

National Sun Yat-sen University Academic Year 2018



Faculty Handbook

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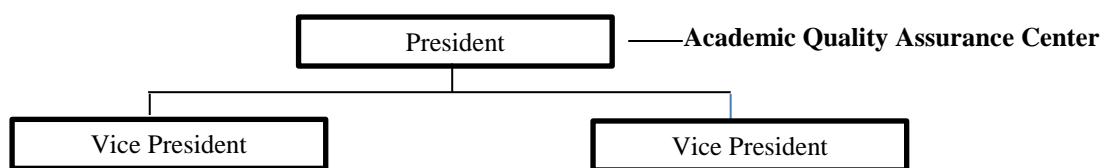
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University Organization

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 program with College of Engineering] International Ph.D. program for Synchrotron Radiation and Neutron Beam Applications |
| 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] 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. 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., in-service M.B.A. for e-commerce (enrollment closed) , 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 "College of Management" [common curriculum for 1st and 2nd year (enrollment closed)] 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)] 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 | 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 program for teaching and school administration (enrollment closed)] Center for Teacher Education In-service Executive Master's Program of Public Policies International Master's Program in Asia-Pacific Affairs |

| Center for General Education | Tier-1 Inter-Institute Research Centers | | |
|---|--|--|---|
| Division of Humanities and Social Sciences Education Division of Natural and Applied Sciences Education Division of Physical and Health Education Division of Service Learning Education | Social Engagement Center (tentative) | | |
| Program in Interdisciplinary Studies | Tier-1 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 National Policy Research Center 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 | College of Liberal Arts | Research Center for Phenomenology and the Human Studies | |
| | College of Science | Aeorosol Science Research Center | |
| | College of Engineering | Telecommunications Research & Development Center | |
| | College of Management | Research Center for Cognition and Gesture-based Computing The Social Enterprise Development & Research Center Global Talent Center Asia-Pacific Industrial Economics 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 |
| | | | Center for General Education |
| | 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 |
| | | | Asia-Pacific Human Resource Management Research Center |
| | College of Management | Institute of Human Resource Management | Center for Translational Biopharmaceuticals |
| | College of Marine Sciences | Department of Marine Biotechnology and Resources | KPP Regional R&D Center for Transportation |
| | College of Social Sciences | Department of Political Economics | |

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 Service | |
|---|--|--|---|--|--|---|
| Curriculum Division Admissions Division Registration Division Teaching and Learning Development Center | Advice & Guidance Division Extracurricular Activities Division Counseling & Career Development Division Physical & Health Division *Dorm Services Center | Clerical Services Division Administrative Services Division Payroll & Cashier Division Property Maintenance Division Facilities Management Division Campus Security & Protection Division | Project Management Division Research Planning Division Global Academic Collaboration Center Joint Center for High Valued Instrusments 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: 1st Division, Office of Personnel Services 2041

Faculty Information

I. 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: Curriculum Division, Office of Academic Affairs 2134

Office of Library and Information Service: 2521 (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: 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 also notify the Office of Academic Affairs for reference.

Service Unit: 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 all-English courses recommended by each college or offered under English programs, a multiplier of 1.5 is applied to the teaching hours; this does not apply to courses taught by foreign instructors, Department of Foreign Languages and Literature, non-lecture graduate courses, and tele-education courses offered by individual departments (institutes) in collaboration with foreign universities.

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: 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: 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 taken into account 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 Grades Submission System”, submission is complete after grade input and confirmation.
- (3) Faculty members shall submit grades in the following manner:
- (3.1) Academic results for the semester can be scored using the “letter grading” system or the “percentage” system.
 - (3.2) For joint courses, (1) a single grade is jointly assessed by all the instructors, and is input and confirmed by the chief instructor (using the simplified letter or percentile grade). (2) Each co-instructor shall input the score proportionally, and the chief instructor shall confirm and send them (using the 100-point formula).
 - (3.3) URL for “Online Grade Key-in System”:
http://tscokin.nsysu.edu.tw/score/sco_keyin_login.asp
 - (3.4) Webpage path: 1. Office of Academic Affairs → 2. Faculty → 3. Results → 4. Click on “Online Grade Key-in System” [includes system user manual]
- (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” then refer to “Teaching and Grading Guidelines for Teachers”, “Guidelines for Processing of Student Grades”, and “Procedure for Appealing 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”. "Graduate Examination Execution Rules".

Service Unit: 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 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 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 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 Division, ext. 2122 / each department).
- (4) Remedial teaching: At the beginning of each semester, the Teaching & Learning Development Center shall send letter to all academic departments inviting them to apply for setting up Study Assistant Corner and remedial teaching courses. If there are students who require additional tutoring, the college/department can apply for funding from the Center for such purpose. The Teaching & Learning Development Center shall grant the funding based on financial availability. The department or institute shall arrange and recommend graduate and undergraduate students who have excellent performance in the subject for the role of tutor to assist students with poor learning performance by providing assistance on professional courses, learning methods, learning attitude and time

management to improve academic performance. Learning feedback and tutoring record forms must be filled after completion of the remedial course for learning effectiveness evaluation (Teaching & Learning Development Center, extension 2113 / each department).

- (5) Priority Care list: The Registration Division shall screen for those students who have 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 Division, ext. 2122/ each department)

8. 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 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.

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

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 improve the quality of instruction.

The survey is divided into 10 categories based on the 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). 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 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 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) and division chiefs at the Center for General Education: Can query the opinion survey results for all curriculum offered by the department (institute), or for every course taught by instructors in their division at the Center for General Education.
 - (3.3) Dean of each college or the director of the Center for General Education: Can query the opinion survey results for the entire college, or all course instructors at the Center for General Education.

(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/tchqrypass_sco.asp).

Service Unit: Curriculum Division, Office of Academic Affairs 2133

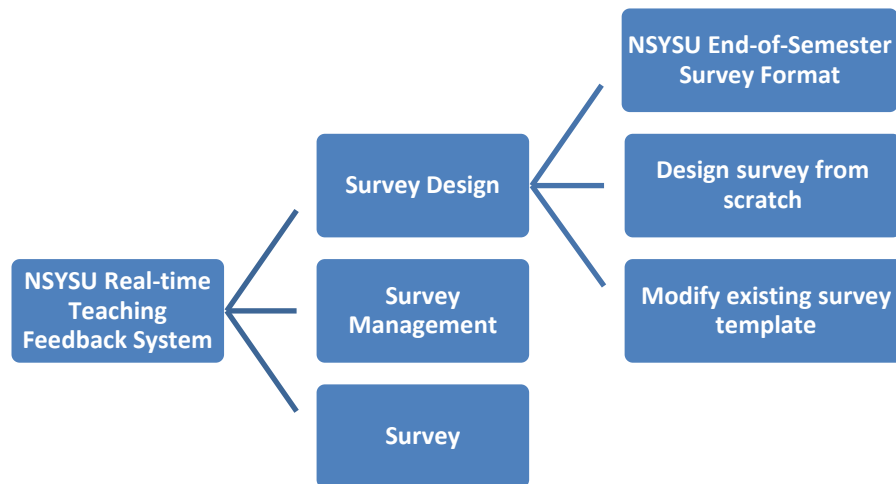
10. Real-time Teaching Opinion Feedback System

- (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: 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. Under Article 6 of the University's Regulations Governing the Appointment of Teachers and Researchers, those who are re-appointed for the first time are considered to have passed the faculty evaluation once. 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 female faculty member to be evaluated had become pregnant and given birth during the year, they may apply for the faculty evaluation to be delayed by one year.

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."

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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.

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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 based on the requirements of HESP, open for teachers to apply for project funding in discussion topic-oriented inter-disciplinary courses, Freshman Project-based Learning, Capstone Course, Problem-based Learning (referred to as PBL), flip classroom courses, distance-learning courses, MOOCs courses and other innovative teaching projects. 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 accessed after login with user name and password.
- (2) According to the University’s “Micro-credit Implementation Method”, in accordance with the educational objectives, the professional competence and curriculum planning needs set by the departments and the Center for General Education, 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>)”.

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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 system can also be accessed directly via the following link

(<http://www.opinion.nsysu.edu.tw/tp/>). It was 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 Teaching Portfolio 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.

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16. 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
- (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.
- (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 not 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.

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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 | \$310 ~ \$650 | \$390 ~ \$710 | \$475 ~ \$770 |

(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” |
| 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. | |
| 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"> 1. Academic or technological research institutions established by domestic corporations or with proper government registration. 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". 3. Internationally renowned, domestic or foreign privately-owned non-research institutions recognized by the University. | 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 th) 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"> 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. 2. The equivalency of Associate Professor grade shall be attributed to the years of service starting from the beginning of the seventh (7th) year in domestic or foreign private institutions at home and/or abroad after obtaining a master's degree or equivalent. | |
| Lecturer | <ol style="list-style-type: none"> 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. 2. The equivalency of Lecturer rank shall be attributed to the years of service starting from the beginning of the sixth (6th) year in domestic or foreign private institutions at home and/or abroad after obtaining a bachelor's degree or equivalent. | |

| 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 th) 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 th) year in domestic or foreign private institutions at home and/or abroad after obtaining a doctoral degree or equivalent. | |
| Assistant Professor | <ol style="list-style-type: none"> 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 (5th) 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 (10th) year in domestic or foreign private institutions at home and/or abroad after obtaining a bachelor's degree or equivalent. | |
| Lecturer | <ol style="list-style-type: none"> 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 (6th) 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.

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. The appointment period 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.

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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: Worked as assistant professor for more than 3 years, or holds a Ph.D. degree and had engaged research or work related to their academic discipline for more than 4 years. 2. Specialized publications, artworks, achievements or technical reports |
| 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: Worked as associate professor for more than 3 years, or holds a Ph.D. degree and had engaged research or work related to their academic discipline for more than 8 years, and those with original works or inventions, important contributions, or specialized publications. 2. Specialized publications, artworks, achievements or technical reports |

- (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/division). Another external review is conducted by the University before re-evaluation by the faculty evaluation committee of the college (Center for General Education). 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 (Center for General Education) within the range given below:

| Category | Academic research | Teaching performance | Service grade |
|--|-------------------|----------------------|---------------|
| Weighting (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) Length of service after promotion should run from the start date on the teacher certificate issued by the Ministry of Education to the day before the latest promotion. 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.

(8) The “Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education” was revised by the Ministry of Education on May 25, 2016, and shall take effect on February 1, 2017. The University will make the necessary changes to the regulations governing appointment, promotion and violation of teaching ethics by faculty members. The key changes to regulations mentioned above are as follow:

8.1. The regulations consist of Chapter 1: Requisites for Submission of Certificates, Chapter 2: Submission of Relevant Documents; Chapter 3: Category of Submission; Chapter 4: Submission of Academic Works and Backgrounds; Chapter 5: Screening Procedure; and Chapter 6: Supplementary Provisions.

8.2. Chapter 1: Requisites for Submission of Certificates

(1) The faculty member is considered to be actually teaching if they taught at the University in the semester in which the application was submitted to the lowest level faculty evaluation committee. (Article 2)

(2) Inclusion of calculation method for length of service accrued by full-time teachers at overseas schools. (Article 3)

8.3. Chapter 2: Submission of Relevant Documents: Proof of superior academic performance includes academic transcripts or supporting documentation for other academic or professional achievements. (Article 12)

8.4. Chapter 3: Category of Submission:

(1) Faculty members are explicitly allowed to apply for qualification review by submitting specialized publications, artworks, proof of achievements, proof of sporting achievements, technical reports, and technical reports on teaching practice. (Articles 13 - 20)

(2) Review criteria for promotions based on teaching innovations (Article 14 and Attachment 2)

(3) Chapter 4: Submission of Academic Works and Backgrounds:

① The maximum number of submitted works is now explicitly set as 5 (the applicant may designate one as the most representative) (Article 21, Paragraph 3)

- ② Deleted the limitation on age of submitted works, and the provision for an extension of two years due to pregnancy or child-birth. Overseas works by the applicant can now be considered. (Article 21, Paragraph 4)
 - ③ Symposium papers published online are now considered to have been published. (Article 21, Paragraph 3, Sub-paragraph 3)
 - ④ The research (publication) outcomes submitted by teachers should in principle be published in the domain. Contents of academic works not published in the public domain due to confidential information, patents, or information that may not be unlawfully disclosed, may be recognized at the discretion of each University. (Article 21, Paragraph 3)
 - ④ Where the applicant is the primary author or corresponding author, there is no need to provide a signed declaration by other overseas or co-authors. Added provision where if a signed declaration from a co-author is not available, the applicant should state in writing the extent of their contribution and the reason for unavailability of the declaration. The university-level faculty evaluation committee may agree to waive the requirement for a signed declaration from the co-author. (Article 23, Paragraph 1 Sub-paragraph 2 and Paragraph 2)
 - ⑤ If the applicant's representative is to be published in the future then it should be published in within one year. If the work was not published due to reasons beyond the applicant's control then an extension may be applied for (should still be published within three years). Current regulations require extensions to be reported to the Ministry of Education. This has now been amended to let the university track extensions to proof of future publication issued by periodicals. (Article 25)
- (4) Chapter 5: Screening Procedure:
- ① Universities are now explicitly required to define multiple systems for faculty promotion. Clear rules should be defined in the relevant university regulations for assessment, review procedures, decision-making, dispute handling, complaints and restitution mechanisms. (Article 30)
 - ② Explicit provisions for entrusted screening mechanism (universities with internal review processes now authorized to entrust reviews to external reviewers). (Article 31)
 - ③ To ensure fair reviews of submissions from applicants in each discipline, external reviews for academic works, artworks or proof of artistic achievement, proof of sporting achievement and technical reports shall consist of three external reviewers. (Article 33)
 - ④ Explicitly requires the confidentiality of the review process, reviewers and review opinions to be maintained. Provision added for exceptions including mechanism for appeals; the review opinions of rejected applications can be provided to the applicant. The appeals mechanism however only covers the review process and review opinions. The remaining information are still not provided due to the Personal Information Protection Act and to prevent exposure of the reviewers. (Article 39)

- ⑤ For review criteria including the review categories, industry-academic cooperation outcome criteria, and scope of review; the submission scope, category, documentation and review criteria for works and proofs of achievement in addition to Attachment 3; as well as the number of submitted works and the publication method of academic works, self-reviewing schools may define their own review regulations and are not governed by these regulations. To recruit the Nobel laureates of recipients of equivalent honors, academicians of national research institutions, fellows of important international academic associations, or talented foreigners with outstanding achievements applying for professorship, self-reviewing schools may define their own review procedures for academic works and qualifications. (Article 40)

(5) Chapter 6: Supplemental Provisions:

- ① Addition of provisions for violation of faculty evaluation regulations: (Article 43)
- ② Inappropriate citation, repeat publication without authorization, no indication that content includes previously published results or works. (Paragraph 1, sub-paragraph 1)
- ③ Forgery or alteration of writings, creative works, performances and technical reports. (Paragraph 1, sub-paragraph 2)
- ④ Influencing academic reviewers through illegal or inappropriate means. (Paragraph 1, sub-paragraph 3)
- ⑤ Method of handling situations where an appeal was filed by the applicant, upheld by the appeals agency, but the department, college or university-level faculty evaluation still failed to take corrective action as directed by the appeals agency. (Article 45)

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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) 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. Professional service: such as lawyer, accountant, tour guide, etc. | Item 1 of Article 14 of "Civil Servant Work Act" |
| (2) Non-profit organization or group | <ol style="list-style-type: none"> 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. 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. | | Item 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" |
| (3) State entities or businesses | <ol style="list-style-type: none"> 1. Director or supervisor representing state equity or school equity. 2. Cannot operate commercial or speculative undertakings, but in accordance with the provisions of | No other positions except those listed in the column on the left. | Article 13 of "Civil Servant Work Act" |

| Type | Concurrent /Part-time/positions permitted | Concurrent /Part-time positions not permitted | Legal Basis |
|--|---|---|-------------|
| | Item 1 of Article 13 of the Civil Servant Work Act, it is permitted to be a shareholder of a company as long as the shares held does not exceed 10%. | | |
| (4)(newly established) Biotech and new pharmaceutical companies | <ol style="list-style-type: none"> 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. | | |
| (5) 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” | <ol style="list-style-type: none"> 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. | | |

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

| Scope of Part-time Work | Permitted Positions | Prohibited Positions |
|--|--|--|
| (1) Principal or regular internal administrative staff of Government agencies (organizations), public schools, and accredited private schools. | <ol style="list-style-type: none"> 1. Task force member or advisory position in government agencies (organizations). 2. Director or consultant of private schools. | Positions of chairman/president and permanent internal administrative positions. |

| | | |
|---|---|---|
| (2) Administrative institutions | Such as : director, supervisor or consultant. | |
| (3) Non-profit organizations or groups: 1. State-owned, privately-owned, or co-owned businesses. 2. Organizations that satisfy the definition of charity and financial groups from the General Principles of the Civil Code. 3. Other businesses or groups registered or accredited by the competent authorities in accordance with the law. | Such as : 1. Advisory positions in public and non-profit hospitals. 2. Director, supervisor of non-profit or for-profit organizations. 3. Director, supervisor of academic institutes or associations. 4. Director or supervisor of international academic associations or medical organizations | |
| (4) Schools established or accredited by the local competent authorities in overseas regions, Hong Kong or Macau. | Such as: director or supervisor of an overseas school. | 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. |
| (5) For-profit organizations or groups: 1. That have established an industry-academic collaboration with the school. 2. In which the government and school holds equity. | 1. Independent director, member of the remuneration committee or consultant of private companies. 2. In accordance with Company Act, be appointed as director or supervisor of a company in which the state or school holds equity. 3. Cannot operate commercial or speculative undertakings, but it is permitted to be a shareholder of such company as long as the shares held does not exceed 10%. | 1. Positions such as director or supervisor of for-profit entities not in representation of state equity or school equity. 2. Positions regulated by professional laws such as attorney, accountant, architect and specialist. |
| (6) Newly established biotech and new pharmaceutical companies. | Can be a founder, director or technology adviser if the faculty member is the main technology provider. | |

| | | |
|---|---|---|
| (7) 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” | 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. | 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 of the Company Act. |
|---|---|---|

Remarks :

1. With the exception of “international academic or professional organizations” and “schools established or accredited by the local competent authorities in overseas regions, Hong Kong or Macau”, all entities referred in the Scope of Part-time Work are limited to domestic entities.
2. Faculty members who wish to take on a part-time position shall obtain school approval through written request. Part-time work where university approval is not required based on the interpretation issued by the Ministry of Education in 2015:
 - (1) Non-routine lecture of teaching invitations that are not for profit or commercial advertising.
 - (2) Part-time work in a task force or consulting role at a government organization, school or administrative institution, or serving as the expert representative at meetings of aforementioned organizations.
 - (3) Where confidentiality is required by law.
 - (4) Part-time position in government agencies, schools, administrative institutions or non-profit business (organizations) where only travel or attendance fees are paid and there are no other forms of remuneration (including payment in money or property).
 - (5) Part-time position carrying out non-routine work in government agencies, schools, administrative institutions or non-profit business (organizations).

(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, division) or college (Center for General Education). If the quota is based on total college (Center for General Education) complement, an application must be submitted by the department (institute, division) and approved by the college (Center for General Education) faculty evaluation committee. If by special project request and not affecting the department (institute) 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 Regulations for Temporary Transfer of Faculty Members” and return to the University to fulfill their teaching obligations, their length of service will be considered to be 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 1, 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, division) faculty evaluation committee, the application should be forwarded to Dean Chen (Center Director) 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.
 - 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 university president for approval.
- (1.3) Personnel restrictions: The number of faculty members in each department (institute, division) 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, center) 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 paid leave should serve double the length of the unpaid leave.
 - 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 paid leave.

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, division) faculty evaluation committee and approved by the dean of the college (Center Director), 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. |

| Category | Application Criteria | Review Procedure | Application Deadline | Salary Rules |
|-----------------------------|---|---|----------------------|--|
| 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. | <p>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.</p> <p>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.</p> <p>3.For domestic/overseas research projects, once the application has been passed by the department (institute, division) faculty evaluation committee and approved by the dean of the college (Center Director), it should be submitted to the Office of Personnel Affairs for the approval of the president within 1 week.</p> | Limited to 1 year | <p>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 “paid leave” for the period of the subsidy.</p> <p>2. Other overseas research applications may be placed on “paid leave” with the approval of the the department (institute, division) faculty evaluation committee, dean of the college (Center Director) and university president.</p> |

| Category | Application Criteria | Review Procedure | Application Deadline | Salary Rules |
|-------------------|---|---|--|--|
| 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 | 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 paid leave 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. |

(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 Incentives”

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 2, 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 semester (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, division) and college (Center for General Education) 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, division) 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, division) will not be affected then they will not be counted towards the above 15% quota.

(5) Salary rules: Paid leave.

(6) Service obligations: 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. 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.

Service Unit: Division 2, 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 | Female civil servant or teacher insuree (Only available to female civil servants or teachers) |

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| | | the insuree. 3. Photocopy of the passbook cover. | | than 6 months, use the 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 |

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| | | | | | 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</p> |

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| | | | | <p>monthly income over the 6 months before the start of school (as 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 2, 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"> 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. |

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| 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"> ● 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. ● Retiree Safeguarded: The average salary rule will not be applied to those who retired before the new law came into effect. ● 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. |
| | 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"> ● 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%. ● Those who receive lump-sum retirement pension: <ol style="list-style-type: none"> 1. The amount received was over the minimum guarantee amount (33,140NT\$): <ol style="list-style-type: none"> (1) Guarantee for the minimum guarantee amount (33,140NT\$) ; the allowed preferential savings principal is 2,144,000 NT\$ (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%. 2. Those whose pension do not exceed the minimum guarantee amount, will continue to receive the same amount without |

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| | | alteration. |
| | Cancel the compensation for length of service | <ol style="list-style-type: none"> 1. Those who retire after 1 year from the implementation of the law will no longer be paid the compensation for length of service. 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. |
| | Adjustment to the annual survivor pension benefit system (previously the monthly bereavement pay) | <ul style="list-style-type: none"> ● 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. ● 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). |
| 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"> ● 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. ● 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 |

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| | | competent authority to review and determine the length of service and monthly pension, within 6 months immediately after reaching 65 years of age. |
| 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"> ● Divorced spouse of public school faculty or staff who were married for at least two years, has the right to claim proportionally of the $\frac{1}{2}$ 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. ● The retirement pension claim by divorced spouse can only be a one-time lump-sum payment. ● Please refer to the attached annex for detailed regulations. |
| | Suspension of monthly pension due to re-appointment in official positions | 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. |
| | 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. |

| | | |
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| | 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) | <p>1. The use of actual (maximum allowed by salary grade) salary as calculation basis.</p> <p>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”.</p> |
| | 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>1. Already in retirement</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>2. Current staff and new recruits</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 (33,140 NT\$), 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 1st grade appointment + professional allowance.</p> |

| | |
|---|--|
| Adjustment to the preferential savings system (Article 36) | <p>1. Those who (also) receive monthly pension:</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>2. Those who receive one-time lump sum pension: 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) | <div>1. Annual survivor pension amount: maintains to be ½ of the monthly retirement pension.</div> <div>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.</div> <div>3. Adult children with mental or physical disabilities: are entitled to receive lifelong survivor pension.</div> <div>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).</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------|---|--|--|----------|--|--|--------------------|---|--|--|----------|--|--|---|---------------------------------|--|--|--|------|----|----|----|----|--|------|----|----|----|------|----|----|----|------|----|----|----|----|--|------|----|----|----|------|----|----|----|------|----|----|----|------|----|----|----|------|----|----|----|------|----|----|----|----|--|------|----|----|----|------|----|----|----|------|----|----|----|-------|----|----|----|-------|----|----|----|---------|----|----|--|--|--|
| Pension Qualifications | Postponement of monthly retirement pension age (Article 32) | <div>The retirement pension age is postponed —</div> <div>for principals and teachers of middle and lower schools : 58 years of age</div> <div>Other teaching and school staff : 65 years of age</div> <div>※15-year transition period design</div> <table><tr><th>Year of retirement</th><th colspan="2">Legal Age (Calculation basis for rollover and deduction)</th><th>Index during transition period (entitled to full pension if the sum of years of service + age equals or higher than index number)</th><th colspan="2">Base Age</th></tr><tr><td></td><td>Principals & Teachers of middle and lower schools</td><td>Other teaching and school staff</td><td></td><td colspan="2"></td></tr><tr><td>2018</td><td>58</td><td>58</td><td>76</td><td colspan="2" rowspan="3">50</td></tr><tr><td>2019</td><td>58</td><td>58</td><td>77</td></tr><tr><td>2020</td><td>58</td><td>58</td><td>78</td></tr><tr><td>2021</td><td>58</td><td>58</td><td>79</td><td colspan="2" rowspan="6">50</td></tr><tr><td>2022</td><td>58</td><td>58</td><td>80</td></tr><tr><td>2023</td><td>58</td><td>58</td><td>81</td></tr><tr><td>2024</td><td>58</td><td>58</td><td>82</td></tr><tr><td>2025</td><td>58</td><td>58</td><td>83</td></tr><tr><td>2026</td><td>58</td><td>59</td><td>84</td></tr><tr><td>2027</td><td>58</td><td>60</td><td>85</td><td colspan="2" rowspan="6">55</td></tr><tr><td>2028</td><td>58</td><td>61</td><td>86</td></tr><tr><td>2029</td><td>58</td><td>62</td><td>87</td></tr><tr><td>2030</td><td>58</td><td>63</td><td>88</td></tr><tr><td>120 年</td><td>58</td><td>64</td><td>89</td></tr><tr><td>121 年</td><td>58</td><td>65</td><td>90</td></tr><tr><td>122 年以後</td><td>58</td><td>65</td><td></td><td colspan="2"></td></tr></table> | | | | | 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) | Base Age | | | Principals & Teachers of middle and lower schools | Other teaching and school staff | | | | 2018 | 58 | 58 | 76 | 50 | | 2019 | 58 | 58 | 77 | 2020 | 58 | 58 | 78 | 2021 | 58 | 58 | 79 | 50 | | 2022 | 58 | 58 | 80 | 2023 | 58 | 58 | 81 | 2024 | 58 | 58 | 82 | 2025 | 58 | 58 | 83 | 2026 | 58 | 59 | 84 | 2027 | 58 | 60 | 85 | 55 | | 2028 | 58 | 61 | 86 | 2029 | 58 | 62 | 87 | 2030 | 58 | 63 | 88 | 120 年 | 58 | 64 | 89 | 121 年 | 58 | 65 | 90 | 122 年以後 | 58 | 65 | | | |
| 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) | Base Age | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Principals & Teachers of middle and lower schools | Other teaching and school staff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2018 | 58 | 58 | 76 | 50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2019 | 58 | 58 | 77 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2020 | 58 | 58 | 78 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2021 | 58 | 58 | 79 | 50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2022 | 58 | 58 | 80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2023 | 58 | 58 | 81 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2024 | 58 | 58 | 82 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2025 | 58 | 58 | 83 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2026 | 58 | 59 | 84 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2027 | 58 | 60 | 85 | 55 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2028 | 58 | 61 | 86 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2029 | 58 | 62 | 87 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2030 | 58 | 63 | 88 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 120 年 | 58 | 64 | 89 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 121 年 | 58 | 65 | 90 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 122 年以後 | 58 | 65 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Topic | Issue | Main Content |
|------------------|--|--|
| | | <p>Note :</p> <ol style="list-style-type: none"> 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. 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. 3. Matching the transitional period and monthly pension reduction (4% of reduction for every year in advance, maximum 5 years in advance). 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. 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). |
| 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) |

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| | Combining years of service, calculating pension amount separately | <p>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.</p> <p>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.</p> |
| 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 | <p>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 ½ 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.</p> <p>2. The retirement pension claim by divorced spouse can only be a one-time lump-sum payment.</p> |
| | Suspension of monthly pension due to re-appointment in official positions | 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. |
| | 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 |
| <p>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.</p> <p>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.</p> | |

Annex Char 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

| Applicable 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 |
| <p>Note :</p> <ol style="list-style-type: none"> 1. This regulation shall take effect on July 1 of 2018, the previous regulation is applicable 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 the “Office of Personnel Services homepage” and open the “Online Attendance System (NSYSU Single-Sign On Portal)” (URL: <https://sso.nsysu.edu.tw/>) 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 6 digits. Please change the password after login.

2. Leave summary:

| 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> <p>8. Funeral leave: May be applied for multiple times but should all be used within 100 days of death.</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 | |

(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 In 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 In 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:

- (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) 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).

- (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.”

- (4) For special cases where leave cannot be approved under the above principles, an application for special dispensation must be made.

3. Remarks:

- (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.
- (2) Faculty members in administrative roles 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, 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 Entering the Mainland Region.” for the University’s reference 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 2, 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 | (Stayed for less than 183 days in total within the R.O.C. during the taxation year) |

| | 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 \$33,000 or less then deduct 6%. 2. If total monthly payment is over \$33,000 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. An 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 or 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 \$100,000 do not in principle need a expenditure application form. The purchase can be made and claimed directly. Funds over \$10,000 should in principle be paid directly to the vendor. If advance payment was necessary then fill out the “Repayment of Advance Payment Approval Form” and submit a claim. Those under \$10,000 shall be paid directly out of the petty cash.
- (2) Regulations require an expenditure application form to be filled out for purchases over \$10,000. Purchasing shall be administered by the Office of General Affairs in accordance with the Procurement Act.
- (3) If an user unit was given the authority to manage purchases over \$100,000 by itself, the tender opening record, acceptance record, acceptance of purchased asset form, and proof of reimbursement receipt must still be approved by the responsible units (such as the Administration Services Division and Facilities 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, their universal business number, product name and quantity, unit price.
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 , UBN: 76311194.”
4. If the uniform invoice only shows the stock number then the responsible person should include the product name and sign for its accuracy; if the 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.

7. For printed electronic invoices, the invoice or original voucher deposit slip should be annotated with the invoice number in case it becomes blurred.

(2) Receipts

1. Merchant receipts should include the following details: Receipt name, buyer title, date of issue, product name, quantity, unit price, total price (amount), the total in Chinese upper case, merchant seal, store address (if not shown in merchant seal), for-profit business registration number (if not shown in merchant seal).
2. Where the amount of the receipt affects personal income tax, a receiving list should be filled out by type of expenditure, and tax withheld in accordance with the relevant rates.

(3) 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 proof of payment should be issued by the responsible person stating reason for non-availability. This can then be used to apply for funds.

(4) Lost documentation

If the receipt or invoice was lost, then a copy identical to the original stamped with the merchant seal or some 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.

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

1. "Shipping Order" and "Quotation" are not proofs 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.

(6) Receiving lists and accounts

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

(7) 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, 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 issued by the lead agency for their claims.

(8) 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 2018:
 - Public tenders (over \$1 million) -- Complete the expenditure process before 8/1.
 - Procurements (under \$1 million) -- Complete the expenditure process before 10/31.
 - Electronic procurements (any) -- Complete the expenditure process before 10/31.
 - 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.

(9) Other

1. The proof of expenditure receipt should be sorted by recipient and category. Attached receipts should in principle not exceed 5 sheets.
2. The University is a non-business organization so duplicate invoices are needed for making claims. If a computer 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. Public funds that are not petty cash (i.e. Exceeds \$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 UBN76211194.
 7. If payment is for seal engraving, the receipt should be stamped with a sample of the seal.
 8. Books are classified as assets. Please fill out an asset acquisition form and submit it to the Library and the Facilities 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 pay them directly out of petty cash or transfer the payment directly to the account of the vendor or recipient. 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, then the relevant documentation can be provided in line with convention. An explanation should be annotated and signed by the applicant or responsible person.
 12. Where the transaction was completed online and a uniform invoice must be acquired, proof of expenditure must be still be secured in accordance with the rules; where no uniform invoice is needed 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 is 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 aren’t 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 “and Seminar Hourly Fee Regulation”.
- (2) Payment of attendance fees by each agency or school (must present attendance record) 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.
- (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.” No reimbursement will be given for other additional miscellaneous expenses.
- (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.

- (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.
- (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) Personnel of recommended appointment grade 9 with annual performance pay may make a claim under allowance for selected appointment.
- (8) Contract personnel may make a claim under the allowance for their original pay grade as defined under “Domestic Travel Allowance Disbursement Scale for Civil Servants of Central Government Agencies.” Employees, technicians, drivers and janitors may make a claim under allowance for personnel below the grade of recommended appointment.
- (9) Temporary personnel and part-time workers may not be 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 active technicians and janitors set out in the “Directions of the Domestic Travel Allowance Disbursement.”
- (10) Domestic travel allowances can be wired 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.

- (11) 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 Taipei Branch of Hetai Products Insurance Co., Ltd., is the designated insurance company from May 1, 2018, through to April 30, 2019, 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 meal time 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 if 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 assistants
 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 meal times), 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.
 - (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 assistants and temporary workers:
 1. Full-time assistant: Must work full-time for the research project and may not also work part-time in other project roles. Except for in-service Master program or in-service Bachelor program students working full-time in the research project, current employees and students may not serve as full-time assistants.
 2. Part-time assistant are divided into the following three categories:
 - (1) Lecturer, TA level assistant: related to the nature of the project and needed for the project.

- (2) Research student assistant: graduate students in doctoral or master degree programs related to the nature of the project.
- (3) Undergraduate student assistant: 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. Any funds leftover from project funds approved for post-graduate researchers may not be used for other purposes.

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 registered online with the MoST.

The execution agency should compile all changes to expenditure purpose 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.

If funds in any subsidy category must be combined with another subsidy category due to the needs of the research project, if the total amount of incoming or outgoing funds does not exceed 50% of the amount originally approved for that category in the project then the executing agency may make the change through its internal administrative procedure. If the total amount of incoming and outgoing funds for any category exceeds 50% of the amount originally approved for that category in the project then the executing agency must seek the approval of the MoST before the funds can be transferred.

If the total amount of research equipment funding after the transfer of incoming funds is less

than \$50,000 in total, it may be processed through the executing agency's internal administrative procedure and does not have to be reported to the MoST.

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 photocopies of documentation such as the lecturer certificate, teaching assistant certificate, or letter of documentation; (5) Budget approval form; (6) Project Application.
 2. The funding summary and research report must be submitted 3 months after the project period. Any leftover or unused funds from each research project that must be returned should also be returned at the same time (MoST Tai-Hui-Zhong-Er Letter No. 1010039063, June 19, 2012, MoST Tai-Hui-Zhong-Er Letter No. 1020035470, June 11, 2013); if the project principal fails to submit the funding summary or the research report according to the regulations, no future research projects will be approved. If the funding summary and the research report were not

submitted according to the prescribed time limit nor after receiving notification from MoST, 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. Depending on the situation, all or one of the funding for the applicant institution/agency may be suspended as appropriate. Same rules apply if the funding summary or research report was not in compliance and was given notice but did not emend within prescribed time period. (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: <http://acc.nsysu.edu.tw/files/90-1018-14.php>).
 - (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. If additional funding is needed in the 2nd or 3rd year of the project, an application may be submitted to the MoST once the project commences for that year.
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

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 Industrial Cooperation and Continuing Education Affairs 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. Science and Research Procurement

To improve procurement efficiency and promote the research and development of science and technology, the NSYSU Guidelines for Science and Research Procurement were defined by the University in accordance with the Fundamental Science and Technology Act and the Regulations Governing Procurements for Scientific and Technological Research and Development. Under the NSYSU Guidelines for Science and Research Procurement, procurements of less than NT\$1,000,000 do not have to go through the public tender process. The requisitioning unit may acquire a quote or proposal from more than one vendor then contact the vendor directly for procurement. Procurements over NT\$1,000,000 should go through the public tender and review process, or be conducted as a limited tender if the relevant rules apply.

Science and research procurement URL:

<http://admin-support.oga.nsysu.edu.tw/files/11-1042-10167.php>

Service Unit: Administrative Services Division, Office of General Affairs 2354

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 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, 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: The "Regulations of Mentor Awards" were established to reward excellent mentors. 9 outstanding mentors are selected every semester and presented with an award plaque and prize of NT\$20,000 by the university president during key meetings or ceremonies. The stories of the excellent teachers will also be published in the University publication; their cases will be studied during University-level mentor meetings and their names recorded on the Wall of Fame of the Art Center.

Service Unit: Counseling & Career Development Division, Office of Student Affairs 2237

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

1. Mentors shall acquire a 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 "Counseling & Career Development Division Process for Collaboration with Mentors in Emergency Situations" 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 2237

17. Online Attendance System

Preparation before accessing the Online Attendance System

1. Natural Person identification authentication component installation

- (1) Click [User Manual] in the menu on top – [Document System Service Platform] to start.
- (2) Click on DSIC document creation cross-browser component for Windows, save the DSIC installer v1.3.0.msi to the computer desktop. (Please select the appropriate installer for the PC's operating system, e.g. if the PC's OS is Windows XP, select the installer For Windows XP, and so on)



“Picture 1-1”

- (3) Please close all the running applications first before installing the "DSIC document creation cross-browser component _v1.3.0.msi" that was downloaded to desktop, as shown in "Picture 1-2", double click the left mouse button for execution, the installation is complete automatically after the execution screen pop-up appears.

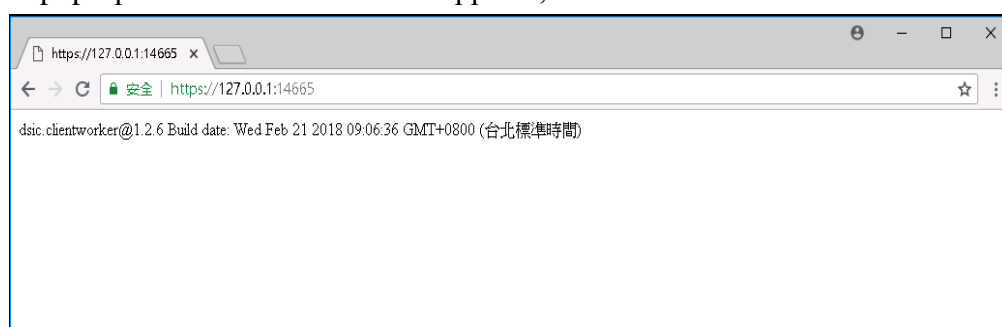


“Picture 1-2”

- (4) Make sure to restart the PC after installation.

2. Set-up for Google Chrome browser (if using FireFox or IE, please skip this setting).

- (1) Please open Chrome after installation, enter in the address bar: <https://127.0.0.1:14665>, if the pop-up shown in “Picture 2-1” appears, it means that the installation has been successful.



“Picture 2-1”

3. FireFox (If using Chrome or IE, please skip this setting)

(1) For computers that have not yet installed, please enter in the FireFox URL column:

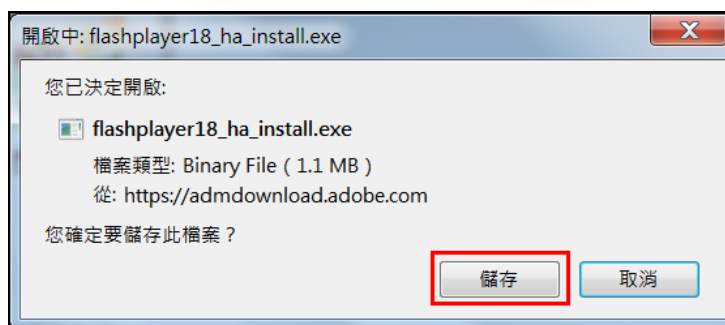
<https://get.adobe.com/tw/flashplayer/>

(2) Uncheck the optional for purchase items and click Install Now.



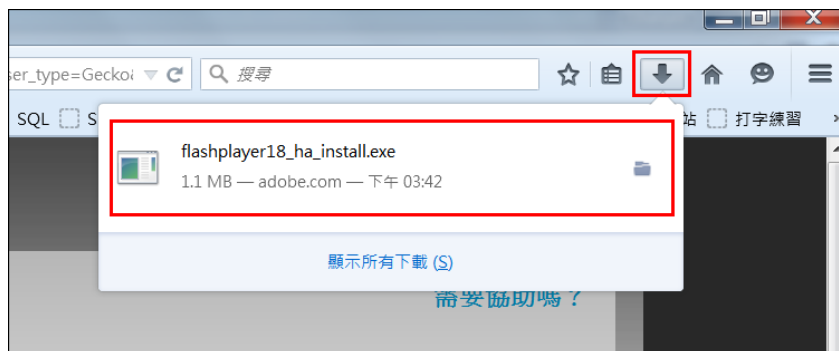
“Picture 3-1”

(3) Click Save.



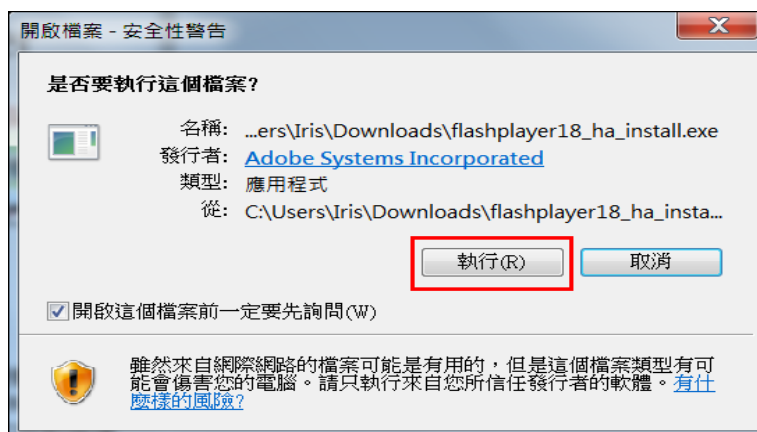
“Picture 3-2”

(4) Click on the FireFox upper right corner arrow and click on the downloaded installation file.



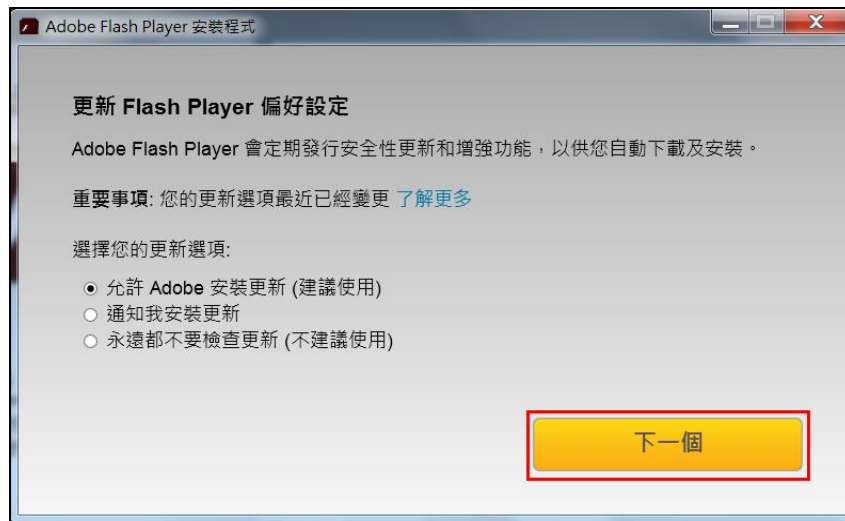
“Picture 3-3”

(5) Click on Execute on the following pop-up window.



“Picture 3-4”

(6) Click “Next”.



“Picture 3-5”

(7) After the installation is complete, the following message will pop up, click “Finish” to complete.



“Picture 3-6”

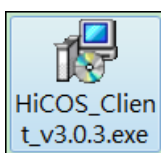
4. HiCOS card management tool installation

- (1) Click [User Manual] - [Document System Service Platform] in the menu on top.
- (2) Select HiCOS card management tool, download HiCOS_Client_v3.0.3.exe to computer.



“Picture 4-1”

- (3) Please close all the running applications before installing the downloaded HiCOS_Client_v3.0.3.exe, double click the left mouse button for execution on “Picture 4-2” as shown here, the installation is complete automatically after the execution screen pop-up appears.



“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, as shown in Picture 5-2. After selecting [natural person identification], click [read card]. After the system reads the natural person identification number, press [save] to complete the identification registration operation, as shown in Picture 5-3.



“Picture 5-2”

“Picture 5-3”

Online Attendance System [Shared Settings] Manual

1. How to log into the system

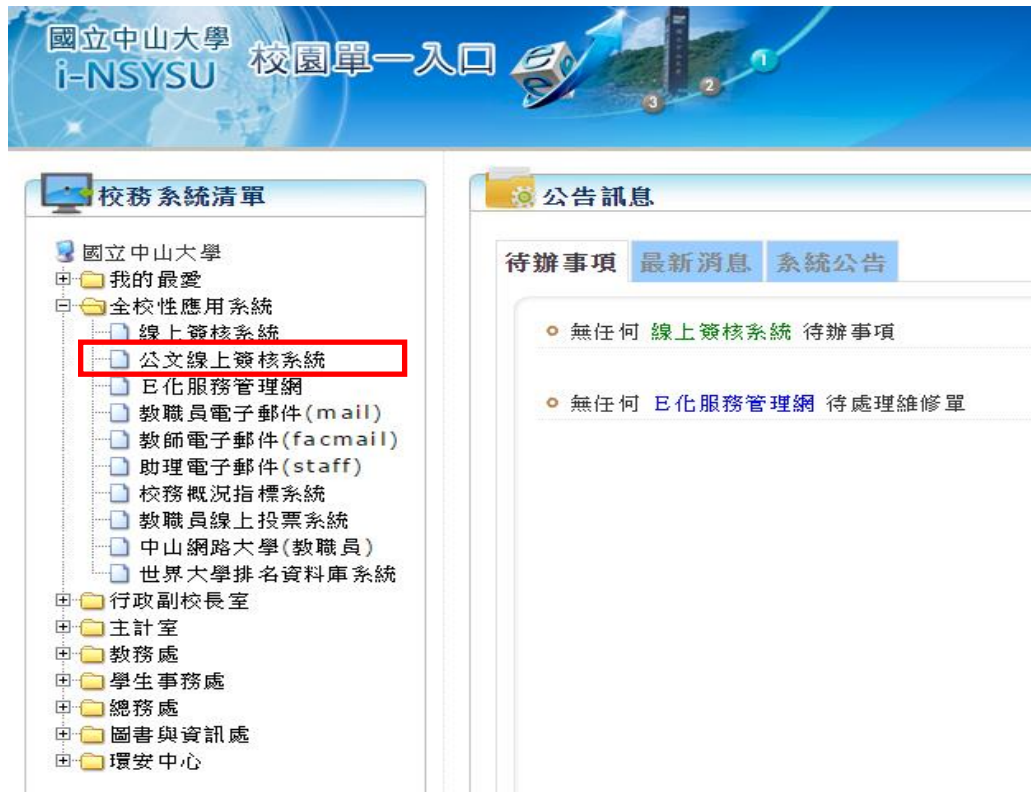
- (1) Once online, please sign in at the Single Sign-on button on the University's homepage, then select Online Attendance System.
- (2) Because the Online Official Documentation System was developed using HTML5, older versions of browsers do not support HTML5. The recommended browser order is: 1. Google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

個人資料維護

人員姓名: 帝緯
 預設職銜: 廠商
 e-mail帳號: @
 電話:
 分機:
 每頁顯示: ☐ 10筆 ☐ 25筆 ☐ 50筆 ☒ 100筆

身分設定

| 單位 | 群組 | 預設主管 | 決行層級 | 職稱 | 主題設定 | 預設身份 | 查詢權限 |
|------------|-------|------|------|----|------|-------------------------------------|------|
| 總務處 文書組 | 二級單位收 | | | 廠商 | 綠色 | <input type="checkbox"/> | 二級單位 |
| 總務處 文書組 | 承辦人員 | | | 廠商 | 綠色 | <input checked="" type="checkbox"/> | 個人 |
| 總收文 | 總收文 | | | 廠商 | 藍色 | <input type="checkbox"/> | 全部 |

存稿

“Picture 3-2”

(3) Field description:

1. Default title: The default title that will be automatically brought in when adding a user identity.
2. Unit: The unit of the identity (set by the system administrator).
3. Group: The identity permission (set by the system administrator).
4. Default Supervisor: Be sure to set the Default Supervisor. This setting will automatically bring up your Default Supervisor when you send your document.
5. Title: If the title of the job is not preset, it can be set accordingly.
6. Theme settings: Different identities can choose different layout colors through Theme settings.
7. Default identity: You can set the identity that will appear automatically when you log in to the document system.

Note: If your identity or role does not match the current situation, please contact the Clerical Services Division.

4. 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 4-1”.

“Picture 4-1”

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

“Picture 4-2”

(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], [documents comments] and other tabs to view related areas.

公文資料內容(1040000005)

公文資料 | 公文流程 | 相關電子檔 | 簽核意見

公文資料

| | | | |
|--------|--------------|-------|--------------------|
| 公文文號 | 1040000005 | | |
| 收文方式 | 紙本收文 | 收創時間 | 104/03/04 17:09:37 |
| 收創單位 | 總收文 | 文別 | 函 |
| 來受文書 | | 本別 | 正本 |
| 來文字號 | | 來文日期 | 104/03/04 |
| 主旨 | 收文退回測試 | | |
| 類別 | 普通件 | 空等 | 普通 |
| 解空條件 | | 擬解空日期 | 104/03/04 |
| 真實解空日期 | | | |
| 公文性質 | 一般公文 | 限期公文 | 否 |
| 承辦資料 | 資訊室 設計科 帝緯公文 | | |
| 發文文號 | | 限辦日期 | 104/03/13 |
| 結案時間 | | 發文時間 | |
| 結案方式 | | 辦理天數 | 0.0 |
| 核判時間 | | 核判人員 | |
| 簽核方式 | 線上 | 附件型式 | 紙本 |
| 列管案件 | 1040000005 | | |
| 備註 | | | |

歸檔資料

| | | | |
|------|---------|------|---|
| 檔號 | // /0/0 | 保存年限 | 0 |
| 案名 | | 相關案名 | |
| 附件編號 | | 空件編號 | |
| 建檔人員 | | 建檔時間 | |
| 修改人員 | | 修改時間 | |

“Picture 4-4”

5. Substitute Settings

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

帝緯公文(承辦人員)

承辦人作業 | 公文管理 | 公文查詢 | 基本資料 | 系統管理

代理人設定 **新增** 起 104/04/28 - 迄 104/05/05

| 序 | 承辦人 | 代理單位 | 代理群組 | 代理人 | 代理起始時間 | 代理結束時間 |
|---|-----|------|------|-----|--------|--------|
|---|-----|------|------|-----|--------|--------|

“Picture 5-1”

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

1. Select substitute (Personal or Official Leave)

2. Check substitution responsibilities

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

存檔

"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

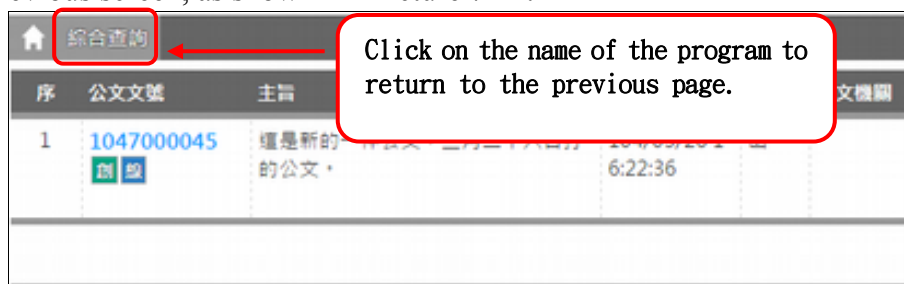
"Picture 6-2"

※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".



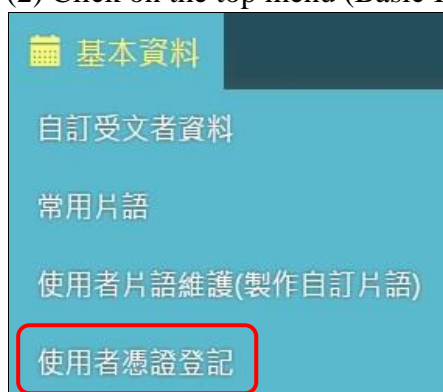
"Picture 7-1"



"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.

The screenshot shows a web form titled '登記憑證' (Registration Certificate). The form contains the following fields and options:

- 使用者姓名** (User Name): 林千筵
- 憑證類別** (Certificate Type): Two radio buttons are present. The first is '臨時憑證' (Temporary Certificate) with an unselected radio button. The second is '自然人憑證' (Natural Person Certificate) with a selected radio button. This second option is highlighted with a red box.
- 讀取憑證** (Read Certificate): A button labeled '讀卡' (Read Card) is highlighted with a red box.
- 簽發機關** (Issuing Authority): 內政部憑證管理中心
- 憑證序號** (Certificate Number): A0E2C2C2965FF2EFFB46A6FB87632F32
- 啟用日期** (Activation Date): 101/12/19
- 終止日期** (Expiration Date): 109/12/19
- 儲存** (Save): A blue button at the bottom right is highlighted with a red box.

“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.

The screenshot shows the same '登記憑證' (Registration Certificate) form, but with different selections:

- 使用者姓名** (User Name): 帝緯
- 憑證類別** (Certificate Type): Two radio buttons are present. The first is '臨時憑證' (Temporary Certificate) with a selected radio button. The second is '自然人憑證' (Natural Person Certificate) with an unselected radio button. This first option is highlighted with a red box.
- 申請臨時憑證原因** (Reason for applying for temporary certificate): A text input field containing '出差' (Business Trip) is highlighted with a red box.
- 儲存** (Save): A blue button at the bottom right is highlighted with a red box.

“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

| | |
|-------|------|
| 主辦公文 | 23 件 |
| 會辦公文 | 2 件 |
| 表單申請 | 0 件 |
| 草稿 | 21 件 |
| 待補簽公文 | 0 件 |
| 須補簽公文 | 0 件 |
| 副知作業 | 0 件 |

您的主辦公文查詢

| | |
|------|------|
| 承辦公文 | 42 件 |
| 逾限公文 | 25 件 |
| 今天到期 | 0 件 |
| 明天到期 | 0 件 |

可切換的角色

| | |
|--------------|----|
| 總務處 稽催人員 | |
| 總務處 文書組 承辦人員 | 25 |
| 總務處 單位收發 | 4 |
| 總務處 文書組 單位收發 | 0 |
| 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 創線普 | 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 單線普 | 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.

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

檔號: 040201/1
保存年限: 5

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: 第二層決行

5. Once finished writing, please select execution level and file category number.

“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

簽核意見

1060I00009

| 序 | 單位 | 職稱 | 姓名 | 意見 | 簽章時間 | 簽章 |
|---|----|----|----|----|------|----|
| | | | | | | |

6. click the Accept

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”.



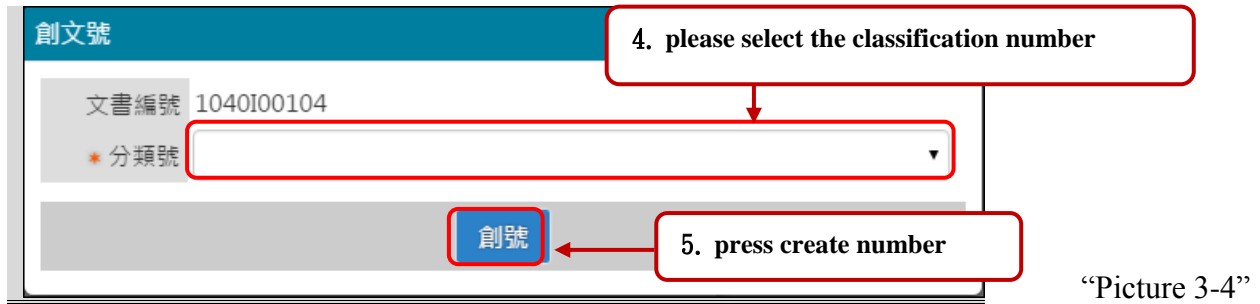
“Picture 3-2”

- (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.

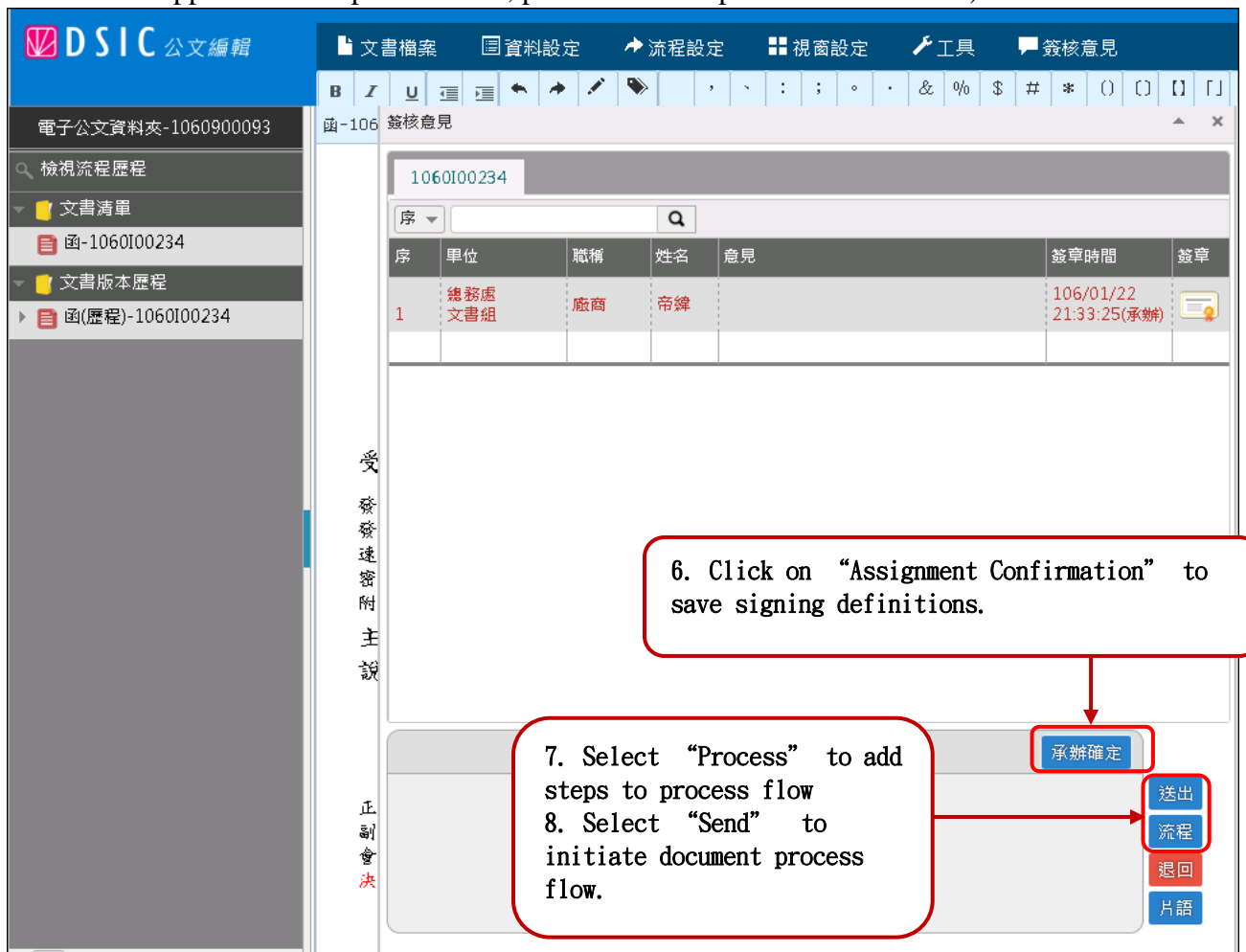


“Picture 3-3”

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

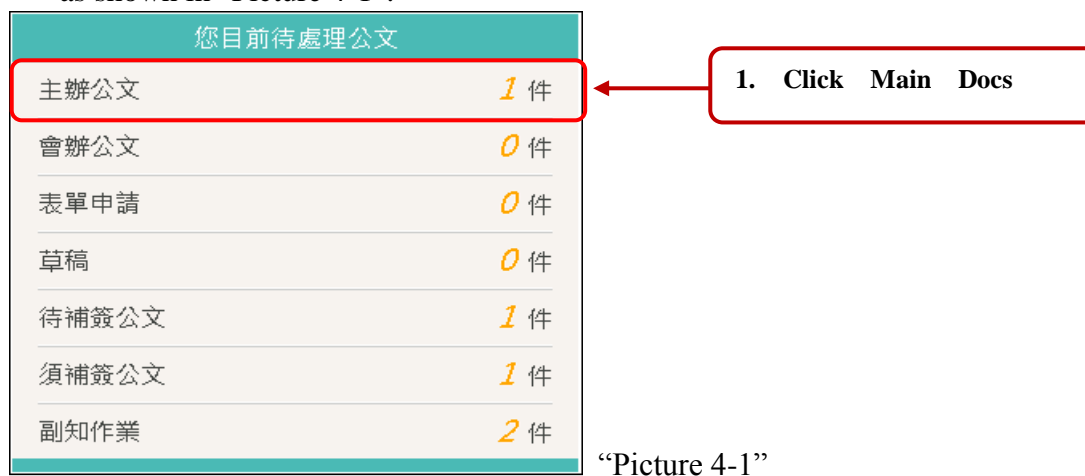


- (5) Please click on the (Confirm Assignment) button in the approval/comments page, and then click the (send) button to send the document (if you need to add more steps such work meeting and submit for approval to the process flow, please click the process button to set).



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”

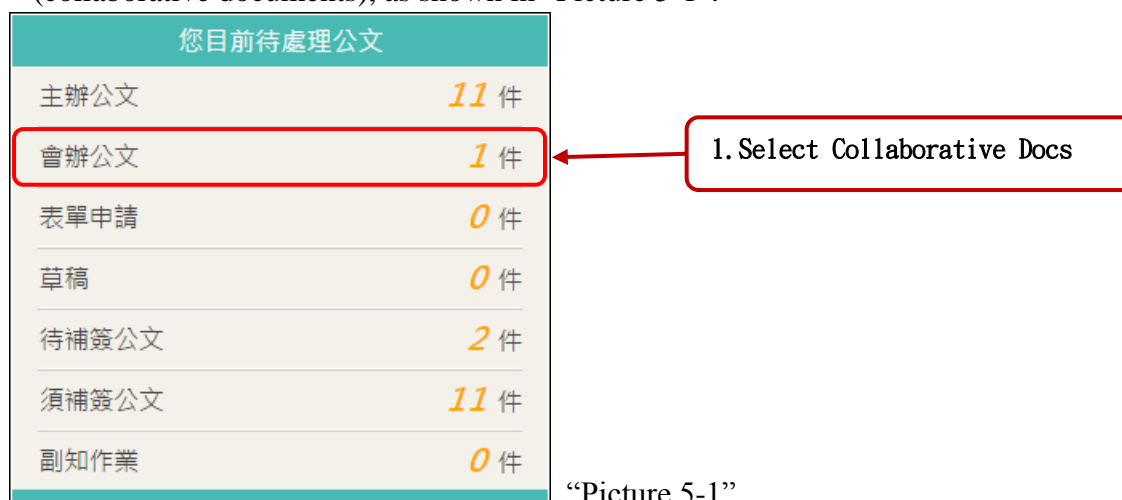
(2) Select the official subject of the document you want to start editing, as shown in "Picture 4-2" to enable the official document production and editing.



“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 substitute, as shown in “Picture 7-1”.



“Picture 7-1”

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

1. Select substitute (Personal or Official Leave)

2. Check substitution responsibilities

3. After selecting substitution period and agent, click to save.

被代理單位: 2301: 總務處 文書組

被代理人: 000000: 帝維

代理職務:

- ☐ 總務處
- ☐ 單位收發
- ☒ 承辦人員
- ☐ 主管
- ☐ 稽催人員
- ☐ 文書組/單位收發
- ☐ 文書組/承辦人員
- ☐ 文書組/主管
- ☐ 文書組/稽催人員
- ☒ 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: 王小明

存檔

- (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".

您目前待處理公文

| | |
|-------|-----|
| 主辦公文 | 1 件 |
| 會辦公文 | 0 件 |
| 表單申請 | 0 件 |
| 草稿 | 0 件 |
| 待補簽公文 | 1 件 |
| 須補簽公文 | 1 件 |
| 副知作業 | 2 件 |

1. Form Application

“Picture 8-1”

- (2) Click the (add new) button in the application form list.

| 序 | 表單編號 | 表單類型 | 公文文號/檔號 | 申請時間 | |
|---|------------|-------|------------|--------------------|-----|
| 1 | 1041000005 | 調案申請單 | 1043200002 | 104/05/28 11:33:55 | 未決行 |
| 2 | 1043000013 | 展期申請單 | 1040000002 | 104/05/20 14:59:16 | 未決行 |
| 3 | 1043000019 | 展期申請單 | 1040000004 | 104/05/23 14:26:10 | 未決行 |

總筆數：3 筆 « 上一頁 1 下一頁 »

2. Click “Add New”

“Picture 8-2”

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

新增表單

調案申請單

確定

3. Drag to see the list and click on the application needed.

“Picture 8-3”

- (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).

表單申請 調案申請單

文號 1043200002

檔號

確定

4. Enter the Doc. number

5. Click on Confirm

“Picture 8-4”

- (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.

6. Click on “Apply” after filling in the reason and confirmed borrowing period and method.

“Picture 8-5”

- (6) If you want to delete the application form that has not been approved yet, please click (the form number) to be deleted in the form application list in “Picture 8-6” and click (delete) button.

刪除

| 序 | 送出人員 | 送出時間 | 意見 | 接收人員 | 接收時間 | 核判狀況 |
|---|------|--------------------|----|------|------|------|
| 1 | 帝緯 | 104/05/28 17:32:40 | | 帝緯 | | 陳核 |

總筆數: 1 筆 « 上一頁 1 下一頁 »

“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.

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

Scroll here for more search criteria field.

“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.

3. Click on doc number

“Picture 9-3”

- (5) Click on the (document flow), (related electronic files), (documents comments) and other tabs to view related areas.

“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”

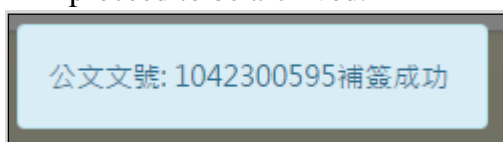
- (2) Check the document that needs signing completion (can select multiple documents), fill in the explanation for signing completion, then click on (confirm).

“Picture 10-2”

- (3) Key in your natural person identification PIN and then click on confirm.

“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 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 < 上一頁 1 下一頁 >

“Picture 11-1”

- (2) Check and confirm the document page and supervisor approval comments, then click on (process flow definition) → (process flow).

文書檔案 資料設定 流程設定 視窗設定 工具 核判註記
 函-1060100234 送出 流程 退回
 檔 號: 040201/1
 保存年限: 5
 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
 類別: 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), 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 上移 下移 刪除 儲存 選取流程範本 另存流程範本

預設公文流程: 送給發文→總發文

接收人員:

“Picture 11-3”

- (4) Click (process flow definition) → (send).

文書檔案 資料設定 流程設定 視窗設定 工具
 函稿-104EA00174 送出 流程 退回
 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”

“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 | ✓ |
| 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 | ✓ |

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...

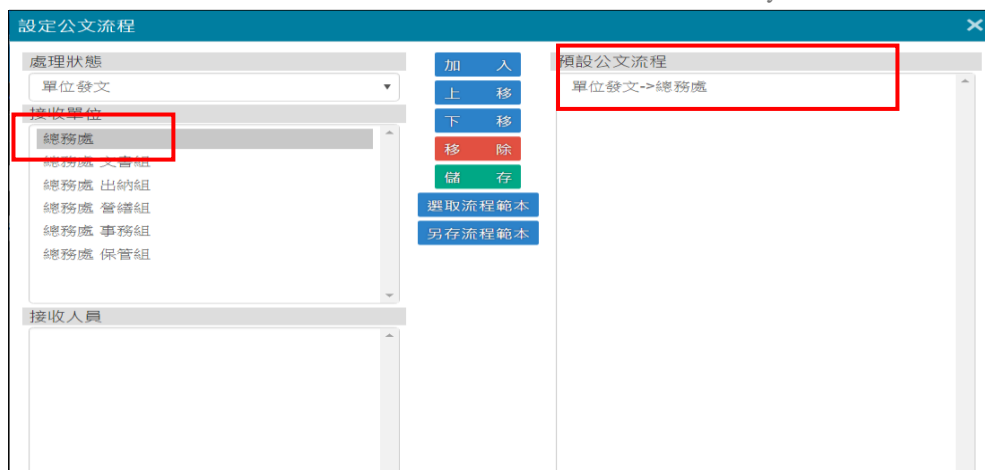
正本(3) 副本(0)

| 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 | ✓ |
| 2 | 學生事務處 學生事務長 | 學生事務長 | 電子郵件 | | 0 | 編輯 | ✓ |
| 3 | 總務處 總務長 | 總務長 | 電子郵件 | | 0 | 編輯 | ✓ |

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) → (process flow).



"Picture 12-7"

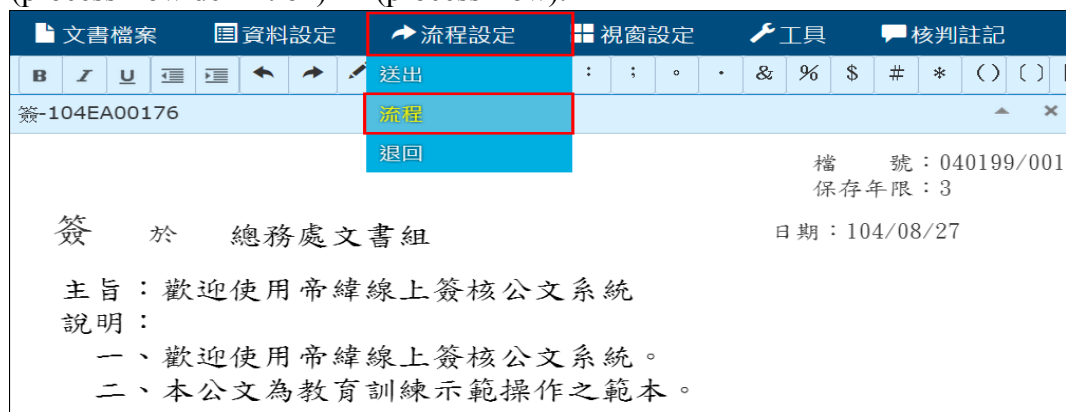
13. Send to Archive

(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.



"Picture 13-1"

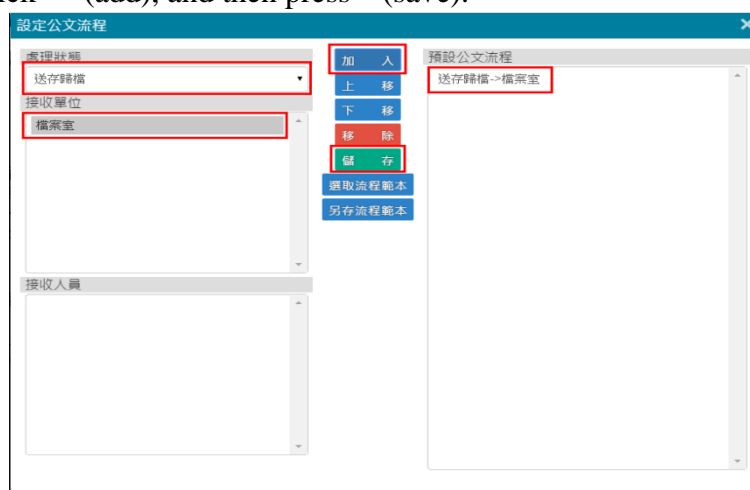
(2) Check and confirm the document page and supervisor approval comments, then click on (process flow definition) → (process flow).



"Picture"

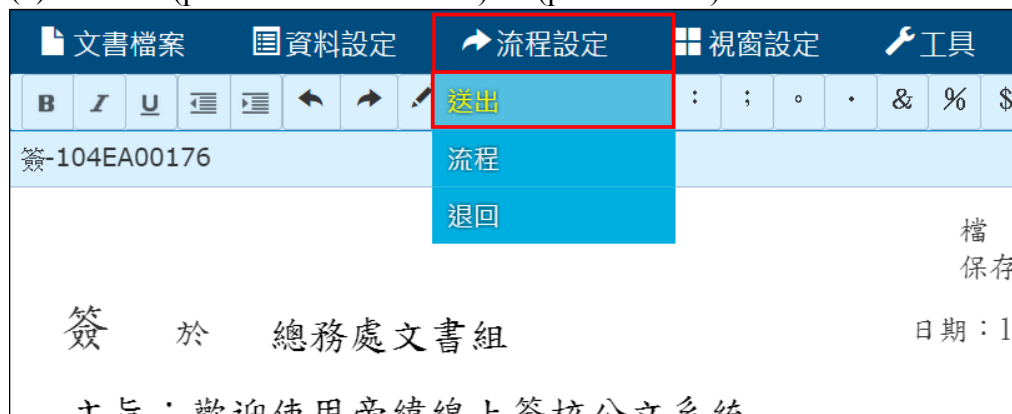
13-2”

- (3) In the processing status select (send archive), confirm that the receiving unit is the archive room, click (add), and then press (save).



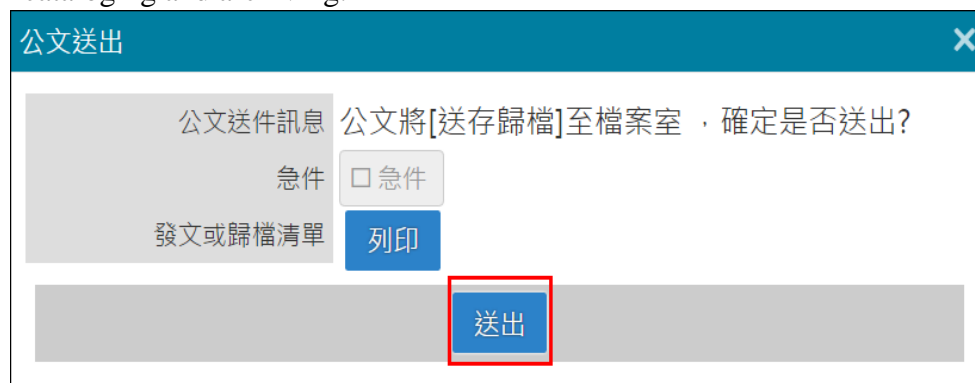
“Picture 13-3”

- (4) Click on (process flow definition) → (process flow).



“Picture 13-4”

- (5) When the “Document is Sent” window pops up, click 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.

| 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 | 歡迎使用市網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 |
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“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 (capital asset category) 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 (routine expense category). 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 the semester, twice a year).

Service Unit: Global Academic Collaboration Center, Office of Research and Development 2606

Application for Outstanding Research Award and Young Scholar Award (Only open to full-time faculty members)

Please read carefully through the application criteria and rules attached to the notice sent by this Office. Please also take note of the deadline for applications. (Please visit the Office of Research and Development website: External/Internal Rewards/ Internal Rewards/“NSYSU Regulations for Outstanding Research Award and Young Scholar Award”)

**Applications for the Young Scholar Award are limited to full-time faculty members under the age of 45 (inclusive) that have been with the University between 3 - 5 years.

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

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:

External/Internal Rewards/ Internal Rewards/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 September to November each year. (Please visit the Office of Research and Development website: External/Internal Rewards/ Internal Rewards/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: External/Internal Rewards/ Internal Rewards/“NSYSU 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

Reward for Recruitment of Outstanding Domestic Scholars and New Faculty

Members (only open to full-time faculty members)

The reward is targeted at personnel recruited by the University from other domestic public/private universities or academic research organizations (institutions). It includes rewards for recruitment of outstanding domestic scholars and new faculty members. Please read through carefully through the Office of Research and Development website for the relevant regulations and application criteria. (Please visit the Office of Research and Development website: External/Internal Rewards/ Internal Rewards/“NSYSU Guidelines for the Recruitment of Outstanding Domestic Scholars and New Faculty Members”)

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 faculty members who submit research papers authored under the name of the NSYSU to the SCI, SSCI, or AHCI journal, if the paper was ranked in the top 40% for Impact Factory by the application deadline for academic activity subsidies, then they may apply for an editing subsidy for the English paper. The maximum subsidy for each paper is capped at 0.5 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 “NSYSU Regulations Governing Subsidy for Academic Activities” as well as the related subsidy principles and precautions)

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 papers published in a journal under any subject category of JCR, research papers if the paper was ranked in the top 20% for Impact Factory 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 “NSYSU 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 whose 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 “NSYSU 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 “NSYSU 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 text books, translated works and 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\$10,000 in publication subsidies.

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

Encouraging Teachers to Apply for MoST Research Project Grants

In accordance with the University’s “Guidelines on Encouraging Teachers 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. Anyone who satisfies the criteria set out in Article 3 of the Guidelines may submit an application to their college (Center for General Education) before the given deadline. Each applicant may receive the subsidy up to two times. The amount of subsidy awarded to each person each time shall be capped at \$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 over 250 million NT\$ for 2018, 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 Student Affairs and the Office of Industrial Collaboration. Research centers approved by the Ministry of Education "Smart E-Commerce Research Center" and "Crystal Research Center" are both in the HESP.

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

Susbisdy for Common Laboratory and Instrumentation Seminars (Workshops)

To encourage the Common Laboratory to promote its instrumentation services, this Office notifies the Common 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 Project Management, Office of Research and Development 2663

Joint Center for High Valued Instruments

The Center currently has 17 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) .

| | | |
|-------------------------|--|--|
| Project Category | Undergraduate student research projects | New personnel or general review-on-request projects |
|-------------------------|--|--|

| Project Category | Undergraduate student research projects | New personnel or general review-on-request projects |
|----------------------|--|--|
| Eligibility | <p>1. Students: Second year (or higher) students who have a confirmed supervising professor for their research.</p> <p>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.</p> | <p>1. New personnel:</p> <p>(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, who qualify as principal investigators, <u>had not previously applied</u> for a MoST research project, may submit a research proposal for review-on-request <u>within 3 years of their appointment or the conferral of Ph.D.</u>, this type of application may only be used once. (Those who had applied for postdoctoral research are not included)</p> <p>(2) Starting from December 2017, those who apply for the first time to qualify as MoST project principal investigator, must have concluded at least six hours of academic ethics course training within three years prior to the project paper submission.</p> <p>2. General Personnel :</p> <p>(1) 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, 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 may only be used once. (Those who had applied for postdoctoral research are not included)</p> <p>(2) Those 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 once.</p> <p>3. Please refer to Articles 3, 4 and 10 of the “MoST Guidelines of Research Project Funding” for regulation details.</p> |
| Application Deadline | <p>End of February (Actual application deadline shall be as announced by Office of Research and Development)</p> | <p>The application of review-on-demand projects should be submitted online at MoST’s webpage within the deadline specified in the corresponding requirements.</p> |

| Project Category | Undergraduate student research projects | New personnel or general review-on-request projects |
|--------------------|--|--|
| Application Method | <p>Please go to the MoST homepage's "Academic Research Service Portal" / click on "Researcher and Student Login", enter the account and password, then fill out and submit the application online.</p> | <p>1. Apply for MoST online account: MoST homepage (URL http://www.most.gov.tw) "Academic Research Service Portal" / click on "Create Account" / Register online as Research personnel, then apply for account and password.</p> <p>2. Online Project Application: 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>3. Print out the "Application List" (sample sheet) for the Office of Research & Development: 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&D for processing once approved and signed by department/institution supervisor, there will be no need to inform the Office of Personnel Services.</p> |
| Remarks | <p>1. Applications are opened around early January. (Application time shall be as announced by MoST).</p> <p>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.</p> | <p>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".</p> <p>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".</p> <p>3. MoST system operation problems: Please contact the Information Department of MoST, Tel: 0800-212-058 (free), (02) 2737-7592, or Email to misservice@most.gov.tw</p> <p>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.</p> |

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, which exceeds 50% of the original approved amount of the project (excluding just 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. The amount of valuable equipment used.

4. Project principal/co-principal change.

5. 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 Programme 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. How to apply:

- (1) Based on 10 academic categories, applications must be submitted online from 1st to 20th January each year. Each applicant is limited to one application only.

- (2) Once the application passes the internal review process, further submission is made online through the website according to academic categories before 31st January each year. Copies will 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. 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. 31st 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 Centre, 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 (February and June). 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 faculty members, researchers, staff or approved principal investigators)

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 does 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, self-checklist on important regulations governing project execution by faculty and staff 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 faculty members, researchers, staff or approved principal investigators)

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, 2627

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, self-checklist on important regulations governing project execution by faculty and staff 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 (Leading type) (Development Type) (Application Type) (Only open to full-time faculty members)

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

1. “Leading” type: applications are reviewed once a year. Applications can be submitted from November to December
2. “Development” type: applications are reviewed twice a year. Applications can be submitted from May to June, or from November to December.
3. “Application” type: applications are reviewed twice a year. Applications can be submitted from May to June, or from 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 principal investigator 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 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 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 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 children aged under 18.

In the event when the principal investigator 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 agency. If a positive review result is obtained, along with presenting a clear evidence on not representing the industry partner to inappropriately benefit from government 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

Faculty members of the University can apply to MoSt(URL: <http://www.most.gov.tw>) for three different categories of industry-academia collaboration project: (1) Leading, (2) Development, (3) Application of Technology & Knowledge. Detailed information is shown in the table below:

Comparison of MoST Industry-Academia Collaboration Research Projects

| Project Type | Leading Type | Development Type | Application of Technology and Knowledge Type |
|---|--|---|--|
| Definition | For the development of pioneering technology or knowledge that enhances the future competitiveness of the industry. This type of preliminary industry-academia collaboration research involves high-risk or requires long-term investment. | To assist the industry with the development innovative technologies for core applications. This includes industry-academia collaboration research involving joint innovation and development with the industry partner on specific technologies or products. | Industry-academia collaboration research aimed at cultivating the ability of personnel from the execution organization to engage in applied research that takes the needs of private enterprise into account while establishing new business models, improving business management, enhancing product's added value, or producing value-adding digital content applications. |
| Ownership of research outcomes and applications | <u>Technology transfer:</u> Give precedence on technology transfer negotiations to decide upon the nature of authorization for up to 1 year after the end of the project. | <u>Payment of Preliminary Technology Transfer Fee:</u> Payment of preliminary technology transfer fee: Must amount to at least 15% of the total project funding. This grants 7 years of right over the outcomes from the date that the technology transfer contract was signed. <u>Non-payment of Preliminary Technology Transfer Fee:</u> Give precedence on technology transfer negotiations to decide upon the nature of authorization for up to 1 year after the end of the project. | <u>Payment of Preliminary Technology Transfer Fee:</u> Must amount to at least 8% of the total project funding. This grants 3 years of right over the outcomes from the date that the technology transfer contract was signed. <u>Non-payment of Preliminary Technology Transfer Fee:</u> Give precedence on technology transfer negotiations to decide upon the nature of authorization for up to 1 year after the end of the project. |
| Application method | Applications are reviewed once a year | Applications are reviewed twice yearly | Applications are reviewed twice yearly |
| Announced processing time | November to December of each year | Phase 1: May to June of each year Phase 2: November to December of each year | Phase 1: May to June of each year Phase 2: November to December of each year |
| Project Execution [Time limit] Starting date | [Over 2 years] From January 1 through to May 31 of the following year | [Up to 3 years] Phase 1: From June 1 through to May 31 of the following year Phase 2: From November 1 through to October 31 of the following year Phase 3: From February 1 through to January 31 of the year after | [1 Year] Phase 1: From June 1 through to May 31 of the following year Phase 2: From November 1 through to October 31 of the following year |
| Subsidy Amount | Over \$2 million | Over \$1 million | No more than \$2 million |
| Industry partner contribution | Annual contribution should exceed <u>10%</u> of the total project funding for that year | Annual contribution should exceed <u>20%</u> of the total project funding for that year | Annual contribution should exceed <u>20%</u> of the total project funding for that year |
| | If there are 2 or more industry partners, the contribution from each partner may not be less than <u>10%</u> of the total project | If there are 2 or more industry partners, the contribution from each partner may not be less than <u>10%</u> of the total project | If there are 2 or more industry partners, the contribution from each partner may not be less than <u>10%</u> of the total project |

| Project Type | Leading Type | Development Type | Application of Technology and Knowledge Type |
|---|--|--|--|
| | funding for that year. For integrated projects with 2 or more industry partners, the contribution from each partner may not be less than <u>10%</u> of the total funding for the sub-project they are involved in for that year. | funding for that year. For integrated projects with 2 or more industry partners, the contribution from each partner may not be less than <u>20%</u> of the total funding for the sub-project they are involved in for that year. | funding for that year. For integrated projects with 2 or more industry partners, the contribution from each partner must be more than <u>20%</u> of the total funding for the sub-project they are involved in for that year. (A minimum of 15% of total annual funding is required if the initial payment for technology transfer has been made) |
| Rules governing contributions from industry partners in the form of “assigned personnel and provided equipment” | <ol style="list-style-type: none"> 1. Industry partner contributions may count <u>personnel and equipment provided to the project.</u> 2. Assigned researchers may not be paid out of the personnel costs funded by the MoST and industry partner. <p>Total contributions under the above may amount to <u>40%</u> of industry contribution.</p> | <ol style="list-style-type: none"> 1. Industry partner contributions may count <u>personnel (but not those who have not paid preliminary technology transfer fees) and equipment provided to the project.</u> 2. Assigned researchers may not be paid out of the personnel costs funded by the MoST and industry partner. <p>Total contributions under the above may amount to <u>60%</u> of contribution.</p> | <p>The industry partner may assign personnel and provide equipment to the project based on actual requirements. These however <u>may not</u> count towards their contribution percentage.</p> <p>None</p> |

| | |
|---|---|
| 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 | <p>✚ Online application only</p> <p>✚ Application documents:</p> <ol style="list-style-type: none"> (1) Industry-academia collaboration research application, master plan as well as the co-investigator’s personal profile, representative publications, patents or technical reports. (2) Application for provided personnel or equipment to count towards the contribution percentage. (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. (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. (5) If the principal investigator applied for 2 or more industry-academia research projects in one year then their relative priorities should be indicated. <p>✚ 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 take 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.</p> |

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 and overseas travel allowance may only be funded out of the industry contributions.
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. There are two categories of projects to apply for: assistance project (project-based) and individual assistance (diagnosis plan). Each assistance project involves a minimum of 10 participating companies (a minimum of 5 companies for offshore island-based companies); individual assistance (diagnosis plan) involves experts providing 1-on-1 diagnosis and assistance depending on the need of each individual company. Application details and timelines will be announced officially. (in the past, application needed to be submitted in March). The Maximum length of project planning is for 6 months; assistance project costs consist of individual diagnosis fees (number of companies multiplied by up to \$72,000 in diagnosis fee) plus \$120,000 in project promotion costs; for individual assistance, funding for each expert is \$12,000 per month; in addition, if the expert assists the industry partner in applying for \$1 million or more in funding from government assistance projects during the project period or within 3 months of its conclusion, an assistance fee of \$60,000 per case shall be paid to the expert. The application instructions are as posted on the project website (<http://sita.stars.org.tw>).

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

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 Biotech Medical Device Industry Cluster Development 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\$20 million (inclusive) and 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

6. 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. (convened 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-sharinLig option chosen by the inventor or creator.

| Patent costs Cost-sharing option | University royalties distribution ratio | Inventor or creator royalties distribution ratio | College, department (institute) royalties distribution ratio | Remarks (Inventor or creator's share of the total patent costs) |
|--|---|--|--|---|
| A | 40% | 50% | 10% | 10% |
| B | 30% | 60% | 10% | 30% |
| C | 20% | 70% | 10% | 50% |
| D | 10% | 80% | 10% | 100% |
| E | 75% | 15% | 10% | 0% (For co-patents owned by NSYSU and other academic/research insitutes) |

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 an 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 prioritises 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 2621

Patent Infringement Assessment

This Office is the unified counter 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 2621

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

7. 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 \$20,000.

Service Unit: Division of Continuing Education, Office of Global Industrial-Academe Collaboration and Advancement 2711

8. 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 alumnis 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 NT\$1,000,000 (inclusive of tax). Investments and share-ownerships can also be considered for companies set by NSYSU teaching staff/students or alumnae for a maximum amount of NT\$10 millions and the share ownership of NSYSU must not exceed 49%.

Service Unit: Innovation & Incubation Center, Office of Global Industrial-Academe Collaboration and Advancement 2653、4571

9. Assistance for Student and Teacher Start-Ups

NYSYU 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 NT\$10,000 to NT\$50,000 depending on the actual business operation of each team. Successful applicants will be nominated by the centre 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 organised by the private sector. (For more information, please see the most updated information at the Innovation & Incubation Center Website.)



the Innovation & Incubation Center Website

Service Unit: Innovation & Incubation Center, Office of Global Industrial-Academe Collaboration and Advancement 2653 ∙ 4571

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.



the NSYSU Startup Container fan page

(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 2653 ∙ 4571

10. 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 | For MoST industry-collaboration projects, 1 point is given for every NT\$90,000 (inclusive) allocated to project management fees in the approved industry partner schedule. For the remainder, 0.35 point is given for every \$10,000. | For more information, see NSYSU “College of ○○ Scoring Sheet for Teacher’s Promotion (Assistant Professor or above) (for final evaluation)” |
| | | | | Industry-academia collaboration projects commissioned by a non-government organization (businesses and legal persons): (1) College of Liberal Arts, College of Management, College of Social Sciences, Center for General Education 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 \$300,000. 0.1 point is given for every \$60,000 beyond \$300,000. (2) College of Science, College of Engineering, College of Marine Sciences, and Center for General Education group: Principal investigators are given 1 point if total cumulative project funding reaches \$500,000. 0.1 point is given for every \$100,000 beyond \$500,000. | |
| | | | | Government commissioned industry-academia collaboration projects (including MoST industry-academia research projects) 1. College of Liberal Arts, College of Management, College of Social Sciences, | |

| Category | Scheme and Regulations | Eligibility | Application time | Description of incentive or subsidy | Remarks |
|--------------------------------------|---|-------------------------------|--|---|---|
| Industry-Academy Cooperation project | | | | Center for General Education 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 \$500,000. 0.1 point is given for every \$100,000 beyond \$500,000. 2. College of Science, College of Engineering, College of Marine Sciences, and Center for General Education group: Principal investigators are given 1 point if total cumulative project funding reaches \$1000,000. 0.1 point is given for every \$200,000 beyond \$1,000,000 | |
| | | | | For MoST industry-collaboration projects, 1 point is given for every NT\$90,000 (inclusive) allocated to project management fees in the approved industry partner schedule. For the remainder, 0.35 point is given for every \$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” |
| | Teacher Promotion Scoring (Technology application category) | Assistant Professor or higher | As announced by the Office of Personnel Services | Industry-academia collaboration projects commissioned by a non-government organization (businesses and legal persons): (1) College of Liberal Arts, College of Management, College of Social Sciences, Center for General Education or faculty members specializing in humanities, law, social sciences or management at College of Marine Sciences College of Marine Sciences: Principal investigators are given 3 point if total cumulative project funding reaches \$500,000. 0.5 point | |

| Category | Scheme and Regulations | Eligibility | Application time | Description of incentive or subsidy | | Remarks |
|--------------------------------------|---|---|--|--|---|---|
| Industry-Academy Cooperation project | | | | <p>is given for every \$100,000 beyond \$500,000.</p> <p>(2) College of Science, College of Engineering, College of Marine Sciences: Principal investigators are given 3 point if total cumulative project funding reaches \$1000,000. 0.25 point is given for every \$100,000 beyond \$1000,000</p> | | |
| | | | | <p>Government commissioned industry-academia collaboration projects (including MoST industry-academia research projects):</p> <p>(1) College of Liberal Arts, College of Management, College of Social Sciences, Center for General Education 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 \$700,000. 0.5 point is given for every \$100,000 beyond \$700,000.</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 \$1,400,000. 0.25 point is given for every \$100,000 beyond \$1,400,000.</p> | | |
| | 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, completeing <u>Government</u> agency project with total funding \geq NT\$500,000 | For details please refer to the NSYSU “Implementation Policy on Industry-Academia Incentives” and |

| Category | Scheme and Regulations | Eligibility | Application time | Description of incentive or subsidy | | Remarks |
|----------|---|---|--|--|--|--|
| | | | | New members of College of Liberal Arts, College of Management, College of Social Sciences, Center for General Education or new faculty members specializing in humanities, law, social sciences or management at College of Marine Sciences. | For the first time, completeing <u>non-Government</u> agency project with a total funding \geq NT\$300,000 | application form |
| | | | | Incentive | NT\$40,000 and one award plaque (The incentive plan awards upto 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, completeing <u>non-Government</u> agency projects with total funding \geq NT\$500,000 and setting a 20% fund as management fees according to the rules of NSYSU | For details please refer to the NSYSU “Implementation Policy on Industry-Academia Incentives” and application form |
| | | | | Faculty members of College of Liberal Arts, College of Management, College of Social Sciences, | For the first time, completeing <u>non-Government</u> agency projects with total funding | |

| Category | Scheme and Regulations | Eligibility | Application time | Description of incentive or subsidy | | Remarks |
|----------|---|---|--|---|--|--|
| | | | | Center for General Education or faculty members specializing in humanities, law, social sciences or management at College of Marine Sciences. | ≥ NT\$300,000 and setting a 20% fund as management fees according to the rules of NSYSU | |
| | | | | Incentive | NT\$30,000 and one award plaque. (The incentive plan awards upto 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=NT\$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 | NT\$30,000 and one award plaque. (The incentive plan awards upto 4 members, awards can be diverted or not issued.) | |
| | | <u>Senior members:</u> Faculty members who had been involved in executing industry-academia | | Participating and assistant principal investigators of their colleges (Science Engineering Marine | Total budget ≥ NT\$800,000 and setting a 20% fund as management fees according to the rules of NSYSU | |

| Category | Scheme and Regulations | Eligibility | Application time | Description of incentive or subsidy | | Remarks |
|----------|------------------------|---|------------------|---|--|---------|
| | | collaboration projects before (2) Passing down experiential knowledge | | Sciences) in completing projects from contract signing, project execution to completion. | | |
| | | | | Participating and assistanting principal investigators of their colleges (College of Liberal Arts, College of Management , College of Social Sciences, Center for General Education 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> NT\$500,000 and setting a 20% fund as management fees according to the rules of NSYSU | |
| | | | | Incentive | NT\$30,000 and one award plaque. (The incentive plan awards upto 6 members, awards can be diverted or not issued.) | |

| Category | Scheme and Regulations | Eligibility | Application time | Description of incentive or subsidy | Remarks |
|----------|---|--|-------------------|---|--|
| | Routine expense category of industry-academia collaboration project designated as academic research highlight | Teachers and researchers at the University | March and October | <ul style="list-style-type: none"> ✧ 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. ✧ 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]. | For more information, see NSYSU “Guidelines Governing Support for Academic Research Highlights” |
| | Industry-Academic Research Outstanding Teachers | All Faculty members | March | <ul style="list-style-type: none"> ✧ Project funding is in the top 30% (inclusive) of all participating faculty members and income from management fees (university-controlled component) exceeds NT\$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). ✧ Incentive amounts to 18 radix units over 1 year. Radix unit 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 | 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 |
|----------|--|---------------------|------------------|--|---------|
| | | | | 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\$5million. 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 NT\$50 million over the past three years and management fees of at least NT\$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 per year</p> <p>✧ Had received the Award of</p> | |

| Category | Scheme and Regulations | Eligibility | Application time | Description of incentive or subsidy | Remarks |
|----------|-------------------------------|----------------------------------|--|--|--|
| | | | | <p>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</p> <p>✧ Baseline value is based on the current year.</p> <p>✧ 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.</p> | |
| | Faculty Evaluation Indicators | Faculty member up for evaluation | as announced by Office of Academic Affairs | <p>✧ Government commissioned industry-academia research projects/MoST industry-academia research projects</p> <p>1. Applicable to College of Science, Engineering and Marine Sciences Those whose projects allocate up to \$6,000 in management fees receive 1 point. 0.5 point is given for every additional \$6,000 beyond that. (College of Science, Engineering and Marine Sciences only)</p> <p>2. Applicable to College of Liberal Arts, Management, Social Sciences, and the Center for General Education Those whose projects allocate up to \$2,000 in management fees receive 1 point. 0.5 point is given for every additional \$2,000 beyond that. (College of Liberal Arts, Management, Social Sciences and</p> | 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 |
|---------------------|-------------------------------------|-------------------------------|--|--|--|
| | | | | Center for General Education only) | |
| | | | | ✧ Non-Government (Business and Legal Person) Industry-Academia Research Projects 1. Applicable to College of Science, Engineering and Marine Sciences Those whose projects allocate up to \$5,000 in management fees receive 1 point. 0.5 point is given for every additional \$5,000 beyond that. (College of Science, Engineering and Marine Sciences only) 2. Applicable to College of Liberal Arts, Management, Social Sciences, and the Center for General Education Those whose projects allocate up to \$1,500 in management fees receive 1 point. 0.5 point is given for every additional \$1,500 beyond that. (College of Liberal Arts, Management, Social Sciences and Center for General Education only) | |
| | | | | ✧ Industry-Academic Research Outstanding Teacher: 3 points each time ✧ Distinguished professors and outstanding teachers (industry-academia research): 10 points each time ✧ Award of Excellence for Industry-Academia Collaboration: 10 points each time | |
| Technology Transfer | Teacher Promotion Scoring (General) | 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 | For more information, see NSYSU "College of ○○ Scoring Sheet for Teacher's Promotion (Assistant Professor or above) (for final |

| Category | Scheme and Regulations | Eligibility | Application time | Description of incentive or subsidy | Remarks |
|----------|---|-------------------------------|--|---|---|
| | | | | <p>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 2 to points can be given under this section)</p> | evaluation)” |
| | | | | <p>✧ 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 NT\$200,000 in licensing fees is given 0.5 points. From NT\$200,000 onwards, every additional NT\$100,000 is given 0.25 points.</p> | |
| | Teacher Promotion Scoring (Technology application category) | 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 patents from other countries shall be determined by the Office of Global Industrial-Academe Collaboration and Advancement. (Up 2 to points can given under this section)</p> | Please refer to the NSYSU “College of ○○ Scoring Sheet for Teacher’s Promotion (Assistant Professor or above) (for final evaluation) - Technology Application Category” |

| Category | Scheme and Regulations | Eligibility | Application time | Description of incentive or subsidy | Remarks |
|----------|---|---------------------------------------|-------------------|--|--|
| | | | | <p>✧ 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 \$200,000 in licensing fees is given 1 points. From \$200,000 onwards, every additional \$100,000 is given 0.625 points.</p> | |
| | | | | <p>✧ 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 \$200,000. From \$200,000 onwards, 0.5 points is given for every \$100,000.</p> | |
| | | | | <p>✧ 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.</p> | |
| | Routine expense category of industry-academia collaboration project designated as academic research highlight | All teachers and researchers of NSYSU | 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>✧ 5~10% of the total</p> | Please refer to the NSYSU "Guidelines Governing Support for Academic Research Highlights |

| Category | Scheme and Regulations | Eligibility | Application time | Description of incentive or subsidy | Remarks |
|----------|---|---------------------|-------------------------------|---|---|
| | | | | technology transfer fee or whatever is approved based on the actual case. | |
| | Excellence for Industry-Academia Collaboration | All Faculty members | Applications open until 10/31 | <ul style="list-style-type: none"> ✧ Actual performance of invention patent, technology transfer and licensing, and industry-academia research projects within the last 3 years (as of October 31 of the current year) ✧ 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. Limited to two places per year. Each person receives \$250,000 in prize money and one award plaque | “Regulations for Outstanding Industry-Academia Collaboration Awards |
| | Industry-Academic Research Outstanding Teachers | All Faculty members | March, October | <ul style="list-style-type: none"> ✧ Technology transfer income is in the top 30% (inclusive) of all participating faculty members and rebates (distributed by the University) is more than \$180,000 ✧ 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). ✧ Incentive amounts to 18 radix units over 1 year. Radix unit is based on the | Please refer to the NSYSU “Regulations for Recruitment and Retention of Special and Outstanding Talents.” |

| Category | Scheme and Regulations | Eligibility | Application time | Description of incentive or subsidy | Remarks |
|----------|-------------------------------|----------------------------------|--|--|--|
| | Faculty Evaluation Indicators | Faculty member up for evaluation | as announced by Office of Academic Affairs | current year. ✧ 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) | For more information please see NSYSU “Faculty Evaluation Guidelines” and assessment sheet |
| | | | | ✧ 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. | |
| | | | | ✧ Maximum of 4 points from industry-academia research projects and technology transfers | |
| | | | | ✧ Approved Patents 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). 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. | |

| Category | Scheme and Regulations | Eligibility | Application time | Description of incentive or subsidy | Remarks |
|---|-------------------------------------|------------------------------------|--|--|---|
| | | | | <ul style="list-style-type: none"> ✧ Industry-Academic Research Outstanding Teacher: 3 points each time ✧ Distinguished professors and outstanding teachers (industry-academia research): 10 points each time ✧ Award of Excellence for Industry-Academia Collaboration: 10 points each time | |
| Industry-Academia collaboration + technology transfer | No assessment is required | Full-time faculty members of NSYSU | as announced by Office of Academic Affairs | <ul style="list-style-type: none"> ✧ 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 \$1,000,000 in cumulative funding, or for every \$100,000 in management fees paid to the University Fund; and so on. B. 1 point is awarded for every \$400,000 in cumulative technology transfer fees, or every \$100,000 in college, department or institute rebates; and so on. C. Maximum of 4 points in total from item A. and item B. above. ✧ 3 points are given for every NSYSU Award of Excellence for Industry-Academia Collaboration (previously the Zhongshan Invention Award and Industry-Academia Excellence Award). | For more information please see NSYSU “Faculty Evaluation Guidelines” |
| Continuing education | Teacher Promotion Scoring (General) | Assistant Professor or higher | As announced by the Office of Personnel Services | <ul style="list-style-type: none"> ✧ Service Category 0.5 point is given to faculty members teaching continuing education courses who accumulated up to \$500,000 in income and contribute up to \$100,000 in university management fees as determined by the Office of | Please refer to the NSYSU “Principles of Scores of Teaching and Service Performance for Faculty Promotions” |

| Category | Scheme and Regulations | Eligibility | Application time | Description of incentive or subsidy | Remarks |
|----------|--|-------------------------------|--|--|---|
| | | | | Global Industry Collaboration and Continuing Education Affairs. From \$500,000 onwards, 0.1 point is given for every additional \$100,000. | |
| | 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 \$500,000 in income. From \$500,000 onwards, 0.1 point is given for every additional \$100,000. | |
| | Continuing Education Class Affairs Participating teachers | All Faculty members | All year | ✧ 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: <ol style="list-style-type: none"> 1. Course planning fees: payment is made when the course begins and the total amount may not exceed \$20,000 per course 2. Instructor fee: payment is made when the course begins and the total amount may not exceed \$20,000 per month 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. 4. For audit students of credit courses, in principle the instructor may receive a subsidy of \$60 per hour for each | Please refer to the NSYSU “Implementation Guidelines for Continuing Education Fees” |

| Category | Scheme and Regulations | Eligibility | Application time | Description of incentive or subsidy | Remarks |
|------------------|--|----------------------------------|--|--|---|
| | | | | 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 | |
| | 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 \$300,000 in grants) shall be given 1 point each time. If the team formally start a business or company within 2 months then 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 can only be made once, for a maximum extended duration 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 1st year of the project as part of previously approved budgets for a multi-year research project be carried forward to use in the 2nd year?

A3: Funds allocated but unspent for the 1st year of a multi-year research project can be carried forward to use in the 2nd 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 any cost item need to be used interchangeably with others, proper procedures must be followed within the project period. If neither the incoming nor the outgoing costs exceed 50% of the previously approved budgets for the project, please follow the administrative procedure set by NSYSU. If said amounts exceed 50% of the previously approved budgets for the project, the application must be made online at

the MoST website. Once the approval is obtained from MoST, the budgets in question can then be used interchangeably. However, Applications to MoST are exempted, if the total amount of the cost difference for the research equipment cost is under NT\$50,000, in this case please follow NSYSU administrative procedure only.

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 NT\$500,000, the request to change must be made through NSYSU internal administrative system; for equipment costing more than NT\$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
 - (4) NSYSU self-assessment for faculty members on important rules and regulations for executing projects.
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 Ms. Huang Min Ging (ext. 2328), accounting division; 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 patentability 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 Library and Information 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 that in a fair, impartial and open approach, prioritizing the Taiwan region, licenses can be granted and technology licenses can be transferred to a group or an individual on a chargeable and non-exclusive basis. Negotiations can be made on specific circumstances.
2. Except for the content of the licensed technology which is defined by the inventor, Technology Transfer Centre, 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: 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 of the Office of Global Industrial-Academe Collaboration and Advancement. Submit the completed form to the Office for review purpose.

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% (including 50%) 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 NT\$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 NT\$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 NT\$10,000 to NT\$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: For staff who have joined the University for less than one year, how should they complete the form?

A1: Please write down “a new recruit in XX academic year” in the column of “successful renewal of appointment”.

Q2: Are teaching staff who are on an external secondment considered taking unpaid leave?

A2: Yes (as defined by the Personnel Office)

Q3: Do teaching staff who are seconded to NSYSU need to undergo teaching practice evaluation?

A3: Teaching staff who have been at NSYSU for more than 5 years (as defined by the Personnel Office), will need to undergo faculty evaluation.

Q4: Are the principal investigator fees for conducting MoST projects calculated based on “number of projects”?

A4: Yes (based on the rules and conditions set out in Faculty Evaluation Regulations)

Q5: What are the award categories when conducting teaching practice evaluation?

A5: 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”.

Q6: 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?

A6: Yes, points for teaching and research awards can be combined together.

Q7: 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?

A7: The old version of the Faculty Evaluation Regulations (before amendments were made) means the version approved on the 24th December, 2010. The old version only applies to NSYSU 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 20th October 2011
- (2) Staff who have not been assessed for a faculty evaluation since the 2012 academic year (including 2012), (as defined by the Office of Academic Affairs).

Q8: How to apply for an exemption from evaluation?

A8: Each academic year, reviews for assessment exemption are conducted alongside a list of teaching staff for the faculty evaluation in October (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=1 °

Q9: What is the difference between “Exempted from evaluation” and “Evaluation Not Required This Time”?

A9: “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 excepted 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 General Service Division at the Office of General Affairs.
- (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 31st 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 1st August?

A3: According to the 3rd 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

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 1st 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.
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 Service 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 Service 2522

Using the wireless internet service on campus

Please visit <https://lis.nsysu.edu.tw/files/11-1240-1212.php> for information on how to use the wireless internet service at NSYSU

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

Rules for Internet Use

1. Rules for Internet Use on Campus : <https://lis.nsysu.edu.tw/ezfiles/240/1240/img/39/2-1.pdf>
2. Ethics Guidelines for Information Use : <https://lis.nsysu.edu.tw/ezfiles/240/1240/img/39/2-3.pdf>
3. Regulations on Email Usage: <https://lis.nsysu.edu.tw/ezfiles/240/1240/img/39/2-2.pdf>

(Office of Library and Information Service 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 Service

National Sun Yat-sen Cyber University (NSCU)

To establish a multifaceted approach to learning, the system includes the course selection system, updated with the latest course information each term in order to allow teaching staff to demonstrate a breakthrough in conventional teaching style by presenting teaching materials in a wide variety of methods. The platform enables the teaching staff to store teaching resources and historical materials, as well as to allow adjustments to be made depending on the progress of individual students. The platform goes beyond the boundary of time, space and distance. NSCU platform website: <http://cu.nsysu.edu.tw>

Service Unit: Knowledge Innovation Division, Office of Library and Information Service 2459

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 Service 2547

Cloud Services

NSYSU provides rental services for virtual hosts and virtual desktops. For more information please visit <https://lis.nsysu.edu.tw/files/11-1240-14815.php>

Service Unit: Intelligent Operation Division, Office of Library and Information Service 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/bin/home.php>)

Service Unit: Information Security Division, Office of Library and Information Service 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.

(Intellectual Property Website: <https://ipr.nsysu.edu.tw>)

Legal Advice Mailbox for Intellectual Property Rights

Contracted legal agencies (including 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)

NSYSU Site-Licensed Software

Legally licensed software including Windows operation system, Microsoft Office series, Acrobat Pro, SAS, SPSS, Matlab, Simulink, Powercam, Antivirus software (G Data) 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.

1. Website for downloading licensed software: <https://lis.nsysu.edu.tw/files/11-1240-1239.php> .
2. Install software from CDs (on-loan): ID required when loaning CDs at the Office of Library and Information Services.

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 license-free software website provides access to BullzipPDFPrinter, R & Emacs, 7-ZIP, DAEMON Tools Lite, to all staff and students. Make a good use of them.

(NSYSU license-free software website: <https://lis.nsysu.edu.tw/files/11-1240-3600.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 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 with sufficient evidence, the student will receive a minor demerit based on Regulations for Student Awards and Penalties. For committing more serious offenses, students 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 Resource

Teaching Staff Loan Allowance, Loan Periods and Special Loans

(1) NSYSU teaching staff or research staff are entitled to an allowance of 50 volumes on loan per person at any one time. The allowed loan period for each volume is 180 days and volumes can be renewed once. Staff are able to 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 (from a university email 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 Service 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 Service 2421

Audio-Visual and Microfilm Information Service

The Library stocks non-book media information including DVDs, VCDs, CDs, Video tapes and

Recorder tapes etc. Media Sources with public broadcasting rights can be used for teaching and research purposes. Full-time faculty members for teaching purposes are eligible to request access to the multi-media collection in the library and entitled to an allowance of 5 items on loan each time, for a loan period of 5 days (not including weekends and public holidays). Requests or renewal requests cannot be made on line. Website : http://www.lib.nsysu.edu.tw/mul_media/

Service Unit: Knowledge Innovation Division, Office of Library and Information Service 2451

Essential Textbooks Required by Teaching Staff

For teaching purposes, teaching staff may 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 one area, named “Textbook Zone for Essential Books Required by Teaching Staff” so the student is able to read and borrow books for course purposes.

Service Unit: Intelligent Operation Division, Office of Library and Information Service 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’ 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 or in person to the Library where the library reference service staff provides 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 Service 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, Online university course platforms, 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 Service 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 Service 2412

Library Information and Resource Utilization Course

To support teaching and research, the library designs and hosts several seminars and workshops on how to use digital resources and information systems for teaching staff and students so as to ensure library resources and collections can be fully utilized.

Service Unit: Knowledge Innovation Division, Office of Library and Information Service 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 speedy information delivery 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.

(<https://lis.nsysu.edu.tw/files/11-1240-15884-1.php>)

Service Unit: Intelligent Operation Division, Office of Library and Information Service 2456, 2421

Interlibrary Loans (visit to the library in person)

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 3rd 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 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 Service 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 Service 2463.

Opening Times for Divisions of Office of Library and Information Service

| | Opening Time | Library | Video 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 2516 | Intelligent Operation Divisions 2516 | Intelligent Operation Divisions 2426 |

For more information, please visit the website site of the Office of Library and Information Service :

<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 centre:

- 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 compatriot, foreign, and Mainland students.
- Chinese Language Learning Centre: Responsibilities comprise of teaching foreigner's Mandarin language and promoting Mandarin language.

Other centers are in place for specific tasks

NSYSU US Centre: To strengthen academic exchanges and promote Taiwanese people's understanding of the US

NSYSU EU Centre: To strengthen academic exchanges and promote Taiwanese people's understanding of the EU.

Major Initiatives of the 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 the 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.

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 2018, NSYSU has formed sister school partnerships with 216 academic institutes in more than 40 countries, stretching from Asia, Oceania, America and Europe. NSYSU has signed the student exchange agreement with its 174 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 are allowed to 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. NSYSU offers Scholarships for Students Attending Overseas Universities (Institutes). 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 2635

Encourage Teaching Staff to Run Short-Term Courses Abroad.

From 2009, the 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

Invitation to 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 Provision 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

There are 6 members in the NSYSU Advice and Guidance division including 1 division leader (who also acts as a military education instructor), 3 military education instructors and 2 campus security staff, these are all in charge of 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 (campus security staff) on duty every day, handling matters relating to students both on and off campus as well as responding to emergency incidents. To strengthen and ensure the safety of students and the student's life in general, each department is allocated one military education instructor 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: military education instructor, Huang, Qi-Lun ext. 2903
3. College of Liberal Arts: military education instructor, Ho Xiu Ru ext. 2902

4. College of Science: military education instructor, Ho Xiu Ru ext. 2902
5. College of Social Sciences: military education instructor, Kong Fan Chang ext. 2905
6. College of Management: military education instructor, Kong Fan Chang ext. 2905

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 play the role in reminding their students of their surroundings and to try to stay alert at all times.
2. Accidents involving students riding motorbikes 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 motorbikes 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 scooters or motorbikes 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 counseling staff are available from Monday to Thursday until 9:00pm, across all colleges and departments. An evening counseling service is offered to the dormitory area, allowing students to have more choice in choosing the service that suits them the best. In addition, a campus-wide counseling network is established through working with class tutors. When the mental wellbeing of a particular student is in question, teaching staff are welcome to refer the student to the counseling staff at the department for further assistance, during office hours via internal extension no. 2238, or email to counsel@mail.nsysu.edu.tw.

Counseling services include:

(1) Individual counseling:

There are five full-time counselors based in NSYSU. One-to-one counseling service is 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 counselors to talk about family relations, relationships with others, emotional issues, career development, learning strategy and self-discovery. There are also professional psychiatrists on call to help suspected cases of students suffering from psychotic episodes. Teaching staff are encouraged to make referrals when necessary.

(2) Group counseling:

Counselors are able to offer 2-hour long group counseling sessions 8-10 times per 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, counselors 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 counselors 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 on: “Implementation Guidelines for 3-Tier Student Self-Harm Prevention Measures”.

Service Unit: Counseling and Career Development Division, Office of Student Affairs 2238

Resource room: 2281-2282 、2262

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. The division is able to 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, it helps 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 2260-2263

7. NSYSU Implementation Guidelines for 3-Tier Student Self-Harm Prevention Measures

Approved during the 7nd 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. 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 a crisis situation. 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.

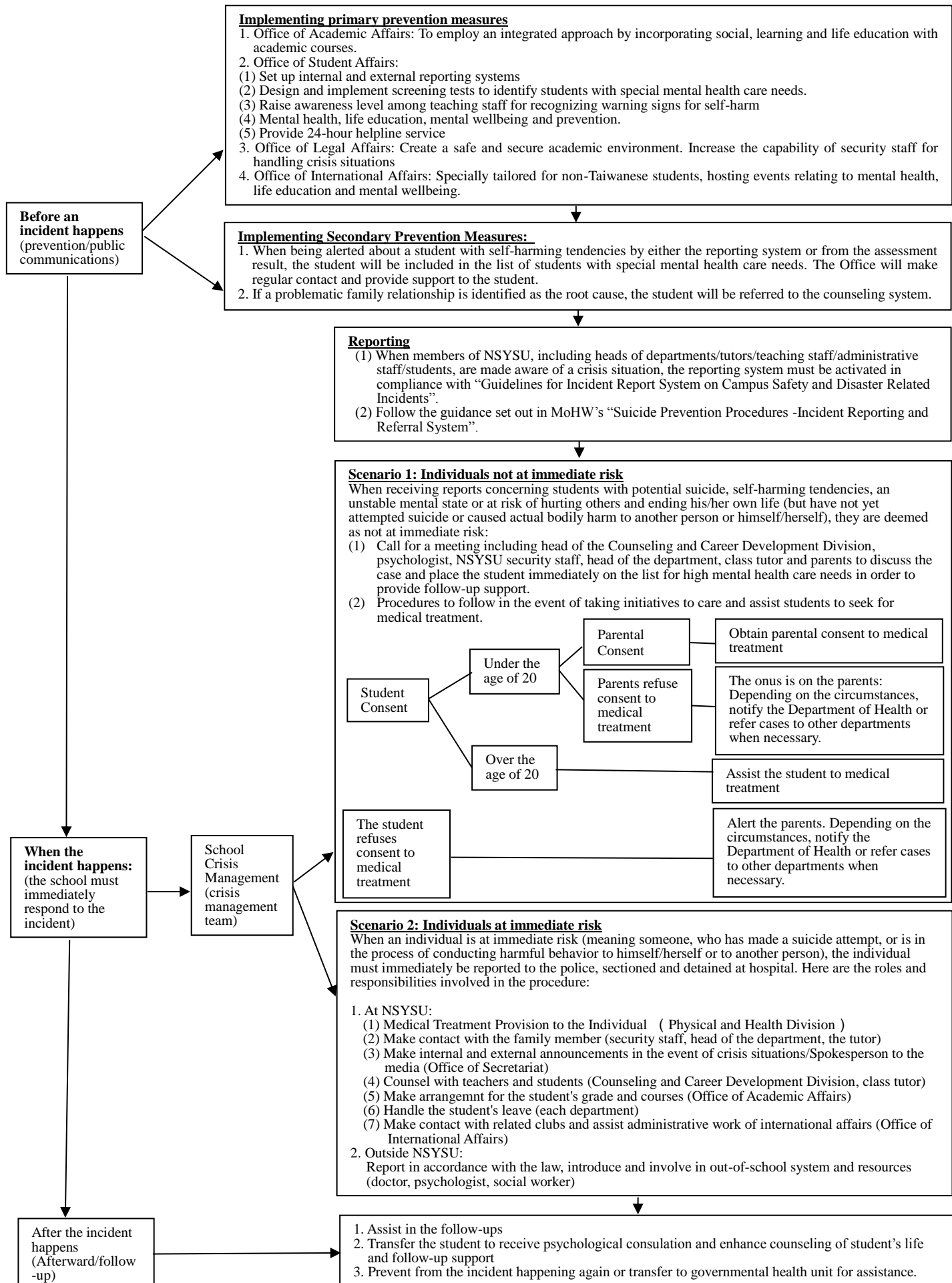
4. “NSYSU Student Death Policy on Suicide or Accidental Death” sets out procedures to follow in the event of the death of a student as a result of suicide, covering issues relating to announcement (external and internal announcement and media exposure), contacting relatives, offering counseling sessions 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.

NSYSU 3-tier prevention task force structure chart on roles and responsibilities: see the charts below

4. Each department is responsible for any costs that may be incurred relating to the guidelines.
5. The 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

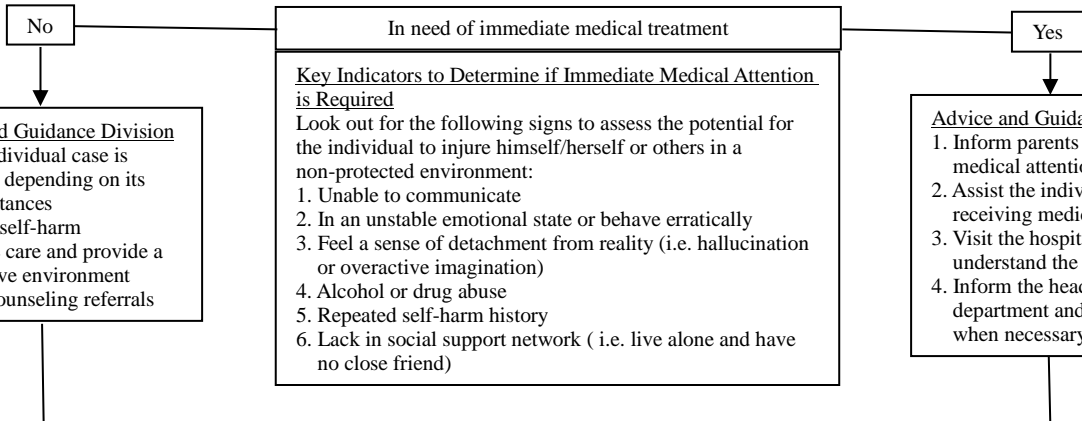
1st stage:
Report the incident

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
Visit the incident scene, assess the situation, and report to the crisis management team

2nd Stage :
Handling the Incident at the Scene

Summon the crisis management team



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

3rd 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

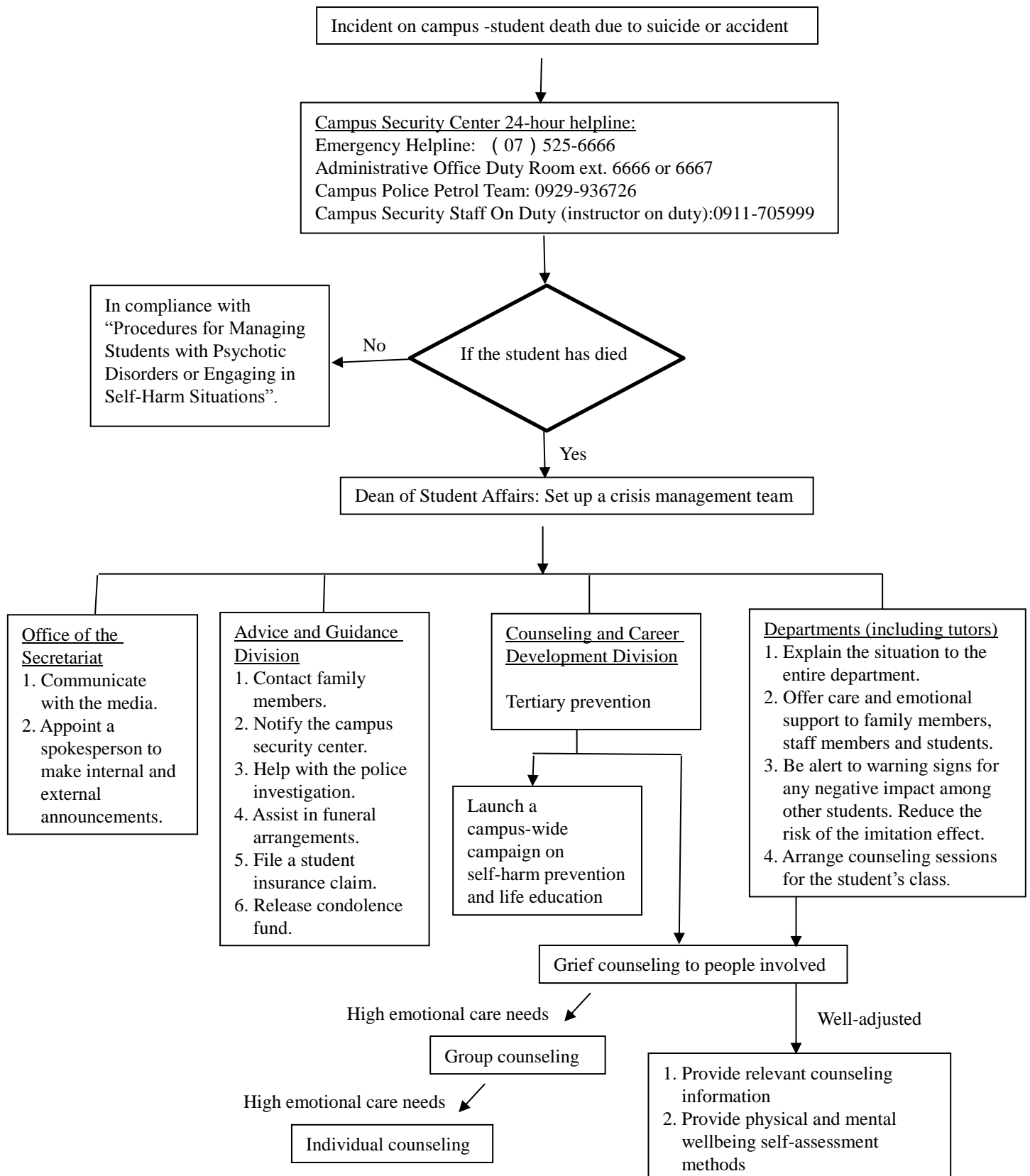
Academic departments (including tutors)
1. Offer academic support to the student, academic peer support, make up for missing lessons, issues relating to adapting back to the class.
2. Be alert to warning signs of any negative impact among other students. Anyone who appears to be emotionally unstable 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 Centre
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"> 1. Oversee the implementation of NSYSU guidelines 2. Consolidate NSYSU resources to strengthen the collaborative mechanism across all departments. |
| | Advice and Guidance Division | <ol style="list-style-type: none"> 1. Establish a campus crisis response mechanism with a 24-hour helpline. 2. Launch campaigns to raise awareness on the importance of university safety and on prevention and management of accidents. 3. Hold induction events for parents of newcomers and establish good working and communicating relations with parents. Set up a student support network. 4. Cooperate with the Office of General Affairs to work together on improving and maintaining the safety level of the campus. |
| | Counseling and Career Development Division | <ol style="list-style-type: none"> 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.). 2. Host activities to focus on increasing awareness of counseling wellbeing (i.e. emotional wellbeing, career paths, relationships, diversity groups and stress management). 3. Hold "self-harm prevention" events to raise the awareness and management skills in incidents of self-harm. 4. Form a joint force with student clubs and social resources to conduct self-harm prevention and life education events. 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). 6. Increase the skills of tutors in handling and managing crisis situations at all levels of tutor meetings. |

| | | |
|------------------------------|-------------------------------------|---|
| | | <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 a crisis situation. |
| | 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 identification and intervention to reduce or alleviate the risk of self-harm.
2. Strategies: Identify the high-risk groups and provide early intervention schemes.
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 particular 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"> 1. Being mindful of the student's behaviour and status through one-to-one counseling sessions. Analysed outcomes generated from the database can be used to provide future directions for policy and practice. 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. 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. 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. 5. Cooperate with external professional experts and seek their services when necessary (i.e. psychiatrists). |

(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 |
|--|--|--|
| When managing a crisis situation relating to self-harm, guidelines set out in “NSYSU Procedures for Managing Individuals with Psychotic Disorders or Engaging in Self-Harm Situations” must be followed. | | |
| Office of Secretariat | | <ol style="list-style-type: none"> 1. Appoint a sole spokesperson to make internal and external announcements. 2. Press attention, handle interests/questions from journalists. 3. Act as the only source of press releases, and be fully informed of the media reports and exposure. 4. Offer legal advice. |
| Office of Student Affairs | The Office | Activate the risk management team |
| | Advice and Guidance Division | <ol style="list-style-type: none"> 1. Initiate both internal and external reporting systems when a self-harm incident happens. 2. Activate the risk management team and report to the managerial level depending on the severity of the incident. 3. Help with issues relating to receiving medical attention, police investigation or the judicial procedures. 4. Provide emergency medical treatment and recovery arrangement to the wounded person. 5. Provide emergency housing arrangement. 6. Provide the student with help on insurance claims, emergency assistance, dealing with rewards and penalties, and taking leave. |
| | Counseling and Career Development Division | <ol style="list-style-type: none"> 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. 2. Contact the parents and provide prevention education 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. 4. Continuously collect information on self-harm incidents for the purpose of improving future policy and counseling practice. |

| | |
|---------------------------------|---|
| Office of Academic Affairs. | Help with academic learning related issues. |
| All departments/colleges | <ol style="list-style-type: none"> 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. 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. 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. |
| Office of International Affairs | <ol style="list-style-type: none"> 1. When the injured individual is not a home student, provide necessary assistance. 2. Offer cross-nation administration help and contact relevant organizations or networks. |
| 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 full-time employees are eligible to apply for on or off campus accommodation. There are two types of accommodation available: single room or multiple-bedroom accommodation. To apply for the accommodation, the application must be submitted to the Facilities 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 Facilities Management Division, Office of General Affairs/Faculty/Staff Accommodation.

Service Unit: Facilities Management Division, Office of General Affairs 2376

Artistic 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 Centre and Chiang Kai-Shek Villa Centre. 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 Centre 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 Centre 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 valid sports IDs or sports cards. All other outdoor sports facilities are free of charge during the opening hours. All NSYSU faculty staff and family members are eligible to apply for sport ID cards or purchase sports cards at designated places.

Service Unit: Physical and Health Division, Office of Student Affairs

Sports Center (ext. 2801)

※Opening hours during term time

Monday to Friday 08:00 to 21:45 (free entry with ID cards)

Saturday and Sunday: 14:00 to 17:45

(Entry requirements are:

NSYSU Students: one token from the sports card or valid sports ID cards.

NSYSU staff and family members: two tokens from the sports cards, or present valid sports ID cards.

Concession or community card holders: one token)

※Opening Hours for Winter and Summer Holidays

Monday to Thursday: 08:00 to 16:50 (free entry with ID cards)

Friday: 10:00 to 16:50pm (free entry with ID cards)

Saturday and Sunday: Closed

3rd Floor, Sports Center- Fitness Centre (ext. 2806)

※Opening Hours during Term Time

Monday to Friday:

10:00 to 13:45 (free entry with IDs)

14:00 to 20:45

(Entry requirements are:

NSYSU Students: one token from the sport card or present valid sports ID cards.

NSYSU staff and family members: two tokens from the sports card, or present valid sports ID cards.

Concession or community card holders: one token)

Saturday and Sunday:

14:00 to 17:45

(Entry requirements are:

NSYSU Students: two tokens from the sports card or present valid sports ID cards.

NSYSU staff and family members: three tokens from the sports cards, or present valid sports ID card

Concession or community card holders: one token)

※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

(Entry requirements are:

NSYSU Students: one token from the sports card or present valid sports ID cards.

NSYSU staff and family members: two tokens from the sports cards, or present valid sports ID cards

Concession or community card holders: one token)

Saturday and Sunday: Closed

Swimming Pool (ext. 2833)

The pool opens from March each year and closes in mid-November. The exact opening dates will be announced by the Physical and Health Division. The opening hours remain unchanged throughout the opening months, including weekends and university holidays. The pool is closed every Monday.

Tuesday to Friday: 15:00 to 18:00/ 18:30 to 20:30

(Entry requirements are:

NSYSU Students: one token from the sports card with valid student ID or present valid sports ID cards.

NSYSU staff and family members: two tokens from the sports cards, or present valid sports ID cards.

Concession or community card holders: one token)

Saturday and Sunday: 15:00 to 18:00/ 18:30 to 20:30

(Entry requirements are:

NSYSU Students: two tokens from the sports card or present valid sports IDs.

NSYSU staff and family members: three tokens from the sports cards, or present valid sports IDs.

Concession or community card holders: one token)

Tennis Court (ext. 2834)

Open 365 days a year including weekends, summer and winter holidays.

Monday to Friday: 06:00 to 10:00/15:00 to 18:00 (free entry with NSYSU ID, one token for the concession and community card holder.)

Saturday and Sunday: 06:00 to 10:00/15:00 to 19:00 (Two tokens for the sports card holder, one token for the concession and community card holder.)

Lighting for Indoor and Outdoor Basketball and Volleyball Courts (ext. 2831)

※Opening hours during term 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. Types of Sports Card: There are three types of sports card available: NSYSU sports cards,

concession sports cards and community sports cards.

2. Eligibility:

- (1) NSYSU sports card: available to NSYSU employees, their family members (spouse and immediate family members only), NSYSU students, alumni and retired staff. Family members must obtain a family member ID prior to applying for the sports card. Please bring one 1x1 inch passport photo, the ID of the NSYSU employee that the applicant is related to, the household certificate and National ID card to the office of the Physical Health Division during office hours. The fee is NT\$50. The card is ready to collect after midday of the next working day.
 - (2) Concession sports card: only available to residents of Shi-li, Nangushan districts and children under 140cm in height.
 - (3) Community Card: members of the general public.
3. Fees: One card contains 10 tokens; NSYSU sports card: NT\$150/ per card; Concession Card: NT\$500/ per card; Community Card: NT\$600/ per card
 4. Venues: sports center, swimming pool and tennis court.
 5. How to use the card: one card can be shared by multiple users with the same eligibility, there is no expiry date. The card cannot be re-issued if lost.
 6. Places of issue: at the office located on the 2nd floor of the Sports centre, at the swimming pool, or at the tennis court. NSYSU members must present proof of ID.

NSYSU Sports IDs

1. Eligibility: available to NSYSU employees, their family members (For spouse and immediate family members only), NSYSU students, alumni and retired staff.
2. Fees: NT\$300 for 1st year undergraduate students; NT\$600 for other students; NT\$300/half year for exchange students; NT\$1,200 for all other members.
3. Validity period: one year from the date of issue.
4. Venues: sports center, swimming pool and tennis court.
5. How to use the card: free entry for the cardholder only; Please bring a passport photo to apply for a replacement card if the original card is lost a fee NT\$50 will be charged.
6. Place of Issue: at the office located on the 2nd floor of the Sports centre
7. How to apply: during office hours on Monday to Friday, bring one 1x1 inch passport photo. For students, please write name, department, and student ID no. on the back of the photo and for employees and their family members, please write name, department, extension no. of the employee on the back of the photo. Submit the photo together with the required fee to the Physical and Health Division. Students are required to present valid NSYSU student ID, staff must present work ID, family members of NSYSU staff must present the household certificate or a copy of the National ID. The sports ID card will be ready to collect after midday of the next working day.

9. Medical Care

To improve the quality of the medical service, NSYSU outsources its healthcare center of family medicine and dentistry. The center works closely with external medical professionals and benefits from invaluable experiences contributed by the private sector. With a valid National Health Insurance card and NSYSU ID card, access to the medical care at the center is free of charge, or with a small fee (NT\$100) for all NSYSU faculty members, their spouse and immediate family members. For optional and private dental treatments, there is a 15% discount on private dental treatment fees. The Physical and Health Division offers a wide range of medical services including first-aid, wound care, health advice, blood pressure measurement, BMI measurement and fitness measurement services. First aid kits and medical books are available for loan.

Service Unit: Physical and Health Division, Office of Student Affairs. 2250-2253

Healthcare Center

(Available dates and times may vary, please contact the Healthcare Center 2255, 2254, Physical and Health Division 2250 to 2253 or visit the Division's website for further details)

Family Medicine Clinic(ext. 2255)

※Opening hours during term-time

Monday to Friday: 8:30- 12:00; afternoon ,Saturday and Sunday: Closed

※Opening hours during summer and winter holidays

Monday to Friday: 8:30-12:00; afternoon ,Saturday and Sunday: Closed

Dental Care Clinic (ext. 2254)

※Term-time opening hours

Monday to Friday: 8:30- 12:00, 14:30-17:30

Wednesday afternoon, Saturday and Sunday: Closed

※Opening hours during summer and winter holidays

Monday to Friday: 8:30-12:00, 14:30-17:30

Wednesday afternoon, Saturday and Sunday: Closed

Telephone no. 525-0055 or 525-0077

Note: Attendance at the clinic is by appointment only

10. Occupational safety and health services

The “Occupational Safety and Health Act” became effective on 3rd 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.

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: Environmental Protection and Safety Center 2391

11. Venue Rental

Conference Venue at Art Center for Hire

There are several conference rooms located in Sun Yat-San 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 5th floor small-sized conference room. Conference facilities such as projectors, wired or wireless microphones, video players and screens are available. Sun Yat-San hall, a four-story building with a 1,374 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 Centre 2716

Sports Facilities for Group Rental (ext. 2801)

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). Print out the completed form and submit the application to the office located on the 2nd 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 Centre Rules and Conditions of Use" section.

Service Unit: Physical and Health Division, Office of Student Affairs 2801

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 Centre Rules and Conditions of Use”.
- (2) Fees are listed in the table below:

| Venue | management fee (per slot) | | Air conditioning fee(hourly) | | Electricity and water bills (per slot) | | Deposit (by event) | |
|--------------------------|------------------------------|--------------------|---------------------------------|--------------------|---|--------------------|--------------------|--------------------|
| | Internal units | External groups | Internal units | External groups | Internal units | External groups | Internal units | External groups |
| Performance Hall | 3,000 | 10,000 | 500 | 1,000 | 1,000 | 2,000 | 0 | 5,000 |
| Multiple purpose hall | 2,000 | 5,000 | 250 | 1,000 | 500 | 1,000 | 2,000 | 5,000 |
| Dance Studio | 1,000 | 2,000 | Not available | Not available | 0 | 500 | 0 | 1,000 |

Service Unit: Extracurricular Activities Division, Office of Student Affairs, 2213、2214

Venues in Info-Library Building for Hire

The front and back corridors, central gallery, B1 video conference rooms and 2nd floor seminar rooms are available to hire for the purpose of seminars, talks, conferences and workshops.

Service Unit: General Business Division, Office of Library and Information Service2461

12. Clubs and Activities for NSYSU Staff

| No. | Name of the club | No. of member | Days of the Week | Time | Venue | unit/leader/extension no. |
|-----|--------------------------|---------------|--|------------------------------------|--|--|
| 1 | Flower arranging Club | 23 | Friday | 12 : 00-14 : 00 | 7 ^F . 7007-1, Administrative Building | Office of Secretariat/ Tsai Ai Chi/ ext. 2730 |
| 2 | Aerobic Club | 57 | Monday, Tuesday, Wednesday and Friday | 12 : 10-13 : 30 12 : 10-13 : 00 | Aerobics Studio | Center for General Education/ Hsiutao Hsu/ext. 5865/5863/5877 |
| 3 | Christian Group | 28 | Monday | 12 : 00-14 : 00 | Social room for staff and family members | Dept. of Physics/Hsiung Chou/ext. 3722, Contact Person: Joint Center for High Valued Instruments/LiangChu Wang/4073 |
| 4 | Catholic Community Group | 16 | Tuesday/ bi-weekly | 12 : 00-13 : 00 | Garden Cafe | Music Dept./ PeiHua Ho/ext. 3352 |
| 5 | Yan Xin Qigong club | 16 | Tuesday and Thursday | 12 : 00-13 : 00 | College of Engineering (EN4079-4 room) | Institute of Education/Hsueh Hua Chuang/ext.5898 |
| 6 | Basketball club | 32 | Tuesday | 18 : 00-21 : 00 | Basketball Court at 3F Sports Center or Outdoor basketball court | Department of Marine Biotechnology and Resource /RuoShan Tseng/ext. 5033 Institute of Marine Geology and Chemistry/XiaoWei Hsu/ext.5033 |
| 7 | Table Tennis club | 30 | Monday to Friday, Friday | 12 : 00-14 : 00 16 : 00-18 : 00 | Table Tennis Room at Sports Center | Center of General Education /KaiYang Lo/ext.5778 |
| 8 | Badminton club | 51 | Monday to Friday | 12 : 00-14 : 00 | Badminton Court at 3F Sports Center | Physical and Health Division/ Feng-Hua Tsai/Ext. 2808 Contact person: Center of General Education/ KuoChin Lin/ext. 5904 |
| 9 | Tennis club | 16 | Wednesday | 16 : 00-18 : 00 | Tennis Court | Dept. of Mechanical and Electro-Mechanical Engineering/ KengHao Liu/ext. 4220 |

| No. | Name of the club | No. of member | Days of the Week | Time | Venue | unit/leader/extension no. |
|-----|---------------------------------------|---------------|----------------------|------------------------------------|---|---|
| 10 | European-styled flower arranging club | 22 | Friday | 16 : 30-18 : 30 | College of Marine Science MA2009 | Dept. of Marine Biotechnology and Resource/ Meng-Hsien Chen/ext.5208 |
| 11 | Yoga club | 15 | Thursday | 17 : 00-19 : 00 | Aerobics Studio at Sports Center | Dept. of Applied Math/Chia-fen Tsai/ext. 4826 |
| 12 | Qi Ji Dao Yin club | 16 | Wednesday | 15 : 00-17 : 00 | Aerobics Studio at Sports Center | Dept. Of Computer Science and Engineering/Yunnan Chang/ext. 4332 |
| 13 | Yoga class (advanced level) | 11 | Tuesday | 16 : 00-18 : 00 | Aerobics Studio at Sports Center | Dept. of Applied Math/ Ma Tai/ext.4810 |
| 14 | 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/ Chang-Biau Yang/ext.4333 |
| 15 | Arts club | 29 | Wednesday | 14 : 00-16 : 00 | 3F NSYSU Sun Yat-sen Hall | Dept. of Theatre Arts/ Wang I-Liang/ext.3416 |
| 16 | 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/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 2nd Road), walk along Linhai 2nd 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 133)
2. By NSYSU shuttle bus (free): Take Exit 2 from Sizihwan MRT station (Gushan 1st Road) and take the bus right outside the station. For the latest bus service timetable, please visit the website of the Administrative Service Division, Office of General Affairs-On-line inquiry and connect to the system- Campus Bus Timetable.
(<http://admin-support.oga.nsysu.edu.tw/files/11-1042-14944.php?Lang=zh-tw>)
3. By MRT (shuttle bus transfer): Take Exit 2 from Sizihwan MRT station (Gushan 1st 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/>)

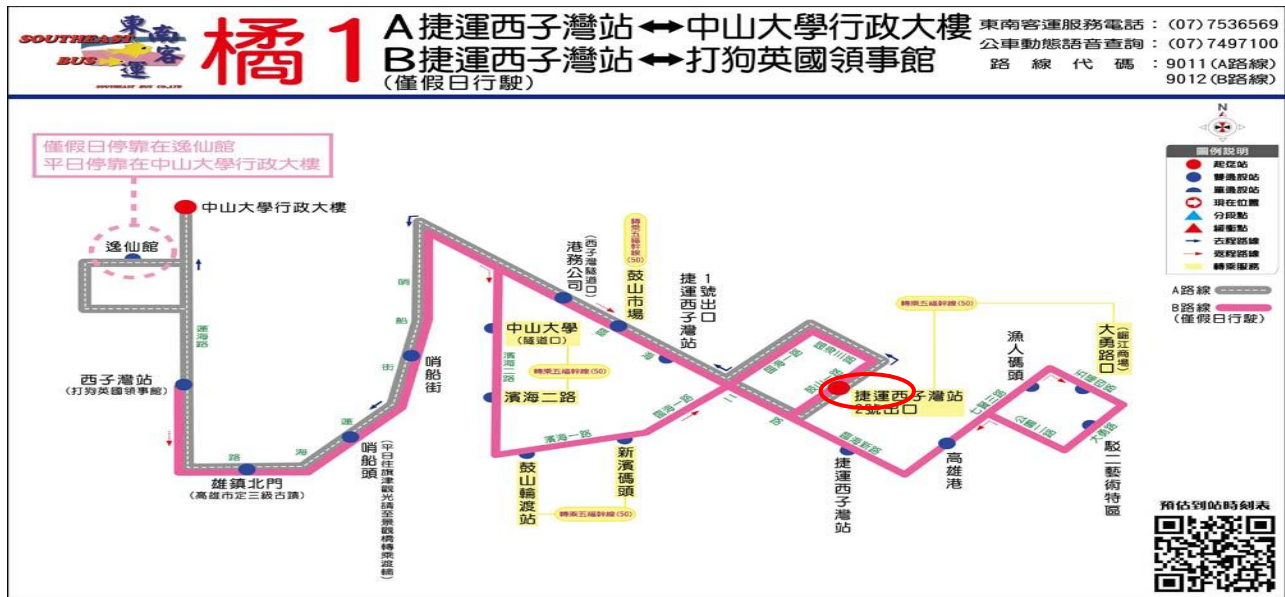
Sizihwan MRT station map



Exit1(Linhai 2nd Road)
Gushan Ferry Port
Gushan Post Office
NSYSU

Exit2(Gushan 1st Road)
Kaohsiung Customs
Fisherman's Wharf
Banana Wharf
Pier 2

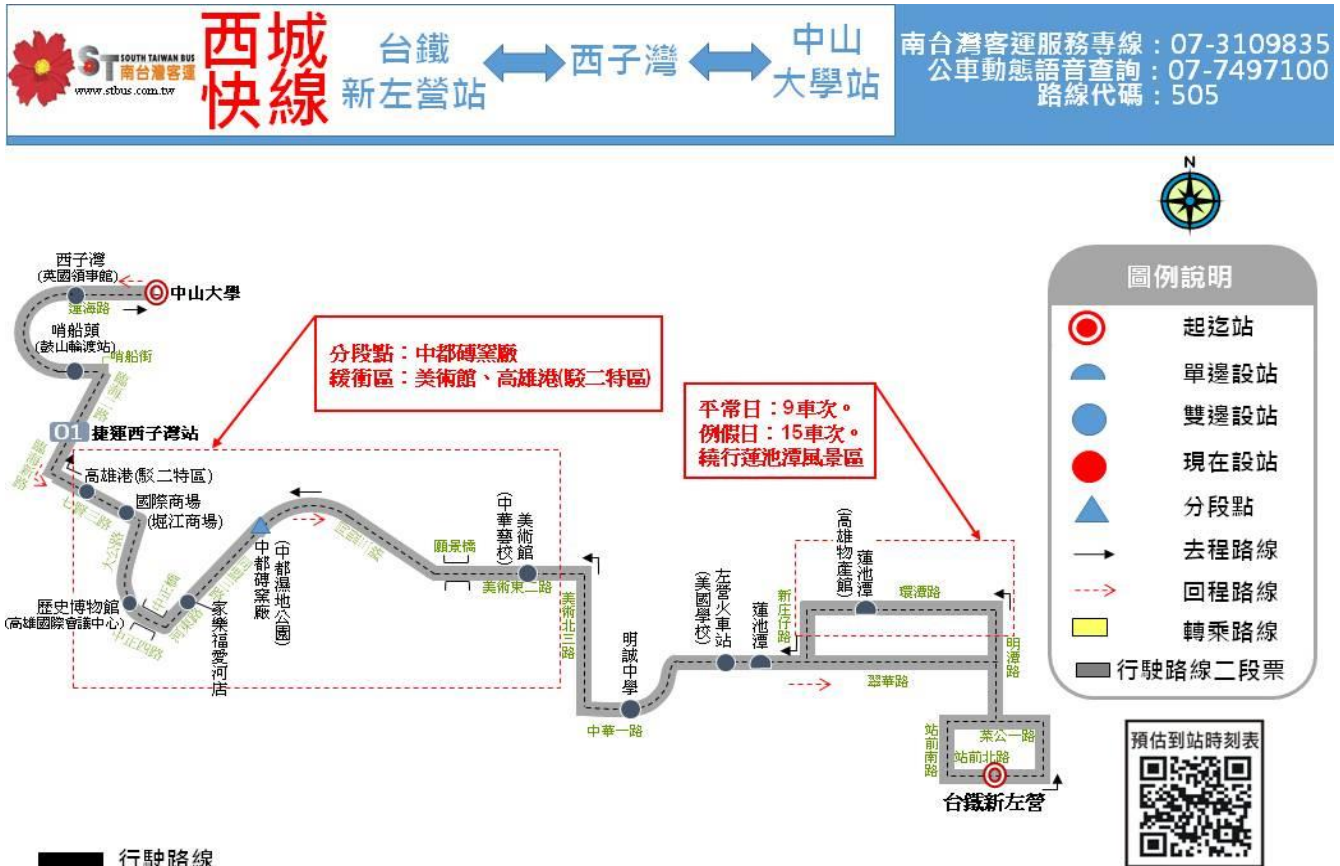
MRT Shuttle Bus Transfer (Orange 1)



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>

(2) By bus:

1. Kaohsiung Train Station: Take bus no. 248 and get off at the entrance of the tunnel
 - (1) Walk through the tunnel, you will reach the NSYSU Administrative Building, Sun Yat-Sen Hall, and the Sports Center
 - (2) Walk back along Linhai 2nd Road to the bus stop of (TIPC- Sizhiwan Tunnel), located right in front of MyWarmDay shop. Take bus no. 99 or MRT shuttle bus orange 1 and stop at the NSYSU Administrative Building
2. Talee shopping mall, Shinkuchan street or The Culture Centre: Take bus no. 50 and get off at the entrance of the tunnel (and follow the same route as described above)
- (3) By high speed rail: Take high speed rail and get off at Zuoying Station. Take South Taiwan Bus-West Town Express Route and get off at the NSYSU administrative building. Please refer to the timetable below:



Information from Transportation Bureau of Kaohsiung City Government- Citizen Service- Public Transport- Bus Routes (by route)-West town express route <http://www.stbus.com.tw/cityrouteE05.htm>

(4) By car: (for rules of parking permit application, please refer to following page)

1. The address of NSYSU is No. 70, Lianhai Road, Gushan District. NSYSU is located in the popular tourist spot- Sizhiwan, therefore it is well signposted. To reach NSYSU, follow the sign for Sizhiwan or Gushan Ferry Port or The British Consulate of Takow from Kaohsiung city center
2. If you are driving from outside of Kaohsiung, get off at the Chungshan Road junction at the high way, drive along Chungshan Road before turning into Wu-Fu Road → Turn left to GuShan Road- Turn right to Linhai 2nd Road until the end → Turn left to Shaochuan Road → NSYSU

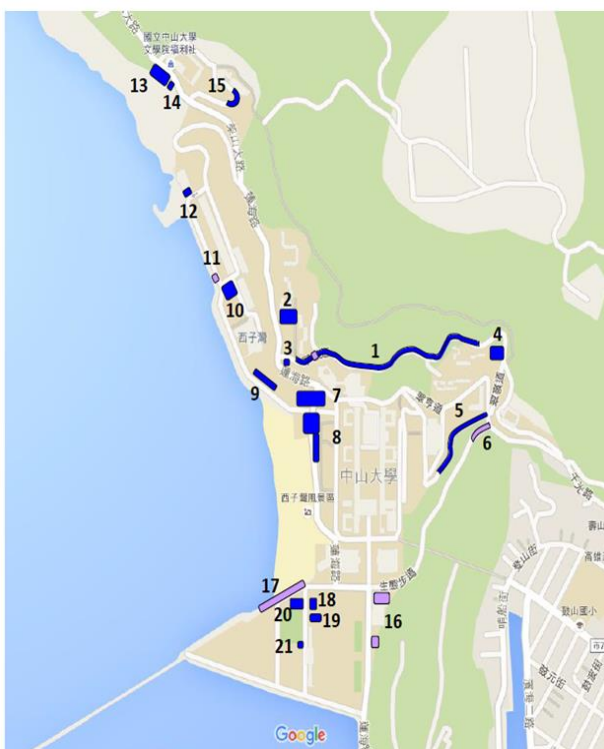
Information from Links on NSYSU website's main page- How to get to NSYSU

(<http://www.nsysu.edu.tw/files/11-1000-4132.php?Lang=zh-tw>)

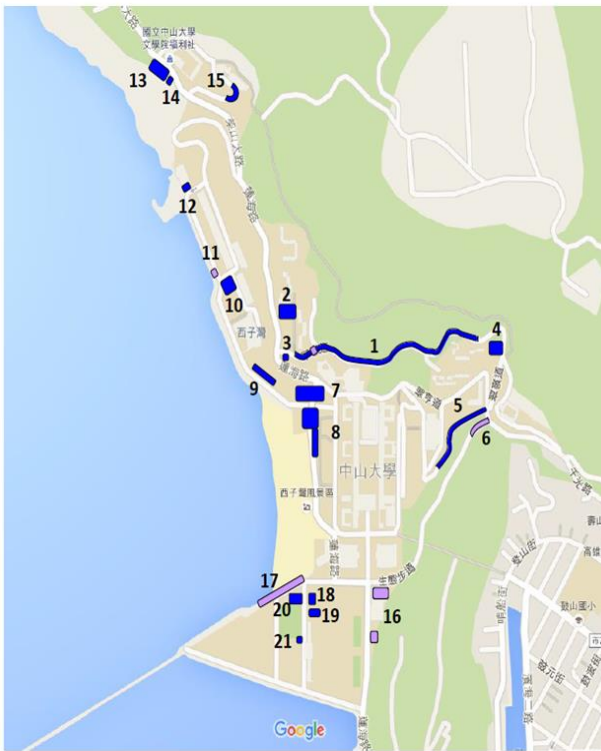
NSYSU Parking Permit Application Terms and Conditions

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 (for 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 NT\$800 for all full-time employees)
 2. To apply for motorbike/moped parking permit, please provide proof of the employment contract or employment ID card, driving license, and vehicle certificate (for 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 NT\$800 for all full-time employees.)
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 | Motorbike 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 Tsui heng villa student dorm |
| 5 | Motorbike 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-Motorbike parking area |
| 10 | College of Marine Sciences-Motorbike parking area |



| | |
|----|--|
| 11 | College of Marine Sciences-Motorbike parking area (visitor) |
| 12 | Next to the Zaobo pond, College of Marine Sciences |
| 13 | College of Liberal Arts- Motorbike parking area(large) |
| 14 | College of Liberal Arts- Motorbike parking area(small) |
| 15 | The curvy lane on the east side of the Fine Arts Building |
| 16 | International Building Motorbike Parking area (visitor) |
| 17 | Sea dike-motorbike parking area (visitor) |
| 18 | Next to the indoor basketball court |
| 19 | Next to the monkey bars area |
| 20 | Next to the tennis court |
| 21 | In front of swimming pool, behind the central stage |



Information from NSYSU website's main page(<http://www.nsysu.edu.tw/files/11-1000-1503.php>)

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 both term times and university holidays.

Ext. no: 5911

Tel. no: 5250829

Fax no: 5250215

Hairdresser

Opening hours:

Monday to Friday: 9 : 30-18 : 00

Saturday: 9 : 30-17 : 00

Sunday: Closed

Opening Hours for Summer and Winter Holidays

Monday to Saturday: 9 : 30-17 : 30

Sunday: Closed

Ext. no. 5917

Tel. no. 5250063

Barber

Opening hours:

Monday to Friday: 9 : 00-17 : 30

Saturday: 9 : 30-17 : 00

Sunday: Closed

Ext. no. 5948

Tel. no. 5250975

Launderette

Opening hours:

Monday to Friday: 8 : 00-20 : 00

Saturday: 8 : 00-18 : 00

Sunday: Closed

Opening Hours for Summer and Winter Holidays

Monday to Saturday: 8 : 00-18 : 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 Thursday: 9 : 30-17:30

Friday and Saturday: 10:00-17:00

Sunday: Closed

Tel. no. 5250930

Fax. no. 5250098

HoFen Printshop

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: 9:00-19:00

Saturday: 9 : 00-16 : 00

Sunday: Closed

Opening Hours for Summer and Winter Holidays

Monday to Friday: 9 : 00-19 : 00

Saturday: 9 : 30-18 : 00

Sunday: Closed

Ext. no. 5910

Fax. no. 5255910

Student Center- Accommodation department (6F West, Students Center)

Available time: Daily 14:00pm to 11:00am 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 both term times and university 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)

Monday: Closed

Tuesday to Friday: 14:00 to 19:00

Saturday and Sunday: 9:30 to 19:00

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 |
|----------------------------|--|--|-------------------------------------|
| Food & Beverage | Student center | Chinese Food Court | Cafeteria |
| | | Coffee | Beverage, Coffee, Light Meal |
| | Tsuiheng Villa -student dorm building E | Buffet, Noodles, Beverage | Cafeteria |
| | Wuling villa (1 st) Student dorm | Milo Food Court | Cafeteria |
| | Underneath the Ficus tree | Weierhhsissu Cafe | Beverage, Coffee |
| | The plaza on the right hand side of Sun Yat-sen Hall | Find happiness | Light meals, Beverage and Snacks |
| Grocery | Basement of College of sciences | Grocery stores | Bento boxes, Food and Beverage |
| | Tsuiheng Villa- student dorm building A | | |
| | 1F College of Liberal Arts | | |
| | Basement of Wuling villa (2 nd) | | |
| | 1F College of Marine Sciences | | |
| | Tsuiheng villa -student dorm building H | Hi-Life Store | Bento boxes, Food and Beverage |
| | Student Center | Family Mart | Bento boxes, Food and Beverage |
| Others | Student Center | Liwen Bookstore | stationary products |
| | | Optical Shop | Glasses fitting and sales |
| | | Hairdresser | Female hairdressing service |
| | | Barber | Male hairdressing service |
| | | Express clean Professional Launderette | Laundry service |
| | | Post Office | Postal and banking services |
| | Next to the checkpoint of the student center | Motorbike repair services | Motorbike repair service |
| | Basement of the College of Management | HoFan Print shop | Print and binding services |
| | Engineering Corridor | Post office ATM | ATM |
| | Sizhiwen beach | Huang Jia Leisure Company (Ltd) | Dinning, accommodation and swimming |
| Vending Machines | Student dorm | Coca cola vending machine | Beverage |
| | Tuiheng villa-student dorm | SunStar Company | Self-service Launderette |
| | Tuiheng Villa-student dorm building L | Shang Yang Automation Corporation | |
| | WuLing Villa -student dorm | SunStar Company | |
| | Student Center | Seiwa International Corporation | Passport photo booth |

Information from the website of Facilities management division, Office of General Affairs:

<http://property.oga.nsysu.edu.tw/files/11-1044-1565-1.php?Lang=zh-tw>

(For the latest information, please refer to information released by the division)

List of Off-Campus Shops

| Name of the store | Address | Telephone No. |
|---|---|----------------------|
| HamaSing, King of Sword Fish Balls | No. 27-7 Gubo Street, Gushan District, Kaohsiung City, | 07-5210948 |
| Hamasing SanTou Noodles Shop | No. 27-16 Gubo Street, Gushan District, Kaohsiung City, | 07-5323228 |
| ShunHe 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 |
| WanChuan Taiwanese Meatball (ba wan) | No. 1, Linhai 1st Road, Gushan District | 07-5330498 |
| FuHong 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 |

| List of Websites of NSYSU offices and departments | |
|--|--|
| Office of the president | http://president.nsysu.edu.tw/ |
| Office of Secretariat | http://sec.nsysu.edu.tw/ |
| Office of Personnel Services | http://ope.nsysu.edu.tw/ |
| Office of Accounting | http://acc.nsysu.edu.tw/ |
| Office of Academic Affairs | http://oaa.nsysu.edu.tw |
| Office of Student Affairs | http://osa.nsysu.edu.tw/ |
| Office of General Affairs | http://oga.nsysu.edu.tw/ |
| Office of Research and Development | http://ora.nsysu.edu.tw/ |
| Office of Global Industrial-Academe Collaboration and Advancement | http://oiccea.nsysu.edu.tw/ |
| Office of International Affairs | http://oia.nsysu.edu.tw/ |
| Office of Library and Information Services | https://lis.nsysu.edu.tw |
| Art Centre | http://art.nsysu.edu.tw/ |
| Environmental Protection and Safety Center | http://enviro-admin.oga.nsysu.edu.tw/ |
| NSYSU Single Sign-on System | https://sso.nsysu.edu.tw/ |
| Staff Accommodation Information, Office of General Affairs | http://property.oga.nsysu.edu.tw/files/11-1044-1346.php |
| NSYSU licensed software | https://lis.nsysu.edu.tw/files/11-1240-1239.php |
| Rules for Internet Use on Campus | https://lis.nsysu.edu.tw/ezfiles/240/1240/img/39/2-1.pdf |
| Taiwan Academic Network Management and Regulations | http://edu.law.moe.gov.tw/LawContent.aspx?id=GL000056 |
| Ethics Guideline For Information Use | https://lis.nsysu.edu.tw/ezfiles/240/1240/img/39/2-3.pdf |
| Campus Wireless Internet service | https://lis.nsysu.edu.tw/files/11-1240-1212.php |
| Email service | https://email.nsysu.edu.tw/ |
| Online University | http://cu.nsysu.edu.tw/ |
| Office of Academic Affairs Online Academic Record Key-in System | http://tscokin.nsysu.edu.tw/score/sco_keyin_login.asp |
| Office of Academic Affairs Online Course Selection System | http://selcrs.nsysu.edu.tw/ |
| Teaching feedback questionnaire system Office of Academic Affairs | http://selcrs.nsysu.edu.tw/tch/tch_sys.htm http://ctdr.nsysu.edu.tw/teacher2.php |
| Office of Academic Affairs Teacher Training Courses | http://ctdr.nsysu.edu.tw/index.php |
| Office of Academic Affairs Excellence in Teaching Awards | http://ctdr.nsysu.edu.tw/teacher3.php |
| Office of Academic Affairs Teaching Practice Evaluation System | http://selcrs.nsysu.edu.tw/tch_appraise/ |
| Office of Student Affairs General Information Platform | http://sis.nsysu.edu.tw |
| NSYSU Career Portfolio System | http://ep.oaa.nsysu.edu.tw/ |

National Sun Yat-sen University 2018 Academic Year Calendar

Fall semester: August 2018 - January 2019

| Month | Week | Day of the Week | | | | | | | Events |
|-------|------|-----------------|-----|-----|-----|-----|-----|-----|--|
| | | Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
| 8 | | | | 1 | 2 | 3 | 4 | | 1 Academic year begins. Fall semester begins |
| | | | | | | | | | 1 Application for freshmen Fall 2018 tuition and fee waiver begins |
| | | | | | | | | | 1 ~ 8 Master student's application for direct admission to doctoral program |
| | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 8 Fall 2018 student loan application begins |
| 9 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 13 Application for postponing military service begins |
| | | | | | | | | | 16 ~ 27 Fall 2018 preliminary course selection (tentative) |
| | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 24 Last day of Fall 2018 tuition and fees waiver application for first-year graduate students |
| | | 26 | 27 | 28 | 29 | 30 | 31 | | |
| 9 | 一 | | | | | | | 1 | 1 Application for financial support for underprivileged students begins |
| | | | | | | | | | 1 ~ 2 Freshman dormitory check-in |
| | | | | | | | | | 3 ~ 12 Application for credit transfer |
| | | | | | | | | | 3 ~ 12 Undergraduates' application for double major and minor |
| 10 | 二 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 4 Last day of Fall 2018 tuition and fees payment |
| | | | | | | | | | 4 Last day for Fall 2018 student loan application |
| | | | | | | | | | 5 ~ 6 Orientation for freshmen and transfer students |
| | | | | | | | | | 10 Registration day for all students (First day of classes) |
| 11 | 三 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 10 Make-up exams for final exams of the previous semester |
| | | | | | | | | | 10 ~ 20 Course selection consultation with advisors |
| | | | | | | | | | 13 ~ 20 Fall 2018 Course add/drop (tentative) |
| | | | | | | | | | 14 Last day for faculty to submit grades of make-up exams for the previous semester |
| 12 | 四 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 14 Last day of application for postponing military service |
| | | | | | | | | | 17 Last day for departments/institutes to approve faculty's correction of final grades of previous semester |
| | | | | | | | | | 17 Last day for faculty to complete and submit undergraduate students' grades of previous semester on service learning courses |
| | | | | | | | | | 17 Last day for faculty to submit graduate students' final grades of previous semester |
| 1 | 五 | 30 | | | | | | | 19 ~ 26 Undergraduates' application for early graduation |
| | 六 | | | | | | | | 24 Moon Festival (National Holiday, no classes) |
| | 七 | | | | | | | | 25 ~ 1 Undergraduates' application for direct admission to doctoral program (Sep. 25 - Oct. 1) |
| | 八 | | | | | | | | |
| 11 | 九 | | | | | | | | |
| | 十 | | | | | | | | |
| | 十一 | | | | | | | | |
| | 十二 | | | | | | | | |
| 12 | 十三 | | | | | | | | |
| | 十四 | | | | | | | | |
| | 十五 | | | | | | | | |
| | 十六 | | | | | | | | |
| 1 | 十七 | | | | | | | | |
| | 十八 | | | | | | | | |
| | 十九 | | | | | | | | |
| | 二十 | | | | | | | | |
| 2 | 二十一 | | | | | | | | |
| | 二十二 | | | | | | | | |
| | 二十三 | | | | | | | | |
| | 二十四 | | | | | | | | |
| 3 | 二十五 | | | | | | | | |
| | 二十六 | | | | | | | | |
| | 二十七 | | | | | | | | |
| | 二十八 | | | | | | | | |
| 4 | 二十九 | | | | | | | | |
| | 三十 | | | | | | | | |
| | 三十一 | | | | | | | | |
| | 三十二 | | | | | | | | |

Note: Classes begin on Sep. 10, 2018 and final examinations end on Jan. 11, 2019. 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 2018 Academic Year Calendar

Spring semester: February 2019~July 2019

| Month | Week | Day of the Week | | | | | | | Events |
|-------|------|-----------------|-----|-----|-----|-----|-----|-----|---|
| | | Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
| 2 | 一 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 Spring semester begins 4 ~ 8 Chinese New Year Holidays (From Feb. 4, Chinese New Year's Eve, to Feb. 7, the 3rd day of Chinese New Year; adjusted holiday on Feb. 8, the 4th day of Chinese New Year) 11 Application for postponing military service begins 11 ~ 20 Application for credit transfer 12 Last day of Spring 2019 tuition and fees payment 12 Last day for Student Loan application of Spring semester 18 Registration day for all students (First day of classes) 18 Make-up exams for final exams of the previous semester 18 ~ 27 Course selection consultation with advisors 21 ~ 27 Spring 2019 Course add/drop (tentative) 22 Last day of application for postponing military service 22 Last day for faculty to submit grades of make-up exams for the previous semester 23 Make-up workday (March 1 is an adjusted holiday) 25 Last day for faculty to complete and submit undergraduate students' grades of previous semester on service learning courses 25 Last day for faculty to submit graduate students' final grades of previous semester 25 Last day for departments to announce approved bachelor student applying for 5-year bachelor-master degree program 25 Last day for departments/institutes to approve faculty's correction of final grades of previous semester 28 Peace Memorial Day (National Holiday), no classes |
| | 二 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| 3 | 三 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| | 四 | 24 | 25 | 26 | 27 | 28 | | | |
| | 五 | | | | | | | | |
| | 六 | | | | | | | | |
| | 七 | | | | | | | | |
| | 八 | | | | | | | | |
| | 九 | | | | | | | | |
| 4 | 十 | | | | | | | | |
| | 十一 | | | | | | | | |
| | 十二 | | | | | | | | |
| | 十三 | | | | | | | | |
| 5 | 十四 | | | | | | | | |
| | 十五 | | | | | | | | |
| | 十六 | | | | | | | | |
| | 十七 | | | | | | | | |
| 6 | 十八 | | | | | | | | |
| | 十九 | | | | | | | | |
| | 二十 | | | | | | | | |
| | 二十一 | | | | | | | | |
| 7 | 二十二 | | | | | | | | |
| | 二十三 | | | | | | | | |
| | 二十四 | | | | | | | | |
| | 二十五 | | | | | | | | |

Note: Classes begin on Feb. 18, 2019 and final examinations end on June 21, 2019. 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.)



The Office of Academic Affairs invites all faculty members to join hands in building the future