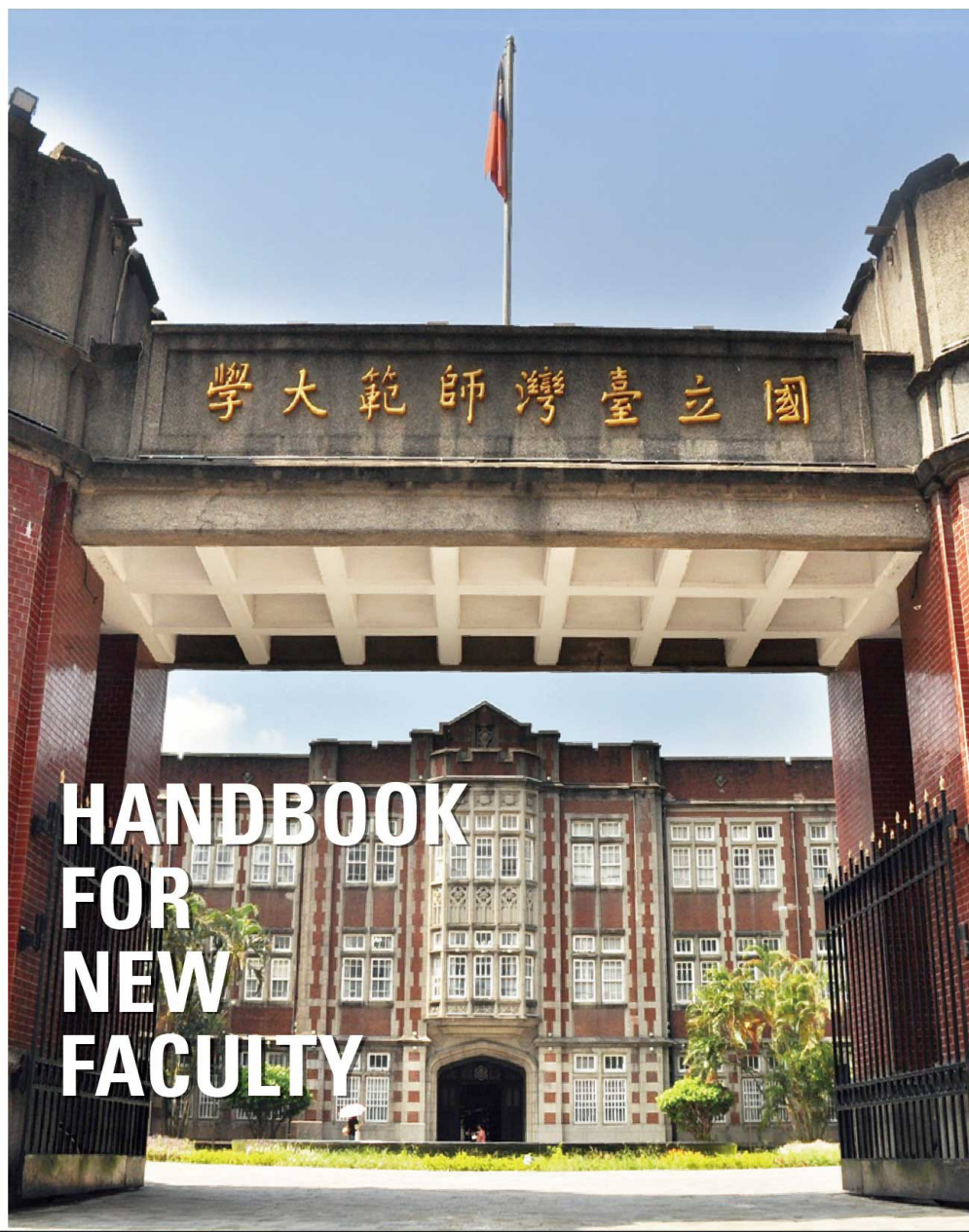




國立臺灣師範大學

111^{學年度} 新進教師手冊



國立臺灣師範大學
NATIONAL TAIWAN NORMAL UNIVERSITY

111^{學年度} 新進教師手冊

HANDBOOK
FOR
NEW
FACULTY





地理 柯博元 / 攝影

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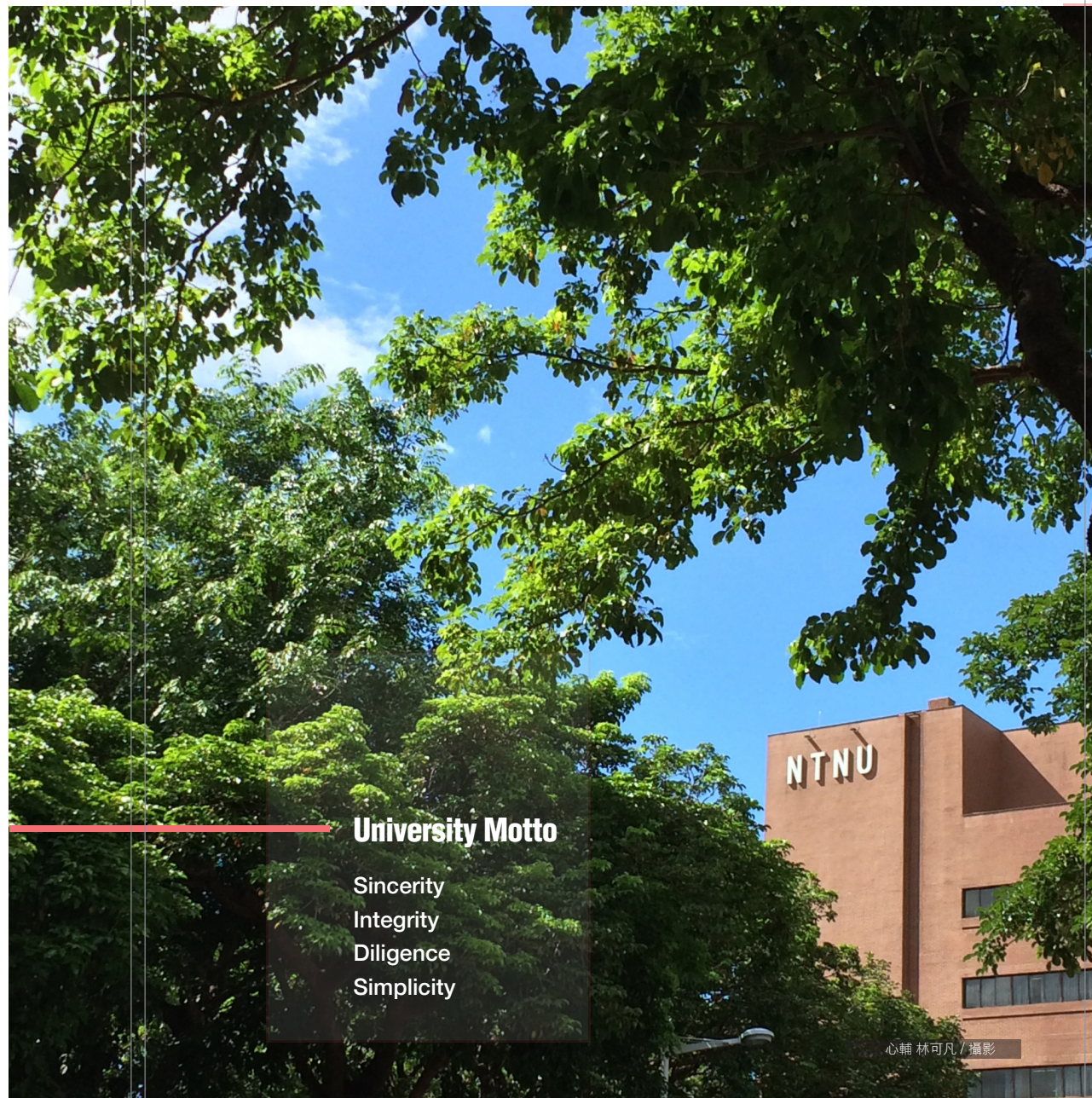
About NTNU

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.



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



University Motto

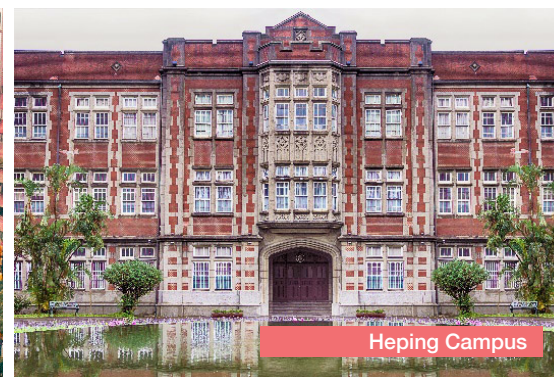
Sincerity
Integrity
Diligence
Simplicity

心輔 林可凡 / 攝影



CAMPUS

美術 戴震東 / 攝影



Heping Campus



Gongguan Campus



Linkou Campus

Main Campus I
Main Campus II
(Library)
Dormitories
Other

INSTRUCTION AND STUDENT ADVISING

1.1

Course Syllabus Upload

- Instructors should upload or update the syllabus, including "Course Schedule and Topic", "Instructional Approach", "Evaluation Criteria" and "Course Material and References", before the announcement of course schedule for each semester.
- Please noted that the teaching week has officially adjusted to 16 weeks from 2022 fall semester. Please plan your course content in a 16-week schedule and update your syllabus.
- For syllabus upload directions, please refer to the Curriculum Division website

http://www.aa.ntnu.edu.tw/6intro/super_pages.php?ID=6intro3



**Curriculum
Division**
Ext. 1200



**Division
Website**



1.2

NTNU Online Courses

- 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 Online at least one semester before launching the course.

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

The curriculum approved shall be valid for 5 years.

NTNU Online website

<https://www.co.ntnu.edu.tw/>



NTNU Online
Ext. 5502, 5504



NTNU Online



1.3

Moodle Learning Management System

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.

Moodle Learning Management System

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



NTNU Online
Ext. 5579



工教碩 楊宗曄 / 攝影

1.4

Course Evaluation Survey

▲ Mid-term Course Evaluation Survey

The survey will be available to students for two weeks, starting from the week of the midterm exam to one week after the midterm exam. Three days after the survey has ended, instructors can access the result of the survey via their NTNU iPortal accounts.

▲ 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.



Curriculum
Division
Ext. 1181



Course Evaluation Survey Website

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

1.5

Instruction Related Regulations

▲ Minimum Number of Teaching Hours

- o 8 hours for Professors; 9 hours for Associate and Assistant Professors; 10 hours for Lecturers.
- o Full-time Faculty from the College of Teacher Education: 12 hours for Professors; 13 hours for Associate and Assistant Professors; 14 hours for Lecturers.
- o Adjustments of hours should comply with the following rules:

Individuals with no reduced hours can move up to 4 hours to the other semester of the same academic year.

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.

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

- o Courses with more than 50 students
- o NTNU online courses
- o Courses with English as the Medium of Instruction (only for those who meet reward guidelines)
- o Course with National Language that facing a crisis of inheritance as the Medium of Instruction {only for those who meet reward guidelines}

▲ Hour Reduction

- o Academic Reduction
- o New Assistant Professor Reduction
- o Thesis Advising Reduction
- o Administrative Reduction



Curriculum
Division
Ext.1108

1.6

Grading

▲ Grade Submission

- o 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.
- o Instructors should assign grades based on students' level of attainment of the course's goal. After the end of the final exam week, grades should be uploaded before the deadline found in the "Grade Submission Schedule" announced by the Academic Affairs Office each semester.

▲ Missing the Grade Uploading Deadline

- o 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.
- o 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.

▲ Grade Correction

- o Grade correction procedure is as follows:
 1. 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.



Registry
Division
Graduate
Academic
Affair Division
Ext. 1077

2. 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.

- o 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.
- o Grade correction should be completed before the deadline found in the "Grade Submission Schedule" announced by the Academic Affairs Office each semester.

▲ Midterm Warning

- o 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



Grade
Submission



1.7

Ethics for Instructors

▲ 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.



Office of
Human
Resources
Ext. 1290, 1295
Ext. 1299, 5690

1.8

Academic Ethics and Education on Integrity

▲ 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

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

- 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.
- Individuals required by law or other funding agency regulations should abide by their respective rules.

3. Management and Auditing

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



Instructor's Evaluation
Office of Research and Development
Ext. 1469

MOST Research Projects

Office of Research and Development
Ext. 1325

Industry-Academia Collaboration Project

Division 4, Office of Human Resources
Ext. 1308

Ethics Education (AREE)- self-sign up for an account

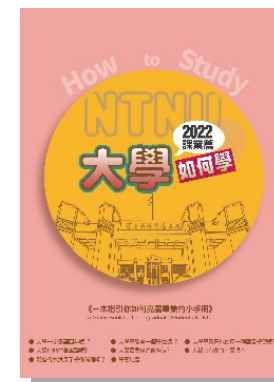
Center for Taiwan Academic Research
Ext. 1326

1.9

Student Advising Information

▲ 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://www.ctld.ntnu.edu.tw/學生學習成長/大學如何學>

▲ The Study Group Project

To aid students with learning difficulties, and to improve the advising strategy and ability of teaching assistants and tutors, the Center for Teaching and Learning Development (CTLD) 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.

- **Applicant Qualification:** Registered NTNU students, together with junior/senior students recommended by the department, and instructors from related fields
- **Application:** Download and complete the application form within the first month of each semester. The convener will submit the form to CTLD for review.



Student Handbook
Center for Teaching and Learning Development
Ext. 1892



The Study Group Project
Center for Teaching and Learning Development
Ext. 1892

Student Tutor Award

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

- **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.
- **Review Standards:** Applications will be reviewed based on the students' number of failed credit hours in the previous semester. Priority will be given to those who failed over half of their credit hours in the previous semester and who have taken tutored courses in the current semester.

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>



Student Tutor Award Project

Center for Teaching and Learning Development
Ext. 1892



Reading Group

Library
Ext. 5250



Chen Guang Learning Project for Disadvantaged Students

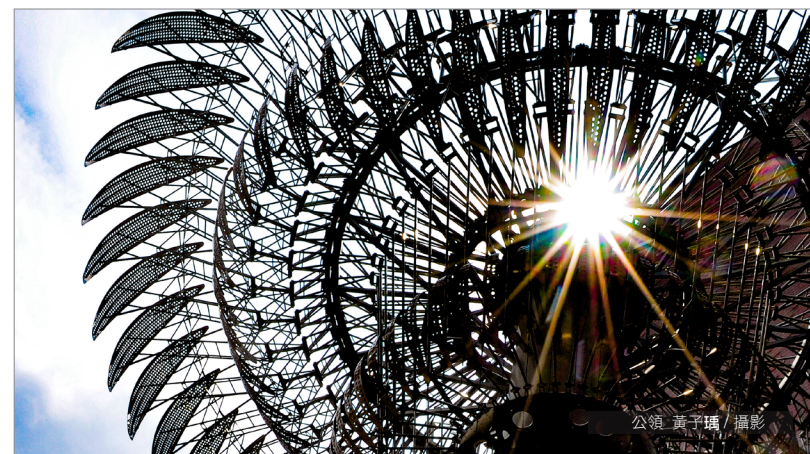
This project provides disadvantaged students with learning opportunities through participation in additional courses. Disadvantaged students who are interested in becoming a teacher or researcher can apply to the project by setting a learning goal and discussing about its feasibility and implementation 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://www.ctld.ntnu.edu.tw/> 晨光學習輔導計畫



Chen Guang Learning Project

Center for Teaching and Learning Development
Ext. 1892



▲ Academic English Speaking and Writing Tutoring Services

Under the framework of the Program on Bilingual Education for Students in College (BEST Program), there has been a significant increase in the number of EMI courses, and students taking EMI courses are required to do presentations or write reports in English. That is when academic English speaking and writing tutoring services provided by the Center for Academic Literacy (CAL) come in handy if students are struggling with this kind of assignment or want to excel at it. Students can obtain one-on-one tutoring services via CAL's booking system.

o Academic English Writing Tutoring Services:

Offering suggestions on structure, rationale, wording, and format for English essays, reports, and assignments, but no word-for-word translation, revision, review, or editing.

o Academic English Speaking Tutoring Services:

Offering suggestions on themes, syntax, semantics, context, grammars, and pronunciation for English oral discussion and presentation, seminar presentation and interview essays, graduate school and exchange program interviews, but no job interviews, and tutoring for workplace or daily conversation.

CAL Session Booking Rules

<https://www.cal.ntnu.edu.tw/index.php/guide-to-booking/>

Booking System:

<http://mywco.com/ntnucal>



Booking Rules



Booking System



INSTRUCTIONAL DEVELOPMENT RESOURCES

2.1 Teaching Awards

▲ 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.



Center for
Teaching
and Learning
Development
Ext. 1894



Teaching
Awards



2.2 Teaching Innovation Fund

To encourage NTNU instructors to actively seek instructional improvements and innovation, and form professional communities to improve instructional quality, NTNU has promulgated the "Subsidy Regulation for Enhancing Teaching Innovation and Community of Practice Program". 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.

For detailed information, please refer to the "Teaching Innovation Fund" page on the CTLD website.



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2.3 MOE Teaching Practice Research Program

To elevate teaching quality of the instructors and promote students' learning effectiveness, the Ministry of Education has started funding Teaching Practice Research Program since 2018. Teaching practice research refers to the faculty's process of adopting proper research method and tools to verify its effectiveness, which is achieved through the use of live educational arenas to propose questions, the utilization of curriculum design, teaching methods, or introducing education instruments and the use of media and technology.

Project website

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

For detailed information, please refer to the "MOE Teaching Practice Research Program" page on the CTLD website.



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Teaching
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Development
Ext. 1891



2.4

English as a Medium of Instruction

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. We provide online resources such as videos, online corpora, classroom English and etc. to assist with our instructors' professional development in teaching. Instructors interested in EMI can also join EMI workshops which are held on a monthly basis, to learn more about instructional methods and international experiences in EMI.



Center for Teaching and Learning Development
Ext. 1887,1889

▲ Incentives and Support for EMI Teaching and Learning

In November 2021, the University established the Office of Bilingual Education (OBE) to administer the BEST Program at NTNU. OBE is a new university-level office tasked to implement and monitor all bilingual education related policies and programs. To encourage NTNU instructors to offer more EMI courses, NTNU has promulgated several new policies, including "English Mediated Instruction Incentives Enforcement Guidelines", "Principles Governing Subsidies for the English as a Medium of Instruction Program", "EMI Teaching Assistant Application Guidelines", "Subsidy Application for Online Courses Fully Taught in English", etc. Approved EMI courses will be eligible to apply for additional funding, subsidies, and other support. Detailed application information will be published each semester.

Moreover, each college also has a Bilingual Assistant ready to help new faculty to keep up with the latest news and information about available EMI incentives and support. For additional information, please refer to the "Resources" page on the OBE website.

Office of Bilingual Education

<https://www.obe.ntnu.edu.tw/index.php/information/>



Office of Bilingual Education
Ext.7973



Bilingual Education



2.5

Teaching Assistants

- 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, Common Core and 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
 6. Departmental Courses of Bilingual Education Project → Apply through the different departments

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



Center for Teaching and Learning Development
Ext. 1888



2.6

Hong Hu Camp (New Faculty Orientation)

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.



Center for
Teaching
and Learning
Development

Ext. 1877

2.7

Instructional Consultation

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 "Instructional Consultation" page on the CTLD website.



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Ext. 1877



2.8

Formative Peer Review of Teaching (FPRT)

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.



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Ext. 1877



2.9

Course Subsidy

▲ 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.

▲ 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 help departments 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.



Center for
Teaching
and Learning
Development
Ext. 1890

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and Learning
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Ext. 1892



Capstone
Course



2.10

Online Professional Development Courses for Faculty

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, CTLD has translated, with the permission of Vanderbilt University, valuable guides on issues such as "Motivating Students", "Lecturing", "Active Learning", and "Classroom Assessment Techniques".



Center for
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and Learning
Development
Ext. 1885

RESEARCH PROJECT FUNDING AND AWARDS

3.1

Research Project Funding

Ministry of Science and Technology (MOST) Industry
-Academia Cooperation Research Projects

Application Time Frame

Twice a year



Office of
Research and
Development
Ext.1218

MOST Research Projects

Application Time Frame

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.



Office of
Research and
Development
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 website:






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








3.2

Awards and Funding

External Sources

MOST Travel Grant for Overseas Conferences	 Office of Research and Development Ext. 1323
Application Time Frame	
7 weeks before the Meeting	
MOST Funding for Holding International Academic Conferences in Taiwan	 Office of Research and Development Ext. 1319
Application Time Frame	
In March and September each year. (Please refer to NTNU announcements for deadlines)	
MOST Funding for the Recruitment of Visiting Technology Professionals	 Office of Research and Development Ext. 1319
Application Time Frame	
Available Year-Round (It is recommended that you submit your application at least 2 months before recruitment)	
MOST Funding for the Invitation of International Technology Professionals for Short-term Visits to Taiwan	 Office of Research and Development Ext. 1319
Application Time Frame	
At least 6 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	 Office of Research and Development Ext. 1319
Application Time Frame	
Will be announced in April of each year Registration will open from May to July.	

NTNU Sources

Research Project Subsidy for New Faculty	 Office of Research and Development Ext. 1323
Subsidy for the Holding of International Academic Conferences	
Subsidy to Encourage the Exhibition or Performance of Artistic Innovation	
Application Time Frame	 Office of Research and Development Ext. 1323
Application available online twice per year (NTNU iPortal/Office of Research and Development Application System) First Application Period: September 1 st to 30 th Second Application Period: March 1 st to 31 st	
New Faculty and Research Fellow's Foreign Travel Fund for Thesis Publications in International Conferences	
Application Time Frame	 Office of Research and Development Ext. 1323
Available Year-Round (Must Apply at least five weeks before the conference)	
Faculty and Research Fellow's Foreign Travel Fund for the Purpose of Attending Premier International Conferences	
Subsidy for the Holding of Premier International Conferences	 Office of Research and Development Ext. 1323
Application Time Frame	
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)	
Subsidy for the Publication of Original Academic Theses	 Office of Research and Development Ext. 1323
Application Time Frame	
Available Year-Round (Apply online. Must apply within the same fiscal year as the date shown on the submitted material)	
Subsidy for English Theses Editing Services	 Office of Research and Development Ext. 1323
Application Time Frame	
Available Year-Round (Must apply within the same fiscal year as the date shown on the submitted material)	
Subsidy for Academic Thesis and Books	 Office of Research and Development Ext. 1323
Application Time Frame	
Application available online annually from October 1 st to 31 st	

NTNU Sources

Subsidy for Formation of Transdisciplinary Teams	 Office of Research and Development Ext. 1319
Application Time Frame	
Any time before the submission of the project proposal	
Subsidy for the Improvement of Academic Research	
Application Time Frame	
Apply online from September 1 st to 30 th each year	
Subsidy for the Promotion of International Cooperative Research Projects	
Application Time Frame	
Will be announced in June every year. Must apply before August 30 th	
Annual Research Excellence Prize	 Office of Research and Development Ext. 1324
Application Time Frame	
The Office of Research and Development will notify each department to draft the list before the end of March each year	
Teachers of Academic Excellence Incentive	 Office of Research and Development Ext. 1330
Application Time Frame	
Apply online in October every year (NTNU iPortal)	
Matching Fund for Research Project	
Application Time Frame	
Available Year-Round	
Distinguished Talents Incentive	
Application Time Frame	
Apply online in May every year (NTNU iPortal)	

NTNU Sources

Industry-Academia Cooperation Reward	 Office of Research and Development Ext. 1218
Application Time Frame	
Apply from March 1 st to March 31 th each year	
Excellent Journal Award	 Office of Research and Development Ext. 1335
Application Time Frame	
Within two months after being notified of winning	

3.3

Patent Application and Technology Transfer

For Patent Application and Technology Transfer, please see below:

1. Patent Application, Maintenance, and Grant related services.
2. Patent Public Assignment and Technology Transfer Announcements.
3. Technology Transfer and Licensing Contract Review and Negotiation.
4. Distribution of Technology Transfer and Licensing generated and royalty.
5. MOST Subsidy for Excellent Technology Transfer Center and MOST Award for Excellent Technology Transfer related services.
6. Patent and Technology Transfer Licensing data management.
7. Registration of data (R&D Results) into the STRIKE system developed by MOST.

Forms

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


Division of Research and Industry Liaison
Patent Application
 Ext. 1318
Technology Transfer
 Ext. 1320



3.4

Research Consultation

▲ Research Consultation offered by Faculty Excelling in Scholarly Work

1. 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".
2. 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.
3. 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.

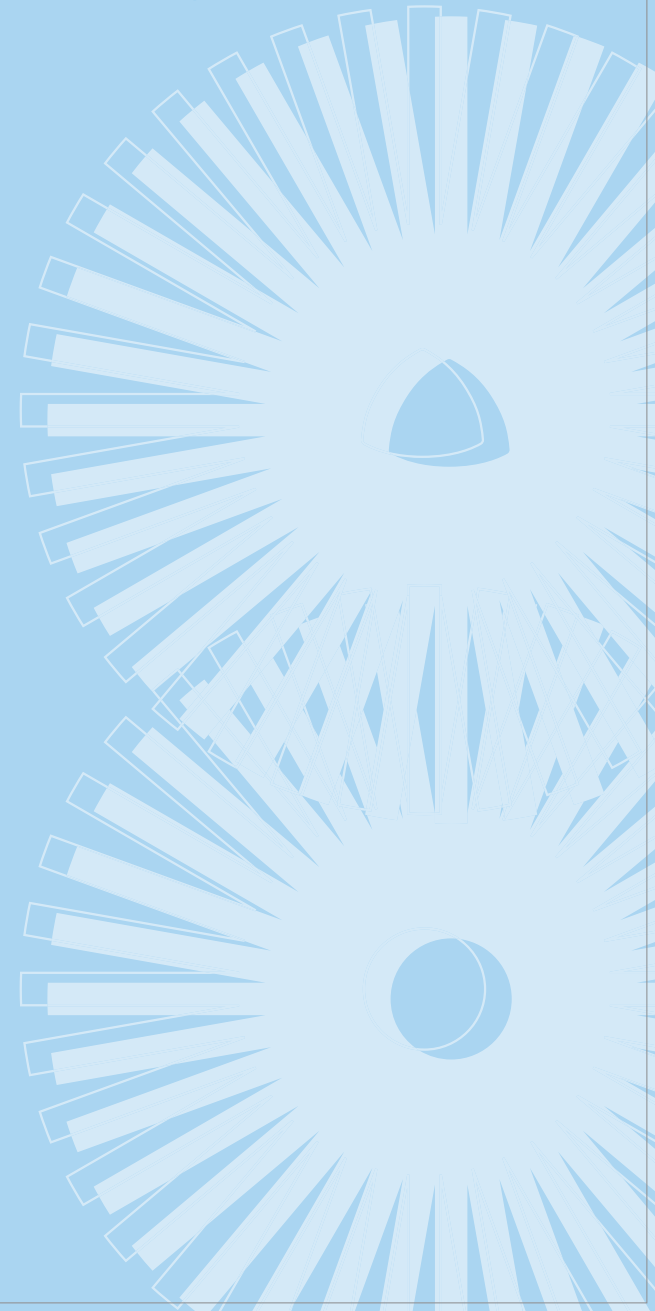
Regulation & Forms

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



Office of
Research and
Development
Ext. 1324

International Exchange Resources



Office of International Affairs

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.

Office of International Affairs Website
<http://www.ntnu.edu.tw/oia>



國語教學中心 梁英 / 攝影

4.1

For Faculty

▲ Announcement of Faculty Going Abroad Subsidy

- Latest announcements will be available via the NTNU iPortal and the OIA website.
- Website Pathway: Homepage/Faculty and Staff

▲ University Exchange Faculty Project

- Application Period: February
- Information: to take courses, conduct research, lectures, visits, attend academic conferences at universities that have signed agreements with NTNU.
- Relevant Regulations: National Taiwan Normal University Guidelines Regarding Faculty Exchanges for International Agreements of Academic Cooperation or Project Partnerships
- Website Pathway: Homepage/Faculty and Staff/Faculty Going Abroad

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

o Ministry of Education Pilot Overseas Internship / New Southbound Policy Pilot Overseas Internship

- Application Period: January and August
- 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.

o NTNU Subsidy for the Promotion of International and Exchange

- Application Period: April and October
- 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: NTNU Subsidy for the Promotion of International Exchange Programs

4.2

For Students

▲ Degree Program Application

- Application website for Foreign Students (Chinese)
<https://bds.oia.ntnu.edu.tw/bds/apply>
- Application website for Foreign Students (English)
<https://bds.oia.ntnu.edu.tw/bds/en/apply>

▲ Incoming Short-Term Exchanges

- Incoming Exchange Students (Chinese)
<https://bds.oia.ntnu.edu.tw/bds/IE>
- Incoming Exchange Students (English)
<https://bds.oia.ntnu.edu.tw/bds/en/IE>
- Incoming Visiting Students (Chinese)
<https://bds.oia.ntnu.edu.tw/bds/VS>
- Incoming Visiting Students (English)
<https://bds.oia.ntnu.edu.tw/bds/en/VS>
- Non-partner Incoming Visiting Students (Chinese)
<https://bds.oia.ntnu.edu.tw/bds/NP>
- Non-partner Incoming Visiting Students (English)
<https://bds.oia.ntnu.edu.tw/bds/en/NP>

▲ Study Abroad & Short-Term Visits Abroad

- Outbound Exchange Students (Chinese)
<https://bds.oia.ntnu.edu.tw/istudent/OE>
- Outbound Exchange Students Quota List (Chinese)
<https://bds.oia.ntnu.edu.tw/bds/web/outgoing-quotalist>
- Outbound Scholarships (Chinese)
<https://bds.oia.ntnu.edu.tw/istudent/OS>

PERSONNEL SERVICES & WELFARE



5.1

Instructor Qualification Review (Holders of Teacher Certificate are exempted)

1. 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.
2. Reviewees must submit the following documentation within the first month of their employment. The Office of Human Resources will forward the material every October and April to the Ministry of Education.
 - One copy of the front side of the National Identification Card
 - Two Photos (One 1-inch and one 2-inch)
 - Degree Diploma (copies not accepted. Foreign diploma needs to be notarized by missions of the Republic of China abroad)
 - Three copies of the Instructor Qualification Review CV
 - Foreign Degree Details Form (Holders of domestic degrees are not required to submit this form)
 - Transcripts (Only Foreign Degree Holders. Transcript must be notarized by missions of the Republic of China abroad)
 - 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)
 - Instructor Qualification Review Form
3. 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:
 - Has taught in NTNU for at least four consecutive semesters
 - Each of the applicant's averaged Course Evaluation Survey score during the most recent four consecutive semesters in NTNU is above 4.0
 - Each of the applicant's service assessment score during the most recent two consecutive years in NTNU is at least 85.
4. Project-based Instructors may apply for Teacher Certificate in accordance with Full-time Faculty Qualification Review Regulations



**Office of
Human
Resources**
Ext.1290,1295
Ext.1299,5690

5.2

Teacher Evaluation

▲ Full-time Faculty

- 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)
- 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.
- 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.

▲ Project-based Faculty (Research Fellows)

- Will be evaluated annually (The Project-based Faculty and Research Fellow Employment Guideline can be downloaded from the Office of Human Resources website)
- The contract will be renewed if the faculty passes the evaluation.
- 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.
- 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.

▲ Contract Faculty

- Will be evaluated annually (The Contract Faculty Employment Guideline can be downloaded from the Office of Human Resources website)
- The contract will be renewed if the faculty passes the evaluation.
- 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.



**For Full-time
Faculty**
**Office of
Research and
Development**
Ext.1469



**For Project-
based Faculty
(Research
Fellow)**
**Office of
Human
Resources**
Ext.1290,1295
Ext.1299,5690
**Office of
Research and
Development**
Ext.1469



**For Contract
Faculty**
**Office of
Human
Resources**
Ext.1290,1295
Ext.1299,5690

5.3

Promotion

▲ Promotion Deadline

- 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.
- Contract of those who fail to get promoted within the aforementioned one extra year will not be renewed.
- 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.
 - Unforeseen major incidents
 - Parental Leave
 - Maternity Leave
- New faculty who passed their evaluation may apply for promotion in the following semester.

▲ Qualification

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



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▲ Application Period

- Once a semester
- Applicants should apply to their departments by September 10th or March 10th
- Those who missed the deadline will have to wait to apply in the following semester.

▲ Promotion Restrictions

- The applicant must be teaching in the semester they apply for promotion, and the semester the promotion comes into effect.
- Faculty who are on temporary transfer to other institutions are not qualified to apply.
- Faculty who failed in the promotion application are not qualified to apply in the following semester.
- 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.
- Faculty who fail to pass the previous evaluation are not qualified to apply for promotion.

▲ Faculty Promotion Evaluation and Standards

- 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.
- Teaching: A score of 80 or higher
- Service: A score of 80 or higher
- 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)

- Should be relevant to the applicant's teaching subjects

- 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.
- 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.
- Publications shall have appeared in one of the following indexes: SCI, SSCI, TSSSCI, EI, A&HCI, the new THCI since 2016 (previously THCI), EconLit, SCOPUS, and ERIH. 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.
- 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.
- Each college has its own basic standards on publication for promotion, and a list of approved foreign/domestic peer reviewed journals or professional publications.
- 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.
- The review of promotion shall follow the rule set forth by the department, or college level regulations if it is more rigorous.

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

▲ **Book publications should be reviewed by one of the following**

- Foreign and Domestic Universities with a peer-review Publication Editorial Committee
- Foreign and Domestic Research Institutions with a peer-review Publication Editorial Committee
- Journal Editorial Committee found in the Ministry of Science and Technology announcement, that also review books for publication.
- Peer reviewed joint publications with a Joint Editorial Committee formed by Foreign and Domestic Universities, or Research Institutions, or other publishing agencies.
- 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**

5.4

Holding a Part-time Position

1. Employees should ask for NTNU's written permission before accepting a part-time position outside of the university.
2. 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.
3. The part-time position should not interfere with the employee's job performance at NTNU.
4. Total number of part-time work hours should not exceed 8 hours per week.
5. 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.
6. 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.
7. 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.
8. 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.
9. Compensations received for part-time positions held in violation of relevant regulations shall be recovered as part of the University Endowment Fund.
10. 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".



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5.5

Instructor's Leave

▲ Leaves

- 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.
- 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

- 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.
- Family Care Leave: Maximum 7 days per academic year. This leave will be included in the Personal Leave calculation.
- Sick Leave: Maximum 28 days per academic year.
- 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.
- Pre-maternity Leave: 8 days
- Pregnancy checkup and Paternity Leave: 7 days
- Maternity Leave: 42 days
- Miscarriage Leave: 42, 21, or 14 days
- Wedding Leave: 14 days
- Funeral Leave: 15, 10, or 5 days. Must be taken within 100 days of the passing.
- Bone Marrow Donation Leave: Awarded on a case-by-case need-basis.



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Ext.1291, 1301
Ext.6995

- 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.

- o To attend government held meeting, inspection, test, or attend international conferences. Must receive university approval.
- o 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.
- o 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.
- o 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.
- o To work part-time or provide collaborative service at cooperating companies due to academia-industry cooperation. University approval is required.
- o 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.
- o As required by law, to attend court proceedings to testify on cases of sexual assault, sexual harassment, or bullying.
- o 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/>



5.6

Traveling Abroad

▲ 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

- 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 Office of Human Resources, 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.
- 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.



Office of
Human
Resources

Ext.1291, 1301

Ext.6995

5.7

Faculty Appeals

- 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 lawsuits or labor dispute settlement, 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.



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- 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 15 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:

NTNU Teacher Grievance Committee Organization and Review Guideline

Teacher Grievance Committee Organization and Review Guideline

5.8

Welfare and Benefits

1. Wedding Subsidies
2. Childbirth Subsidies
3. Subsidies for Dependent's Funeral
4. Subsidies for Unpaid Parental Leave for Raising Children
5. Educational Subsidies for the Children of Full-time Faculty
6. Civil Servant Insurance Payment for Disabilities
7. Health Check Subsidy
8. Housing Mortgage
9. Loan for Major Disasters, Injuries & Illnesses, or Funerals
10. Physical Education Classes for Employees
11. Parking Permit application
12. Employee's children are eligible to apply to the Junior High Division of the Affiliated Senior High School of NTNU
13. Others
 - Birthday Gift Certificates, Spring Festival Greetings, subsidies for unit cultural and entertainment activities, sports outfits



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Ext.1305

5.9

Information for Income Tax

1. Annual income is calculated based on calendar year from January 1st to December 31st, namely a taxable year.
2. For the foreigners who plan to stay in Taiwan for 183 days or more within a taxable year, they may apply for the qualification of resident income tax rate. To do this, foreigners may provide the department staff with a photocopy of the Alien Resident Certificate (ARC) and a Resident Withholding Status Application Form for Aliens (download path: Administration/Office of General Affairs/Cashier/Form download) to be officially processed by the department staff and supervisor. The Department staff will log in to "Income Tax System (NEW)" through NTNU Information Portal to apply for the qualification and upload the application form. The resident tax rate will be applied to the foreigners once the Cashier Division approves the application.
 - * According to the Decree No.09704542390 of MOF, the validity of visas or ARCs of foreigners should be confirmed yearly. Thus, foreigners are required to apply for qualifying a resident income tax rate every year.
 - * If the foreigners with approved resident taxation determine to leave Taiwan earlier and result in less than 183 days of residence in Taiwan within a taxable year, please notify the Cashier Division to change status to aliens taxation at least 10 days before departure. So that the tax difference will be calculated and payment for tax difference can be made to avoid penalty and related liability.
3. 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/Applications/ General Affairs Cashier Related System/ Income Tax Return Information (including Insurance Premium) (zh-tw)



Cashier
Division,
Office of
General Affairs

Ext.5454

Ext.5458

4. 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.
5. 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.
6. 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.



Cashier
Division,
Office of
General
Affairs

Ext.5454

Ext.5458

LIBRARY RESOURCES AND INFORMATION SERVICES

6.1

Library Resources

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.

▲ Circulation services

My library account activate, collection check-in and check-out and My library account services.

▲ Interlibrary loan services

Interlibrary loan card, NTU interlibrary loan service and document delivery services.

▲ Faculty Services

Subject-specialist librarians, course reserves service and library instruction services.

NTNU Library website

<http://www.lib.ntnu.edu.tw/>

E-mail to NTNU Library

libread@ntnu.edu.tw



**Circulation
Desk on the
1st Floor,
Main Library**
Ext. 5235, 5236

**Smile
Information
Desk on the
2nd Floor,
Main Library**
Ext. 5250, 5251

**Gongguan
Branch Lib.**
Ext. 6889

**Linkou
Branch Lib.**
Ext. 8452



6.2

Information Network

Internet Services

Email services, Campus wired/wireless networks, cross-university wireless roaming, off-campus VPN service, VOIP services.

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.

Information Technology Center Website

<https://www.itc.ntnu.edu.tw/>



Information
Technology
Center
Ext. 3737



6.3

Publishing Services

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:

- o Applications for ISBN (International Standard Book Number) and GPN (Government Publication Number)
- o Publication Consignment Sales

Journal Publishing Services

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

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

NTNU Press Website

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



NTNU Press
Ext. 5291
Journal
Institutional
Repository and
Licensing
Ext. 5279



HIRING AND PROCUREMENT



7.1

Regulations for hiring

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

1. 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.
2. 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.



Facility
Service
Division,
Office of
General
Affairs
Ext. 1919
Ext. 1938
Ext. 1969

7.2

Procurements over NT\$100,000

1. 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.
2. 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.
3. 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



**Procurement
Division,
Office of
General
Affairs**
Ext. 1967
Ext. 1962

CAMPUS LIFE AND HEALTH



8.1

Life at NTNU

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:

NTNU Life Service Center

<https://www.ga.ntnu.edu.tw/service/>



Construction and
Maintenance
Division, Office of
General Affairs

Ext. 1971



8.2

Transportation among Campuses

▲ Shuttle Service between Heping Campus and Gongguan Campus

Point to ride at Heping campus: Education Building; get off at Main gate;

Point to ride and get off at Gongguan Campus: In front of General Building

▲ Shuttle Service between Heping Campus and Linkou Campus

Point to ride in the morning: Water Pond of Main Campus I;

Point to ride at noon: west side of the Confucius statue at Main Campus II;

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:

<http://www.ga.ntnu.edu.tw/bus.html>



Facility Service
Division, Office of
General Affairs

Ext. 1942



8.3

Fitness and Sports Facilities

Main Campus

1. Gymnasium
 - A. Weight Training Room
 - B. Martial Arts Room
 - C. Table Tennis Room
 - D. Athletics Training Room
 - E. Gymnastic Room
 - F. Small Dance Room
 - G. Large Dance Room
 - H. Multi-Sport Court
2. Athletics Field: Also includes Baseball, Softball, and Football Field
3. Outdoor Basketball Court
4. Outdoor Volleyball Court
5. Tennis Court
6. Natatorium: Swimming Pool, Hydrotherapy Spa, Sauna, and Steam Room

Gongguan Campus

1. Gymnasium
 - A. Multi-Sport Court (3 basketball courts or 4 volleyball courts)
 - B. Indoor Athletics Field
2. Athletics Field: Also includes Baseball, Softball, and Football Field
3. Outdoor Basketball Court
4. Tennis Court
5. Outdoor Volleyball Court
6. Softball Batting Cage
7. Weight Training Room
8. Athletics Training Room
9. Archery Room



Facilities and
Equipment
Management
Office

Ext. 3174

Natatorium

Ext. 3180



Athletics
Department
Gongguan
Campus

Ext. 6853



旅所 朱文增 / 攝影

Linkou Campus

1. Gymnasium
 - A. Multi-Sport Court
 - B. Taekwondo Training Base
 - C. Table Tennis
 - D. Weight Training Room
 - E. Small Dance Room
 - F. Large Dance Room
2. Athletics Field: Includes Football Field
3. Outdoor Swimming Pool

▲ Promotion of Sports and Exercises

NTNU holds various kind of sports events every year:

1. Annual Sports Meet (November)

Track and fields, variety games, cheerleading competition, sports festival
2. Annual Water Sports Meet (June)

Individual and relay race, variety games
3. Intramural Inter-Department Sports Game

Volleyball, basketball, softball, badminton, table tennis, tug of war, etc.
4. Fitness Class and Sports Class

Aerobic dance, weight training, yoga, table tennis, tennis, etc.
5. Faculty Sports Club

Basketball, table tennis, badminton, tennis, etc.

To find out more about the Athletics Department, please visit our official website at <https://www.phr.ntnu.edu.tw/>



Athletics
Department
Linkou Campus
Ext. 8466



Sports and
Recreational
Activities Office
Ext. 3177



8.4

Health Services

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 Website

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

NTNU contract health service providers

<http://health.sa.ntnu.edu.tw/ezfiles/5/1005/img/13/807693523.pdf>



Main Campus
Ext. 3110

Gongguan
Campus
Ext. 6450



Health Center



Service
Providers



8.5

Emergency Contacts

Telephone

Main Campus [02]7749-1111

Gongguan Campus [02]7749-6666

Linkou Campus [02]7749-8888

Virtual telephone service

1. Voice over Internet Protocol (VoIP)

<https://voip.ntnu.edu.tw/>

2. NTNU Faculty Directory

<https://voip.ntnu.edu.tw/phonebook.php>

NTNU Police

Main Campus I [02]7749-3164

Main Campus II
(Library) [02]7749-5654

Campus Security [02]7749-3148

Gongguan Campus [02]7749-6914

Linkou Campus: [02]7749-8532



VoIP



Faculty
Directory



8.6

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.

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

