



110 學年度

新進教師手冊


Handbook for New Faculty



國立臺灣師範大學
NATIONAL TAIWAN NORMAL UNIVERSITY



目錄 Contents



認識師大

- 一、師大簡介 | 09
- 二、校 訓 | 11
- 三、校 區 | 12




教學與學生輔導

- 一、上傳課程大綱 | 15
- 二、數位課程 | 15
- 三、Moodle 數位學習平台 | 16
- 四、課程意見調查 | 17
- 五、授課相關規定 | 18
- 六、成績 | 19
- 七、教師倫理 | 20
- 八、學術倫理與誠信教育 | 21
- 九、學生輔導資訊 | 23

A brown circular graphic containing the text '教學發展資源'.

教學發展資源

- 一、教學獎勵 | 29
- 二、教學精進計畫補助 | 30
- 三、教學實踐研究計畫 | 30
- 四、English as a Medium of Instruction | 31
- 五、教學諮詢輔導 | 31
- 六、教學助理 | 32
- 七、鴻鵠營 | 33
- 八、同儕觀課與回饋 | 34
- 九、課程補助 | 35
- 十、教師教學專業成長數位課程 | 36

A light blue circular graphic containing the text '研究計畫補助與獎勵'.


研究計畫補助 與獎勵

- 一、研究計畫補助 | 39
- 二、獎勵補助 | 40
- 三、專利申請、技術
移轉與獎勵補助 | 42
- 四、研究諮詢 | 43

A purple circular graphic containing the text '國際交流資源'.


國際交流資源

- 國際交流資源 | 47



人事服務與福利

- 一、教師資格送審 | 51
- 二、教師評鑑 | 52
- 三、升等 | 53
- 四、兼職 | 56
- 五、教師差假 | 57
- 六、出國 | 59
- 七、教師申訴 | 59
- 八、各項福利資訊 | 61
- 九、所得稅務資訊 | 62



圖書資源與 資訊服務

- 一、圖書資源 | 65
- 二、資訊網路 | 66
- 三、出版服務 | 67



聘雇人員與採購

- 一、聘雇人員 | 71
- 二、辦理逾新臺幣 10 萬元
之採購 | 72

學校生活與健康

- 一、師大生活便利通 | 75
- 二、交通資訊 | 75
- 三、體育設施 | 76
- 四、保健醫療服務 | 78
- 五、校內電話及緊急報案專線 | 79
- 六、秘書室馬上辦 | 79

學生學習 学問のすゝめ | 朱文増 攝





認識師大



古典風華
現代視野

一、師大簡介

教育國之本 | 師範尤尊崇

國立臺灣師範大學，前身為「臺灣省立師範學院」，於西元 1946 年接收「臺灣省立臺北高級中學」校舍與設備成立。而「臺灣省立臺北高級中學」即為日治時期之「臺北高等學校」，是七年制的總督府高等學校，為當時唯一直升帝國大學之升學管道。每年招收全台菁英學生約四、五十名，造就許多早期開發台灣本土重要人士。學制為四年制的尋常科及三年制的高等科。初期借用龍口町台北第一中學校上課〔即為今之建國中學〕，後再設置三年制的高等科，於 1926 年遷至古亭町現今校地，當時已完成普字樓和「生徒控所」〔學生準備上課或休息的地方，即現在校本部的文薈廳〕；1928 年，行政大樓完成，同年臺北帝國大學〔即為現今之臺灣大學〕方成立，並招收第一批「臺北高校」的畢業生；1929 年，講堂〔今校本部禮堂〕和其他主體建築亦陸續完成。

今日校本部校園中尚存有四棟日治時期的老建築：行政大樓、普字大樓、禮堂和文薈廳。臺北高校方正的校園配置與規劃，存在一種非常特殊而深具美學意義的「黃金分割比例」，如今的師大校園，有著臺北高校時期保留至今的古典建築，也有現代知名建築師吳明修所設計的誠正勤樸大樓，可謂新舊融合別有一番特殊風味。



Sakura! Sakura! | 朱文增攝

本校歷任校長為李季谷校長、謝東閔校長、劉真校長、杜元載校長、孫亢曾校長、張宗良校長、郭為藩校長、梁尚勇校長、呂溪木校長、尤信雄代理校長、簡茂發校長、黃光彩校長、黃生代理校長、郭義雄校長、張國恩校長。1952年，劉真校長有感學生品格陶冶之重要性，手訂「誠、正、勤、樸」為校訓，70年來均依此校訓樹立學風，現任校長為吳正己博士。

本校現有(110學年度)教育、文、理、藝術、科技與工程、運動與休閒、國際與社會科學、音樂、管理等9個學院、31學系、10個學位學程/學士班及22個獨立研究所，學、碩、博士班學生約1萬5千人。

二、校訓

本校校訓由第三任劉真校長所訂，於民國 41 年 2 月 20 日第 27 次行政會議通過。劉校長希望同學們從內心的修養到生活的實踐，都能切切實實地做到這四個字，以樹立良好的學風，進一步達到改造社會的目的。

誠

不虛偽、不欺妄。

凡事能做到始終如一、擇善固執。

正

不偏私、不枉曲。

凡事能做到光明正大、貞固剛毅。

勤

不怠惰、不因循。

凡事能做到自強不息、鍥而不捨。

樸

不奢糜、不浮華。

凡事能做到質樸無華、闡然尚綱。

三、校區



和平校區

- 本部校區
- 圖書館校區
- 宿舍區
- 其他館舍



公館校區

- 理學院校區



林口校區

- 僑生先修部



教學與學生輔導



以薪傳新 共創典範

一、上傳課程大綱

📞 課務組 _1182

● 教師應於「課程公告日前」上傳或更新：

1. 中文課程綱要：

含教學進度與主題、教學方法、評量方法及參考書目

2. Course Description

● 教師教學大綱教學指引

檔案下載路徑：教務處→課務組→課程資訊

http://www.aa.ntnu.edu.tw/files/archive/4713_a8611918.pdf



二、數位課程

📞 網路大學 _5576

● 定義：授課時數達 1/2 以上以同步或非同步等數位方式教學之課程。

● 開設流程：

最晚於開課前一學期由開課單位備妥課程教學計畫，送教務處網路大學籌備處檢視後，經相關單位課程委員會研議通過，並提案送校課程委員會審議後方得實施，通過後有效期限為 5 年。

● 數位課程開課與設計 Q&A：

<https://sites.google.com/gapps.ntnu.edu.tw/ocid>



三、Moodle 數位學習平台

網路大學 _5579

本校數位學習平台使用 Moodle 系統，教師所開的每一門課、授課講義、學生作業繳交、師生的互動討論，都需使用 Moodle 系統進行。凡在平台上開立的課程，選修學生名單將由教務系統匯入，加退選期間系統每日自動更新修課學生名單，教師在 Moodle 所做的成績評量，也可匯入教務處的成績系統。

網址：<https://moodle.ntnu.edu.tw>



四、課程意見調查

📞 課務組_1181

- **期中課程意見調查**：學生填寫意見（期中考週起兩週內）結束三天後，教師可登入校務行政資訊入口網查看調查結果。
- **期末課程意見調查**：學生填寫意見（期末考前一週開始至期末考結束後一週）結束三天後，教師可登入校務行政資訊入口網查看調查結果。

網址：<http://iportal.ntnu.edu.tw/ntnu/>



《為師·育人》 | 林可凡攝

五、授課相關規定

📞 課務組_1108

● 教師基本授課相關規定：

1. 教授 8 小時；副教授 9 小時；助理教授 9 小時；講師 10 小時。
2. 師資培育學院專任教師，其基本授課時數為：教授 12 小時；副教授 13 小時；助理教授 13 小時；講師 14 小時。
3. 實際授課時數及加計時數合計後，應符合下列規定：
 - (1) 無減授者，當學期可調整至多 4 小時至同學年另一學期授課補足。
 - (2) 因研究、新進減授或因指導研究生學位論文折抵時數者，當學期仍應至少授課 2 小時，全學年合計至少授課 9 小時，其餘時數得以減授或抵充時數補足。
 - (3) 每學期行政減授 2 小時者，全學年合計至少授課 6 小時，每學期行政減授四小時以上者，全學年合計至少授課 3 小時，其餘時數得以減授或抵充時數補足。

● 授課時數加計：

1. 授課人數超過 50 人以上；2. 遠距課程；3. 英語授課（符合獎勵要點者）

● 減授鐘點：

1. 學術減授；2. 新進助理教授減授；3. 論文指導折抵；4. 行政減授

詳見：

1. 國立臺灣師範大學教師授課時數核計要點（108 年 11 月 20 日第 123 次校務會議審議通過）
2. 國立臺灣師範大學英語授課獎勵實施要點（108 年 10 月 30 日 108 學年度第 1 次校務會議通過）

六、成績

📞 註冊組、研教組_1077

● 成績繳交：

1. 本校自 104 學年度起，學生之學業成績（含學位考試成績）均以等第制評，但性質特殊之科目，經教務會議通過採「通過」、「不通過」之考評方式者，不在此限。
2. 教師應按所授課程之課程目標達成情形，於開課學期期末考試結束後二週內，完成修課學生成績登錄。

● 逾期末登錄成績：

1. 視為任課教師評定該科目為 X 等第。惟本校研究生修習碩、博士班課程，若於登錄期限內仍未定，得暫以「未完成 (I)」登錄。
2. 任課教師有特殊情形或學生依學則規定獲准補考無法依規定期限內繳交成績者，應於期限截止前，以書面敘明原因，經開課系（所）、院長、教務長同意後始能延期補交。經依前項規定核准延期繳交成績者，其延長期限至多二週。

● 成績更正：

1. 教師更正成績，程序如下：
 - (1) 填寫之成績有明顯筆誤，或出於明顯之計算錯誤，且提出試卷、成績登記原始憑證等相關資料正本加以證明者，得填妥「成績更正申請書」，經開課單位主管、教務處同意後更正。
 - (2) 非因上述狀況時，教師應檢附相關試卷、成績登記原始憑證等資料，填妥「成績更正申請書」，送交開課單位主管，由主管召開系（所、學程）務會議討論通過，送交教務處經教務長核定後，成績始得更正。

2. 如涉退學等特殊狀況之成績更正案，必要時得提送教務會議審議通過後，始得更正成績。
3. 教師更正學生成績至遲應於次一學期本校上課開始日起二週內完成更正程序。

● **期中預警：**

教師於每學期期中考期間，可透過本校期中預警系統，對出席情況及學習成效不佳之學士班學生，以系統提醒警示。鼓勵學生關心自身學習狀況，並採取合宜補救措施，以提升學習成效。

成績登錄： http://140.122.64.18/records1/super_pages.php?ID=0records2

詳見：

學生成績作業要點：<http://140.122.64.18/rule/recruit.php?Sn=46>



七、教師倫理

☎ 人事室_1290、1295、1299

● **學術研究倫理：**

1. 教師應以追求卓越之精神，從事學術研究。
2. 教師應以誠信、篤實之態度從事學術研究，並發表成果。
3. 教師應秉持專業知能與公正原則，從事學術審查及論文指導。

● **教學與輔導倫理：**

1. 教師應積極充實自我，以提升教學品質與輔導知能。

2. 教師應秉持教育理念，且依學術專長，從事教學與輔導。
3. 教師應秉持關懷與正義精神，從事教學與輔導。

● **行政與服務倫理：**

1. 教師應以合作與尊重態度，共同形塑學術社群。
2. 教師應致力營造自由與紀律兼顧之校園氣氛。
3. 教師參與社會服務應維護社會正義，增進公共利益。

詳見：國立臺灣師範大學教師專業倫理守則。

八、學術倫理與誠信教育

- 📞 教師評鑑 | 研發處 _1337
- 📞 科技部計畫申請 | 研發處 _1325
- 📞 臺灣學術倫理教育資源中心 _ 教師註冊 (採個人註冊) | 研發處 _1326
- 📞 產學合作計畫人員 | 人事室第四組

- **目的：**確保學術研究之聲譽，培養國立臺灣師範大學教師、研究人員以及學生之研究倫理素養，精進學術倫理與誠信之認知與態度。
- **修課及管理方式：**專任及專案教研人員、專業技術人員及各類產學合作計畫人員。
 1. 修課方式：
 - (1) 修習教育部「臺灣學術倫理教育資源中心」線上學術倫理與誠信課程。

(2) 修習本校「學術倫理與誠信委員會」學術研究誠信輔訓小組認可之線上或實體課程。

2. 修課時間：

(1) 須於到職日起3個月內完成6小時學術倫理與誠信教育課程訓練，並獲得修習之相關證明文件。如於到職前已取得時數，請於到職時提出相關證明。

(2) 依法令規定或補助機構另有規定者，從其規定。

3. 管理與檢核：專任及專案教研人員、專業技術人員之計畫申請與教師評鑑作業，由研究發展處統籌辦理並追蹤管理；未依上開規定完成修課者，得列入本校教師評鑑之參考。

法規：本校學術倫理與誠信教育實施要點。



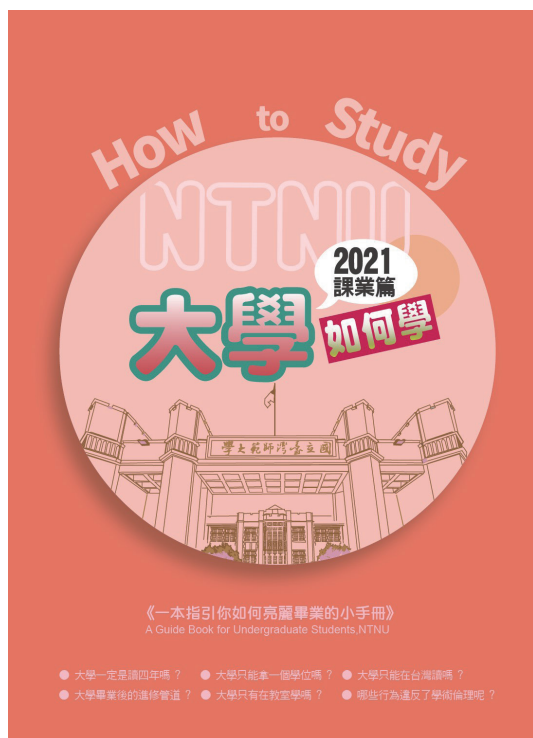
九、學生輔導資訊

📞 教學發展中心_1892

● 學生手冊：

教務處編制「課業指南—大學如何學」、「研究生手冊」協助新生有效規劃、完成學業及介紹校內學習相關資源。

檔案下載：<https://www.ctld.ntnu.edu.tw/> 學生學習成長 / 大學如何學



 教學發展中心 _1892

● 課業輔導學習社群計畫：

為輔導與協助本校學習困難學生，並提升教學助理或課業輔導員之課業輔導策略與能力，本校教學發展中心設立課業輔導學習社群計畫，由相關係所教師、社群助教與學生組成，協助輔導學習困難學生並研討教學策略與方法。

1. 申請資格：凡設籍本校之在校學生及經系所推薦之大學高年級生與相關專業領域教師，皆可組成社群提出申請。
2. 申請方式：學期開學一個月內自行下載申請書撰寫，再由召集人向教發中心提出申請，所有申請案經審查後擇優予以補助。

 教學發展中心 _1892

● 學生課業輔導員學習獎勵方案：

為獎勵學生投入服務學習，擔任課業輔導員，以同儕輔導方式協助有特殊學習需求及學習困難學生。

1. 申請方式：由各學系統籌，媒合需要輔導及願意擔任課輔員的學生，並由學術導師或專責導師擔任指導老師。申請書由課輔員填寫後於每學期公告期限內繳交至教發中心。
2. 審查標準：依受輔學生之不及格學分數為依據，以上學期 1/2 學分不及格之學生為優先，其次為上學期 1/3 至 1/2 學分不及格者，再者為特殊學習需求及學習困難學生。

 圖書館 _5250

● 讀書會：

為提升同學學習品質，提高讀書風氣，每學期辦理「自主讀書會」及「英語讀書會」，鼓勵全校同學參與，透過資源提供，讓同學們自組

社群強化學習動力，並藉由期末成果展演及反饋來呈現學習成效，擴展學習經驗；更鼓勵同學們透過多元媒體和環境來進行主題學習或創新實作，擴展學生自主學習的各種媒介與媒材可能性。除了學期中的討論紀錄，亦於每學期讀書會結束後請同學們填寫回饋單、給予建議以作為日後辦理之參考，讓讀書會能更臻完善且切合同學們的需求。

詳細資訊請見 **圖書館讀書會專頁**：

<https://subjectguide.lib.ntnu.edu.tw/readinggroup>



☎ 教學發展中心_1892

● **晨光學習輔導計畫**：

本計畫提供弱勢學生額外學習機會，透過參與教師開設之課程，並在教師的帶領與教導下學習，提供未來有志從事教師或研究者的弱勢同學申請，由學生主動向指導教師提出主動學習之目標，與指導討論目標可行性及執行方案，訂定每月有共同討論時間，藉由參與教師課程、研究或協助教師社群記錄，與教師直接互動，除了瞭解教師研究領域、教學方式，亦可從中反思、試探自己的生涯可能。申請同學每個月須繳交學習報告，學期末以獎助學金方式補助弱勢學生學習。中心每學期召開一次之交流會議，邀請教師參加分享教師與學生互動狀況。

申請資格與方式詳見：

<https://www.ctld.ntnu.edu.tw/> 晨光學習輔導計畫



光之塔 | 黃子瑀攝





教學發展資源



鼓勵新進 活化教學

一、教學獎勵

🕒 教學發展中心_1894

● 獎項：

1. 教學傑出獎及教學優良獎。
2. 申請人應提出各項教學相關資料。

● 遴選程序：

1. 教師向所屬單位提出申請。
2. 經系所及院（僑先部、中心）遴選委員會選薦，於校遴選委員會進行決選。
3. 此獎項每年頒發乙次，依獎別頒發獎金，以及獎盃或獎狀，「教學傑出獎」得獎者獲公開表揚。
4. 本獎勵相關獎項依「國立臺灣師範大學教師評鑑準則」之規定，列入免評鑑之計算條件。



詳細資訊可至[教學發展中心「教師教學獎勵」查詢。](#)



二、教學精進計畫補助

☎ 教學發展中心 _1891

為鼓勵本校教師積極從事教學精進與創新，以及組成教師專業社群，提升教學品質，特訂定「補助教學精進創新與專業社群要點」，凡本校專任教師得以個人或專業社群名義提出申請。申請時間為每學年二次，分別於五月中旬及十一月中旬前提出申請，每學期申請期程依公告日期辦理。

三、教學實踐研究計畫

☎ 教學發展中心 _1891

教育部自 107 年開始補助教學實踐研究計畫，計畫期程 1 年，希冀結合高教深耕計畫及各校校務發展計畫，鼓勵教師以教育現場或文獻資料提出問題，以課程設計、教材教法、科技媒體運用等方式，採取適當的研究方法及評量工具檢證教與學之歷程。目標為提升教師教學品質及學生學習成效。

計畫專網：<https://tpr.moe.edu.tw/index>



四、English as a Medium of Instruction 教學發展中心_1899

為提升教師英語授課信心及能力，全面提升本校英語授課品質與知識應用，並鼓勵教師多元學習發展。採用線上課程及實體工作坊等方式進行，希冀借鏡多元的教學模式與方針，來培養教師更廣泛的視野。線上課程與英國劍橋大學語言測評考試院合作，採用教師線上自學，課程可隨時進行研習，不限時段與空間網域，進度可按照學習者的步調與需求進行；實體工作坊深度討論，欲以英語作為授課語言的教師進行系統性的實作討論及反思，針對英語教學培訓與課堂經驗進行分享與討論，透過教師的現場即時反饋，深化教師們的研習成效、啟發並且活化教學內容。

五、教學諮詢輔導 教學發展中心_1877

為薪傳制度及新進教師同儕觀課與回饋之整合，由教學發展中心及新進教師所屬系所各推薦一位適當人選作為教學諮詢教師，透過教師同儕間的教學反思與合作，來協助新進教師適應教學環境並增進教學品質，輔導內容包含「教學專業相關諮詢與輔導」及「同儕觀課與回饋」兩部分。



詳細資訊可至[教學發展中心「教學諮詢輔導」](#)頁面查詢。

六、教學助理

📞 教學發展中心_1887、1888

- 107 學年度第 2 學期起教學助理依本校「教學助理實施要點」辦理。
- 配合教育部政策與法規變更，教學助理全面納保，有意願申請之學生，需先與授課教師確認擔任教學助理之課程開課單位，並依不同開課單位（受理單位）之各學期申請時程及規定進行申請。
- 受理單位（開課單位）如下：
 1. 通識、跨域及「學院共同課程」或「跨域專業探索課程」→向通識教育中心申請。
 2. 校共同課程→向共同教育委員會各組申請。
 3. 師資培育職前教育課程→向師資培育學院申請。
 4. 院級課程→向各院申請。
 5. 系所課程→向系所申請。

詳細資訊可至教學發展中心「教學助理專區」查詢。



七、鴻鵠營

🕒 教學發展中心_1877

新進教師應於到職一年內參加新進教師研習會，因故未能參加者應於次學年完成。此研習會（「鴻鵠營」，取「慕鴻鵠以高翔」之意）每學年由教學發展中心辦理，一方面歡迎教師新血，促進新進教師對學校的瞭解；另一方面亦鼓勵新進教師積極參與教學與研究工作，達成教學、研究及服務三者並重之良師。



▲ 鴻鵠營

八、同儕觀課與回饋

為一教學反思與合作計畫，目的在於協助教師增進教學品質，支援其專業發展與教學知能，以期提升學生學習品質。經觀課前會議、實際入班觀課及觀課後會議等三階段執行，自課程綱要、教學方法分享延伸給予建設性及支持性回饋，作為日後教學精進之參考。

● 開放觀課：

教師們除了在研究路上不斷的鑽研，更需要在教學裡投入許多心力，為能促進交流對話以期達教學精進之目標，每學期規劃全校性觀課活動，配合師長課程的規劃，安排並提供不同時段的觀課機會；經教發中心彙整後以課程表形式公告於網頁上；鼓勵師長們於開放自身課程外也能參與彼此的觀課並提出支持性回饋，引領優質的教育進程。

詳細資訊可至[教學發展中心「同儕觀課與回饋」](#)頁面查詢。



九、課程補助

🕒 教學發展中心 _1890

● 性別平等教育課程補助：

為厚植本校教職員生性別平等概念，促進性別地位實質平等，消除性別歧視，維護人格尊嚴，鼓勵本校各學院、中心舉辦性別平等教育系列活動，每學期以補助兩場為原則，採實報實銷原則。

🕒 教學發展中心 _1890

● 綠色課程補助：

為鼓勵各系所舉辦與綠色大學課程相關之講座、研習、工作坊等活動，綠色課程主要為與「生態保育」、「環境安全健康」、「能（資）源節用」、「環境教育」、「永續發展」等主題相關之課程或講座。

🕒 教學發展中心 _1896

● 總整課程補助：

「總整課程」指依據該系核心能力之規劃，提供大學部及研究所高年級學生整合與深化大學所學，以接軌未來之研究或職涯發展之課程。教學發展中心於每學期初開放受理「總整課程補助計畫」徵件，藉以協助系所檢視課程架構，並提出該領域之總整課程的設計中的學習路徑與系（所）核心能力之關聯性，同時針對選修此模組課程學生的學習成果應有系統性的評量方式，有效追蹤評估與具體呈現學生核心能力發展。

詳細資訊可至教學發展中心「總整課程」查詢。



十、教師教學專業成長數位課程 教學發展中心_1885

107 學年度起，教學發展中心於 Moodle 平台開設「教師教學專業成長數位課程」，將中心過去邀請的豐富教學經驗教師的課程，節錄精華成數位課程，不僅數位典藏了老師們的教學歷程軌跡，亦達成經驗傳承與專業成長之促進。

● 全英文課程：

1. 英文系線上教學經驗分享。
2. 「PBL/CBL Workshop」及「How to learn better」……等。

● 中文課程：

1. 科技融入教學工作坊。
2. 教學實踐研究計畫經驗分享。
3. EMI(English as a Medium of Instruction) 經驗分享。
4. 問題導向教學法 (Problem-Based Learning, PBL)。
5. 案例導向教學法 (Case-based learning, CBL)。
6. SDGs 融入學科教學。
7. 跨領域教學。
8. 差異化教學。
9. 教育桌遊。
10. 總整課程……等。

課程持續增加中，讓老師在教學時有更充沛的資源與協助。



研究計畫補助 與獎勵



精進創新
提升品質

一、研究計畫補助

類別	申請時程	研發處承辦人
科技部產學 合作研究計畫	每年 2 次	分機 1218
科技部專題 研究計畫	<ol style="list-style-type: none"> 1. 大批申請約十二月底前申請（確切時間依每年度科技部公告）。 2. 科技部新進教師專題研究計畫申請案 - 新聘教師首次申請者，得於起聘之日、獲博士學位之日或符合科技部計畫主持人資格之日起三年內以隨到隨審方式提出。 3. 科技部各處室不定期徵求之研究計畫申請案－可參見研發處網站最新公告／計畫徵求專區，及每週一、四寄送之研發電子報。 	分機 1325

科技部補助專題研究計畫作業要點二十六點第十款規定：「首次申請計畫之計畫主持人及申請書內所列首次執行本部計畫之參與研究人員應於申請機構函送本部申請研究計畫之日前三年內，完成至少六小時之學術倫理教育課程訓練並檢附相關證明文件送申請機構備查」，為符合科技部相關規定，欲申請科技部計畫之師長，須依規定完成相關課程訓練，並於計畫送件時另檢附本校「科技部專題研究計畫送件－學術倫理教育課程訓練檢核表」一份送研究發展處研究推動組備查。

相關表單請參閱研發處網頁：

<http://www.acad.ntnu.edu.tw/3downs/archive.php?class=3101>



二、獎勵補助

● 校外

類別	申請時程	研發處承辦人
科技部補助專家學者出席國際學術會議	會議舉行日 7 星期前	分機 1323
科技部補助國內舉辦國際學術研討會	每年約 3 月及 9 月 (依校內公告截止日為準)	
科技部補助延攬客座科技人才	隨到隨審 (但建議於聘任前兩個月提出)	分機 1319
科技部補助邀請國際科技人士短期訪問	至遲應於受邀請人抵臺六星期前提出 (但建議於兩個月前提出)	
科技部補助科技人員國外短期研究	每年約 4 月公告 5 月至 7 月申請	

● 校內

類別	申請時程	研發處承辦人
新進教師之專題研究費補助	每年分為兩期線上申請 (校務行政資訊入口網 / 研發處申請系統) 第一期 9 月 1 日至 9 月 30 日 第二期 3 月 1 日至 3 月 31 日	分機 1323
舉辦國際學術研討會經費補助		
鼓勵藝術創作發表或展演補助		
新進教師與研究人員出國參加國際學術會議發表論文補助	隨到隨審 (會議舉行日五星期前提出線上申請)	

類別	申請時程	研發處承辦人
補助教研人員出國參加國際指標性研討會	隨到隨審 (會議舉行日五星期前,檢齊申請文件一式二份送至研發處)	
補助舉辦國際指標性學術研討會		
原創性學術論文刊登費補助	隨到隨審 (單據所屬之會計年度內提出線上申請)	分機 1323
英文論文編修服務補助	隨到隨審 (單據所屬之會計年度內提出申請)	
學術論文暨專書獎助	每年 10 月 1 日至 10 月 31 日 線上申請	
推動教研人員籌組跨域團隊補助	於研提計畫前 採隨到隨審方式辦理	
學術研究推昇補助計畫	每年 9 月 1 日至 9 月 30 日 線上申請	分機 1319
推動跨國合作研究計畫補助	每年約 6 月公告 8 月 30 日前申請	
年度研究績優獎勵	每年 3 月底前研發處 通知各系所造冊核定	分機 1324
獎勵學術卓越教師	每年 10 月線上申請 (校務行政資訊入口網)	
研究計畫配合款補助	隨到隨審	分機 1330
獎勵特殊優秀人才	每年 5 月線上申請 (校務行政資訊入口網)	
產學合作暨研發成果推廣績優獎勵	每年 3 月 1 日至 3 月 31 日 受理申請	分機 1218
優良期刊獎助	獲獎(選)通知後二個月內	分機 1335

三、專利申請、技術移轉與獎勵補助

📞 產學合作組 | 專利申請 _1318、技術移轉 _1320

● 產學合作組專利申請、技術移轉與獎勵補助相關業務如下：

1. 專利申請、維護、補助相關業務。
2. 專利公開讓與暨技術移轉公告。
3. 技術移轉及授權合約審閱及談判。
4. 技術移轉及授權案衍生利益金、權利金之分配。
5. 績優技轉中心、傑出技術移轉貢獻獎相關業務。
6. 專利及技術移轉授權數據填報及彙整。
7. 科技部研發成果 STRIKE 系統之登錄。



各項表單：<http://www.acad.ntnu.edu.tw/4downs/archive.php?class=4101>



四、研究諮詢

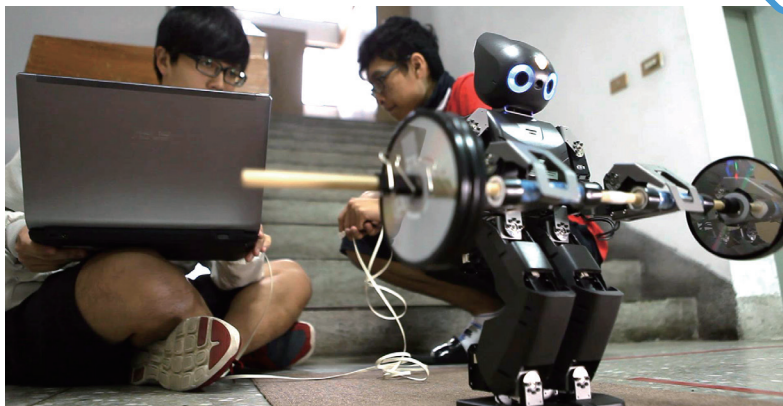
☎ 研發處_1324

● 學術績優教師協助研究諮詢：

1. 為協助新進教師或其他教研人員撰寫科技部專題研究計畫，特訂定「本校學術績優教師協助研究諮詢實施要點」。
2. 新進教師應於到職一年內至少申請一次研究諮詢。前揭申請案列為辦理新聘教師評鑑之參考。
3. 本校研究發展處於每年9月底前公告各學院諮詢小組窗口，本校新進教師或其他教研人員倘有需要協助及諮詢撰寫科技部專題研究計畫相關問題時，得採「諮詢小組媒合」或「自行尋覓諮詢對象」擇一方式辦理，提供諮詢與協助之教師可依規定支領諮詢費用。

法規及表單下載：

<http://www.acad.ntnu.edu.tw/3admiss/recruit.php?Sn=103>



Joyful March! | 朱文增攝





國際交流資源



品質培植 深化能力

國際交流資源



國際事務處 | <http://www.ntnu.edu.tw/oia>

為因應高等教育國際化，提供國際學生更優質的服務，本處整合國際合作與國際學生相關單位，成為單一服務窗口，統籌辦理校級姊妹校簽約、外賓接待、校級交換教師、短訪學者接待諮詢、校級交換學生、雙聯學制、學生赴外進修補助招生，國際學生之入學申請、獎助學金、生活輔導及交流活動等業務。



● 教師相關：

1. 公告教師赴外獎助計畫：公告於校內公文系統及國際事務處網頁最新消息。
→ 網頁路徑：首頁／教職員專區。
2. 校級交換教師計畫：
 - (1) 申請期間：二月公告收件。
 - (2) 活動內容：赴國外簽約學校進修、研究、講學、訪問、出席學術研討會。
→ 網頁路徑：首頁／教職員專區／赴外交換教師。
→ 相關法規：國立臺灣師範大學與國外簽訂學術合作協議或專案合作學校交換教師作業要點。
3. 由本校教師擔任計畫主持人，選送學生赴外之校內外補助計畫：
 - (1) 教育部學海築夢／新南向學海築夢：
 - 申請期間：一月、八月公告收件。
 - 活動內容：教師為計畫主持人，選送學生（具中華民國國籍，不包括在職專班）出國實習，實習國家不包括大陸、香港、澳

門，實習期間不得少於 30 日（不包括來回交通時程）。

→ 相關法規：教育部鼓勵國內大專校院選送學生出國研修或國外專業實習補助要點、國立臺灣師範大學辦理教育部學海系列補助作業準則。

(2) 本校推動國際合作交流補助：

- 申請期間：四月、十月公告收件。。
- 活動內容：教師為計畫主持人，選送 5 名以上學生（具正式學籍，不包括在職專班）出國修習學分、海外實習、境外教學、國際競賽、海外展演、海外志工等。

→ 相關法規：本校推動國際合作交流補助辦法。

● 學生相關：

1. 申請入學學位班：外國學生申請專區

中：<http://www.ntnu.edu.tw/oia/admission.php>

英：http://www.ntnu.edu.tw/oia/admission_en.php

2. 來校短期研習：

(1) 來校交換生：

中：<http://www.ntnu.edu.tw/oia/goexchangeec.php>

英：<http://www.ntnu.edu.tw/oia/goexchange.php>

(2) 來校訪問生：

中：<http://www.ntnu.edu.tw/oia/admission.php>

英：http://www.ntnu.edu.tw/oia/admission_en.php

3. 赴外就讀及短期研習：

(1) 赴外交換生（中）：<http://www.ntnu.edu.tw/oia/outgoing.php>

(2) 赴外交換生名額表（中）：

<http://www.ntnu.edu.tw/oia/oequotalist.php>

(3) 赴外獎學金（中）：<http://www.ntnu.edu.tw/oia/student00403.php>



人事服務與福利



審查補助 保障權益

一、教師資格送審

☎ 人事室_1290、1295、1299

※ 已取得教師證書者毋需辦理

- 編制內專任教師聘任後皆須報教育部辦理資格送審，已取得同等級教師證書者毋需辦理。
- 編制內專任教師起聘後 1 個月內繳交下列表件，由人事室於 10 / 4 月底前報送教育部：
 1. 身分證正面影本 1 份。
 2. 照片 2 張（1 吋、2 吋各 1 張）。
 3. 學位證書正本（國外學位證書應經駐外單位驗證）。
 4. 教師資格審查履歷表 3 份。
 5. 外國學位修業情形一覽表（持國內學歷者免繳）。
 6. 國外學歷歷年成績單（應經駐外單位驗證，持國內學歷者免繳）。
 7. 內政部所發之入出境證明或修業期間護照影本（持國內學歷者免繳）。
 8. 送審教師資格查核表。
- 約聘教師符合下列條件並經 3 級教評會審議通過者，得申請辦理講師資格送審：
 1. 連續任教本校年資滿 2 學年。
 2. 任教期間課程意見調查結果均達 4.0 以上。
 3. 任教期間服務評鑑結果均達 85 分以上。
- 專案教學人員得準用專任教師資格審查規定請頒教師證書。

二、教師評鑑

 研發處_1337

● 編制內專任教師：

1. 最遲應於來校服務滿3年之次學期（即第7個學期）須通過評鑑（本校「教師評鑑辦法」可至研究發展處網站下載）。
2. 評鑑不通過：次學年起不予晉薪、不得超授鐘點、不得在校內外兼職兼課（含在職專班、進修推廣學院及暑期班）。
3. 2年內再予評鑑：不通過者，提3級教評會決議不續聘。

 人事室_1290、1295、1299 | 研發處_1337

● 專案教學人員（研究人員）：

1. 每年辦理評鑑（本校「專案教學及研究人員聘任要點」可至人事室網站下載）。
2. 評鑑通過，得予續聘。
3. 第二年研究未達標準者，得再續聘一年，惟不得晉薪。
4. 聘期屆滿未經續聘者，視同不續聘，應無條件離職。

 人事室_1290、1295、1299

● 約聘教師：

1. 每年辦理評鑑（本校「約聘教師聘任作業要點」可至人事室網站下載）。
2. 評鑑通過，得予續聘。
3. 聘期屆滿未經續聘者，視同不續聘，應無條件離職。

三、升等

📞 人事室_1290、1295、1299

● 限期升等：

1. 新聘教師到任後 6 年內未能升等者，再續聘 1 年。
2. 仍未能升等者，則不予續聘。
3. 下列情形經三級教評會通過，得延長升等年限，每次最長 2 年：
 - (1) 遭逢重大變故。
 - (2) 育嬰留職停薪。
 - (3) 女性教師懷孕生產。
4. 新聘教師得於通過評鑑後之次學期起申請升等。

● 資格條件：

1. 升等助理教授
 - (1) 曾任講師 4 年，並有專門著作者。
 - (2) 講師獲得博士學位並有專門著作者。
2. 升等副教授：曾任助理教授 3 年，並有專門著作者。
3. 升等教授：曾任副教授 3 年，並有專門著作者。
4. 前述任教年資，不包括借調、帶職帶薪、留職留薪與留職停薪年資。
5. 職前曾任境外學校同等級專任教師者，該年資得併予採計，但應以教育部編印之國外大專校院參考名冊所列學校或教育部公告之大陸地區、香港及澳門大專校院認可名冊所列學校為限。

● 申請時間：

1. 每學期辦理 1 次。
2. 擬升等教師應於每年 9 月 10 日或 3 月 10 日前，向系所提出申請。超過期限者，則延至下一學期辦理。

● 升等限制：

1. 申請升等及升等生效當學期皆須實際在校任教授課。
2. 借調其他機關服務者，不得申請升等。
3. 升等未通過者，次 1 學期不得申請升等。
4. 最近 3 年課程意見調查結果，有年平均未達 3.5 者，不得申請升等。
5. 最近 1 次評鑑不通過者，不得提出升等。
6. 屆齡退休教師，不得申請升等。

● 教師升等評審項目與通過門檻：

1. 研究項目：以專門著作、作品、成就證明或技術報告送審者，均應一次送 5 位學者專家審查。且至少應有 4 名審查人評定達 B 級以上。
2. 教學項目：應達 80 分。
3. 服務項目：應達 80 分。
4. 研究、教學及服務均通過者，升等案即屬通過。

● 升等著作（或作品、展演、成就證明、技術報告相關資料）：

1. 應與任教科目性質相關。
2. 應為送審人取得前一等級教師資格後所出版或發表者；送審人曾於境外學校擔任專任教師之年資，經採計為升等年資者，其送審專門著作（或作品、展演、成就證明、技術報告）得予併計。
3. 送審人個人之原創性著作，且非以整理、增刪、組合或編排他人著作而成之編著或其他非學術性著作。
4. 發表於 SCI、SSCI、TSSCI、EI、A&HCI、民國 105 年新制 THCI（原 THCI Core）、EconLit、SCOPUS 等索引收錄之學術性期刊論文，或發表於各學院認可之國內外具審查制度之學術或專業刊物之論文，或在國內外具正式審查程序之研討會發表之論文經集結成冊公開發行者（含以光碟發行或於網路公開發行），或經審查並出版之專書。藝術、體育、應用科技類教師得以作品、成就證明或技術報

告代替專門著作申請升等，其審查範圍及基準依教育部規定，但各學院有更嚴之規定者，從其規定。

5. 各學院已訂定該學院教師升等著作基本門檻及正面表列學院認可之國內外具審查制度之學術或專業刊物。
6. 各系所教評會應先確實審查申請升等教師所提著作（或作品、展演、成就證明、技術報告相關資料）符合上開基本條件規定後，再推薦審查人由學院辦理外審。
7. 各學院有更嚴之規定者，從其規定。
8. 除 SCI、SSCI、TSSCI、EI、A&HCI、民國 105 年新制 THCI（原 THCI Core）、EconLit、SCOPUS 等索引收錄之學術性期刊論文外，各學院認可之學術或專業刊物可至各學院網站查詢。

● 經審查通過並出版之專書，其審查以下列單位為限：

1. 國內外大學設有審查制度之出版編輯委員會。
2. 國內外學術研究機構設有審查制度之出版編輯委員會。
3. 科技部公告之受理專書書稿審查之期刊編輯委員會。
4. 國內外大學或研究機構彼此合作出版，或與出版社合作出版，且共同設有出版編輯委員會。
5. 各學院認可之國內外具有編輯委員會審查機制之出版社，並送校教評會備查者。

● 各學院認可之國內外具有編輯委員會審查機制之出版社，可至各學院網站查詢。

● 法令依據：本校教師評審辦法。

四、兼職

📞 人事室_1299、5690

- 應事先報經本校書面同意。
- 如須經兼職單位提名選任之前置作業程序，教師於應邀提名選任該等職務時，亦應事先提出書面報經學校核准。
- 應不影響本職工作。
- 每週兼職時數不得超過 8 小時。
- 新進專任助理教授 3 學年內不得在校外兼職。特殊情形經專案簽准校外兼職者，不得申請新進減授。
- 教育部 101 年 12 月 13 日函釋規定：不得有未透過學校行政作業而接受委託研究之情事。
- 教育部 101 年 7 月 13 日函釋規定：現行並未同意教師得赴大陸地區學校兼職或兼課。
- 兼任營利事業機構獨立董事，該機構應與本校簽訂產學合作契約及收取學術回饋金。
- 違反兼職規定所支領之兼職費，應予以追繳並納入校務基金運用。
- 教師兼職之範圍及得兼任之職務等事宜，請參閱「公立各級學校專任教師兼職處理原則」、「本校教師兼職處理要點」及「本校教師兼職範圍簡明表」等規定。

五、教師差假

📞 人事室_1291、1301、6995

● 請假：

1. 教師請假，需事先至本校差勤系統申請，並經學校同意，始得離開。若有急病或緊急事故，得由同事、親友代辦或親自補辦請假手續。
2. 請假期間如有進行中之課程，需提出補課計畫，詳細規定請依教師請假規則辦理。

● 請假種類依「教師請假規則」辦理：

1. 事假：每學年准給 7 日，超過按日扣薪。
2. 家庭照顧假：每學年准給 7 日，併入事假計算。
3. 病假：每學年准給 28 日。
4. 生理假：女性教師每月得請生理假 1 日，全學年請假日數未逾三日，不併入病假計算。
5. 產前假：8 日。
6. 陪產假：5 日。
7. 娩假：42 日。
8. 流產假（42 日、21 日、14 日）。
9. 婚假：14 日。
10. 喪假（15 日、10 日、5 日）死亡之日起百日內請畢。
11. 骨髓捐贈或器官捐贈假（視實際需要給假）。
12. 公假：教師有下列各款情事之一者，給予公假。其期間由學校視實際需要定之：
 - (1) 奉派參加政府召集之集會、考察、考試或參加國際會議，經學校同意。

- (2) 因教學或研究需要，經服務學校或主管教育行政機關主動薦送或指派國內外全時進修、研究，其期間在一年以內。
- (3) 應國內外機關團體或學校邀請，參加與其職務有關之各項會議或活動，或基於法定義務出席作證、答辯，經學校同意。
- (4) 因教學或研究需要，依服務學校訂定之章則或經主管教育行政機關主動薦送、指派或同意，於授課之餘利用部分辦公時間進修、研究，每週在八小時以內。
- (5) 專科以上學校因產學合作需要，經學校同意至相關合作事業機構兼職或合作服務。
- (6) 寒暑假期間，於不影響教學及行政工作原則下，事先擬具出國計畫，經服務學校核准赴國外學校或機構自費參加與其職務有關之進修、研究。
- (7) 教師基於法定義務出席作證性侵害、性騷擾及霸凌事件。

詳見：教師請假規則第四條

<https://law.moj.gov.tw/LawClass/LawSingle.aspx?pcode=H0150030&flno=4>

● **差勤管理系統**：由校務行政資訊入口網／差勤系統

<http://iportal.ntnu.edu.tw/ntnu>



六、出國

📞 人事室_1291、1301、6995

● 法令依據：

1. 行政院及所屬各級機關因公派員出國案件編審要點。
2. 行政院及所屬各級機關因公派員赴大陸地區案件編審要點。
3. 教育部及所屬機關（構）學校因公派員出國案件處理要點。
4. 教育部及所屬機關（構）學校因公派員赴大陸地區案件處理要點。
5. 本校因公出國案件處理要點

● 處理流程：

1. 校務基金出國計畫，除委辦補助計畫及符合「國立臺灣師範大學教師與研究人員出國參加國際學術會議發表論文補助辦法」者，得依相關規定申請外，其餘案件應填具「國立臺灣師範大學校務基金出國計畫表」，經單位主管同意循行政程序送人事室、主計室及相關單位後，陳奉校長核定後辦理。
2. 執行校務基金出國計畫人員，應於返國後二個半月內將出國報告上傳至差勤系統／出國申請作業／因公出國計畫報告上傳，始得再次申請校務基金出國計畫。

七、教師申訴

📞 人事室_1308

- 為保障教師權益，抒解教師糾紛，促進校園和諧，本校專任教師對本校各單位有關其個人之措施認為違法或不當致損害其權益者或因本校

各單位對其依法申請之案件，於法定期間內應作為而不作為，認為損害其權益者，得向本校教師申訴評議委員會提起申訴。

- 教師申訴之提起，應於收受或知悉措施之次日起三十日內以書面為之。前項期間，以本校教師申訴評議委員會收受申訴書之日期為準。原措施單位依法應以可供存證查核之方式送達其措施於申訴人者，以該送達之日為知悉日。
- 申訴應具申訴書，載明相關事項，由申訴人或代理人簽名或蓋章，並應檢附原措施文書、有關之文件及證據。
- 申訴案件全部或一部之評議決定，以其他訴願或訴訟之法律關係是否成立為依據者，在其他訴願或訴訟程序終結前，得停止申訴案件之評議，並以書面通知申訴人；於停止原因消滅後，經申訴人、原措施單位或主管教育行政機關通知，或本校教師申訴評議委員會知悉時，應繼續評議，並以書面通知申訴人。
- 本校教師申訴評議委員會於受理申訴書後，應自收到申訴書之次日起十日內，以書面檢附申訴書影本及相關書件，通知原措施單位提出說明。申訴案件收件後，除依第十七點規定停止評議者外，自收受申訴書之次日起，應於三個月內為之；必要時，得予延長，並通知申訴人。延長以一次為限，最長不得逾二個月。
- 評議會議於決議後將作成評議書，於評議委員會議結束後三十日內以足供存證查核之方式送達申訴人、原措施單位及教育部之中央教師申訴評議委員會。申訴人或學校於評議書送達之次日起三十日內未提起再申訴者，即為確定，本校各單位對確定之評議書，應即予採行。如不服評議，得於評議書送達之次日起三十日內，向教育部之中央教師申訴評議委員會提起再申訴。

詳見：本校教師申訴評議委員會組織及評議要點、教師申訴評議委員會組織及評議準則

八、各項福利資訊

☎ 人事室_1305

- 結婚補助。
- 生育給付。
- 眷屬喪葬津貼。
- 育嬰留職停薪津貼。
- 編制內教職員子女教育補助。
- 公保失能給付。
- 健檢補助。
- 住宅貸款。
- 重大災害、傷病、喪葬貸款。
- 教職員運動班。
- 停車證申請。
- 申請子女就讀本校附屬高中國中部。
- 其他：慶生禮券、春節團拜、單位文康活動補助、運動服裝。

九、所得稅務資訊

☎ 出納組_5454、5458

- 所得年度是以給付年度計算，自當年 1 月 1 日至 12 月 31 日止。
- 外籍人士全年在臺居留天數滿 183 天，可檢附居留證影本及外僑適用居住者扣繳所得稅申請表 (http://www.ga.ntnu.edu.tw/cas/form/resident_alien_taxation_form.odt) 至出納組所得稅審核窗口辦理居住者稅率申請，當年度即可依居住者稅率扣繳所得稅。
→ 依財政部臺財稅字第 09704542390 號令規定：外僑應「逐年檢視」居留證或護照簽證記載的居留期間，故每年皆須重新提出居住者稅率申請。
- 每年 4 月 10 日開放網頁查詢上年度所得扣繳憑單、公勞健保費及所得明細資料。開放日期請詳見當年度公告。
→ 網頁查詢路徑：校務行政入口網／總務相關系統／所得稅申報資訊（含公勞健保費）。
- 非居住者（全年在臺居留天數未滿 183 天之外籍人士）可於離境前至出納組申請各類所得扣繳暨免扣繳憑單 (Tax Statement)。
- 外籍人士離境前，可帶護照或居留證、各類所得扣繳暨免扣繳憑單 (Tax Statement) 到居住地所轄稽徵所的外僑服務科辦理退稅，結算申報時可以申請「完稅證明」，做為辦理延期簽證及繳稅證明使用。
- 臺北市國稅局外僑服務科地址：臺北市中華路一段 2 號，電話：02-2311-3711 分機 1116。國稅局提供 5 年內的全年所得資料查詢服務，持居留證可向國稅局隨時查調。



圖書資源與 資訊服務



線上線下
資源完備

一、圖書資源

☎ E-mail_libread@ntnu.edu.tw

☎ 圖書借閱及文獻傳遞服務 | 總館 1F 流通服務台 _5235、5236

☎ 參考諮詢與視聽服務 | 總館 2F Smile 服務台 _5250、5251

☎ 公館分館服務台 _6889 ☎ 林口分館服務台 _8452

圖書館提供實體及電子館藏服務，可透過圖書館網頁查詢及取得電子全文。同時，提供各種諮詢及線上服務以滿足本校師生教學、研究所需。

圖書館：<http://www.lib.ntnu.edu.tw>



圖書館

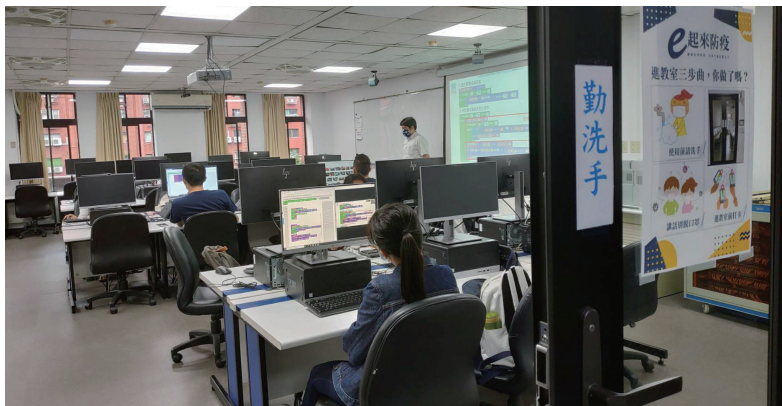


二、資訊網路

☎ 資訊中心 _3737

- 網路服務：電郵信箱、校園有線／無線網路、跨校無線漫遊、校外 VPN 連線、網路電話、G Suite for NTNU。
- 雲端服務：雲端主機伺服器、雲端虛擬桌面、教學軟體雲。
- 軟體服務：授權軟體下載、借用。
- 系統服務：校務行政入口網、校務行政入口 App。
- 借用服務：電腦教室。
- 資安個資：資訊安全及個人資料管理制度相關法規及文件、儲存媒體實體破壞服務。

相關網址：<https://www.itc.ntnu.edu.tw>



三、出版服務

📞 出版中心 _5291

📞 期刊機構典藏與授權 _5279

● 圖書出版服務：

協助本校師生及國內外專家學者進行學術著述之出版，亦提供以下服務：

1. 代申請 ISBN（國際標準書號）、GPN（政府出版品統一編號）。
2. 圖書寄售服務。

出版中心：<http://press.lib.ntnu.edu.tw>



● 期刊出版服務：

圖書館為本校各系所、單位所出版或發行之期刊，提供了以下服務：

1. ISSN（國際標準期刊號）、GPN（政府出版品統一編號）申請
2. 期刊出版平台服務－開放期刊系統 (OJS)
3. 期刊寄售服務
4. 期刊機構典藏、期刊被校外資料庫收錄授權





聘雇人員與採購



有條有理
合乎規定

一、聘雇人員

🕒 總務處事務組_1919、1938、1969

- 專任助理、僱傭型兼任助理、計畫臨時工等應符合勞動基準法等相關規定
- 按勞工保險條例之規定，投保單位應於其所屬勞工到職、離職之當日，列表通知保險人（勞工保險局）；投保單位違反本條例規定，未為其所屬勞工辦理投保手續者，按自僱用之日起，至參加保險之前一日或勞工離職日止應負擔之保險費金額，處四倍罰鍰。
- 聘任事實發生或經線上產學合作系統申請聘案後，應提送加保申請，若聘案流程未及備查，確有用人需求時，請先以切結加保方式辦理；另請用人單位配合於所屬員工離職一週前辦理退保，以利行政作業並符合規定。



共鳴 | 楊宗曄攝

二、辦理逾新臺幣 10 萬元之採購

🕒 總務處採購組_1967、1962

- 辦理逾新臺幣 10 萬元之政府採購，除利用共同供應契約外，應提出採購申請辦理招標，不得為規避辦理採購，化整為零分成數個小額採購分批辦理。
- 辦理逾新臺幣 10 萬元之科研採購，應依本校「科學技術研究發展採購作業要點」辦理，屬未達新臺幣 100 萬元之科研小額採購，應於採購前完備請購程序，始得逕洽廠商辦理。
- 採購申請前請確定預算金額及採購項目後，於採購組網頁下載相關表件填寫，並可至總務處採購系統查詢決標案件資訊參考。
→採購系統路徑：校務行政入口／應用系統／總務相關系統／採購系統。





學校生活與健康



機能健全
環境幽靜

一、師大生活便利通

📞 總務處資產經營管理組_1971

有關校內外住宿旅遊、精緻美食、生活等相關資訊與優惠，以及校內場地租借、停車資訊都可至總務處「師大生活便利通」網站查詢。

網址：<http://www.ga.ntnu.edu.tw/service>



二、交通資訊

📞 總務處事務組_1942

- 校本部往返公館校區：校本部往返公館校區上車地點為「圖書館校區教育大樓」前，校本部下車地點為「校門口」；公館校區搭乘地點「綜合館」前搭乘。
- 林口校區公務車：校本部往返林口校區上車地點上午為「校本部園環」前；中午為「圖書館校區孔子銅像旁」。
- 三校交通（臺師大、臺大、台科大）。

詳細時刻表：<http://www.ga.ntnu.edu.tw/bus.html>



三、體育設施

☎ 校本部場地管理組 _3174

☎ 校本部游泳館 _3180

☎ 公館校區體育組 _6853

☎ 林口校區體育組 _8466

● 體育室簡介：

1. 校本部

體育館（包括重量訓練室、武術房、桌球房、運動傷害防護室、體操房、大小韻律房、綜合球場）、戶外田徑場（中央草皮區可提供棒、壘球及足球使用）、籃球場、網球場、排球場、室內溫水游泳池。

2. 公館校區

體育館（室內多功能運動場、綜合球場）、戶外田徑場（中央草皮區可提供棒、壘球及足球使用）、籃球場、網球場、排球場、壘球場、壘球打擊練習場、重量訓練室、運動傷害防護室、射擊教室。

3. 林口校區

體育館（包括桌球房、健身房、綜合球場、韻律教室）、戶外田徑場（中央草皮區可提供棒、壘球及足球使用）、戶外游泳池。

☎ 校本部活動組 _3177

● 體育活動推廣：

為提倡本校運動風氣，促進教職員工生身心健康，提升運動技術水準，維繫教職員工生間之情感，並同步達敦親睦鄰之效，每年皆辦理各項運動活動。

1. 全校運動會：每年 11 月舉辦為期兩天全校運動會，包含田徑、系際趣味競賽、教職員工趣味競賽、啦啦隊競賽、教職員工桌球競賽與

運動嘉年華。

2. 水上運動會：每年6月皆舉辦水上運動會，包含個人項目、接力項目及趣味競賽等。
3. 系際盃：每年皆舉辦系際盃運動競賽（包含排球、籃球、壘球、羽球、桌球、拔河等）。
4. 教職員工生運動班：每學期寒、暑假於校本部與公館校區皆有教職員工生運動班，開設有氧韻律、重量訓練、瑜珈、桌球、網球等各式運動課程。
5. 運動育樂營：對象從幼稚園至成人，於寒、暑假開設各式課程與家教班。



Legendary | 楊宗曄攝

四、保健醫療服務



校本部 _3310



公館校區 _6450

● 服務項目：

1. 醫療保健：新生健康檢查與複查、缺點矯治、個案管理與提供轉介資訊、緊急傷病處理、傳染病防治、特殊疾病個案管理、AED 管理、相關醫療器材借用、體育特別班申請、哺乳室管理、捐血活動辦理。
2. 膳食衛生：膳食衛生管理、個人營養諮詢、營養教育宣導、飲水機水質檢驗。
3. 健康促進：配合教育部「大專校院推動健康促進學校計畫」辦理健康促進衛教活動，例如：愛滋防治、健康體位、菸害防制、急救訓練課程及各項疾病預防宣導活動、提供學校衛生實習場域與實習指導。
4. 職業安全衛生：辦理本校教職員工職業安全衛生相關業務，例如：臨場健康服務業務、新進教職員工體格檢查、一般健康檢查及特殊健康檢查之健康管理、教職員工之健康教育、健康促進與衛生指導之實施。

相關網址：

- 本校健康中心：
<http://health.sa.ntnu.edu.tw/bin/home.php>
- 國立臺灣師範大學特約醫療院所：
<https://reurl.cc/qmQlD3>



時刻表



醫療院所

五、校內電話及緊急報案專線

● 總機：

1. 本部：(02)7749-1111 | 公館：(02)7749-6666 | 林口：(02)7749-8888。
2. 虛擬總機查詢各單位電話
 - (1) 網路電話服務平台：<https://voip.ntnu.edu.tw>。
 - (2) 教職員通訊錄系統：<https://voip.ntnu.edu.tw/phonebook.php>。
3. 駐衛警察隊聯絡資訊
 - (1) 校本部：(02)7749-3164。
 - (2) 圖書館校區：(02)7749-5654。
 - (3) 校園安全監控室：(02)7749-3148。
 - (4) 公館校區：(02)7749-6914。
 - (5) 林口校區：(02)7749-8532。

六、秘書室馬上辦

「馬上辦中心」為本校教職員工生之服務窗口，填寫相關資料及反映事項後，將由系統直接轉至相關單位處理。

網址：<http://140.122.65.193/portal/MSB/>



Handbook for New Faculty





Contents

About NTNU

1. Overview	89
2. University Motto	90
3. Campus	91

Instruction and Student Advising

1. Upload Course Syllabus	95
2. NTNU Online Courses	96
3. Moodle Learning Management System	97
4. Course Evaluation Survey	98
5. Instruction Related Regulations	98
6. Grading	100
7. Ethics for Instructors	102
8. Academic Ethics and Education on Integrity	103
9. Student Advising Information	105

Instructional Development Resources

1. Teaching Awards	111
2. Teaching Innovation Fund	112
3. Scholarship of Teaching and Learning Project	112
4. English as a Medium of Instruction	113
5. Teaching Consultation	114
6. Teaching Assistants	114
7. Hong Hu Camp (New Faculty Orientation)	116
8. Formative Peer Review of Teaching (FPRT)	117
9. Course Subsidy	118
10. Online Professional Development Courses for Faculty	120

Research Project Funding and Awards

1. Research Project Funding	123
2. Awards and Funding	125
3. Patent Applications, Technology Transfer, and Financial Incentives	128
4. Research Consultation	130

International Exchange Resources

133



Personnel Services & Welfare

1.Instructor Qualification Review	139
2.Teacher Evaluation	140
3.Promotion	142
4.Holding a Part-time Position	147
5.Instructor's Leave	148
6.Traveling Abroad	151
7.Faculty Appeals	152
8.Welfare and Benefits	154
9.Information for Income Tax	155

Library Resources and Information Services

1.Library Resources	159
2.Information Network	160
3.Publishing Services	161



Hiring and Procurement

- 1.Regulations for hiring ————— 165
- 2.Procurements over NT\$100,000 ————— 166

Campus Life and Health

- 1.Life at NTNU ————— 169
- 2.Transportation among Campuses ————— 170
- 3.Athletic Facilities ————— 171
- 4.Health Services ————— 174
- 5.Emergency Contacts ————— 176
- 6.Office of the Secretariat Problem Hotline ————— 177

學生學習學問のすゝめ | 朱文増攝





About NTNU

1. Overview



National Taiwan Normal University (NTNU) is a vibrant learning community that has long been recognized as one of Taiwan’s elite institutions of higher education. Founded in 1946, NTNU was formerly an institute dedicated to teacher education, as suggested in the name “Normal”, that later evolved into a comprehensive university. Established on the credo that education is the root of a nation, NTNU is committed to the pursuit of academic excellence and characterized by the many influential educators and researchers that it has nurtured over the years.

Bearing the hallmarks of tradition and innovation, NTNU has expanded to three campuses and offers a wide spectrum of courses and degrees under its nine colleges, which include the arts and humanities, education, sociology, business management, athletics, and the sciences. NTNU’s strong dedication to cultivating bright minds and educational principles, along with its main campus in the heart of Taipei City, attracts thousands of students and scholars from around Taiwan and the world every year. NTNU not only boasts an active and healthy academic climate, but also embraces cultural diversity and is a beacon of arts and entertainment for the city’s cultural community. The internationally renowned Mandarin Training Center at NTNU also draws around 1,700 students from over 70 countries each academic quarter with its distinguished language curriculum.

| Reference | <http://en.ntnu.edu.tw/aboutus.php>



Sakura! Sakura! | 朱文增攝

2.University Motto

- Sincerity —
- Integrity —
- Diligence —
- Simplicity —

| Reference | <http://en.ntnu.edu.tw/aboutus.php>

3.Campus



Heping Campus

- Main Campus I
- Main Campus II (Library)
- Dormitories
- Other



Gongguan Campus



Linkou Campus



Instruction and Student Advising

1. Upload Course Syllabus

🕒 Curriculum Division_Ext. 1182

- Instructors should upload or update the following before the Course Announcement Date:

1. Chinese version of the Course Syllabus, including course timeline, themes, instructional approach, assessment method, and reference reading list.

2. Course Description

- Step-by-Step Instruction on How to Upload

Course Syllabus

Download Pathway:

Office of Academic Affairs → Curriculum Division
→ Course Information



2.NTNU Online Courses

🕒 NTNU Campus Online_Ext. 5576

- Courses must undergo an online course review if more than half of the course is taught online, whether synchronously or asynchronously.

For the review, the course organizer shall submit an “Online Course Curriculum” form and an “Online Course Copyright Affidavit” to NTNU Campus Online at least one semester before launching the course.

Before its launch, the proposed course must first be reviewed by NTNU Campus Online, followed by relevant department/program/institute course committees, and finally, the NTNU Course Committee.

The curriculum approved shall be valid for 5 years.

Online Course Launch and Design Q&A:

<https://sites.google.com/gapps.ntnu.edu.tw/ocid>



3.Moodle Learning Management System

🕒 NTNU Campus Online_Ext. 5579

NTNU has adopted Moodle as a digital media platform. All courses must go through Moodle for course handouts, homework submission, instructor-student interaction and discussion. For all courses on the platform, lists of enrolled students will be uploaded onto the system by the Office of Academic Affairs. During the Add/Drop Course Period, the system will update the list daily. Grades instructors input onto Moodle can also be uploaded onto the Office of Academic Affairs grading system.

Website: <https://moodle.ntnu.edu.tw>



The screenshot shows the NTNU Moodle Learning Management System homepage. At the top, there is a navigation bar with the text "臺師大 - Moodle學習平台" and a yellow progress indicator. The main content area features a large background image of hands interacting with a globe and various icons. Overlaid on this is a white login form titled "登入平臺" (Login Platform) with fields for "帳號" (Username) and "密碼" (Password), and a "登入" (Login) button. Below the login form are four white cards with icons and text: 1. "學生首登入" (First-time student login) with the subtext "第一次用Moodle就上手!" and a "了解詳情" (Learn more) button. 2. "老師照過來" (For teachers) with the subtext "快速上手Moodle基本操作" and a "了解詳情" (Learn more) button. 3. "臺師大課程選修生" (NTNU course elective students) with the subtext "如何登入Moodle" and a "了解詳情" (Learn more) button. 4. "需要協助?" (Need help?) with the subtext "請來信 elearn@ntnu.edu.tw" and a "了解詳情" (Learn more) button.

4.Course Evaluation Survey

🕒 Curriculum Division_Ext. 1181

- **Mid-term Course Evaluation Survey**

The survey will be available to students for two weeks, starting from the Midterm week. Instructors can sign on to NTNU iPortal three days after the survey has ended to access the result of the survey.

- **End of term Course Evaluation Survey**

The survey will be available to students starting one weeks before and until one week after the Finals Week. Instructors can sign on to NTNU iPortal three days after the survey has ended to access the result of the survey.

Link: <http://iportal.ntnu.edu.tw/ntnu/>



5.Instruction Related Regulations

🕒 Curriculum Division_Ext. 1108

- **Minimum Number of Teaching Hours**

1.8 hours for Professors; 9 hours for Associate and Assistant Professors; 10 hours for Lecturers.

2.Full-time Faculty from the College of Teacher Education: 12 hours for Professors; 13 hours for Associate and Assistant Professors; 14 hours for Lecturers.

3. Adjustments of hours should comply with the following rules:

- (1) Individuals with no reduced hours can move up to 4 hours to the other semester of the same academic year.
- (2) Individuals with reduced hours for reasons of research, being a newly hired faculty member, or advising of student degree theses, at a minimum, should teach two hours during that semester, with a total of at least 9 hours for the academic year. The remaining hours can be reduced, or used to make up for insufficient hours.
- (3) Individuals with a 2-hour-per-semester administrative reduction should teach at a minimum 6 hours per academic year. Individuals with 4-hour-per-semester administrative reduction should teach at a minimum 3 hours per academic year. The remaining hours can be reduced, or used to make up for insufficient hours.

● **Increased Weighting of Hours**

1. Courses with more than 50 students
2. Long-Distance Courses
3. Courses with English as the Medium of Instruction (only for those who meet reward guidelines)

● **Hour Reduction**

1. Academic Reduction
2. New Assistant Professor Reduction
3. Thesis Advising Reduction
4. Administrative Reduction



6. Grading

📄 Registry Division Graduate Academic Affairs Division_Ext. 1077

● Grading Related Regulations

1. Grade Submission

- (1) Starting the 2015 Academic Year, student performance (including grades of Degree Program Final Exams) can only be assessed by grades (instead of scores). However, certain specific courses that have received approval in the Academic Affairs Meetings to adopt Pass/Fail as its assessment scheme are not bound by this rule.
- (2) Instructors should assign grades based on students' level of attainment of the course's goal. Grades should be uploaded within two weeks after the end of the final exam week.

2. Missing the Grade Uploading Deadline

- (1) Students will be assigned a grade of "X". For graduate students, if the grade has yet to be determined, an Incomplete (I) grade may be temporarily assigned.
- (2) Exceptions can be made if the instructor has applied for an exemption. The exemption should provide reasons for the delay, such as a make-up exam had been granted in accordance with university regulation. The application needs to be approved by the applicant's department, dean of the college, and the Vice President of Academic Affairs. The maximum extension of the deadline is two weeks.

3. Grade Correction

- (1) Grade correction procedure is as follows:

i. For grades that have been clearly filled by error or miscalculation, the instructor may complete the “Grade Correction Application Form” and submit the form with the original test papers and grading sheets. Grades can be corrected upon receiving approval from the course’s department/center and the Office of Academic Affairs.

ii. To correct grades for other reasons, the instructor should submit the “Grade Correction Application Form” along with the original test papers and grading sheets. The application will have to be reviewed in and approved by the course’s department/center meeting. The application will then need to be approved by the Vice President of Academic Affairs before the grade can be corrected.

(2) Corrections that involve situations such as Withdrawal of Study should be submitted to Academic Affairs Meeting for approval when required. Grades can only be changed upon approval.

(3) The deadline to complete grade correction process is two weeks after the following semester has started.

4. Midterm Warning

Instructors may send a warning to students with poor attendance or learning performance prior to the Midterm exam through the Midterm Warning System. Instructors should encourage students to pay more attention to their own learning and take appropriate actions to improve their performance.

Grade Submission:

[http://140.122.64.18/records1/super_pages.php?
ID=0records2](http://140.122.64.18/records1/super_pages.php?ID=0records2)



7.Ethics for Instructors

🕒 Personnel Office_Ext. 1290, 1295, 1299

- **Academic Research Ethics**

- 1.Instructors should conduct academic research in the spirit of seeking excellence.
- 2.Instructors should be honest and truthful when conducting academic research and publishing results.
- 3.Instructors should be professional and fair when conducting academic reviews and advising theses.

- **Ethics for Instruction and Counseling**

- 1.Instructors should actively enrich themselves to raise the quality of their instruction and counseling ability.
- 2.Instructors should be committed to the philosophy of education, and teach and provide counsel in accordance with their academic specialty.
- 3.Instructors should be sympathetic and just when engaging in instruction and counseling.

- **Administrative and Service Ethics**

1. Instructors should be respectful and open to collaboration, so as to jointly foster a sense of academic community.
2. Instructors should devote themselves to the cultivation of a free but disciplined campus atmosphere.
3. When performing social services, instructors should safeguard social justice and enhance the public good.

8. Academic Ethics and Education on Integrity

- 🕒 Instructor's Evaluation Office of Research and Development_Ext. 1337
- 🕒 MOST Research Projects Office of Research and Development_Ext. 1325
- 🕒 Industry-Academia Collaboration Project Personnel_Personnel Office Division 4
- 🕒 Center for Taiwan Academic Research Ethics Education (AREE)- self-sign up for an account_Ext. 1326

- **Goals**

To ensure the integrity of academic research; to cultivate research ethics among NTNU's faculty, research staff, and students; and to improve the understanding and attitude towards academic ethics and integrity.

- **Course-Taking and Management**

Full-time and Project-based research fellows, technical staff, and staff members of other industry-academia cooperation projects

1. Course-Taking

- (1) Complete the online academic ethics and integrity course offered by Ministry of Education's Center for Taiwan Academic Research

Ethics Education.

- (2) Complete online or face-to-face courses approved by the Academic Research Integrity Instruction Taskforce of the NTNU Academic Ethics and Integrity Committee.

2. Completion Deadline

- (1) Must complete 6 hours of academic ethics and integrity education training courses and obtain evidence of completion within 3 months from the start date of the position. Please provide relevant evidence of completion on your first day at NTNU if previously completed.



(2) Individuals required by law or other funding agency regulations should abide by their respective rules.

- **Management and Auditing**

Project application and teacher evaluation of Full-time and Project-based research staff, and technical staff will be managed and audited by the Office of Research and Development. Non-compliance of the above regulation can be taken into consideration during teacher evaluation.

9. Student Advising Information

🕒 Center for Teaching and Learning Development_Ext. 1892

- **Student Handbook**

The Office of Academic Affairs has published a handbook titled *How to Study: A Guidebook for Undergraduate Students* and *Graduate Student Handbook* to help new students plan and complete their degree, as well as introduce learning related resources in the university.



Download: <https://reurl.cc/Q782g9>

🕒 Center for Teaching and Learning Development_Ext. 1892

- **The Study Group Project**

To provide assistance to students with learning difficulties, and to improve the advising strategy and ability of teaching assistants and

tutors, the Center for Teaching and Learning Development (CTLTD) has launched the Study Group Project. In the project, the study group will be comprised of faculty members, study group teaching assistants, and students; its goal is to tutor students with learning difficulties and explore instructional strategies and methods.

1. Applicant Qualification

Registered NTNU students, together with junior/senior students recommended by the department, and instructors from related fields.

2. Application

Download and complete the application form within the first month of each semester. The convener will submit the form to CTLTD for review.

🕒 Center for Teaching and Learning Development_Ext. 1892

● Student Tutor Award

Goal: To encourage students to do service learning and become tutors through peer tutoring, and helping of students with special learning needs or difficulties.

1. Application

Each department will be responsible for the pairing of those in need of tutoring and those who are willing to be tutors. Students' academic advisors or counsellors will take on the role of the advisor for the pair. The form should be completed by the tutor, and turned in before the announced deadline each semester.

2. Review Standards

Applications will be reviewed based on the students' number of failed

credit hours in the previous semester. Priority will be given in the following order: those who failed over half of their credit hours in the previous semester; those who failed one third to one half of their credit hours in the previous semester; students with special learning needs and those with learning difficulties.

🕒 Library_Ext. 5250

- **Reading Groups**

Reading Groups are meant to improve the quality of student learning and enhance the culture of reading. Through providing resources, NTNU encourages students to organize Reading Groups and English Reading Groups every semester. Students would demonstrate their achievements through end-of-semester performances or feedback. NTNU also encourages students to conduct thematic learning or innovation implementation through all kinds of media, in all kinds of environments, so as to increase the number of potential media and material for student self-learning. In addition to the midterm discussion records, students are also asked to complete feedback forms at the end of the semester, to serve as future references for improving Reading Groups and enabling them to better meet student needs.

For more information, please visit the Library **Reading Group page**: <https://subjectguide.lib.ntnu.edu.tw/readinggroup>



© Center for Teaching and Learning Development_Ext. 1892

- **Chen Guang Learning Project for Disadvantaged Students**

This project provides disadvantaged students with learning opportunities through participation in additional courses. Disadvantaged students who are interested in becoming a teacher or researcher can apply to the project by setting a learning goal and discussing about its feasibility and implementation plan with their advisor. The student and the advisor should meet monthly to discuss the project. The students would have the opportunity to interact with their professors through their participation in the professors' courses and research, or helping the professor keep a record of learning communities. In addition to understanding the professor's research field and instructional approach, the student may also reflect upon the experience and explore different possibilities for their own future. The student must submit a monthly learning report. At the end of the semester, students will be awarded by means of financial aid. The CTLD will hold an exchange forum each semester, inviting instructors to share their experiences in interacting with students.

For qualification and application **information**, please see: <https://reurl.cc/1gr1A8>





Instructional Development Resources

1. Teaching Awards

🕒 Center for Teaching and Learning Development_Ext. 1894

- Awards

1. Awards of Distinction in Teaching (DIT) and Awards of Excellence in Teaching (EIT)
2. Applicants should provide materials relevant to their instruction.

- Selection Process

1. The instructor will apply for the awards through their respective work units.
2. Upon receiving recommendation from the selection committee of their respective department and college (including Division of Preparatory Programs for Overseas Chinese, centers), the candidate will be forwarded to the university selection committee for the final review.
3. The awards are held annually. Each awardee will receive a financial bonus, and a trophy or certificate. EIT winner will be commended in a public ceremony.
4. In accordance with NTNU's Teacher Promotion Criteria, the award can be included in the recipient's claim for evaluation exemption.

2. Teaching Innovation Fund

🕒 Center for Teaching and Learning Development_Ext. 1891

To encourage NTNU instructors to actively seek instructional improvements and innovation, and form professional communities to improve instructional quality, NTNU has promulgated the “Instructional Innovation and Professional Communities Funding Guidelines”. All full-time faculty are eligible to apply for funding as an individual or a professional community. There are two application periods each year, once in mid-May and the other in mid-November. Exact dates of the application period will be published each semester.

3. Scholarship of Teaching and Learning Project

🕒 Center for Teaching and Learning Development_Ext. 1891

The Ministry of Education has started funding Scholarship of Teaching and Learning projects since 2018. These projects are usually one-year long, and ideally should be implemented in conjunction with the Higher Education Sprout Project and the university developmental plan. The projects should encourage instructors to pose questions based on instructional practice or literature, and through means such as curriculum design, instructional material and pedagogy, and adoption of technology and media, formulate appropriate research approach and assessment to examine the teaching and learning process.

The goal is to improve the instructional quality of the instructor, as well as student's learning outcome.

Project website: <https://tpr.moe.edu.tw/index>.



4. English as a Medium of Instruction

🕒 Center for Teaching and Learning Development_Ext. 1899

The university has set goals to enhance our faculty's instructional confidence and capacity in using English as the medium of instruction (EMI), to improve the overall quality and applied knowledge of English instruction, and to encourage our instructors to diversify their learning and professional development. Through ways such as online courses and face-to-face workshops, we strive to broaden our instructors' horizon with a diverse variety of instructional models and policies. Our online courses are offered through Cambridge Assessment, UK. Since the course is self-guided and self-paced, learners will not be constrained by time and location, and may take the course in the way that is best suited to their own needs. In face-to-face workshops, faculty who are interested in EMI are provided with systematic and in-depth discussions on the practice and individual reflections of EMI. The goals are to inspire and liven up instructional content, as well as deepen the impact of instructors' learning.

5. Teaching Consultation

🕒 Center for Teaching and Learning Development_Ext. 1877

This program is a consolidation of the faculty mentorship program and “Formative Peer Review of Teaching” for new faculty. CTLD and the department of the new faculty concerned will each recommend one candidate to serve as instructional counsellors. Through instructional reflections and cooperation with faculty peers, counsellors will assist new faculty members to acclimatize to their new teaching environment, and improve their instructional quality. Forms of counseling include “Consultation and guidance on instruction” and “Peer class observation and feedback”.

For details, please refer to the “Teaching Consultation” page on the CTLD website.

6. Teaching Assistants

🕒 Center for Teaching and Learning Development_Ext. 1887, 1888

- NTNU’s Teaching Assistant Application Guideline has come into force starting the second semester of the 2018 Academic Year.
- In compliance with the changes made by the Ministry of Education, all Teaching Assistants are now fully insured. Students interested in applying should first confirm with the instructor of the course they wish to become the teaching assistant for; they should follow the application

period and rules set by the academic unit responsible for the course.

- Responsible academic units for courses are as follows:
 1. General Education, interdisciplinary, and Common Core or Cross-Domain Professional Discovery courses → Apply through Center for General Education
 2. Common Core courses → Apply through the different divisions within the Common Core Education Committee
 3. Teacher training pre-service education courses → Apply through College of Teacher Education
 4. College Courses → Apply through the different colleges
 5. Departmental Courses → Apply through the different departments

For details, please refer to the Teaching Assistant page on the CTLD website.



7.Hong Hu Camp (New Faculty Orientation)

🕒 Center for Teaching and Learning Development_Ext. 1877

New faculty should attend new faculty orientation at least once within their first year at NTNU. Those who are unable to attend in their first semester at NTNU should attend in the following semester. The orientation is being held by CTLD to not only welcome new faculty, but also help new faculty get to know NTNU better. In addition, it also encourages new faculty to actively participate in teaching and research, and fulfill the three duties of being a professor: educate, research, and serve.



8. Formative Peer Review of Teaching (FPRT)

© Center for Teaching and Learning Development_Ext. 1877

Formative Peer Review of Teaching (FPRT) is an instructional reflection and cooperation project. The goal is to improve the quality of instruction and student learning by providing support in professional development and pedagogy. Through the three stages of pre-observation meeting, class observation, and post-observation meeting, the team will give constructive and supportive feedback on the course syllabus and pedagogy to help the reviewee improve in their future courses.

- **Opening of One's Courses to Observation**

In addition to excelling in research, instructors also need to devote a significant portion of their time and efforts to instruction. To promote exchanges and dialogues on instructional improvement, CTLD regularly schedules a university-wide Open Observation Event every semester. Working within the framework of instructor's course plan and topics, CTLD will compile and publish online the times when the participating courses would be open to observation. It is hoped that instructors will not only open their classrooms for others to observe, but also go to other instructor's classrooms to observe, and provide supportive feedback to each other.

For details information, please visit the “Formative Peer Review of Teaching” page on the CTLD website.

9.Course Subsidy

🕒 Center for Teaching and Learning Development_Ext. 1890

- **Gender Equality Education Course Subsidy**

To enhance awareness of gender equality among NTNU students and staff, promote true gender equity, eliminate gender discrimination, and ensure respect for all, NTNU encourages all colleges and centers to hold gender equality-related events. In principle, a maximum of two events will be subsidized each semester, and the subsidy will come in the form of reimbursement of actual expenses.

🕒 Center for Teaching and Learning Development_Ext. 1890

- **Subsidy for Green Courses**

The goal of the subsidy is to encourage departments to conduct research or hold events such as lectures, workshops etc., that relate to Green University courses. In general, green courses are mainly courses or lectures that relate to ecological conservation, environmental safety and health, energy saving, environmental education, and sustainable development.

🕒 Center for Teaching and Learning Development_Ext. 1896

- **Capstone Course Funding**

A “Capstone Course” is a course that is designed based on the core competencies of a department. It is a course that allows both higher level undergraduate and graduate students to integrate and deepen their learning and better prepare them for future research or professional development.

CTLD will accept “Capstone Course Funding” applications at the start of every semester. Through the application, CTLD will offer assistance to departments to examine their course structure, and provide an analysis on the alignment between the learning paths in their course design and their departmental (institutional) core competencies. At the same time, CTLD will help review the course’s systematic assessment of student learning, to better track, evaluate, and represent student’s core competency development.

For detailed information, please refer to the “Capstone Course” page on the CTLD website.



10. Online Professional Development Courses for Faculty

🕒 Center for Teaching and Learning Development_Ext. 1885

CTLD has been offering “Online Professional Development Courses of Faculty” since the 2018 Academic Year. By editing videos from past courses taught by experienced instructors, CTLD has produced online courses that included the best that had been offered. The courses had not only preserved these teachers’ experiences, but also offered others a chance for learning and professional development.

The online courses include:

- Infusing technology in Teaching Workshop
- English as a Medium of Instruction Experience Sharing
- Problem-based Learning
- Case-based Learning
- Integrating Sustainable Development Goals in Subject Teaching
- Interdisciplinary Instruction
- Differentiated Instruction
- Educational Board Games
- Capstone Courses, etc.

In addition, to provide even more resources and assistance to our faculty, CLTD has translated, with the permission of Vanderbilt University, valuable guides on issues such as “Motivating Students”, “Lecturing”, “Active Learning”, and “Classroom Assessment Techniques”.



Research Project Funding and Awards

1. Research Project Funding

※ Ministry of Science and Technology (MOST)

Category	Application Time Frame	Contact at the Office of Research and Development
MOST Academia-Industry Collaborative Research Projects	Twice a year	Ext. 1218
MOST Research Projects	<ol style="list-style-type: none"> 1. Please apply before the end of December (please refer to MOST's annual announcement for exact date and time) 2. MOST's New Faculty Research Project Application - New faculty who are applying for the first time can apply at any time during the first three years of their employment or the first three years starting from the date they received their doctoral degree or the first three years of a qualified MOST PI.. 3. Unscheduled call for research proposals by various MOST units - Please see the website of NTNU Office of Research and Development for Latest Announcements/Call for Proposal page, and the Research and Development eNewsletter, which is issued every Monday and Thursday. 	Ext. 1325

Article 26.10 of the MOST Research Projects Funding Guidelines states: “primary investigators who are applying for the first time, as well as researchers listed in the application who are also participating in MOST funded projects for the first time, must complete at least 6 hours of academic ethics training in the three years before the application is submitted to the ministry. Evidence of the completion of said training must be provided at the time of application submission.”

To comply with MOST’s regulation, NTNU faculty who plan to apply for MOST funding must complete said training, and attach the “NTNU MOST Research Project Submission - Academic Ethics Training Evaluation Form” to their application as a record for the Office of Research and Development. For relevant forms, please see [Office of Research and Development](http://www.acad.ntnu.edu.tw/3downs/archive.php?class=3101) website: <http://www.acad.ntnu.edu.tw/3downs/archive.php?class=3101>



2.Awards and Funding

- External Sources

Category	Application Time Frame	Contact at the Office of Research and Development
MOST Travel Grant for Overseas Conferences	7 weeks before the Meeting	Ext.1323
MOST Funding for Holding International Academic Conferences in Taiwan	In March and September each year (Please refer to NTNU announcements for deadlines)	
MOST Funding for the Recruitment of Visiting Technology Professionals	Available Year-Round (It is recommended that you submit your application at least 2 months before recruitment)	Ext.1319
MOST Funding for the Invitation of International Technology Professionals for Short-term Visits to Taiwan	At least six weeks before the invitee arrives in Taiwan (It is recommended that you submit your application at least 2 months before the invitee's arrival)	
MOST Funding for Technology Personnel to Conduct Short-term Research Abroad	Will be announced in April of each year	

● **NTNU Sources**

Category	Application Time Frame	Contact at the Office of Research and Development
Research Project Subsidy for New Faculty	<p>Application available online twice per year (NTNU iPortal/Office of Research and Development Application System)</p> <p>First Application Period: September 1st to 30th</p> <p>Second Application Period: March 1st to 31st</p>	Ext.1323
Subsidy for the Holding of International Academic Conferences		
Subsidy to Encourage the Exhibition or Performance of Artistic Innovation		
New Faculty and Research Fellow's Foreign Travel Fund for Thesis Publications in International Conferences	<p>Available Year-Round (Must Apply at least five weeks before the conference)</p>	
Faculty and Research Fellow's Foreign Travel Fund for the Purpose of Attending Premier International Conferences	<p>Available Year-Round (Must Apply at least five weeks before the conference; submit two copies of all material to the Office of Research and Development)</p>	
Subsidy for the Holding of Premier International Conferences		

Category	Application Time Frame	Contact at the Office of Research and Development
Subsidy for the Publication of Original Academic Theses	Available Year-Round (Apply online. Must apply within the same fiscal year as the date shown on the submitted material)	Ext.1323
Subsidy for English Theses Editing Services	Available Year-Round (Must apply within the same fiscal year as the date shown on the submitted material)	
Subsidy for Academic Thesis and Books	Application available online annually from October 1 st to 31 st	
Subsidy for Formation of Transdisciplinary Teams	Any time before the submission of the project proposal	Ext.1319
Subsidy for the Improvement of Academic Research	Apply online from September 1st to 30 th each year	
Subsidy for the Promotion of International Cooperative Research Projects	Will be announced in June every year. Must apply before August 30 th	
Annual Research Excellence Prize	The Office of Research and Development will notify each department to draft the list before the end of March each year	Ext.1324
Teachers of Academic Excellence Incentive	Apply online in October every year (NTNU iPortal)	Ext.1330

Category	Application Time Frame	Contact at the Office of Research and Development
Matching Fund for Research Project	Available Year-Round	Ext.1330
Distinguished Talents Incentive	Apply online in May every year (NTNU iPortal)	
Prize for Industry-Academia Collaboration or Excellence in the Promotion of Research Findings	Apply from March 1 st to March 30 th each year	Ext.1218
Publication Excellence Reward	Within two months after being notified of winning	Ext.1335

3. Patent Applications, Technology Transfer, and Financial Incentives

🔗 [Division of Research and Industry Liaison, Patent Application_Ext. 1318](#)
[Division of Research and Industry Liaison, Technology Transfer_Ext. 1320](#)

For Industry-Academia Collaborative Patent Application, Technology Transfer, and Financial Incentives services, please see below:

- Patent Application, Renewal, and Funding Services
- Patent Public Transfer and Technology Transfer Announcements

- Technology Transfer and Licensing Contract Review and Negotiation
- Distribution of Technology Transfer and Licensing generated profit and royalty
- Outstanding Technology Transfer Center and Award for Excellent Contributions in Technology Transfer related services
- Patent and Technology Transfer Licensing data management
- Uploading of information to MOST's research result STRIKE system

Forms:

<http://www.acad.ntnu.edu.tw/4downs/archive.php?class=4101>



4. Research Consultation

🔗 Office of Research and Development _Ext. 1324

Research Consultation offered by Faculty Excelling in Scholarly Work

- To assist new faculty or other research staff with writing MOST research project proposals, NTNU has drafted the “Guideline on Research Consultation Offered by Faculty Excelling in Scholarly Work”.
- New faculty should apply for research consultation at least once during their first year at NTNU. Compliance with this regulation will be included for reference in the New Faculty Evaluation.
- The NTNU Office of Research and Development will publish contact windows for each college every year in September. When new faculty or other research staff need assistance with or consultation on writing MOST research project proposals, they may ask for consultation group matching or find their own consultant. Faculty serving as consultants are eligible for consultation fees.

Regulation & Forms:

<http://www.acad.ntnu.edu.tw/3admiss/recruit.php?Sn=103>





International Exchange Resources

International Exchange Resources

🌐 Office of International Affairs Website: www.ntnu.edu.tw/oia

In the face of the internationalization of higher education, and to provide better quality service to international students, the Office of International Affairs (OIA) now provides one-stop service after integrating international cooperation and international student-related administrative units. OIA is responsible for sister university contract signing, foreign guest reception, university-level faculty exchange, short-term visiting scholar reception and consultation, university-level exchange students, dual-degree programs, Study Abroad Subsidy, international recruitment, and international student admissions, scholarships, counselling, and exchange activities.

● For Faculty

1. Announcement of Faculty Going Abroad Subsidy

- (1) Latest announcements will be available via the NTNU iPortal and the OIA website.

Website Pathway: Homepage/Faculty and Staff

2. University Exchange Faculty Project

- (1) Application Period: February
- (2) **Information:** to take courses, conduct research, lectures, visits, attend academic conferences at universities that have signed agreements with NTNU.

Relevant Regulations: NTNU Guidelines on the Signing of Academic Cooperation Agreements or Project-based Cooperating



University Faculty Exchange

Website Pathway: Homepage/Faculty and Staff/Faculty Going Abroad

3.Foreign Travel Fund for Selected Student, with NTNU Faculty as the Primary Investigator

(1) Ministry of Education Pilot Overseas Internship / New Southbound Policy Pilot Overseas Internship

i.Application Period: January and August

ii.**Information:** With NTNU faculty being the Primary Investigator of the Project, the project will send selected students (must be citizens of the Republic of China, and excludes students in working professionals' programs to go abroad for internship. The location of the internship must not be Mainland China, Hong Kong, or Macau. The length of the internship should be no less than 30 days (excluding travel time).

Relevant Regulations: Ministry of Education Guideline on Encouraging Domestic Universities and Colleges to Send Selected Students to Study or Intern Abroad, NTNU Implementation Rules on Ministry of Education Pilot Overseas Internship.

(2) NTNU Subsidy for the Promotion of International Collaboration and Exchange

i.Application Period: April and October

ii.**Information:** With NTNU faculty being the Primary Investigator of the Project, the project will send five selected students (must be registered full-time students, and excludes students in

working professional's programs) to go abroad to take courses for credits, to intern, to go on an overseas learning excursion, to compete in international competitions, to perform, or to volunteer.

Relevant Regulations: Regulations on NTNU Subsidy for the Promotion of International Academic Collaboration and Exchange

● **For Students**

1. Degree Program Application: Application website for Foreign Students

(1) <http://www.ntnu.edu.tw/oia/admission.php> (Chinese)

(2) http://www.ntnu.edu.tw/oia/admission_en.php (English)

2. Incoming Short-Term Exchanges

(1) Incoming Exchange Students

<http://www.ntnu.edu.tw/oia/goexchange.php> (Chinese)

<http://www.ntnu.edu.tw/oia/goexchange.php> (English)

(2) Incoming Visiting Students

<http://www.ntnu.edu.tw/oia/invisitc.php> (Chinese)

<http://www.ntnu.edu.tw/oia/invisit.php> (English)

3. Study Abroad & Short-Term Visits Abroad

(1) Outbound Exchange Students (Chinese)

<http://www.ntnu.edu.tw/oia/outgoing.php>

(2) Outbound Exchange Students Quota List (Chinese)

<http://www.ntnu.edu.tw/oia/oequotalist.php>

(3) Outbound Scholarships (Chinese)

<http://www.ntnu.edu.tw/oia/student00403.php>

Joyful March! | 朱文增攝





Personnel Services & Welfare

1. Instructor Qualification Review

※ Holders of Teacher Certificate are exempted  Personnel Office_Ext. 1290, 1295, 1299

- Once hired, all full-time non-project-based faculty are required to be reviewed by the Ministry of Education. Those whose Teacher Certificate corresponds to their new position at NTNU are exempted from the review.

- Reviewees must submit the following documentation within the first month of their employment. The Personnel Office will forward the material every October and April to the Ministry of Education.
 1. One copy of the front side of the National Identification Card
 2. Two Photos (One 1-inch and one 2-inch)
 3. Degree Diploma (copies not accepted. Foreign diploma needs to be notarized by missions of the Republic of China abroad)
 4. Three copies of the Instructor Qualification Review CV
 5. Foreign Degree Details Form (Holders of domestic degrees are not required to submit this form)
 6. Transcripts (Only Foreign Degree Holders. Transcript must be notarized by missions of the Republic of China abroad)
 7. Entry and Exit Record issued by the Ministry of Interior or copy of the passport(s) used when the applicant was still studying for the degree concerned (Holders of domestic degrees are not required to submit this)
 8. Instructor Qualification Review Form

- Contract Faculty who has satisfied the following criteria can apply for Lecturer certification, provided they have already been reviewed and approved by the three levels of Instructors Review Committees:
 - 1.Has taught in NTNU for at least two consecutive years
 - 2.Applicant's averaged Course Evaluation Survey score during his/her tenure in NTNU is above 4.0
 - 3.Applicant's service assessment score during his/her tenure in NTNU is at least 85.
- Project-based Instructors may apply for Teacher Certificate in accordance with Full-time Faculty Qualification Review Regulations.

2. Teacher Evaluation

🕒 Office of Research and Development_Ext. 1337

- Full-time Faculty
 - 1.They must pass the evaluation during the following semester (the seventh semester) no later than three years of service; NTNU Regulation for Teacher Evaluation can be downloaded from ORD's website)
 - 2.Those who failed to pass the evaluation will not qualify for salary raises, teaching of extra hours of courses, or holding of a second position outside NTNU.
 - 3.The faculty will be evaluated again within two years: Those who

fail the second evaluation will be referred to the Level 3 Faculty Evaluation Committee and terminated from the position.

🕒 Personnel Office_Ext. 1290, 1295, 1299

🕒 Office of Research and Development_Ext. 1337

● **Project-based Faculty (Research Fellows)**

1. Will be evaluated annually (The Project-based Faculty and Research Fellow Employment Guideline can be downloaded from the Personnel Office website)
2. The contract will be renewed if the faculty passes the evaluation.
3. For those who fail to complete an acceptable level of research work, the contract will be renewed for one more year but salary raises will not be allowed.
4. Those who are not offered a new contract by the end of their existing contract are viewed as having been terminated from their position, and should leave their position without conditions.

🕒 Personnel Office_Ext. 1290, 1295, 1299

● **Contract Faculty**

1. Will be evaluated annually (The Contract Faculty Employment Guideline can be downloaded from the Personnel Office website)
2. The contract will be renewed if the faculty passes the evaluation.
3. Those who are not offered a new contract by the end of their existing contract are viewed as having been terminated from their position, and should leave their position without conditions.

3.Promotion

🕒 Personnel Office_Ext. 1290, 1295, 1299

● Promotion Deadline

- 1.Contract of new faculty who fail to receive a promotion within their first six years of teaching at NTNU will be renewed for one extra year.
- 2.Contract of those who fail to get promoted within the aforementioned one extra year will not be renewed.
- 3.Promotion deadline may be extended for a maximum of two years in the following circumstances, provided it has been approved by the Instructor Evaluation Committees of the Department, College, and University.
 - (1) Unforeseen major incidents
 - (2) Parental Leave
 - (3) Maternity Leave
- 4.New faculty who passed their evaluation may apply for promotion in the following semester.

● Qualification

- 1.Assistant Professor
 - (1) Employed as a lecturer for at least four years; Has published.
 - (2) Has earned a Ph.D. degree; Has published.
- 2.Associate Professor
Employed as an assistant professor for at least three years; Has published.

3. Professor

Employed as an associate professor for at least three years; Has published.

4. The years of employment mentioned above do not include periods of temporary transfer or leaves (with or without pay), or periods of full-time professional development.

5. NTNU will include the years the faculty was employed abroad in its Length of Service calculation provided the employing institution is listed in the Ministry of Education's Foreign Universities Reference List or Mainland China, Hong Kong, and Macau Universities Reference List.

● Application Period

1. Once a semester

2. Applicants should apply to their departments by September 10th or March 10th

3. Those who missed the deadline will have to wait to apply in the following semester.

● Promotion Restrictions

1. The applicant must be teaching in the semester they apply for promotion, and the semester the promotion comes into effect.

2. Faculty who are on temporary transfer to other institutions are not qualified to apply.

3. Faculty who failed in the promotion application are not qualified to apply in the following semester.

4. The faculty will not qualify for promotion if his/her average annual scores in the course evaluation survey had been less than 3.5 in any of the previous three years.
5. Faculty who fail to pass the previous evaluation are not qualified to apply for promotion.

- **Faculty Promotion Evaluation and Standards**

1. Research: Applicant's publications, creative works, evidence of achievement, or technical reports should be simultaneously forwarded to five reviewers. At least four reviewers must give the reviewed material a grade of B or above.
2. Teaching: A score of 80 or higher
3. Service: A score of 80 or higher
4. Promotion will be granted if the applicant passes all three of the above reviews (i.e. Research, Teaching, and Service)

- **Publications for Promotion** (including creative works, performances, evidence of achievements, and technical reports)

1. Should be relevant to the applicant's teaching subjects
2. Materials submitted for promotion review are required to have been published/completed after the applicant has received their existing faculty rank. Those whose years of employment in foreign/Mainland China, Hong Kong, and Macau universities were included in NTNU's Length of Service calculation, may submit publications (or works, performances, evidence of achievements, and technical reports) published during their employment in the said number of years along

with their application.

3. Publications should be original works. This does not include works based on reorganizing, editing, combining, or compiling the works of others, or any other non-scholarly works.
4. Publications shall have appeared in one of the following indexes: SCI, SSCI, TSSSCI, EI, A&HCI, the new THCI since 2016 (previously THCI), EconLit, and SCOPUS. Publications may also be works published in peer reviewed scholarly or professional journals, provided they are approved by the respective colleges; or works published in peer reviewed conference proceedings (including CD or online publications); or peer reviewed books.
5. Faculty in the fields of fine arts, sports, and technology application may submit innovative works, evidence of achievements, or technical reports for promotion. The review of such promotion shall follow the rule set forth by the Ministry of Education, or college-based rules, whichever is more rigorous.
6. Each college has its own basic standards on publication for promotion, and a list of approved foreign/domestic peer reviewed journals or professional publications.
7. Each departmental Instructor's Review Committee should rigorously review the publications submitted for promotion (or innovative works, performances, evidence of achievements, or technical reports); and if the result was satisfactory, recommend reviewers and ask the college to arrange for external reviews.
8. The review of promotion shall follow the rule set forth by the department, or college level regulations if it is more rigorous.

9. In addition to SCI, SSCI, TSSCI, EI, A&HCI, the new THCI since 2016 (previously THCI), EconLit, and SCOPUS, applicants can find college-approved list of journals and publications on their respective websites.

- **Book publications should be reviewed by one of the following:**

1. Foreign and Domestic Universities with a peer-review Publication Editorial Committee
2. Foreign and Domestic Research Institutions with a peer-review Publication Editorial Committee
3. Journal Editorial Committee found in the Ministry of Science and Technology announcement, that also review books for publication.
4. Peer reviewed joint publications with a Joint Editorial Committee formed by Foreign and Domestic Universities, or Research Institutions, or other publishing agencies.
5. Foreign and domestic publication agencies with a peer-review Publication Editorial Committee and approved by each college. The college approved list of agencies must also be submitted to the university Instructor Evaluation Committee for it to come into effect.

- **Applicants** can find college-approved list of peer reviewed publication agencies on their respective websites.

- **Legal basis:** NTNU Instructor Evaluation Regulation

4. Holding a Part-time Position

🕒 Personnel Office_Ext. 1299, 5690

- Employees should ask for NTNU's written permission before accepting a part-time position outside of the university.
- If nominations are required by the part-time position hiring unit, the instructor should submit a formal application to the university for permission prior to accepting the nomination.
- The part-time position should not interfere with the employee's job performance at NTNU.
- Total number of part-time work hours should not exceed 8 hours per week.
- New Full-time Faculty are not allowed to hold a part-time position in the first three years of their employment at NTNU. Exceptions can be made for special circumstances provided it has been formally approved by NTNU; however, new faculty requesting a part-time position waiver will not be qualified for the new faculty teaching hour reduction.
- In accordance with the Ministry of Education clarification issued on December 13, 2012: Employees are forbidden to take on research work without going through the formal university administrative channels.
- In accordance with the Ministry of Education clarification issued on July 13, 2012: Currently, instructors are not allowed to teach courses or take on part-time work in Mainland China.
- To hold a part-time Independent Director position in a for-profit organization, the said organization should sign an Industry-University Cooperative Contract, and Academic Remuneration shall be charged by

the university.

- Compensations received for part-time positions held in violation of relevant regulations shall be recovered as part of the University Endowment Fund.
- For more details on instructors taking on part-time work, and the job positions they are allowed to accept, please refer to the “Guideline on Public School Instructor Taking on Part-time Employment”, “NTNU Instructor Part-time Work Guideline”, and “NTNU Table on Instructors’ Part-time Work Limits”.

5.Instructor’s Leave

🕒 Personnel Office_Ext. 1291, 1301, 6995

- Leaves

1.Instructors have to seek university permission for any leaves.

Instructors may do so by getting on the NTNU Attendance System to apply for leave. In case of sudden illness or other emergency, the instructor may ask their colleagues or family to apply for leave on their behalf; or apply on their own post hoc.

2.If there are scheduled courses during the instructor’s leave, the instructor will have to reschedule the course to make up for the course time. For details, please refer to the Instructor’s Leave Regulations.

- Types of Leaves in accordance with Instructor’s Leave Regulations

1.Personal Leave: Maximum 7 days per academic year. Exceeding the

allowed number of days will result in salary deduction. The deduction amount will be based on the number of leave days taken beyond the allowed 7 days.

2. Family Care Leave: Maximum 7 days per academic year. This leave will be included in the Personal Leave calculation.
3. Sick Leave: Maximum 28 days per academic year.
4. Menstrual Leave: Female instructors may ask for a 1-day menstrual leave each month. If less than 3 days were taken as menstrual leave in the per academic, it will not be counted towards the total number of Sick Leave days.
5. Pre-maternity Leave: 8 days
6. Accompanying Maternity Leave: 5 days
7. Maternity Leave: 42 days
8. Miscarriage Leave: 42, 21, or 14 days
9. Wedding Leave: 14 days
10. Funeral Leave: 15, 10, or 5 days. Must be taken within 100 days of the passing.
11. Bone Marrow Donation Leave: Awarded on a case-by-case need-basis.
12. Official Business Leave: Instructors may take Official Business Leave for the following reasons. The length of the leave will be determined by the university based on actual needs.
 - (1) To attend government held meeting, inspection, test, or attend international conferences. Must receive university approval.
 - (2) Being recommended to participate in Full-time professional development or research by the university or governmental educational agencies for the purposes of teaching or research.

The duration must be less than one-year.

- (3) By invitation from domestic/international institutions/organizations/schools to participate in meetings/events related to the instructor's position, or by law give testimony or give replies in court inquiries. University consent is mandatory.
- (4) To attend professional development or conduct research based on teaching or research needs during work hours. Must comply with university regulations, or have received recommendation/consent from relevant educational agencies. Maximum 8 hours per week.
- (5) To work part-time or provide collaborative service at cooperating companies due to academia-industry cooperation. University approval is required.
- (6) To go abroad to participate in relevant professional development event during summer/winter breaks, provided it will not negatively influence the instructor's teaching and administrative duties. The plan for the trip abroad must receive approval prior to departure, and must be self-funded.
- (7) As required by law, to attend court proceedings to testify on cases of sexual assault, sexual harassment, or bullying.
- (8) For details, please see Article 4 of the Instructor's Leave Regulations. <https://law.moj.gov.tw/LawClass/LawSingle.aspx?pcode-H0150030&flno=4>

● Attendance System

Please go through the NTNU iPortal to access the Attendance System: <http://iportal.ntnu.edu.tw/ntnu/>



6.Traveling Abroad

🕒 Personnel Office_Ext. 1291, 1301, 6995

● Legal Basis

- 1.Guideline for Going Abroad on Official Business for Executive Yuan and all of its Affiliated Agencies
- 2.Guideline for Going to Mainland China on Official Business for Executive Yuan and all of its Affiliated Agencies
- 3.Guideline for Going Abroad for Official Business for Ministry of Education and its Affiliated Agencies or Schools
- 4.Guideline for Going to Mainland China for Official Business for Ministry of Education and its Affiliated Agencies or Schools
- 5.NTNU Guideline for Going Abroad for Official Business

● Processing

- 1.Applicants traveling abroad using University Fund should fill out the “NTNU University Fund Going-Abroad Itinerary Form”. With the approval of their respective head of unit, the form should be reviewed by the Personnel Office, Accounting Office, and other relevant administrative units, before being submitted to the University President for final approval. Exceptions to the case are entrusted projects, and those that qualify under the conditions set forth in the “NTNU Funding Guidelines for Instructor and Research Staff Going Abroad for the Purpose of Attending International Academic Conferences to Present Research Papers.” The excepted cases should follow their own respective regulations.

2. Projects using University Fund should upload an Overseas Trip Report within two months after their return. The report must be uploaded before they can apply for any further University Fund to travel abroad. The report may be submitted via the following path: Attendance System/Going Abroad Applications/Overseas Trip Report Uploading.

7. Faculty Appeals

🕒 Personnel Office_Ext. 1308

- To guarantee the rights of the faculty, to resolve faculty disputes, and to promote harmony on campus, Full-time Faculty of NTNU may appeal to the NTNU Teacher Grievance Committee to express their grievances concerning unfair or illegal policies, breach of rights and benefits, and negligence of duty by university administration, in accordance with relevant regulations.
- Faculty should appeal their case in writing within 30 days starting the date they were mistreated or become aware of an issue. During the aforementioned period, the date the Teacher Grievance Committee received the appeal would be taken as the official date of the incident. For cases where records of the incident exist, the date recorded will be taken as the date of incident.

- All appeals should include an Appeals Form, providing details of the appeal. The form should be signed by the appellant, or his/her representative. The incident in question, and all relevant documentation and evidence should also be provided.
- If the ruling about the case or part of the case is dependent on the legal implication of other appeals cases or lawsuit, the review of the appeal may be suspended, and the appellant should be notified in writing. Once the cause for the suspension is resolved, upon receiving notification from the appellant, the unit responsible for the incident, or responsible educational administrative agencies, or when NTNU Teacher Grievance Committee becomes aware of such a resolution, the review of the case will resume and the appellant notified in writing.
- Upon receiving the Appeals Form, in ten days' time starting the following day, the NTNU Teacher Grievance Committee will seek responses from the unit responsible for the incident in question by providing a paper copy of the Appeals Form and all of its attached documents. The case should be acted on within 3 months starting the day after the Appeals Form was received, except for cases that were suspended based on Article 17. When needed, it can be extended once for a period no longer than two months; appellants must also be notified.
- Upon reaching its decision and completing its decision report, the Teacher Grievance Committee will notify the appellant, the unit

responsible for the incident, and the Central Teacher Grievance Committee at the Ministry of Education within 30 days by verifiable means. The decision will be finalized after 30 days starting the day after the decision report has been delivered, provided neither the appellant nor the university appeal the decision. All NTNU units should abide by and act based upon the decision. Any party objecting to the decision may appeal to the Central Teacher Grievance Committee at the Ministry of Education within 30 days starting the day after the decision report has been delivered.

- For further detail, please refer to:
 1. NTNU Teacher Grievance Committee Organization and Review Guideline
 2. Teacher Grievance Committee Organization and Review Guideline

8. Welfare and Benefits

📄 Personnel Office_Ext. 1305

- Wedding Subsidies
- Childbirth Subsidies
- Subsidies for Dependent's Funeral
- Subsidies for Unpaid Parental Leave for Raising Children
- Educational Subsidies for the Children of Full-time Faculty
- Civil Servant Insurance Payment for Disabilities
- Health Check Subsidy

- Housing Mortgage
- Loan for Major Disasters, Injuries & Illnesses, or Funerals
- Physical Education Classes for Employees
- Parking Permit application
- Employee's children are eligible to apply to the Junior High Division of the Affiliated Senior High School of NTNU
- Others: Birthday Gift Certificates, Spring Festival Greetings, subsidies for unit cultural and entertainment activities, sports outfits

9. Information for Income Tax

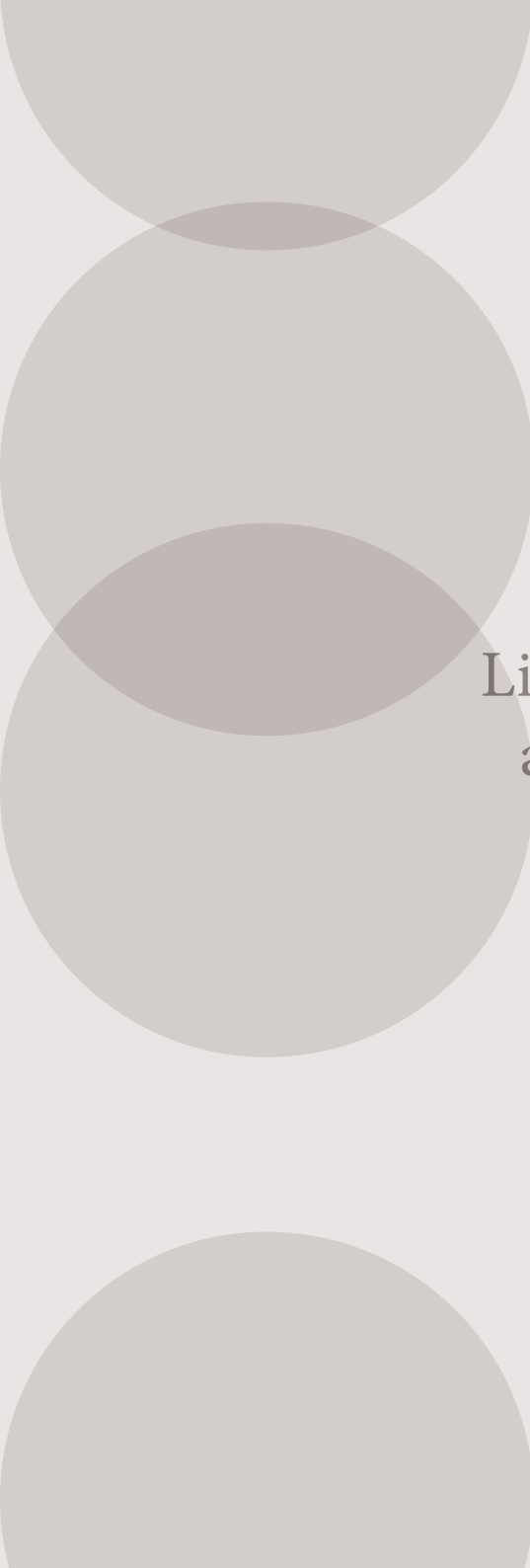
🕒 Cashier Division, Office of General Affairs_Ext. 5454, 5458

- Annual income is calculated based on calendar year from January 1st to December 31st, namely a taxable year.
- Foreigners staying in Taiwan for 183 days or more may apply for qualification of resident income tax rate. To do this, you may bring a photocopy of Alien Resident Certificate (ARC) and a Resident Withholding Status Form for Aliens (http://www.ga.ntnu.edu.tw/cas/form/resident_alien_taxation_form) to the Division of Cashier to apply. Resident tax rate will apply to you in the same year when the application is approved.
 - ※ According to Decree No. 09704542390 of MOF, the validity of visas or ARC of foreigners should be confirmed yearly. Therefore, foreigners are required to apply for qualifying a resident income tax rate every year.

- No later than April 10th, the university online system for annual income statement, tax withholding statement, and insurance statement will be ready for tax payers' reference. Specific date of opening the system will be announced annually.

※Online Path: iPortal/General Affairs System/ Individual Income Tax Filing System (civil servant/labor/health insurance fee included)

- Non-resident Aliens (meaning foreigners whose presence in Taiwan for the tax year is less than 183 days) can apply for a withholding or non-withholding Tax Statement from the Cashier Division before leaving Taiwan.
- Before leaving Taiwan, foreigners may apply for tax return by bringing your passports or ARC, withholding or non-withholding Tax Statement to the Taxation Bureau near your residential address to apply. After filing your income tax return, you will get a Proof of Duty Payment, which you may use as evidence of tax payment or to apply for visa extension.
- The Alien Individual Income Tax Office of the National Taxation Bureau in Taipei is located at *No.2, Sec.1, Zhonghua Rd., Wanhua District, Taipei, 10802*. Phone: *02-2311-3711 ext. 1116*. The National Taxation Bureau could provide income inquiry service for the past five years to all taxpayers. Alien taxpayers may make inquiries any time when the office is open.



Library Resources
and Information
Services

1. Library Resources

- 🕒 Book Borrowing and Journal Article Delivery Services, Circulation Desk on the 1st Floor, Main Library_Ext. 5235, 5236
- 🕒 Reference and Multimedia Services, Smile Information Desk on the 2nd Floor, Main Library_Ext. 5250, 5251
- 🕒 Gongguan Campus Library Information Desk_Ext. 6889
- 🕒 Linkou Campus Library Information Desk_Ext. 8452
- 🕒 Email: libread@ntnu.edu.tw

The library provides physical as well as digital collection services. Through the library website, users can search and access digital full-text collections. The library also offers all kinds of consultation and online services to meet the teaching and research needs of the NTNU community.



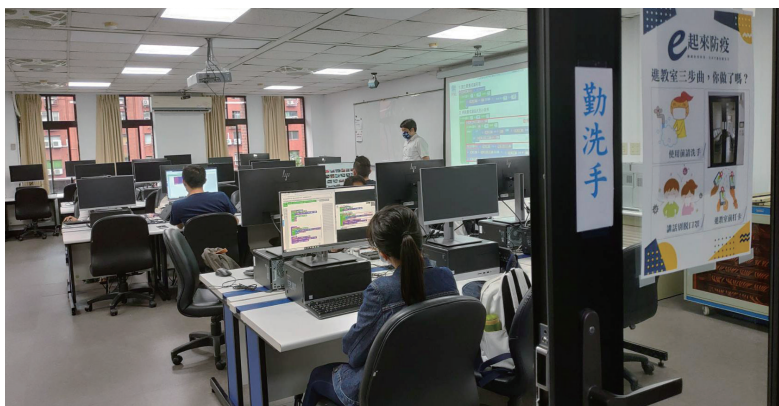
Website: www.lib.ntnu.edu.tw



2.Information Network

🕒 Information Technology Center_Ext. 3737

- Internet Services: Email services, Campus wired/wireless networks, cross-university wireless roaming, off-campus VPN service, VOIP services, G Suite for NTNU
- Cloud Services: Cloud server, Virtual Desktop Infrastructure (VDI), and Instructional Software cloud
- Software Services: Licensed Software Download and Borrowing
- Systems Service: Administrative System Portal, Administrative System Portal App
- Reservation Service: Computer Classrooms
- Information Security and Personal Information Service: Information security, and regulations and documentation on personal information management; Storage media disposal services.



3. Publishing Services

🕒 NTNU Press_Ext. 5291 🕒 Journal Institutional Repository and Licensing_Ext. 5279

- **Publishing Services:** The library offers academic publishing services to members of the NTNU community as well as domestic/international professionals and scholars. We also offer the following services:
 1. Applications for ISBN (International Standard Book Number) and GPN (Government Publication Number)
 2. Publication Consignment Sales

NTNU Press: <http://press.lib.ntnu.edu.tw/>



- **Journal Publishing Services**

Library offers the following services to the journals published by NTNU's various units:

 1. ISSN and GPN Application
 2. Journal Publishing Platform Service - Open Journal System (OJS)
 3. Journal Sales Services
 4. Institutional Repository of Journals, licensing of external databases for the inclusion of NTNU journals





Hiring and Procurement

1.Regulations for hiring

🕒 Facility Service Division, Office of General Affairs_Ext. 1919, 1938, 1969

Hiring full-time assistants, part-time assistants and hourly workers should abide by relevant regulations to meet Labor Insurance Act.

- In accordance with labor insurance regulations, hiring unit should formally notify the insurer (Bureau of Labor Insurance) on the first day and termination day of the worker’s employment. Failure to insure workers in compliance with Labor Insurance Act will result in a fine of four times the insurance premium as would have been charged for the uninsured period of employment.
- Insurance application should be submitted as soon as employment has commenced, or when hiring application has been submitted via the online system for industry-academia collaboration. If the hiring procedure has yet to be completed but the hiring unit has an immediate need for the worker to start working, the hiring unit may submit an affidavit to start the insurance. Hiring units should start the procedure for termination of labor insurance at least a week before the termination of employment.

2. Procurements over NT\$100,000

🕒 Procurement Division, Office of General Affairs_Ext. 1967, 1962

- With the exception of Inter-Entity Supply Contracts, all governmental procurements exceeding NT\$100,000 should submit a procurement application through public tender. Any efforts to avoid public tenders, such as breaking the procurement into numerous smaller procurements, will be considered a violation of relevant regulations.
- All procurements for scientific research exceeding the amount of NT\$100,000 should follow NTNU's "Procurement Guidelines for Science and Technology Research Development". For science and technology research procurements over NT\$100,000 and less than NT\$1 Million, the procurement application must be completed prior to contacts with suppliers.
- Please confirm your budget and procurement items before submitting a procurement request. To download relevant forms, please visit the NTNU iPortal for the Procurement Division of General Affairs Office for details and forms at: [iPortal/Application Systems/System of the General Affairs Office/ Procurement System](#)





Campus Life and Health

1. Life at NTNU

🕒 Construction and Maintenance Division, Office of General Affairs_Ext. 1971

NTNU Life Service Center provides information for convenient campus living. Services such as campus facilities, souvenirs, alumni services are included. In addition, it includes various information for off campus living, such as discounts for food, travel, accommodation, recreation activities, rental facilities, etc.

For details, please visit: www.ga.ntnu.edu.tw/service



Service Center



共鳴 | 楊宗曄攝

2. Transportation among Campuses

© Facility Service Division, Office of General Affairs_Ext. 1942

- Shuttle Service between Main Campus and Gongguan Campus
 1. Point to ride at Main campus: Education Building of Main campus II;
 2. Point to get off at Main campus: Main gate at Main Campus I;
 3. Point to ride and get off at Gongguan Campus: In front of General Building.

- Shuttle Service between Main Campus and Linkou Campus
 1. Point to ride in the morning: Water Pond of Main Campus I;
 2. Point to ride at noon: west side of the Confucius statue at Main Campus II;
 3. Point to ride and get off at Linkou: The administrative Building.

- Shuttle Service among NTNU, NTU and NTUST
Please refer to <http://www.ga.ntnu.edu.tw/bus.html> for the time table and riding sites.

For more information on [bus schedules](#), please visit:

www.ga.ntnu.edu.tw/bus.html



3. Athletic Facilities

- 📍 Facilities and Equipment Management Office_Ext. 3174
- 📍 Natatorium_Ext. 3180 📍 Athletics Department Gongguan Campus_Ext. 6853
- 📍 Athletics Department Linkou Campus_Ext.8466
- 📍 Sports and Recreational Activities Office_Ext.3177

● Overview

The Athletic Department has long been an important part of National Taiwan Normal University. Under its Director, the Athletic Department is divided into five divisions: Sports and Recreational Activities Office, Athletic Training Office, Facilities and Equipment Management Office, Athletic Department Gongguan Campus, and Athletic Department Linkou Campus. In line with Taiwan's national sports policy, NTNU maintains and trains several sports teams in order to develop outstanding athletes.

To ensure a vibrant, healthy campus life, sports facilities and equipment are open to students, faculty, staff, and community members.

For more information, please go to:
www.phr.ntnu.edu.tw/main.php



● Main Campus (Heping Campus)

1. Stadium: Fitness training room, Chinese martial arts room, Table tennis room, Gymnastics room, Aerobics room, Multi-purpose court

Stadium:

B1: Fitness training room, Chinese martial arts room, Table tennis room

1F: Gymnastics room, Aerobics room



- 4F: Multi-purpose court
- 2.Track and Field stadium
- 3.Basketball court
- 4.Tennis court
- 5.Natatorium: Pools, jacuzzis, saunas, steam rooms

● **Gongguan Campus**

- 1.Stadium: Multi-purpose court (three basketball courts or four volleyball courts)
- 2.Track and Field stadium: Eight standard 400M running tracks, football field
- 3.Tennis court: Four hard courts

● **Linkou Campus**

- 1.Stadium:
 - B1: Table tennis room, gym
 - 1F: Multi-Purpose court (badminton, basketball, volleyball)
- 2.Aerobics room
- 3.Track and field stadium: 400M clay tracks, football field
- 4.Tennis court: Three acrylic courts
- 5.Swimming pool: 50M Competition pools

● **Exercises activities include:**

School Sport's Day, President's Cup, faculty exercises classes, exercises camps.

4. Health Services

📍 Main Campus_Ext. 3110 📍 Gongguan Campus_Ext. 6450

- **Healthcare:** Freshmen Health Checks, Remedial Treatments, Case Management, and Medical Referral Services. Urgent Care Treatment, Infectious Disease Prevention, Special Disease Case Management, AED Management, Medical Equipment Loan Services, Application for Special Athletic Courses, Nursery Management, Blood Drive Campaigns.
- **Food Hygiene:** Food Hygiene Management, Nutritional Consultation, Nutritional Education Promotion, Water Foundation Water Quality Examination.
- **Health Promotion:** In collaboration with relevant Ministry of Education projects, the Health Center holds health education promotional events on topics such as AIDS prevention, body weight, smoking cessation and prevention, urgent care training, and other disease prevention promotions.
- **Professional Safety and Hygiene:** Provide NTNU faculty and staff Professional Safety and Hygiene services, such as clinical health



services, new employee body checkups, standard labor health checkups, other special checkups and health managements, and health education, health and hygiene promotion and guidance for faculty and staff.

NTNU Health Center:

<http://health.sa.ntnu.edu.tw/bin/home.php>

NTNU contract health service providers:

<http://health.sa.ntnu.edu.tw/ezfiles/5/1005/img/13/121772416.pdf>



5. Emergency Contacts

- **Telephone**

1. Main Campus: (02)7749-1111
2. Gongguan Campus: (02)7749-6666
3. Linkou Campus: (02)7749-8888

- **Virtual telephone service**

1. Voice over Internet Protocol (VoIP):
<http://voip.ntnu.edu.tw/webcall.php>
2. NTNU Faculty Directory: <http://voip.ntnu.edu.tw/webcall.php>

- **NTNU Police**

1. Main Campus I: (02)7749-3164
2. Main Campus II (Library): (02)7749-5654
3. Campus Security: (02)7749-3148
4. Gongguan Campus: (02)7749-6914
5. Linkou Campus: (02)7749-8532

6. Office of the Secretariat Problem Hotline

If faculty and students have any questions or problems, please fill out the appropriate form found in the link below. Your questions or problem will be forwarded to the relevant department or office.

Website:

<http://140.122.65.193/portal/MSB/>





國立臺灣師範大學教務處教學發展中心
Center for Teaching and Learning Development, NTNU

封面照片：192.8 | 林冠翔攝