies Inc. Joint R&D Center NSYSU Electronic Commerce Research Center Rapid Screening Research Center for Toxicology & Biomedicine Information Security Research Center NSYSU Artificial Intelligence Research and Promotion Center NSYSU Center for the Austronesian Social and Cultural Development	College of Liberal Arts	Research Center for Phenomenology and the Human Studies	
	College of Science	Aerosol Science Research Center	
	College of Management	The Social Enterprise Development & Research Center Taiwan Experience Education Program (TEEP) Center	
	College of Social Sciences	Institute of Election and Public Opinion Center for Japanese Studies Lee Teng-hui Center for Governmental Studies Assessment Research Center	
	Si-Wan College	The Research Center for Promoting Civic Literacy Research Center for Sports and Health Industries	
	Tier-3 Centers		
	College of Liberal Arts	Department of Chinese Literature	Hakka Research Center
	College of Engineering	Department of Materials and Optoelectronic Science	Research Center for Physical Properties and Microstructure
			Functional Polymers and Supramolecular Materials Research Center
	College of Social Sciences	Department of Political Economics	KPP Regional R&D Center for Transportation

## Administrative Units

Office of Academic Affairs	Office of Student Affairs	Office of General Affairs	Office of Research & Development	Office of International Affairs	Office of Library & Information Services	
Registration and Curriculum Division Admission Division Recruitment Division Strategic Development Office Teaching and Learning Development and Resources Center	Advice & Guidance Division Extracurricular Activities Division Counseling & Career Development Division Physical and Health Division *Dorm Services Center	Clerical Services Division Administrative Services Division Payroll & Cashier Division Property Maintenance Property Management Division Campus Security & Protection Division	Division of Research Planning Global Academic Collaboration Center Joint Center for High Valued Instruments Division *Office of Higher Education Sprout Project	Division of International Relations Division of Student Exchange Division of Overseas & International Degree Student Affairs Chinese Language Center *NSYSU America Center *NSUSY EU Center	Strategic Planning Division Intelligent Operation Division Knowledge Innovation Division Software Engineering Division Information Security Division	
Art Center	Office of Global Industrial-Academe Collaboration and Advancement	Environmental Protection and Safety Center	Alumni Service Center	Office of Secretariat	Office of Personnel Services	Office of Accounting
Performance and Exhibition Division Management Division	Industry-Academy Cooperation Division Continuing Education Division Technology Transfer Center Innovation & Incubation Center Industrial Liaison Office			Division of General Affairs Division of Public Affairs	Division of Human Resources Division of Retirement and Compensation Assessment	Budgeting Planning Division Internal Auditing Division Accounting Management Division

\* denotes task force units.

Service Unit: Division of Human Resources, Office of Personnel Services 2041



# Faculty Information

## 1. Course Offering Plan

- (1) Course offerings should consider: whether the course matches the educational goals and professional ability of the department (institute), whether the planned curriculum and teaching can cultivate students' ability to apply what they learned, whether it encompasses the latest knowledge and skills in the related fields, whether it conforms to the theoretical academic structure, whether the order of the courses are reasonable and necessary, provides students with opportunities for participation and problem-solving, and whether the expertise of the faculty members are consistent with the topics being taught.
- (2) The method of instruction can be divided into ten categories according to the nature of the course into instruction, seminar, laboratory practice, music, performance and exhibition, sports, speech/visit, service learning, and independent study. Apart from the "lecture" category, please refer to the "Guidelines for Course Review and Related Processes" (Office of Academic Affairs homepage/Regulations/Course-related Regulations) for the reference table on name, English name, and method of instruction.
- (3) A Cyber University has been established by the University. Faculty members can use the Cyber University to convert the teaching materials for their course to an online format. This will enhance the quality of instruction by facilitating student inquiries and learning, teaching activities as well as student-faculty interaction.

Service Unit: Registration and Curriculum Division, Office of Academic Affairs 2134

Office of Library and Information Services: 2459 (Cyber University)

## 2. Online Syllabus

- (1) To ensure excellence in teaching and improve teacher-student interactions, faculty members are expected to adhere to the "Supplements to the Teaching Rules for Teachers" defined in accordance with the spirit of Article 4 in the Teacher Employment Agreement and Article 2 of the Teacher's Guidelines.
- (2) Registration of the course syllabus must be completed before initial course selection to provide students with a reference during course selection. All fields must be completed for the registration of the syllabus. If any of the fields for "Syllabus", "Grading Criteria" or "Office Hours" are not registered, then the registration is not complete.
- (3) The syllabus must be personally registered by the course instructor. For courses taught by foreign instructors, courses offered in conjunction with other universities, advance summer courses, or courses taught by instructors unfamiliar with the operation of the computer, department (institute) assistants may assist in the registration process after receiving written consent from the course instructor and head of the unit offering the course.

- (4) The syllabus should be given in writing to the students by the course instructor during the first class after the start of the university. The grading criteria used for teaching activities and performance evaluation should also be explained. In accordance with J.Y. Interpretation No. 684 issued by the Judicial Yuan, the grading criteria and weighting of class exams, mid-semester exams, final exams, written reports or student attendance should be clearly defined to protect student rights.
- (5) A new field for “professional abilities of students in this department (institute)/basic competency and core abilities of all NSYSU students that this course seeks to cultivate” was added to the course syllabus in academic year 2010. Instructors can use this to select how the course related to the professional abilities and the corresponding assessment methods.
- (6) Registration of the syllabus is not required for courses offered by the Chinese Language Center, inter-university elective courses, “Music” courses offered by the Department of Music, “independent study” courses offered by graduate institutes, “lecture/visit” type courses, “Master Thesis” courses of in-service Master programs, and short-term courses given by foreign scholars; with the exception of Chinese Language Center and inter-university elective courses however, the “Grading criteria and Weighting” for all of the other above course types must still be registered online and explained to students in writing.

Service Unit: Registration and Curriculum Division, Office of Academic Affairs 2134

### **3. Office Hours**

- (1) Full-time faculty members are expected to set aside time for student inquiries each week. Students and discuss lifestyle or academic issues with their instructor in order to cultivate students’ ability to participate in discussions, ask questions and solve problems.
- (2) The office hours should consist of two sessions each week (on different days) and two hours per session “if only one course is being taught per semester, then only one session is expected each week”. If the office hours are changed, please inform the students, and notify the Office of Academic Affairs for reference.

Service Unit: Registration and Curriculum Division, Office of Academic Affairs 2134

### **4. Calculation of Teaching Hours**

Summary:

- (1) Full-time instructors teaching courses in degree programs (separate rules apply for advanced in-service Master’s programs and the International MBA offered by the College of

Management) must not exceed a total of 4 additional teaching hours a week on or off campus. Excess hours will be treated as voluntary instruction. The teaching hours for advanced in-service Master's programs do not count towards the instructor's basic teaching hours.

- (2) Overtime payment is based on the consolidated total for the full academic year. Overtime for nine months will be disbursed in the second semester after the finalization of student course selection. For instructors with reduced teaching hours whose role includes supplements, stipends and bonuses, overtime hours may only be counted if the actual hours taught each week still exceeds their original basic teaching hours.
- (3) The standard for number of students in attendance for each course to qualify for overtime is as follows. Bachelor program courses: 10 people; for graduate courses of the Lecture type: total of 3 research students (including in-service Master's program and the pre-research students enrolled in the University's 5-year Bachelor-Master programs); Seminar type: total of 9 research students (including in-service Master's program and the pre-research students enrolled in the University's 5-year Bachelor-Master programs); for other graduate courses type, if other rules apply, then they take precedence. The remainder follows the same rules as for the instruction type.
- (4) If the number of students (after consolidation) exceeds 65 people, then the hourly rate is increased by 2% per additional student up to a maximum of 200%.

For courses offered as part of Ministry of Education and Ministry of Science and Technology projects, once the project has been approved by the Dean of Academic Affairs and the President of the University, then a multiplier of 1.5 is applied to the teaching hours while the project is active.

Courses that have been approved to participate in the Ministry of Education, Ministry of Science and Technology or the University's digital learning program, or the University's open courses, unless otherwise specified by the Ministry of Education then the course recording must satisfy the requirement of 12 hours per academic credit. Once the project has been approved by the Dean of Academic Affairs and the President of the University, a multiplier of 1.5 may be applied to the teaching hours for that course in the semester it was recorded in.

- (5) Full-time instructors should give priority the core courses of their department (institute) and courses that match their required teaching hours. Once student course selection has been finalized, those that failed to meet the required teaching hours may make up the difference with research projects and service courses that don't count towards teaching hours. This is however limited to no more than 3 hours per semester; the total number of teaching hours per week must still be more than 3 hours after the offset. In addition, the offset hours will

not be counted in the actual number of hours taught used to calculate the teaching score for promotion.

- (6) New faculty members should reduce their teaching hours by 3 hours per semester in their first year:

To help new faculty members balance their teaching and research commitments in a new environment, the University introduced the measure of “reducing teaching hours by 3” to lower the teaching load on new faculty members; to avoid affecting an faculty member’s teaching score for promotions, the 3 hours is added again when an faculty member is being scored for promotion (when the hours are re-added, it will not exceed the faculty member’s basic teaching hours). For further details please refer to the “Calculation Guidelines of Hourly Pay for Teachers” (Office of Academic Affairs) and “Principles of Scores of Teaching and Service Performance for Faculty Promotions” (Office of Personnel Services).

Reference: Office of Academic Affairs homepage → Regulations → Course-related regulations

Service Unit: Registration and Curriculum Division, Office of Academic Affairs 2131

## **5. Substitutes and Make-up Classes**

- (1) Full-time faculty members at the University should fulfill their obligations in accordance with the Teacher’s Act and their employment agreement. If they applied for leave, then they should make arrangements to make up for the missed classes. A make-up class notice must be submitted in advance for approval by their supervisor and then forwarded to the Office of Academic Affairs for reference.
- (2) Full-time faculty members who satisfy the Ministry of Education Teachers’ Leave Application Regulations may with the consent of the University ask for another faculty member to teach the class in their absence, or have the University employ a substitute instructor. If a substitute instructor has been approved, the payment of previously approved over-time pay should be suspended during the period of substitution.
- (3) To reschedule or make-up classes due to leave or a business trip during the semester, please go to the online attendance system and go through the “Leave/Business Trip Application” and “Make-up Class for Leave/Business Trip” processes. Once the leave/business trip application process has been completed, the make-up class information will be published on the Office of Academic Affairs/Student/Course Affairs/Make-up Class page; if scheduling make-up classes due to overseas trip, please go to the Office of Personnel Services’ attendance system, fill out and print the “Overseas Travel Application Form” and “Overseas Travel Make-up Class Notice,” then submit both with the application.

Service Unit: Registration and Curriculum Division, Office of Academic Affairs 2131, 2133

## **6. Submission of Grades**

- (1) Course instructors are asked to submit the student grades by the given deadline according to the University calendar after the final exams. Reminders will be sent if they fail to do so. Those who still fail to submit the grades by the given deadline after three reminders will be reported to the Executive Council. Faculty members' history of late grade submissions will be considered during teaching assessments and promotion reviews.
- (2) The performance report of students admitted since the 2011 academic year (inclusive) will be issued a "letter grade report." The course instructor should use the "Online Grade Key-in System", submission is complete after grades have been keyed-in and confirmation made.
- (3) Faculty members shall submit grades in the following manner:
  1. "Online Grades Submission System" offers four key-in methods – "letter grading", "percentage grading", "percentage-based average grading", and "percentage grading for joint courses for independent study or seminars only". Course instructor may choose any one of the above to submit scores; please refer to the first page of "Online Grade Key-in System for Instructors" for instructions.
  2. Assessment methods for joint courses are as follows:
    - (2.1) Joint courses for independent study or seminars: the chief instructor may first assign one student to one course instructor, then after every grade has been scored and keyed-in separately and confirmed accordingly, submission is therefore completed.
    - (2.2) Chief instructor alone to key-in grades online: the chief instructor does not pre-set the scoring proportion of co-instructors. One single grade is jointly assessed by all instructors of the semester. After the chief instructor has keyed-in grades using either "letter grading" or "percentage grading" method and confirmed accordingly, submission is therefore completed.
    - (2.3) All co-instructors of joint courses to key-in grades online: the chief instructor must go into the system and select "percentage-based average grading" to set the scoring proportion for each instructor. Each course instructor shall go online to key-in his/her own assessment score using the "percentage-based average grading" method and confirming the course subject. The chief instructor shall wait for all instructors to have made online confirmation before proceeding to confirm the grades of the joint courses. Submission is completed after key-in and confirmation.
  3. URL for "Online Grade Key-in System for Instructors":  
[http://tscokin.nsysu.edu.tw/score/sco\\_keyin\\_login.asp](http://tscokin.nsysu.edu.tw/score/sco_keyin_login.asp)
  4. Webpage path: 1. Office of Academic Affairs → 2. Faculty → 3. Results → 4. Click on "Online Grade Key-in System for Instructors"
- (4) Degree exam results shall be based on a single score jointly determined by the members of

the oral examination committee.

- (5) Related regulations can be found under Office of Academic Affairs → Regulations → “Grade Regulations”. “Teaching and Grading Guidelines for Teachers”, “Guidelines for Evaluation of Students’ Academic Performance”, “Guidelines for the Instructor to Submit and Correct Grade Reports” and “Guidelines for Appealing Procedure for Review of the Semester Grades”
- (6) Relevant regulations for degree examinations: You can go to the Office of Academic Affairs homepage → Regulations → research in “Master\PhD examination related regulations”. "Implementation Bylaws for Ph.D. and Master Degree Examination".

Service Unit: Registration and Curriculum Division, Office of Academic Affairs 2122

## **7. Student Appropriate Learning and Counseling**

The University has in place the initial and mid-term alert system and provides counseling measures for students who are behind the required (elective) courses. It also encourages the colleges (departments) to provide individual and small group tutoring corners to students to strengthen or enhance their learning:

- (1) Initial Alert: a list of students who failed to pass half (inclusive) or more of their courses shall be provided by the Office of Academic Affairs to respective departments (institutes) to notify in turn their respective faculty members to pay attention on student learning status. (Registration and Curriculum Division, ext. 2122/each department)
- (2) Faculty Advisor Meetings: Each semester, the Counseling & Career Development Division shall compile a “Faculty Advisor Meeting List” of students who failed at least half of their courses in the previous semester to be given to their respective faculty advisors to assist in following up on the student’s performance. If necessary, depending on the willingness and special circumstances of the student, cases can be referred to the Counseling & Career Development Division for further assistance. (Counseling & Career Development Division /each department)
- (3) Mid-term Alert: During each semester, the Office of Academic Affairs shall issue to each department (institute) a list of students who had performed poorly in two or more courses. The departments shall notify in turn, the respective instructors, student parents and students as mid-term alert and to take the necessary performance improving measures (Registration and Curriculum Division, ext. 2122 / each department).
- (4) Remedial Teaching: At the beginning of each semester and after the mid-term alert, all college/departments should each apply in writing for setting up Study Assistant Corner and remedial teaching courses, as well as recommending teaching assistants to provide academic

assistance to students in need of improvement, the college/department can apply for funding from the The Teaching & Learning Development Center for the purpose of setting up Study Assistant Corner and remedial teaching courses and the Center shall grant funding based on financial availability of said semester. The department or institute shall arrange and recommend graduate and undergraduate students who excelled in the subject as Tutors to assist students with poor learning performance by helping on professional courses, learning methods, learning attitude and time management to improve their academic performance. After the tutoring ends, the tutor shall fill out the learning feedback form, the tutoring record form and other information to check the learning effect. (Teaching and Learning Development and Resources Center, extension 2113/each department).

- (5) Priority Care List: The Office of Academic Affairs shall screen for those students who have twice failed half (1/2) or two-third (2/3) of their courses twice and have been put on Mid-term Alert List to create a Priority Care List during the semester. The respective departments and instructors shall be notified in writing to strengthen counseling and provide feedback. (Registration and Curriculum Division, ext. 2122/ each department)

## **8. Teaching Assistant (Teaching Assistant, TA)**

To assist the faculty members of the University in providing a better learning environment during academic, experiment and practicum courses, the “Regulations for Teaching Assistants Training and Evaluation” were implemented in academic year 2007 to help teaching assistants apply their expertise through professional TA training and assist instructors during course instruction. The TA evaluation mechanism is also used to recognize outstanding performance by teaching assistants and remove poor-performing teaching assistants.

The University also defined a set of “Rules for Teaching Assistants” that specifies the following routine responsibilities for teaching assistants.

- (1) Record attendance and class participation.
- (2) Clean the blackboard and prepare drinks for the instructor during class.
- (3) Prepare the teaching equipment.
- (4) Prepare student name tags.
- (5) Arrange the seating and prepare the seating chart (including photos).
- (6) Answer online inquiries on a regular basis.
- (7) Organize schedules and provide teaching support.
- (8) Organize and provide remedial teaching if necessary.
- (9) Mark assignments and test papers.
- (10) Provide the preliminary draft of student grades.



## 9. Teaching Opinion Survey

- (1) The University's survey of student opinions on instructional quality was developed in accordance with Article 21 of the University Act, and Article 17 of the University's Articles of Association. Its purpose is to learn about students' opinion of instructional quality, help instructors improve their teaching, and enhance the quality of instruction. The survey is divided into 10 categories based on the content being taught by the instructor. The survey should in principle be conducted 2 weeks before the final exams of each semester. Faculty members can view the survey results online for themselves (URL: [http://selcrs.nsysu.edu.tw/tch/tch\\_sys.htm](http://selcrs.nsysu.edu.tw/tch/tch_sys.htm)). If a faculty member wishes to learn more about the content of the survey, the statistical analysis methods, and other related information, they may visit the Teaching and Learning Development and Resources Center (URL: <http://ctdr.nsysu.edu.tw/>).
- (2) Querying individual instructional quality survey results:
  1. Go to the instructional quality survey page of the Office of Academic Affairs (Office of Academic Affairs/Teaching and Learning Development and Resources Center/Faculty Improvement/Teaching Evaluation/Faculty Query or Office of Academic Affairs/Faculty/Instructional Quality Survey/Faculty Query).
  2. Enter the faculty member name and password (same as the password used for course syllabus registration by faculty members) to query.
  3. Query permissions:
    - (3.1) Course instructors: Can query the opinion survey results for all courses taught by the faculty member.
    - (3.2) Head of curriculum for each department / institute / degree program and division chiefs of all centers of Si-Wan College: Can query the teaching opinion survey results on every course taught by instructors in their unit.
    - (3.3) Dean of each college (including Si-Wan College): Can query the teaching opinion survey results on every course taught by instructors at the entire college.
- (3) Password query for faculty members:

Go the "Password Query System" (Office of Academic Affairs/Faculty/Course Instructor System/Query Password, or go directly to the following link:  
[http://selcrs.nsysu.edu.tw/menu3/tchqrypss\\_sco.asp](http://selcrs.nsysu.edu.tw/menu3/tchqrypss_sco.asp)).

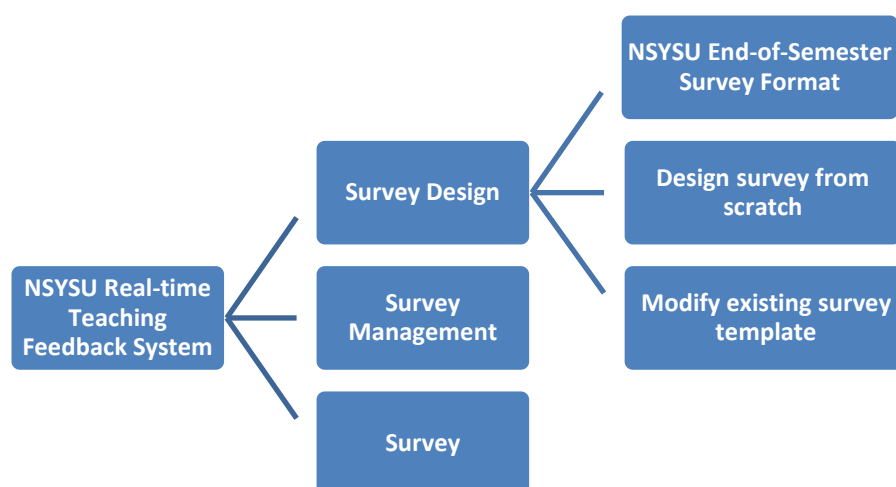
Service Unit: Registration and Curriculum Division, Office of Academic Affairs 2133

## 10. Real-time Teaching Opinion Feedback System

- (1) Purpose: Faculty members can use this system to design their own survey questions or

incorporate questions from the University's end-of-semester survey to collect student opinions and receive immediate feedback on their instruction. Faculty members can specify the time of the survey and check student feedback from students at any time. The results of the survey are provided as a reference for teaching purposes. It is not included in the end-of-semester instructional quality survey. The service provided by this system will hopefully help improve the quality of instruction provided by faculty members as well as the learning performance of students.

- (2) Location of the real-time teaching opinion feedback system: Office of Academic Affairs/Faculty/Course Instructor System.
- (3) System structure:



Service Unit: Registration and Curriculum Division, Office of Academic Affairs 2133

## 11. Faculty Evaluation

The National Sun Yat-sen University Regulations for Faculty Evaluations were formulated in accordance with the relevant articles of the University Act and the NSYSU Articles of Association to improve the quality of teaching, research, counseling, and service. Assistance and counseling are also provided to faculty members who receive a conditional pass or fail to pass the evaluation. All full-time faculty members of the University must undergo an evaluation in accordance with the Regulations for Faculty Evaluations, and further evaluations at five-year intervals. Starting from the academic year 2020, all newly-hired faculty members are subject to the evaluation requirements in accordance with the regulations of their respective college. Full-time faculty members of any level who are promoted after their appointment are considered to have passed the faculty evaluation once. For those who pass a faculty evaluation, the year in which they passed the evaluation is the starting year for calculating time until the next evaluation.

The faculty member being evaluated must provide the relevant information. Failure to do so will be considered to have failed the evaluation for that academic year. If a faculty member is away from the University due to special circumstances (sabbatical leave, temporary detachment, overseas lecture/ study, or serious mishap) the evaluation may be delayed until they return to University service.

If a faculty member/spouse to be evaluated had become pregnant and given birth during the year, they may apply for the faculty evaluation to be delayed (by two years each time for the faculty member, and by one year each time for the spouse).

Service Unit: Teaching and Learning Development Center, Office of Academic Affairs 2166

## **12. Faculty Training - Interdisciplinary Teaching Development Workshop**

In order to stimulate more innovative teaching ideas and research directions from the faculty members, the Teaching and Learning Development Center organizes diverse workshops on interdisciplinary teaching development, invites experts and scholars from various fields to give talks and share their teaching experiences with our faculty members. Workshop topics include how to improve teaching, broaden teaching horizons, class management, teacher-student interaction, digital teaching, innovative teaching, teaching effectiveness, multidimensionality in multiple assessments, MOOCs, and flipping classrooms. Through these faculty training activities, we aim to elevate the teaching enthusiasm, professional ability, and academic ethics of the teaching team at NSYSU, to build consensus and motivation in becoming the most outstanding teaching team in the nation. In order to encourage faculty members to participate in the interdisciplinary teacher growth workshops, the training sessions attended by teachers are included in the records as a reference for future faculty evaluation and promotion.

In accordance with the University's academic ethics implementation plan: Faculty members applying for flexible or University awards such as the new teacher prize (note) should include proof of attendance for academic ethic seminars from within the last three years. Proof attendance of internal seminars can be queried and printed from the National Sun Yat-sen University Teaching Portfolio System (URL: <http://www.opinion.nsysu.edu.tw/tp/>) or contact the organizer unit for the seminar.

Note: Processed in accordance with the University's "Implementation Regulations for Recruitment and Retention of Special and Outstanding Talents."

Service Unit: Teaching and Learning Development Center, Office of Academic Affairs 2162

## **13. Teaching Improvement Scheme**

To provide faculty members with professional development and encouragement, the Teaching and Learning Development Center recruited past winners of excellent teaching awards, mentors, experienced instructors with extensive teaching experience as well as outside professionals to serve as pilot teachers. The pilot teachers use the three following teaching services to guide the refining of teaching skills by faculty members:

- (1) Individual interviews or group discussions: The Center arranges for pilot teachers from different fields to provide their service for 1-2 hours every week in the "Teaching Recharging Room" (micro-classroom). Faculty members can fill out the teaching improvement application form and submit it to the person-in-charge by e-mail. Once the e-mail is received the Center will arrange for individual interviews or group discussions as soon as possible.
- (2) Teaching Recordings: These can take the form of teaching demonstration recording or course recording. Teaching demonstration recording is where the applicant delivers a teaching demonstration in the micro-classroom or in class. A recording 15-20 minutes long is then made by the Center. A CD of the recording is provided to the faculty member for their reference, or a teaching consultation conducted in conjunction with a pilot teacher. For the course recording, the Center sends a digital TA to the faculty member's classroom to make a full recording of a module or course. The full teaching recording is then uploaded to the open courses for other faculty members or students to view.
- (3) Micro Teaching: Faculty members can organize a group of 1-5 people on their own, select a suitable pilot teacher, then apply to the Center for a micro teaching demonstration in order to refine their teaching method and techniques. For new faculty members, arrangements are made by the Center.

Service Unit: Teaching and Learning Development Center, Office of Academic Affairs 2162

## **14. Higher Education Sprout Project (HESP) - Teaching Innovation Plan**

Higher education must assist students in cultivating the diverse abilities they need to face the ever-changing society of the future. In order to help teachers develop innovative curriculum and teaching methods to nurture students' implementation ability, innovative cross-domain thinking and independent learning ability through curriculum and teaching with teaching effectiveness assessment and improvement of students' learning investment and effectiveness, the "Innovative Curriculum Project" and "Digital Learning Teaching Plan" cover different aspects of the HESP,

aimed to resonate with the world trend and talent cultivation policy. The key core competencies that NSYSU students should acquire are:

- (1) Yearly curriculum planning such as topic-oriented inter-disciplinary courses, Freshman Project-based Learning, Capstone Courses, Problem-Based Learning (referred to as PBL), Flip Classroom Courses, Distance-Learning Courses, MOOCs Courses, and other innovative teaching projects, based on the availability of the general budget, each semester is open to faculty members to apply for project funding. For relevant information of the project, please refer to the “Office of Academic Affairs – Teaching and Learning Development Center / Higher Education Sprout Program (website: <http://ctdr.nsysu.edu.tw/index.php>)”, the document can be accessed after login with user name and password.
- (2) According to the University’s “Key Points of the Micro-credit Implementation Method”, in accordance with the educational objectives, the professional competence and curriculum planning needs set by each departments (including Si-Wan College), faculty members can set up micro-credit courses in various formats such practice workshops, theme seminars, special discussions, online digital learning, competitions, exhibitions/shows, cross-domain exchanges, etc., for learning about specific issues, technical tools usage, industry-academia sharing, implementation practice, learning reflection and results sharing, etc., so that students can have more diverse learning opportunities and channels. The Teaching and Learning Center is also available for funding application for micro-credit courses. For related information, please refer to the “Homepage/Office of Academic Affairs/Teaching and Learning Development Center/Micro-credit Area (website: <http://ctdr.nsysu.edu.tw/microCredit/index.html>)”.

Service Unit: Teaching and Learning Development Center, Office of Academic Affairs 2161, 2166

## 15. Teaching Portfolio

The University’s electronic portfolio system (<http://ep.oaa.nsysu.edu.tw/>) is divided into four components: (1) Learning portfolio - allows students to view their personal profile, course selection, activity participation, ability reviews, learning reflections, accolades, certificates and body of work; (2) Curriculum map - build an overview of all university courses and course programs that students can use for selecting courses from other colleges and departments or as a guide to career planning and further education; (3) Career portfolio - provide students with an integrated platform for their online resume and certifications at time of graduation; (4) Teaching portfolio - Faculty members can provide a description of their teaching philosophy as well as record their teaching, research, counseling and service-related accomplishments.

The Teaching portfolio (TP) system can also be accessed directly via the following link (<http://www.opinion.nsysu.edu.tw/tp/>). It is developed to provide a complete presentation of faculty members' teaching philosophy as well as record their teaching, research, counseling, and service-related accomplishments. This gives students a better understanding of the faculty member so they can better plan their own research projects. Faculty members can also use the instructor system to provide students with relevant guidance and learning assistance in a timely manner. The contents of the TP system can also be used for the judging of excellence teaching awards, selection of outstanding teachers, and scoring by faculty evaluation committees. The system uses the same login method as the University's unified portal. Please refer to the user manual and teaching information provided under "Related Documents and Forms" on the home page first if you have any questions.

Service Unit: Teaching and Learning Development Center, Office of Academic Affairs 2152

## 16. Teaching Observation

In order for the University to ensure teaching quality, and maximize teaching resources, the Teaching and Learning Development Center of the Office of Academic Affairs (hereinafter the Teaching and Learning Development Center) offers in cooperation with university-level Teaching Excellence as well as Good Teaching Practice faculty members, "teaching observation", so as to provide classroom observations and pass-on instruction techniques, aimed at improving teaching performances and student learning effectiveness.

Implementation methods:

- (1) The Teaching and Learning Development Center constructs "Teaching Observation System" platform (<http://ctdr.nsysu.edu.tw/observe.php>), providing classroom observation information.
- (2) Provide observing teachers: with a compilation of class subjects and periods of time those classes are open for observation, to be taught by faculty members volunteered to allow classroom observations, according to queries conducted by the Teaching and Learning Development Center prior to semester-start.
- (3) Teachers participating in observation: those who wish to observe shall sign up for the class of their choice 5 days in advance online, and the system will automatically send a notice to the providing faculty member. On principle, any one class is limited to a maximum of 5 observing teachers per week, and allowance is granted according the order of signing-up.
- (4) Teachers participating in observation must complete the "teaching observation feedback form" on the "Teaching Observation System" within 2 weeks after observation.

Service Unit: Teaching and Learning Development Center, Office of Academic Affairs 2162

## **17. Online Teaching Resources**

Please do not hesitate to visit the University's Excellence Teaching website to refer to the following teaching resources:

- (1) University Teaching Guide: [http://ctdr.nsysu.edu.tw/plan1-5\\_DL\\_Counter.php](http://ctdr.nsysu.edu.tw/plan1-5_DL_Counter.php)
- (2) Tips for Activated Teaching: <http://ctdr.nsysu.edu.tw/teacher4-8.php>

# Rights and Responsibilities



# **1. Summary of Appointment Contract for Teaching Faculty**

## **[Contract faculty members are governed by the relevant terms of their contract]**

- (1) Faculty members shall engage in teaching, research, and service activities in accordance with the “Faculty Guidelines.”
- (2) In addition to teaching, faculty members are also expected to provide counseling and mentoring to students.
- (3) The basic teaching hours of a faculty member are defined by the University’s “Calculation Guidelines of Hourly Pay for Teachers” and other relevant regulations. Those who apply for leave should arrange for substitution or make-up classes in accordance with the University’s “Rules on Taking Personal Leave for Teachers and Substitution and Regulations on Auditing Hourly Pay.”
- (4) If the unit to which the faculty member belongs offers foreign language courses or evening classes, the faculty member is obliged to support the teaching and offering of such classes.
- (5) Faculty members are expected to undergo faculty evaluations in accordance with the University’s “Faculty Evaluation Guidelines” and other related regulations. Those who fail to pass the faculty evaluation conducted by the Faculty Evaluation Committee will no longer be re-appointed by the University.
- (6) All new full-time faculty lecturers, assistant professors and associate professors appointed after December 3, 1999, must be promoted at least once within eight years or they will not be re-appointed.
- (7) Temporary transfers, research, lecture, training, and sabbatical leave of faculty members are governed by the University’s “Guidelines for Faculty Temporary Transfer”, “Implementation Directions for the Overseas Lectures, Research, and Training of Faculty Members and Researchers”, “Regulations for Sabbatical Leave by Professors and Associate Professors” and other relevant regulations.
- (8) A faculty member intending to work or teach part-time must first obtain the approval of the University in accordance with the “Regulations for Faculty Members Working Part-time for For-Profit Enterprises/Groups” and “Principles for All Full-time Public School Faculty Members Working Part-time.” Faculty members are limited to teaching or working part-time no more than four hours a week outside the University. The University shall recover the remuneration paid to faculty member during illegal part-time period and incorporate it into the school administration fund.
- (9) Faculty members undertaking external subsidized (commissioned) projects should comply with the “Ministry of Science and Technology Guidelines of Research Project Subsidy” and the University’s “Guidelines for Processing Non-MOST Cooperative Education Programs.” The agreement must be signed by the University. Faculty members may not and enter into agreements with external agencies for research projects without going through the University’s administrative process.
- (10) Faculty members undertaking subsidized / commissioned projects should comply not only with the provisions set by the subsidizing/commissioning unit but also comply with the relevant account

laws and regulations in their use of funds.

(11) The research output of faculty members while they are in the employ of the University should be handled in accordance with the University's "Regulations for Management of Research and Development Outcomes and Technology Transfer."

(12) Faculty members engaged in teaching, instruction, training, evaluation, management, counseling or providing of work opportunities to students may not develop relationships that violate professional ethics in inter-personal interactions related to sex and gender.

If a faculty member believes that his/her relationship with a student may be in violation of professional ethics, he/she should actively avoid such interactions or report the matter to the University.

Faculty members should respect the sexual and bodily autonomy of other people and themselves. They should make unwanted advances and must not engage in actions that violate sexual or gender equality.

In addition to the above regulations, faculty members must comply with the relevant laws and regulations such as the "Gender Equity Education Act", "Act of Gender Equality in Employment", "Sexual Harassment Prevention Act" and "Regulations on the Prevention of Sexual Assault, Sexual Harassment, and Sexual Bullying on Campus."

(13) Faculty members should adhere to the academic code of conduct. Violations will be dealt with by the University in accordance with the "Regulations for Breaches of Faculty Qualifications for Review and Academic Ethics."

(14) For faculty members who breach the appointment agreement and the relevant regulations, once the facts of the matter have been reviewed by the relevant University committees, their case may be referred to the Faculty Evaluation Committee for review. Serious offenses will be dealt with in accordance with Article 14 of the "Teacher's Act."; if the severity of the offense does not reach the level specified in Article 4 of the "Teacher's Act", the Faculty Evaluation Committee shall determine the appropriate disciplinary action to take. This may include a block on salary rises, temporary transfers, part-time work/teaching, sabbatical, or a temporary ban on applying for University awards and faculty qualification reviews.

(15) If a faculty member does not intend to renew their appointment, the University should be notified in writing one month in advance. Those who wish to resign during their appointment period should obtain the approval of the University. Departing faculty members should complete the relevant handover procedures before their departure.

Service Unit: Division of Human Resources, Office of Personnel Services 2043

## **2. Faculty Salary Assessments and Re-classification [Contract faculty members are governed by the relevant terms of their contract]**

(1) Salaries are assessed in accordance with the "Salary Rank of Instructors":

Grade	Lecturer	Assistant Professor	Associate Professor	Professor
Base salary, annual performance pay	\$245 ~ \$625 Starting salary	\$310 ~ \$650 Starting salary	\$390 ~ \$710 Starting salary	\$475 ~ \$770 Starting salary

(2)The starting salary of faculty members should be based on their actual arrival date.

(3)Faculty members who satisfy the length of service regulations may have their salary grade increased by an amount no more than the highest annual performance bonus of their position. Salary grade can be increased by one per full year of service.

(4)Rules for recognizing length of service:

4.1 Faculty members who have previously held the following positions and have excellent service performance during the length of service, the salary grade is raised to the highest limit of the annual performance bonus of their position on annual basis:

Type of Appointment	Nature of Appointment	Regulatory Basis
Teaching personnel from domestic and overseas public and private institutions (establishments) and public and private schools	For public officials registered as civil servants or other applicable special appointments, public entity personnel, government officials, public and private school principals, teachers, teaching assistants, professional and technical personnel, researchers, nursing teachers, sports coaches, public social education institution professionals, researchers at public academic research institutions, shall have comparable salary grade based on length of service.	Article 9, item 1 of the “Teacher Remuneration Act”
Length in Military Service	Military reserve personnel who transitioned into teaching shall have comparable salary grade based on years of service.	
Primary and secondary school teachers	For primary and secondary school teachers, every accumulated year of service as substitute teacher when substitution periods were continuous for 3 months or more, shall count for one level of grade promotion.	
Length of other types of service	Other years of service recognized by the Ministry of Education.	
Domestic and foreign private organizations	Faculty member of public universities and junior colleges who was previously employed by respectable domestic or foreign private organizations, the length of service in similar nature and grade to current position and where excellent performance was demonstrated, the length of service shall be counted for salary grade determination and raised to the highest limit of the annual performance bonus of the position.	Article 9, item 2 of the “Teacher Remuneration Act”
	The domestic and foreign private organizations refer to one of the following categories:	Article 5 of “Regulations on

Type of Appointment	Nature of Appointment	Regulatory Basis
	<ol style="list-style-type: none"> <li>1. Academic or technological research institutions established by domestic corporations or with proper government registration.</li> <li>2. Internationally renowned foreign academic, scientific and other research institutions (organizations), and the universities and colleges listed in the Reference List for Foreign Universities determined by M.O.E.'s "Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education".</li> <li>3. Internationally renowned, domestic, or foreign privately-owned non-research institutions recognized by the University.</li> </ol>	Recognition of Length of Service prior to Hiring"
	"Similar nature" means that the nature of the past employment is similar to the proposed teaching subject and the work experience is indeed required for teaching.	Article 6 of "Regulations on Recognition of Length of Service prior to Hiring"

4.2. Recognition criteria for "grade equivalency" from Item 2 of Article 9 of "Teacher Remuneration Act":  
(Article 2 of "Regulations on Recognition of Length of Service prior to Hiring")

Type of Appointment	Nature of Appointment	Remark
Professor	The equivalency of Professor grade shall be attributed to the years of service starting from the beginning of the seventh (7 <sup>th</sup> ) year in domestic or foreign private institutions at home and/or abroad after obtaining a doctoral degree or equivalent.	Applicable to those who obtained the qualifications referred in the column to the left prior to the implementation of the revised Act Governing the Appointment of Educators of March 21, 1997.
Associate Professor	<ol style="list-style-type: none"> <li>1. The equivalency of Associate Professor grade shall be attributed to the years of service in domestic or foreign private institutions at home and/or abroad after obtaining a doctoral degree or equivalent.</li> <li>2. The equivalency of Associate Professor grade shall be attributed to the years of service starting from the beginning of the seventh (7<sup>th</sup>) year in domestic or foreign private institutions at home and/or abroad after obtaining a master's degree or equivalent.</li> </ol>	
Lecturer	<ol style="list-style-type: none"> <li>1. The equivalency of Lecturer grade shall be attributed to the years of service in domestic or foreign private institutions at home and/or abroad after obtaining a master's degree or equivalent.</li> <li>2. The equivalency of Lecturer rank shall be attributed to the years of service starting from the beginning of the sixth (6<sup>th</sup>) year in domestic or foreign private institutions at home and/or abroad after obtaining a bachelor's degree or equivalent.</li> </ol>	

Type of Appointment	Nature of Appointment	Remark
Professor	The equivalency of Professor grade shall be attributed to the years of service starting from the beginning of the eighth (8 <sup>th</sup> ) year in domestic or foreign private institutions at home and/or abroad after obtaining a doctoral degree or equivalent.	Applicable to those who obtained the qualifications referred in the column to the left after the revised Act Governing the Appointment of Educators of March 21, 1997 came into effect.
Associate Professor	The equivalency of Associate Professor grade shall be attributed to the years of service starting from the beginning of the fourth (4 <sup>th</sup> ) year in domestic or foreign private institutions at home and/or abroad after obtaining a doctoral degree or equivalent.	
Assistant Professor	1. The equivalency of Assistant Professor grade shall be attributed to the years of service in domestic or foreign private institutions at home and/or abroad after obtaining a doctoral degree or equivalent. 2. The equivalency of Assistant Professor grade shall be attributed to the years of service starting from the beginning of the fifth (5 <sup>th</sup> ) year in domestic or foreign private institutions at home and/or abroad after obtaining a master's degree or equivalent. 3. The equivalency of Assistant Professor grade shall be attributed to the years of service starting from the beginning of the tenth (10 <sup>th</sup> ) year in domestic or foreign private institutions at home and/or abroad after obtaining a bachelor's degree or equivalent.	
Lecturer	1. The equivalency of Lecturer grade shall be attributed for the years of service in domestic or foreign private institutions at home and/or abroad after obtaining a master's degree or equivalent. 2. The equivalency of Lecturer grade shall be attributed to the years of service starting from the beginning of the sixth (6 <sup>th</sup> ) year in domestic or foreign private institutions at home and/or abroad after obtaining a bachelor's degree or equivalent.	

4.3. In accordance with the “Act Governing the Appointment of Educators”, university/junior college faculty members that obtained the teacher's certificate before the start of the job above referred, the years of service not used for the teacher's certificate qualification shall not be recognized for salary rank calculation.

- (5) Faculty members should provide all their academic and work records within 30 days of arrival to apply for recognition of their length of service from domestic or overseas private institutions. If approved by the University's Faculty Evaluation Committee then their salary grade is changed from the date of appointment. If an application was not submitted within the previously stated period then the change takes effect from the date of approval.

Service Unit: Division of Human Resources, Office of Personnel Services 2043

### 3. Review of Faculty Qualifications [The procedure for contract faculty members applying for teacher certificates is governed by Article 8 of the University's "Implementation Guidelines for Employment of Contract Teaching and Research Personnel"]

- (1) Full-time faculty members should be submitted to the Ministry of Education for approval within 3 months of their approval. Salary start-date takes effect from the month and year of their arrival. If not submitted to the Ministry of Education by the given deadline, then length of service starts from the date of application.
- (2) Faculty members without a teacher certificate should enter their CV information into the "Reporting System for Assessment of Higher Education Faculty Members" of the MOE Department of High Education. The relevant information should then be forwarded to the Office of Personnel Services so that the teacher certificate can be issued by the MOE as soon as possible.

Service Unit: Division of Human Resources, Office of Personnel Services 2043

### 4. Promotion of Faculty Members [not applicable to contract faculty members]

- (1) The qualification requirements for promotion of faculty members of each grade are as follow:

Grade	Regulatory basis	Qualification requirements for promotion
Assistant Professor Promotion to Associate professor	1. "Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education" 2. "NSYSU Regulations for Promotion Review of Teachers and Researchers"	1. Length of service: Must have served as an assistant professor for more than three years with good performance. 2. Should have sustained works and concrete contributions.
Associate Professor Promotion to Professor	1. "Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education" 2. "NSYSU Regulations for Promotion Review of Teachers and Researchers"	1. Length of service: Must have served as an associate professor for more than three years, who has made important academic contributions or specialized works. 2. Should have unique and continuous works in the academic field and have important concrete contributions.

- (2) Faculty promotion reviews are held once each semester in every academic year.
- (3) The promotion review is divided into the preliminary evaluation, re-evaluation, and final evaluation.

An external review is conducted before the preliminary review by the faculty evaluation committee of their department/institute (centers for education and degree program). Another external review is conducted by the University before re-evaluation by the faculty evaluation committee of the college (Si-Wan College, Center). If approved by re-evaluation, then the final review is conducted by the University faculty evaluation committee. Those that pass the final review are submitted to the Ministry of Education for review and takes effective retrospectively from the start of the current semester.

(4) Regulations governing the weighting of faculty evaluation scores:

4.1. In accordance with Article 4 of the University's "Regulations for the Promotion Review of Teachers and Researchers", the weighting of faculty promotion review scores can be adjusted by each college (including Si-Wan College, Center for General Education) within the range given below:

Category	Academic research	Teaching performance	Service grade
Weighting (general research, technical applications)	60%-70%	20%-30%	10%-20%
Weighting (teaching research)	40%-60%	30%-40%	10%-20%

4.2. If the scoring of academic research (or technical applications) (excluding teaching research) is less than 70%, the combined scores of the three external reviewers' results must be more than 3.5 after conversion. The total score for the three above categories should also reach at least 70 (inclusive) for promotion to be passed. The adjusted weighting of faculty promotion evaluation scores of each college (center) is academic research 70%, teaching performance 20%, and service grade 10%. No additional threshold is needed for academic research.

(5) Calculation for length of service after promotion, should run from the start date on the teacher certificate issued by the Ministry of Education, to before the semester in which said promotion took effect, begins (January or July). Full-time training or research conducted domestically or overseas count for at most one year of service. For approved temporary transfers, at most two years is counted from their temporary transfer period. Faculty members who engaged in full-time training, research, overseas lectures, and temporary transfers domestically or overseas who did not actually teach at the University during that semester may not apply for promotion.

(6) Specialized publications submitted by the faculty member should conform to the following regulations:

6.1. Had published a specialized book, or had been published in domestic/overseas academic or professional publication (with formal peer review process, with electronic periodical that is in the public domain); or proof of impending publication issued by the aforementioned publication, or writing has been published in a domestic/overseas symposium with a peer review process then compiled for publication (including publication as CD).

6.2. Representative works should have been authored by the applicant after they received their teacher qualifications for the previous level and no more than 5 years before the current application (i.e. date that promotion took effect); reference works should have been authored by the applicant after they received their teacher qualifications for the previous level and no more than 7 years before their current application. If the applicant had become pregnant or given birth during the aforementioned period, then they may apply to extend the aforementioned deadline by two years.

6.3. The works should be bound to facilitate archival.

(7) New full-time lecturers, assistant professors, and associate professors (i.e. full-time faculty members appointed after the resolution was passed by the 1st extraordinary meeting of the Administrative Council on December 3, 1999) must pass their 1st promotion review within 8 years of appointment or they will not be re-appointed.

Service Unit: Division of Human Resources, Office of Personnel Services 2042

## **5. Part-time Teaching, Part-time Work and Temporary Transfers by Faculty Members**

### **[Part-time teaching and part-time work shall be governed by the terms of their contract]**

(1) Part-time teaching by faculty members:

1. Full-time faculty members may not engage in part-time teaching outside of the university unless otherwise specified by law. In special circumstances however they may engage in part-time teaching if they have the consent of the University. They may engage in part-time teaching for up to 4 hours a week. Part-time teaching is in principle limited to those of a similar nature to what they teach at the University.
2. For courses during normal teaching hours, the faculty member's on-campus overtime hours and off-campus part-time teaching hours must not exceed 4 hours a week in total. Any excess teaching hours are considered to be voluntary teaching and deducted from the on-campus overtime hours.

(2) Part-time work by faculty members: Faculty members should secure official approval from the University before engaging in external part-time work.

1. Faculty member with a concurrent/part-time administrative position: concurrent/part-time positions are limited to "concurrent/part-time employment permitted by law", "concurrent/part-time position within non-profit organizations or groups" and "concurrent teaching or research work", and must obtain "in advance" the consent from the University.

Type	Concurrent /Part-time/Positions Permitted	Concurrent /Part-time Positions not Permitted	Legal Basis
(1)Government-owned enterprises,	1. Director or supervisor representing state-owned	No other positions except those listed in the column	Article 13 of "Civil Servant



Type	Concurrent /Part-time/Positions Permitted	Concurrent /Part-time Positions not Permitted	Legal Basis
institutions or companies	equity or school-owned equity. 2. Cannot operate commercial or speculative undertakings, but in accordance with the provisions of Item 1 of Article 13 of the Civil Servant Work Act, it is permitted to be a shareholder of a company if the shares held does not exceed 10%.	on the left.	Work Act”
(2) (newly established) biotech and new pharmaceutical companies	1. As the main technology provider of a newly established biotech or new pharmaceutical company, it is permitted to be the founder, director, or member of the technology advisory board. 2. It is permitted to be a member of the R&D advisory board or consultant.	No other positions except those listed in the column on the left.	Articles 10 and 11 of the Biotech and New Pharmaceutical Development Act
(3) Researchers working part-time in collaboration with Enterprises, entities, groups, or newly established companies as defined in the “Regulations for Scientific Researchers’ Part-time Employment and Contribution of Technology as an Equity Investment”	1. It is permitted to take on a part-time position not related to business execution, when it is essential to scientific research activities and in a related research field. 2. As the main technology provider of a newly established company, it is permitted to be a director.	For example, the responsible person, general manager, deputy general manager, associate, manager, deputy manager, or other managers who are responsible for the company's management affairs and signatures in accordance with the company's articles of association or contract as mentioned in Article 8 of the Company Act.	Item 1 of Article 4 of Regulations for Scientific Researchers’ Part-time Employment and Contribution of Technology as an Equity Investment
(4) Public Office, Professional Service	In the capacity as an expert, serve as task force member or in an advisory position at government agencies or public schools.	Cannot hold part-time/concurrent positions in public office or professional services unless specified by law. Public office: e.g. legislator.	Item 1 of Article 14 of “Civil Servant Work Act”

Type	Concurrent /Part-time/Positions Permitted	Concurrent /Part-time Positions not Permitted	Legal Basis
		Professional service: such as lawyer, accountant, tour guide, etc.	
(5) Non-profit organization or group	<p>1. It is permitted to take position in a private school or non-profit organization or group. Such as: director of private university boards; director or supervisor of foundations; directors and supervisors of societies or associations.</p> <p>2. It is permitted to take position of director or supervisor of public and private entities, concurrently serve as the director, supervisor, or other important executive duties of foundations. In addition to the specific requirements, cannot hold more than two positions concurrently.</p>		Items 2 and 3 of Article 14 of "Civil Servant Work Act", No. 3 of the Regulations Governing the Appointment of Civil Servants as Government Representatives to the Board of Government Investment or Re-investment Private Enterprises, Sponsored (subsidized) Foundations and Associations"
Faculty member concurrent/part-time positions are limited to "concurrent/part-time employment permitted by law", "concurrent/part-time position within non-profit organizations or groups" and "concurrent teaching or research work" and must obtain "in advance" the consent from the University.			

2. Full-time faculty members : Guidelines for Additional Part-time Positions Held by Teachers of Public Schools of Various Levels

Scope of Part-time Work	Concurrent/Part-time/Positions Permitted	Concurrent/Part-time/Positions not Permitted
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<b>Scope of Part-time Work</b>	<b>Concurrent/Part-time/ Positions Permitted</b>	<b>Concurrent/Part-time/ Positions not Permitted</b>
<p>(1) For-profit organizations or groups:</p> <ol style="list-style-type: none"> <li>1. That have established an industry-academia collaboration with the school.</li> <li>2. In which the government or school holds equity.</li> <li>3. Task organization or temporary organization of government-owned enterprises/institutions.</li> <li>4. Academic journal publishing organizations recognized by the school as having a certain academic status. (Not limited to domestic)</li> <li>5. The publishing organization for</li> </ol>	<ol style="list-style-type: none"> <li>1. Independent director, member of the remuneration committee or consultant of private companies.</li> <li>2. In accordance with Company Act, be appointed as director or supervisor of a company in which the state or school holds equity.</li> <li>3. Consultant or editor at academic journal publishing organization recognized by the school as having a certain academic status.</li> <li>3. Cannot operate commercial or speculative undertakings, but it is permitted to be a shareholder of such</li> </ol>	<ol style="list-style-type: none"> <li>1. Positions such as director or supervisor of for-profit entities not in representation of state-owned equity or school-owned equity.</li> <li>2. Positions regulated by professional laws such as attorney, accountant, architect, and specialist. However, this does not apply to those who are engaged in or participates in</li> </ol>
<p>(2) Newly established biotech and new pharmaceutical companies.</p>	<p>Can be a founder, director, or technology adviser if the faculty member is the main technology provider.</p>	
<p>(3) Enterprises, entities, organizations, or newly established companies as defined in the “Regulations for Scientific Researchers’ Part-time Employment and Contribution of Technology as an Equity Investment”</p>	<ol style="list-style-type: none"> <li>1. It is permitted to take on a part-time position not related to business execution, when it is essential to scientific research activities and in a related research field.</li> <li>2. As the main technology provider of a newly established company, it is permitted to be a director.</li> </ol>	<p>Company “responsible person”, general manager, deputy general manager, associate manager, manager, assistant manager, or other managerial officers designated by company bylaws as person(s) whose signature(s) are required for business management, as referred in Article 8 of the Company Act.</p>
<p>(4) Principal or certified administrative staff of Government agencies (organizations), public schools, and accredited private schools.</p>	<ol style="list-style-type: none"> <li>1. Task force member or advisory position in government agencies (organizations).</li> <li>2. Board director or consultant of private schools.</li> </ol>	<p>Positions of chairman/president and certified administrative positions.</p>
<p>(5) Administrative institutions</p>	<p>Such as : director, supervisor, or consultant.</p>	

Scope of Part-time Work	Concurrent/Part-time/ Positions Permitted	Concurrent/Part-time/ Positions not Permitted
<p>(6) Non-profit organizations or groups:</p> <p>1. Public, private or public-private joint ventures.</p> <p>2. Legal persons, undertakings or organizations that are registered or established with the competent authority in accordance with the law.</p> <p>3. International academic or professional organizations.</p>	<p>Such as :</p> <p>1. Advisory positions in public and non-profit hospitals.</p> <p>2. Director, supervisor of foundations or non-profit or for-profit organizations.</p> <p>3. Director, supervisor of academic institutes or associations.</p> <p>4. Director or supervisor of international academic associations or medical organizations</p>	
<p>(7) Schools established or accredited by the local competent authorities in overseas regions, Hong Kong, or Macau.</p>	<p>Such as: director or supervisor of an overseas school.</p>	<p>Position in a school established or accredited by the local authorities abroad where there is a risk that it may damage the sovereignty or national security of R.O.C.</p>

**Remarks:**

1. If nomination and selection is required to be appointed for part-time position in a non-profit institution or organization, faculty members who are invited to participate in such process must apply for authorization in advance and obtain written approval from the school. Faculty members should follow the above regulations when accepting to work part-time in a non-profit institution or organization; they should duly notify the school if they were not selected for the available position.
2. Faculty members who wish to take on a part-time position elsewhere shall submit written request to the school for approval in advance, except for the following situations:
  - (1) Non-routine lecture of teaching invitations involving sharing or publishing contents that are not for profit or commercial advertising.
  - (2) Concurrently serve in a task force or consulting position for government agencies, schools, and administrative legal persons, or serve as expert representatives in government agencies, schools, and administrative legal persons meetings.
  - (3) The position held should be kept confidential according to laws and regulations.
  - (4) At the invitation of government agencies (institutions), schools, administrative legal persons, or non-profit enterprises or organizations to concurrently take up positions other than decision-making or business execution, and only be paid for transportation or attendance expenses, without any other form of remuneration or compensation.
  - (5) Part-time position carrying out non-routine work in government agencies, schools, administrative institutions, or non-profit business (organizations).
3. At present, public school teachers are not allowed to go to the mainland for part-time works or lecture classes: The Ministry of Education's 2009 letter explained that the current policy for exchanges with public schools in the mainland, regarding "Exchange of Research and Teaching Staff" is limited to short-term visits in normal exchanges. Lectures, please do not involve the appointment of our staff for teaching or research positions.

## (3) Temporary transfer of faculty members:

1. The temporary transfer of faculty members should be related to their expertise or courses taught and must have accrued at least 3 years of the service at the University before they become eligible for temporary transfers (except of approved through special project requests).
2. Temporary transfers should in principle run for 2 years each time and up to a maximum of 4 years. If the temporary transfer is for a position of a fixed term that is in excess of 4 years then the temporary transfer period shall be the same as the period of appointment for that position. A faculty member may be eligible for temporary transfer again once they have returned to the University establishment. The total length of time on temporary transfer may not exceed 8 years, except those approved through special project requests.
3. The quota for temporary transfers is 15% of the number of professors on sabbatical leave, or faculty members away on overseas lectures, research, and training at each department/ institute (centers for education and degree program) or college (Si-Wan College). If the quota is based on total college (Si-Wan College) complement, an application must be submitted by the department/institute (centers for education and degree program) and approved by the college (Center for General Education) faculty evaluation committee. If by special project request and not affecting the department/institute (centers for education and degree program) teaching, faculty members who are loaned to take up high-level executive positions in government agencies or foundations and who still give classes at the University on a voluntary basis and make special contribution to the school are not subject to the above mentioned quota.
4. For faculty members on temporary transfers who followed the “NSYSU Guidelines on Regulations for Temporary Transfer of Faculty Members” and return to the University to fulfill their teaching obligations, their length of service will be considered uninterrupted.
5. Faculty members who return to the University from a temporary transfer must complete at least one year of service before they can apply for leave. The period of temporary transfer does not count towards length of service.
6. Temporary transfers shall be considered unpaid leave. When a faculty member returns to the establishment at the end of the transfer, those who demonstrated excellent performance before, during and after the temporary transfer may have their performance recorded. They may also apply for salary increased or annual performance bonuses on an academic year basis.
7. If a faculty member returning to the establishment needs to purchase length of service, it should be done in accordance with the rules set in the “Act Governing Retirement of School Teachers and Staff” and they may not collect pensions, severance pay or withdrawal payments funded out of government budgets.

Service Unit: Division of Human Resources, Office of Personnel Affairs 2042 & 2043

## **6. Lectures, Research or Training for Faculty Members [Not applicable for contract faculty members]**

(1) Faculty members traveling overseas to give lectures, engaging in domestic/overseas research, or traveling overseas for training:

1. Common regulations:

(1.1) Legal basis: “NSYSU Implementation Directions for the Overseas Lectures, Research, and Training of Faculty Members”

(1.2) Application procedure:

A. The applicant should fill out and submit the application form with their lecture, research, or training plan along with the letter of consent from the overseas organization three months before the end of the preceding semester. Once it has approved by the department/institute (centers for education and degree program) faculty evaluation committee, the application should be forwarded to the dean of the college in accordance with the administrative process. The aforementioned application shall then be submitted to the Office of Personnel Affairs and presented to the president for approval within 1 week.

B. Overseas lectures or domestic/overseas research projects less than 1 month in duration that do not affect teaching or are held during the winter and summer breaks may be submitted to the head of the department/college then the president for approval.

(1.3) Personnel restrictions: The number of faculty members in each department/institute, (centers for education and degree program) on sabbatical leave, overseas lecture, domestic/overseas research, overseas training, and temporary transfers may not exceed 15% of the full-time faculty. Precedence is given to sabbatical leave. Faculty members on temporary transfers to government departments to serve in executive positions who return to the University to fulfill their teaching obligations or those with special needs require special approval. If the number of educators in each department/institute (centers for education and degree program) will not be affected then they will not be counted towards the above 15% quota.

(1.4) Report submission: Faculty members undertaking overseas lectures, domestic/overseas research or overseas training must submit a report to the University on the lecture, research, or training within three months of their return to the country. Those who undertook overseas training should also attach their academic transcript from the school they attended.

## (1.5) Service obligations:

- A. Faculty members undertaking overseas lectures, domestic/overseas research or overseas training should sign a contract with the University to return to work at the University immediately afterwards. The time to be served by those on unpaid leave should be the same as the length of unpaid leave; those on position retained with pay should serve double the length of the position retained with pay period.
- B. Faculty members who undertook overseas lectures, domestic/overseas research, or overseas training in accordance with these directions should fulfill their service obligations immediately upon returning to the University as set out above. They may not resign, apply for temporary transfer, or apply to undertake overseas lectures, domestic/overseas research, overseas training, or sabbatical leave until they have fulfilled their service obligations. Those who violate the above rule are liable for compensation equal to the amount of salary they collected during position retained with pay period.

## 2. Sub-regulations

Category	Application Criteria	Review Procedure	Application Deadline	Salary Rules
Overseas Lecture	Those who hold associate professor or higher qualifications and had taught full-time at the University for more than two consecutive years.	Fill out the “Application Form for Teachers Going on Overseas Lecturing, Research and Further Study” form. Attach the letter of consent from the overseas organization and the “Explanation of Arrangements for Courses Originally to be Taught by the Teacher Applying to go on Overseas Lecturing, Research and Further Study.” Once the application is passed by the department/institute (centers for education and degree program) faculty evaluation committee and approved by the dean of the college, the list of names should be submitted to the Office of Personnel Affairs for the approval of the president within 1 week.	Limited to 1 year	Should be placed on “unpaid leave” so they are not double-paid.

Domestic /Overseas Research	Those who hold assistant professor or higher qualifications and had taught full-time at the University for more than two consecutive years. (Exception: The period of going abroad for lectures or domestic and foreign research does not exceed one month, and does not affect the teaching or during the winter and summer vacations, and is not subject to the limitation of the seniority)	<ol style="list-style-type: none"> <li>1. Fill out the “Application Form for Teachers Going on Overseas Lecturing, Research and Further Study” form and “Explanation of Arrangements for Courses Originally to be Taught by the Teacher Applying to go on Overseas Lecturing, Research and Further Study.” The relevant documentation and research plan should also be included with the application.</li> <li>2. Applications for short-term research projects from the Ministry of Science and Technology and the Academia Sinica shall be processed in accordance with the relevant regulations in the correspondence.</li> <li>3. For domestic/overseas research projects, once the application has been passed by the department/institute, (centers for education and degree program) faculty evaluation committee and approved by the dean of the college, it should be submitted to the Office of Personnel Affairs for the approval of the president within 1 week.</li> <li>4. If the period of going abroad for lectures or domestic and foreign research does not exceed one month, and does not affect the teaching or during the winter and summer vacations, it must be signed by the head of the department and approved by the university president.</li> </ol>	Limited to 1 year	<ol style="list-style-type: none"> <li>1. Faculty members who received “Subsidy for Short-term Research Abroad for Technologies” or traveling overseas for research during the winter and summer breaks should be placed on “position retained with pay” for the period of the subsidy.</li> <li>2. Other overseas research applications may be placed on “paid leave” with the approval of the department (institute, division) faculty evaluation committee, dean of the college (Center Director) and university president.</li> </ol>
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Overseas Training	Those who hold lecturer or higher qualifications under the old system and had taught full-time at the University for more than two consecutive years.	Fill out the “Application Form for Teachers Going on Overseas Lecturing, Research and Further Study” form and “Explanation of Arrangements for Courses Originally to be Taught by the Teacher Applying to go on Overseas Lecturing, Research and Further Study.”president within 1 week.” Attach documentation from application for admission to overseas university. Once the application has been passed by the department (institute, division) faculty evaluation committee, and approved the dean of the college (Center Director), it should be submitted to the Office of Personnel Affairs for approval by the university president within 1 week.	Should be 1 year in principle but can be extended by up to at most 3 years	3. Those who have served at the University for more than 2 consecutive years but less than 3 years shall be placed on unpaid leave; those on 3 years or more may be placed on position retained with pay for up to 1 year, then unpaid leave from the 2nd year onwards. This period may not exceed the effective length of their appointment. An extension may be granted for those who are re-appointed. This should be 2 years in principle but may be extended by another 1 year if necessary.
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## (2) Faculty members undertaking domestic training:

## 1. Legal basis:

(1.1) NSYSU “Implementation Guidelines for Domestic In-Service Training of Faculty Members”

(1.2) “Regulations on Faculty Training and Research for Professional Development”

2. Application criteria: NSYSU faculty members who have been working full-time for 2 consecutive years or more and successfully applied to a graduate institute at a domestic university. If the part-time work is allowed by the graduate institute and the research field is similar to the nature

of their work, the faculty member may apply to undertake training.

3. Application procedure: Faculty members applying to undertake training require the approval of the department (institute, division) faculty evaluation committee, the department (institute, division) administrative council, the college (Center for General Education) faculty evaluation committee, the University faculty evaluation committee, and the university president.
4. Application deadline: The in-service training period of faculty members at the university should be the specified study period. If an extension is needed then a special approval is necessary.
5. Salary Rules:
  - (5.1) Full-time faculty members should preferably become part-time faculty members during the period of in-service training. The decision shall be made by the faculty evaluation committee of their department (institute, division) based on teaching requirements then carried out in accordance with the relevant regulations.
  - (5.2) If appointed as full-time faculty member by the university then salary will be paid as normal during the training period.
6. Personnel restrictions: Identical to the regulations for lecturing, research, or training.
7. Service obligations: Personnel should continue working at the University for at least 1 year after the end of their training period. Compensation may be demanded by the University for violations.

Service Unit: Division of Retirement and Compensation Assessment, Office of Personnel Affairs 2053

## **7. Sabbatical Leave for Professors and Associate Professors [Not applicable to contract faculty members]**

(1) Legal basis: NSYSU “Regulations for Sabbatical Leave by Professors and Associate Professors”

(2) Application Criteria:

1. Sabbatical leave for professors:

(1.1) Full-time professors of the University who have served more than 7 consecutive semesters (or 7 years) at accredited domestic universities, colleges, or foreign universities and colleges recognized by the Ministry of Education, and have served for at least 3 years (or 5 years) at the University, may apply for 1 semester (or 2 semesters) of sabbatical leave with the approval of the University.

(1.2) Those who apply for 2 semesters of sabbatical leave may choose to take the sabbatical leave in 2 separate semesters over 2 academic years.

2. Sabbatical leave for associate professors:

(2.1) Associate professors of the University who have served 10 consecutive semesters at the University, received an above-average score in their teaching quality surveys in the 5 previous years and satisfies at least two of the following conditions may apply to take 1 semester of sabbatical leave with the approval of the University.

A. Had research projects approved 2 (3) times by the National Science Council (now the

Ministry of Science and Technology) of the Executive Yuan within the last 3 (5) years and served as the principal investigator.

B. Had publicly published 2 (3) papers in SCI, SSCI, TSSCI, A&HGCI, and THCI Core within the past 3 (5) years as the first author or corresponding author while at the University, or had published 1 (2) formally peer-reviewed books.

C. Had received an excellent award for teaching, research or industry-academia cooperation from the University during their time as associate professor.

(2.2) Associate professors may only apply for sabbatical leave once.

(3) Review procedure: Faculty members who satisfy the criteria defined in these regulations and wishing to apply for sabbatical leave should submit a plan including the research location. If the application is approved by the department/institute (centers for education and degree program), and college (Si-Wan College) faculty evaluation committees, the list of names shall be submitted to the Office of Personnel Affairs for approval by the university president within 1 week.

(4) Personnel restrictions: The number of faculty members in each department/ institute (centers for education and degree program) on sabbatical leave, overseas lecture, domestic/overseas research, overseas training and temporary transfers may not exceed 15% of the full-time faculty. Precedence is given to sabbatical leave. Faculty members on temporary transfers to government departments to serve in executive positions who return to the university to fulfill their teaching obligations or those with special needs require special approval. If the number of educators in each department/institute (centers for education and degree program), will not be affected then they will not be counted towards the above 15% quota.

(5) Salary rules: Position retained with pay.

(6) Service obligations:

1. Professors and associate professors should return to work at the University at the end of their sabbatical leave and serve for a period equal to that of the sabbatical leave. Violators should pay compensation equivalent to the salary and subsidy received during the sabbatical leave period in proportion to the period during which they did not perform their service obligations.
2. A report on the academic or research results from the sabbatical leave should also be submitted to their unit and the University within 3 months of their return. Violators shall not apply for leave research afterwards.

Service Unit: Division of Retirement and Compensation Assessment, Office of Personnel Affairs 2053

## 8. Insurance and Living Stipends (Not applicable to contract faculty members)

### (1) Insurance:

#### 1. Insurance for civil servants and teachers:

(1.1) Legal basis: “Civil Servant and Teacher Insurance Act”.

(1.2) This is compulsory insurance and the subsidy regulations are provided in the attached table:

Category	Application Deadline	Required Documentation (1 copy of each documentation)	Subsidy Criteria (average insurance pay in accordance with regulations)	
Immediate Family Member Funeral stipend	Forfeited if not exercised within 10 years of the actual event	1. Death certificate. 2. Household registration cancellation transcript 3. Household registration transcript of the applicant	Parents Spouse	3 months of insurance pay.
			Offspring aged between 12 (incl.) and 25 (excl.)	2 months of insurance pay.
			Offspring with birth certificate under the age of 12	1 month of insurance pay.
Personal disability benefits		Proof of disability for civil servant and teacher insurance	100% disabled	Work-related: 36 month of insurance pay.
				Non-worked related: 30 months of insurance pay.
			50% disabled	Work-related: 18 month of insurance pay.
				Non-worked related: 15 months of insurance pay.
			Partially disabled	Work-related: 8 month of insurance pay.
				Non-worked related: 6 months of insurance pay.
Death benefits		1. Death certificate. 2. Proof of legal beneficiary 3. Household registration transcript for death of the insuree 4. Household registration transcript for the legal beneficiary's current place of household registration.	Work-related:	36 month of insurance pay.
			Non-work-related	30 month of insurance pay.
Personal childbirth subsidy			1. Birth certificate 2. Household registration transcript or household registry (photocopies must be clearly legible with all pages intact. It must also be signed by the insuree.	Female civil servant or teacher insuree (Only available to female civil servants or teachers)

		3. Photocopy of the passbook cover.		average insured salary for the actual number of months insured. 3. 2 months of salary.
Unpaid Parental Leave Subsidy		1. Birth certificate 2. Household registration transcript or household registry (photocopies must be clearly legible with all pages intact. It must also be signed by the insured. 3. Photocopy of the passbook cover.	The insured person has been insured for more than one year, raising children under 3 years of age to apply for unpaid parental leave and choose to continue to be insured.	1. Based on 60% of the average insured salary for the 6 months prior to the month of the Leave. 2. From the starting date of the leave, the subsidy will be issued on a monthly basis; the subsidy period is 6 months maximum, however, the subsidy will only be paid in accordance with the actual months of Leave taken. The days that don't add up to a full month will be paid based on the number of days taken. 3. For those who have more than one child under three, the subsidy can only be attributed to one child. 4. If both husband and wife are insured under this policy, they each can apply for unpaid parental leave subsidy for the same child if at separate periods.

## 2. National Health Insurance:

(2.1) Legal basis: "National Health Insurance Act".

(2.2) Insure upon arrival: Compulsory insurance. Coverage can also include dependents. The "National Health Insurance Enrollment Application for Category 1 Applicants" form should be filled out upon arrival. Please take note of the transfer time and dependents to avoid affecting the right to medical services.

(2.3) Withdrawal from insurance: If there is a change of insurance unit for dependents then fill out the "Application for withdrawal (transfer) from the National Health Insurance" form.

(2.4) Suspension and re-enrollment after traveling overseas:

If the insuree or their dependents have their national insurance suspended after being overseas for more than 6 months, they should apply for re-enrollment from the date of

return every time they return to the country no matter how long they intend to stay. To suspend coverage again for traveling overseas, an application for suspension should be made 3 months after re-enrollment. Those who return after less than 6 months overseas should cancel the suspension of insurance coverage and pay all insurance premiums outstanding from their time overseas.

(2) Living stipends and subsidies:

1. Legal basis: “Essential Benefits for Nationwide Public Service Employees”.

2. The various subsidies are detailed in the attached table:

Category	Application Deadline	Required Documentation	Subsidy Criteria	Remarks
Marriage subsidy	Within 3 months of the event	1. Photocopy of household registry 2. or household registration transcript (marriage registration must be completed on both)	2 months of salary.	If both husband and wife are in the public service, they can both apply for marriage subsidy separately.
Childbirth subsidy		1. Birth certificate 2. Photocopy of household registry	2 months of salary.	1. Subsidy basis: the average of the six-month salary prior from the date of the fact. 2. If both husband and wife are in the public service, the female shall apply to her unit for payment of childbirth subsidy from public employee insurance. 3. If the spouse is the insuree of other social insurance schemes (except National Health Insurance) then the rules for that social insurance takes precedence. When applying for childbirth subsidy, if the amount given is less than the subsidy listed in this table then the male public employee may

					submit an application with supporting documentation for payment of the difference.
Funeral subsidy		1. Death certificate. 2. Household registration cancellation transcript 3. Photocopy of the applicant's household registry	Death of a parent or spouse	5 months of salary	
			Death of offspring	3 months of salary	
Offspring education subsidy	Starting from the enrollment date Within 3 months	Public and private senior high schools (vocational colleges) should include payment receipt. If payment was by wired transfer, include the original payment notice	As subsidy scale		<p>1. The offspring of civil servants and teachers living with them in Taiwan, Penghu, Kinmen and Mazu who attended and complete government-accredited public and private educational institutions below the university/college level and above the elementary school level may apply for offspring education subsidy in accordance with the regulations.</p> <p>2. Limited to the offspring of civil servants and employees who are unmarried, unemployed and depends on the applicant for support. When a civil servant or teacher applies for offspring educational subsidy, if their unmarried offspring are engaged in routine work and their average monthly income over the 6 months before the start of school (as</p>

				<p>reported in accordance with the Income Tax Act) exceeds the minimum wage, they are considered to be employed and may not apply for the subsidy.</p> <p>3. Those who are already collective other financial assistance from the government or have received a full or partial waiver of tuition and miscellaneous expenses may not apply.</p>
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Service Unit: Division of Retirement and Compensation Assessment, Office of Personnel Affairs 2052, 2053

## 9. Retirement, Severance and Bereavement Benefits

Act Governing Retirement, Severance, and Bereavement Compensation for the Teaching and Other Staff Members of Public Schools – Key Provisions

Key Provisions		Main Content
Monthly retirement pension qualification	Monthly retirement pension age postponement	<p>The retirement pension age for senior principals and teachers of middle and lower schools has been postponed to 58 years old, for rest of the staff it has been postponed to 65 years old.</p> <p>A 15-year transition period has been planned. The index number for 2018 is 76, transitioning up to 90 in 2032. In 2032, the retirement pension age for senior principals and teachers of middle and lower schools shall be 58 years old, for the rest of the staff it shall be 65 years old (Starting from January 01, 2026, the retirement pension age shall be 59 years old, an increase of 1 year of age per year until reaching the age of 65.)</p> <ul style="list-style-type: none"> <li>Note: During 2018 to 2026, the base age according to the index number is 50 years old, during 2027 to 2032, the base age shall be 55 years old.</li> </ul>



Payment	Adjustment of pension calculation basis	<p>Gradually adjust to reach the average salary for the last 15 years of employment</p> <p>“Average salary for the last 5 years of employment” will be used as calculation basis during the period of July 1 of 2018 to December 31 of 2019, afterwards, one year will be added to the calculation basis on a yearly basis (in 2020 it will be the average salary of the last 6 years, and so forth), until reaching “the average salary of the last 15 years of employment” in 2029.</p> <ul style="list-style-type: none"> <li>● Transitional clauses: for those who already reached the threshold of retirement pension age before the new law came into effect but whose retirement only became effective afterwards, the pension calculation will still be based on the last salary (maximum allowed by salary grade) receivable at employment and will not be affected by the average salary rule.</li> <li>● Retiree Safeguarded: The average salary rule will not be applied to those who retired before the new law came into effect.</li> <li>● Retirement income replacement rate denominator value (2 times the salary) will only be applicable for calculating the last salary receivable at employment and not calculations of average salary.</li> </ul>
	Reducing retirement income	<p>The income reduction will be applied gradually during a 10-year period, from 75% to 60% (35 years of seniority); when the reduced amount reaches the minimum guarantee amount, the minimum guaranteed amount will be maintained; if the total retirement income before the reduction is already lower than the minimum guarantee amount (33,140 NT\$), then there will be no reduction.</p>

	Adjustment to the preferential savings system	<ul style="list-style-type: none"> <li>● Those who (also) receive monthly pension: the rate will be lowered to 9% during the period from July 1, 2018 to December 31, 2020, starting from January 1, 2021, the rate will be 0%.</li> <li>● Those who receive lump-sum retirement pension:               <ol style="list-style-type: none"> <li>1. The amount received was over the minimum guarantee amount (NT\$ 33,140):                   <ol style="list-style-type: none"> <li>(1) Guarantee for the minimum guarantee amount (N T \$ 33,140); the allowed preferential savings principal is NT\$ 2,144,000</li> <li>(2) The interest rate applicable to the preferential savings principal over the minimum guarantee amount will be reduced to 12% for the period from July 1, 2018 to December 31, 2020. January 1, 2021 to December 31, 2022:10% ; January 1, 2023 to December 31, 2023:8% ; starting from January 1, 2025, it will be 6%.</li> </ol> </li> <li>2. Those whose pension do not exceed the minimum guarantee amount, will continue to receive the same amount without alteration.</li> </ol> </li> </ul>
	Cancel the compensation for length of service	<ol style="list-style-type: none"> <li>1. Those who retire after 1 year from the implementation of the law will no longer be paid the compensation for length of service.</li> <li>2. Those whose retirement have been already approved shall receive in accordance with previous regulations, but will be subject to the retirement income replacement rate application.</li> </ol>
	Adjustment to the annual survivor pension benefit system (previously the monthly bereavement pay)	<ul style="list-style-type: none"> <li>● The surviving spouse is entitled to receive survivor pension starting at the age of 55 if the marriage sustained at least 10 years or more at the time of the retiree's death.</li> <li>● Surviving family members who receive regular payments from government or public organizations are not eligible to receive survivor pension unless they voluntarily choose to give up and approved by the issuing authority (s).</li> </ul>
Funding Resource	Adjustment to pension fund withdrawal rate	The statutory rate allocation interval is adjusted to 12% to 18%; the government-to-individual sharing ratio is still 65%: 35%.
	Reduction, savings and injection	Budget savings obtained through retirement income rate and preferential savings rate reductions from all government levels shall be injected back into the pension fund.
Transitions	Retaining years of service	After the law came into effect, those who has completed 5 years of service but who choose not to apply for retirement or severance with pay when resigning, those years of service can be retained until the six months immediately after reaching 65 years of age, upon which

		retirement pension can be applied in accordance with the regulations (if total years of service is less than 15 years, the retirement pension shall be paid in a one-time only lump-sum payment; if total years of service is 15 or more, the retirement pension can be paid in lump-sum or monthly)
	Combining years of service, Calculating yearly amount separately	<ul style="list-style-type: none"> <li>● When applying for retirement by age or complying retirement order, public school teaching and administrative staff whose length of service is less than 15 years, can include the years of service performed in different professional field(s) to satisfy requirements for monthly pension payments.</li> <li>● After the law came into effect, those who has completed 5 years of service but chose not to apply for retirement or severance with pay when changing to a job in a different professional field, when applying for retirement, can still include the years of service in education to satisfy requirements for monthly pension payments, and must request the former school to send by writing to the competent authority to review and determine the length of service and monthly pension, within 6 months immediately after reaching 65 years of age.</li> </ul>
Other	Length of Unpaid Parental leave to include in length of service	Once the law came into effect, the time spent in unpaid parental leave can be still be counted towards length of service for retirement, severance or bereavement benefits but must assume 100% of the pension fund contribution. Parental leave that was enjoyed prior to the implementation of the law cannot be included to meet the
	Divorced spouse's right to claim	<ul style="list-style-type: none"> <li>● Divorced spouse of public school faculty or staff who were married for at least two years, has the right to claim proportionally of the <math>\frac{1}{2}</math> of the approved retirement pension based on the duration of the marriage that coincided with the time of employment. If the ratio is deemed "unfair", the parties can request the court to make adjustment or wave.</li> <li>● The retirement pension claim by divorced spouse can only be a one-time lump-sum payment.</li> <li>● Please refer to the attached annex for detailed regulations.</li> </ul>
	Suspension of monthly pension due to re-appointment in official positions	<p>Future retired public school faculty members, if re-appointed to serve in government, public corporation, government funded foundation, government re-invested companies and private schools, and whose monthly combined salary is over the legal minimum wage, the monthly pension and preferential savings rate shall be temporarily.</p> <p>◎According to Interpretation No. 783 of the Judicial Yuan, Article 77, Subparagraph 3 of the "Act Governing Retirement, Severance, and Bereavement Compensation for the Teaching and Other Staff Members of Public Schools" stipulates: "3. Re-appointment to a</p>

		private school and the total monthly salary exceeds the legal basic salary." It is contrary to the intention of the Constitution to guarantee the right to equality, and it shall lose its validity from the date of promulgation of the interpretation (August 23, 2019).
	Monthly pension adjustment mechanism	The monthly pensions received by the public school faculty or staff after retirement, or the monthly pension or annual survivor's pension received by the bereaved family, may be examined by the Executive Yuan and the Examination Yuan, which shall consider adjustment factors including the overall financial situation of the country, the population and economic growth rate, the average life expectancy, the pension fund reserve rate, its financial investment performance and consumer price index; if the adjustment result exceeds 5% of the original income or lower than the original income, it should be approved by the Legislative Yuan.
	Regular review	After the implementation of this Law, the Executive Yuan should establish annual pension system monitoring mechanism with the Examination Yuan, to review the system design and its financial sustainability in a period of 5 years, and then continue to review it regularly.
	Reform plan implementation period	With the exception of special provisions dealing with the unpaid parental leave period to count in the length of service and the special account for pensions which shall be in effect from the day of their publications, all other provisions shall be in effect from July 1, 2018.

## Annex

### Annual Pension Reform Measures of Teaching and Other Staff Members of Public Schools – Summary Chart

Topic	Issue	Main Content
Payment	Retirement pension calculation basis (Article 28)	<ol style="list-style-type: none"> <li>1. The use of actual (maximum allowed by salary grade) salary as calculation basis.</li> <li>2. From July 1 of 2018 to December 31 of 2019, the use of actual (maximum allowed by salary grade) salary as calculation basis will be switched to the use of “average salary for the last 5 years of employment”, after that, one year will be added to the calculation basis on a yearly basis until reaching “the average salary of the last 15 years of employment”.</li> </ol>

Lowering the upper limit and lower limit of retirement income (Article 37 & 38)	<p>Numerator: Monthly pension (including monthly compensation) + preferential savings interest (or social insurance annuity)</p> <p>Denominator: The last salary (maximum allowed by salary grade) x 2</p> <p>Replacement rate upper limit: to be adjusted downward in a 10-year period as follow:</p> <p><b>1. Already in retirement</b></p> <p>(1) <u>40 years from 77.5% lower to 62.5%</u></p> <p>(2) <u>35 years from 75% lower to 60%</u></p> <p>(3) <u>30 years from 67.5% lower to 52.5%</u></p> <p>(4) <u>25 years from 60% lower to 45%</u></p> <p>(5) <u>15 years from 45% lower to 30%</u></p> <p><b>2. Current staff and new recruits</b></p> <p>The same replacement rate as those already in retirement.</p> <p>Lower limit : if the total retirement income is lower than the minimum guarantee amount (<u>NT\$ 33,140</u>), then there will be no reduction.</p> <p>※ The minimum guarantee amount of NT \$33,140, is the sum of the maximum allowed base salary for 1<sup>st</sup> grade appointment + professional allowance.</p>
Adjustment to the preferential savings system (Article 36)	<p><b>1. Those who (also) receive monthly pension:</b></p> <p>(1) Two-year transition period, after which the preferential savings system will be eliminated completely.</p> <p>The interest rate will be lowered to 9% during the period from July 1, 2018 to December 31, 2020</p> <p>Starting from January 1, 2021, the rate will be 0%.</p> <p>* Starting from January 1, 2021 the principal can be withdrawn in its totality</p> <p>(2) Those whose monthly total retirement income is lower than the minimum guarantee amount, the 18% preferential savings interest rate shall be maintained; those that exceed the minimum guarantee amount, the same adjustment plan mentioned above shall be applied until reaching the minimum guarantee amount.</p> <p><b>2. Those who receive one-time lump sum pension:</b> If the combined sum of the monthly preferential interest earned from “one-time pension” and the “Public insurance old age pension” is lower than the minimum guarantee amount, the 18% preferential interest rate shall be maintained, if exceeds the minimum guarantee amount, the interest rate for the exceeding portion shall be adjusted annually in accordance with the following:</p> <p>July 1, 2018 to Dec. 31, 2020, the interest rate shall lower to 12%</p> <p>Jan. 1, 2021 to Dec. 31, 2022, the interest rate shall lower to 10%</p>

	<p>Jan. 1, 2023 to Dec. 31, 2024, the interest rate shall lower to 8%</p> <p>Starting from January 1, 2025, the interest rate shall be 6%</p> <p>3. Preferential savings deposit amount: The preferential savings of the Public Insurance will apply to the actual pension amount received by retiree before the implementation of the new retirement regime [that is to simultaneously abolish Annex Chart 1 of Article 3 of Regulations of Preferential Savings for one-time lump sum pension payout and pension payment of retired teaching and other staff of public schools (the optimization chart)].</p>
Cancel the compensation for length of service	<p>1. Those who retire after 1 year from the implementation of the law will no longer be paid the compensation for length of service.</p> <p>2. Those whose retirement have been already approved shall receive in accordance with previous regulations, but will be subject to the retirement income replacement rate application.</p> <p>3. Those approved and chose to receive the compensation on monthly basis and the monthly compensation payment received before and after the implementation of the law did not reach the same as the approved one-time lump sum total, shall receive the corresponding remaining amount.</p>
Adjustment to the annual survivor pension benefit system (previously the monthly bereavement pay)	<p>1. Annual survivor pension amount: maintains to be <math>\frac{1}{2}</math> of the monthly retirement pension.</p> <p>2. The surviving spouse is entitled to receive survivor pension starting at the age of 55 if the marriage sustained at least 10 years or more at the time of the retiree's death.</p> <p>3. Adult children with mental or physical disabilities: are entitled to receive lifelong survivor pension.</p> <p>4. Surviving family members who receive regular payments from government or public organizations are not eligible to receive survivor pension unless they voluntarily choose to give up and approved by the issuing authority (s).</p>

Pension Qualifications	Postponement of monthly retirement pension age (Article 32)	The retirement pension age is postponed – for principals and teachers of middle and lower schools: 58 years of age Other teaching and school staff: 65 years of age ※15-year transition period design			
		Year of retirement	Legal Age (Calculation basis for rollover and deduction)		Index during transition period (entitled to full pension if the sum of years of service + age equals or higher than index number)
			Principals & Teachers of middle and lower schools	Other teaching and school staff	
		2018	58	58	76
		2019	58	58	77
		2020	58	58	78
		2021	58	58	79
		2022	58	58	80
		2023	58	58	81
		2024	58	58	82
		2025	58	58	83
		2026	58	59	84
		2027	58	60	85
		2028	58	61	86
		2029	58	62	87
		2030	58	63	88
		2031	58	64	89
		2032	58	65	90
		After 2033	58	65	

Topic	Issue	Main Content
		<p>Note :</p> <ol style="list-style-type: none"> <li>1. Those who have not reached the legal pension age can choose to receive the transition period or the reduced monthly pension based on the legal pension age; those who reach the legal pension age during the transition period shall receive full monthly pension accordingly and not be affected by the legal pension age requirement.</li> <li>2. To meet the transitional period reference age index, to start early retirement in 2026, the person must have had reached 50 years of age; to start in 2027, the person must have had reached 55 years of age.</li> <li>3. Matching the transitional period and monthly pension reduction (4% of reduction for every year in advance, maximum 5 years in advance).</li> <li>4. Public school teaching and other staff who have reached 15 years of service and meet the Public Insurance definition of 50% incapacitated, severe physical disability, end-stage patients as defined by hospice palliative care regulations, end-stage of malignant tumor and those who is permanently disabled by disease or injury and lost the ability to work, the legal pension age for voluntary retirement with monthly pension is 55 years of age.</li> <li>5. The previously defined rule of voluntary retirement with monthly pension at the age of 60 and at least 25 years of service for public school teaching and other staff (the 15-year indicator of the transition period is applicable in this case).</li> </ol>
Funding Resource	Adjustment to pension fund withdrawal rate	The statutory rate allocation interval is adjusted to 12% to 18%; the government-to-individual sharing ratio is still 65%: 35%.
	Savings from adjustments to be reinjected back into pension fund	Budget savings obtained through retirement income rate and preferential savings rate reductions from all government levels shall be injected back into the pension fund.
Transitions	Retaining years of service qualification	After the law came into effect, those who has completed 5 years of service but who choose not to apply for retirement or severance with pay when resigning, those years of service can be retained until the six months immediately after reaching 65 years of age, upon which retirement pension can be applied in accordance with the regulations if total years of service is less than 15 years, the retirement pension shall be paid in a one-time only lump-sum payment; if total years of service is 15 or more, the retirement pension can be paid in lump-sum or monthly)



	Combining years of service, calculating pension amount separately	<ol style="list-style-type: none"> <li>1. When applying for retirement by age or complying retirement order, public school teaching and administrative staff whose length of service is less than 15 years, can include the years of service performed in different professional field(s) to satisfy requirements for monthly pension payments.</li> <li>2. After the law came into effect, those who has completed 5 years of service but chose not to apply for retirement or severance with pay when changing to a job in a different professional field, when applying for retirement, can still include the years of service in education to satisfy requirements for monthly pension payments, and must request the former school to send by writing to the competent authority to review and determine the length of service and monthly pension, within 6 months immediately after reaching 65 years of age.</li> </ol>
Other	Length of unpaid parental leave to include in length of service	Once the law came into effect, the time spent in unpaid parental leave can be still be counted towards length of service for retirement, severance or bereavement benefits but must assume 100% of the pension fund contribution.
	Divorced spouse's right to claim	<ol style="list-style-type: none"> <li>1. Divorced spouse of public school faculty or staff who were married for at least two years, has the right to claim proportionally of the <math>\frac{1}{2}</math> of the approved retirement pension based on the duration of the marriage that coincided with the time of employment. If the ratio is deemed "unfair", the parties can request the court to make adjustment or wave.</li> <li>2. The retirement pension claim by divorced spouse can only be a one-time lump-sum payment.</li> </ol>
	Suspension of monthly pension due to re-appointment in official positions	<p>Future retired public school faculty members, if re-appointed to serve in government, public corporation, government funded foundation, government re-invested companies and private schools, and whose monthly combined salary is over the legal minimum wage, the monthly pension and preferential savings rate shall be temporarily suspended.</p> <p>◎According to Interpretation No. 783 of the Judicial Yuan, Article 77, Subparagraph 3 of the "Act Governing Retirement, Severance, and Bereavement Compensation for the Teaching and Other Staff Members of Public Schools" stipulates: "3. Re-appointment to a private school and the total monthly salary exceeds the legal basic salary." It is contrary to the intention of the Constitution to guarantee the right to equality, and it shall lose its validity from the date of promulgation of the interpretation (August 23, 2019).</p>

Monthly pension adjustment mechanism	The monthly pensions received by the public school faculty or staff after retirement, or the monthly pension or annual survivor's pension received by the bereaved family, may be examined by the Executive Yuan and the Examination Yuan, which shall consider adjustment factors including the overall financial situation of the country, the population and economic growth rate, the average life expectancy, the pension fund reserve rate, its financial investment performance and consumer price index; if the adjustment result exceeds 5% of the original income or lower than the original income, it should be approved by the Legislative Yuan.
Regular review	After the implementation of this Law, the Executive Yuan should establish annual pension system monitoring mechanism with the Examination Yuan, to review the system design and its financial sustainability in a period of 5 years, and then continue to review it regularly.
Pension reform plan implementation period	With the exception of special provisions dealing with the unpaid parental leave period to count in the length of service and the special account for pensions which shall be in effect from the day of their publications, all other provisions shall be in effect from July 1, 2018.

## Annex Chart 1

Act Governing Retirement, Severance, and Bereavement Compensation for the Teaching and Other Staff Members of Public Schools Article 28 Item 2 Annex - The calculation basis for the retirement pension of the retired teaching and other staff after the implementation of this article.

Implementation Period	Pension Calculation Basis
July 1 of 2018 to December 31 of 2019	Average salary of the last 5 years of employment
January 1 of 2020 to December 31 of 2020	Average salary of the last 6 years of employment
January 1 of 2021 to December 31 of 2021	Average salary of the last 7 years of employment
January 1 of 2022 to December 31 of 2022	Average salary of the last 8 years of employment
January 1 of 2023 to December 31 of 2023	Average salary of the last 9 years of employment
January 1 of 2024 to December 31 of 2024	Average salary of the last 10 years of employment
January 1 of 2025 to December 31 of 2025	Average salary of the last 11 years of employment
January 1 of 2026 to December 31 of 2026	Average salary of the last 12 years of employment
January 1 of 2027 to December 31 of 2027	Average salary of the last 13 years of employment
January 1 of 2028 to December 31 of 2028	Average salary of the last 14 years of employment
After January 1 of 2029	Average salary of the last 15 years of employment
1. For those whom this chart is applicable, the retirement pension shall be calculated using the formula	

corresponding to the years of service in this chart and shall not be adjusted again after calculation result.

2. The “average salary” in this chart is the average of the actual amount received annually that included all legally entitled salary and complementary amounts received and converted using the Executive Yuan’s salary verification system.

#### Annex Chart 2

Act Governing Retirement, Severance, and Bereavement Compensation for the Teaching and Other Staff Members of Public Schools Article 32 Item 5’s Annex Chart 2 – Indicator of combining Years of Service and age for voluntary retirement

Year of Implementation	Index Number
July 1 of 2018 to December 31 of 2018	76
July 1 of 2019 to December 31 of 2019	77
January 1 of 2020 to December 31 of 2020	78
January 1 of 2021 to December 31 of 2021	79
January 1 of 2022 to December 31 of 2022	80
January 1 of 2023 to December 31 of 2023	81
January 1 of 2024 to December 31 of 2024	82
January 1 of 2025 to December 31 of 2025	83
January 1 of 2026 to December 31 of 2026	84
January 1 of 2027 to December 31 of 2027	85
January 1 of 2028 to December 31 of 2028	86
January 1 of 2029 to December 31 of 2029	87
January 1 of 2030 to December 31 of 2030	88
January 1 of 2031 to December 31 of 2031	89
January 1 of 2032 to December 31 of 2032	90

Note :

1. This regulation shall take effect on July 1 of 2018, the previous regulation is applicate to those whose retirement come into effect during January 1 to June 30 of 2018, the indicator 76 of this chart shall not be used.
2. For the use of the indicated ages in this chart, the person must have had reached 50 years of age to retire before December 31 of 2026 and must have had reached 55 years of age to retire starting January 1 of 2027.

## **10. Faculty Members on Leave, Business Trips or Traveling Overseas [Also applicable to contract faculty members] The online application process should be completed before going on leave, business trip or overseas travel to avoid problems**

(1) Leave application by faculty members:

## 1. Application process:

For faculty members applying for leave, please go to “Office of Personnel Services homepage” “Single Sign on Portal” (URL: <https://sso.nsysu.edu.tw/>), login by entering username and password, click “school-wide application system” and open the “Online Attendance System” and fill out the “Faculty and Staff Leave Application Form” online for processing. The initial login account is the employee ID (all in upper case) and the password is the date of birth in 7 digits. Please change the password after login.

## 2. Leave summary: In accordance to rules set in Teachers’ Leave Application Regulations, Gender Equity Education Act:

Category	Days	Remarks
Special leave	7 days	<p>1. Leave applications should be filled out in advance and the faculty member may not leave their post until the application is approved. In the event of illness or an emergency, a colleague or family member may make the application on their behalf.</p> <p>2. Leaving one’s post without applying for leave, failure to return at the end of the leave period or using a fraudulent reason to apply for leave will all be considered to be absent without leave.</p> <p>3. Special leave: Salary deductions will be applied if more than 7 days of leave are used.</p> <p>4. Family leave: Counts towards special leave. Salary deductions will be applied if more than 7 days in total of leave are used.</p> <p>5. Sick leave: May apply for an extension in the event of serious illness that takes longer to recover from; extended sick leave is counted from the day of initial application for extension. Total length of sick leave within 2 academic years must not exceed 1 year.</p> <p>6. Menstruation leave: Counts towards sick leave. Salary deductions will be applied if the given number of days of sick leave is exceeded.</p> <p>7. Marriage leave: May apply for a reasonable period based on actual requirements. This is however only valid within 1 month of the wedding.</p>
Family leave	7 days	
Sick leave	28 days	
Menstruation leave	1 day per month	
Marriage leave	14 days	
Pre-maternity leave	8 days	
Maternity leave	42 days	
Paternity leave	5 days (must have reached 20 weeks of pregnancy)	
Bone marrow or organ donation leave	Leave will be granted depending on the actual requirements	
Bereavement leave	15 days (Death of a parent or spouse)	
	10 days (Death of a step-parent, spouse’s parent, or offspring)	
	5 days (Death of a great-grand parent, grandparent, spouse’s grandparent, spouse’s step-parent, or siblings)	
Miscarriage leave	42 days (miscarriage after 20 weeks of pregnancy)	
	21 days (miscarriage between 12-20 months (exclusive) of pregnancy)	
	14 days (miscarriage within 12 weeks of pregnancy)	
Official leave	Leave will be granted depending on the actual requirements	

Category	Days	Remarks
		8. Funeral leave: May be applied for multiple times but should all be used within 100 days of death.

(2) Faculty member going on business trip:

1. Application process: For faculty members applying for leave, please go to the “NSYSU homepage” and open the “Online Single Sign on Portal”, after log in, select the “online attendance system” from “school-wide application system” and fill out the “Faculty and Staff Business Trip Application Form” online for processing.
2. Remark: The business trip application process should be completed before departure.

(3) Faculty member traveling overseas:

1. For faculty members traveling overseas for visiting relatives, tourism, or conferences, please go to the “NSYSU homepage” and open the “Online Single Sign on Portal”, after log in, select the “online attendance system” from “school-wide application system” and fill out the “Faculty and Staff Business Trip Application Form” online for processing.
2. Approval principles for faculty members traveling overseas on official business:

(2.1) Traveling overseas to attend international conferences, present papers, or conduct inspections:

- A.Those who included a letter of invitation or supporting documentation for the conference (the applicant should include the start and end time) and require the verification of expenses may be registered as “Official Business.”
- B.Those who included a letter of invitation or supporting documentation for the conference (the applicant should include the start and end time), satisfy the conditions for official leave, and do not require the verification of expenses may be registered as “official business.” If the travel expenses are sponsored by the inviting unit then a separate approval is required for determining the type of leave.

(2.2) Application for overseas travel during “sabbatical research by professor or associate professor”, or “short-term overseas research project”:

- A.The Office of Personnel Service shall indicate “sabbatical leave” or “short-term research” period on the overseas travel application.
- B.During the aforementioned periods, the type of overseas travel leave and the attached documentation shall be dealt with in accordance with Principle (1).

(2.3) Those traveling overseas on grants provided under project commissioned by the Ministry of Science and Technology or other units:

All those who included a letter of invitation or supporting documentation for the conference (including the list of subsidies approved by the commissioning unit; the applicant should include the start and end time) may be registered as “official business.”

(2.4) For special cases where leave cannot be approved under the above principles, an

application for special dispensation must be made.

### 3. Remarks:

(3.1) For all types of overseas travel, the “Faculty and Staff Business Trip Application Form” should be filled out and the relevant supporting documentation attached using the “online attendance system”. Approval is required before traveling overseas.

(3.2) Faculty members in concurrent certified administrative positions traveling to the Mainland region (excluding Hong Kong and Macau) must comply with the following regulations:

#### A. Senior Grade 11 or above:

All tier-1 administrative heads, college deans (including Si-Wan College), department heads, institute directors, and directors of tier-1 research centers traveling to the Mainland region (excluding Hong Kong and Macau) must also fill out the “Permit Application for Senior Civil Servants of Grade 11 or above Entering the Mainland Region” online. The leave application procedure should be completed up to 5 days before the date of departure so that the Office of Personnel Services can upload the application to the “Public Servant Traveling to the Mainland Application Platform” for approval by the National Immigration Agency of the Ministry of the Interior.

#### B. Senior Grade 10 or below:

Faculty members who also hold tier-2 administrative positions traveling to the Mainland region (excluding Hong Kong and Macau) should first go to the Office of Personnel Services/Forms/Teachers and Researchers/Travel and Leave then download and fill out the “Permit Application for Senior Civil Servants below Grade 10 or below the Fourth Rank in Police Force (or equivalent) Who are not involved in National Security, Interests or Secrets to go to the Mainland Region”, the trip can only take place after the University’s verification and approval.

C. Upon returning to the country, the applicant should go to the Office of Personnel Services/Forms/Teachers and Researchers/Travel and Leave then download and fill out the “NSYSU Feedback Form for Personnel Returning from Mainland China.” The form should be forwarded to the Office of Personnel Services for compilation within one week of return to the country.

Service Unit: Division of Retirement and Compensation Assessment, Office of Personnel Services 2053

## 11. Withholding Tax for Salary Income, Speaking Fees, and Royalties and Tax Return Form

### 1. Withholding tax scale for salary income, speaking fees and royalties

	Withholding tax rate	
Applicability	1. All individuals residing within the borders of R.O.C.	Individuals not residing within the borders of R.O.C.

Income category	2. Those who have no place of residence in R.O.C. And stayed for at least 183 days in R.O.C. within the same taxation year.	(Stayed for less than 183 days in total within the R.O.C. during the taxation year) Note: Deducted at the source from each payment
Salary	1. Deduct the listed rate or 5% based on the total amount paid for the month. 2. For bonuses, stipends and subsidies are not part of the monthly salary or part-time income, 5% maybe deducted at the time of payment. If amount paid is less than \$84,501 then it does not need to be withheld and does not count towards the total monthly payment for deduction purposes.	1. If total monthly payment is \$35,700 (inclusive) or less then deduct 6%. 2. If total monthly payment is over \$35,700 (inclusive) then deduct 18%.
Remuneration for speeches, lectures, published articles and royalties	10% ※[Those whose taxable amount is less than \$2,000 (inclusive) each time are exempt]	20% ※[Those whose taxable amount is less than \$5,000 (inclusive) each time are exempt]

## 2. R.O.C. and overseas residence reference table

Days of residence in R.O.C.	Necessity of filing tax return on income derived from sources in R.O.C. upon departure	Remarks
If less than 90 days	No need to file tax return.	1. Tax on income in R.O.C. Shall be withheld at the source by the withholding agent. 2. Income in the non-withholding tax category should be reported before departure.
If more than 90 days but less than 183 days	No need to file tax return.	1. Tax on income in R.O.C. Shall be withheld at the source by the withholding agent. 2. Income in the non-withholding tax category or compensation for services rendered in R.O.C. paid by overseas employers should be reported before departure.
Those who have resided in R.O.C. for at least 183 days and have not yet left the country	should submit their tax return for the previous between May 1-May 31 of the following year.	1. Location for filing tax returns and making tax payments: Overseas compatriots whose place of residence is in Kaohsiung City should file their tax return with the Overseas Compatriot Section, Services Divisions of the National Taxation Bureau of Keelung at No. 148 Guangzhou 1st St. in Lingya District, Kaohsiung City. 2. When filing the tax return, please bring all documentation relating to residence and income such as passport, residence permit, withholding certificate, divided statement, and proof of income received from overseas for services rendered in R.O.C, etc.
Those who have resided in R.O.C. for at least 183 days but left the country during the year	should file their tax return one week before their departure.	

## 12. Guidelines for Expenditures and Reimbursements

### I. Online application procedure for expenditures and reimbursement

1. All expenditures and reimbursements must go through the online application process at the Office of Account homepage (<http://acc.nsysu.edu.tw>)→Online Requisition (can use either requisition servers (1) or (2)).
2. A reimbursement verification system is now enforced at the direction of the university president. Applicants for funding must first be certified through attending the Office of Accounting seminar on funding claims before they may access the online requisition system to make funding claim applications.
3. Please read through the online requisition seminar materials before accessing the system for a brief introduction to the operating procedures and functions.
4. After using the user ID and password to log into the system for the first time, please use the Auxiliary Services to change the password.
5. Introduction to the online requisition process:
  - (1) Upon entering the system, please click on the gray Project Requisition Query at the top then click on Create Requisition, tick the Requisition Type and enter the purpose description. Next, edit funds and select the project ID, fund purpose and category before entering the amount, edit item name, recipient (vendor) and other related details. Click on Save when done. Once the new requisition has been created, print the requisition form and related documents for submission.
  - (2) To change or delete a requisition order that has not yet been reviewed by the Office of Accounting, go to Requisition Management, select the requisition order number then perform the edit/delete operation.
6. The online requisition system is the account stated for each unit or project. Please ask the processing personnel to enter all the details as well as review the requisitions, reimbursements, and expenditures to keep track of all progress.
7. Seminars on reimbursements and online requisitions are hosted by the Office of Accounting around March-April as well as September-October each year. New faculty members are welcome to attend.

Service Unit: Accounting Management Division, Office of Accounting 2083

### II. Common Funding Claim Guidelines

1. Funding claim principles
  - (1) All personnel should respect the law and follow the good faith principle in processing funding claims. They must also take responsibility for ensuring the truthfulness of the proof of payments



submitted, and will be held liable for any inaccuracies. If the proof of payment was downloaded and printed from the Internet then it should be signed by the responsible personnel.

- (2) The receipt, invoice, form, or other documents that can serve as proof of payment should be provided when processing claims.
- (3) Under the reimbursement certification system, those without the proper certification may not administer the claims process. Certification can be acquired by attending the funding claim seminar hosted by the Office of Accounting. Related information is published on the Office of Accounting web page for reference.

## 2. Expenditures

- (1) Purchases under NTD 100,000 do not in principle need an expenditure application form. The purchase can be made and claimed directly. Single payment of over NTD 10,000 should in principle be paid directly to the vendor. If advance payment was necessary then fill out and submit the “Repayment of Advance Payment Approval Form”, proceed with the reimbursement once the claim is approved.
- (2) Regulations require an expenditure application form to be filled out for purchases over NTD 10,000. Purchasing shall be administered by the Office of General Affairs in accordance with the Procurement Act of the government.
- (3) If an user-unit was given the authority to manage purchases over NTD 100,000 by itself, the tender opening record, acceptance record, acceptance of purchased asset form, and form to stick original receipt/voucher must still be approved by the responsible units (such as the Administrative Services Division and Property Management Division) in accordance with procedure.
- (4) Purchases that can be completed in one transaction may not be broken down into multiple lots.
- (5) Consistent product names, specifications and quantities should be used throughout the expenditure application form, quotation, acceptance form and invoice.
- (6) The vendor should be asked to include the full name of the University, date of quote and detailed specifications on the quotation.

## 3. Proof of expenditure

### (1) Uniform invoice

1. The uniform invoice should contain the following items: business name and uniform invoice number (UIN), total amount, date, and name of the purchasing business or its UIN.
2. If there are any of the above is unclear then ask for a correction to be made. If a correction is impossible, ask the responsible person to write down the details and sign for its accuracy.
3. The buyer on the uniform invoice (or receipt) must be “National Sun Yat-sen University, UIN: 76311194.”
4. If the UIN only shows the stock number or written in a foreign language, the responsible person should include a summary translation of the products and sign for its accuracy, include brand name and specifications if necessary; those with other relevant proof may be exempted

from listing purchasing details and product names.

5. Duplicate and triplicate uniform invoices must be stamped with the “Uniform Invoice Seal” and the receipt submitted for reimbursement.
6. Electronic receipts downloaded and printed by the organization itself must be signed by the responsible person.

(2) Receipts from business entities exempted from issuing uniform invoices

Merchant receipts should include the following details: Receipt name, buyer title, date of issue, product name, total price (amount), the total in Chinese upper case, merchant seal, store address (if not shown in merchant seal), and UIN (if not shown in merchant seal).

(3) Receipt

Receipts should be signed by the buyer, with the purpose clearly stated, amount received, name of the paying organization, name or title of the buyer, documents bearing personal identification number, Business Administration Number or the Tax Code Number for the Withholding Agencies and signing date. Where the amount of the receipt affects individual income tax, a receiving list should be filled out by type of expenditure, and tax withheld in accordance with the relevant rates.

(4) Documentation not available

Organizations applying for payment of funds should require receipts and uniform invoices. If these could not be acquired due to special circumstances, a signed proof of payment should be issued by the responsible person stating reason for non-availability. This can then be used to apply for funds.

(5) Lost documentation

If the receipt or invoice was lost, then a copy or other suitable documentation should be provided. These should be annotated with the reason for non-availability of the originals and signed by the responsible person.

(6) Documentation that can't be used for claims

1. “Shipping Order” and “Quotation” are not proof of payment and can't be used for claims.
2. Proof of purchase for product and book vouchers are not ultimate consumption so can't be used for claims. Only purchases where an invoice is issued at time of purchase can be claimed.

(7) Receiving lists and accounts

1. Receiving lists should be compiled based on the category of payment by each unit for employee salaries, bonuses, and other payment expenditures.
2. The salary list should record the recipient's title and grade, name, and amount payable, and shall be signed by the recipient. Signature is not required if payment is transferred directly to personal account by a financial institution.
3. New employees, promotions, demotions, salary reductions, departures during the month and other matters should be noted or proof provided in the receiving list.
4. The receiving list of temporary workers should contain their work log as well as signature or

seal, or online attendance registry record.

#### (8) Apportioning of funding

1. For payments apportioned across multiple projects or categories where the proof of payment cannot be partitioned, an “expenditure category apportioning table” should be attached.
2. For payments apportioned between multiple agencies and which there are no separate expenditure proofs, an “expenditure agency apportioning table” should be attached to the proof of payment and archived by the lead agency. The other apportioning agencies should use the receipt and expenditure agency apportioning table or official document containing it issued by the lead agency for their claims.

#### (9) Definition of equipment funding and precautions

1. Expenditure on instrumentation or equipment worth more than \$10,000 with a service life of more than 2 years (including machinery and equipment, transportation, freight, and miscellaneous equipment). Classified books in the library collection shall still be processed in accordance with the relevant regulations; consumables and non-consumables with a service life of less than 2 years or a price less than \$10,000 (such as IT consumables, USB drives, mobile hard drives, microphones etc.) should be listed under the relevant categories in accordance with the “Functional Classification and Enforcement Standard of Central Government Agencies.”
2. Miscellaneous additional expenditure associated with the one-time expenditure necessary for the acquisition of the asset. (e.g. If the additional expenditure is the reasonable and required cost of acquiring the asset for use, it should be listed under that asset in the capital expenditure category.)
3. In principle, current expenditures and capital expenditures can't be swapped during the year.
4. The expenditure and reimbursement deadlines for the capital category in 2020:
  - Public tenders (over \$1 million) -- Complete the expenditure process before 7/31.
  - Procurements (under \$1 million) -- Complete the expenditure process before 10/30.
  - Electronic procurements (any) -- Complete the expenditure process before 10/30.
  - Funding applications for contracts should be completed in accordance with the contract deadline. Those without contracts should be claimed before 11/30.
  - All budget allocations not used by the specified deadline will be recovered after the accounts are finalized on 11/1. All funds that have been authorized but not spend by the end of the year will be recovered as well and may not be retained.

#### (10) Other

1. The form to stick original receipt/voucher should be sorted by recipient and category. Receipts to be stick-on should not exceed 5 sheets in principle.
2. This University is a non-business organization so duplicate invoices are needed for making claims. If a triplicate invoice is provided, attach the deduction and receipt copies together for the claim.

3. If the reimbursement amount is less than the invoice or receipt amount, please indicate that the actual amount paid and have it signed by the responsible person.
4. The responsible person may not be the supervising or witness personnel.
5. Funds (exceeding \$10,000) must be paid directly to the vendor. Where the amount of asset purchase exceeds \$10,000 and advance payment is necessary, then both domestic and overseas procurement cases must fill out a “Repayment of Advance Payment Form” and have it approved before the payment can be made to the person who made the advance payment instead.
6. Proof of purchase for stamps and postage should be addressed to the “National Sun Yat-sen University” or include UIN76211194.
7. If payment is for seal engraving, the receipt should be stamped with a sample of the seal.
8. Books are classified as assets (as determined by the Property Management Division). Please fill out an asset acquisition form and submit it to the Office of Library and Information Services and the Property Management Division for registration.
9. When claiming meal food expenses, please be sure to include in the purpose field the reason for the meal, time, and number of people. If non-University personnel are involved then include a list of their names. If a meeting runs into the meal time then lunch boxes may be provided by the unit. If the attendees are personnel from this unit then the cost per person should be \$100 in principle. The daily limit shall be as defined in the “Management Measures and Improvement Plans for the Hosting of Conferences, Seminars, Training and Workshops by the Ministry of Education and Subordinate Agencies and Schools.”
10. Units processing reimbursements can remit the payment directly to the account of the vendor or various income recipients. If paying by check then it should be addressed to the recipient. Payment via a third person is not recommended.
11. If proof of expenditure issued overseas or in Mainland China, Hong Kong and Macau does not completely satisfy the rules of these guidelines, an explanation should be annotated and signed by the applicant or responsible person based on past practice.
12. Where the transaction was completed online and an uniform invoice and receipt must be acquired; when uniform invoice is not possible, then an electronic proof of expenditure that contains sufficient details to prove that payment was made can be signed by the responsible person to support their claim.
13. Where the product name field of the invoice or receipt was filled out in a foreign language, please provide a Chinese translation. If the relevant documentation contains foreign language segments a Chinese abstract should also be provided.
14. The implementation of the “Regulation Governing the Issuance of Compensation Funds to Civil Servants Injured or Killed in the Line of Duty” means that agencies and schools may no longer purchase additional insurance for civil servants and educators or provide duplicate

insurance coverage. Insurance may only be purchased for attendees that are not covered by the above regulation. When schools and institutions hold activities that are not cultural or recreational in nature (such as demonstrations, workshops and benchmark learning, etc.), for those who are officially approved to attend these events, if the need for insurance arises due to practical reasons, depending on the nature of the event, the financial situation and balancing the rights of the personnel executing the tasks, the school may acquire for the attendee(s) (under: personnel not exercising duty or executing special assignment ordered by the institution) a safety insurance (Executive Yuan Letter RenGe No.1060047454 of May 26, 2017)

#### 4. Attendance fee, writing fee, review fee and hourly fee

- (1) Hourly rates should specify the number of hours and be paid in accordance with the “Seminar Hourly Fee Regulation”.
- (2) Payment of attendance fees by each agency or school shall be limited to outside experts and experts invited by this agency or school to take part in important consultative conferences on policy or project matters. No attendance fees shall be paid for routine administrative meetings. The criteria for “important conferences on policy or project matters” shall be defined by each unit based on the nature of the meeting of being convened. Personnel from this agency or school (including task forces) or representatives from invited units/schools who attend the meeting are not eligible for attendance fees.
- (3) Personnel from the agency or school undertaking a subsidized/commissioned project who attend meetings related to the subsidized/commissioned project are not eligible for attendance fees.
- (4) Attendance fee is capped at NT\$ 2,500 per meeting and shall be paid by at the discretion of each agency or school based on the nature of the meeting and the complexity of the business.
- (5) If those who are eligible to receive attendance fees are traveling from a distant location (more than 30km) then the agency or school inviting them may pay for their actual travel and accommodation expenses in accordance with the “Directions of the Domestic Travel Allowance Disbursement.”
- (6) Attendance fee is compensation for meeting attendance. Reviewer fee (a type of writing fee) is compensation for providing a written review opinion. The two are different in nature for attendance fees and reviewer fees can't both be issued for attending the same meeting.
- (7) If an agency needs to commission outside personnel or organizations to write, translate, edit, or review important business-related documentation, writing and editing fees may be paid in accordance with the rates set out in the “Regulations for Paying Attendance, Writing and Editing Fees of Central Government Agencies and Schools.” The word count (piece count), review document name and payment rate should also be indicated. No writing and editing fees may be paid if the writing, translation, editing, or review was carried out by school personnel when handling business (including preparing funding projects, commissioned projects, and

subsidized projects).

- (8) Please specify the topic, time, and location for speaker fees. For hourly rates please specify the course, number of hours and rate.

## 5. Domestic travel expenses

- (1) Travel expenses: The actual cost of essential air, high speed rail, ship, car, train or MRT may be claimed. The ticket stub or proof of ticket purchase should be attached if travel was by air, high speed rail or ship that has different seating categories except those who return on the same day or use the expense reporting system.
- (2) According to Article 5 of the “Directions of the Domestic Travel Allowance Disbursement”: “Claims for the cost of taxi travel in a region reachable by private or public bus services are not allowed except where it was an essential business requirement and authorized by the agency.” The approved business travel application should therefore specify the reason for taxi travel before a claim for may be filed and the maximum limit per trip is NT\$ 250. Those who traveled by MRT should specify the start and end locations.
- (3) Those who drove their own car may claim a travel allowance equal to the highest ticket class of private bus services on the same route. No additional claims may however be filed for fuel, road (bridge) toll, and parking. In the event of an accident, official funds may not be used to pay the repair costs or third-party compensation.
- (4) The processing fee charged for train tickets sold through the post office fall into the miscellaneous expense category and can’t be claimed as a travel allowance alongside the ticket price.
- (5) If the business trip made use of a travel package that includes accommodation and transportation offered by a travel agency, original invoice/receipts from the travel agency can be used to make a claim as long as they do not exceed the authorized total for accommodation and transport expenses; the ticket stub or proof of ticket purchase should be attached if travel was by air, high speed rail or ship that has different seating categories. Those who traveled by air should also include the boarding pass stub, except those who return on the same day or use the expense reporting system.
- (6) Accommodation fees: If the destination of the business trip is located more than 60km from the agency and actual accommodation was required then the cost can be claimed if it does not exceed the authorized amount.
- (7) Contract personnel, workers, technicians, drivers, and janitors should use the below temporary appointment grade level in the “Domestic Travel Allowance Disbursement Scale for Civil Servants of Central Government Agencies” to make claim for allowance.
- (8) Temporary personnel and part-time workers may not submit claims for domestic travel expenses. According to Letter Zhong-Liu No. 0930007895 issued on December 16, 2004, by the Directorate-General of Budget, Accounting and Statistics, Executive Yuan, the travel

subsidy for students dispatched by agencies to represent their schools at events or competitions should be based on the available finances and actual requirements but should in principle not exceed the reimbursement standards for below temporary appointment grade personnel set out in the “Directions of the Domestic Travel Allowance Disbursement.”

- (9) Domestic travel allowances can be remitted directly to each traveler's account with a financial or depository institution. If a direct account transfer is not possible then then a “Repayment of Advance Payment Approval Form” must be filled out and approved before the funds can be paid directly to the person responsible for advance payment.
- (10) Those who traveled on the High Speed Rail using a mobile phone ticket can download the proof of ticket purchase from the Internet, or collect one from the counter when exiting the ticket gate. As the online proof of purchase is printed by the person involved the claimant must take responsibility for its truthfulness and sign their name before it can be used as proof of expense.

## 6. Overseas travel allowance

- (1) Overseas travel allowances should be handled in accordance with rules of the “Management Guidelines for the Dispatching Personnel on Overseas Business Trips by the Ministry of Education, Subordinates Agencies and Schools.”
- (2) Transport costs: For the airline ticket, please provide the ticket stub, electronic ticket, proof of purchase for international airline ticket, original invoice from travel agency (including e-boarding pass), or other documentation sufficient as proof of ticket payment, as well as the boarding pass stub, photocopy of passport that is sufficient as proof of overseas travel, or other proof of boarding issued by the airline; as for other transport costs, those that are not covered by the Directions of the Domestic Travel Allowance Disbursement should include the original receipts or original invoices from the travel agency.
- (3) The class of transportation to be used by personnel on business trips shall be governed by the following regulations:
  1. Deputy ministers, ambassadors, overseas representatives, consuls, other specially appointed personnel, or personnel above selected appointment grade 12 receiving full management stipends for that grade may travel by Business or an equivalent class.
  2. All remaining personnel may travel by Economy (Standard) class.
- (4) Living costs: Claims shall be based on the daily allowance for living expenses. 70% is for accommodation, 20% is for meals and 10% is for petty expenses (including urban trains, buses, MRT tickets, personal credit card processing fees, laundry fees and tips.) 30% of the daily allowance may be claimed for overnight stays on transportation and the day of return to the country.
- (5) Administrative costs: Includes the processing fees (including passport fees, visa fees, foreign exchange fees and airport service fees) for personnel traveling overseas, insurance costs,

administrative fees (registration fees that must be paid for performing official duties overseas), gifts, socialization costs and miscellaneous costs.

- (6) If personnel traveling overseas business did not exchange their currency before departure, the business travel allowance should be based on the spot sell price for the US dollar set by the Bank of Taiwan the day before their departure (or the next working day if it is a holiday) when the claim is being processed. If a registration fee must be paid before departure however then the exchange rate on the day of the actual payment can be used for processing the claim. If the fee was paid by credit card then the exchange rate used by the credit card can be used for processing the claim.
- (7) The original receipt is required for claiming of insurance costs.
- (8) Personnel traveling overseas on business purchasing comprehensive insurance should comply with the rules of the Government Procurement Act. The Kaohsiung Branch of South China Insurance Co., Ltd., is the designated insurance company from May 1, 2020, through to April 30, 2021, and the maximum insurance policy is NT\$ 4,000,000. Coverage consists of 6 items, these being death by accident, disabled by accident, accidental injury insurance, air travel, hospitalization due to illness, and terrorism (for the Middle East, El Salvador, Guatemala, and other regions where risk of war necessitates terrorism insurance).
- (9) Personnel who went on a business trip should compile an itemized account off travel costs within 15 days of returning to work. The business trip application form and proof of purchases as required by the rules of the “Directions of the Domestic Travel Allowance Disbursement” should also be submitted. Those who traveled by a foreign carrier should also include an approved “Application by Personnel Traveling Overseas on Business for Travel by Foreign Carrier.”

## 7. Hosting of conferences, training seminars and symposiums

- (1) Costs of hosting conferences, training seminars and symposiums: Please follow the “Management Rules for the Hosting of Conferences, Training Seminars and Symposiums by the Ministry of Education and Subordinate Agencies and Schools.”
- (2) When hosting general conferences, training seminars and symposiums, for budget-saving purpose, all subordinate agencies should prioritize the use of own venues as principle.
- (3) Subordinate agencies that need to host large-scale conferences, seminars, training, and symposiums at outside venues should apply for approval and follow the “Management Rules for the Hosting of Conferences, Training Seminars and Symposiums by the Ministry of Education and Subordinate Agencies and Schools” for venue selection and allocation of funding.
- (4) No meals should in principle be provided at agency conferences. If the conference runs into the mealtime or outside experts, academics or guests are invited, or if the conference is of a special nature, then snacks, fruit or meal boxes can be provided as necessary based on the budget



available.

- (5) No funds may be allocated for the hiring of singer and bands, or for souvenirs, gifts, or promotional materials. Exceptions include the prizes to be awarded, and gifts to be presented to foreign guests in accordance with international etiquette.
  - (6) Personnel attending conferences, seminars, training, and symposiums may not bring their dependents.
8. Disbursement scale for inviting foreigners on short visits to Taiwan:
- Disbursement shall be based on the table of Payment for the Foreign Consultants, Professionals, and Scholars during Working in Taiwan and the Ministry of Science and Technology Guidelines for Inviting Consultants, Visiting Specialists, and Scholars. Their compensation already includes remuneration and living costs so no additional speaking fees, consulting fees, reviewer fees, consulting fees and living costs shall be paid.
9. Other related regulations can be found at the Office of Accounting homepage (<http://acc.nsysu.edu.tw>).

Service Unit: Internal Auditing Division, Office of Accounting 2084

### III. Ministry of Science and Technology Project Funding

(Legal basis: “Ministry of Science and Technology-funded Research Project Funding Guidelines” etc.)

1. In addition to the Common Funding Claim Guidelines, particular attention should be paid to the following matters during project execution:
  - (1) Rules on subsidized topical research projects:
    1. Ministry of Science and Technology-funded Research Project Funding Guidelines
    2. Funding Principles for Ministry of Science and Technology-funded Research Projects
    3. Rules about hiring MoST research personnel
    4. Research project subsidy contract and letter of agreement
    5. Other related Ministry of Science and Technology regulations
  - (2) Funding provided by the Ministry of Science and Technology (MoST) (including management fees) may not be used towards the following expenses:
    1. Expenditure not related to the research project or outside of the execution period.
    2. Advance payments for anything unrelated to MoST subsidies.
    3. Purchase of land or any materials and existing equipment already in the inventory of the execution agency.
    4. Consolation payments or gifts.
    5. Socialization costs (except to pay for meals provided where meetings hosted by the project run into mealtimes), fines, monetary gifts, donations, and all private vehicles.

6. The building, purchase or leasing of vehicles and houses, or the maintenance and repair of buildings and furniture, except those required by research and meet the expenditure purpose.
- (3) Personnel not related to the project may not make claims for expenses through the project. This includes travel expenses, symposium registration fees, accident insurance etc.
- (4) The principal investigator, co-leader, related personnel involved in the project, during the execution of the project, shall not claim for any additional compensation other than the research hosting fee or work remuneration that has been approved. Personnel within the project's executive organization (not involved in the project) who due to their personal expertise are invited to attend relevant meetings or write or review documents and materials to support research projects, can be considered as external experts and scholars, with the flexibility to be paid attendance fees, writing or review fees in accordance with "Regulations for Paying Attendance, Writing and Editing Fees of Central Government Agencies and Schools", as well as the "Military, Civil and Education Personnel Part-time and Lecture Hourly Fee Payment Regulations" for payment of hourly fees as external personnel. In addition to the aforementioned situations, the spirit of Executive Yuan's "Principles of Attendance Fee and Writing Fee Payments of Agencies and Schools", agency personnel are not allowed to claim any other nominally paid expenses. (Ministry of Science and Technology, Tai-Hui-Zhong-Er Letter No. 1010071206, (Ministry of Science and Technology, Tai-Hui-Zhong-Er Letter No. 1020000359)
- (5) If the MoST approved a partial transfer of funding for execution by the agency of the project co-leader, the co-leader and all personnel within their agency may not collect attendance fees or review fees from the transferred project funding (Ministry of Science and Technology, Tai-Hui-Zhong-Er Letter No. 0990090265, December 21, 2010).
- (6) For survey fees, review and writing fees, in addition to a receipt from the recipient the payment scale should also be included. Writing fees should be processed in accordance with the "Regulations for Paying Attendance, Writing and Editing Fees of Central Government Agencies and Schools."
- (7) Claims for international telephone call costs should specify the calling parties, reason for call and its direct link to project execution.
- (8) Purchasing of financial or labor services should be handled in accordance with the Procurement Act or regulations related science and technology procurement. Breaking procurements down into multiple lots to bypass the procurement access is prohibited.
- (9) In accordance with the "Payment for the Foreign Consultants, Professionals, and Scholars during Working in Taiwan" rules, living costs are calculated in days starting from the day that the foreign consultant, professional or scholar arrived in Taiwan, and ending on the day of their departure from Taiwan.
- (10) Full (Part) time personnel and temporary workers:

1. Full-time personnel: Must work full-time for the research project and may not also work part-time in other project roles. Current administrative employees and full-time students cannot serve in other full-time capacities except for on-the job training program or continuing students dedicated to special research projects.
2. Part-time personnel are divided into the following three categories:
  - (1) Lecturer, TA level: related to the nature of the project and needed for the project.
  - (2) Graduate student: graduate students in doctoral or master degree programs related to the nature of the project.
  - (3) Undergraduate student: undergraduate students whose major are related to the nature of the project.
3. Those who are already a full-time assistant in a MoST research project may not be appointed as a temporary worker.
4. If a new research student has not yet registered and so their student status is not available for determining whether their project participation is for study or for work, the project they wish to join may employ them as a temporary worker.
5. Temporary workers shall submit a “Work Log” when collecting their pay. The pay scale should also be indicated.

(11) Additional subsidies, change of expenditure purpose, and transfer of funds

For subsidy items that were not originally approved (business costs, research equipment costs, overseas travel allowance) but have now been found to be necessary during project execution, the executing agency should first apply for MoST approval on their inclusion. The required funding can then be transferred from other subsidy items. Additional funding for research equipment less than \$50,000 in total can however go through the executing agency's internal administrative procedure and does not have to be reported to the MoST.

If a change to expenditures within the same subsidy category are determined to be necessary during project execution, the execution agency, it may be changed directly through the agency's own internal administrative procedure and the required funds adjusted within the subsidy category.

For those applying for a change to equipment costs under the previous rule, if the change is for equipment with a unit price in excess of NT\$ 500,000, then this must be registered online with the MoST.

The execution agency should compile all changes to expenditure purposes and funding in the project under the two rules above at the end of the project and submit the summary to the MoST for reference.

Where funding for a subsidy category must be combined with another subsidy category due to the need of the research project, if the total amount of incoming/outgoing funds does not

exceed 50% of the originally approved amount for that category in the project, then the executing agency may make changes through its internal administrative procedure. If the total amount of incoming/outgoing funds for any category exceeds 50% of the amount originally approved for that category in the project, with except to special circumstances, the executing agency must submit clear reasons for MoST to approve in advance, before the funds can be transferred.

Funding from other subsidy categories may not be transferred into management fees.

The transfer of funding is limited to within the same research project. No funds may be transferred between different research projects.

- (12) Personnel assigned to attending an international academic conference to present a research paper, delivery or speech or chair the conference may be unable to attend due to circumstances. If they had already paid the registration fee or commissioned a travel agency to arrange their overseas travel and is therefore liable for compensation on travel expenses, if the matter is not the fault of the personnel in question then they can apply through the school's internal process for approval on payment out of the project's overseas travel allowance category (MoST Ke-Bu-Zhong Letter No. 1040065531, September 11, 2015)
- (13) If personnel traveling overseas have already received other MoST funding for the same reason (e.g. Project subsidies for overseas travel received in accordance with Directions governing MoST subsidies for domestic scholars attending international conferences, Directions governing subsidies for groups attending the conferences of international academic societies, Directions governing subsidies for domestic research students attending international conferences, Directors for subsidy of short-term overseas research by scientists and specialists, Directions for subsidy of mission-oriented overseas team research projects, or Directions for subsidy of cross-strait scientific and academic conferences.... Etc.) then a separate claim for overseas funding may not be made in the MoST research project plan. (MoST Tai-Hui-Zhong-Er Letter No. 1010063125, September 18, 2012)
- (14) Funding summary:
  1. Please include (1) MoST Research Project Closure Notice; (2) Project Operating Statement x 3 copies (register online through MoST academic research service network); (3) Summary of Changes to Expenditure Purpose x 2 copies; (4) Assistant Personnel (part-time assistants and temporary workers) Employment Form. If the employed is not a student at the University then please include student ID documentation. If the employed is a lecturer, assistant (or equivalent) then please include photocopy of verified and approved documentation; (5) Budget approval form. (Please refer to the funding request conclusion process [https://acc.nsysu.edu.tw/var/file/12/1012/img/3492/Form\\_B\\_1\\_1\\_1081128.pdf](https://acc.nsysu.edu.tw/var/file/12/1012/img/3492/Form_B_1_1_1081128.pdf))

2. If the correct procedures for alteration or change of purpose were not followed, the funding for approved purchase of equipment or trip abroad shall be returned to the Ministry of Science and Technology.
  3. The funding process conclusion must be done within 3 months after the project completion, submitting the research results report and overseas experience report online on the website of the Ministry of Science and Technology; the project principal who fails to meet the deadline for process conclusion shall be punished by the MoST according to the severity of the circumstances. MoST may recover a certain percentage of the management fee of the project or deduct from unsettled funding in the next allocation plan of the applicant institution in more severe cases of violation. (MoST Tai-Hui-Zhong-Er Letter No. 1010079855A, December 6, 2012, Funding Principles for MoST-funded Research Projects).
- (15) Flexible spending account (MoST Tai-Hui-Zhong-Er Letter No. 1010071206, October 26, 2012)
1. Applies in principle to all research-oriented projects and can be included by the MoST based on consideration of each project's attributes. A flexible spending account will be automatically authorized to eligible projects but does not apply if not listed on the approved list.
  2. The cap is 2% of each project's total annual funding and no more than \$25,000. No further adjustments will be made if additional funding was given (or taken away) during the project period.
  3. Purpose of expenditure:
    - (1) Flexibility in purpose of expenditure is for project-related transportation, dining receptions and gifts for foreign visitors, or international exchanges. Any items involving current regulations for which standard rules have been set by the Executive Yuan shall be bound by such rules unless an exemption applies (reference URL:<https://acc.nsysu.edu.tw/p/412-1012-19354.php?Lang=zh-tw>).
    - (2) Costs involved in dining receptions and gifts for foreign visitors are not bound by Article 4, paragraph 4, and Article 5 of the Funding Principles for MoST-funded Research Projects.
    - (3) In the exemptions from Executive Yuan rules, the recruitment of foreign experts and academics shall list the difference between the actual expenditure and the standard set by the Executive Yuan. Total expenditure under all categories shall be listed under the flexible spending account.
  4. Please select "Operating Expenses (flexible account) when claiming expenses" during online requisition. "Claim under flexible spending account" should also be indicated in the Purpose field.
  5. The original documentation for expenditures should still be attached in accordance with the

Management Guidelines for the Disposal of Expenditure Vouchers for verification purposes.

The principal investigator shall take responsibility for its accuracy.

6. May only be used during the project period. Unused credit will not be retained at the end of the project.

7. May not be transferred for the use of another agency.

(16) New regulations governing multi-year projects

1. The entire project will only have 1 project ID throughout its lifetime (the last 3 digits in the project ID for 3-year projects will be MY3 for example). All project funding before project closure can still be used before the end of the project period.
2. During the execution of a multi-year project, if the principal investigator wishes to draw on the funding items from the 2nd or 3rd year of the project before they are due, the approval of the University is required before adjustments can be made to the allocated funding.
3. Calculation of funding transfer (incoming or outgoing) percentages in multi-year research projects is based on the total amount approved for each subsidy category (operating costs, research equipment costs) for the entire project.
4. When funds are released for the 2nd and 3rd year of the project, the execution agency should examine the expenditure percentage (actual amount spent/amount released) of each project's released funding. Project expenditure percentage must exceed 70% or the reason for not reaching 70% has been accepted by the MoST for next year's funding to be released. When the execution agency applies for the release of the 1st tranche of funds for the 2nd and 3rd year of the project, it must attach a detailed summary of how previously released funding in each project was used in its application to the MoST.

2. Compilation of common errors in on-site audits of expenditure vouchers for MoST-funded research projects

- (1) The name of the product on some of the invoices does not match what was actually purchased. This constitutes false claiming of expenses.
- (2) Some of the uniform invoices from product purchases are not in chronological order. This does not comply with the Regulations Governing the Use of Uniform Invoices.
- (3) Claims under categories that fall outside of project subsidies, claim for general management costs or expenditure outside of the execution period.
- (4) Some of the purchasing failed to comply with the Procurement Act or related scientific procurement regulations.
- (5) Purchasing of research equipment not approved for the project, failure to follow the administrative procedure to gain approval for change of research equipment purchases, or the concentration of purchases around the end of the project period.

- (6) Claiming of travel expenses for personnel not related to the project, and failure to claim travel expenses in accordance with the Directions of the Domestic Travel Allowance Disbursement and Directions of the Overseas Travel Allowance Disbursement.
- (7) Purchasing large quantities of DIY computer components under the operational expenses category. This raises suspicions of bypassing asset management.
- (8) Management expenses does not comply with the relevant government regulations.
- (9) Not including the relevant vouchers in the funding summary in accordance with the “Management Guidelines for The Disposal of Expenditure Voucher.”
- (10) Failure to travel by the national carrier on overseas travel and flying by a foreign carrier without approval from the head of the agency.

Service Unit: Accounting Management Division, Office of Accounting 2075, 2076, 2085, 2088

## **IV. Precautions on Funding Summaries for non-MoST Industrial-Academic Research Projects**

In addition to the Common Funding Claim Guidelines, particular attention should be paid to the following matters during the execution of commissioned (entrusted) projects:

1. The original proofs of expenditure for commissioned (entrusted) projects should all be listed under the industrial-academic cooperation of the University Fund regardless of whether they need to be sent to the commissioning agency or not.
2. The budget and execution period for commissioned (entrusted) projects shall be governed by the terms of the contract.
3. The unit undertaking the commission must read carefully through the commission correspondence or contract terms to avoid funding cuts or penalties.
4. Once the budget for a commissioned (entrusted) project has been approved the commissioning unit, expenditures should comply with the approved categories. If a transfer of funding is necessary during the project period then comply with the transfer process and proportions set by the commissioning unit.
5. The auditing of commissioned (entrusted) projects' income and expenditures shall be governed by the terms of the commissioning unit or contract. The above rules governing common guidelines for funding expenditure and summary reports shall apply unless otherwise specified.
6. Commissioned (entrusted) projects may not be used for the following expenditures:
  - (1) Expenditure that does not match the project budget.
  - (2) Purchase of existing equipment or materials already in the inventory of the project execution unit.
  - (3) Socialization costs, monetary gifts, donations, fines, loan interest payments and all kinds of private expenses.

7. The procurement procedure for commissioned (entrusted) projects should follow the rules set out by the Government Procurement Act and its sub-laws.
8. The accounting reports required for the execution of commissioned (entrusted) projects should follow the format specified in their contracts.
9. For rules relating to the execution of commissioned (entrusted) projects, please refer to the “NSYSU Key Points of Operations on Non-MoST Industry-Academia Collaboration Plan” (can be downloaded from the Office of Global Industry-Academe Collaboration and Advancement homepage).
10. The procedure for setting up commissioned (entrusted) projects can be found under the Accounting Rules for Non-MoST Industry-Academia Collaboration in the “NSYSU Budgeting and Accounting Operations Standard Operating Procedure (SOP) Handbook”.

Service Unit: Budgeting Planning Division, Office of Accounting 2079

## **13. Government Procurement and Science and Research Procurement**

### **(1) Government procurement**

1. Scope of application: Public schools handle procurement in accordance with the "Government Procurement Act".
2. Processing method:
  - (2.1) Purchases of less than NTD100,000 shall be directly handled by the requisitioning unit and reported directly. However, the purchaser shall not conduct partial purchases with the intent to circumvent the application of the procurement law (§14).
  - (2.2) For purchases of more than NTD100,000, public tender or public solicitation shall be carried out in accordance with the Government Procurement Act, limited tender methods may be used for those meeting relevant regulations.
3. Application process: The purchaser shall fill out the "Purchase Specification Sheet" according to the needs and send together with the "Fund Expenditure Application Form" for approval, after approval, the process shall then be transferred it to the Administrative Services Division of the Office of General Affairs for procurement bidding.

### **(2) Science and Research procurement**

1. Scope of application: Public schools accepting government subsidies, commissioning or by official authorization to research institutions to handle procurement in accordance with the "Regulations Governing Procurements for Scientific and Technological Research and Development". In addition, also applicable if the source of funds for procurement is the match funding from the industry-academe collaboration enterprise partner to the scientific and technological research and development budget.
2. Processing method:



- (2.1) Purchases of less than NTD100,000 yuan shall be handled by the requisitioning unit directly and reported directly.
  - (2.2) For purchases of more than NTD 100,000 but less than NTD 1 million, the requisitioning unit may request a quote or proposal from more than one vendor then contact the vendor directly for procurement without the need of public announcement. However, matters such as procurement, contracting and acceptance should be recorded in writing.
  - (2.3) Procurements over NTD 1,000,000 should go through the public tender and review process or be conducted as a limited tender if the relevant rules apply.
3. Application process: The purchaser shall fill out the "Purchase Specification Sheet" according to the needs and send together with the "Fund Expenditure Application Form" to the Office of Research and Development or the Office of Global Industrial-Academe Collaboration and Advancement for approval by respective authorized personnel at each level, after approval, purchases of less than NTD100,000 shall be directly handled by the requisitioning unit, purchases over NTD 1 million shall be handled by the Administrative Services Division of the Office of General Affairs for procurement bidding.

Please download the relevant forms required for the procurement operation from the "Administrative Services Division/Regulations Forms/Procurement Operations":

<https://admin-support-oga.nsysu.edu.tw/p/412-1100-19896.php?Lang=zh-tw>

Service Unit: Administrative Services Division, Office of General Affairs 2353

## 14. Support Enrollment Related Activities

- 1. Assistance with exam supervision and marketing as well as support for enrollment related activities by faculty members can count towards the
- 2. The University's Master program admission exam, the general scholastic ability test commissioned by the College Entrance Examination Center, the Advanced Subjects Test and the Test of English Listening Comprehension are importance sources of student enrollments. The participation of numerous exam supervisors is needed. All certified full-time faculty members on the establishment are expected to serve as exam supervisors unless an exemption is granted on the grounds of ill health or other special circumstances. The full cooperation and support of the faculty is encouraged.
- 3. Please avoid participating in the examination activities such as exam setting, marking, review, interview, and supervision if any one of the following situations apply:
  - (1) A spouse or a relative by blood or marriage within the third degree is sitting the admission exam.
  - (2) Where a financial relationship or other interests exists with certain students taking the exam that may affect the fairness of marking.
  - (3) Those who teach in related tutoring classes.

Service Unit: Admission Division, Office of Academic Affairs 2141

## 15. Mentor System

1. Purpose: 1st and 2nd year university students have just entered an important part of their learning career. In addition to their academic studies, students also need proper guidance from mentors in their lifestyle, emotional, club, inter-personal and career developments. We are very thankful to all mentors who provided students with guidance in the past, and new teachers are always welcome to join the mentoring ranks.
2. Mentor fees and teacher-student activity fees: The University's mentoring schemes pays mentoring fees to mentors based on the number of students they mentor. Undergraduate mentors (including degree programs): Each mentor is paid \$850 per semester per student mentored. Graduate mentors (including degree programs): Each mentor is paid \$550 per graduate student each semester. College and institute mentors: Mentoring fees are paid based on the number of actual students mentored. Head of department mentors: Mentoring activity fees are paid based on pay grade with two hours per week, and 18 weeks per semester. Each mentor should in principle not mentor more than 30 students per semester. Mentors can also apply for "Mentor activity fees" (\$110 per student per semester) and "Mentor workshop fees" to host teacher-student friendship activities.
3. Mentor Portfolio System: Mentors can also access the NSYSU Student Affairs Information System (URL: <http://sis.nsysu.edu.tw>) under the NSYSU Office of Student Affairs (mentor account is the national ID number, and the password is the same as the one used for the NSYSU Single Sign-On Portal System"). Upon logging in, the mentor can click on "Student Roll Query" or "Mentored Student List" to provide real-time online counseling to students under their care, this helps to promote teacher-student interaction.
4. Recognition of Outstanding Mentors: "NSYSU Guidelines for Selection of Outstanding Mentors" were established to reward excellent mentors. 8 outstanding mentors are selected every semester and presented with an award plaque and prize of NT \$30,000 by the university president during key meetings or ceremonies. The stories of the excellent teachers will also be published in the University publication, and their names recorded on the Wall of Fame of the Art Center.

Service Unit: Counseling & Career Development Division, Office of Student Affairs 2236

## 16. Mentor Responsibilities (Extract from the NSYSU Implementation Regulations of the Mentoring System)

1. Mentors shall acquire sufficient understanding of students' interests, hobbies, talents, attitude towards studying, and family backgrounds to support their mentoring of students.
2. Mentors shall assist students with course selection, participation in extra-curricular activities and future career development. They shall also help students cope with academic, lifestyle, relationship, and psychological issues.

3. Apart from “Mentor Time”, mentors should use their free time to participate in their students’ travel, camping, touring, visiting, picnic, social, discussion, forum and social service activities, and provide guidance when necessary.
4. Mentors should speak to individual students at least two times each semester and note matters of interest in the “Student Affairs Information System.” If a student runs into serious difficulties, follow the “NSYSU Implementation Guidelines for 3-Tier Student Self-Harm Prevention Measures” and work with the Office of Student Affairs to handle the case.
5. Attend case meetings for assigned students and related internal/external mentor meetings.
6. Mentors may apply to the Office of Student Affairs for students to be rewarded for excellence or disciplined for serious violations.
7. Mentors should direct students to complete the “Student Mentoring Activity Report Form” after a student mentoring event is completed and submit them to the Counseling & Career Development Division at the Office of Student Affairs for compilation.
8. Mentors should attend mentor competency workshops organized by the Ministry of Education or the University where possible to enhance their professional mentoring skills.
9. Other mentoring activities for protecting student rights.

Service Unit: Counseling & Career Development Division, Office of Student Affairs 2236

## 17. Online Attendance System

### Online Attendance System-Initial Setup and First Use

#### Browser: Chrome

#### 1. Getting started, how to sign-in Official Documentation System

- (1) Sign into iNSYSU (University Information System), click **Online Attendance System**, to enter the Official Documentation System.
- (2) Because the Official Documentation System was developed using HTML, older versions of browsers do not have high support of HTML5. The order of recommended browsers is: 1. Google Chrome (32-bit) 2. IE (please upgrade to IE11)

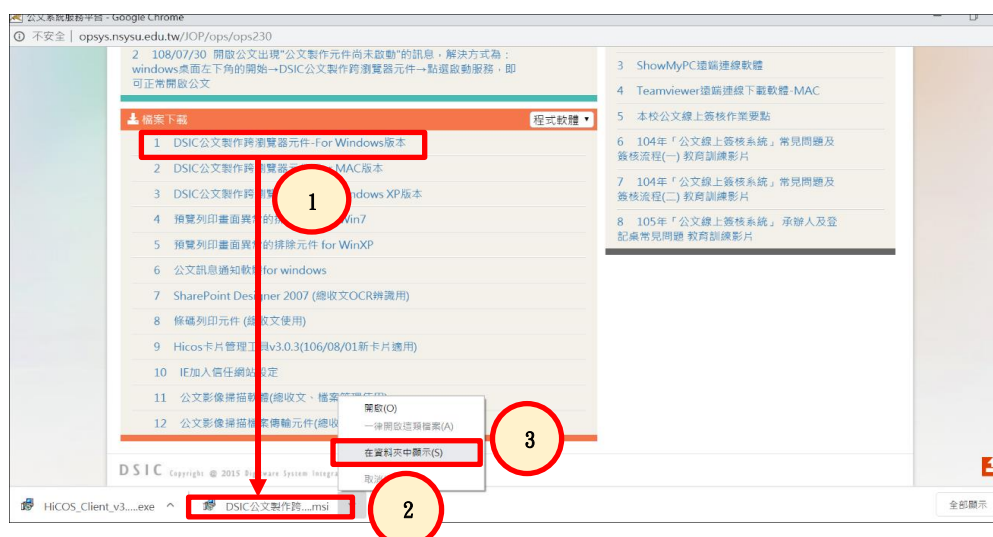


“Picture 1-1”

#### 2. This document is the setup for Google Chrome browser.

#### 3. Install document creation cross-browser component

- (1) Click [User Manual] - [Official Documentation System Service Platform] in the menu on top.
- (2) Click **Install Official Documentation Creation Related Component for Windows Version**:
  - i. Click **DSIC Official Documentation Creation Cross-Browser Component-v1.3.0.msi** from the pop-up window
  - ii. Click on the bottom arrow next to download file
  - iii. Click Show in Folder(S), to open the location of the downloaded file, as on “Picture 3-1”

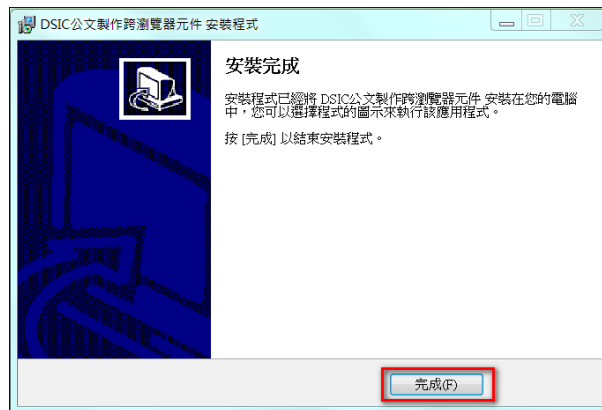


“Picture 3-1”

- (3) Please close all the running applications before installing the downloaded “Picture 3-2”, double click the left mouse button for execution, after the “Picture 3-3” pop-up appears, click **Complete**, to finish the installation.



“Picture 3-2”



“Picture 3-3”

- (4) Please open Chrome after installation, enter in the address bar: <https://127.0.0.1:14665>, if the pop-up shown in “Picture 3-4” appears, it means that the installation has been successful.

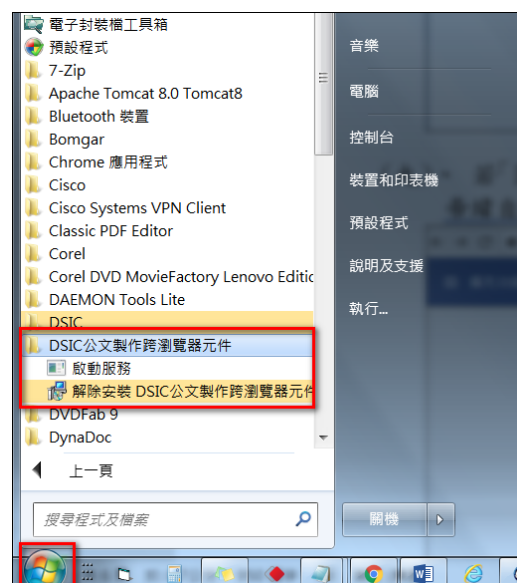


“Picture 3-4”

- (5) After installation has been completed, should message as on “Picture 3-5” appeared after opening Official Documentation, click the windows icon in the bottom left corner, click activation service as on “Picture 3-6” located below DSIC Official Documentation Creation Cross-Browser Component folder file, to activate the document creation component.



“Picture 3-5”



“Picture 3-6”

#### 4. HiCOS card management tool installation

※Changed to Natural Person identification registration or have had the registration extended after August 2017, then re-installation is necessary

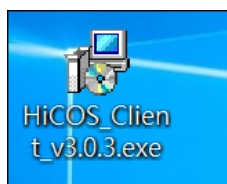
- (1) Click [User Manual] - [Official Document System Service Platform] in the menu on top.
- (2) Select HiCOS card management tool v3.0.3 (08/01/2017 new card applicable)
  - i. Click HiCOS\_Client\_v3.03.exe from the pop-up window
  - ii. Click on the bottom arrow next to download file
  - iii. Click Show in Folder(S), to open the location of the downloaded file, as on “Picture 4-1”



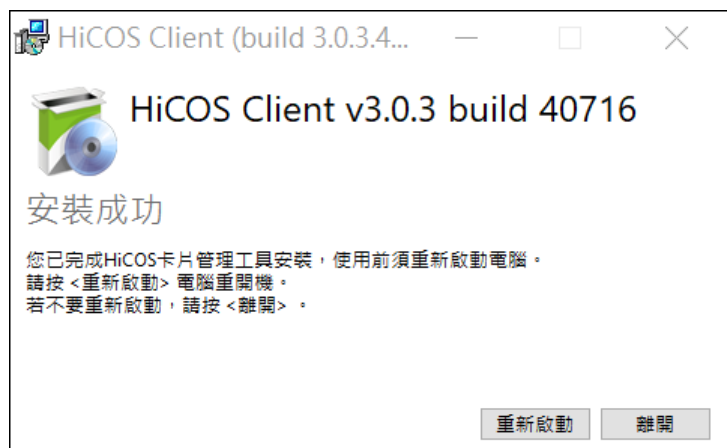
“Picture 4-1”

- (3) The HiCOS\_Client\_v3.0.3.exe, which is now downloaded onto table, double click the left mouse button for execution as on “Picture 4-2”, after the “Picture 4-3” pop-up appears, click Restart, to finish the installation.

Note: Computer will restart after this step has been completed.



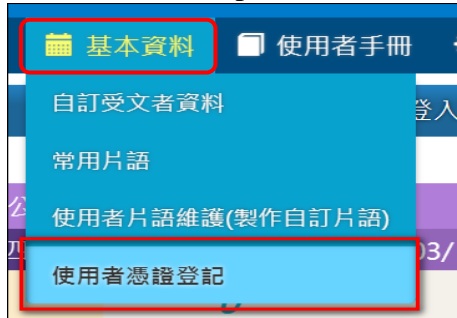
“Picture 4-2”



“Picture 4-3”

## 5. Natural person identification registration

(1) Click on the top [Basic Information] – [User Identification Registration].



“Picture 5-1”

(2) Click **New Addition** in the upper right corner to enter the setup screen.



“Picture 5-2”

(3) Select **Natural Person Identification**, click **Read Card**. After the system reads the natural person identification number, press **Save** to complete the identification registration operation.

 A screenshot of the '登記憑證' (Register Certificate) form. The form has a teal header with a close button. It contains several fields: '使用者姓名' (User Name) with a dropdown menu showing '林千筵'; '憑證類別' (Certificate Type) with radio buttons for '臨時憑證' (Temporary Certificate) and '自然人憑證' (Natural Person Certificate), where '自然人憑證' is selected and highlighted with a red box; '讀取憑證' (Read Certificate) with a '讀卡' (Read Card) button highlighted with a red box; '簽發機關' (Issuing Authority) with a text field showing '內政部憑證管理中心'; '憑證序號' (Certificate Serial Number) with a text field showing 'A0E2C2C2965FF2EFFB46A6FB87632F32'; '啟用日期' (Activation Date) with a date field showing '101/12/19'; and '終止日期' (Termination Date) with a date field showing '109/12/19'. At the bottom right, there is a '儲存' (Save) button highlighted with a red box.

“Picture 5-3”

## 6. Personal Profile maintenance

(1) Click on the icon on the upper right corner showing your name (as shown in the red frame on the picture below)



“Picture 6-1”

(2) Please check to see if the data in each field is correct (fields shaded in gray cannot be

changed)

- i. Displays per page: please select the number of official documents to be displayed on each page according to personal preference, ex. if there are 500 Main Document, and 100 is selected to be displayed per page, then 5 pages will appear.
- ii. Current pending documents alert: instant email alert to notify the number of new Main Documents or work meeting documents added
- iii. Default Supervisor: This setting will automatically bring up your Default Supervisor when you send your document.
- iv. Theme settings: different identities can choose different layout colors through Theme settings.
- v. Default identity: You can set the identity that will appear automatically when you log in to the document system.

Note: You must first log-out of the Official Document System then log back in after this step has been completed, so the system can reset to the new settings.

“Picture 6-2”



## Online Attendance System [Shared Settings] Manual

### 1. How to log into the system

- (1) Once online, please sign in at the Single Sign-on button on the University's homepage, then select **Online Attendance System**.
- (2) Because the Online Official Documentation System was developed using HTML5, older versions of browsers do not support HTML5. The recommended browser order is: 1. Google Chrome 2. Firefox (Firefox) 3. IE11 (versions before IE11 are not recommended).



“Picture 1-1”



“Picture 1-2”



“Picture 1-3”



“Picture 1-4”

## 2. How to log out of the system

- (1) Click on the icon on the upper right corner in the red frame to log out the system.



“Picture 2-1”

## 3. Personal Profile maintenance (settings for basic information and layout color)

- (1) Click on the red framed area on the right upper corner shown in “Picture 3-1” to open the Personal Profile maintenance.



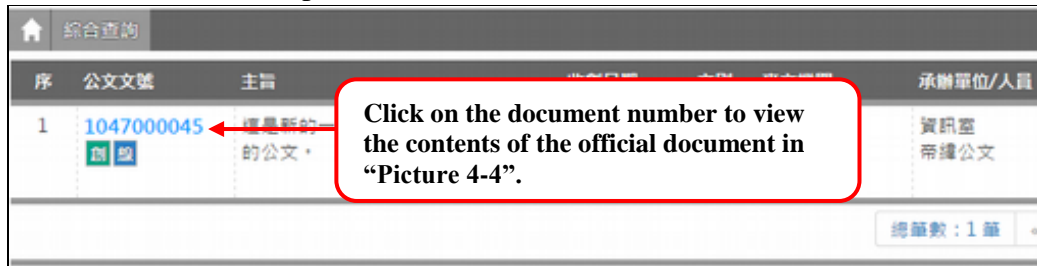
“Picture 3-1”

- (2) Insert necessary personal data and select [save] to complete the step.

“Picture 3-2”



- (4) After the official document is found, please click on the official document number to view the content and search process result screen.



"Picture 4-3"

- (5) Click on the Document Flow, Related Electronic Files, Document Comments and other tabs to view related areas.



"Picture 4-4"

## 5. Substitute Settings

- (1) Click [System Management] – [Substitute Settings] in the menu on the upper level.
- (2) Click New Addition to add a new substitute, as shown in "Picture 5-1".



"Picture 5-1"

- (3) Enter the relevant basic information and click to save.

代理人設定

被代理單位: 2301: 總務處 文書組

被代理人: 000000: 帝緯

代理職務

☐ 總務處

☒ 總收文

☒ 總收文

☐ 總發文

☐ 檔案室

開始代理: 104/06/04 08:00

結束代理: 104/06/04 18:00

代理單位: 2301: 總務處 文書組

代理人: 000784: 張筱君

存檔

1. Select substitute (Personal or Official Leave)

2. Check substitution responsibilities

3. After selecting substitution period and agent, click "Save" to finish.

“Picture 5-2”

(4) If you want to modify/delete the substitute settings, please re-enter [System

Management]-[Substitute Settings] and click the name of the substitute you want to modify to enter the setting screen.

(5) Click on **Save** after the modification. If you want to delete this setting, please click **Delete**.

6. Cancel the circulation (Official documents that have been sent but not yet signed can be recalled)

(1) Click [Document Management] – [Cancel Circulation (Recall)].

(2) The Cancel the Delivery List will list all the documents that have not been signed in the next process, please click the **Cancel Circulation** button.

序	公文文號	主旨	待收單位	待收人員	目前狀態	送件時間	異動
1	1042300238 創 錄	為請辦本 (104) 年特種考試地方政府公務人員考試, 請各機關按需用名額之職系、科別填報相關職缺資料, 又為配合無紙化作業, 請主管機關於本年6月16日 (星期二) 前上網核定主管機關暨所屬機關之考試任用計畫彙集總表 (免備函文), 請查照辦理。	總務處 文書組		內部陳核	104/05/28 16:16:27	取消傳遞

總筆數: 1 筆 « 上一頁 1 下一頁 »

“Picture 6-1”

(3) Click **Confirm** to withdraw the official document.

取消傳遞確認

文號: 1042300238取消傳遞後無法回復, 是否確定取消傳遞?

確定

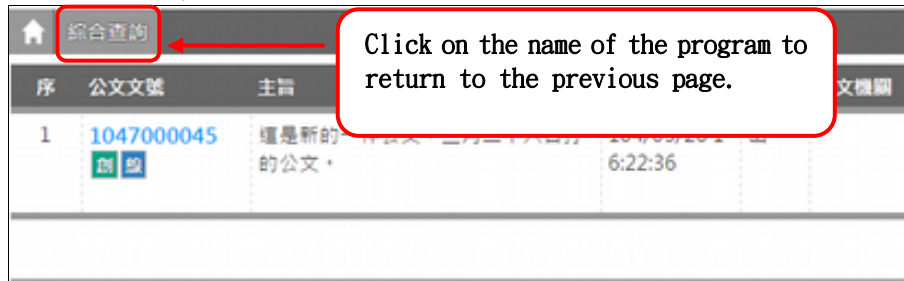
“Picture 6-2”

※After the official document is cancelled, it will be in the original pending document folder, e.g.: main or collaboration document.

7. Back to the previous page or back to the home page function



The **small house icon** on the top left of many screens in the system, such as "Picture 7-1", is the function button for returning to the home page. The name of the program on the right side of the small house icon is the function button of going back to the previous page. For example, if you want to return to the query screen after the document search, click on the name of the program next to the **small house icon** at the top left, as marked by the red frame in "Picture 7-1", you can return to the previous screen, as shown in "Picture 7-2".



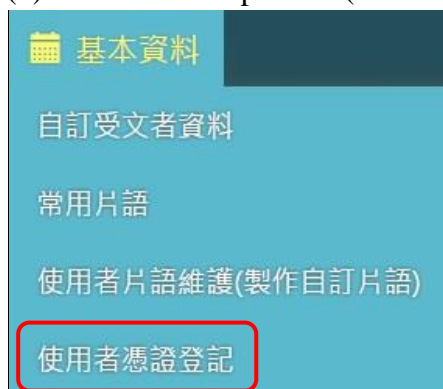
"Picture 7-1"



"Picture 7-2"

## 8. User Identification Registration

- (1) When issuing, co-issuing, verifying, and approving an official document, your identity must be authenticated. Therefore, please register your natural person identification before accessing the system.
- (2) Click on the top menu (Basic Information) - (User Identification Registration).



"Picture 8-1"

- (3) Click on the upper right corner to enter the setting screen.



"Picture 8-2"

- (4) Please insert the identification into the card reader first, select “natural person identification” and click to read the card. After the system reads the natural person identification serial number, press “save” to complete the registration operation.

登記憑證

\* 使用者姓名: 林千鈺

\* 憑證類別: ☐ 臨時憑證 ☒ 自然人憑證

\* 讀取憑證: 讀卡

\* 簽發機關: 內政部憑證管理中心

\* 憑證序號: A0E2C2C2965FF2EFFB46A6FB87632F32

啟用日期: 101/12/19

終止日期: 109/12/19

儲存

“Picture 8-3”

- (5) If you don't have your card with you, please select Temporary Identification in the identification type category, select the reason for it, then click on “save” to proceed to sign document without using natural person identification.

※ Please note that the official document signed with the temporary identification must go through the signing procedure using actual identification before it can be archived.

登記憑證

\* 使用者姓名: 帝緯

\* 憑證類別: ☒ 臨時憑證 ☐ 自然人憑證

申請臨時憑證原因: 出差

儲存

“Picture 8-4”

## Online Attendance System [Undertaker Operation] Manual

### 1. Digital Dashboard

The first screen that the user logs into the system displays the number of documents to be processed, such as “Picture 1-1”.

待處理公文與表單					登入系統時間：2015/7/18 下午 02:12:03	
本週到期公文						
07/13(一)	07/14(二)	07/15(三)	07/16(四)	07/17(五)	07/18(六)	07/19(日)
1	1	0	0	0	0	0
您目前待處理公文		您的主辦公文查詢			可切換的角色	
主辦公文	23 件	承辦公文	42 件		總務處 稽催人員	
會辦公文	2 件	逾限公文	25 件		總務處 文書組 承辦人員 25	
表單申請	0 件	今天到期	0 件		總務處 單位收發 4	
草稿	21 件	明天到期	0 件		總務處 文書組 單位收發 0	
待補簽公文	0 件					
須補簽公文	0 件					
副知作業	0 件					
		總收文 系統管理者				
		總收文 總收文				
		總發文 總發文				
		檔案室 檔案管理				

“Picture 1-1”

### 2. Respond or follow-up on documents received

- (1) Click the (Your current pending documents) function option on the left, and click (Main Documents) in the first table line, as shown in “Picture 2-1”.

您目前待處理公文	
主辦公文	17 件
會辦公文	0 件
表單申請	2 件
草稿	11 件
待補簽公文	38 件
須補簽公文	38 件
副知作業	0 件

1. Click on “Main Documents”

“Picture 2-1”

- (2) Select the subject of the document you want to start editing, as shown in “Picture 2-2”.

主辦公文							簽核形式	公文文號
序	公文文號	主旨	收創時間	來受文機關	限辦日期	狀態	附件	
1	1050900211 創 線 審	歡迎使用帝緯線上簽核電子公文系統	105/12/06 2:40:42	教育部	105/12/15	承辦人簽收	紙	
2	1060900001 單 線 審	檢送本署自104年4月29日至104年12月31日期間，委託昱山環境技術服務顧問股份有限公司辦理「104年度機車排氣分析儀器巡迴查核檢校計畫委託複查工作」之公告1份，請刊登行政院公報。	106/01/05 8:40:42	行政院環境保護署	106/01/08	承辦分文	電	

2. Click on Subject

“Picture 2-2”

- (3) Click on **File**– **Add New**, select the official document template and start to write the official document content.





"Picture 2-3"

- (4) Select the official document template according to the situation. E.g.: Please select "letter" for the letter and "simplified" for the receipt acknowledgement.



"Picture 2-4"

## (5) Start writing the content.

DSIC 公文編輯

文書檔案 資料設定 流程設定 視窗設定 工具 簽核意見

電子公文資料夾-1060900001

檢視流程歷程

電子來文

書函-環署檢1040039208A

1040039208A-1-0.pdf

1060I00001.di

文書清單

簽-1060I00009

文書版本歷程

簽(歷程)-1060I00009

簡簽-1060I00009

總務處文書組 簡簽

承辦人: 帝緯  
電話: 04-23550866#9  
電子信箱: iris@mail.dsic.com.tw

擬辦:

一、歡迎使用帝緯線上簽核電子公文系統  
二、歡迎使用帝緯線上簽核電子公文系統

會辦單位:

執行層級: 第二層執行

檔 號: 040201/1  
保存年限: 5

“Picture 2-5”

※ Please select the document file category number and execution level as shown in the red framed areas in “Picture 2-5”.

(6) After the completion of the beating, please click the **Approve** button at the top right of “Figure 2-6” to open the signing comments page. Please click the **Accept** button to store the signature information in the official document (equivalent to the official title is dropped on the official document).

DSIC 公文編輯

文書檔案 資料設定 流程設定 視窗設定 工具 簽核意見

電子公文資料夾-1060900001

檢視流程歷程

電子來文

書函-環署檢1040039208A

1040039208A-1-0.pdf

1060I00001.di

文書清單

簽-1060I00009

文書版本歷程

簽(歷程)-1060I00009

簡簽-1060I00009

簽核意見

1060I00009

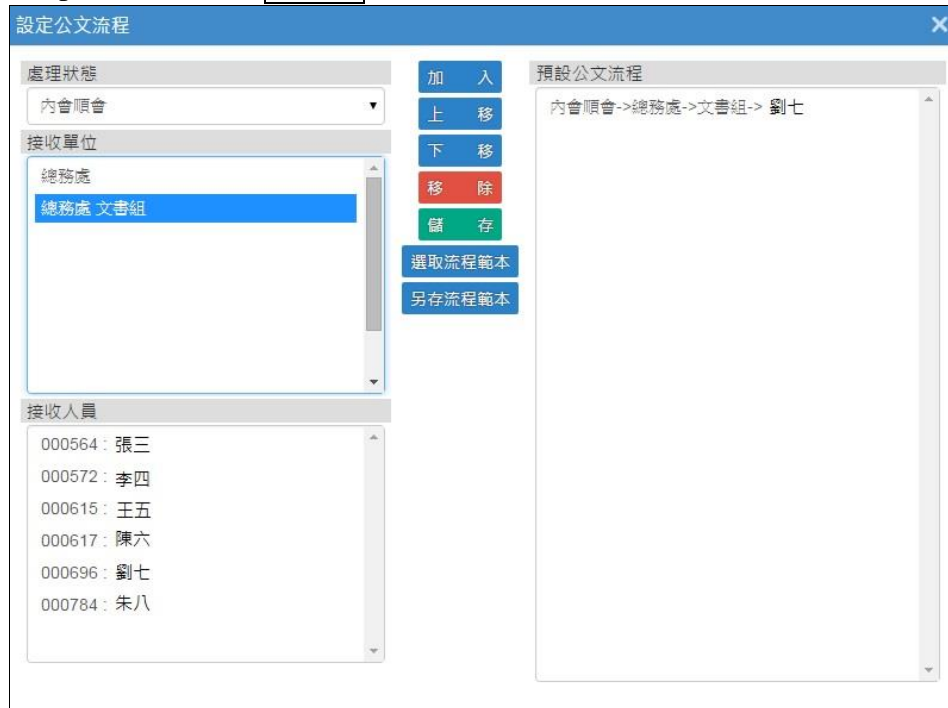
序	單位	職稱	姓名	意見	簽章時間	簽章

承辦確定

送出  
流程  
退回  
片語

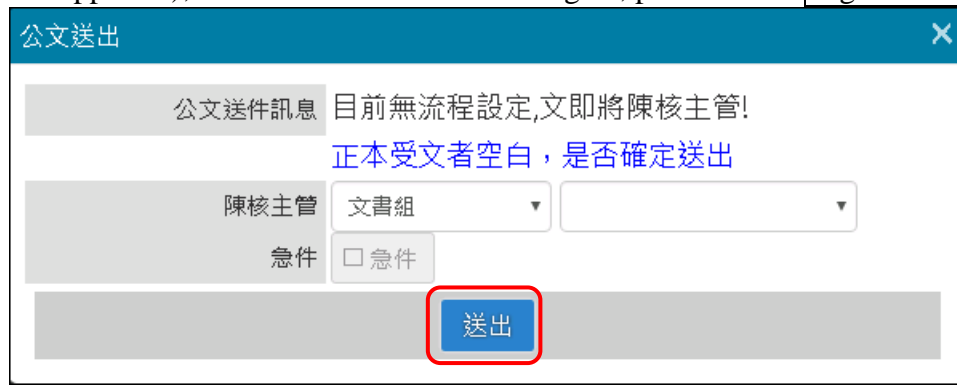
“Picture 2-6”

- (7) To set up the official document's process flow, such as work meeting, submit for approval, please click the **Process** button to set.



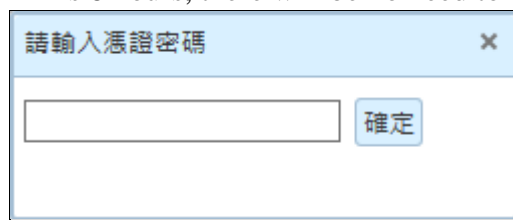
"Picture 2-7"

- (8) Click the **Send** button, the official document will be sent according to the set process (if there is no set internal process, the official document will be directly sent to the supervisor for approval); if the official document is urgent, please select **Urgent Item**.



"Picture 2-8"

- (9) If a request for identity authentication PIN appears when sending a document, please enter your natural person identification PIN and press confirm. The voucher pin code memory time is 8 hours, there will be no need to input the pin code repeatedly within 8 hours.



"Picture 2-9"

### 3. The creation of a (manuscript) official document for approval

- (1) In the (Your current pending document) function option, click on "Drafts" (even if the number of displayed items is 0, it still can be accessed), as shown in "Picture 3-1".



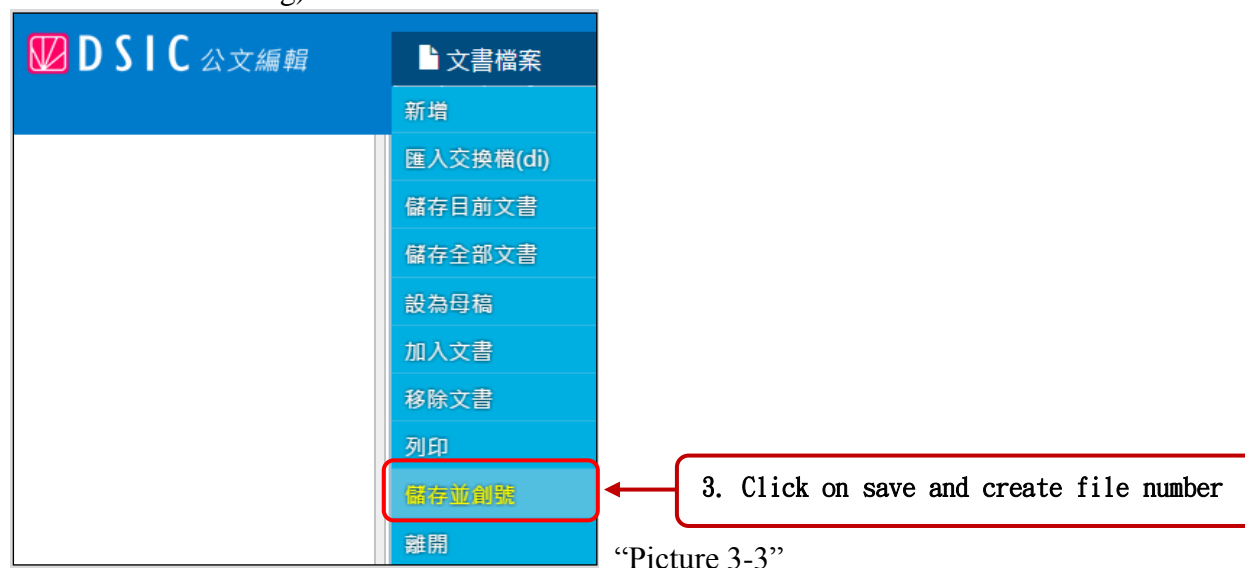
"Picture 3-1"

- (2) Click the **Add New Document** button at the top right to open the official document creation, as shown in "Picture 3-2".



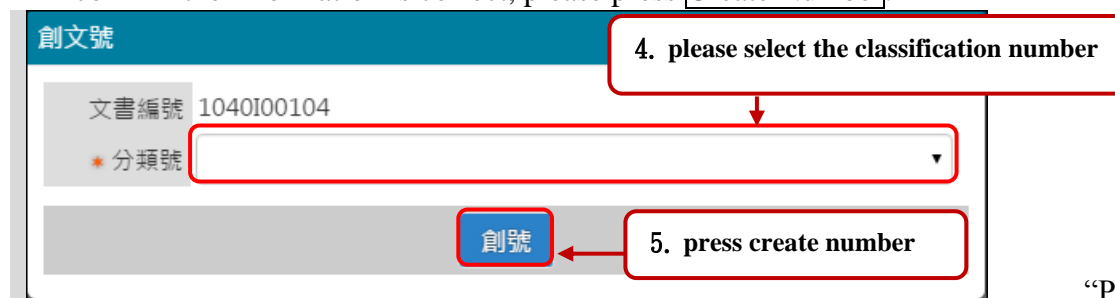
"Picture 3-2"

- (3) After you have created the contents of the document, please click on (Document Archive) on upper left corner and select **Save and Create File Number**. Return to the (Draft Registration – Document Editing) screen.



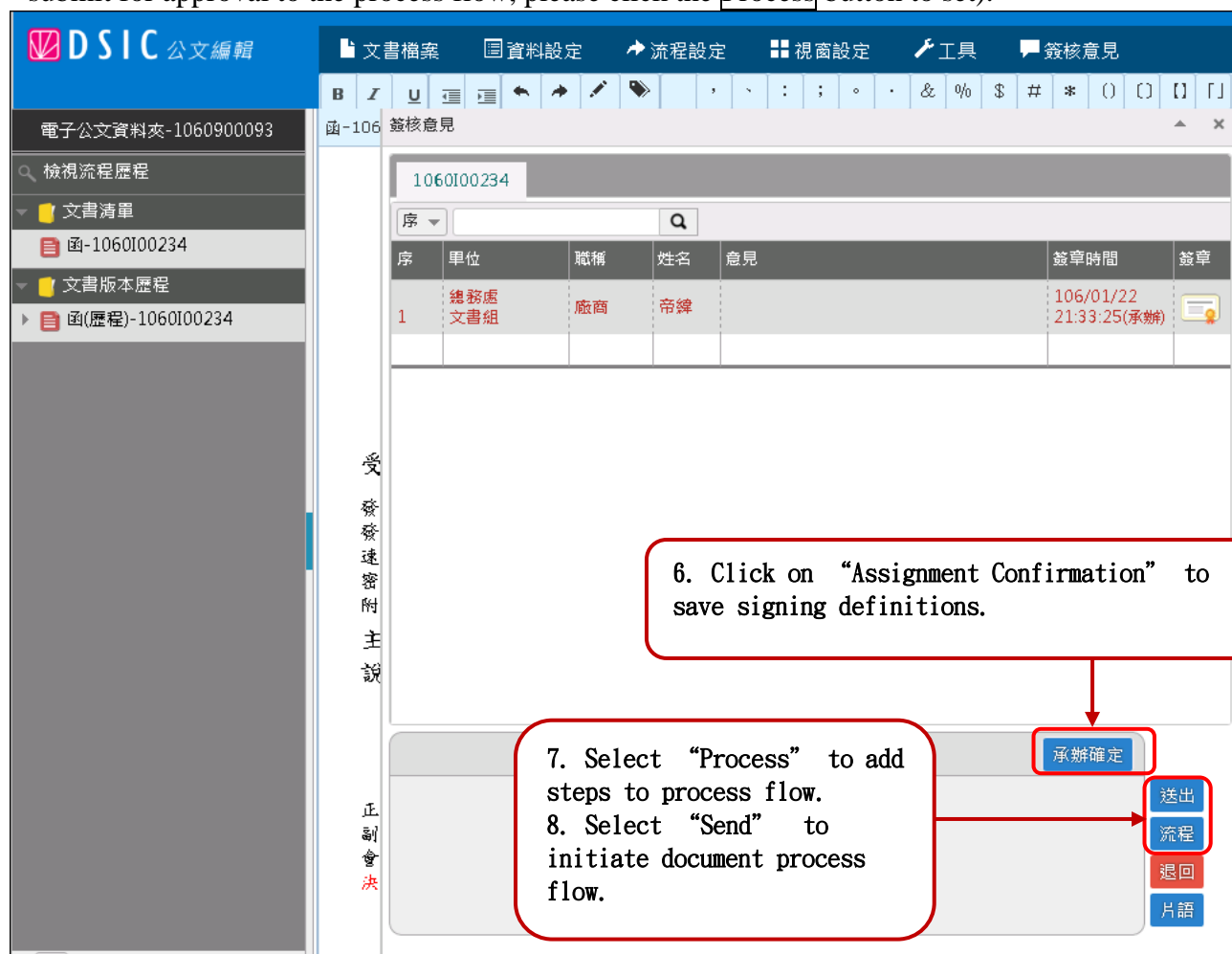
"Picture 3-3"

- (4) In the screen of (Create Document Number), please select the classification number and confirm the information is correct, please press **Create Number**.



"Picture 3-4"

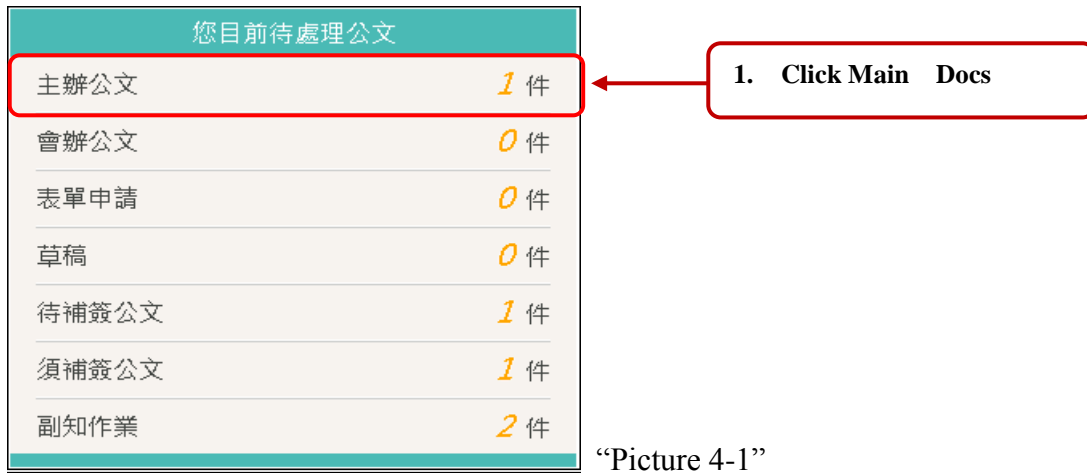
- (5) Please click on the **Confirm Assignment** button in the approval/comments page, and then click the **Send** button to send the document (if you need to add more steps such work meeting and submit for approval to the process flow, please click the **Process** button to set).



“Picture 3-5”

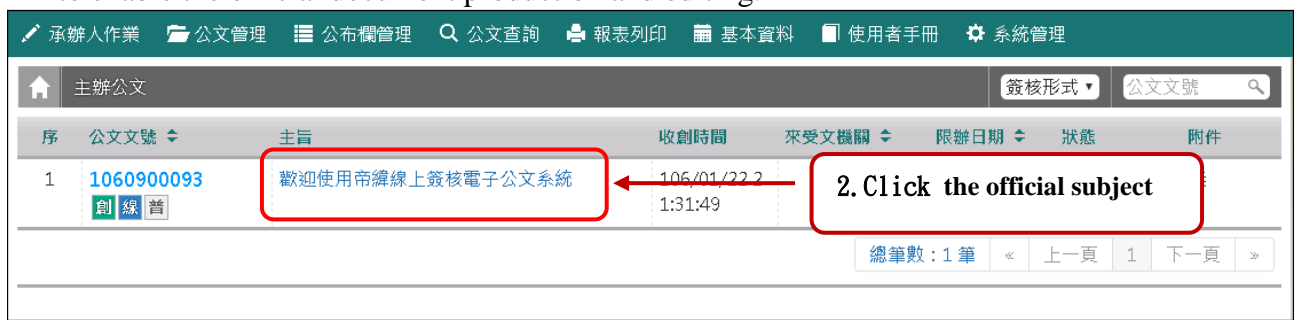
4. To modify content of an official document that is already numbered (the official document will be in the Main Documents)

- (1) Click on the left (Your current pending documents) function option, click (Main Documents), as shown in "Picture 4-1".



"Picture 4-1"

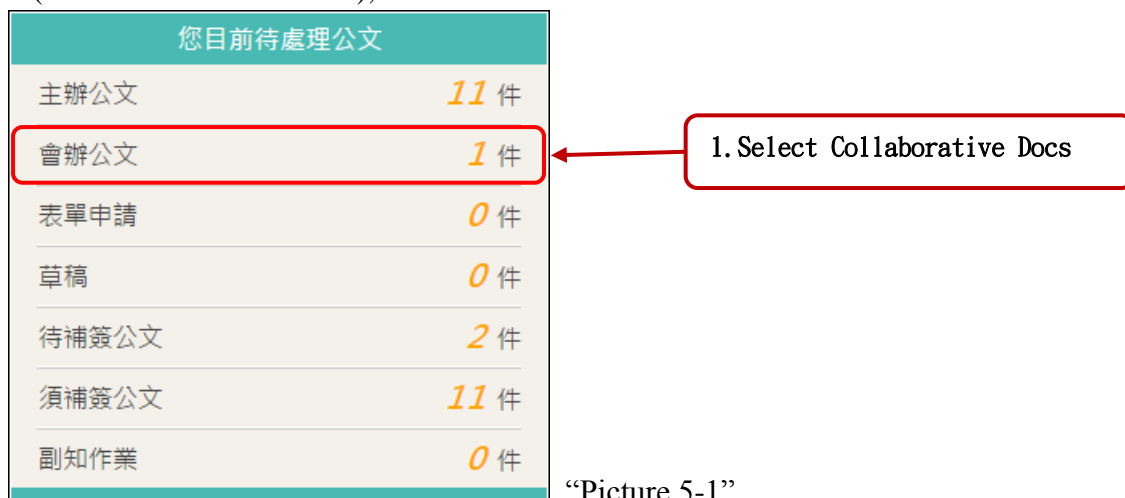
- (2) Select the official subject of the document you want to start editing, as shown in "Picture 4-2" to enable the official document production and editing.



"Picture 4-2"

5. Collaborative Official Documents

- (1) Click on the left (Your current pending documents) function option, click on the number of (collaborative documents), as shown in "Picture 5-1".



"Picture 5-1"

- (2) Select the official subject of the document you want to start, as shown in "Picture 5-2", you can initiate the official document production.



"Picture 5-2"

- (3) After viewing the contents of the documents, make sure to switch to the (Approval/Comments) tab, enter comments (no need to enter if don't have any comments), and make sure to click **Collaboration Confirmation** button to include signing information into the official document. Next, please click Send the document to the next step in the process.



"Picture 5-3"

- (4) If the organizer unit requests information, please click on the (Data Settings) - References to add the electronic file to the reference data, as shown in "Picture 5-4".



"Picture 5-4"

## 6. Cancel the circulation (Official documents that have been sent but not yet signed can be recalled)

- (1) Click (Document Management) - (Cancel Circulation (Withdrawal)).
- (2) The Cancel the Delivery List will list all the documents that have not been signed in the next process. Please click the **Cancel Circulation** button.



"Picture 6-1"

- (3) Click **Confirm** to withdraw the official document.



"Picture 6-2"

※ After the official document is cancelled, it will be in the original pending document folder, e.g.: main or collaboration document.

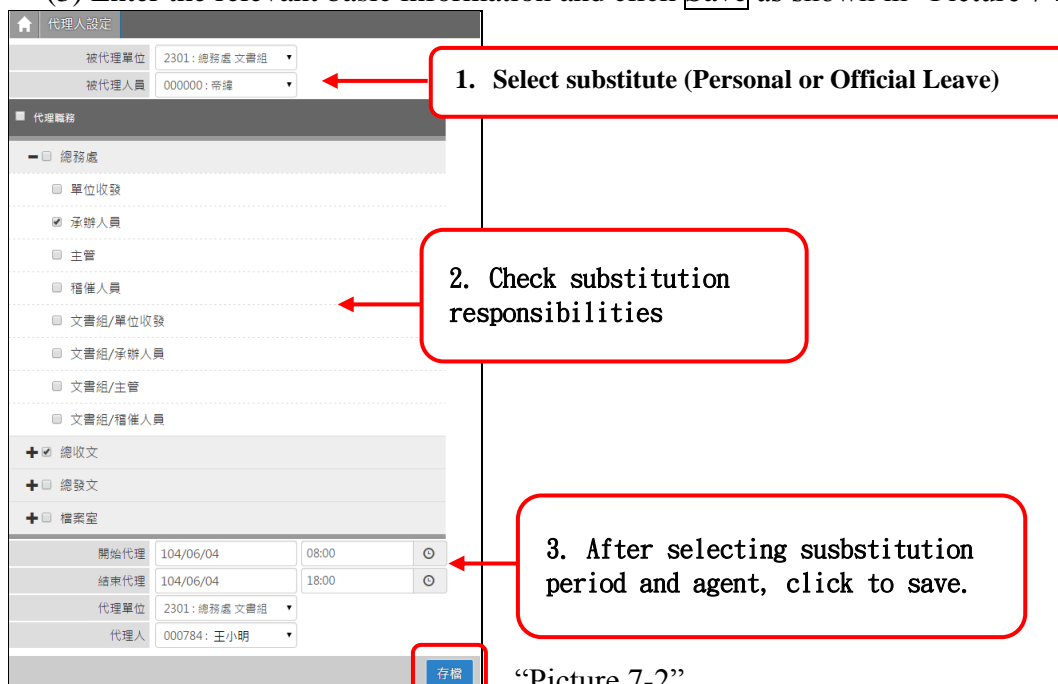
## 7. Substitute Settings

- (1) Click (System Management) – (Substitute Settings) in the menu on the upper level.
- (2) Click to **Add New** to add new substitute, as shown in "Picture 7-1".



"Picture 7-1"

- (3) Enter the relevant basic information and click **Save** as shown in "Picture 7-2".



"Picture 7-2"

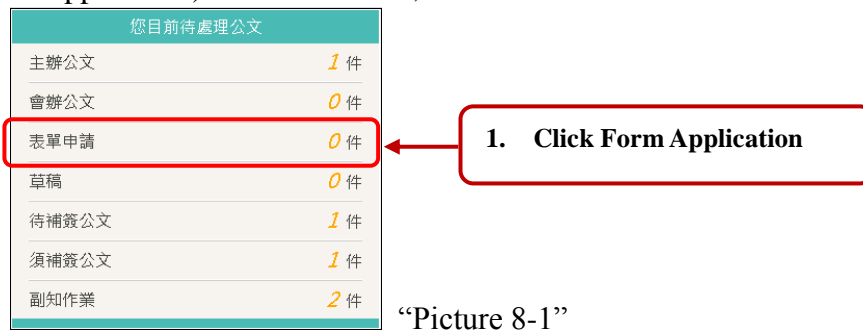


- (4) If you want to modify/delete the substitute settings, please re-enter (system management) - (Substitute Settings) and click the name of the substitute you want to modify to enter the setting screen.
- (5) Click on **Save** after the modification. If you want to delete this setting, please click **Delete**.

## 8. Form application (document alteration, extension, adjustment, etc., please apply using this function)

※ This example is the application process for document consultation.

- (1) Click the (Your current pending documents) function option on the left, and click (Form Application) in the first table, as shown in "Picture 8-1".



- (2) Click **Add New** button in the application form list.



- (3) Please select the application form type and click the **Confirm** button.



- (4) Enter the official document number or file number that you wish to consult and click the **Confirm** button (if you do not know the document number or file number, please use the document search function to search for it first).



- (5) After confirming that the time and method of borrowing are correct, please enter the reason for the application. After you click on **Apply** and the application will be verified by your direct supervisor. If the official document you wish to consult belongs to another unit, the application must be approved by the issuing unit supervisor.

“Picture 8-5”

- (6) If you want to delete the application form that has not been approved yet, please click **Form Number** to delete it in the form application list in “Picture 8-6”, and click **Delete** button.

“Picture 8-6”

## 9. Official document search (permits search for main or collaborative execution documents)

- (1) Click on the upper left side menu (document search) — (combined search).
- (2) The search can be done by inserting directly the document number as shown in “Picture 9-1”.

“Picture 9-1”

- (3) If you don't know the document number, try (combined search) and choose search criteria such as document creation or received date.

綜合查詢

文號查詢

綜合查詢

收創時間

106/01/15

106/01/22

資料類別

☒全部

☐主辦

☐會辦

收創文別

☒全部

☐收文

☐創稿

籤核型式

☒全部

☐紙本籤核

☐電子籤核

結案方式

☒全部

☐發文

☐存查

☐發文或存查

主旨

任一個(OR)

如有多個關鍵字請用;區隔

承辦單位

全部

承辦人員

全部

請輸入承辦人員姓名

來文機關

請輸入來文機關

來文字號

請輸入來文字號

受文機關

請輸入受文機關

更多查詢條件

發文日期

起迄日期

訖止日期

結案日期

起迄日期

訖止日期

速別

全部

密等

全部

文別

全部

公文性質

全部

開會日期

起迄日期

訖止日期

查詢

1. Choose search criteria such as document creation or received date period to perform search. e.g. :subjectletter number, etc... The more criteria the more accurate the result.

2. Click to run search

“Picture 9-2”

- (4) After the official document is found, please click on the official document number to view the content and search process result screen.

綜合查詢 查詢結果

序	公文文號	主旨	收創日期	文別	來文機關	承辦單位/人員	目前位置	狀態
1	1060900093 創綠普	歡迎使用帝緯線... ... ...				總務處 文書組 帝緯	總務處 文書組 帝緯	處理中

總筆數：1筆 < 前一頁 1 下一頁 >

“Picture 9-3”

- (5) Click on the **Document Flow**, **Related Electronic Files**, **Documents Comments** and other tabs to view related areas.

公文資訊			
公文資料	公文流程	相關電子檔	審核意見
公文資訊			
公文文號	1040000005	收劃時間	104/03/04 17:09:37
收文方式	紙本收文	文別	函
收劃單位	總收文	本別	正本
來歷文書		來文日期	104/03/04
來文字號			
主旨	收文造圖測試	空欄	普通
類別	普通件	擬解空日期	104/03/04
解空條件			
真實解空日期			
公文性質	一般公文	隨到公文	否
承辦資料	資訊組 設計科 常備公文	限辦日期	104/03/13
發文文號		發文時間	
檔案類型		辦理天數	0.0
結案方式		核判人員	
核判時間		附件型式	紙本
審核方式	線上		
列管案件	1040000005		
備註			
歸檔資訊			
檔號	//0/0	保存年限	0
案名		相關案名	
附件編號		案件編號	
建檔人員		建檔時間	
修改人員		修改時間	

“Picture 9-4”

10. Official documents waiting for signing completion (The official document signed with the temporary identification must go through the signing procedure using actual identification before it can be archived.)

(1) Click the (Your current pending documents) function option, select the first table (Documents needing signing completion) as shown in “Picture 10-1”

您目前待處理公文	
主辦公文	11 件
會辦公文	1 件
表單申請	0 件
草稿	0 件
待補簽公文	2 件
須補簽公文	11 件
副知作業	0 件

1. Official documents needing signing completion

“Picture 10-1”

(2) Check the document that needs signing completion (can select multiple documents), fill in the explanation for signing completion, then click on **Confirm**.

序	公文文號	主旨	收創時間	限辦日期	狀態	待補簽人員
1	1050001460	修正「教育部體育署運動發展基金辦理績優運動產業專題研究獎勵作業要點」，名稱並修正為「教育部運動發展基金獎勵績優運動產業專題研究作業要點」，業經本部於104年5月18日以臺教授體部字第1040013792B號令修正發布，茲檢送發布令影本1份，請查照。	105/04/22 01:53:54	105/05/02	會辦人簽收	總務處文書組林千廷
2	1050900230	歡迎使用市緯線上簽核電子公文系統	105/12/30 14:00:08	104/01/08	會辦主管簽收	總務處文書組林千廷

總筆數：2 筆 « 上一頁 1 下一頁 »

DSIC Copyright © 2015 Digitware System Integration Corporation. All Rights Reserved.

補簽註記：已攜帶自然人憑證

補簽 確定

您共選擇了2件

“Picture 10-2”

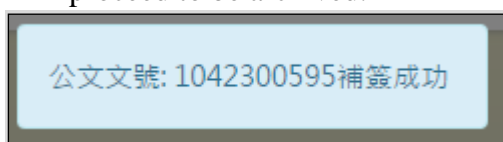
(3) Key in your natural person identification PIN and then click on **Confirm**.

請輸入憑證密碼

確定

“Picture 10-3”

(4) When this “signing completion successful” message pops up, the signed document can now proceed to be archived.



“Picture 10-4”

## 11. Official Document Circulation

- (1) Beneath the document number, if the red “decision” is marked, it means that the document has been approved for circulation. Click on document subject to open the document.

序	公文文號	主旨	收創時間	來受文機關	限辦日期	狀態	附件
1	1060900093	歡迎使用帝緯線上簽核電子公文系統	106/01/22 21:31:49		106/02/08	創稿登記	無

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“Picture 11-1”

- (2) Check and confirm the document page and supervisor approval comments, then click on **Process Flow Definition** → **Process Flow**.

國立中山大學 函(稿)

地址：高雄市鼓山區蓬海路70號  
承辦人：帝緯  
電話：04-17168168#123  
傳真：  
電子信箱：gaozad@mail.nsysu.edu.tw

受文者：如正副本  
發文日期：  
發文字號：中總  
速別：普通件  
密等及解密條件或保密期限：  
附件：

主旨：歡迎使用帝緯線上簽核電子公文系統

“Picture 11-2”

- (3) In Processing status select **Send Document for Circulation** (send document for circulation), confirm the receiving unit is included, click **Add**, and then press **Save**.

設定公文流程

處理狀態：送給發文

接收單位：總發文

加入

預設公文流程：送給發文~總發文

儲存

獲取流程範本

另存流程範本

“Picture 11-3”

- (4) Click **Process Flow Definition** → **Send**.

帝緯系統整合股份有限公司 函(稿)

“Picture 11-4”

- (5) When the official document delivery window pops up, click on **Delivery** to send it to distribution central for document circulation.

“Picture 11-5”

## 12. Official document posted by a unit

Note:

1. A unit can only post official documents written and/or received by the unit can be issued as a unit document.
2. It is not possible to use the central electronic exchange as a way of posting documents.
  - (1) The text of the unit's publication must display the name of the unit, and select the type of the document to be published (red frame).

“Picture 12-1”

- (2) Change the posting type to unit posting, and the text will display the unit name, as shown in “Picture 12-2”.

“Picture 12-2”

檔 號：040204/1  
保存年限：5

國立中山大學總務處 函（稿）

地址：高雄市鼓山區蓮海路70號  
承辦人：帝緯

受文者：如正副本

“Picture 12-3”

- (3) The official documents to be sent to the first and second-level units in the school, supervisors of all levels, and the faculty and staff, please use the unit posting.
- (4) The official document to be sent to the first and second level units in the school, you **must** use Join Group or Keyword function to add the recipients and make sure that the way of issuing the document is **internal**. Do not use the new recipient function to add it yourself.

設定附件及受文者

受文者資訊 附件資訊

☐ 關鍵字
 ☐ 逐字
 ☒ **群組加入**
☐ 新增受文者
 ☐ 匯入
 ☐ 匯出
 ☐ 總稱

本校各一級單位 ▼ 請選擇受文者資料...

正本(2)		副本(0)					
序	受文者	機關名稱	發文方式	地址	附件	刪除	
1	本校校長室	校長室	內部發文	本校校長室	0	編輯	<input checked="" type="checkbox"/>
2	本校學術副校長室	學術副校長室	內部發文	本校學術副校長室	0	編輯	<input checked="" type="checkbox"/>

儲存

“Picture 12-4”

- (5) If you want to send E-mail to colleagues in the school, you **must** use Join Group or Keyword function to add the recipients and make sure that the way of issuing the document is by **electronic mail**. Do not use the new recipient function to add it yourself.

設定附件及受文者

受文者資訊 附件資訊

☐ 關鍵字
 ☐ 逐字
 ☒ **群組加入**
☐ 新增受文者
 ☐ 匯入
 ☐ 匯出
 ☐ 總稱

本校各一級主管 ▼ 請選擇受文者資料...

正本(3)		副本(0)					
序	受文者	機關名稱	發文方式	地址	附件	刪除	
1	教務處 教務長	教務長	電子郵件		0	編輯	<input checked="" type="checkbox"/>
2	學生事務處 學生事務長	學生事務長	電子郵件		0	編輯	<input checked="" type="checkbox"/>
3	總務處 總務長	總務長	電子郵件		0	編輯	<input checked="" type="checkbox"/>

儲存

“Picture 12-5”

- (6) If the official document is to be distributed to the whole school, please provide the official

document number of the approved document to the unit registration table for publication.

- (7) An approved document that is to be sent by the unit, please select accordingly in the processing status. Please send the official document when the process is defined.



“Picture 12-6”

- (8) Click on (process flow definition) → (Send).



“Picture 12-7”

### 13. Send to Archive

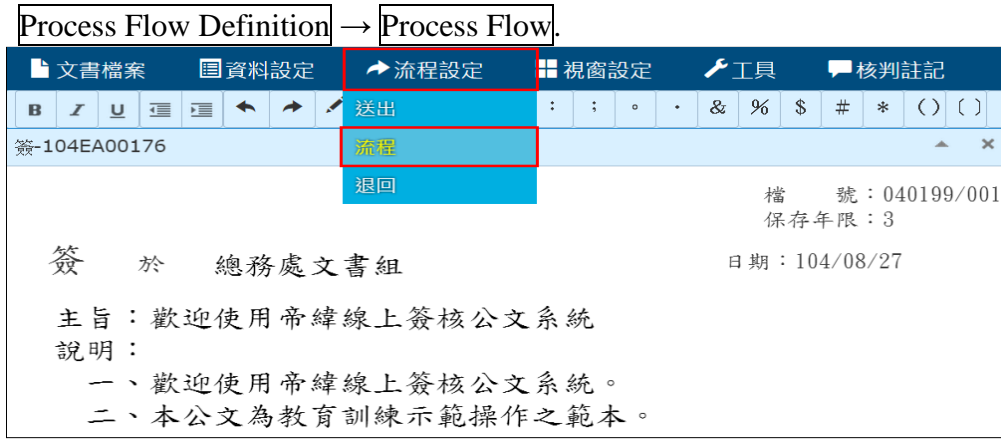
- (1) Beneath the document number, if the red “decision” is marked, it means that the document has been approved for circulation. Click on document subject to open the document.

主辦公文							
序		公文文號	主旨	收創時間	來受文機關	限辦日期	狀態
1		1060900093	歡迎使用帝緯線上簽核電子公文系統	106/01/22 21:31:49		106/02/08	創稿登記
		創紙決普					無
總筆數: 1 筆							
« 上一頁 1 下一頁 »							

“Picture 13-1”

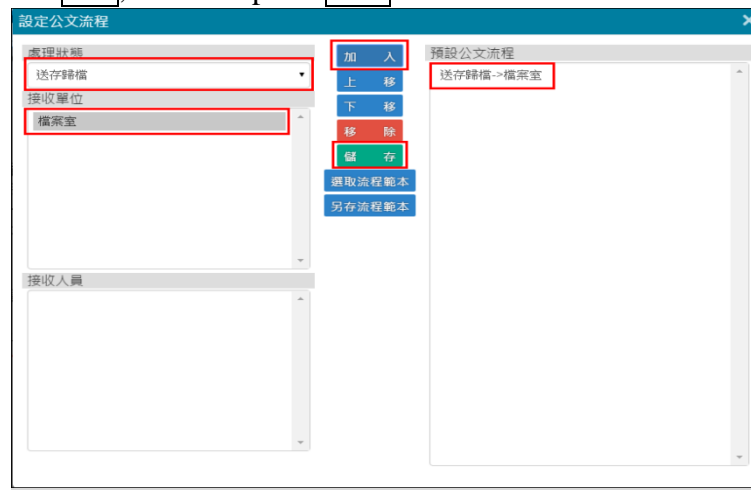


- (2) Check and confirm the document page and supervisor approval comments, then click on



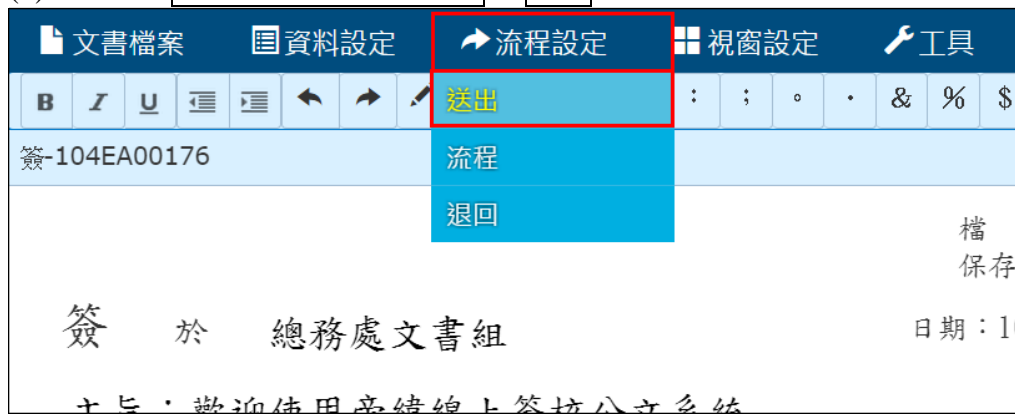
“Picture 13-2”

- (3) In the processing status select **Send Archive**, confirm that the receiving unit is the archive room, click **Add**, and then press **Save**.



“Picture 13-3”

- (4) Click on **Process Flow Definition** → **Send**.



“Picture 13-4”

- (5) When the “Document is Sent” window pops up, click **Send** to send it to the archives for cataloging and archiving.



“Picture 13-5”

## 14. Unit Archive

Note:

1. Only the unit that created and received the document can archive its documents.
2. Only approved for execution documents can be archived by unit.
  - (1) Beneath the document number, if the red “decision” is marked, it means that the document has been approved for circulation. Click on document subject to open the document and proceed to define unit archive process flow.

序	公文文號	主旨	收創時間	來受文機關	限辦日期	狀態	附件
1	1060900093 創 紙 決 普	歡迎使用帝緯線上簽核電子公文系統	106/01/22 21:31:49		106/02/08	創稿登記	無

總筆數: 1 筆 < 前一頁 1 下一頁 >

“Picture 14-1”

- (2) In the process status, please select the archive unit, select own unit as the receiving unit and click to save.

“Picture 14-2”

- (3) Click on Send to complete the process.

“Picture 14-3”

# Incentives and Subsidies

## **1. Academic Research (※The following Office of Research and Development incentive and subsidy standards shall be in line with the latest regulations)**

### **Application for Highlight Funding (Only open to full-time faculty members)**

Under the NSYSU “Guidelines Governing Support for Academic Research Highlights”, new faculty members must be incoming faculty members whose appointment has been approved by the department (institute) and college faculty education committee. They must have also been allocated funding for books, instrumentation or other resources by the college or department (institute). The application must be completed between the day after their arrival, through to the University's second deadline for applications in the following year; subsidies for instrumentation/equipment and common resources shall also be provided for faculty members recognized for research excellence, MoST high-valued instruments or common inter-faculty resources, large integrated research projects or the specialty research cluster program. Full-time NSYSU faculty members who are the principal investigator of industry-academic cooperation or technology transfer projects may apply for external grants or subsidies towards the operating expenses needed by the University for undertaking industry-academia cooperation or technology transfer projects. Interested applicants should read through the relevant application information provided in ORD web announcements as well the guidelines and applications attached to posts. Please take note of the application deadline (first week of each semester, twice a year).

Service Unit: Division of Project Management, Office of Research and Development 2606

### **Applications for Inter-University Research Projects between the NSYSU and KMU (only open to full-time faculty members)**

To encourage both NSYSU and KMU faculty members to engage in inter-university research projects, both universities have allocated funding for subsidizing joint research projects involving members from both faculties, further information about this program is scheduled to be announced between September and November each year. (Please visit the Office of Research and Development website: Rules and Forms/Inter-University/Guidelines for Joint Research Projects between NSYSU & KMU).

Service Unit: Division of Project Management, Office of Research and Development 2615

### **Applications for Joint Research Projects between the NSYSU and Kaohsiung Veterans General Hospital and Kaohsiung Chang Gung Memorial Hospital (only open to full-time faculty members)**

To encourage NSYSU faculty members to engage in joint research projects with Kaohsiung area medical institutions, NSYSU and collaborating institutions have allocated funding for subsidizing joint research projects. Project information regarding collaboration with KVGH is scheduled to be announced every year in May and project information involving Kaohsiung Chang Gung Hospital is scheduled to be announced between July to September each year. (Please visit the Office of Research and Development website: Rules and Forms/Inter-University/Guidelines for Joint Research Projects between NSYSU &

Other Institutions).

Service Unit: Division of Project Management, Office of Research and Development 2615

### **Flexible Compensation for Recruitment and Retention of Special and Outstanding Talents (only open to full-time faculty members)**

Please read carefully through the relevant regulations and application criteria provided on the Office of Research and Development website. (Please visit the Office of Research and Development website: Rules and Forms/Recruitment and Flexible Compensation/ "National Sun Yat-sen University Implementation Regulations for Recruitment and Retention of Special and Outstanding Talents").

The reward categories and implementation units for these regulations are as follow:

1. Distinguished professors, exceptional teachers (teaching category) and outstanding teachers - Implementation unit: Teaching and Learning Development Center, Office of Academic Affairs (ext. 2161)
2. Chair professors, distinguished professors, and exceptional teachers (academic research category), distinguished young scholar, academic research award recipients, reward for recruitment and retention of special and outstanding talents and new faculty members - Service unit: Division of Research Planning, Office of Research and Development (ext. 2605).
3. Distinguished professors and exceptional teachers (industry-academic cooperation category), and industry-academia research excellent recipient - Service Unit: Office of Global Industrial-Academe Collaboration and Advancement (ext. 2620).

Service Unit: Division of Research Planning, Office of Research and Development 2605

### **Academic Journal papers and Highly Cited Papers and Scholar Awards**

Please read the procedures and application qualifications on our website. (Please go to the website of the Office of Research and Development: Methods and Forms/Key Support for Academic Research, Activity Subsidies and Awards/"The University's Academic Journal Papers and Highly Cited Papers and Scholar Awards").

#### **1. Reward target and reward scope**

- (1) Papers published in academic journals (SCIE, SSCI) in the name of the school or published in the previous year. If the author belongs to more than one institution, only those who publish putting NSYSU as the first unit qualify. The data for the annual rewards shall be based on the latest information in the WOS/JCR database.
- (2) The paper types shall be Original Article and Review Article.
- (3) Each paper is limited to one person. The reward is limited to the first or corresponding author.

#### **2. Reward method**

- (1) Faculty with flexible compensation: ranked in the top 15% of the field and is the first author or corresponding author, each paper can be awarded NTD 6,000, if the paper is an international

cooperative paper, each paper can be awarded NTD 10,000, recipient can only choose one of the above categories and receive at most NTD 50,000 per year.

- (2) Faculty who do not receive flexible compensation: ranked in the top 25% of the field and is the first author or corresponding author, each paper can be awarded NTD10,000, if the paper is an international cooperative paper, each paper can be awarded NTD15,000, the recipient can only choose one of the above categories and receive up to NTD100,000 per year.

Service Unit: Division of Research Planning, Office of Research and Development 2605

### **Subsidies for Editing of English Research papers by New Faculty Members**

For new full-time assistant professors and associate professors who have been with this University for five or less years, submitted research papers authored under the name of the NSYSU to key international academic journals (SCI, SSCI, or AHCI journal), and such journal was ranked in the top 40% by Impact Factor in the last year, may apply for an editing subsidy for the English thesis. The maximum subsidy for each thesis paper is capped at 0.5 radix units. The maximum subsidy each faculty member may apply per year is NT\$ 20,000, and must include proof of paper submission, also the department he/she belongs to when applying. Please note the application deadlines (5/01 - 5/15, 10/01 - 10/15) given in the correspondence from this Office as well as the required materials. (Please visit the Office of Research and Development website to read through the “Rules and Forms/ Subsidies for academic research highlight and Academic Activities/ NSYSU Guidelines for Regulations Governing Subsidy for Academic Activities” as well as the related review rules)

Service Unit: Division of Research Planning, Office of Research and Development 2608

### **Research Paper Publication Subsidy (Limited to faculty members who did not receive MoST project funding that year)**

For SCI thesis papers published in a JCR journal under any Subject Category, if said journal was ranked in the top 20% by Impact Factor by the application deadline for academic activity subsidies, then they may apply for a subsidy towards the “page charge” levied by the journal. The maximum subsidy for each paper is capped at 1.6 radix units. Please note the application deadlines (5/01 - 5/15, 10/01 - 10/15) given in the correspondence from this Office as well as the required materials. (Please visit the Office of Research and Development website to read through the “Rules and Forms/ Subsidies for academic research highlight and Academic Activities/NSYSU Guidelines for Regulations Governing Subsidy for Academic Activities” as well as the related review rules)

Service Unit: Division of Research Planning, Office of Research and Development 2608

### **Travel Allowance for Overseas Conferences and Business Trips (Limited to faculty members who did not receive MoST project funding that year)**

Those who applied to the MoST and other units but did not receive an external subsidy may make an

application to the University. The maximum subsidy is capped at 3 radix units. Please note the application deadlines (5/01 - 5/15, 10/01 - 10/15) given in the correspondence from this Office as well as the required materials. (Please visit the Office of Research and Development website to read through the “Rules and Forms/ Subsidies for academic research highlight and Academic Activities/NSYSU Guidelines for Regulations Governing Subsidy for Academic Activities” as well as the related subsidy review rules)

Service Unit: Division of Research Planning, Office of Research and Development 2608

### **Travel Allowance Subsidies for Sister Universities/International Academic Exchanges**

Subsidies are provided for cooperation agreements signed with overseas academic units with the approval of the Office of International Affairs. The maximum subsidy is capped at 4 radix units. Please note the application deadlines (5/01 - 5/15, 10/01 - 10/15) given in the correspondence from this Office as well as the required materials. (Please visit the Office of Research and Development website to read through the “Rules and Forms/ Subsidies for academic research highlight and Academic Activities/NSYSU Guidelines for Regulations Governing Subsidy for Academic Activities” as well as related rules)

Service Unit: Division of Research Planning, Office of Research and Development 2608

### **Subsidies for Academic Books**

In accordance with the NSYSU “Guidelines for Book Publication Subsidies”, a request for drafts is sent out to faculty-members by this Office at the start of each semester. An application may be submitted for all writings that satisfy the criteria set in Article 3, Paragraph 1 of the subsidy guidelines “Scope of subsidies: Special subject books and annotation of classics (not including collected papers) published under these guidelines are limited to previously unpublished works in Chinese or English that comply with the Copyright Act.” Approved applications will receive up to NT\$100,000 in subsidy for publication.

Service Unit: Division of Project Management, Office of Research and Development 2615

### **Encouraging Faculty Members and Researchers to Apply for MoST Research Project Grants**

In accordance with the University’s “Guidelines on Encouraging Faculty members and researchers to Apply for Ministry of Science and Technology Research Project Grants”, a notice is sent out by this Office in mid-October each year to all faculty members and researchers. Anyone who satisfies the criteria set out in Article 3 of the Guidelines may submit an application to their college before the given deadline. The amount of subsidy awarded to each person each time shall be capped at NTD 60,000.

Service Unit: Division of Research Planning, Office of Research and Development 2608

## **Higher Education Sprout Project - HESP**

The University is a recipient of the Ministry of Education's "Higher Education Sprout Project". The project shall be developed in a five-year period. The implementation period will be from 2018 to 2022. The approved subsidy amount is NTD 320 million for 2020, after that, yearly subsidy allocation shall be adjusted in accordance with the result of the project's development evaluation by the Ministry of Education. The execution units of the project include the Office of Academic Affairs Office, the Office of Research & Development, the Office of International Affairs, the Office of Global Industrial-Academe Collaboration and Advancement, the Office of Student Affairs, the Office of School Affairs Research, College of Liberal Arts, College of Science, College of Engineering, College of Management, College of Marine Science, College of Social Sciences, Si-Wan College, Smart Medicine, the four research groups with international potential (marine, aerosol, communications and management), the Social Engagement Center, Center for Austronesian Social and Cultural Development and research centers approved by the Ministry of Education "Smart E-Commerce Research Center" and "Center for Crystal Researches" are both in the HESP.

Service Unit: Office of HESP, Office of Research & Development 2612, 2665

## **Subsidy for Shared Laboratory and Instrumentation Seminars (Workshops)**

To encourage the Shared Laboratory to promote its instrumentation services, this Office notifies in writing the Shared Laboratory each year that a subsidy of up to NT\$10,000 per session is available for instrumentation-related study activities. The scope of subsidy includes external instructor fees, temporary worker costs, printing costs, stationery costs, postage, food costs and meeting venue costs. The applicant unit should submit the application form, participants' signatures, event posters or other event-related information to the Office of Research and Development within one month of the event so their application for subsidies can be processed.

Service Unit: Division of Research Planning, Office of Research and Development 2609

## **Purchase of Scientific Instruments with a Unit price of NTD 10 million or more**

Regarding the purchase of scientific instruments with a unit price of NT\$10 million or more, based on the principle that budgeting is done based on planning, requisitioners should prepare the request in accordance with relevant regulations set by the Ministry of Education and submit it in the year before. Once the request is reviewed and approved, it will be considered in the following year's annual budget for scientific equipment purchase. Please take pay attention to notifications issued by the Office of Research and Development regarding the submission dateline.

Service Unit: Division of Research Planning, Office of Research and Development 2609



## **Joint Center for High Valued Instruments**

The Center currently has 19 instruments available for outside use. Each instrument is installed in their corresponding department, institute, and center based on their nature. All have supervising professors and technicians assigned to provide technical consultation and instrument operation. Interested units or individuals are welcome to book their use in accordance with the MoST and relevant laboratory regulations; instrumentation information, terms of use and contact details are all posted on the dedicated webpage: <http://khvic.nsysu.edu.tw/khvic/>

Service Unit: Joint Center for High Valued Instruments, Office of Research and Development 2681

## **2. Applying for Ministry of Science and Technology Projects (See attached table for details) (※Applications shall be governed by the latest regulations published on the MoST website)**

The project categories that new faculty members at the University can apply to the MoST for include:

- (1) Undergraduate research projects, (2) New personnel or general review-on-request projects, (3) New personnel or general “mass application” topical research project (usually announced around October to November of each year, in-school application deadline during the second half of December), (4) Special research project by demand (as per MoST announcement) .

<b>Project Category</b>	<b>Undergraduate student research projects</b>	<b>New personnel or general personnel review-on-request projects</b>
<b>Eligibility</b>	1. Students: Second year (or higher) students who have a confirmed supervising professor for their research. 2. Supervising professor: Those who are qualified as principal investigators on MoST topical research project and willing to provide the student with research equipment (including instruments and books) and guidance for their research. 3. For detailed regulations, please refer to the third	1. New personnel: (1) Those who had taught or engaged in research in Taiwan or overseas on a full-time basis within the last five years, or have received their PhD degree within the last five years, can choose to submit topical research project for review under the New Personnel status. (2) Starting from December 2017, those who apply for the first time to qualify as MoST project principal investigator (excluding those who have applied in the past but were not accepted), must have concluded at least six hours of academic ethics course training within three years prior to the project paper submission. 2. General Personnel : Those who had taught or engaged in research in Taiwan or overseas on a full-time basis accumulatively over five years, or those who have received their Ph.D. Degree at least five years ago, must submit topical research project for review as general personnel. 3. Review-on-request:

Project Category	Undergraduate student research projects	New personnel or general personnel review-on-request projects
	point of the "Guidelines for Subsidy for Research Projects of College Students by the Ministry of Science and Technology".	<p>(1) Those who qualify as principal investigators, had not previously applied for a MoST research project, may submit a research proposal for review-on-request within 3 years of their appointment or the conferral of Ph.D., this type of application is only applicable for one project. (Those who had applied for postdoctoral research are not included)</p> <p>(2) R.O.C. nationals who had served previously as a principal investigator on a MoST project, taught or engaged in research work overseas for more than one year before being recruited to return to Taiwan and had not applied for a MoST research project since their return, may submit a research proposal for review-on-request within one year of their appointment date. This type of application may only be used for one project only.</p> <p>4. Please refer to Articles 3, 4, 10 and 26 of the “MoST Guidelines of Research Project Funding” for regulation details.</p>
Application Deadline	End of February (School internal application deadline shall be as announced by Office of Research and Development)	The application of review-on-demand projects should be submitted online at MoST’s webpage within the deadline specified in the corresponding requirements.
Application Method	Please go to the MoST homepage’s “Academic Research Service Portal” / click on “Researcher and Student Login”, enter the account and password, enter the "Academic R&D Service Network", under "Online Application and Inquiry", click "College Student Research Project Production", be sure to ask the instructor to view the "Basic Information" and "Academic Works Information".	<p><b>1. Apply for MoST online account:</b> MoST homepage (URL <a href="http://www.most.gov.tw">http://www.most.gov.tw</a>) “Academic Research Service Portal” / click on “Create Account” / Register online as Research personnel, then apply for account and password.</p> <p><b>2. Online Project Application:</b> Access the MoST homepage’s “Academic Research Service Portal”/ select status as “Researcher and Student”, enter the account and password then log into “Topical Research Project” to fill out and submit application online.</p> <p><b>3. Print out the “Application List” (sample sheet) for the Office of Research &amp; Development:</b> Once the application has been submitted online at MoST’s portal, please inform the department office to print out the “Application List” (sample sheet), it will be sent directly to the Office of R&amp;D for processing once approved and signed by department/institution supervisor, there will be no need to inform the Office of Personnel Services.</p>

<b>Project Category</b>	<b>Undergraduate student research projects</b>	<b>New personnel or general personnel review-on-request projects</b>
Remarks	<ol style="list-style-type: none"> <li>1. Applications are opened around early January. (Application time shall be as announced by MoST).</li> <li>2. For more details, please visit the MoST website and click on "Academic Research"/ Subsidy and incentive regulations and forms/Subsidy for topical research projects/ Undergraduate research projects/Guidelines for undergraduate research projects.</li> </ol>	<ol style="list-style-type: none"> <li>1. Please note: the job title must be the same as in the letter of appointment. (If you are a contract faculty or researcher, please scroll and select "Other" from the drop-down menu and enter the title yourself. Do not forget to include the words "by contract".</li> <li>2. Applicable regulations for Project Principal Qualifications: For full-time assistant professors and above, please select "Article 3, Point 1, Item 1, sub-item 1 (1)". Appointed by contract faculty members and researchers please select "Article 3, Point 1, Item 3".</li> <li>3. MoST system operation problems: Please contact the Information Department of MoST, Tel: 0800-212-058 (free), (02) 2737-7590~92, or Email to <a href="mailto:misservice@most.gov.tw">misservice@most.gov.tw</a></li> <li>4. For more details, please visit the MoST homepage and click on "Academic Research"/Topical Research Projects / Regulations/Guidelines of Research Project Funding, Topical Research Project Funding Principles.</li> </ol>

Attachment Table - 1

### **3. General Notice Regarding Ministry of Science and Technology Research Projects (※The latest applications published on the MoST website shall apply)**

- (1) Those that need to attend overseas conferences should include this in their topical research project application if possible. In special circumstances (e.g. Attending an international editorial committee meeting, no topical research project was submitted, or the project application was not approved) an application may be made under the MoST “Directions governing MOST subsidies for domestic scholars attending international conferences.”
- (2) Applications for change to project funding or extension to project period must be submitted during the project execution period; for multi-year research projects however an application to extend the project period can be submitted in its final year. Projects may be extended by up to one year except in special circumstances; no additional funding will be provided for the extended period.
- (3) Multi-year topical research projects: A progress report must be submitted online through the MoST website each year two months before the end of each phase to facilitate review of project funding for the following year.
- (4) Projects where the execution periods overlap by more than 3 months (including extensions approved by the MoST) should count towards in the principal investigator’s portfolio of MoST topical research projects unless it is specifically excluded from the general topical research project count by MoST rules.
- (5) The principal investigator must submit electronic files for the research report and overseas insight report through the MoST website within 3 months of a research project being concluded: (for the research report format please refer to the MoST homepage / Academic Research / Topical Research Projects / Download Forms)
  1. Except for sensitive research projects, all research reports should be made available for public inquiry. The publication of research that involves patents, other intellectual property, and unpublished papers may be deferred by no more than 2 years starting from the end of the project execution period. Exemptions may be made with the approval of the MoST.
  2. Those who received funding for visits to Taiwan by foreign academics should submit a final report on the results of the visit.
  3. Those who received funding for engaging in international cooperation, research abroad, overseas visits and inspection tours should submit an insight report, or the results from the joint overseas research.
  4. Those who received funding to attend international academic conferences should submit an insight report, proof of paper being accepted for presentation at the conference, and the full text or abstract of the presented paper.
  5. Those with Ph.D. researcher costs listed in the research manpower category of their topical research plan should submit a research work report.

(6) Alterations in MoST topical projects must be reviewed and approved by MoST. Please log in to the personal account of the Academic Research and Development Service on MoST's website, submit an online alteration request, and print out the "Topical Research Project Alteration Request Form" on paper. The request form should be signed by the principal investigator and unit supervisor and sent directly to the Office of Academic Development for processing. The items to be reviewed by the MoST are as follows:

1. The outflow or inflow of the project funds, if foreign travel expenses are included and the **accumulated amount exceed** 50% of the original approved amount of the project (excluding exactly 50%, the multi-year plan should be calculated by adding all the annual funds, and should be applied in advance).

※Please note: Changes in principal investigator or planning fees should always be sent to MoST for prior approval regardless of the amount, university internal procedures do not apply here.

2. Project execution deadline.
3. Project principal investigator/co-principal investigator change.
4. Project execution entity change.

(7) Please refer to the "MoST Guidelines of Research Project Funding" and "Funding Principles for Ministry of Science and Technology-funded Research Projects."

Service Unit: Division of Project Management, Office of Research and Development 2613

## 4. Application for Teaching Practice Research Program of Ministry of Education

In order to create innovative teaching methods, and fulfill the mission to cultivate future talents, the program aims to fund college/university teaching staff to conduct research on teaching practice related topics. Topics for discourse and debate can be inspired by personal teaching experiences or literature review. Suitable research methods and performance assessment tools are applied in combination with the course design, teaching materials and methods, or teaching tools, and multimedia technology.

1. Applicant Eligibility: full time faculty members and project teaching staff of national or private academic institutes, and members of staff of university teaching hospitals or teaching hospitals which are certified as the same level as medical centers.
2. Application Procedure:
  - (1) Please refer to 10 academic categories and two project planning plans and download the application documents from the website 10 days before the deadline announced by the Ministry of Education calling for projects and submit the application to the applying school.
  - (2) Applicants may only apply for academic category or project plan. Each applicant is limited to one application only.

- (3) Once the application passes the internal review process, application documents should be submitted through the website according to academic categories before the deadline announced by the Ministry of Education calling for projects. Copies will also be submitted to the Ministry of Education for review.

3. Specified proposal contents (a maximum of 25 pages)

- (1) Summary
- (2) Objectives and motivation
- (3) Literature reviews
- (4) Research methods
- (5) Expected outcomes and achievements
- (6) Budget plan
- (7) References

4. Upper limit to the funding: Each project can be awarded up to NT\$ 500,000

5. For detailed regulations, please refer to “Guidelines for application of Ministry of Education funding for Teaching Practice Research Program from institutes of higher education”.

Service Unit: Teaching and Learning Development Center, Office of Academic Affairs 2166

## **5. Selecting Faculty Members for Overseas Lecturing, Research, and Advanced Study**

In order to improve NSYSU faculty members' professional knowledge and know-how related to lectures and researches, also to improve teaching quality, the “Guidelines for Selecting Faculty Members for Overseas Lecturing, Research and Advanced Study” was enacted, providing full-time teaching staff with opportunities to apply for overseas lecturing, research and advanced study during winter and summer breaks. The Committee on Innovating Teaching for Higher Education Sprout Project will review and award funding according the University's budget of said year. The Office of Academic Affairs will announce information related to application in December and May of each year, please visit the Teaching and Learning Development Center website at (<http://ctdr.nsysu.edu.tw/rule.php>).

Service Unit: Teaching and Learning Development Center, Office of Academic Affairs 2161

## **6. Incentive to Faculty to Teach in English**

In order to promote internationalization, improve students' English ability, and encourage faculty members of our school to teach courses entirely in English, the University has formulated the "Key Points for the Trial Implementation of Incentive to Faculty to Teach in English". The referred incentive target are the full-time and contract faculty members (excluding foreign teachers, full-English degree-appointed teachers and part-time teachers) that offer "lecture style" full-English-taught courses. Courses offered by the Department of Foreign Languages and Literature, full-English degree programs, In-service full-time courses, general education English courses (including compulsory and optional

courses) and foreign language departments support cross-college general education elective courses are not applicable. For related information, please refer to [Related Regulations of Office of Academic Affairs/Regulations Area/Teaching and Learning Development Center/Relevant Regulations of Innovative Course Teaching/Digital Courses].

Service Unit: Teaching and Learning Development Center, Office of Academic Affairs 2164

## **7. Digital Class Format Implementation**

In order to promote digital learning and innovative teaching, faculty members are encouraged to offer courses in digital format and to guide students to adopt digital courses for autonomous learning. The University has formulated the "Key Points for Implementing Digital Courses Related Work". Faculty members engaged in the establishment of digital courses can enjoy awards and subsidies for teaching hours, recording hours, course research and development, and teaching materials production costs. For related information, please refer to [Related Regulations of Office of Academic Affairs/Regulations/Teaching and Learning Development Center/Teacher Teaching Support Related Regulations/Taught in English].

Service Unit: Teaching and Learning Development Center, Office of Academic Affairs 2164, 2166

## **8. Industry-Academia Research with Government and Non-Government Organizations (※Funding guidelines and criteria are based on the latest published regulations)**

### **Application for Award of Excellence in Industry-Academia Collaboration (Only open to full-time faculty members)**

The purpose of the award is to show recognition to outstanding NSYSU faculty members who actively engage in innovation and industry-academia cooperation and transferring research results into industrial applications. For more detailed information on eligibility and application procedure, please refer to the information published by the office. 31<sup>st</sup> Oct each year is the closing date for applications (Please visit the website of the Office of Global Industrial-Academe Collaboration and Advancement: Regulations/Technology Transfer Center/University Regulations/“NSYSU Regulations for Outstanding Industry-Academia Collaboration Awards”)

Service Unit: Technology Transfer Center, Office of Global Industrial-Academe Collaboration and Advancement 2655

### **NSYSU Implementation Guide for Industry-Academia Collaboration Incentive Scheme**

The scheme is intended to encourage NSYSU teaching and research staff to apply for, and to be actively involved in, industry-academia collaboration, as well as technology transfer projects. To meet NSYSU's annual performance target for industrial collaborations, it seeks to promote collaborations between senior academic members and new staff. For more detailed information on eligibility and application guidelines, please refer to application information published by the Office of Global Industrial-Academe Collaboration and Advancement. Application deadlines will be announced

accordingly. (Please visit the website of the Office of Global Industrial-Academe Collaboration and Advancement: Regulations / Industry-Academia Collaboration / University Regulations/Internal affairs / NSYSU Implementation Guide for Industry-Academia Collaboration Incentive Scheme)

Service Unit: Division of Industry-Academy Cooperation, Office of Global Industrial-Academe Collaboration and Advancement 2624, 2628

### **Research funding guidelines for industry-academia collaboration between NSYSU and Kaohsiung Medical University**

These guidelines are set forth to encourage full-time faculty members and medical doctors of these two organizations to join forces to apply for industry-academia collaboration funding schemes, hoping to turn conceptual ideas into actual products and speed up the process of taking research results into industrial applications. The funding is limited to joint proposals involving participants of full-time faculty members and medical doctors from both organizations, including (1) Industry-Academia Research Project with a budget for management fees (2) Add-on outcome-orientated collaboration research project. In principal, funding decisions are made twice a year (March and July). Each applicant is limited to one application each year. (Please visit the website of the Office of Global Industrial-Academe Collaboration and Advancement: Regulations /Industry-Academia Collaboration/Internal affairs/Research funding guidelines for industry-academia collaborations between NSYSU and Kaohsiung Medical University).

Service Unit: Division of Industry-Academy Cooperation, Office of Global Industrial-Academe Collaboration and Advancement 2624, 2622

### **Industry-Academia Collaboration Projects with Government Agencies (only open to full-time, contracted, part-time faculty, staff, post-doctoral researcher, or approved personnel on case-by-case basis)**

1. Project bidding (price negotiation)/application: The Office of Global Industrial-Academe Collaboration and Advancement provides weekly updates on government tenders to faculty members in related fields. Please carefully read through the “Notice to Tenderers” in each tender project and follow the rules of the tendering unit in including the required documents, forms, and bid information. These should be stamped in accordance with University procedure and delivered by the given deadline. Where the listed management fees do not reach 20%, the principal investigator should fill out a “NSYSU Application for Reduction of Management Fees for Industry-Academia Collaboration Project” before submitting the bid or application for approval by the competent units.
2. Contract signing: All contracts of industry-academia collaboration must be signed by both the university and the president of the university. The signature of the principal investigator is required in order to take full responsibility for any possible infringements, compensation, and litigation. Original copy and copies of the contract for non-MoST industry-academia collaboration must be retained by the university and by the parties involved. One original copy is archived by the relevant department of the university that is in charge of handling the process. Forms including the industry-academia collaboration project information form, processing form, agreement, together with the contract and all relevant forms/information must be filled out and approved by the head of the department (institute), dean of the college or unit manager before being submitted to the Office



of Global Industrial-Academe Collaboration and Advancement for the contract signing process to begin. (Please visit the Office of Global Industrial-Academe Collaboration and Advancement website: Download Forms / Industry-Academia Collaboration / Non-MoST)

3. Expense claims, project change request, project extension request, and report submission: Please complete the industry-academia collaboration project processing form and submit it to the Office of Global Industrial-Academe Collaboration and Advancement. The Office will in turn handle the said issues. For urgent matters the principal investigators should contact the named person of the Office directly

Service Unit: Division of Industry-Academy Cooperation, Office of Global Industrial-Academe Collaboration and Advancement 2628, 2622

**Non-Government Industry-Academia Collaboration Projects (only open to full-time, contracted, part-time faculty, staff, post-doctoral researcher, or approved personnel on case-by-case basis)**

1. The Office of Global Industrial-Academe Collaboration and Advancement is available to provide faculty members with advice, cooperation matchmaking, contract formulation and other internal administrative processes associated with industry-academia collaboration projects involving non-government organizations (business or legal persons). (Please visit the Office of Global Industrial-Academe Collaboration and Advancement website: Download Forms / Industry-Academia Collaboration / Non-MoST).

Service Unit: Division of Industry-Academy Cooperation, Office of Global Industrial-Academe Collaboration and Advancement 2623, 2624

2. Project application: Please provide all required information and set the percentage of management fee in accordance with the rules of the University (management fee = 20% of execution funding; total funding = execution funding + management fee). When insufficient amount of management appears is allocated, the principal investigator must complete the form for “NSYSU Application for Reduction of Management Fees for Industry-Academia Collaboration Project” before submitting it to the relevant department for approval.
3. Contract signing: All contracts for collaboration between NSYSU academics and business or legal persons, must be signed by both the university and the president of the university. The signature of the principal investigator is required in order to take full responsibility for any possible infringements, compensation, and litigation. Original copy and copies of the contract for non-MoST industry-academia collaboration must be retained by the university and by the parties involved. One original copy is archived by the relevant department of the university that is in charge of handling the process. Forms including the industry-academia collaboration project information form, processing form, agreement, together with the contract and all relevant forms/information must be complete and approved by the head of the department (institute), dean of the college or unit manager before being submitted to the Office of Global Industrial-Academe Collaboration and Advancement for the contract signing process to begin. (Please visit the Office

of Global Industrial-Academe Collaboration and Advancement website: Download Forms / Industry-Academia Collaboration / Non-MoST).

4. Expense claims, project change request, project extension request, and report submission: Please complete the industry-academia collaboration project processing form and submit it to the Office of Global Industrial-Academe Collaboration and Advancement. The Office will in turn handle the said issues. For urgent matters the principal investigators should contact the named person of the Office directly

Service Unit: Division of Industry-Academy Cooperation, Office of Global Industrial-Academe Collaboration and Advancement 2628, 2622

### **Application for MoST Industry-Academia Collaboration Research Grant (Must meet the requirement for project principal investigator stipulated in Point 3 of Ministry of Science and Technology-funded Research Project Funding Guidelines)**

Applications are now submitted online and the annual application schedule is shown below. The precise timeline will be released by the MoST.

Applications are reviewed twice a year. First round applications can be submitted around May to June, the second round is around November to December.

Service Unit: Division of Industry-Academy Cooperation, Office of Global Industrial-Academe Collaboration and Advancement 2628, 2622

### **Standard for Allocation of Management Fee in MoST Industry-Academia Collaboration Research Projects**

In compliance with the rules and regulations set out in MoST Guidelines for Research Project Funding, the management fee for the MoST industry-academia collaboration research project must be allocated separately. For the industry partner, the allocated sum of the management fee must reach a minimum of 15% of the total funding from the MoST (excluding the management fee).

Service Unit: Division of Industry-Academy Cooperation, Office of Global Industrial-Academe Collaboration and Advancement 2628, 2622

### **Conflict of Interest Policy for MoST Industry-Academia Collaboration Research Projects**

Applicants must agree to and strictly adhere to the conflict of interest clause in Chapter 2, Article 6 of the “MoST Guidelines of Research Funding”

1. Within the past three years, the project principal investigator, co/associate principal investigator(s) or their affiliate(s) must not have any business relations or forms of employment, commission or agent with the industry partner or its person-in-charge.
2. Within the past three years, the principal investigator, co/associate principal investigator(s) or their affiliate(s) must *not* have any financial interactions involving price or interest rates related unusual dealings with the industry partner or its person-in-charge.

3. The principal investigator, co/associate principal investigator(s) and the person-in-charge of the industry partner cannot be related by blood or marriage, including spouse, children, parents, grandparents, grandchildren, or siblings.
4. The principal investigator, co/associate principal investigator(s) or their affiliate(s) cannot serve as a director, supervisor, or manager in the industry partner except for those who represent the government to serve as a board member or supervisor in the company.

The aforementioned affiliate includes the principal investigator's spouse and his/her underaged children.

In the event when the principal investigator and co/associate principal investigator(s) voluntarily discloses his/her relation with the industry partner, as defined under article 1, paragraph 1 for the past three years, the conflict of interest reviewing process will be conducted by project execution agent. If a positive review result is obtained, along with presenting a clear evidence on not representing the industry partner to inappropriately benefit from governmental resources either directly or indirectly, a conflict of interest waiver can be granted.

Service Unit: Division of Industry-Academy Cooperation, Office of Global Industrial-Academe Collaboration and Advancement 2628, 2622

Management fees	The sum of the management fees for MoST and industry partner's contributed funds should exceed 15% of the total MoST funding (excluding management fee).
Application method Other information	<ul style="list-style-type: none"> <li>✚ Online application only</li> <li>✚ Application documents:               <ol style="list-style-type: none"> <li>(1) Industry-academia collaboration research application, master plan as well as the co-investigator's personal profile, representative publications, patents, or technical reports.</li> <li>(2) Documentation for provided equipment to count towards the contribution percentage.</li> <li>(3) Those applying for more than \$5 million a year in total funding from the MoST, or where total project funding is in excess of \$10 million should provide concrete planning on the management and use of the research outcomes.</li> <li>(4) If there are more than 2 industry partners, please include written agreements that specify each industry partner's contribution percentage, as well as rights and responsibilities.</li> <li>(5) If the principal investigator applied for 2 or more industry-academia research projects in one year then their relative priorities should be indicated.</li> </ol> </li> <li>✚ For the component of the research outcomes derived from this industry-academia research project that belongs to MoST funding, under the Fundamental Science and Technology Act, Government Scientific and Technological Research and Development Results Ownership and Utilization Regulations and relevant regulations, shall all belong to the project execution organization unless it MoST decides to takes ownership. For the part that falls under the industry partner's contributions, the project execution organization and the industry partner shall come to an agreement based on the relevant laws and regulations.</li> </ul>

## **General Information for MoST Industry-Academia Collaboration Research Projects**

1. The industry partner in applications for MoST industry-academia collaboration research projects refers to sole-owned enterprises, partnerships and companies established in accordance with the relevant laws of the R.O.C., or for-profit enterprises operating within the borders of R.O.C. with the permission of the R.O.C. Government that are registered overseas. They should also in principle be a participant throughout the industry-academia research project.
2. In MoST industry-academia collaboration research projects, the project management fee can only be included in the budget if funding from industry contributions is made available.
3. Applications for change to project funding or extension to project period must be submitted before the end of the project execution period; for multi-year research projects introduced in 2006, an application to extend the project period can be submitted in its final year.
4. Multi-year industry-academia collaboration research projects: For industry-academia projects of 2 years or more, the industry-academia collaboration application for the following year should be submitted to the MoST three months before the project ends in the current year. A summary of project progress in the current year as well as the complete progress report (in electronic format) must also be submitted online.
5. The principal investigator should submit online a summary of the project outcomes and the complete final project report to the MoST and industry partner (in electronic format) within 3 months of the industry-academia collaboration research project's conclusion. Information such as the R&D outcomes and actual performance should also be filed through the relevant channels.
6. Please refer to the "MoST Guidelines of Research Project Funding" and "Funding Principles for Ministry of Science and Technology-funded Research Projects" for related regulations.

Service Unit :Division of Industry-Academy Cooperation, Office of Global Industrial-Academe Collaboration and Advancement 2628, 2622

## **MoST Funding for Industry-Academia Technology Alliance Projects (Small Alliance)**

Applications shall be submitted by faculty members at the University. Actual schedule will be as announced by the program. Each phase of Small Alliance projects may run for up to 3 years, and funding will be provided for up to 2 phases. Each case is limited to applying for up to NT\$ 3 million each year. For application instructions please refer to MoST online announcements (<http://www.most.gov.tw/>).

Service Unit: Division of Industry-Academy Cooperation, Office of Global Industrial-Academe Collaboration and Advancement 2628, 2622

## **MoST Funding for Pioneering Industry-Academia Collaboration Projects (Large Alliance)**

Applications shall be submitted by faculty members at the University. Project types include individual, integrated, and single integrated. Actual schedule will be as announced by the program. Each phase of

Large Alliance projects may run for up to 5 years. Industry partners should in principle participate throughout the full length of the research project and must contribute a certain level of research funding. For application instructions please refer to MoST online announcements (<http://www.most.gov.tw/>).

Service Unit: Division of Industry-Academy Cooperation, Office of Global Industrial-Academe Collaboration and Advancement 2628, 2622

### **MoST Funding for Industry-Academia Collaboration Projects on Products of Popular Science**

Applications shall be submitted by faculty members at the University. Collaboration projects may run for up to 3 years. Popular science industry partners should provide contributions based on the amount of capital stated in the popular science production, broadcasting and promotion proposal provided at time of application. For application instructions please refer to MoST online announcements (<http://www.most.gov.tw/>)

Service Unit: Division of Industry-Academy Cooperation, Office of Global Industrial-Academe Collaboration and Advancement 2628, 2622

### **Project of Scholars Assistance in Small and Medium-sized Enterprises**

Led by a faculty member of the University, an application can be submitted with the industry partner. Each assistance project involves a minimum of 10 participating companies (a minimum of 5 companies for offshore island-based companies); assistance project costs consist of individual diagnosis fees (number of companies multiplied by up to NTD 72,000 in diagnosis fee) plus NTD 120,000 in project promotion costs.

Service Unit: Division of Industry-Academy Cooperation, Office of Global Industrial-Academe Collaboration and Advancement 2628, 2622

### **NHRI Integrated Research Grants and Research Scholar Award**

Applications shall be submitted by faculty members from the University. Applications are open between March and April each year. Individual project application types include (1) “Innovative Research Grant” (IRG): Apply for up to NT\$ 3 million in funding each year, with the project to run for between 3 to 5 years; (2) “Career Development Grant (CDG)”: total project funding of no more than \$8 million with the project to run for 4 years; The application instructions are as posted on the project website (<http://www.nhri.org.tw>).

Service Unit: Division of Industry-Academy Cooperation, Office of Global Industrial-Academe Collaboration and Advancement 2622, 2628

### **Southern Taiwan Smart Biomedical Industry Cluster Promotion Program**

The collaborative research projects with academic research institutions are of the integrated type. The goal is to support R&D in innovative medical device technologies by business. These projects are led by the business and project applications are submitted in partnership with other companies, academic research institutions or medical institutions. Application time is announced annually. Academic research institutions, and medical institutions may only apply for sub-projects within the integrated project and may not apply for individual projects. Grants for integrated projects are capped at NT\$ 50

million (inclusive) per year, and the application period may be for 1 or 2 year(s). The subsidies for academic research institutions may not be less than 10% of the total grant. The project is to run for 1 year.

For more detailed information, please visit the MoST website (<https://law.most.gov.tw/index.aspx>)

Service Unit: Division of Industry-Academy Cooperation, Office of Global Industrial-Academe Collaboration and Advancement 2628, 2622

### **ITRI “Commissioned Research Projects” and Outsourced Research Projects**

Applications must be made by faculty members of the University. The application period is announced by the ITRI through official correspondence each year. The research topics, specifications and applicant eligibility are based on the official announcement.

Service Unit: Division of Industry-Academy Cooperation, Office of Global Industrial-Academe Collaboration and Advancement 2628, 2622

### **TaiPower Commissioned Research**

Applications shall be made by faculty members of the University. The application period is announced in advance by TaiPower through official correspondence each year. Bids are processed on a limited tender basis. Research topics and key areas are as announced.

Service Unit: Division of Industry-Academy Cooperation, Office of Global Industrial-Academe Collaboration and Advancement 2628, 2622

## **9. Patent Application and Technology Licensing**

### **Patent Application (Only open to full-time faculty members)**

1. For “Application of R.O.C. Patent for project achievements”, “Application of U.S. Patent for MoST project achievements (sharing for over 30% of the costs)”, “Self-funded application of international patent for research achievements” or “Self-funded application of R.O.C. or international patent for non-project achievements”, please complete all required forms before notifying the Office. The Office will forward the application to the patent attorney for patentability search and analysis. Once being approved by this Office the patent application can then proceed. Upon receipt of the application, the case handling process will commence.
2. For “Application of R.O.C. or international patent for non-project achievements” and “Self-funded application of international patent for research achievements”, please refer to the relevant University announcements and submit the required forms and information to this Office. The submission will be scheduled for review by the quarterly technical review committee depending on the date when the application is received (convenes quarterly at the end of March, June, September, and December each year).

Except for patents that are co-owned by NSYSU and other academic/research institutes, inventors, or creators of NSYSU are expected to contribute partially towards their patent fees. Faculty members must select one of the four cost-sharing options before submitting the application. In the event when patent royalties are generated in the future, once the amount payable to the sponsor agencies have

been deducted the remainder will be distributed according to on the cost-sharing option chosen by the inventor or creator.

Patent costs Cost-sharing option	Inventor or creator patent cost sharing ratio	Royalties Distribution Ratio			
		University	Inventor or creator	College, department (institute)	Division of Industry-Academy Cooperation
A	10%	40%	50%	7%	3%
B	30%	30%	60%	7%	3%
C	50%	20%	70%	7%	3%
D	100%	10%	80%	7%	3%
E	0% (For co-patents owned by NSYSU and other academic/research institutes)	75%	15%	7%	3%

### 3. Note:

- (1) Those applying for a foreign patent must first apply for a R.O.C. Patent (this requirement does not apply to those who opt to pay for 50% of the costs, or application of U.S. patent for MoST project achievements paying for over 30% of the costs) then include the R.O.C. patent specification, completed foreign patent application form, and the necessary attachments before making a submission to this Office for processing.
- (2) For the R.O.C patent or the U.S. patent, the patent application must be filed within 12 months after the technology is first published. All publications regarding the technology must be submitted when filing an application.
- (3) For filing patent applications in other regions/nations, the required time limit may be 6 months. Please ensure the application is made within the correct timeline.
- (4) When filing for a non-self-funded application for the People's Republic of China patents, the application must be submitted to the Technology Review Committee for the quarterly review.
- (5) NSYSU prioritizes its patent application budgets in new inventions. For non-self-funded patents applications for new models or new designs, applications must be submitted to the Technology Review Committee for the quarterly review.
- (6) For domestic or foreign patents of MoST project achievements, the patent application fee should be funded from the project funds
- (7) To enforce the management and review system for project achievements, information regarding research project results must be submitted in full to the MoST Scientific Technological Resources Information and Knowledge Exchange (STRIKE) system.

(Please visit the Office of Global Industrial-Academe Collaboration and Advancement website:

Download Forms / Technology Transfer Center/ Patent Application)

Service Unit: Technology Transfer Center, Office of Global Industrial-Academe Collaboration and Advancement 2651

### **Technology Licensing**

Processed on demand. This Office can assist with match-making and rights negotiations. Once the contract has been signed, we can also assist with administrative affairs such as coordinating payments and distribution of licensing fees.

(Please visit the Office of Global Industrial-Academe Collaboration and Advancement website:

Download Forms / Technology Transfer Center/ Technology Transfer)

Service Unit: Technology Transfer Center, Office of Global Industrial-Academe Collaboration and Advancement 2627

### **Patent Infringement Assessment**

This Office is the unified window for coordinating and assisting with related assessment operations. These include recruiting at least 2 suitable professors for establishing an assessment team. The assessment fee for each case shall be set by the assessment team based on the nature of the case; 10% of more of the assessment income must be allocated to University management fees.

(Please visit the Office of Global Industrial-Academe Collaboration and Advancement website:

Regulations / Technology Transfer Center / University Regulations / “NSYSU Regulations for Professional Technical Assessment”)

Service Unit: Technology Transfer Center, Office of Global Industrial-Academe Collaboration and Advancement 2627

### **MoST “Award for Excellent Contributions in Technology Transfer”**

The application information for the “Award for Excellent Contributions in Technology Transfer” are announced by the MoST every year. All applications shall be handled through the responsible person at the Office of Global Industrial-Academe Collaboration and Advancement; to apply, one must have completed the technology transfer of research achievements from a MoST-funded project. The licensing fee and derived benefits for that research achievement must exceed NT\$ 1 million. Each research achievement may only receive the award once. Technology transfer cases that receive the “Award for Excellent Contributions in Technology Transfer” will be given an incentive payment of up to \$150,000. Each researcher will also receive an award plaque.

Service Unit: Technology Transfer Center, Office of Global Industrial-Academe Collaboration and Advancement 2655

### **Intellectual Property Seminar**

Intellectual Property seminars are held at various times between April and December each year to increase knowledge of IP affairs among faculty members and students.

Service Unit: Technology Transfer Center, Office of Global Industrial-Academe Collaboration and Advancement 2651



## **Exhibitions on Research Achievements**

The Office organizes or co-organizes press conferences and exhibitions showcasing the R&D achievements of NSYSU faculty members and students annually as unscheduled events. Please visit the Office of Global Industrial-Academe Collaboration and Advancement website for exhibition details.

Service Unit: Technology Transfer Center, Office of Global Industrial-Academe Collaboration and Advancement 2655

## **10. Continuing Education**

### **Resources for Continuing Education Teachers**

Full-time faculty members of the University participating in continuing education classes receive pay if the payment amount is smaller than the revenues generated from the continuing education class:

1. Course planning fee: may be collected for each new class and may not exceed \$20,000 each time.
2. Instructor fee: May be collected during the teaching period and may not exceed \$20,000 per month.
3. Hourly rate for teaching: The hourly rate for running continuing education courses must not exceed 5 times of the teaching hourly rate set by the Ministry of Education.
4. For audit students of credit courses, in principle the instructor may receive a subsidy of \$60 per hour for each additional student up to a maximum of \$800.
5. Faculty members can draw upon other class-related expenses such as teaching materials, part-time workers, and stationery as necessary.

Attention: The total amount of compensation collected by the course planner or instructor each month (excluding hourly rates for teaching) may not exceed NTD 20,000.

Service Unit: Division of Continuing Education, Office of Global Industrial-Academe Collaboration and Advancement 2712

## **11. Entrepreneurship Subsidies for Faculty members and Students**

### **NSYSU Key Points to Funding Policy for Innovative Businesses and Investment Management**

To develop an entrepreneurial *and* innovative mindset at the University, NSYSU encourages its teaching staff and alumnus to be actively involved in innovation and start their own businesses by offering funds to help entrepreneurial teams of teaching staff and students to go further with their business ideas and product models. The funding limit is NTD 1,000,000 (inclusive of tax). Investments (or share-ownerships) can also be considered for companies set by NSYSU teaching staff/students or alumnae for a maximum amount of NTD 10 million, and the share ownership of NSYSU must not exceed 49% in principle.

Service Unit: Innovation & Incubation Center, Office of Global Industrial-Academe Collaboration and Advancement 4571, 4574

## 12. Assistance for Student and Teacher Start-Ups

### **NSYSU Startup Container Project**

To promote the spirit of entrepreneurship at the University, students (current and those who graduated within the last five years) with a prototype for an innovative product or start-up concept but have not yet registered a company

are eligible to apply for spaces for office use and team work in the start-up container site Please refer to NSYSU Startup Container Hub management

policy. Funding amounts vary from NTD 10,000 to NTD 50,000 depending on the actual business

operation of each team. Successful applicants will be nominated by the center to apply for startup

grant from the Executive Yuan. (i.e. Ministry of Education Startup Grants for Graduates, MoST

Innovative Entrepreneurship Incentive Plans, Ministry of Culture, “Dreams Come True” project) and

competitions of innovative business or funding plans organized by the private sector.

(For more information, please see the most updated information at the Innovation & Incubation Center Website.)

Service Unit: Innovation & Incubation Center, Office of Global Industrial-Academe Collaboration and Advancement 4571,4574



the Innovation & Incubation  
Center Website

### **Assistance for Student Start-up Teams**

Entrepreneurship activities, courses and assistance are organized every semester.

A variety of start-up training is also provided to connect with the start-up circles through different activities. Assistance is provided to help provide an in-depth

understanding of the skills and knowledge needed for start-ups, as well as what

start-up resources are available. For more information on start-ups please contact

the Innovation & Incubation Center at the Office of Global Industrial-Academe

Collaboration and Advancement.

(For the latest activity updates please follow the “NSYSU Startup Container” fan page:

<https://www.facebook.com/nsysustartup/> )

Service Unit: Innovation & Incubation Center, Office of Global Industrial-Academe Collaboration and Advancement 4571, 4574



the NSYSU Startup  
Container fan page

### 13. Summary of NSYSU Industry-Academia Collaboration Incentives and Subsidies

Category	Scheme and Regulations	Eligibility	Application time	Description of incentive or subsidy	Remarks
Industry-Academy Cooperation project	Teacher Promotion Scoring (General)	Assistant Professor or higher	As announced by the Office of Personnel Services	Ab. For MoST industry-collaboration projects, 1 point is given for every NTD 90,000 (inclusive) allocated to project management fees in the approved industry partner schedule. For the remainder, 0.35 point is given for every NTD 10,000.	For more information, see NSYSU “College of ○○ Scoring Sheet for Teacher’s Promotion (Assistant Professor or above) (for final evaluation)”
				Aa-1. For MoSt industry-collaboration projects and Government commissioned industry-academia collaboration projects: (1) More than 6 months (inclusive): 3 points per project per year (2) Less than 6 months: 1.5 points per project per year (may select either Aa-1 or Ag for scoring)	
				Af. Industry-academia collaboration projects commissioned by a non-government organization (businesses and legal persons): (1) College of Liberal Arts, Si-Wan College (all centers and programs) or faculty members specializing in humanities, law, social sciences, or management at College of Marine Sciences: Principal investigators are given 1 point if total cumulative project funding reaches NTD 300,000. 0.1 point is given for every NTD 60,000 beyond NTD 300,000. (2) College of Science, College of Engineering, and College of Marine Sciences: Principal investigators are given 1 point if total cumulative project funding reaches NTD 500,000. 0.1 point is	

Category	Scheme and Regulations	Eligibility	Application time	Description of incentive or subsidy	Remarks
Industry-Academy Cooperation project				given for every NTD 100,000 beyond NTD 500,000.	
				Ag. Government commissioned industry-academia collaboration projects (including MoST industry-academia research projects) 1. College of Liberal Arts, Si-Wan College (all centers and programs) or faculty members specializing in humanities, law, social sciences, or management at College of Marine Sciences College of Marine Sciences: Principal investigators are given 1 point if total cumulative project funding reaches NTD 500,000. 0.1 point is given for every \$100,000 beyond NTD 500,000. 2. College of Science, College of Engineering, and College of Marine Sciences: Principal investigators are given 1 point if total cumulative project funding reaches NTD 1000,000. 0.1 point is given for every NTD 200,000 beyond NTD 1,000,000. (may select either Aa-1 or Ag for scoring)	
	Teacher Promotion Scoring (Technology application category)	Assistant Professor or higher	As announced by the Office of Personnel Services	Ab. For MoST industry-collaboration projects, 1 point is given for every NTD 90,000 (inclusive) allocated to project management fees in the approved industry partner schedule. For the remainder, 0.35 point is given for every NTD 10,000.	For more information, see NSYSU “College of ○○ Scoring Sheet for Teacher’s Promotion (Assistant Professor or above) (for final evaluation) - Technology Application Category”
				Aa-1. For MoSt industry-collaboration projects and Government commissioned industry-academia collaboration projects: (1) More than 6 months (inclusive): 3 points per project per year (2) Less than 6 months: 1.5	

Category	Scheme and Regulations	Eligibility	Application time	Description of incentive or subsidy	Remarks
Industry-Academy Cooperation project				points per project per year (may select either Aa or Ag for scoring)	
				<p>Af. Industry-academia collaboration projects commissioned by a non-government organization (businesses and legal persons):</p> <p>(1) College of Liberal Arts, Si-Wan College (all centers and programs) or faculty members specializing in humanities, law, social sciences, or management at College of Marine Sciences: Principal investigators are given 3 points if total cumulative project funding reaches NTD 500,000. 0.5 point is given for every NTD 100,000 beyond NTD 500,000.</p> <p>(2) College of Science, College of Engineering, College of Marine Sciences: Principal investigators are given 3 points if total cumulative project funding reaches NTD 1000,000. 0.25 point is given for every NTD 100,000 beyond NTD 1000,000</p>	
				<p>Ag. Government commissioned industry-academia collaboration projects (including MoST industry-academia research projects):</p> <p>(1) College of Liberal Arts, Si-Wan College (all centers and programs) or faculty members specializing in humanities, law, social sciences, or management at College of Marine Sciences: Principal investigators are given 3 points if total cumulative project funding reaches NTD 700,000. 0.5 point is given for every NTD 100,000 beyond NTD 700,000.</p> <p>(2) College of Science, College of Engineering, College of Marine Sciences: Principal</p>	

Category	Scheme and Regulations	Eligibility	Application time	Description of incentive or subsidy		Remarks
				investigators are given 3 points if total cumulative project funding reaches NTD 1,400,000. 0.25 point is given for every \$100,000 beyond NTD 1,400,000. (may select either Aa-1 or Ag for scoring)		
	Implementation Policy on Industry-Academia Incentives	<u>New Talent</u> : Teaching staff who have been with the university for 5 or less years.	Application schedule will be announced by the Industry-Academia Collaboration Office	New faculty members of Science Engineering Marine Sciences.	For the first time, completing <u>Government</u> agency project with total funding $\geq$ <b>NTD 500,000</b>	For details please refer to the NSYSU “Implementation Policy on Industry-Academia Incentives” and application form
				New members of College of Liberal Arts, College of Management, College of Social Sciences, Si-Wan College, or new faculty members specializing in humanities, law, social sciences, or management at College of Marine Sciences.	For the first time, completing <u>non-Government</u> agency project with a total funding $\geq$ <b>NTD 300,000</b>	
				Incentive	NTD 40,000 and one award plaque (The incentive plan awards up to 8 members, awards can be diverted or not issued.)	
	Implementation Policy on Industry-Academia Incentives	<u>Innovation</u> Faculty members who have been with the university for over five years.	Application schedule will be announced by the Industry-Academia Collaboration Office	Faculty members of Science Engineering Marine Sciences	For the first time, completing <u>non-Government</u> agency projects with total funding $\geq$ NTD 500,000	For details please refer to the NSYSU “Implementation Policy on Industry-Academia Incentives” and application form

Category	Scheme and Regulations	Eligibility	Application time	Description of incentive or subsidy		Remarks
					and setting a 20% fund as management fees according to the rules of NSYSU	
				Faculty members of College of Liberal Arts, College of Management, College of Social Sciences, Si-Wan College, or faculty members specializing in humanities, law, social sciences, or management at College of Marine Sciences.	For the first time, completing <u>non-Government</u> agency projects with total funding $\geq$ NTD 300,000 and setting a 20% fund as management fees according to the rules of NSYSU	
				Incentive	NTD 30,000 and one award plaque. (The incentive plan awards up to 4 members, awards can be diverted or not issued.)	
	Implementation Policy on Industry-Academia Incentives	<u>Senior members:</u> Faculty members who had been involved in executing industry-academia collaboration projects before (1) In-depth collaboration	As announced by Industry-Academia Collaboration Office	Faculty members who had been involved in executing government or non-government industry-academia collaboration projects before	Total budget = NTD 500,000 with an annual growth rate of 15% compared to the previous year.	For details please refer to the NSYSU "Implementation Policy on Industry-Academia Incentives" and application form
				Incentive	NTD 30,000 and one award plaque. (The incentive plan awards up to 4 members,	

Category	Scheme and Regulations	Eligibility	Application time	Description of incentive or subsidy		Remarks
					awards can be diverted or not issued.)	
		<u>Senior members:</u> Faculty members who had been involved in executing industry-academia collaboration projects before (2) Passing down experiential knowledge		Participating and assisting principal investigators of their colleges (Science Engineering Marine Sciences) in completing projects from contract signing, project execution to completion.	Total budget $\geq$ NTD 800,000 and setting a 20% fund as management fees according to the rules of NSYSU	
				Participating and assisting principal investigators of their colleges (College of Liberal Arts, College of Management, College of Social Sciences, Si-Wan College, or faculty members specializing in humanities, law, social sciences, or management at College of Marine Sciences) in completing projects from contract signing, project execution to completion.	Total budget > NTD 500,000 and setting a 20% fund as management fees according to the rules of NSYSU	
				Incentive	NTD 30,000 and one award plaque. (The incentive plan	



Category	Scheme and Regulations	Eligibility	Application time	Description of incentive or subsidy		Remarks
					awards up to 6 members, awards can be diverted or not issued.)	
	Routine expense category of industry-academia collaboration project designated as academic research highlight	Teachers and researchers at the University	March and October	<p>✧ The industry-academia collaboration project applying for subsidies should be one where the external commissioning or subsidy unit has explicitly required contributions from the University (self-raised funds), or where the principal investigator has explained how the contributions (self-raised funds) will help to boost the benefits of the industry-academia collaboration project or technology transfer project.</p> <p>✧ The subsidy should not exceed whichever is smallest of [25% of the total project funding], or [2/3 of University contributions (self-raised funding) allocated for this project].</p>		For more information, see NSYSU “Guidelines Governing Support for Academic Research Highlights”
	Industry-Academic Research Outstanding Teachers	All Faculty members	March	<p>✧ Project funding is in the top 30% (inclusive) of all participating faculty members and income from management fees (university-controlled component) exceeds NTD 180,000; has also headed a MoST project of any type (including industry-academia research projects, but excluding projects that are purely for overseas business travel and attendance at international conferences), or had published at least 1 important journal paper (SCIE, SCI, SSCI, or TSSCI).</p> <p>✧ Incentive amounts to 18 radix units over 1 year. Radix unit is based on the current year.</p> <p>✧ Current teachers and researchers must complete at least one academic ethics course or symposium within</p>		For more information, see NSYSU “Implementation Regulations for Recruitment and Retention of Special and Outstanding Talents.”

Category	Scheme and Regulations	Eligibility	Application time	Description of incentive or subsidy	Remarks
				the first three years of joining the university. New teachers are exempted from providing course completion proof during first year of the service.	
	Distinguished professors and outstanding teachers (Industry-Academia Research)	All Faculty members	March	<p>✧ Had received the MOEA University Outstanding Contribution to Industry Award or equivalent award within the past 5 years; or been awarded with NSYSU industry-academia collaboration projects (both government and non-government) with an accumulative amount of at least NT\$ 50 million over the past three years and management fees of at least NT\$ 5 million. Being a principal investigator for MoST projects (including industry-academia collaboration projects, excluding projects aiming for overseas trips and attending international conferences). There must be at least one publication (SCIE, SCI, SSCI or TSSCI). Incentive runs for 3 years with 36 radix units per year</p> <p>✧ Applicants who have been awarded with NSYSU industry-academia collaboration projects (both government and non-government) with an accumulative amount of at least NTD 50 million over the past three years and management fees of at least NTD 1 million. Being a principal investigator for MoST projects (including industry-academia collaboration projects, excluding projects aiming for overseas trips and attending international conferences). There must be at least one publication (SCIE, SCI, SSCI or TSSCI). Incentive runs for 3 years with 36 radix units</p>	

Category	Scheme and Regulations	Eligibility	Application time	Description of incentive or subsidy	Remarks
				per year ✧ Had received the Award of Excellence for Industry-Academia Collaboration or exhibited excellence in securing industry-academia research projects within the last 5 years: Incentive runs for 1 year with 36 radix units ✧ Baseline value is based on the current year. ✧ Current teachers and researchers must complete at least one academic ethics course or symposium within the first three years of joining the university. New teachers are exempted from providing course completion proof during first year of the service.	
	Faculty Evaluation Indicators	Faculty member up for evaluation	As announced by Office of Academic Affairs	✧ Government commissioned industry-academia research projects/MoST industry-academia research projects <ol style="list-style-type: none"> <li>1. Applicable to College of Science, Engineering and Marine Sciences Principal investigators are given 1 point if total cumulative project funding reaches NTD 500,000. 0.1 point is given for every NTD 10,000 beyond NTD 500,000.</li> <li>2. Applicable to College of Liberal Arts, Management, Social Sciences, and Si-Wan College Principal investigators are given 1 point if total cumulative project funding reaches NTD 250,000. 0.1 point is given for every NTD 50,000 beyond NTD 250,000.</li> </ol>	For more information please see NSYSU “Faculty Evaluation Guidelines” and assessment sheet

Category	Scheme and Regulations	Eligibility	Application time	Description of incentive or subsidy	Remarks
				<p>✧ Non-Government (Business and Legal Person) Industry-Academia Research Projects</p> <p>1. Applicable to College of Science, Engineering and Marine Sciences Principal investigators are given 1 point if total cumulative project funding reaches NTD 250,000. 0.1 point is given for every NTD 50,000 beyond NTD 250,000.</p> <p>2. Applicable to College of Liberal Arts, Management, Social Sciences, and Si-Wan College Principal investigators are given 1 point if total cumulative project funding reaches NTD 150,000. 0.1 point is given for every NTD 30,000 beyond NTD 150,000.</p>	
				<p>✧ Industry-Academic Research Outstanding Teacher: 3 points each time</p> <p>✧ Distinguished professors and outstanding teachers (industry-academia research): 10 points each time</p> <p>✧ Award of Excellence for Industry-Academia Collaboration: 10 points each time</p>	
Technology Transfer	Teacher Promotion Scoring (General)	Assistant Professor or higher	As announced by the Office of Personnel Services	<p>✧ Approved Patents Where the lead inventor's research achievement was granted an invention patent under the University's name, or an invention patent granted to individual was transferred to the University (patents with businesses as joint applicants are not counted), 1 point is given for each R.O.C. Or P.R.C. patent, and 2 points are given for each US, Japan, or EU patent. The scoring of</p>	For more information, see NSYSU "College of ○○ Scoring Sheet for Teacher's Promotion (Assistant Professor or above) (for final evaluation)"

Category	Scheme and Regulations	Eligibility	Application time	Description of incentive or subsidy	Remarks
				patents from other countries shall be determined by the Office of Global Industrial-Academe Collaboration and Advancement. (Up to 2 points can be given under this section)	
				✧ Technology Transfer or Licensing Where the lead inventor's technology transfer or licensing to the industry (including businesses and legal persons) has up to accumulated NTD 200,000 in licensing fees is given 0.5 points. From NTD 200,000 onwards, every additional NTD 100,000 is given 0.25 points.	
	Teacher Promotion Scoring (Technology application category)	Assistant Professor or higher	As announced by the Office of Personnel Services	✧ Approved Patents Where the lead inventor's research achievement was granted an invention patent under the University's name, or an invention patent granted to individual was transferred to the University (patents with businesses as joint applicants are not counted), 1 point is given for each R.O.C. Or P.R.C. patent, and 2 points are given for each US, Japan, or EU patent. The scoring of patents from other countries shall be determined by the Office of Global Industrial-Academe Collaboration and Advancement. (Up to 2 points can be given under this section)	Please refer to the NSYSU "College of ○○ Scoring Sheet for Teacher's Promotion (Assistant Professor or above) (for final evaluation) - Technology Application Category"
				✧ Technology Transfer or Licensing Where the lead inventor's technology transfer or licensing to the industry (including businesses and legal persons) has accumulated up to NTD 200,000 in licensing fees is given 1 point. From NTD 200,000 onwards, every	

Category	Scheme and Regulations	Eligibility	Application time	Description of incentive or subsidy	Remarks
				additional NTD 100,000 is given 0.625 points.	
				✧ Conversion of Technology into Joint Venture or Technical Equity Faculty members who use research achievements and technology services from the University to provide new technology to businesses as “Joint Venture” and “Technical Equity” shall be given 1 point if equity held by the University has a cumulative face value of NTD 200,000. From NTD 200,000 onwards, 0.5 points is given for every NTD 100,000.	
				✧ Awards and Honors Those who received the MOEA National Invention and Creation Award or some other equivalent award in their current grade shall be given 20 points each time.	
	Routine expense category of industry-academia collaboration project designated as academic research highlight	All teachers and researchers of NSYSU	March and October	✧ The industry-academia collaboration project applying for subsidies should be one where the external commissioning or subsidy unit has explicitly required contributions from the University (self-raised funds), or where the principal investigator has explained how the contributions (self-raised funds) will help to boost the benefits of the industry-academia collaboration project or technology transfer project. ✧ 5~10% of the total technology transfer fee or whatever is approved based on the actual case.	Please refer to the NSYSU “Guidelines Governing Support for Academic Research Highlights
	Excellence for Industry-Academia Collaboration	All Faculty members	Applications open until 10/31	✧ Actual performance of invention patent, technology transfer and licensing, and industry-academia research projects within the last 3 years (as of October 31 of	“Regulations for Outstanding Industry-Academia Collaboration Awards

Category	Scheme and Regulations	Eligibility	Application time	Description of incentive or subsidy		Remarks
				<p>the current year)</p> <p>✧ Only the actual amount received from technology transfer and licensing fees as well as industry-academia research project funds shall be counted. Split payments that have not been received are not counted. The amount for technology transfer and licensing fees may not be zero. Nor may it include the amount for MoST leading technology transfer payment.</p> <p>✧ Award of Excellence for Industry-Academia Collaboration: Limited to two places per year. Each person receives NTD 250,000 in prize money and one award plaque.</p> <p>✧ Award of Excellence for Industry-Academia Collaboration-New Faculty Limited to one place per year. Each person receives NTD 250,000 in prize money and one award plaque.</p>		
	Implementation Policy on Industry-Academia Incentives	<u>New Talent</u> : Teaching & research members who have been with the university for 5 (inclusive) or less years.	As announced by Industry-Academia Collaboration Office	<p>New teaching and research members at Science, Engineering, Marine Sciences Colleges</p> <p>New teaching and research members specializing in humanities, law, social sciences or management at College of Liberal Arts, College of Management, College of Social</p>	<p>Reaching for the first time the threshold of NTD 200,000 (equal or more) in total value of technology transfer</p> <p>Reaching for the first time the threshold of NTD 50,000 (equal or more) in total value of technology transfer</p>	For details please refer to the NSYSU “Implementation Policy on Industry-Academia Incentives” and application form

Category	Scheme and Regulations	Eligibility	Application time	Description of incentive or subsidy		Remarks
				Sciences, Si-Wan College or at College of Marine Sciences		
				Incentive	NTD 30,000 and one award plaque. (The incentive plan awards up to 6 members, awards can be diverted or not issued.)	
	Implementation Policy on Industry-Academia Incentives	<u>Innovation:</u> Teaching and research members who have been with the university for over five (not inclusive) years.	As announced by Industry-Academia Collaboration Office	Teaching and research members at Science, Engineering, Marine Sciences Colleges	Reaching for the first time the threshold of NTD 200,000 (equal or more) in total value of technology transfer	For details please refer to the NSYSU “Implementation Policy on Industry-Academia Incentives” and application form
				Teaching and research members specializing in humanities, law, social sciences or management at College of Liberal Arts, College of Management, College of Social Sciences, Si-Wan College or at College of Marine Sciences	Reaching for the first time the threshold of NTD 50,000 (equal or more) in total value of technology transfer	
				Incentive	NTD 20,000 and one award plaque. (The incentive plan awards up to 4 members, awards can be	



Category	Scheme and Regulations	Eligibility	Application time	Description of incentive or subsidy		Remarks
					diverted or not issued.)	
	Industry-Academic Research Outstanding Teachers	All Faculty members	March, October	<ul style="list-style-type: none"> <li>✧ Technology transfer income is in the top 30% (inclusive) of all participating faculty members and rebates (distributed by the University) is more than NTD 180,000</li> <li>✧ Headed a MoST project of any type (including industry-academia research projects, but excluding projects that are purely for overseas business travel and attendance at international conferences), or had published at least 1 important journal paper (SCIE, SCI, SSCI, or TSSCI).</li> <li>✧ Incentive amounts to 18 radix units over 1 year. Radix unit is based on the current year.</li> <li>✧ Current teachers and researchers who had completed at least one academic ethics course or symposium within the past three years; new teachers and researchers who had completed at least one academic ethics course or symposium within the past year. (Must provide proof)</li> </ul>		Please refer to the NSYSU “Regulations for Recruitment and Retention of Special and Outstanding Talents.”
	Faculty Evaluation Indicators	Faculty member up for evaluation	as announced by Office of Academic Affairs	<ul style="list-style-type: none"> <li>✧ Technology Transfer Projects 12 points are given for every \$400,000 in cumulative technology transfer fees, or for every \$100,000 in University, college, and department (institute) (but not including the inventor) rebates.</li> <li>✧ Maximum of 4 points from industry-academia research projects and technology transfers</li> </ul>		For more information please see NSYSU “Faculty Evaluation Guidelines” and assessment sheet

Category	Scheme and Regulations	Eligibility	Application time	Description of incentive or subsidy	Remarks
				<p>✧ Approved Patents</p> <p>1. Where the lead inventor's research achievement was granted an invention patent under the University's name, or an invention patent granted to individual was transferred to the University (patents with businesses as joint applicants are not counted).</p> <p>2. points are given for each R.O.C. Or P.R.C. patent, and 5 points are given for each US, Japan, or EU patent. The scoring of patents from other countries shall be determined by the Office of Industry Collaboration and Continuing Education. Maximum of 20 points for multiple international patents of the same technology.</p>	
				<p>✧ Industry-Academic Research Outstanding Teacher: 3 points each time</p> <p>✧ Distinguished professors and outstanding teachers (industry-academia research): 10 points each time</p> <p>✧ Award of Excellence for Industry-Academia Collaboration: 3 points, 10 points each time</p>	
Industry-Academia collaboration + technology transfer	No assessment is required	Full-time faculty members of NSYSU	as announced by Office of Academic Affairs	<p>✧</p> <p>A. Those who had headed an industry-academia research project commissioned by the government or non-government (businesses and legal persons) organizations are given 1 point for every NTD 1,000,000 in cumulative funding, or for every NTD 100,000 in management fees paid to the University Fund; and so on.</p> <p>B. 1 point is awarded for every NTD 400,000 in cumulative</p>	For more information please see NSYSU "Faculty Evaluation Guidelines"

Category	Scheme and Regulations	Eligibility	Application time	Description of incentive or subsidy	Remarks
				<p>technology transfer fees, or every NTD 100,000 in college, department, or institute rebates; and so on.</p> <p>C. Maximum of 4 points in total from item A. and item B. above.</p> <p>✧ 3 points are given for every NSYSU Award of Excellence for Industry-Academia Collaboration (previously the Zhongshan Invention Award and Industry-Academia Excellence Award).</p>	
Continuing education	Teacher Promotion Scoring (General)	Assistant Professor or higher	As announced by the Office of Personnel Services	✧ Service Category 0.5 point is given to faculty members teaching continuing education courses who accumulated up to NTD 500,000 in income and contribute up to NTD 100,000 in university management fees as determined by the Office of Global Industry Collaboration and Continuing Education Affairs. From NTD 500,000 onwards, 0.1 point is given for every additional NTD 100,000.	Please refer to the NSYSU “Principles of Scores of Teaching and Service Performance for Faculty Promotions”
	Teacher Promotion Scoring (Technology application category)	Assistant Professor or higher	As announced by the Office of Personnel Services	✧ Service Category 0.5 point is given to faculty members teaching continuing education courses who accumulated up to NTD 500,000 in income. From NTD 500,000 onwards, 0.1 point is given for every additional NTD 100,000.	
	Continuing Education Class Affairs Participating teachers	All Faculty members	All year	<p>✧ Full-time faculty members of the University participating in continuing education classes can receive the following payments if the payment amount does not exceed the revenue generated from the course:</p> <p>1. Course planning fees: payment is made when the course begins and the total amount may not exceed NTD 20,000 per</p>	Please refer to the NSYSU “Implementation Guidelines for Continuing Education Fees”

Category	Scheme and Regulations	Eligibility	Application time	Description of incentive or subsidy	Remarks
				<p>course</p> <p>2. Instructor fee: payment is made when the course begins and the total amount may not exceed NTD 20,000 per month</p> <p>3. Teaching hourly rate (including fees for creating teaching materials): The maximum hourly rate must not exceed five times of the standard hourly rate set by the Ministry of Education. Fee adjustment can be made for teaching overseas. The maximum hourly rate must not be more than twice of the above rate.</p> <p>4. For audit students of credit courses, in principle the instructor may receive a subsidy of NTD 60 per hour for each additional student up to a maximum of NTD 800.</p> <p>5. Faculty members can draw upon other class-related expenses such as teaching materials, part-time workers, and stationery as necessary</p>	
	Faculty Evaluation Indicator - Continuing Education classes taught	Faculty member up for evaluation	as announced by Office of Academic Affairs	✧ In accordance with the standards set by each college, department, and institute	“Faculty Evaluation Guidelines” and assessment sheet”
Business startup	Teacher Promotion Scoring (Technology application category)	Assistant Professor or higher	As announced by the Office of Personnel Services	✧ Awards and Honors Faculty member who supervise a winning student team taking part in an entrepreneurship competition organized by a ministry or agency under the Executive Yuan (or win more than NTD 300,000 in grants) shall be given 1 point each time. If the team formally start a business or company within 2 months than 2 points is given each time.	For more information, see NSYSU “College of ○○ Scoring Sheet for Teacher’s Promotion (Assistant Professor or above) (for final evaluation) - Technology Application

# Q & A

# **1. MoST Research Project Grants (※For the latest information, please refer to the MoST website)**

**Q1: Is it acceptable to submit an incomplete mid-term progress report for an on-going multi-year research project due to not having made the required overseas trip? When should the post-overseas trip report be submitted?**

A1: When submitting a mid-term progress report online, there are several pre-set reasons for delay to choose from. The post-overseas trip reports can be submitted after the trip is completed.

**Q2: If changes or an extension is needed for a current project, when should the application be submitted and how long can the extension be permitted for?**

A2: 1. Applications must be made no later than two weeks before the project end date. The applicant must log in to the MoST website with the account name for the teaching staff before submitting the application online. After online submission is made, one print copy signed by both the principal investigator and the head of the department must be submitted to Office of Research and Development as evidence for completing the online submission to the MoST. (Please make the application at the earliest possible time.)

2. Request for extension may be extended for a maximum of one year. MoST will not cover additional costs that may incur as a result of project extension. No request is permitted after the project end date.

**Q3: Can the unspent funds allocated for the 1<sup>st</sup> year of the project as part of previously approved budgets for a multi-year research project be carried forward to use in the 2<sup>nd</sup> year?**

A3: Funds allocated but unspent for the 1<sup>st</sup> year of a multi-year research project can be carried forward to use in the 2<sup>nd</sup> year.

**Q4: Can the budget for personnel from the MoST research grant be spent on consumables, general items, and miscellaneous expenses?**

A4: Sub-items under “operating costs” of MoST funded items are adjustable.

**Q5: Can the “operating costs” and “research equipment costs” from the MoST research grant be used interchangeably?**

A5: For the purpose of conducting a research project, should “operating costs” and “research equipment costs” need to be used interchangeably with others, proper NSYSU internal administrative system procedures must be followed within the project period. For projects without previously approved budgets, and the add-on research equipment cost totals less than NTD 50,000 (inclusive), then please follow NSYSU administrative procedure only, and does not

have to be reported to the MoST.

**Q6: Can two projects share the cost and the use for one piece of equipment?**

A6: Two projects can share the cost for one piece of equipment only if the names listed in the cost items in both budget plans are exactly the same. If the name appears to be different, a request for change needs to be made (for equipment costing less than NTD 500,000, the request to change must be made through NSYSU internal administrative system; for equipment costing more than NTD 500,000, the request needs to be made by logging into the MoST online system before proceeding to NSYSU internal administrative system). Budget plans for two projects are not interchangeable.

**Q7: Where to search or download the FAQ for MoST topical research projects?**

A7: Visit the MoST website, go to the main page, select “Academic research” / Research Project / download FAQ

**Q8: What is NSYSU’s internal administrative procedure when submitting a request for a change in a MoST research project?**

A8: Please visit the Office of Research and Development, download the file of “NSYSU comparison table for making requests for changes in budget plans of MoST research projects.” From “Rules and Forms”. Please complete the form according to the guidelines and print four copies before submitting one copy each to the Office of Research and Development, Accounting Department, and the department of the principal investigator. The principal investigator retains one copy.

Service Unit: Division of Project Management, Office of Research and Development 2613

## **2. Industry-Academia Collaboration Projects**

**Q1: What is NSYSU’s internal procedure for project contract signing and payment applications?**

A1: 1. Contract signing: Prepare correct copies of the contract to be signed by the principal investigator. Download and complete the forms from the Office of Global Industrial-Academe Collaboration and Advancement website. Submit the application for contract signing to the Office of Global Industrial-Academe Collaboration and Advancement.

(1) NSYSU Industry-academia collaboration form (complete and print out the form from the non-MoST industry-academia collaboration management system).

(2) NSYSU Industry-academia collaboration processing form

(3) Two copies of NSYSU Industry-academia collaboration Agreement

2. Application for Payment: Please complete the form “NSYSU Industry-Academia Collaboration Processing Form”, stating the intended payment plan before signing by the

principal investigator. Submit the signed form to the Office of Global Industrial-Academe Collaboration and Advancement and obtain the receipt to proceed.

3. Standard applications take 4-7 days, urgent applications take 3 days, the most urgent applications take one day. Time and schedule may vary if the document requires signatures or payments.

**Q2: What is the procedure for changing the content of the contract or extending the project period once a project has started?**

- A2: 1. Intended changes and modifications to the contract must be negotiated and agreed by both the principal investigator and the commissioned agency. Once the consensus is reached, the principal investigator must present evidence of the agreement to the contract changes (emails or official letters from the commissioned agency). Intended changes and reasons for changes must be clearly stated in the NSYSU Industry and Academia Collaboration Processing Form before submitting it to the Office of Global Industrial-Academe Collaboration and Advancement. Official requests for changes or project duration extensions will be made from the Office to the commissioned agency. Upon receipt of consent from the commissioned agency, please complete the form “Comparison table for Change requests in NSYSU Industry-Academia Collaboration projects”. Submit three copies of the form together with the required documentation to the Office of Global Industrial-Academe Collaboration and Advancement to proceed with the request.
2. To make multiple changes to the contract: a contract amendment agreement (i.e. supplemental agreement) will be required.

**Q3: Once the approved project begins, how to adjust the cost of items in the budget plan? (i.e. personnel costs and operating costs)**

- A3: No application needs to be made if returning original receipts or retaining original receipts by the NSYSU for future auditing purpose is NOT conditioned in the contract; or a detailed cost breakdown is NOT included in the contract; or it is clearly stated that “the principal investigator is permitted to make necessary adjustments to meet the need of the research work or project funds can be used interchangeably.” Also, the option for funds to be used interchangeably was chosen in the Industry-academia collaboration project form.

When making adjustment in the budget plan, the contract amendment procedure must be followed if retaining original receipts or retaining original receipts by the NSYSU for future auditing purpose is conditioned in the contract; or a detailed cost breakdown is included in the contract. The principal investigator must complete and sign the form “Comparison table for Change requests in NSYSU Industry-Academia Collaboration projects” before submitting three copies of the form, together with the required documentation to the Office of Global



Industrial-Academe Collaboration and Advancement to proceed with the request.

**Q4: What is the procedure for requesting the re-issuing of a receipt?**

A4: The principal investigator or the commissioned agency must provide reasons for alterations and present the document to indicate the area for change before submitting the application, together with the original receipt to the Office of Global Industrial-Academe Collaboration and Advancement.

**Q5: What does it mean by “The department receiving the project”?**

Q5: An internal department that is given a particular grant for a project and is able to allocate budget for management fees.

**Q6: Does the university need to pay any form of tax?**

A6: When signing a contract, both parties are required to pay stamp duty (a form of local tax), however the university is a tax-exempted entity, the requirement is not applicable to the university.

**Q7: What is the purpose of the management fees?**

A7: Please refer to the rule 11 in NSYSU Guidelines for non-MoST Industry-Academia Collaboration Projects.

**Q8: How do I find out if a payment of the grant has already been made to the University account?**

A8: You can contact the Accounting Division ext. 2328 or staff in charge of business issues at the Industry-Academia Collaboration Division (ext. 2622, 2628)

**Q9: How to report expenditures and expenses against a research grant?**

A9: Please refer to the information pack provided by the Accounting department, or Notes on the Expenditure Statement and Fund Balance reports. Please contact Ms. Chou Ing Jun (ext. 2083) for information on personnel costs for the project, and Chen Lei Yu (ext. 2079) for issues regarding operating costs and any other categories of costs.

### **3. Patent Application**

**Q1: What is a patent?**

A1: 1. Put in a simpler language, members of teaching staff and their teams may generate research outcomes during the research process. To protect the ownership rights, a patent application

can be filed to the Intellectual Property Office, Ministry of Economics for partibility reviews before a patent can be granted. Owning a patent means to be given the exclusive rights of the ownership, so called patent rights.

2. There are three types of patent rights: invention, new prototype, and design.

**Q2: Can research outcomes be published before filing for a patent application?**

- A2: 1. Research outcomes can be published before filing for a patent application. To avoid the risk of causing harm to the “Novelty” claim, the key element of patent application, it is advisable to file a patent application prior to submitting the paper for publication. (see Patent law, no.1 in Article 22)
2. Grace periods are utilized in patent offices of many countries. For Japan, Europe, and P.R.C, the grace period is 6 months, whereas for Taiwan and the US, the grace period is one year starting from the date of the publication. In terms of processing the patent application, except for Taiwan and the US, other countries in general have stricter grace period provisions.
  3. The whole process of patent application takes time. If the technology needs to be disclosed (i.e. for a dissertation or journal publication), it is highly advisable to make the filing of the patent application to the University no later than one month after the publication date to prevent a loosely constructed patent application, or even missing the deadline for application.

**Q3. Would the PhD oral exam affect the patent application? If the publication of the dissertation is delayed for the purpose of filing a patent application, what issues should be paid attention to?**

- A3 : 1. Thesis oral exams are considered published. Information made available on the internet or in the library is deemed as published too. When exhausting all options except for having the thesis oral exam, take the following measures to possibly protect the technology from being disclosed.
- (1) Do not make announcements about the oral exam over the internet.
  - (2) Keep the door closed when the oral exam is taking place and avoid disclosing any information to anyone about the information.
  - (3) Request attendees at the exam to sign “Non-disclosure agreement for attending the thesis examination”. (Please download the agreement from the website of the Office of Global Industrial-Academe Collaboration and Advancement)
2. To prevent a patent application from lacking in novelty as a result of information already being made public (i.e. thesis oral exams), the print version of the student thesis must be archived in compliance with the request in delaying the publication date. Requests for changing access authorization to ‘digital thesis’ also need to be made. For more information, visit the website of Office of Library and Information Services for “Guidelines and

Instructions on Requesting for Delay in Availability for Public Viewing and in Publication of Thesis”.

**Q4: How to choose a patent agency?**

- A4: 1. NSYSU has appointed excellent agencies and signed retainer agreements with selected agencies. For more information, please visit the website of the Office of Global Industrial-Academe Collaboration and Advancement.
2. The review meeting on management, quality and performance of patent agencies is held at NSYSU on a bi-quarterly basis to rule out unsuitable agencies.

## **4. Technology Transfer**

**Q1: How to define the ownership of a technology that is being transferred?**

- A1: 1. For general research results at the MoST, the ownership of the result is defined at the bottom left of the budget approval list for MoST research grants.
2. For research results generated from MoST Industry-Academia Collaboration projects, the ownership of the result depends on the contents of the contract signed between the NSYSU and its industry partner.
3. For research results generated from projects involving governmental organizations or private businesses, the ownership of the result depends on the contents of the contract signed between NSYSU and its research partner.
4. Research results generated from utilizing the resources of NSYSU, the ownership of the result belongs to NSYSU.

**Q2: When should an industry-academia collaboration project start? When should the technology transfer take place?**

- A2: 1. If an industry partner is interested in a particular research where outcomes are yet to be obtained, a collaboration partnership can be formed through industry-academia collaboration schemes.
2. A research outcome can be used by the industry partner through technology transfer.

**Q3: When to apply for technology transfers?**

- A3: Business companies are welcome to submit applications to the Office of Global Industrial-Academe Collaboration and Advancement for technology transfers regardless of whether the company has the need for a technology transfer on a specific technology, or hopes to receive matchmaking results for technology research outcomes from the Office when available.

**Q4: Are the licensing conditions in technology transfers always the same? What are the basic principles? Who are the decision makers?**

- A4: 1. Every technology is different, so is the characteristics of each industry, therefore licensing conditions in technology transfers for individual cases may vary. It is stated in the NSYSU Implementation Guidelines on Research Results and Technology Transfers Management Regulations that in a fair, open, and compensable approach, under the principle of non-exclusive licensing basis, licenses can be granted or technology transferred to public schools, public research organizations (institutions), government-owned enterprises, legal entities, or groups. Negotiations can be made on specific circumstances.
2. Except for the content of the licensed technology which is defined by the inventor, Technology Transfer Center, The Office of Global Industrial-Academe Collaboration and Advancement is in charge of the process of technology transfer negotiations on all terms and conditions.
3. General rules and conditions:
- (1) Licensing fees.
    - 1. The amount of the licensing fee is determined by factors involving the cost of development, marketability, and licensing areas etc.
    - 2. One-time payment or in installments.
  - (2) Royalties
    - 1. One-time payment or an agreed percentage of the total sales revenue when the product is launched in the market.
    - 2. Royalty rates vary depending on the industry and the characteristics of the product.

## **5. Continuing Education**

**Q1: Who is the continuing education program for?**

A1: NSYSU continuing education courses are designed for current NSYSU students (extended learning), the general public, children, teenagers, employees of private businesses, elderly people, and civil servants.

**Q2: What types of continuing education programs are available?**

A2: NSYSU continuing education programs are categorized into credit-courses, non-credit-courses (taught separately from standard university programs), and selective courses with credits (taught as part of standard university programs). There are also self-contained classes for government commissioned training and businesses.

**Q3: What are the internal procedures involved in running a continuing education program?**

A3: Please download and complete the form “Continuing Education Course Offering and Admission Plan” from Office of Global Industrial-Academe Collaboration and Advancement website. Before the course becomes available, it must be approved at the review meeting of the continuing education affairs. Continuing education meetings attended by members from all departments/colleges are held at least twice every term by the Office to review continuing education related courses. Please refer to the “Procedure Flowchart for Developing Continuing Education Course Offering”.

**Q4: What are the procedures involved when making changes to the course content once the course has already begun?**

A4: Go to the Continuing Education Division of the Office of Global Industrial-Academe Collaboration and Advancement website “Continuing Education Affairs Information Portal”, download and complete the form “Changes to Continuing Education Course offering and Admission plan” (the same form as Continuing Education Course Offering and Admission Plan), select ‘make changes’ from the website. Submit the completed form to the Continuing Education Division, Office of Global Industrial-Academe Collaboration and Advancement, for review purposes.

**Q5: What are the procedures involved when courses are instructed in venues outside of the university?**

A5: According to explanations of Article 11 of “Continuing Education Regulations for Universities”:

1. Those with the intention to borrow an existing venue from a government organization (institution), public school, private school, or education hospital, should submit the borrowing agreement to the university competent authority for review and recordation.
2. For those intending on venue(s) other than as described in the preceding paragraph, the buildings’ classified use shall comply with D-5 Classification of the Building Act, and may not be a cram school. Continuing education organized in accordance to the 2<sup>nd</sup> method in the preceding paragraph, shall submit relevant documents including the agreement for use, the venue’s building use permit, fire inspection, fire prevention refuge facilities and safety inspection reports to the university competent authority for approval. Health inspection documents shall be included also when necessary.

Furthermore, continuing education programs established under the commission of organizations/institutions or corporations, after the University has indicated that the instruction location is indeed required by the nature of the course, and declared that specific measures have been taken to ensure the safety of the students, must submit the agreement from the commissioning organization/institution or corporation, to the university competent authority for

approval.

## **6. Entrepreneurship Subsidies for Faculty members and Students**

### **NSYSU Key Points to Funding Policy for Innovative Businesses and Investment Management.**

#### **Q1: What is the eligibility for funding and investment?**

A1: The funding is available to entrepreneurial teams consisting of faculty members and alumni, and only apply to those who intend to participate in the NSYSU Startup Container Project.

Investments are awarded to new companies that are already based in the Entrepreneurship Center.

To qualify, the team or the company must consist of at least 50% (inclusive) members who are NSYSU teaching staff (including retired staff or secondment teaching staff), current NSYSU students or alumni. The applicant must be either the owner of the university technology and invention or the main decision maker for the business.

#### **Q2: What is the maximum funding or investment limit?**

A2: For startup teams applying for funding in the form of subsidies, the funding limit is NTD 1,000,000 (inclusive of Tax). Funds are available to cover personnel costs, operating costs, and miscellaneous costs. For a new company who seeks an investment (or a joint venture partnership), the upper limit is NTD 10 million and the share ownership of NSYSU must not exceed 49%. The fund must be used in accordance with the plan reviewed and approved by the review committee.

#### **Q3: What are the methods and the key factors involved in deciding a case?**

A3: Funding policy for Innovative Businesses and Investment Management review committee meetings have the following 6 key points as the deciding factors:

1. Startup idea or novelty and innovation of the product. 2. Business model and applicability of the technology 3. Operational capability of the business team. 4. A comprehensive market operation plan 5. The feasibility of the budget plan 6. Others: Media coverage, domestic and international awards, technology transfer, industry-academia collaboration, and investment from other sources.

## **7. Assistance for Start Up Companies Initiated by Teaching Staff or Students**

### **NSYSU Startup Container Project**

#### **Q1: What is the eligibility for participating in the project?**

A1: Teams or individuals who have already had product prototypes or innovative business ideas and

have completed the initial business plan; or teams consisting of at least one member of the team being NSYSU teaching staff, current students or alumni who graduated within 5 years.

**Q2: What services does the team provide?**

A2: The Innovation and Incubation Center offers business advices and assistance tailored for individual needs (i.e. business model, marketing material, accounting reports, business plan, investment pitch, and negotiation skills...etc.) and knowledge exchange activities. Various internal and external events are held to provide networking opportunities with external business and entrepreneurs. Successful applicants to the startup container project will be awarded with a startup fund varying from NTD 10,000 to NTD 50,000 and given the priority to use the communal office space for conducting team work and group discussion at the Startup container hub. For more information, please refer to NSYSU Startup Container Hub Management Policy.

**Q3: For those who were in the project in the past, are they eligible to re-apply?**

A3: Those, who in the past have applied and completed a project as NSYSU startup teams, are allowed to re-apply with different business ventures and offers will be made once approved by the Innovation and Incubation Center.

## 8. Faculty Evaluation

**Q1: Are teaching staff who are on an external secondment considered taking unpaid leave?**

A1: Yes (as defined by the Personnel Office)

**Q2: Do teaching staff who are seconded to NSYSU need to undergo teaching practice evaluation?**

A2: Teaching staff who have been at NSYSU for more than 5 years will need to undergo faculty evaluation. In addition, since the 2020 academic year, new associate professors and assistant professors need to receive the first evaluation in accordance with the "Guidelines for the Implementation of the Evaluation of New Faculty Members in Each College".

**Q3: Are the principal investigator fees for conducting MoST projects calculated based on “number of projects”?**

A3: Yes (based on the rules and conditions set out in Faculty Evaluation Regulations)

**Q4: What are the award categories when conducting teaching practice evaluation?**

A4: Please refer to <http://ctdr.nsysu.edu.tw/teacher3-7.php> for a list of teaching award winners in the year. From 1987 to 2003 academic years, both NSYSU awards and Ministry of Education

awards are deemed as NSYSU “Excellence in Teaching Award” (former Teaching Excellence Award). From the academic years 2004 to 2009, there were two categories of teaching awards at NSYSU: Teaching Excellence Award and Good Teaching Practice Award. Teaching Excellence Award holds the same prestige as the current Excellence in Teaching Award whereas Good Teaching Practice Award is equivalent to the existing “Excellent Teacher Award”. Since the 2010 academic year, a flexible salary scheme was in place at NSYSU to hire professors and excellent teachers (teaching category) (or named as “teachers with excellent teaching practice), also known as “Excellence in Teaching Award”.

**Q5: Can teaching and research awards given under the condition of assessment exemption as mentioned in article 5, the Faculty Evaluation Regulations be added up together?**

A5: Yes, points for teaching and research awards can be combined together.

**Q6: How to decide if a member of teaching staff is eligible to apply to be exempted according to the rules set out in the old version of the Faculty Evaluation Regulations?**

A6: The old version of the Faculty Evaluation Regulations (before amendments were made) means the version approved on the 24<sup>th</sup> December, 2010. The old version only applies to NSYSU certified full-time teaching staff who meet any one of the following conditions otherwise the current version should apply.

- (1) Staff who started his/her appointment before the 20<sup>th</sup> October 2011
- (2) Staff who have not been assessed for a faculty evaluation since the 2012 academic year (inclusive), (as defined by the Office of Academic Affairs).

**Q7: How to apply for an exemption from evaluation?**

A7: Each academic year, reviews for assessment exemption are conducted alongside a list of teaching staff for the faculty evaluation in September (the exact timeline is announced by the Office Academic Affairs). Teaching staff who apply for assessment exemption must submit applications to their departments/centers (provided with sufficient documents as proof). The applications will be submitted together with the name list for teaching assessment to relevant department for review. For more information on faculty evaluation, please visit NSYSU Outstanding Teaching Website/Rules/ (service category) Faculty Evaluation Regulations. [http://ctdr.nsysu.edu.tw/rule.php?group\\_choose=36](http://ctdr.nsysu.edu.tw/rule.php?group_choose=36) .

**Q8: What is the difference between “Exempted from evaluation” and “Evaluation Not Required This Time”?**

A8: “Exempted from evaluation” means lifelong exemption from assessment whereas “Evaluation Not Required This Time” means evaluation is not required this time but she/he will have to



undergo another evaluation once when he/she reaches another five years of service.

## 9. Personnel Regulations

**Q1: In another university, salaries for post-doctoral research and research assistant need to be filed and applied by employees themselves. Does NSYSU's administrative system work in the same way?**

A1: 1. Post-doctoral researchers:

- (1) MoST sponsored Post-doctoral researchers: Payroll system entry will be carried out by the University once the researcher comes on board.
- (2) Post-doctoral researchers who joined NSYSU with approval from the review meeting of the "Procedure Guide to Incentive Plans and Recruiting Department for Recruiting Overseas Research Talent on a Short-Term Contract Basis and Outstanding Teaching Staff" shall, after the researcher comes on board, have the payroll system entry for the postdoctoral researcher handled by the recruiting department.

2. Research assistants:

- (1) If the option "Payroll system entry by the recruiting department" was chosen in the "Recommendation Form for Recruitment of Full-Time Research Project Assistant", then the following conditions apply:
  1. Sources of funding may vary; therefore, the recruiting department is except to conduct payroll system entry in order to make appropriate adjustments of the funding source depending on the needs of individual departments.
  2. Once the employee comes on board, please complete required information on the website University portal/Accounting office/Budget Plan (accounting plan) System and Office of General Affairs/Payroll system. For information about labor insurance and national health care insurance, please contact the Personnel office.
- (2) If the option of "Payroll System Entry by the University" was chosen in the "Recommendation Form for Recruitment of Full-Time Research Project Assistant", then the following conditions apply:
  1. When the assistant completes the new starters procedure, payroll system entry will be conducted by the University
  2. When the actual pay period is shorter than a standard monthly pay period, the payroll system entry will be handled by the recruiting department.

**Q2: What happens if a newly recruited teacher has already accepted a Teaching Contract from another university before accepting the contract from NSYSU,**

A2: Procedures around whether a new full-time teaching staff is allowed to take part-time teaching jobs outside of the university involves obtaining an official letter from the other employer before

NSYSU compiles comments from the teacher's department and the Office of Academic Affairs. Approval needs to be obtained from the president of NSYSU before issuing an official reply to the employer.

**Q3: A new recruit worked for a previous school as a full-time assistant with a contract ending on the 31<sup>st</sup> July, but she/he started at NSYSU later than expected. While working for the previous employer, the new recruit had started providing assistance to the project at NSYSU, can the pay period be back-dated to the 1<sup>st</sup> August?**

A3: According to the 3<sup>rd</sup> ruling decision made in the 06/07/2016 management meeting, a new research assistant needs to complete the starter procedure and obtain approval from the president before officially starting to work for the recruiting department. The starting of work without prior approval must be avoided. The starting date of the appointment must be approved by the president in advance.

## 10. Appendix

### NSYSU Teaching Contract

Amended and approved at Teaching Assessment Committee 227 meeting 2/2/2000  
 Amended and approved at Teaching Assessment Committee 251 meeting 28/6/2001  
 Amended and approved at Teaching Assessment Committee 254 meeting 19/9/2001  
 Amended and approved at Teaching Assessment Committee 302 meeting 27/4/2006  
 Amended and approved at Teaching Assessment Committee 303 meeting 15/6/2006  
 Amended and approved at Teaching Assessment Committee 311 meeting 04/12/2007  
 Amended and approved at Teaching Assessment Committee 317 meeting 28/10/2008  
 Amended and approved at Teaching Assessment Committee 323 meeting 08/10/2009  
 Amended and approved at Teaching Assessment Committee 339 meeting 12/1/2012  
 Amended and approved at Teaching Assessment Committee 357 meeting 17/10/2013  
 Amended and approved at Teaching Assessment Committee 361 meeting 15/05/2014  
 Amended and approved at 2013 academic year, Academic Affair meeting 4th meeting 06/06/2014  
 Amended and approved at the 2019 academic years, Academic Affair meeting 4<sup>th</sup> meeting 05/06/2020

1. All teaching staff must adhere to NSYSU's "Code of Conduct for Teaching Staff" when conducting teaching, research, and service practices.
2. Aside from teaching responsibility, teaching staff at NSYSU must undertake additional responsibilities in mentoring students for their mental wellbeing, moral conduct, life, general behavior as well as tutoring.
3. Required number of teaching hours are governed by "Guidelines for Hourly Teaching Rates and Conditions". When taking leave, the rules and conditions set out in "Policy on Pay and Conditions for Teaching Rescheduled Lectures or Substituting for Other staff Due to Taking Leave" must be followed.
4. When NSYSU departments run language courses or night classes, the teaching staff for that department have a duty to teach and provide the services for these classes
5. Teaching staff have the duty to undergo the faculty evaluation according to rules and conditions set out in Faculty Evaluation Regulations. Teaching contracts will not be renewed if the staff fails to pass the evaluation made by the Faculty Evaluation Committee.
6. Teaching contract will not be renewed if full-time lecturers, assistant professors, and associate professors, who joined the University since 03/12/1999 fail at the 1<sup>st</sup> promotion evaluation within 8 years of service.
7. "NSYSU Teaching Staff Secondment Guidelines", "NSYSU Guidelines for Overseas Lecturing, Research and Advanced Study", and "NSYSU Sabbatical Leave Policy for Professors and Associate Professors", set out rules and conditions for issues relating to secondment, research, lecturing and advance study.
8. "Guidelines for Full-Time Teaching Staff Taking Employment from Private Sectors Outside NSYSU" and "Secondary Employment Policy for Full-Time Teaching Staff of State Schools" set out rules for teaching staff who take teaching jobs outside NSYSU. Teaching staff are allowed to take up to 4 hours of secondary employment per week if prior approval is granted by NSYSU. The University shall recover the remuneration paid to faculty member during illegal part-time period and incorporate it into the school administration fund.
9. Teaching staff who undertake funded or commissioned external projects must follow rules and conditions set out in "MoST Guidelines for Research Project Funding" and "Implementation Guidelines for non-MoST Industry-Academia Collaboration Projects". All relevant contracts must

- be signed by the University. Signing contracts as an individual to undertake projects with other organizations without going through NSYSU administrative system is strictly forbidden.
10. Teaching staff who undertake funded or commissioned projects must adhere to the policy set out by the commissioning department and handle all expenditures in compliance with accounting rules and regulations.
  11. Managing issues relating to research outcomes that are generated from conducting tasks during the employment must be following “NSYSU Policy for Research Outcome and Technology Transfer”.
  12. When teaching, mentoring, training, assessing, managing, counseling students, or providing students with job opportunities, where interaction with students may involve gender or where sexual relationships may take place, entering an inappropriate, and against the professional code of conduct, personal relationships with the student must be avoided. When a teaching staff is aware that the teacher-student relationship may be in breach of the code of conduct, he/she must report the incident to the University and avoid further situations. Teaching staff must hold respect for their own and other’s sexualities and bodies and avoid unappreciated behavior or infatuation. Behavior against sex and sexual equality must be avoided. Aside from the above rules, teaching staff must adhere to rules and regulations in the “Gender Equality Education Act”, “Act of Gender Equality in Employment”, “Sexual Harassment Prevention Act” and “Regulations on the Prevention of Sexual Assault, Harassment and Bullying on Campus”.
  13. Teaching staff must adhere to the code of conduct for academics, for those who fail to do so, “Rules and Regulations Governing Violations of Teaching Staff Qualifications and Academic Ethics” applies.
  14. Incidents involving misconduct of teaching staff are reported to the relevant committee for initial case examination before reporting the case further to the NSYSU Teaching Staff Evaluation Committee for final review. Article 14, “Teachers’ Act” will be applied to those who are deemed to be involved in gross misconduct. When the severity of the case is not considered as serious as gross misconduct, as defined by article 14 in Teachers’ Act, the Teaching Staff Evaluation Committee may take the alternative measures including prohibiting the staff from future promotions, secondment, secondary employment, sabbatical leave, applying for internal awards within a set period or applying for teaching staff evaluation procedures.
  15. Notice must be handed in at least one month prior to the end date of the contract if the staff does not intend to renew the employment contract. If the staff intends to leave a job within the contract period, approval needs to be obtained from the University, followed by completing the resignation procedure.
  16. For any other outstanding issues, please refer to relevant NSYSU rules and regulations.
  17. Once approved at the meeting of Academic Affairs, this contract will become effective. The same applies to future amendments.

# **Living Resources**

# 1. Internet Resources

## **Email account**

All teaching staff at NSYSU are eligible to apply for email accounts. All NSYSU official notices and letters are distributed through email. Mailbox is available to all staff. Website:

<https://email.nsysu.edu.tw>. Please set up your password properly and keep your password safe.

Service Unit: Knowledge Innovation Division, Office of Library and Information Services 2522

## **G suite account**

All teaching staff at NSYSU are eligible to apply for accounts for G suite (education version). The website is <https://g-mail.nsysu.edu.tw/> ◦

Service Unit: Knowledge Innovation Division, Office of Library and Information Services 2522

## **Using the wireless internet service on campus**

Please visit <http://lis.nsysu.edu.tw/p/412-1001-1212.php> for information on how to use the wireless internet service at NSYSU

Service Unit: Intelligent Operation Division, Office of Library and Information Services 2513

## **Rules for Internet Use**

1. Rules for Internet Use on Campus: <http://lis.nsysu.edu.tw/var/file/1/1001/img/39/2-1.pdf>.
2. Ethics Guidelines for Information Use: <http://lis.nsysu.edu.tw/var/file/1/1001/img/39/2-3.pdf>.
3. Regulations on Email Usage: <http://lis.nsysu.edu.tw/var/file/1/1001/img/39/2-2.pdf>.

(Office of the Library and Information Services main page- About Us- Rules and Regulations)

Service Unit: Intelligent Operation Division ext. 2516, 2517. Knowledge Innovation Division ext. 2522, Office of Library and Information Services

## **National Sun Yat-sen Cyber University (NSCU)**

NSYSU's digital learning platform – Cyber University, combines the course selection system to automatically update course information every semester. With this, instructors do not need to start classes manually, instead could enter various classrooms by accessing the platform to create teaching materials, so that students could use the online applications to prepare for classes in advance, do after-class reviews, conduct online discussions, turn-in assignments, etc., in addition to physical classes. The Cyber University enables instructors to store teaching resources and historical materials, as well as allowing adjustments to be made depending on the progress of individual students. Teaching staff are strongly encouraged to make more use of this.

Every semester, for the latest Cyber University's operations, promotion activities and related course information, please visit NSCU platform website: <https://cu.nsysu.edu.tw>.

Service Unit: Knowledge Innovation Division, Office of Library and Information Services 2525

### **Sign-In University Information System**

To use information services at NSYSU, staff at NSYSU can sign into iNSYSU using employee number and password (website: <https://sso.nsysu.edu.tw>)

Service Unit: Software Engineering Division, Office of Library and Information Services 2547

### **Cloud Services**

NSYSU provides rental services for virtual hosts and virtual desktops. For more information please visit <https://lis.nsysu.edu.tw/p/412-1001-14815.php>.

Service Unit: Intelligent Operation Division, Office of Library and Information Services 2512

### **Personal Data and Information Security Platform**

The site is designed to safeguard personal data and information security of NSYSU and provide relevant IT services.

(Website for Personal Data and Information Security Platform: <https://ipss.nsysu.edu.tw>)

Service Unit: Information Security Division, Office of Library and Information Services 2514

## **2. Information about Intellectual Property**

### **Information about Intellectual Property Website**

The site is designed as a NSYSU portal for information about intellectual property, providing information to all members of staff and students at NSYSU in order to promote the importance of protecting intellectual property rights.

(To download a sample of intellectual property authorization letter, please go to:

<http://ipr.nsysu.edu.tw/p/412-1059-17327.php?Lang=zh-tw>)

### **Legal Advice Mailbox for Intellectual Property Rights**

Contracted legal agencies including outsourcing units such as Lee and Li Attorney-at-law, are located at NSYSU to provide legal advice regarding intellectual property rights for NSYSU staff and students.

(Legal advice mailbox: [galis@mail.nsysu.edu.tw](mailto:galis@mail.nsysu.edu.tw))

### **NSYSU Site-Licensed Software**

Legally licensed software including Windows operation system, Microsoft Office series, Acrobat Pro, SPSS, Matlab, Simulink, NVivo, Evercam, Adobe CC, PrintMagic, PowerDirector and Antivirus software (Kaspersky) are currently available for staff and students to download from FTP, CDs/DVDs or virtual desktop, so the staff and students have access to legally licensed software. Please go to <https://ngftp.nsysu.edu.tw> to search for product keys.

1. Website for downloading licensed software: <https://lis.nsysu.edu.tw/p/412-1001-18077.php>.

2. Campus authorized software products on CD (to borrow): Please leave a form of ID at the Office of Library and Information Services on the 4<sup>th</sup> floor when borrowing.
3. Authorized use of Antivirus software (Kaspersky) has been provided and the teaching staff are strongly encouraged to download it for use, also to instill the importance of using genuine anti-virus software concepts to students to keep personal computer environment safe.
4. Authorized software application instruction and promotion: First and second semesters.  
Service Unit: Knowledge Innovation Division, Office of Library and Information Services 2458

### **License-Free Software**

NSYSU encourages its staff and students to use license-free software instead of using pirated software. NSYSU has compiled various license-free software service resources, including office documents, art drawings, statistics, and other related software packs. The entire faculty and student body are encouraged to make good use of them.

(NSYSU license-free software website: <https://lis.nsysu.edu.tw/p/412-1001-3600.php>)

### **Taiwan Intellectual Property Training Academy**

The Intellectual Property Office provides teaching staff seminars and training each year on topics relating to intellectual property so as to promote the awareness in intellectual property rights. Teaching staff are actively encouraged to take part in those classes to gain more understanding in problems and solutions that they may encounter during the teaching and research process, ultimately delivering correct knowledge to students.

(Taiwan Intellectual Property Training Academy: <http://www.tipa.org.tw/>)

### **Treasure Box for Campus Intellectual Property Rights**

Provided by the Intellectual Property Office, MOEA, Treasure Box for Campus Intellectual Property Rights is an easy-to-read, comprehensive, and easy-to-use reference book covering topics on the basic concept of intellectual property rights, library chapter, school administrative system and computational centers, internet, research activities and teaching activities. It provides answers to most of the intellectual property issues that teaching staff may come across when utilizing the University's resources and conducting teaching and research.

(Treasure Box for Campus Intellectual Property Rights Website  
<http://www.tipo.gov.tw/ct.asp?xItem=219540&ctNode=7561&mp=1>)

### **Textbook Zone for Essential Textbooks Required by Teaching Staff**

NSYSU Office of Library and Information Services purchases textbooks based on the reading lists collected from all departments every term. Textbooks are available in the dedicated zone in the library. Students have timely access to the learning resources when needed. Teaching staff are also welcome to use textbooks in the textbook zone so the textbook resources can be shared collectively.



### **Collective Textbook Procurement**

NSYSU outsources the task of textbook procurement for all professors to the Campus Bookstore. To help students cut down on the financial burden associated with textbooks, each term, professors of every department provide a list of textbooks for each class and the required quantity can be worked out collectively by the students. The Campus Bookstore, in turn purchase the books accordingly. Teaching staff are advised to encourage students to use the collective procurement system through the Campus Bookstore to obtain legal copies of textbooks.

### **Actions on Students Violating Intellectual Property Rights**

If a student is found violating intellectual property rights, and the misconduct is substantiated by evidence, the student will receive a minor demerit from the University based on Regulations for Student Awards and Penalties. Any student committing more serious offenses will receive a major demerit. Aside from penalty measures, the tutor or the military education instructor will conduct mentoring sessions with the student to avoid future offenses. When encountering similar instances, teaching staff must offer advice or warnings to the student to ensure the correct legal knowledge is acquired.

## **3. Library Resources**

### **Teaching Staff Loan Allowance, Loan Periods and Special Loans**

- (1) NSYSU full-time teaching staff or certified research staff are entitled to an allowance of 50 volumes on loan per person at any one time. The allowed borrowing period for each volume is 180 days and volumes can be renewed once. Staff may request up to 5 items on line. For overdue charges, daily charge for each overdue item is NT\$ 5. Please note:
1. If a request by someone else is made for a book that is currently on loan, the loan period will be limited to 30 days. If the loan period has already exceeded 30 days the book must be returned within 2 weeks. The system will send out automatic notices through emails (university's email account is the default account).
  2. To ensure all notices and emails sent by the library can be received, when borrowing books from the library for the first time, please confirm with the service if the correct email address is recorded in the system; or log-in to the Library system to edit or confirm the email address. (Library System-Personal Library Record-Edit Personal Information). An overdue notice sent by the library is deemed as an additional measure, users must be fully aware of due dates for books the user has on loan. Alternatively, the user can check due dates for books by accessing "Personal Library Record" in the Library system. Failure to receive a courtesy email from the library will not be deemed as an acceptable excuse for not returning an overdue book or

refusing the incurred fine.

- (2) Teaching staff conducting research projects can make “special loan” requests for books that are purchased by research budget funds. The loan period lasts until the project is finished and there are no limitations on loan allowance or loan periods.

Service Unit: Intelligent Operation Division, Office of Library and Information Services 2421

### **Family members applying for Additional Library Cards**

Spouses or immediate family members are eligible to apply for “Additional Library Cards”. Please bring one passport photo and complete the application form at the customer service desk for borrowing and returning books. Additional Library Card holders are allowed to enter the library to read or borrow books. The number of borrowed books count towards the loan allowance of the primary library card holder. The same conditions as for the teaching staffs loan allowance and loan periods apply.

Service Unit: Intelligent Operation Division, Office of Library and Information Services 2421

### **Audio-Visual and Microfilm Information Service**

The Library stocks multimedia contents including DVDs, videos, and audio recordings, with public broadcasting rights that may be used for teaching and research purposes. Full-time faculty members for teaching purposes are eligible to request access to the multimedia collection in the library and are entitled to borrow up to 5 items each time, for a loan period of 5 days (not including weekends and public holidays). No online reservation or renewal is accepted. Every semester, for audio-visual activities and new film showings please visit the multimedia website.

Multimedia website: [https://service.lis.nsysu.edu.tw/mul\\_media/](https://service.lis.nsysu.edu.tw/mul_media/)

Service Unit: Knowledge Innovation Division, Office of Library and Information Services 2451

### **Essential Textbooks Required by Teaching Staff**

For course requirements, teaching staff can make request to the Library a month before to require certain books to be included in reading lists (available at the NSYSU library) and submit a list of required textbooks to the library. The library will display those books in “Textbook Zone for Essential Books Required by Teaching Staff” so the student is able to read or make short-term borrowing for course purposes.

Service Unit: Intelligent Operation Division, Office of Library and Information Services 2423

### **Digital Information and Reference Services**

The Library subscribes to a wide variety of databases and electronic journals. The user can now access a particular journal from the database located on the website site of “the office of Library and Information Services” by choosing a specific topic and request. When using the service on campus, the user has direct access to a specific database, whereas ID authorization is required for gaining access to databases when off campus.

For more information, queries can be made by phone and email, etc., to the library staff for help in how to use library digital resources and collections or forwarding questions to the suitable department.

Service Unit: Knowledge Innovation Division, Office of Library and Information Services 2451

### **Library and Information Services for New Teaching Staff**

The service is designed to provide resources for academic research and information services to new staff including library resources and how to search on digital information, and all other IT-related information (i.e. licensed software, Cyber University platform, email services, cloud services). For more information, please get in touch with service staff in the Knowledge Innovation Division.

Service Unit: Knowledge Innovation Division, Office of Library and Information Services 2451

### **Suggested Items for the Library Collections**

NSYSU teaching staff can use the Suggested Items for the Library Collection system to recommend books for purchase. To optimize the budget, each person is allowed to recommend up to 5 books per month, with a maximum cost of NT\$ 3,000.

Service Unit: Strategic Planning Division, Office of Library and Information Services 2412

### **Information and Resource Utilization Courses**

Every semester, courses on research resources and information system utilization promotion are available. Courses on how to use information systems including guide to resources required for dissertation or academic research, authorized software usage, Cyber University, and emails services are open for teaching staff and students to sign-up and attend. For a list of courses please go to: <https://service.lis.nsysu.edu.tw/activity/index.php>

This division has specialized staff to cooperate with all departments, teaching staff as well as students for customized courses, as well as to provide assistance to the faculty/student body to make full use of its resources and to collect data, using the University's information system, etc., in addition to support teaching and academic research reports. Teaching staff and students are strongly recommended to take advantage of this service.

Service Unit: Knowledge Innovation Division, Office of Library and Information Services 2451

### **Inter library Cooperation (online application)**

NSYSU library is a member of Interlibrary Cooperation Association with 7 other members (NCKU, CCU, NCHU, KMU, NUK, NCTU and NCCU) to offer Rapid Access, Processing and Information Delivery Interlibrary Loan (Rapid ILL) services. Requests to borrow items or to make a copy of an item can be made to the British Library or other overseas libraries when necessary.

Download application forms to request an item or request to make a copy of an item from "Borrowing Services→ Interlibrary Services". Visit the website of NDDS <http://ndds.stpi.narl.org.tw/>, register an

account (one account per person), once authenticated, the application process can begin. NSYSU is also a member of RapidILL, where resources are shared with the US-based university libraries, as well as Canada, Hong Kong, and Taiwan, totaling more than 200 members.  
(<http://lis.nsysu.edu.tw/p/412-1001-15884.php>)

Service Unit: Intelligent Operation Division, Office of Library and Information Services 2456, 2422

### **Interlibrary Loans (go to the library in person to check-out books)**

The NSYSU library signed inter-library loan service agreements with more than 40 other universities including NTU, NCCU, NTHU and NCTU. When intending to use a book from another library, please bring your library ID to borrow the “Library Card” of the intended university to the 3<sup>rd</sup> Floor of the library before heading to the other library. In addition when intending to go to the following libraries (including NCKU, NCCU, NCHU, NUK, KMU and NKNU), please visit the NSYSU library website (Library Services- Inter-library Loan) for rules and regulations before logging-in to the system (<https://lib.nsysu.edu.tw//ext/online/>) to complete an application form. Please take the confirmation letter along with the personal ID to the intended university.

Service Unit: Intelligent Operation Division, Office of Library and Information Services 2421

### **Arts, Cultural and Applied Information Events Hosting**

The library directs people to wider unscheduled arts, cultural and information events including exhibitions, workshops, speeches, conferences, and seminars. For all members of NSYSU, to get information about the latest events join the Library Facebook fan club (<https://www.facebook.com/nsysulis/>)

Service Unit: Strategic Planning Division, Office of Library and Information Services 2414

#### Opening Times for Divisions of Office of Library and Information Services

	Opening Time	Library	Audio-visual information and help desk	Computer Room	Learning Plaza	1F self-study room
Term-Time	Monday to Friday	08:00-22:00	08:30-17:30 18:30-21:30	09:00-17:00	08:30-22:00	13:00-22:00
	Saturday	09:00-17:00	09:00-12:00 13:00-16:30	closed	09:00-17:00	13:00-22:00
	Sunday	09:00-17:00	closed	closed	09:00-17:00	13:00-22:00
	National Holidays	The library is closed	closed	closed	closed	to be announced
Winter and summer holidays	to be announced	to be announced	to be announced	to be announced	to be announced	to be announced
Service Unit		Intelligent Operation Divisions 2426	Knowledge Innovation Division 2451	Intelligent Operation Divisions 2513	Intelligent Operation Divisions 2513	Intelligent Operation Divisions 2426

For more information, please visit the website site of the Office of Library and Information Services:  
<https://lis.nsysu.edu.tw/>

## 4. International Relations

The Office of International Affairs is in charge of all events regarding international relations and overseas students. There are three divisions and one teaching center:

- International Relation Division: Main responsibilities comprise of establishing university partnerships, international academic exchanges, receiving foreign visitors, and providing training to student ambassadors etc.
- Student Exchange Division: Main responsibilities comprise of selecting eligible students for overseas exchange programs, handling applications for exchange programs from overseas students, scholarships for studying abroad etc.
- Overseas and International Degree Student Affairs Division: Main responsibilities comprise of issues relating to mentoring and helping overseas compatriots, foreign students, and Mainland students.
- Chinese Language Learning Center: Responsibilities comprise of teaching foreigner's Mandarin language and promoting Mandarin language.

Other centers are in place for specific tasks

NSYSU US Center: To strengthen academic exchanges and promote Taiwanese people's understanding of the US

NSYSU EU Center: To strengthen academic exchanges and promote Taiwanese people's understanding of the EU.

Major Initiatives of this Office :

### **To Increase Exchange Opportunities between NSYSU and Overseas Academic Organizations**

The Office actively creates exchange and cooperation opportunities by forming sister school partnerships with academic institutes in other countries as well as promoting substantive cooperation. NSYSU teaching staff are encouraged to contact this Office before attending any international conferences for information regarding visits to academic institutes of the visiting country as part of the trip in order to increase opportunity for substantive cooperation with academic institutes in other countries. If teachers have international cooperation plans or teacher-student activities, they are also welcome to contact this Office for publicity poster production support.

Service Unit: Division of International Relations, Office of International Affairs 2634

### **Selection Process for Exchange Student Programs and Scholarships for Students Attending Overseas Universities (Institutes)**

As of July 2020, NSYSU has formed sister school partnerships with 264 academic institutes in 43 countries, stretching from Asia, Oceania, America, and Europe. NSYSU has signed the student exchange agreement with its 197 sister schools, and selected certain number of NSYSU students to

take part in overseas exchange programs as well as host visits from sister schools for one term or one academic year. The student has the option to choose to apply to take credit courses at prestigious academic institutes overseas, or to participate in “Transnational Dual Degree Programs”. Students may choose between 3+2 scheme (3 years spent in undergraduate programs at NSYSU + 2 years spent in masters programs at institutes overseas) and 1+1 scheme (1 year spent in masters programs at NSYSU + 1 year spent in masters programs at institutes overseas). Upon completion of a dual degree program, the student is awarded with degrees from both NSYSU and its partner institute. Students who wish to attend any of the abovementioned programs can apply for “Scholarships for Students Going to Foreign Universities/Institutions (Xiwan Pilot Project) Guideline”. Students from low-income families are eligible to apply for NSYSU “Sky High-Turning Point-Fostering an International Perspective Bursaries” to fund their dream to study abroad. Teaching Staff are expected to encourage students to participate in international exchange activities.

Service Unit: Division of Student Exchange, Office of International Affairs 2243 (foreign exchange/dual degree), 2635 (scholarship)

### **Encourage Teaching Staff to Run Short-Term Courses Abroad.**

From 2009, this Office started the program of “Encouraging Teaching Staff to Run Short-Term Courses Abroad” in which NSYSU teaching staff take students abroad to visit sister schools. To gain a better understanding of the local culture and society, during those visits, activities include pre-arranged talks given by teaching staff from the hosting university, visits to local businesses (institutes) and course discussions. Subsidies are available to cover the costs of teaching staff going abroad and partially sponsor students who take part in the program. For information on available funds, please visit the website of the Office.

Service Unit: Division of Student Exchange, Office of International Affairs 2635

### **Inviting Teaching Staff to Become Host Families for Foreign Students**

Foreign students (including overseas Chinese students, foreign national students, and mainland Chinese students) often come to Taiwan on their own with very little local knowledge and know barely anyone. They are faced with challenges in day to day and academic lives because of unfamiliar cultural backgrounds, life styles and educational differences. Extra care and encouragement from teaching staff during their time at the University can be very much appreciated. The Office sincerely hopes to invite the teaching staff to become a host family. As a host family, there is no specific obligation to adhere to, neither does it require providing long-term accommodation. What it does require is to invite students into the family to be part of festive events, family gatherings, outings or simply a get-together, while at the same time, offer care and assistance when it is needed, enabling the student to feel a sense of care and part of a family. Letter of invitations to becoming a host family are sent out to the mailbox of teaching staff in September each

year. An enthusiastic response is highly welcomed.

Service Unit: Division of Overseas and International Degree Student Affairs, Office of International Affairs 2241

### **Increasing Provisions in English Language Courses**

NSYSU strives to promote an internationalized campus and has currently increased its effort in recruiting international students. The language barrier can be a deterrent to international students thus the Office has stepped up the provision of Chinese language courses. The Office of Academic Affairs in encouraging teaching staff to offer more English language courses, these are highly sought after, as these courses are beneficial in self-improvement and in elevating the international visibility of individual departments.

Service Unit: Division of Overseas and International Degree Student Affairs, Office of International Affairs 2242

## **5. Safety on Campus and Student Counseling**

### **Student Safety on Campus**

The NSYSU Advice and Guidance Division currently has a total 5 members including 1 division leader (who also acts as a military education instructor), 2 military education instructors and 2 campus security staff (administrative assistants), responsible for the military education lessons and helping students with day to day life. The main functions of the division are helping students with accommodation related issues and providing assistance in student loan applications, discounts on tuition fees, bursaries applications for students from low-income families, emergency help line, student insurance schemes, military service-related issues, teaching military education courses and handling student-related incidents and accidents (i.e. illness, sport injuries, traffic accidents, and general disputes). There are military education instructors (including campus security staff) on duty every day, handling matters relating to students both on and off campus as well as responding to emergency incidents.

In order to strengthen and ensure the safety of students and the student's life in general, each department is allocated one military education instructor and a campus security staff (administrative assistant) to be in charge of responding to and handling any possible student-related incidents.

Instructors for student guidance for each department are listed below:

1. College of Engineering: military education instructor, Lu, Wen-bing ext. 2900
2. College of Marine Science: administrative assistant, Xiao, Deng-ju ext. 2908
3. College of Liberal Arts: military education instructor, Ho Xiu-ru ext. 2902
4. College of Science: military education instructor, Kong, Fang-chang ext. 2905
5. College of Social Sciences: military education instructor, Ho, Xiu-ru ext. 2902
6. College of Management: administrative assistant, Zhang, Yi-jia ext. 2904

### **Recommendations:**

1. NSYSU campus is located in one of the touristy areas in Kaohsiung with a large influx of visitors and traffic coming in and out of the campus. Entry and exit management are a challenging task with potential threats posed to student safety. Theft incidents of valuable items stored in storage boxes on scooters are often reported; theft crime may also take places in open spaces or sports grounds when students are not alert enough. Teaching staff are advised to pay more attention, and to remind students to stay alert at all times.
2. Accidents involving students riding motorcycles happen all the time. Statistically speaking, speeding, failing to keep a safe distance and not paying enough attention are the main contributing factors. We urge teaching staff to continue with their efforts in promoting road safety awareness among students.
3. To respect the rights of residents in dormitories to peace and quiet, there is a total ban on riding scooters or motorcycles in the dormitory area. Residents failing to comply with the parking regulations more than 3 times will be asked to leave the accommodation. Non-residents failing to comply with the parking regulations will receive punishments according to the rules for reward and penalty.
4. Students often excuse themselves from wearing helmets when riding mopeds/scooters or motorcycles for the sake of convenience and short-distance riding, showing an utter disregard to human life and personal safety. We urge teaching staff to continue with their efforts in advising and persuading students.
5. Advice and Guidance Division provides a 24-hour helpline and emergency call service. For teaching staff requiring assistance in handling student related issues, please call: 0911-705-999 or internal extension no. 5999. All instructors will try their best to help.

Service Unit: Advice and Guidance Division, Office of Student Affairs 2900-2910

## **Student Counseling**

NSYSU introduced the department-based counseling system in 2002. Student counseling services provided by college counseling psychologists are available from 9 AM to 5 PM Monday to Friday as well as during the semester Monday to Thursday until 9 PM, giving students more diverse choices in choosing the counseling service that suits them the best. In addition, a campus-wide counseling network is established through working with mentors. When matters to lifestyle adjustment, self-awareness, interpersonal relationship, or career exploration of a particular student is in question, teaching staff are welcome to refer the student to the counseling psychologists at the department for further assistance, during office hours via internal extension no. 2238, or email to [counsel@mail.nsysu.edu.tw](mailto:counsel@mail.nsysu.edu.tw).

Counseling services include:

### **(1) Individual Counseling:**

There are seven full-time counseling psychologists at NSYSU. One-on-one counseling session may be conducted in an accepting and confidential environment allowing students to explore issues concerning their past experiences and inner self discovery. Appointments can be made with counseling psychologists to talk about family relations, relationships with others, emotional issues,



career development, learning strategy and self-discovery. There are also part-time professional psychiatrists on rotation duty to help diagnosing and managing students suspected suffering from mental and other related illnesses. Teaching staff are encouraged to make referrals and discussions when necessary.

**(2) Group Counseling:**

Counseling psychologists can offer 2-hour long, small-group counseling sessions 8-10 times per semester term based on the demands and interests of students. In each group session, students learn how to express themselves, get to know themselves, exchange idea with other students and learn from each other. Teaching staff are encouraged to inform students about the service.

**(3) Psychology Tests:**

All tests used at NSYSU are scientifically based, aiming to support students in learning more about their mental wellbeing, weighing up their own advantages and disadvantages and promoting self-growth. In light of helping students settling into university life, counseling psychologists offer group psychology tests and seminars on test result analysis to new students at undergraduate and post-graduate degree courses. Currently there are more than 20 psychology tests available on a wide range of subjects including career development, learning, relationships, personality and adapting to a new life. Teaching staff are welcome to contact the counseling psychologists to make an appointment to conduct tests in a class and seminars on result analysis.

**(4) Resource Room:**

There are full-time, on-site counselors, based in NSYSU resource rooms helping students with learning and physical difficulties, counseling services on mental wellbeing, life, studying, and career development. Transition meetings are held before the students starts university and before graduating to ensure the best and well-rounded assistance is provided.

Please also refer to the following document: “NSYSU Implementation Guidelines for 3-Tier Student Self-Harm Prevention Measures”.

Service Unit: Counseling and Career Development Division, Office of Student Affairs 2238

Resource Room: 2280-2282

## **6. Career Counseling**

The Counseling and Career Development division runs “Explore Your Career Options and Interests, Plan for Future Events” and provides on-line “Career Aptitude Tests” and “Occupational Questionnaires” to help students search for their career paths and increase their competitiveness in the job market. This Division could arrange tests for students and offer result analysis and career advice. Group appointments only. The division offers services to each class. Class tutors are welcome to make an appointment. The event has two major benefits for students and they are:

- (1) Thought provoking actions: the test aims to inspire students to know more about themselves and to gain a further understanding in their personal characteristics and interests, hence start thinking

about the future.

- (2) Through career development advice to help students to form a clearer picture of a problem and develop a more defined direction. Students are taught to utilize both internal and external resources to further advance their professional capability and inner power.

Service Unit: Counseling and Career Development Division, Office of Student Affairs 2261, 2263

## 7. NSYSU Implementation Guidelines for 3-Tier Student Self-Harm Prevention Measures

Approved during the 7<sup>th</sup> Administrative Meeting of the 2nd Semester of 2017-Academic Year on 06-06-2018

1. The guidelines are set out to effectively promote the 3-tier student self-harm prevention measures and to reduce incidents of self-harm on campus.
2. Implementation Objectives:
  - (1) To assist all NSYSU departments and colleges in developing and promoting the student's awareness to the importance of stress and crisis management. To provide further help and teaching to students who are at risk of self-harm to develop essential skills.
  - (2) To increase awareness for all teaching staff and professional counselors to recognize warning signs of self-harm and to manage self-harm incidents with ad-hoc strategies.
  - (3) To reduce self-harm incidents on campus, all departments and colleges are expected to identify, create, and store personal files of students with special mental health needs and conduct regular follow-up checks.
  - (4) Set up NSYSU standard operating procedure for handling and managing self-harm incidents.
  - (5) To strengthen the NSYSU professional counselors' service provision for effective counseling and psychotherapy to students who are engaged in self-harm.
  - (6) Consolidate available internet resources on self-harm prevention and to promote self-harm programs to students and effectively implement NSYSU 3-tier student self-harm preventions.
3. There are 3 tiers in the prevention measures: primary prevention, secondary prevention, and tertiary prevention:
  - (1) Primary Prevention
    1. In cooperation with the policy set out by MOE, conduct regular reviews on the NSYSU 3-tier self-harm prevention measures.
    2. Consolidate NSYSU resources to strengthen the collaborative mechanism across all departments.
    3. Establish a campus crisis response mechanism with a 24-hour helpline. Set up standard operating procedures for crisis management and carry out scheduled emergency drills accordingly.
    4. Encourage teaching staff to integrate life education into lessons when designing courses. Promote the importance of mental health and respect for life with events and activities.
    5. Familiarize all members of staff (tutors, security staff, frontline counseling staff and campus police officers) with the standard operating procedure for identifying self-harm warning signs and self-harm management.
    6. Form a joint force with student clubs and social resources to conduct self-harm

prevention events.

7. Set up a dedicated website to provide consolidated internet resources on information regarding self-harm prevention and handling, and allow students to search and use the information.
8. Regularly perform checks, inspections, improvement and maintenance work on software and hardware facilities on campus to create a safe and secure university environment.
9. Create a friendly and peaceful ambiance and provide staff with mindfulness training to ensure a positive working attitude.

## (2) Secondary Prevention

1. Set up a computer database to store information on students who receive counseling service, to monitor the latest working progress and updates on all counseling cases. Analysis outcomes generated from the database can be used to provide future directions for policy and practice.
2. To conduct annual mental health screening tests on all new comers to identify students with special mental health care needs. The intension is to set up a database and work closely with class tutors and frontline counselors to provide care, mentoring services, and support.
3. To identify students with special mental health needs through various channels and make referrals for them to receive counseling services.
4. To raise awareness among all class tutors, security staff, peers, teaching staff and parents about the symptoms of depression and suicide warning signs and to increase the ability to manage incidents in crisis situations. To provide one-to-one or group counseling sessions to identified students who are at risk of mental disorders.
5. To cooperate with external professional experts and seek their services when necessary (i.e. psychiatrists, clinical psychologists, psychotherapists, and social workers.)

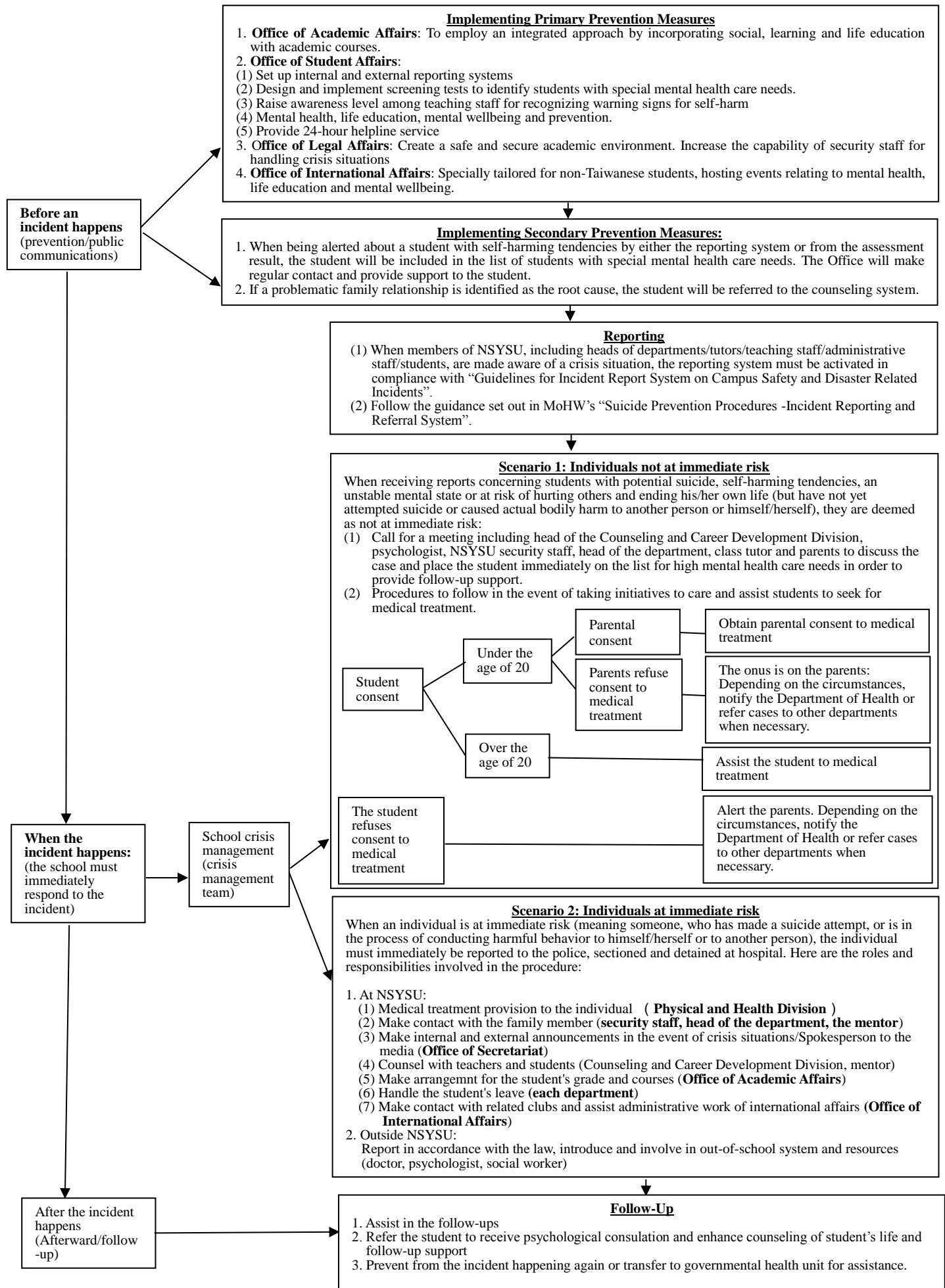
## (3) Tertiary Prevention

1. To establish “NSYSU Standard Operating Procedure for Preventing and Managing Self-harm Incidents”.
2. To manage a self-harm incident including reporting the incident, handling the incident at the scene, and providing follow-up counseling sessions, guidelines set out in “NSYSU Procedures for Managing Individuals with Psychotic Disorders or Engaging in Self-Harm Situations” must be followed.
3. Offer psychotherapy and counseling sessions to prevent repeated attempts made by those with suicidal ideas or have attempted suicide. Contact the parents and provide prevention education. Offer group or individual mental health counseling sessions to those who are affected.

4. “NSYSU Student Death Policy on Suicide or Accidental Death” sets out procedures to follow in the event of the death of a student as a result of suicide, covering issues relating to announcement (external and internal announcement and media exposure), contacting relatives, offering counseling sessions and support to grieving staff and students, and conducting suicide prevention education.
  5. Depending on the nature of the incident, reports must be made to relevant governmental agencies according to MoE’s “Guidelines for Incident Report System on Campus safety and Disaster Related Incidents” and MoHW’s “Suicide Prevention Procedures-Incident Reporting and Referral System”.
  6. Offer continuous support to individuals, groups, family members and teaching staff who are affected by self-harm incidents.
4. NSYSU 3-tier prevention task force structure chart on roles and responsibilities: see the charts below.
  5. Each department is responsible for any costs that may be incurred relating to the guidelines.
  6. This Guidelines must be approved at the administrative meeting, and become effective once the consent from the president is received. The same procedure applies to all future amendments.

## Appendix 1

## NSYSU Standard Operating Procedure for Preventing and Managing Self-harm Incidents



## Appendix 2

## NSYSU Procedures for Managing Individuals with Psychotic Disorders or Engaging in Self-Harm Situations

1<sup>st</sup> stage:  
**Report the incident**

Individual with Psychotic disorders or engaging in self-harm situations on campus

**Emergency helpline: ( 07 ) 525-6666**  
**Administrative Office Duty Room: ext. 6666 or 6667**  
**Campus Police Petrol Team: 0929-936726**  
**Campus security staff on duty: 0911-705999**  
 Go to the incident scene, assess the situation, and report to the crisis management team

2<sup>nd</sup> Stage :  
**Handling the Incident at the Scene**

Summon the crisis management team

In need of immediate medical treatment

**Key Indicators to Determine if Immediate Medical Attention is Required**

Look out for the following signs to assess the potential for the individual to injure himself/herself or others in a non-protected environment:

1. Unable to communicate
2. In an unstable emotional state or behave erratically
3. Feel a sense of detachment from reality (i.e. hallucination or overactive imagination)
4. Alcohol or drug abuse
5. Repeated self-harm history
6. Lack in social support network ( i.e. live alone and have no close friend)

No

**Advice and Guidance Division**

1. Each individual case is handled depending on its circumstances
2. Risk of self-harm
3. Arrange care and provide a protective environment
4. Make counseling referrals

Yes

**Advice and Guidance Division**

1. Inform parents for consent to medical attention
2. Assist the individual in receiving medical treatment
3. Visit the hospital to understand the situation
4. Inform the head of the department and the tutor when necessary

Keep detailed records of the case. Depending on the severity of the case, notify the crisis management team and all relevant personnel for necessary actions to be taken

3<sup>rd</sup> Stage: **Follow-up Support**

**Office of the Secretariat**

1. Communicate with the media.
2. Appoint a spokesperson to make internal and external announcements

**Counseling and Career Development Division**

1. Keep in touch with the psychiatric department during the treatment process and provide psychological counseling sessions when required
2. Provide follow-up counseling session and assistance to adjusting back to normal life after the student is discharged from hospital
3. Keep details records of the handling process for the incident
4. Follow-up support and report.

**Advice and Guidance Division**

1. Notify the security staff and relevant personnel
2. Help the student receive medical treatment
3. Arrange accommodation for the family members
4. Follow-up support and report

**Physical and Health Division**

1. Provide advices and health education to the student and the family members
2. Act as a bridge in communication between health care practitioners and the family members
3. Follow-up support and report

**Academic departments (including mentors)**

1. Offer academic support to the student, academic peer support, make up for missing lessons, issues relating to adapting back to the class.
2. Be alert to warning signs of any negative impact among other students. Anyone who appears to be emotionally unstable should be referred to the Counseling and Career Development Division

**Office of International Affairs**

1. Administrative support to international students, overseas Chinese students and mainland Chinese students
2. Contact relevant groups/networks

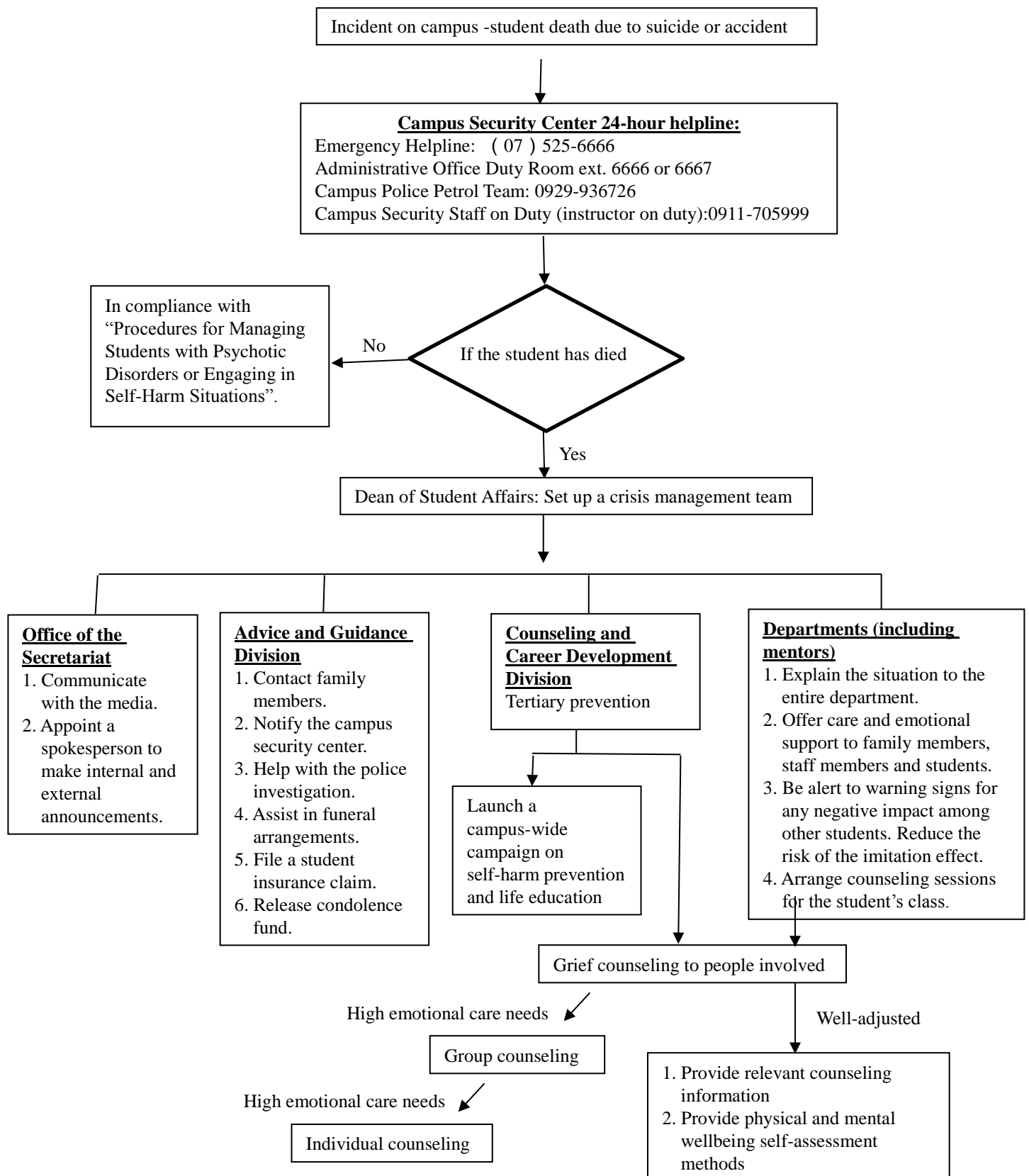
**Office of Academic Affairs**

1. Provide academic related support

**Office of General Affairs-Environmental Protection and Safety Center**

1. Safety inspection on campus
2. Maintain and improve the safety level of all infrastructures on campus

## Appendix 3

**NSYSU Student Death Policy on Suicide or Accidental Death**



## Appendix 4

**Roles and Responsibilities on NSYSU 3-Tier Student Self-Harm Prevention Task Force**

## (1) Primary Prevention

1. Objectives: Improve students' mental health and prevent students from self-harming
2. Strategies: Increase protection factors and reduce risk factors
3. Action Items:

Responsible Unit		Action Items
Office of Student Affairs	The Office	<ol style="list-style-type: none"> <li>1. Oversee the implementation of NSYSU guidelines</li> <li>2. Consolidate NSYSU resources to strengthen the collaborative mechanism across all departments.</li> </ol>
	Advice and Guidance Division	<ol style="list-style-type: none"> <li>1. Establish a campus crisis response mechanism with a 24-hour helpline.</li> <li>2. Launch campaigns to raise awareness on the importance of university safety and on prevention and management of accidents.</li> <li>3. Hold induction events for parents of newcomers and establish good working and communicating relations with parents. Set up a student support network.</li> <li>4. Cooperate with the Office of General Affairs to work together on improving and maintaining the safety level of the campus.</li> </ol>
	Counseling and Career Development Division	<ol style="list-style-type: none"> <li>1. Design a wide range of events to promote the importance of mental health (i.e. promoting the concept of 'whole person wellbeing', positive thinking, conflict management, stress, and anger management...etc.).</li> <li>2. Host activities to focus on increasing awareness of counselling wellbeing (i.e. emotional wellbeing, career paths, relationships, diversity groups and stress management).</li> <li>3. Hold "self-harm prevention" events to raise the awareness and management skills in incidents of self-harm.</li> <li>4. Form a joint force with student clubs and social resources to conduct self-harm prevention and life education events.</li> <li>5. Raise awareness about self-harm and management of self-harm through daily counseling to anyone who may seek advice (tutors, instructors, parents, and students).</li> <li>6. Increase the skills of tutors in handling and managing crisis situations at all levels of tutor meetings.</li> </ol>

		<p>7. Consolidate both internal and external resources for self-harm prevention and managing crisis situations through the provision of on-line information and search functions.</p> <p>8. Work together with NSYSU teams that are involved in managing any form of noticeboards or electronic noticeboards. Design and mount the promotional ads with the theme of life education and prevention of self-harm.</p> <p>9. Regularly review the procedures for managing self-harm incidents and carry out emergency drills with relevant department when necessary.</p>
	Extracurricular Activities Division	Through any possible student leadership training events or meetings, promote or host events to raise awareness about the importance of life education and mental health and to increase the competence in handling crisis situations.
	Physical and Health Division	Deliver first-aid training courses and increase staff and students' competence in crisis management, self-help and providing aid to other people.
Office of Academic Affairs		<p>1. Encourage teaching staff to integrate life education into lessons when designing courses to increase the student's capability in handling stress and crisis situations (being resilient and having problem solving ability), as well as to raise the confidence in self-help and providing aid to others.</p> <p>2. Make life education related courses available.</p>
Office of General Affairs		<p>1. Maintain and improve potentially dangerous spaces within campus (i.e. high-rise buildings and stairwells...etc.). Devise safety nets to prevent accidents.</p> <p>2. Carry out regular checks on all safety protection systems (i.e. security system, safety system and emergency help buttons) to ensure they function properly.</p> <p>3. Increase the capability of the campus police force towards handling crisis situations.</p>
Office of Personnel Services		<p>1. Create a friendly and peaceful ambiance and provide staff with mindfulness training to ensure a positive working attitude.</p> <p>2. Provide training courses and encourage staff to participate in those courses to raise the capability in handling self-harm related crisis situations.</p>

## (2) Secondary Prevention

1. Objectives: Early detection and early intervention to reduce or mitigate the risk of self-harm.
2. Strategies: Screen high-risk groups for timely intervention.
3. Action Items:

Execution Unit		Action Items
Departments/Colleges		Being fully informed and aware of the student's current status through day to day communication and interaction (i.e. through personal observations, tutoring sessions, and teaching) in order to identify the potential risk of the student who may self-harm or causes injuries to others. Make referrals to counselors when necessary.
Office of Student Affairs	Advice and Guidance Division	Being fully informed of the student's behavior through the university safety reporting system. To assess if a student may be at the risk of self-harm or causing injuries to others. Make referrals to counselors when necessary.
	Counseling and Career Development	<ol style="list-style-type: none"> <li>1. Being mindful of the student's behaviour and status through one-to-one counselling sessions. Analyzed outcomes generated from the database can be used to provide future directions for policy and practice.</li> <li>2. Conduct annual mental health screening tests on all newcomers to identify students with special mental health care needs. Carry out result analysis and create files on those in need of special care.</li> <li>3. Work with the tutor to jointly provide help to students who are identified as having high mental care needs. Make referrals to counselors when necessary.</li> <li>4. Work with the Office of International Affairs to be fully informed of the status of all international students including overseas Chinese students, international students, and mainland Chinese students. Provide extra support to overseas students with special mental health care needs.</li> <li>5. Cooperate with external professional experts and seek their services when necessary (i.e. psychiatrists).</li> </ol>

## (3) Tertiary Prevention

1. Objectives: Prevent further repeated attempts of suicide or the surviving friends and family members attempting suicide following a suicide death.
2. Strategies: Set up a standard operating procedure for managing crisis situations.
3. Action Items:

Execution Unit		Action Items
<b>★When managing crisis situations relating to self-harm, the guidelines set out in “NSYSU Procedures for Managing Individuals with Psychotic Disorders or Engaging in Self-Harm Situations” must be followed.</b>		
Office of Secretariat		<ol style="list-style-type: none"> <li>1. Appoint a sole spokesperson to make internal and external announcements.</li> <li>2. Press attention, handle interests/questions from journalists.</li> <li>3. Act as the only source of press releases, and be fully informed of the media reports and exposure.</li> <li>4. Offer legal advice.</li> </ol>
Office of Student Affairs	The Office	Activate the risk management team
	Advice and Guidance Division	<ol style="list-style-type: none"> <li>1. Initiate both internal and external reporting systems when a self-harm incident happens.</li> <li>2. Activate the risk management team and report to the managerial level depending on the severity of the incident.</li> <li>3. Help with issues relating to receiving medical attention, police investigation or the judicial procedures.</li> <li>4. Provide emergency medical treatment and recovery arrangement to the wounded person.</li> <li>5. Provide emergency housing arrangement.</li> <li>6. Provide the student with help on insurance claims, emergency assistance, dealing with rewards and penalties, and taking leave.</li> </ol>
	Counseling and Career Development Division	<ol style="list-style-type: none"> <li>1. Keep in touch with the psychiatric department during the treatment process and provide psychological counseling sessions when required. Provide follow-up counseling sessions and assistance in adjusting back to normal life after the student is discharged from hospital in order to prevent repeated suicide attempts in the future.</li> <li>2. Contact the parents and provide prevention education</li> <li>3. Work together with the student's department and provide group counseling or individual counseling to those who may be affected. Be fully aware of the list of students who are considered as requiring special mental health care needs and provide extra help and care or make appropriate referrals when necessary.</li> <li>4. Continuously collect information on self-harm incidents for the purpose of improving future policy and counseling practice.</li> </ol>

Office of Academic Affairs.	Help with academic learning related issues.
All Departments/ Colleges	<ol style="list-style-type: none"> <li>1. Pay more attention to the academic progress made by students who previously attempted suicide or had suicidal thoughts. Organize meetings with the tutor and classmates. Make adjustment to the course work or arrange peer support.</li> <li>2. Cooperate with the Counseling Division and offer counseling for grieving students to find peace and comfort. Make appropriate referrals to the Counseling and Career Development Division when necessary.</li> <li>3. Keep supporting students who were affected by the self-harm incident and promote the idea of respecting life and looking for help when in need.</li> </ol>
Office of International Affairs	<ol style="list-style-type: none"> <li>1. When the injured individual is not a home student, provide necessary assistance.</li> <li>2. Offer cross-nation administrative help and contact relevant organizations or networks.</li> </ol>
Office of General Affairs	Maintain and improve potentially dangerous spaces within campus (i.e. high-rise buildings and stairwells...etc.). Devise safety nets to prevent accidents.

## 8. Life on Campus and Sport Facilities

### **Applying for University Accommodation**

NSYSU certified teaching staff are eligible to apply for on or off campus accommodation. There are two types of dormitory available: single room or multiple-bedroom accommodation. To apply for the accommodation, the application must be submitted to the Property Management Division with a completed Faculty/Staff Dormitory Application Form in accordance with the rules and regulations. (Applicants wish to apply for multiple-bedroom accommodation must provide a copy the household registration transcript or the household certificate; overseas returned scholars must provide required documentations). Within 15 days after receiving the notice of the allocated accommodation, rental procedures including signing tenancy agreement, notarizing documents, and moving in must be completed. Payment for notarisation fees and any accommodation related fees must be made. For more relevant information, please visit the website of the Property Management Division, Office of General Affairs/Faculty/Staff Accommodation.

Service Unit: Property Management Division, Office of General Affairs 2372

### **Arts and Cultural Events**

Annual events for NSYSU Sunshine Art Festival (March to June) and Sizihwan Art Festival (September to December) are held in Sun Yat-Sen Art Center and Chiang Kai-Shek Villa Center. A wide variety of programs are available including music performances, drama, dance, seminars, and visual artwork exhibitions. Those events provide a positive engagement with the local community, allowing the local residents to take part free of charge. Residents from southern Taiwan benefit from having more accessible artistic events.

Service Unit: Exhibition and Performance Division, Office of Art Center 2714

### **Sport and Fitness (Sports Facilities Opening Hours)**

To provide NSYSU staff and students with an excellent exercise and sport environment, there are numerous great sports facilities available including the sports center, athletic venues, swimming pools and indoor/outdoor sports venues. According to the “NSYSU Sports Center Rules and Conditions of Use”, during the pay and play hours, users are allowed access to the sports center, swimming pool, tennis court and fitness center with a valid Sports Card or iPass debit card for occasional visitor. All other outdoor sports facilities are free of charge during the opening hours. All NSYSU faculty members and staff can apply for a Sport Card using the registration system (immediate family members can bring 1-inch photos to the Physical and Health Division to apply for a paper Sport Pass)

Service Unit: Physical and Health Division, Office of Student Affairs (extensions are as follows)

### **Sports Center (ext. 2801)**

**※Opening hours during regular class time**

Monday to Friday 08:00 to 21:45 (free entry with ID cards)

Saturday and Sunday: 14:00 to 21:45 (during paying hours, valid Sports Pass or iPass to be debited per use)

**※Opening Hours for Winter and Summer Holidays**

Monday to Friday: 08:00 to 16:45 (free entry with ID cards)

Saturday and Sunday: Closed

### **3<sup>rd</sup> Floor, Sports Center- Fitness Center**

**※Opening hours during regular class time**

Monday to Friday:

10:00 to 13:45 (free entry with ID cards)

14:00 to 20:45 (during paying hours, valid Sports Card or iPass to be debited per use)

Saturday and Sunday:

14:00 to 20:45 (during paying hours, valid Sports Card or iPass to be debited per use)

**※Opening hours for winter and summer holidays**

Monday to Friday:

10:00 to 13:45 (free entry for NSYSU members with student IDs or IDs)

14:00 to 16:45 (during paying hours, valid Sports Card or iPass to be debited per use)

Saturday and Sunday: Closed

### **Swimming Pool (ext. 2833)**

The pool usually opens from mid-March to mid-December. The exact opening dates will be announced by the Physical and Health Division. If two swimming or diving lessons are held at the same time during opening hours, the pool will be temporarily closed to other users.

January, February      Closed

March, April	Monday to Friday	08:00 - 10:00 / 15:00 to 18:00 / 18:30 to 20:30
	Saturdays and Sundays	14:00 to 17:30

May to October	Monday to Friday	08:00 - 10:00 / 15:00 to 18:00 / 18:30 to 20:30
	Saturdays and Sundays	15:00 to 18:00 / 18:30 to 20:30

November, December	Monday to Saturday	13:00 – 16:30
	Sundays	Closed

(during paying hours, valid Sports Card or iPass to be debited per use)

### **Tennis Court (ext. 2834)**

Opening hours: From Monday to Friday, only for school staff, students, and Sports Card holders using identification card or IC card, occasional users are not allowed. On Saturdays and Sundays, during paying hours, one-time users with iPass debit card are admitted.

In case of national holidays, the announcement of the Physical and Health Division shall prevail, regardless if during semester or winter and summer vacations.

April to October            06:00 to 09:00 / 16:00 to 19:00

November to March        07:00 to 10:00 / 15:00 to 18:00

## **Lighting for Indoor and Outdoor Basketball and Volleyball Courts (ext. 2831)**

※Opening hours during regular class time

Monday to Friday 18:00 to 21:00 (Lighting system is not available in rain, thunder, or bad weather conditions)

※Opening hours for winter and summer holidays

The lighting system is not activated during winter or summer holidays.

Notes:

1. All facilities and sports courts are closed during national holidays and university holidays.
2. Facilities and sports courts may be closed to the public due to bad weather conditions or private hire. Please refer to the latest updates made by the Physical and Health Division.

## **Sports Card**

(1) Classified by status: There are five types of fees divided into students, faculty members, alumni, preferential, and off-campus.

(2) The process of application:

1. NSYSU faculty, staff, and students: can apply through online registration ([http://140.117.147.235/SCMS/scms\\_login.php](http://140.117.147.235/SCMS/scms_login.php)).
2. For the payment method, please go to the online comprehensive payment management system (<https://payment.nsysu.edu.tw/olprs70/>) to print the payment slip (receiving unit: Office of Student Affairs Office → Sports Card Fee), and print the payment notice or use the mobile phone barcode to pay the fee at 7-Eleven, Family Mart, OK Mart or Hi-Life stores (the handling fee is in accordance with the regulations), Bank of Taiwan counters (the credit time is about 5 to 7 working days) or transfer using ATM (The handling fee is in accordance with the regulations of each bank and the credit time is about 5 to 7 working days).
3. After this Division receives the account credit notification, it will be reviewed and approved by the system (you can log in to the registration system to confirm), and the applicant can enter the venue with a student ID or faculty ID in the card reader at the entrance of each venue. In case of loss, please bring the new ID card to the Division office for alteration.
4. The immediate family members, alumni, preferential residents, and off-campus people are required to bring iPass or EasyCard, identity proof and a 1-inch photo to the office of the Sports Division to process the application.

(3) Fees for Sports Card:



1. Students: NTD 480 for half a year; NTD 800 for one year.
  2. Faculty, staff, and their immediate family members: NTD 960 for half a year; NTD 1,600 for one year.
  3. Alumni: NTD 1,440 for half a year; NTD 2,400 for one year.
- (4) Applicable venues: ☉ Sports Pavilion (Fitness Center)   ☉ Swimming Pool   ☉ Tennis Court
- (5) Contact Window: The office of the Physical and Health Division is located on the 1<sup>st</sup> floor of the Sports Center, Ext. 2802 Ms. Qiu.

## 9. Medical Care

To improve the quality of the medical service, NSYSU outsources the healthcare center to benefit from private experiences while partnering with external physicians, by forming a Family Medicine Clinic. All NSYSU faculty members and their spouses, immediate family members, also students with student status, showing a valid National Health Insurance card and a NSYSU ID card, may receive medical care from the clinic (spouses must also bring a personal identification card or a household registration certificate), for a NTD 50 statutory co-payment fee. The University subsidizes NTD 50 for registration fee. In addition, the Physical and Health Division offers a wide range of services including emergency first-aid and wound care, health and nutritional consultation, blood pressure measurement, BMI measurement, also first aid kits, walking canes and wheelchairs available for loan, as well as emergency medical training and infectious disease prevention.

Service Unit: Physical and Health Division, Office of Student Affairs 2251-2254

### **Family Medicine Clinic (on-campus ext. 2255)**

Opening hours Monday to Friday: 8:30-12:00

(Please visit the Physical and Health Division website for latest opening hours of the Family medicine Clinic)

## 10. Occupational Safety and Health Services

The “Occupational Safety and Health Act” became effective on 3<sup>rd</sup> July, 2014 and covers all industries including schools (defined as education service industry). In compliance with the rules and regulations of the occupational safety and labor health protection act, the educational institute is required to safeguard the health of its employees by providing education programs and raising the awareness of the importance of health management, occupational hazard prevention and health improvement.

### **Occupational health and safety and continuous education training programs**

- (1) Under the article 32 in “Occupational Safety and Health Act”, all new employees must receive at least 3 hours of occupational health and safety training within the first three years of their

employment and an additional 3-hour training is required for those using high-risk chemicals in the workplace. Specifically designed for both new and current employees using laboratories in the workplace, “The laboratory safety training course’ is run twice a year by the NSYSU Environmental Protection and Safety Center.

- (2) Attendance to health and safety training courses are compulsory for all employees. Under article 46 of the “Occupational Safety and Health Act”, a fine of up to NT\$ 3,000 will be imposed by the governing body for failure to attend.

Service Unit: Environmental Protection and Safety Center 2392

### **Medical examinations and health checkup**

- (1) Medical examinations for all new employees

When a new teaching staff first comes on board, the recruiting department must ask the employee to submit the standard or special medical examination report in order to receive medical advice on health management from professional medical doctors.

- (2) Employee health screening

Since 2017, all NSYSU teaching staff are provided with the employee health screening service. Special health screening service is also offered to employees whose jobs may involve exposure to potential health hazards. NSYSU staff are able to benefit from a tailored healthcare service offered by medical professionals.

- (3) A friendly reminder:

Attendance to medical examination and health checkup is compulsory for all employees when available. Under article 46 of the “Occupational Safety and Health Act”, a fine of up to NT\$ 3,000 will be imposed by the governing body for failure to attend.

### **Prevention of Occupational Hazards**

- (1) Health management plans for all teaching staff

To place more focus on the employee’s health, the tailored healthcare advice given by medical professional specialized in occupational health hazards is offered to employees to prevent potential illness or hazard that may be caused in the workplace.

- (2) Plan for preventing workplace harassment and violence

Preventive measures are designed for preventing mentally and physically harassing or violent behavior against teaching staff in the workplace.

- (3) Plan for preventing human factor-related hazards

Conduct questionnaires on staff experiencing muscle and joint problem to prevent muscle and joint illness as a result of bad posture, repetitive strain injuries or over-strain injuries.

- (4) Plan for preventing illness caused by abnormal workload

To prevent illness of teaching staff caused by abnormal workload.

**(5) Workplace maternity protection plan**

For pregnant staff or staff up to one year after giving birth, protective measures may be taken including appropriate workload adjustment according to medical assessment result carried out by medical professionals.

Service Unit: Physical and Health Division, Office of Student Affairs 2254 、2253

**11. Venue Rental****Conference Venue at Art Center for Rent**

There are several conference rooms located in Sun Yat-Sen Hall and the International building for both internal and external hire purposes. These venues are Guang Zhong Hall, Hua Li hall, 2 lecture theatres and the 5<sup>th</sup> floor small-sized conference room. Conference facilities such as projectors, wired or wireless microphones, video players and screens are available. Sun Yat-Sen Hall, a four-story building with a 1,370 seating capacity is situated right opposite the sports center, at the bottom of Wan Shou mountain and on the right-hand side in front of the Administrative building. It is the largest performance venue at NSYSU and a great venue for musical concerts, stage performances and big conferences.

Service Unit: Management Division, Art Center 2716

**Continuing Education Classrooms for Rent**

The Continuing Education classrooms in the Building of International Research, Office of Industry-Academe Collaboration and Advancement, are beautiful and well-equipped, ideal for all kinds of courses, lectures, conferences, themed seminars, and other activities. They are available to rent or to borrow by internal and external units (3 rooms: Classroom 4002, Classroom 5006, Classroom 5008). Related equipment includes LCD projectors, projectors, electric screens, wired or wireless microphones, and computers. Each classroom can accommodate 20 to 80 people. For relevant renting procedures and fee standards, please go to the Office of Industry-Academe Collaboration and Advancement website, download the "Borrowing Method for Continuing Education Classrooms in the Building of International Research " and the "Application Form to Borrow Continuing Education Classrooms in the Building of International Research" for more information.

Service Unit: Office of Industry-Academe Collaboration and Advancement 2711

**Sports Facilities for Group Rental (ext. 2802)**

For games, events or activities hosted by NSYSU, please complete the form from the venue hire system of the Physical and Health Division ([http://140.117.147.235/BSMS/schedule/for\\_all/index.php](http://140.117.147.235/BSMS/schedule/for_all/index.php)). Print out the completed form and submit the application to the office located on the 1<sup>st</sup> floor of the Sports Center between one week to one month prior to the event date. The intended date for venue hire should not clash with other important NSYSU events. Priority is given to events hosted at night, during

weekends, national holidays, and winter and summer holidays. The same principles apply to non-NSYSU groups. To find out more, please visit the division's website in the "NSYSU Sports Center Rules and Conditions of Use" section.

Service Unit: Physical and Health Division, Office of Student Affairs 2802

## **Student Activity Center Venue Rental**

### 1. Types of Venue:

- (1) Chargeable Venues: Performance hall, multi-purpose hall and dance studio.
- (2) Rooms available for use by student clubs or societies: East Room 3021, West room 4018, East room 6005, East room 6006 and all open and available spaces at the Student Center

### 2. Application procedure:

- (1) For student clubs or society related activities or NSYSU events, the application must be submitted according the rules of the venue hire. The venue can only be used once the hire application is granted.
- (2) The applicant needs to request a quote from the Extracurricular Activities Division and make the required payment.
- (3) The venue needs to be left clean and tidy when the event is finished.

### 3. Fees

- (1) Fees are charged according to "NSYSU Sports Center Rules and Conditions of Use".
- (2) Fees are listed in the table below:

Venue	Period	Venue Rental	A/C Fee	Cleaning Fee	Venue Equipment
		(Per Slot)	(Per Hour)	(Per Slot)	
Auditorium (464 seats)	Weekdays	12000	1000	4000	Single Projector – NTD 2000/slot
	Public and official Holidays	17000	1000	4000	
Multiple-Purpose Hall(120 Pax)	Weekdays	6000	500	1000	1. Single Projector – NTD 2000/slot 2. Additional NTD 2000/slot if food will be served
	Public and official Holidays	8500	500	1000	
Dance Studio (30 Pax)	ALL	2500	No A/C equipment	1000	
Remarks	<ol style="list-style-type: none"> <li>1. The above-mentioned venue usage time slots are as follows: 8:00-12:00 in the morning, 13:00-17:00 in the afternoon, 18:00-22:00 in the evening, each slot is counted as four hours, less than four hours is counted as four hours, any time exceeding the slot will be charged as another slot.</li> <li>2. In order to maximize the effectiveness of the venue, if the number of participants is under one-third of the venue seating capacity, the auditorium or multi-purpose hall will not be made available.</li> <li>3. Drinks, food, and meals are not allowed in the venue (Boiled drinking water and cupped water can be brought into the venue.)</li> <li>4. All School units enjoy 50% discount on the rental fee (except air-conditioning usage fee and cleaning and maintenance fee).</li> </ol>				

	<p>5. Student club activities enjoy 90% discount on the rental fee (except air-conditioning usage fee and cleaning and maintenance fee).</p> <p>6. Student clubs to represent the school to participate in national or above competitions can use two time slots free of charge for rehearsals. Additional time slots will still be charged according to the original standard.</p> <p>7. Sales tax is not included in the above stated fees and should be added.</p>
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Service Unit: Extracurricular Activities Division, Office of Student Affairs, 2213 、2214

### **Venues in Info-Library Building for Rent**

The front and back corridors, central gallery, B1 video conference rooms and 2<sup>nd</sup> floor seminar rooms are available to hire for the purpose of seminars, talks, conferences, and workshops.

Service Unit: Strategic Planning Division, Office of Library and Information Services 2461

**12. List of Clubs and Activities for NSYSU Staff and Activities Time and Venue**

No.	Name of the Club	No. of members	Days of the Week	Activity Time	Venue	Unit/Leader/Extension No.
1	Flower Arranging Club	23	Friday	12:00-13:30	7F, 7007-1, Administrative Building	Alumni Service Center/ Tsai Ai Chi Instructor/ ext. 6688
2	Aerobic Club	54	Monday, Tuesday, and Thursday	12:10-13:30 (Aerobics, Belly dancing) 12:10-13:00 (Yoga & Pilates)	Aerobics Studio	Si-Wan College/ Professor Hsiutao Hsu/ext. 5865/5863/5877
3	Christian Group	20	Monday	12:00-13:30	International Building, first floor	Dept. of Physics/Professor Hsiung Chou/ext. 3722, Contact Person: Joint Center for High Valued Instruments/LiangChu Wang/ext. 4073
4	Catholic Community Group	19	Tuesday/ bi-weekly	12:00-13:00	Garden Cafe	Dept. of Music/Associate Professor Pai-Hwa Ho/ ext. 3352
5	Yan Xin Qigong Club	18	Monday to Friday	12:00-13:00	College of Engineering (EN4079-4 room)	Dept. of Applied Mathematics/ Professor Mei-Hui Guo/ext. 3820 Contact Person: Institute of Environmental Engineering/Ching-Yi Huang/ext. 4403
6	Basketball Club	38	Tuesday	18:00-21:00	Basketball Court at 3F Sports Center or Outdoor basketball court	Department of Marine Biotechnology and Resource /Professor Ruo-Shan Tseng/ext. 5033 Contact Person: Institute of Marine Geology and Chemistry/XiaoWei Hsu/ext. 5132
7	Table Tennis Club	30	Monday to Friday	12:00-14:00	Table Tennis Room at Sports Center	Si-Wan College /Associate Professor Kai-Yang Lo/ext. 5878

No.	Name of the Club	No. of members	Days of the Week	Activity Time	Venue	Unit/Leader/Extension No.
8	Badminton Club	54	Monday to Friday, Saturday	12:00-13:30 14:00-17:00	Badminton Court at 3F Sports Center	Department of Biological Sciences/ Associate Professor Chang-Yi Wu /Ext. 3627 Contact Person: Si-Wan College/ Assistant Professor Kuo-Chin Lin/ext. 5904
9	Tennis Club	17	Wednesday	16:00-18:00	Tennis Court	Dept. of Business Management/ Professor Chi Cheng Wu/ext. 4647
10	European-Styled Flower Arranging Club	22	Friday	16:00-18:30	College of Marine Science MA2009	Dept. of Marine Biotechnology and Resource/ Professor Meng-Hsien Chen/ ext. 5208
11	Qi Ji Dao Yin Club	16	Wednesday	15:00-17:00	Aerobics Studio at Sports Center	Dept. of Information Management/Associate Professor Yu-Chen Yang/ ext. 4735
12	Bridge Club	18	Thursday Saturday	19:30-22:30 13:30-17:30	Kaohsiung Bridge Center (Basement, 50, Yongding Street, Kaohsiung City)	Dept. of Computer Science and Engineering/ Professor Chang-Biau Yang/ext.4333
13	Arts Club	37	Wednesday	14:00-16:00	3F NSYSU Sun Yat-sen Hall	International Master Program in Asia-Pacific Affairs/Contracted Assistant Professor Allison Hsi/ ext. 5532
14	Knitting Club	15	Thursday	12:00-14:00	Dept. of Mechanical and Electro-Mechanical Engineering (2021-2 room)	Dept. of Mechanical and Electro-Mechanical Engineering/Executive Officer Suhua Hong/ext. 4202

### 13. Transportation Information- (include parking permit application)

(1) Mass Transit: Take the Orange Line in Kaohsiung MRT, get off at Sizihwan MRT station, and take one of the following options:

1. On foot: Take Exit 1 from Sizihwan MRT station (Linhai 2<sup>nd</sup> Road), walk along Linhai 2<sup>nd</sup> road for 15-20 minutes to the tunnel and go through the tunnel. You will reach the NSYSU Administrative Building, Sun Yat-Sen Hall, and the Sports Center (please see the NSYSU map in page 213)
2. By NSYSU shuttle bus (free): Take Exit 2 from Sizihwan MRT station (Gushan 1<sup>st</sup> Road) and take the bus right outside the station. For the latest bus service timetable, please visit the website of the Campus Safety Division, Office of General Affairs-On-line inquiry and connect to the system- Campus Bus Timetable.  
(<https://rpa121nsysu.edu.tw/p/412-1296-18044.php?Lang=zh-tw>)
3. By MRT (shuttle bus transfer): Take Exit 2 from Sizihwan MRT station (Gushan 1<sup>st</sup> Road) and take the bus right outside the station. (The bus runs every 20 to 30 minutes, please use the Kaohsiung City real-time bus arrival information system: <http://ibus.tbkc.gov.tw/bus/>)

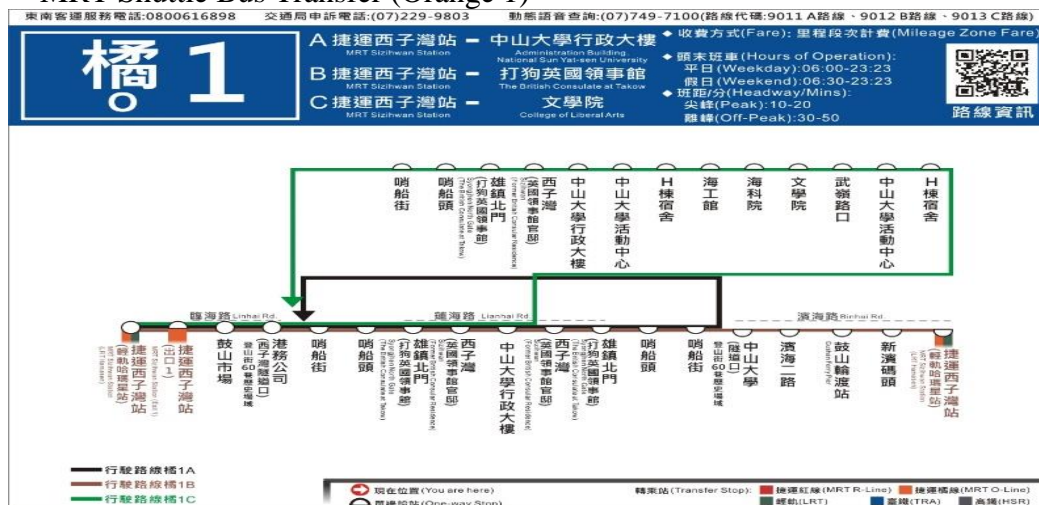
Sizihwan MRT station map



Exit 1 (Linhai 2<sup>nd</sup> Road)  
Gushan Ferry Port  
Gushan Post Office  
NSYSU

Exit 2 (Gushan 1<sup>st</sup> Road)  
Kaohsiung Customs  
Fisherman's Wharf  
Banana Wharf  
Pier 2

#### MRT Shuttle Bus Transfer (Orange 1)

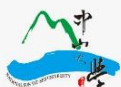


Information from Transportation Bureau of Kaohsiung City Government- Citizen Service- Public Transport- Bus Routes (by route)-Orange 1

<http://southeastbus.com/index/kcg/O1A.html>







# 中心交通真便利

## 校園交通工具簡介



### 高雄市公共腳踏車

數量：63輛  
車位：校內有4站（逸仙館、社科院、海工館、西子樓）  
費用：前30分鐘免費，第31-60分5元，第61-90分10元...  
使用情形：會員制  
網址：<https://www.c-bike.com.tw/Portal>



### 中山腳踏車



Google play

數量：97台  
車位：校園有車位  
費用：免費  
規則：1.借用期限一年，每年以大一新生優先借用，大一新生申請期限結束後如還有名額，再依申請順序依序通知本師生借用，每年6月30日前(暑假)收回腳踏車。  
2.借用人需負腳踏車保管責任，如車輛遺失需賠償500元。  
借用：每年9月開學起向校安防護組申請。



### 租賃電動二輪車(其易電動機車)

數量：80台  
充電站：文學院、國研大樓、海工館、L棟機車停車場、F棟宿舍、武嶺1村、武嶺3村、活動中心停車場、西子灣捷運站。  
費用：本校自108年3月1日起至優惠額度(60萬元)用完之日(或108年12月31日)，補助本校師生使用其易電動機車前10分鐘免費。  
使用情形：會員制  
網址：<https://urdamoto.com/>



App Store



### 中山校園公車

公車：3輛  
站牌：捷運西子灣2號出口、行政大樓、H棟宿舍、活動中心、武嶺路口、文學院  
班次：42班次(07:50 - 17:25)  
費用：免費  
時刻表：<https://safety-oga.nsysu.edu.tw/p/412-1296-18044.php>



### 橘1C校園公車

站牌：捷運西子灣2號出口、行政大樓、H棟宿舍、活動中心、武嶺路口、文學院、海科院  
班次：(平日15班次07:30 - 22:30; 假日10班次10:00 - 20:20)  
費用：師生憑證件免費  
時刻表：<https://safety-oga.nsysu.edu.tw/p/412-1296-18044.php>



高雄iBus公車  
即時動態資訊APP

### 高雄市公車

停靠站-行政大樓站：橘1A、99號、橘1C、E05西城快線(高鐵←→中山)。  
停靠站-隧道口前：50五福幹線、219、248、橘1B(假日)  
收費：依公車票價  
時刻表：<https://ibus.tbkc.gov.tw/bus/BusRoute.aspx>



### 線上申辦校園汽、機車停車證

車證費用：校內教職員工生，汽車800元；機車300元。  
車證期限：一年(約每年9月至隔年10月)。  
申辦網址：<https://vehicle.nsysu.edu.tw/>

來賓機車停車場(免費)

停車場地圖網址：[https://vehicle.nsysu.edu.tw/files/Licenses/parking\\_map.JPG](https://vehicle.nsysu.edu.tw/files/Licenses/parking_map.JPG)



申辦網址



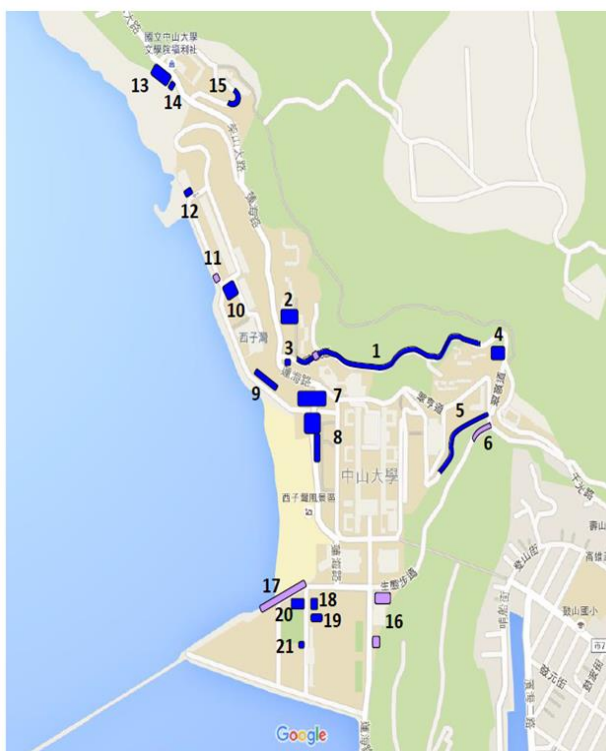
來賓停車場地圖



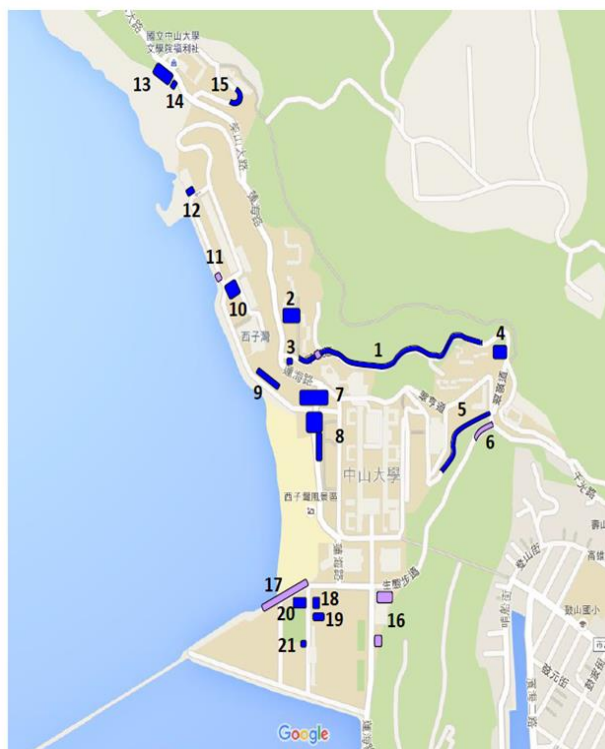
## NSYSU Parking Permit Application Terms and Conditions

1. Authorized users of the course selection system or NSYSU login system are eligible to apply for parking permits online at the Vehicle Management Committee website.  
<https://vehicle.nsysu.edu.tw/>
2. To apply for parking permits with printed application forms, please submit the following documents to the Vehicle Management Committee's Office (1F room AD1002 Administrative Building):
  1. To apply for car parking permit, please bring the employment contract or employment ID card, driving license, and vehicle certificate (limited to the applicant, his/her immediate family members, siblings, or the spouse only) and the completed Parking Permit Application Form to the Vehicle Management Committee. (The parking permit fee per academic year is NTD 1,000 for all certified faculty members, employees, workers, and assistants)
  2. To apply for motorcycle/moped parking permit, please provide proof of the employment contract or employment ID card, driving license, and vehicle certificate (limited to the applicant, his/her immediate family members, siblings, or the spouse only), vehicle emission test record issued by EPA (vehicles of 5 years or under are exempted). (The parking permit fee per academic year is NTD 300 for all certified faculty members, employees, workers, and assistants)
3. Please download the Parking Permit Application Form from:  
<http://vehicle.nsysu.edu.tw/files/Licenses/ParkingPermit.doc>
4. For more information about the emission test or records issued by EPA, please visit the website:  
<https://www.motorim.org.tw/>
5. For any information regarding NSYSU vehicle management, please contact the Vehicle Management Division on 07-5252000 ext. 2383

### NSYSU Campus Parking Map



No.	Location
1	Motorcycle parking areas along both sides of Tsuiling Boulevard
2	Milo Plaza-Wuling Villa Student Dorm
3	West Entrance of Tsuiling Boulevard
4	The back of the Tsuiheng Villa Student Dorm
5	Motorcycle parking area at L Building
6	Eco Trail Zone (visitors)
7	Underneath the foot bridge in front of the Student Center
8	Underneath the footbridge at the back of CKS Memorial Villa
9	Building of Marine Environment and Engineering-Motorcycle Parking Area
10	College of Marine Sciences-Motorcycle Parking Area



<b>11</b>	<b>College of Marine Sciences-Motorcycle Parking Area (visitor)</b>
<b>12</b>	<b>Next to the Zaobo pond, College of Marine Sciences</b>
<b>13</b>	<b>College of Liberal Arts - Motorcycle Parking Area (large)</b>
<b>14</b>	<b>College of Liberal Arts - Motorcycle Parking Area (small)</b>
<b>15</b>	<b>The curvy lane on the east side of the Fine Arts Building</b>
<b>16</b>	<b>International Building Motorcycle Parking Area (visitor)</b>
<b>17</b>	<b>Sea Dike - Motorcycle Parking Area (visitor)</b>
<b>18</b>	<b>Next to the indoor basketball court</b>
<b>19</b>	<b>Next to the monkey bars area</b>
<b>20</b>	<b>Next to the tennis court</b>
<b>21</b>	<b>In front of swimming pool, behind the Central Stage</b>



Information from NSYSU website's main page(<https://www.nsysu.edu.tw/p/412-1000-1503.php?Lang=zh-tw>)

## 14. Shops on and off campus

(Note: Please contact the shop in advance for the most updated information)

### Post office

Opening hours:

Monday to Friday: 8:30-17:00

Saturday and Sunday: Closed

The opening hours are the same for winter/summer holidays

Ext. no: 5911

Tel. no: 5250829

Fax no: 5250215

### Hairdresser

Opening hours:

Monday to Friday: 9:00-16:30

Saturdays & Sundays: only by appointment

Opening hours for summer and winter holidays

Monday to Saturday: 9:30-16:30

Saturdays: only by appointment, Sundays: off

Ext. no. 5917

Tel. no. 0929-534-878

### Barber Shop

Opening hours:

Monday to Saturday: 9:00-17:30

Sundays: off

Opening hours for summer and winter holidays

Monday to Friday: 09:00-17:00

Saturdays: 09:00-17:00; Sundays: off

Ext. no. 5948

Tel. no. 5250975

### Launderette

Opening hours:

Monday to Friday: 8:00-20:00

Saturday: 8:00-12:00; Sunday: Closed

Opening hours for summer and winter holidays

Monday to Friday: 8:00-18:00

Saturday: 8:00-12:00; Sunday: Closed

Ext. no. 5954

Tel. no. 5252218

## **Liwen Bookstore**

### Opening hours:

Monday to Friday: 9:00-20:00

Saturday and Sunday: 10:00-17:00

### Opening hours for summer and winter holidays

Monday to Saturday: 10:00-17:00

Sunday: Closed

Tel. no. 5250930

Fax. no. 5250098

## **Taiwan Fuji Xerox Photocopy**

### Opening hours:

Monday to Friday: 8:30-12:30, 13:30-19:00

Saturday and Sunday: Closed

### Opening hours for summer and winter holidays

Monday to Friday: 8:30-12:30, 13:30-18:00

Saturday and Sunday: Closed

Ext. no. 5982

Fax. no. 5250230

## **Optical Shop**

### Opening hours:

Monday to Friday: 09:30-18:30

Saturday: 13:00-16:00; Sunday: By appointment only

### Opening hours for summer and winter holidays

Monday to Friday: 10:00-17:00

Saturday: Open every other Saturday; Sunday: Closed

Ext. no. 5910

Fax. no. 5255910

## **Student Center- Accommodation Department (6F West, Students Center)**

Available time: Daily 14:00 pm to 11:00 am of the following day

Ext. no. 5920

## **Sunset Beach Resort**

### **Accommodation Department**

### Opening hours:

365 days/year

Ext. no. 6678

Tel. No. 5250005 ext. 102

Fax no. 5250195

## **Restaurant Department**

### Opening hours:

Monday to Sunday: Lunch: 11:30-14:00; afternoon tea: 14:30- 17:00; dinner 17:30- 20:30

The opening hours are the same for winter/summer holidays

Ext. no. 6678

Tel. No. 5250005 ext. 101

Fax no. 5250195

Note: Open 365 days a year

## **The Beach**

Opening hours: (please confirm by telephone in advance, the opening times are limited to a few months a year only)

Ext. no. 6678

Telephone no. 5250005

Fax no. 5250195

Note: The beach will be closed in bad weather conditions



**Shops on campus**

Category	Location	Name	Services
<b>Food &amp; Beverage</b>	Student Center	Shanhailou Gourmet Food Court	Self-service, food street
		Café 73 Steps	Beverages, coffee, vegetarian light meals
	Tsuiheng Villa -Student Dorm Building E	Building E Restaurant	Self-service, noodles, breakfast
	Wuling Villa (1 <sup>st</sup> ) Student Dorm	Milo Food Court	Self-service, food street
	Underneath the Ficus tree	Weierhhsissu Cafe	Beverages, coffee
	The plaza on the right-side of Sun Yat-sen Hall	Find Happiness	Light meals, beverages and snacks
<b>Grocery</b>	Li-Zhi Building	Sunset Beach Resort	Chinese & Western, banquet
	Basement of College of sciences	Grocery Stores	Bento boxes, food and beverages
	Tsuiheng Villa- student dorm building A		
	1F College of Liberal Arts		
	Basement of Wuling Villa (2 <sup>nd</sup> )		
	1F College of Marine Sciences		
	Tsuiheng Villa -Student Dorm Building H	Hi-Life Convenient Store	Bento boxes, food and beverages
<b>Others</b>	Student Center	Family Mart	Bento boxes, food and beverages
	Student Center	Liwen Bookstore	Books, stationary products
		Optical Shop	Glasses fitting and sales
		Hairdresser	Male/female hairdressing services
		Barber Shop	Male hairdressing service
		Express Clean Professional Launderette	Laundry services
		Post Office	Postal and banking services
	Next to the Checkpoint of the Student Center	Motorcycle Repair Services	Motorcycle/scooter repair services
	Basement of the College of Management	Taiwan Fuji Xerox	Print binding services
	Engineering Corridor	Post Office ATM	ATM
	Sizihwan Beach	Huang Jia Leisure Company (Ltd)	Dinning, accommodation, and swimming
<b>Vending Machines</b>	Student Dorm Areas	Songyang (HeySong) vending machine	Beverages
	Tsuiheng Villa-Student Dorm	SunStar Company	Self-service launderette
	Tsuiheng Villa-Student Dorm Building L	Shang Yang Automation Corporation	
	Wuling Villa -Student Dorm	SunStar Company	
	Student Center	Seiwa International Corporation	ID photo booth

Information from the website of Property Management Division, Office of General Affairs:

<https://property-oga.nsysu.edu.tw/p/412-1102-1565.php?Lang=zh-tw>

(For the latest information, please refer to information released by this Division)

**List of Off-Campus Shops**

<b>Name of the store</b>	<b>Address</b>	<b>Telephone No.</b>
Hamasing, King of Sword Fish Balls	No. 27-7 Gubo Street, Gushan District, Kaohsiung City,	07-5210948
Hamasing San-Tou Noodles Shop	No. 27-16 Gubo Street, Gushan District, Kaohsiung City,	07-5323228
Shun-He Deep fried porkchop King	No. 19-3 Gubo Street, Gushan District, Kaohsiung City,	07-5211911
Liu's Bento Box	No. 31-1, Linhai 2nd Road, Gushan District	07-5619775
Wan Chuan Taiwanese Meatball (ba wan)	No. 1, Linhai 1st Road, Gushan District	07-5330498
Fu Hong Stir Fry Lamb	No. 87, Guyuan Street, Gushan District Kaohsiung City	07-5316459
Wu's Dumplings	No. 20-1, Linhai 1st Road, Gushan District	0929-150128
A-Li Oden (stewed fishcakes and assorted vegetables in broth)	No. 29, Shaochuan Street, Gushan District Kaohsiung City	07-5310079
Hamashin Extra Thin Noodle in Thick Broth and Grilled Oden	No. 27 Gubo Street, Gushan District, Kaohsiung City,	0913-906655
Chef Lo Noodles	No. 25, Binhai 1st Road, Gushan District Kaohsiung City	07-5311642
Shiitake Mushroom Potage with Flour Coated Pork	No. 88, Binhai 1st Road, Gushan District Kaohsiung City	07-5314157
Bowyungchang	No. 93, Binhai 1st Road, Gushan District Kaohsiung City	0916-894450
A-Chu's Shop	No. 64, Binhai 1st Road, Gushan District Kaohsiung City	07-5514213
Shi Zai Xiang	No. 102, Dengshan Street, Gushan District Kaohsiung City	07-5211349
Chen's Granny Thickened Rice Noodle Soup	No. 20-2, Dengshan Street, Gushan District Kaohsiung City	07-5612707
Hamashing Thickened Broth with Deep Fried Spanish Mackerel	No. 61, Guyuan Street, Gushan District Kaohsiung City	07-5337856
Sea Ice at Kaohsiung Ferry Port	No. 76, Binhai 1st Road, Gushan District Kaohsiung City	07-5513773

<b>List of Websites of NSYSU Offices and Departments</b>	
Office of the President	<a href="http://president.nsysu.edu.tw/">http://president.nsysu.edu.tw/</a>
Office of Secretariat	<a href="http://sec.nsysu.edu.tw/">http://sec.nsysu.edu.tw/</a>
Office of Personnel Services	<a href="http://ope.nsysu.edu.tw/">http://ope.nsysu.edu.tw/</a>
Office of Accounting	<a href="http://acc.nsysu.edu.tw/">http://acc.nsysu.edu.tw/</a>
Office of Academic Affairs	<a href="http://oaa.nsysu.edu.tw">http://oaa.nsysu.edu.tw</a>
Office of Student Affairs	<a href="http://osa.nsysu.edu.tw/">http://osa.nsysu.edu.tw/</a>
Office of General Affairs	<a href="http://oga.nsysu.edu.tw/">http://oga.nsysu.edu.tw/</a>
Office of Research and Development	<a href="http://ora.nsysu.edu.tw/">http://ora.nsysu.edu.tw/</a>
Office of Global Industrial-Academe Collaboration and Advancement	<a href="https://ogiaca.nsysu.edu.tw/">https://ogiaca.nsysu.edu.tw/</a>
Office of International Affairs	<a href="http://oia.nsysu.edu.tw/">http://oia.nsysu.edu.tw/</a>
Office of Library and Information Services	<a href="https://lis.nsysu.edu.tw">https://lis.nsysu.edu.tw</a>
Art Center	<a href="http://art.nsysu.edu.tw/">http://art.nsysu.edu.tw/</a>
Environmental Protection and Safety Center	<a href="http://enviro-admin.oga.nsysu.edu.tw/">http://enviro-admin.oga.nsysu.edu.tw/</a>
NSYSU Single Sign-on Portal	<a href="https://sso.nsysu.edu.tw/">https://sso.nsysu.edu.tw/</a>
Staff Accommodation Information, Office of General Affairs	<a href="https://property-oga.nsysu.edu.tw/p/412-1102-1346.php?Lang=zh-tw">https://property-oga.nsysu.edu.tw/p/412-1102-1346.php?Lang=zh-tw</a>
NSYSU Licensed Software	<a href="https://lis.nsysu.edu.tw/p/412-1001-1239.php">https://lis.nsysu.edu.tw/p/412-1001-1239.php</a>
Rules for Internet Use on Campus	<a href="https://lis.nsysu.edu.tw/var/file/1/1001/img/39/2-1.pdf">https://lis.nsysu.edu.tw/var/file/1/1001/img/39/2-1.pdf</a>
Taiwan Academic Network Management and Regulations	<a href="http://edu.law.moe.gov.tw/LawContent.aspx?id=GL000056">http://edu.law.moe.gov.tw/LawContent.aspx?id=GL000056</a>
Ethics Guideline for Information Use	<a href="https://lis.nsysu.edu.tw/var/file/1/1001/img/39/2-3.pdf">https://lis.nsysu.edu.tw/var/file/1/1001/img/39/2-3.pdf</a>
Campus Wireless Internet service	<a href="https://lis.nsysu.edu.tw/var/file/1/1001/img/39/2-1.pdf">https://lis.nsysu.edu.tw/var/file/1/1001/img/39/2-1.pdf</a>
Open Webmail	<a href="https://email.nsysu.edu.tw/">https://email.nsysu.edu.tw/</a>
Cyber University	<a href="https://cu.nsysu.edu.tw/">https://cu.nsysu.edu.tw/</a>
Office of Academic Affairs Online Academic Record Key-in System	<a href="http://tscokin.nsysu.edu.tw/score/sco_keyin_login.asp">http://tscokin.nsysu.edu.tw/score/sco_keyin_login.asp</a>
Office of Academic Affairs Online Course Selection System	<a href="http://selcrs.nsysu.edu.tw/">http://selcrs.nsysu.edu.tw/</a>
Teaching feedback questionnaire system Office of Academic Affairs	<a href="http://selcrs.nsysu.edu.tw/tch/tch_sys.htm">http://selcrs.nsysu.edu.tw/tch/tch_sys.htm</a> (webpage description is as follows) <a href="http://ctdr.nsysu.edu.tw/teacher2.php">http://ctdr.nsysu.edu.tw/teacher2.php</a>
Office of Academic Affairs Teacher Training Courses	<a href="http://ctdr.nsysu.edu.tw/index.php">http://ctdr.nsysu.edu.tw/index.php</a>
Office of Academic Affairs Excellence in Teaching Awards	<a href="http://ctdr.nsysu.edu.tw/teacher3.php">http://ctdr.nsysu.edu.tw/teacher3.php</a>
Office of Academic Affairs Teaching Practice Evaluation System	<a href="http://selcrs.nsysu.edu.tw/tch_appraise/">http://selcrs.nsysu.edu.tw/tch_appraise/</a>
Office of Student Affairs General Information Platform	<a href="http://sis.nsysu.edu.tw">http://sis.nsysu.edu.tw</a>
NSYSU Career Portfolio System	<a href="http://ep.oaa.nsysu.edu.tw/">http://ep.oaa.nsysu.edu.tw/</a>

# National Sun Yat-sen University 2020 Academic Year Calendar

Fall semester: August 2020 - January 2021

Month	Week	Day of the Week							Events
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
8								1	1 Academic year begins. Fall semester begins
		2	3	4	5	6	7	8	3 ~ 7 Master student's application for direct admission to doctoral program 3 ~ 21 Freshmen apply for the Fall 2020 semester Tuition and Fees Exemptions and Waiver
		9	10	11	12	13	14	15	12 ~ 1 Applying for the Fall 2020 semester Student Loan(not applicable to foreign students)(Aug. 12-Sep. 1)
									13 ~ 24 Fall 2020 preliminary course selection (tentative)
									14 Print tuition and fees payment notice for existing students starts
		16	17	18	19	20	21	22	21 ~ 11 Application for postponing military service begins(Aug. 21-Sep. 11)
		23	24	25	26	27	28	29	24 Print tuition and fees payment notice for new students starts
		30	31						29 ~ 30 Dormitory check-in time for freshmen
9				1	2	3	4	5	1 Last day of Fall 2020 tuition and fees payment 1 ~ 11 Application for credit transfer 1 ~ 11 Undergraduates' application for double major and minor 1 ~ 20 Underprivileged students apply for the Fall 2020 semester financial aid(Sep. 1-Oct. 20)
	W1	6	7	8	9	10	11	12	2 ~ 3 Orientation for freshmen and transfer students 7 Registration day for all students (First day of classes) 7 Make-up exams for final exams of the previous semester 7 ~ 17 Course selection consultation with advisors
									10 ~ 17 Fall 2020 Course add/drop (tentative)
	W2	13	14	15	16	17	18	19	11 Last day for faculty to submit grades of make-up exams for the previous semester 14 Last day for departments/institutes to approve faculty's correction of final grades of previous semester
									14 Last day for faculty to complete and submit undergraduate students' grades of previous semester on service learning courses
	W3	20	21	22	23	24	25	26	14 Last day for faculty to submit graduate students' final grades of previous semester 21 ~ 25 Undergraduates' application for early graduation 21 ~ 25 Undergraduates' application for direct admission to doctoral program
									26 Make-up workday on Sep. 26 for adjusted holiday (Oct. 2)
	W4	27	28	29	30				
10						1	2	3	1 Moon Festival (National Holiday, no classes) 2 Oct. 2 Adjusted holiday, no classes
	W5	4	5	6	7	8	9	10	9 National Day of R.O.C. (make-up day) 10 National Day of R.O.C. October 10 (No classes)
	W6	11	12	13	14	15	16	17	
	W7	18	19	20	21	22	23	24	23 First University Affairs Meeting
	W8	25	26	27	28	29	30	31	
11	W9	1	2	3	4	5	6	7	2 ~ 6 Midterm examinations
	W10	8	9	10	11	12	13	14	9 ~ 20 40th Anniversary Celebration 14 University's 40th Anniversary Dinner Banquet 14 Outstanding Alumni Awards Ceremony 14 Alumni Homecoming Events
	W11	15	16	17	18	19	20	21	
	W12	22	23	24	25	26	27	28	23 ~ 27 Graduate students' application for institute transfer
	W13	29	30						27 ~ 4 Fall 2020 Course withdrawal (tentative) (Nov. 27-Dec. 4)
12				1	2	3	4	5	1 ~ 6 Applying for the Spring 2021 semester Tuition and Fees Exemptions and Waiver(Dec. 1-Jan. 6)
	W14	6	7	8	9	10	11	12	11 University Fund Management Committee
	W15	13	14	15	16	17	18	19	
	W16	20	21	22	23	24	25	26	25 Second University Affairs Meeting 25 Last day for application for leave of absence
	W17	27	28	29	30	31			
1							1	2	1 Jan. 1 National Holiday, no classes
	W18	3	4	5	6	7	8	9	4 ~ 8 Final examinations 8 Last day for faculty to correct and announce students' absent hours
		10	11	12	13	14	15	16	14 ~ 9 Applying for the Spring 2021 semester Student Loan(not applicable to foreign students)(Jan. 14-Feb. 9)
									15 Last day for faculty to submit final grades and test papers for make-up exams
		17	18	19	20	21	22	23	20 Print tuition and fees payment notice starts
		24	25	26	27	28	29	30	22 Last day for graduate student to apply for oral defense 29 Thesis/dissertation oral defense ends 29 Approved transfer graduate students announced
		31							29 ~ 8 Spring 2021 Preliminary course selection (tentatively)(Jan. 29-Feb. 8) 31 Fall semester ends

Note: Classes begin on Sep. 7, 2020 and final examinations end on Jan. 8, 2021. There are 18 teaching weeks in total.

(Adjusted holidays and alternate working days should be in accordance to the announcement of Directorate-General of Personnel Administration of the Executive Yuan.)

# National Sun Yat-sen University 2020 Academic Year Calendar

Spring semester: February 2021~July 2021

Month	Week	Day of the Week							Events
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
2			1	2	3	4	5	6	1 Spring semester begins
									1 Applying for 5-year bachelor-master degree program begins
									1 Undergraduate students apply for 7-year doctoral program
									1 ~ 5 Master student's application for direct admission to doctoral program
									5 ~ 22 Newly enrolled students apply for the Spring 2021 semester Tuition and Fees Exemptions and Waiver
									5 ~ 26 Applying for postponing military service
		7	8	9	10	11	12	13	10 Feb. 10 Adjusted holiday
									11 ~ 16 Chinese New Year Holidays (From Feb. 11, Chinese New Year's Eve, to Feb. 16, the 5th day of Chinese New Year)
		14	15	16	17	18	19	20	17 Last day of Spring 2021 tuition and fees payment
									17 ~ 26 Application for credit transfer
									17 ~ 26 Undergraduates' application for double major and minor
									20 Make-up workday on Feb. 20 for adjusted holiday (Feb. 10)
	W1	21	22	23	24	25	26	27	22 Registration day for all students (First day of classes)
									22 Make-up exams for final exams of the previous semester
									22 ~ 4 Course selection consultation with advisors(Feb. 22-Mar. 4)
									25 ~ 4 Spring 2021 Course add/drop (tentative)(Feb. 25-Mar. 4)
	W2	28							26 Last day for faculty to submit grades of make-up exams for the previous semester
									28 Peace Memorial Day (National Holiday), no classes
3			1	2	3	4	5	6	1 Peace Memorial Day(make-up day)
									2 Last day for faculty to complete and submit undergraduate students' grades of previous semester on service learning courses
									2 Last day for faculty to submit graduate students' final grades of previous semester
									2 Last day for departments/institutes to approve faculty's correction of final grades of previous semester
									2 Last day for departments to announce approved bachelor student applying for 5-year bachelor-master degree program
	W3	7	8	9	10	11	12	13	8 ~ 12 Undergraduates' application for early graduation
									10 Sports Day, no classes
									12 University Fund Management Committee
	W4	14	15	16	17	18	19	20	
	W5	21	22	23	24	25	26	27	26 Third University Affairs Meeting
	W6	28	29	30	31				
4	W7	4	5	6	7	8	9	10	2 Children's Day Holidays (make-up day)
									4 Children's Day (National Holiday) & Tomb-Sweeping Day (National Holiday), no classes
	W8	11	12	13	14	15	16	17	5 Tomb Sweeping Day Holidays (make-up day)
	W9	18	19	20	21	22	23	24	19 ~ 23 Midterm examinations
	W10	25	26	27	28	29	30		26 ~ 30 Application for department/institute transfer
5								1	
	W11	2	3	4	5	6	7	8	3 ~ 1 Applying for the Fall 2021 semester Tuition and Fees Exemptions and Waiver (May. 3-Jun. 1)
									3 ~ 14 Student application for certification programs
									7 ~ 14 Spring 2021 Course withdrawal (tentative)
	W12	9	10	11	12	13	14	15	
	W13	16	17	18	19	20	21	22	
6	W14	23	24	25	26	27	28	29	28 University Fund Management Committee
	W15	30	31						
	W16	6	7	8	9	10	11	12	5 Commencement Day
									7 ~ 2 Course selection for summer session (tentative) (Jun. 7 - Jul. 2)
	W17	13	14	15	16	17	18	19	11 Last day for application for leave of absence
7	W18	20	21	22	23	24	25	26	11 Fourth University Affairs Meeting
									14 Dragon Boat Festival (National Holiday), no classes
									21 ~ 25 Final examinations
		27	28	29	30				25 Last day for faculty to correct/announce students' absent hours
									28 ~ 5 Fee payment for summer session (tentative)(Jun. 28-Jul. 5)
7									30 First list of approved transfer students announced

Note: Classes begin on Feb. 22, 2021 and final examinations end on Jun. 25, 2021. There are 18 teaching weeks in total.

(Adjusted holidays and alternate working days should be in accordance to the announcement of Directorate-General of Personnel Administration of the Executive Yuan.)