



112 學年度
新進教師手冊





112 學年度 新進教師手冊

HANDBOOK
FOR
NEW
FACULTY

目錄

0. 認識師大

0.1 師大簡介	7
0.2 校訓	8
0.3 校區	11

1. 教學與學生輔導

1.1 上傳課程綱要	13
1.2 數位課程	13
1.3 Moodle 數位學習平台	14
1.4 課程意見調查	15
1.5 授課相關規定	16
1.6 成績相關規定	17
1.7 教師倫理	19
1.8 學術倫理與誠信教育	20
1.9 學生輔導資訊	21

2. 教學發展資源

2.1 教學獎勵	26
2.2 教學精進計畫補助	27
2.3 教學實踐研究計畫	27
2.4 英語授課	28
2.5 教學助理	29
2.6 鴻鵠營	30
2.7 教學諮詢輔導	30
2.8 同儕觀課與回饋	31
2.9 課程補助	32
2.10 教師教學專業成長數位課程	33

3. 研究計畫補助與獎勵

3.1 研究計畫補助	35
3.2 獎勵補助	36
3.3 專利申請與技術移轉	39
3.4 研究諮詢	40

4. 國際交流資源

4.1 教師國際交流資源	43
4.2 學生國際交流資源	44

5. 人事服務與福利

5.1 教師資格送審	46
5.2 教師評鑑	47
5.3 升等	48
5.4 兼職	51
5.5 教師差假	52
5.6 出國	54
5.7 教師申訴	55
5.8 各項福利資訊	56
5.9 所得稅務資訊	57

6. 圖書資源與資訊服務

6.1 圖書資源	59
6.2 資訊網路	60
6.3 出版服務	61

7. 聘雇人員與採購

7.1 聘雇人員之勞工保險事宜	63
7.2 辦理逾新臺幣 15 萬元之採購	63

8. 學校生活與健康

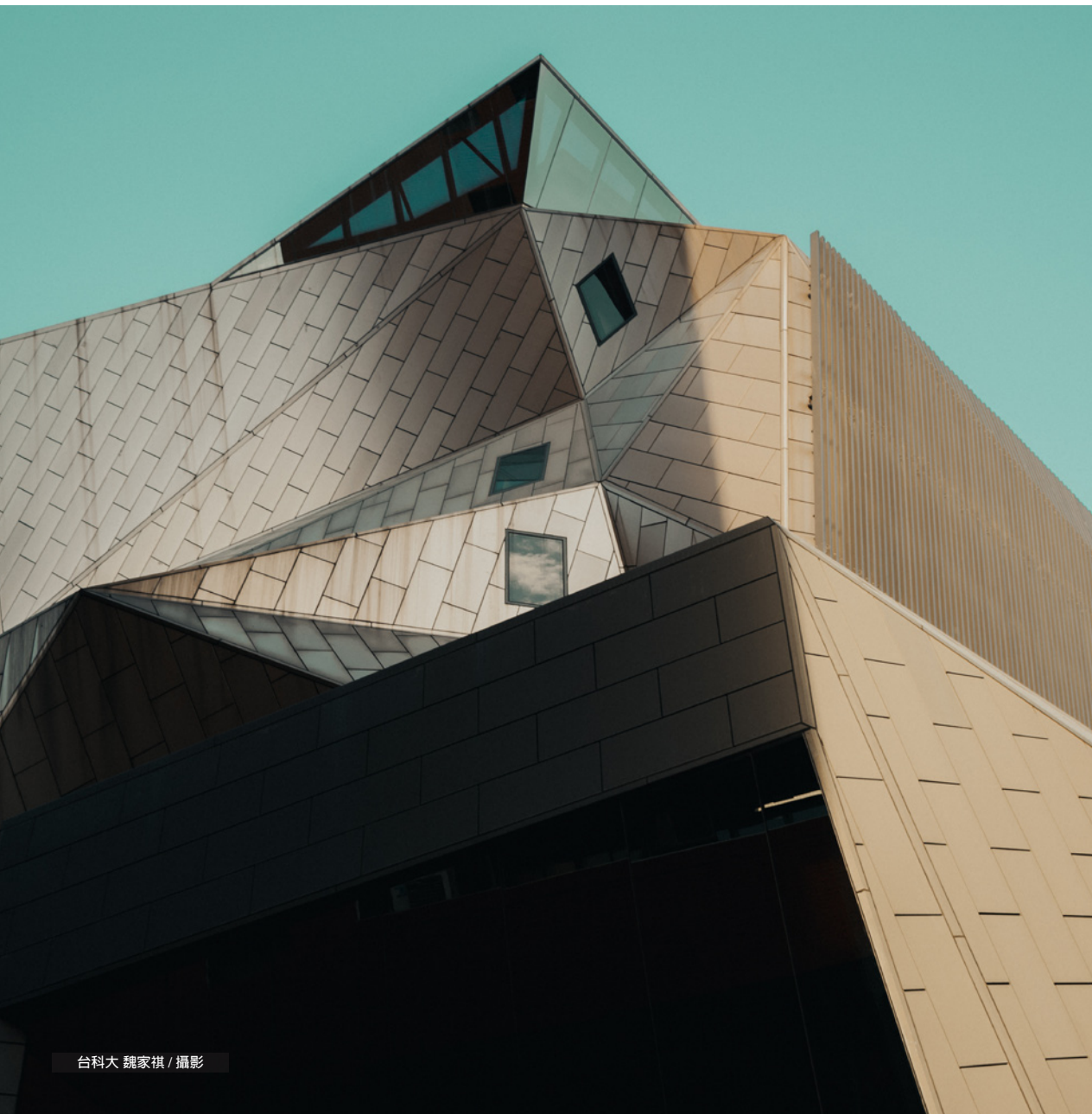
8.1 師大生活便利通	65
8.2 交通資訊	65
8.3 體育設施	67
8.4 保健醫療服務	69
8.5 校內電話及緊急報案專線	70
8.6 秘書室馬上辦	71



師大 簡介

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。



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。

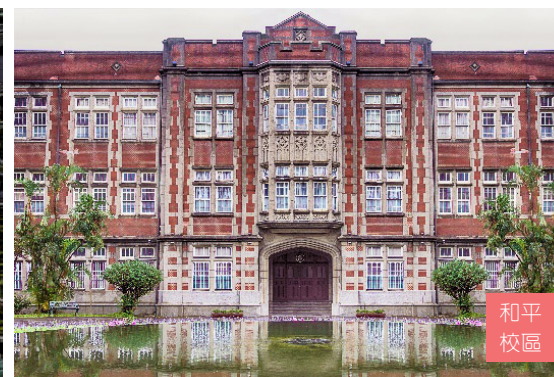
本校現有(112學年度)教育、文、理、藝術、科技與工程、運動與休閒、國際與社會科學、音樂、管理、跨域科技產業創新研究學院等10個學院、31學系、12個學位學程/學士班及24個獨立研究所。



師大 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** 不奢靡、不浮華。
凡事能做到質樸無華、闔然尚綱。



- 本部校區
- 圖書館校區
- 宿舍區
- 其他館舍



- 理學院校區



- 僑生先修部

1.1

上傳課程綱要

- ▲ 教師應於每學期課程公告日前上傳或更新課程綱要
包括「教學進度與主題」、「教學方法」、「評量方法」及「參考書目」四個部分。如為全英語授課（EMI）之課程，各項內容均應以英語輸入。

本校自 111 學年度起正式調整上課週數為 16 週，請教師依 16 週週數規劃教學進度。

- ▲ 教師課程綱要編輯指引

檔案下載路徑：教務處首頁→課務組→課程資訊
https://www.aa.ntnu.edu.tw/zh_tw/Curriculum/Curriculum01



課務組
1180



1.2

數位課程

- ▲ 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及課程著作權切結書，送教務處網路大學辦公室檢視後，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。

詳細資訊請見 網路大學辦公室 網站

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



網路大學
5504



網路大學
官方網站



1.3 Moodle 數位學習平台

▲ 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。

▲ 數位學習平台網址：

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

網路大學
5673



張新偉 / 攝影

1.4 課程意見調查

▲ 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。

▲ 課程意見調查網址：

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

課務組
1186



1.5 授課相關規定

▲ 教師基本授課相關規定

- 教授八小時；副教授九小時；助理教授九小時；講師十小時。
- 師資培育學院專任教師，其基本授課時數為：教授十二小時；副教授十三小時；助理教授十三小時；講師十四小時。
- 實際授課時數及加計時數合計後，應符合下列規定：無減授者，當學期可調整至多四小時至同學年另一學期授課補足。

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二小時，全學年合計至少授課九小時，其餘時數得以減授或抵充時數補足。每學期行政減授二小時者，全學年合計至少授課六小時，每學期行政減授四小時以上者，全學年合計至少授課三小時，其餘時數得以減授或抵充時數補足。

▲ 授課時數加計

- 授課人數超過 50 人以上
- 數位課程
- 英語授課（符合獎勵要點者）
- 國家語言授課（符合獎勵要點者）

▲ 授課時數減少或折抵

- 學術減授
- 論文指導折抵
- 新進助理教授減授
- 行政減授



課務組
1181

相關規定詳見

國立臺灣師範大學教師授課時數核計要點

國立臺灣師範大學全英語授課獎勵實施要點

國立臺灣師範大學推動國家語言發展授課獎勵實施要點

1.6 成績相關規定

▲ 成績繳交

- 本校學生之學業成績（含學位考試成績）均以等第制評量，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。
- 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，依教務處每學期公告之「送交學期成績日程表」所定期限完成修課學生成績登錄。

▲ 逾期末登錄成績

- 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。
- 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

- 教師更正成績，程序如下：
 - 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。



註冊組、
研教組
1077

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。

- 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。
- 教師更正學生成績至遲應於教務處每學期公告之「送交學期成績日程表」所定期限完成更正程序。

▲ 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。

▲ 學生成績作業要點：

<https://reurl.cc/b7y3Kd>

▲ 成績登錄網址：

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



學生成績
作業要點



成績登錄



1.7 教師倫理

▲ 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。



人事室

1290、1295

1299、5690

相關內容詳見

國立臺灣師範
大學教師專業
倫理守則

1.8 學術倫理與誠信教育

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

1. 修課方式：

- 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。
- 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：

- 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。
- 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，由研究發展處統籌辦理並追蹤管理；專任教研人員及專業技術人員未依上開規定完成修課者，得列入本校教師評鑑之參考。



教師評鑑

研發處

1469

國家科學及
技術委員會
計畫申請

研發處

1325

產學合作
計畫人員

人事室
第四組

1308

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

相關法規詳見

本校學術倫理
與誠信教育實
施要點

1.9 學生輔導資訊

學生手冊

教務處編制「大學如何學－課業篇」、「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

大學如何學－課業篇

<https://reurl.cc/94Endv>

研究生手冊

<https://reurl.cc/aaErX4>



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，由相關系所教師、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。

- 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。
- 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。



學士學生手冊

教學發展

中心

1892



研究生手冊

研究生

教務組

1087



課業輔導
學習社群
計畫

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。

- **申請資格：**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。
- **申請方式：**依受輔學生之不及格學分數為依據，以上學期二分之一學分不及格且當學期有修習受輔課程之學生為優先。

▲ 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。「自主讀書會」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。「英語讀書會」切合學校雙語教育計畫，每學期招募本校外籍生或英語表現優異之同學擔任帶領人，讓同學有機會跟來自全球不同國家的外籍生互動！主題多元、時段彈性，透過小組討論熟悉英語閱讀並輕鬆開口說英語。

圖書館讀書會 網站

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



學生課業
輔導員學習
獎勵方案

教學發展
中心
1892



讀書會
圖書館
總館2F
參考諮詢
服務台

5250



讀書會網站



▲ 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

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



晨光學習
輔導計畫
教學發展
中心
1892



申請網站



物理碩 黃步偉 / 攝影

教學發展資源

▲ 學術英語口說、寫作諮詢服務

為因應「大專校院學生雙語化學習計畫」的實施，學生修習 EMI 課程時需要以英語口說討論、撰寫書面報告或學位論文、準備論文口試等情況，英語學術素養中心提供學術英語寫作和口說的諮詢服務；學生可利用線上平台預約時段與輔導員於校本部或公館校區諮詢室進行一對一的實體諮詢或於該平台進行線上諮詢。

• 英語學術寫作輔導服務說明：

就英文論文、報告和作業等提供組織架構、論述邏輯、文法用字和格式等建議，但不提供翻譯、逐字修訂、校對、潤飾等服務。

• 英語學術口說輔導服務說明：

就英文課堂討論與報告、論文口試與口語簡報、碩博士班及交換學生面試等提供主題語意、語用情境與發音語調等建議，但不提供求職面試、職場會話、生活會話輔導。

詳細資訊請見

預約諮詢說明專頁

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

預約平台

<http://mywco.com/ntnucal>



預約諮詢
說明專頁



預約平台



2.1 教學獎勵

▲ 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。

詳細資訊請見 **教學發展中心** 網頁

<https://ctld.ntnu.edu.tw/教師專業發展/教師教學獎勵/辦法說明>



教學發展中心
1894



獎勵辦法



2.2 教學精進計畫補助

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。

詳細資訊請見 **教學發展中心** 網頁

<https://ctld.ntnu.edu.tw/教師專業發展/教學精進創新>



教學發展中心
1891



2.3 教學實踐研究計畫

為提升教師教學品質，促進大專校院學生學習成效，教育部自 106 年規劃推動、107 年開始補助教學實踐研究計畫。教學實踐研究係指教師透過教育現場提出問題，並藉由課程設計、教材教法、或引入教具、科技媒體運用等方式，採取適當之研究方法及評量工具檢證成效之歷程。

教育部教學實踐研究計畫 官網

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

詳細資訊請見 **教學發展中心** 網頁

<https://ctld.ntnu.edu.tw/教師專業發展/教學實踐研究計畫>



教學發展中心
1891



2.4

英語授課

為增進教師英語授課信心及知能，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。

並藉由實體工作坊深度討論，提供全英語授課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。

▲ 雙語全英語教學鼓勵與支援

本校於 110 年 11 月成立雙語教育推動辦公室，專責教育部「大專校院學生雙語化學習計畫」執行及推動。為鼓勵教師開設全英語授課課程（English Mediated Instruction, 簡稱 EMI），已制定本校「全英語授課獎勵要點」、「全英語授課知能培訓課程補助原則」、「全英語專業課程教學助理補助原則」、「全英語授課數位課程補助」等多項獎勵規範，凡符合教務處認定為大學部或碩、博班課程架構之全英語授課課程，即可申請相關補助，每學期申請期程依公告日期辦理。

另本校九大學院皆設有雙語專員，幫助新進教師快速掌握雙語計畫最新消息及相關獎勵補助等申請資訊。有關本校雙語計畫詳細資訊可至雙語教育推動辦公室「資訊公開專區」頁面查詢。

詳細資訊請見 **雙語教育推動辦公室** 網頁

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



教學發展中心

1887、1889



雙語教育推動辦公室

7973



雙語教育推動辦公室



2.5

教學助理

- 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

詳細資訊請見 **教學發展中心** 網頁

<https://ctld.ntnu.edu.tw/學生學習成長/教學助理>



教學發展中心

1888



2.6

鴻鵠營

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。



2.7

教學諮詢輔導

為新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。

詳細資訊請見 [教學發展中心](https://ctld.ntnu.edu.tw/instructional_consultation) 網頁

https://ctld.ntnu.edu.tw/instructional_consultation



教學發展
中心
1877



2.8

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。

詳細資訊請見 [教學發展中心](https://ctld.ntnu.edu.tw/fprt) 網頁

<https://ctld.ntnu.edu.tw/fprt>



教學發展
中心
1877



2.9

課程補助

▲ 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，每學期各學院、中心以補助兩件為原則，採實報實銷方式辦理。

▲ 總整課程補助

「總整課程」係指依據該系核心能力之規劃，提供本校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。

詳細資訊請見 [教學發展中心](#) 網頁

<https://ctld.ntnu.edu.tw/> 教師專業發展 / 總整課程



教學發展
中心
1890



教學發展
中心
1892



總整課程



2.10

教師教學專業成長數位課程

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。



課程內容包括「教學實踐研究計畫」、「總整課程」、「全英語授課資源」、「六藝講會 - 教學精進創新成果」、「教學諮詢輔導」、「教學研究與經驗分享」、「鴻鵠營 - 新進教師研習營相關資源」、「教學傑出獎獲獎教師經驗分享」、「數位教學工具」、「傑出 TA 訪談」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。



教學發展
中心
1885

研究計畫補助與獎勵

3.1 研究計畫補助

國科會產學合作研究計畫	
申請時程	研發處
每年 2 次	1218
國科會專題研究計畫	
申請時程	研發處
1. 大批申請約十二月底前申請 (確切時間依每年度國科會公告) 。	1325
2. 國科會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國科會計畫主持人資格之日起三年內以隨到隨審方式提出。	
3. 國科會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。	

國科會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會計畫之參與研究人員應於申請機構函送本會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」，為符合國科會相關規定，欲申請國科會計畫之師長，須依規定完成相關課程訓練，並於計畫送件時另檢附本校「國家科學及技術委員會專題研究計畫送件 - 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>




3.2

獎勵補助

▲ 校外

國科會補助專家學者出席國際學術會議	
申請時程	研發處
會議舉行日 7 星期前	1323
國科會補助國內舉辦國際學術研討會	
申請時程	
每年約 3 月及 9 月 (依校內公告截止日為準)	
國科會補助延攬客座科技人才	
申請時程	研發處
隨到隨審 (但建議於聘任前兩個月提出)	1319
國科會補助邀請國際科技人士短期訪問	
申請時程	
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)	
國科會補助科技人員國外短期研究	
申請時程	
每年約 4 月公告 / 5 月至 7 月申請	

▲ 校內

新進教師之專題研究費補助	
國內舉辦國際學術研討會經費補助	研發處
鼓勵藝術創作發表或展演補助	1323
申請時程	
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	
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	
申請時程	
隨到隨審 (會議舉行日五星期前提出線上申請)	
補助教研人員出國參加國際指標性研討會	
補助舉辦國際指標性學術研討會	
申請時程	
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)	
原創性學術論文刊登費補助	
申請時程	
隨到隨審 (單據所屬之會計年度內提出線上申請)	
英文論文編修服務補助	
申請時程	
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	
申請時程	
每年 10 月 1 日至 10 月 31 日線上申請	

校內

推動教研人員籌組跨域團隊補助	 研發處 1319
申請時程	
於研提計畫前採隨到隨審方式辦理	
推動跨國合作研究計畫補助	 研發處 1319
申請時程	
每年約 6 月公告 8 月 30 日前申請	
年度研究績優獎勵	 研發處 1324
申請時程	
每年 3 月底前研發處通知各系所造冊核定	
獎勵學術卓越教師	 研發處 1330
申請時程	
每年 10 月線上申請 (校務行政資訊入口網)	
獎勵特殊優秀人才	 研發處 1330
申請時程	
每年 5 月線上申請 (校務行政資訊入口網)	
優良期刊獎助	 研發處 1335
申請時程	
獲獎 (選) 通知後二個月內	

3.3

專利申請與技術移轉

產學合作組專利申請與技術移轉相關業務如下：

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. 專利及技術移轉授權數據填報及彙整
6. 國科會研發成果 STRIKE 系統之登錄

各項表單下載

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



產學合作組

專利申請

1318

技術移轉

1320



3.4

研究諮詢

▲ 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國家科學及技術委員會專題研究計畫，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國家科學及技術委員會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>



研發處
1324



國際交流資源

國際事務處

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。

國際事務處網址

<https://bds.oia.ntnu.edu.tw/bds/web>



國語教學中心 梁英 / 攝影

4.1

教師國際交流資源

▲ 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

▲ 校級交換教師計畫

- 申請期間：二月公告收件。
- 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。
- 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
- 網頁路徑：首頁 / 教職員專區 / 赴外交換教師

▲ 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

◎ 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

◎ 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



學術合作組

7978



學術合作組

1270

4.2

學生國際交流資源

▲ 申請入學學位班

- 外國學生申請專區（中）

<https://bds.oia.ntnu.edu.tw/bds/apply>

- 外國學生申請專區（英）

<https://bds.oia.ntnu.edu.tw/bds/en/apply>

▲ 來校短期研習

- 來校交換生（中）：

<https://bds.oia.ntnu.edu.tw/bds/IE>

- 來校交換生（英）：

<https://bds.oia.ntnu.edu.tw/bds/en/IE>

- 來校訪問生（中）：

<https://bds.oia.ntnu.edu.tw/bds/VS>

- 來校訪問生（英）：

<https://bds.oia.ntnu.edu.tw/bds/en/VS>

- 非姊妹校來校訪問生（中）：

<https://bds.oia.ntnu.edu.tw/bds/NP>

- 非姊妹校來校訪問生（英）：

<https://bds.oia.ntnu.edu.tw/bds/en/NP>

▲ 赴外就讀及短期研習

- 赴外交換生（中）：

<https://bds.oia.ntnu.edu.tw/istudent/OE>

- 赴外交換生名額表（中）：

<https://bds.oia.ntnu.edu.tw/bds/web/outgoing-quotalist>

- 赴外獎學金（中）：

<https://bds.oia.ntnu.edu.tw/istudent/OS>



全球招生組

1272



學術合作組

1269.1273

7978



學術合作組

1263.1281



學術合作組

1267

人事服務與福利

5.1

教師資格送審 (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：
 - 身分證正面影本 1 份。
 - 照片 2 張 (1 吋、2 吋各 1 張)。
 - 學位證書正本 (國外學位證書應經駐外單位驗證)。
 - 教師資格審查履歷表 3 份。
 - 外國學位修業情形一覽表 (持國內學歷者免繳)。
 - 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)。
 - 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)。
 - 送審教師資格查核表。
- ▲ **編制外專任教師** 得準用專任教師資格審查規定請頒教師證書。



人事室

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5.2

教師評鑑

- ▲ **編制內專任教師**
 - 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)。
 - 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)。
 - 2 年內再予評鑑：不通過者，提 3 級教評會決議不續聘。
- ▲ **專案教學人員 (研究人員)**
 - 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)。
 - 評鑑通過，得予續聘。
 - 第二年研究未達標準者，得再續聘一年，惟不得晉薪。
 - 聘期屆滿未經續聘者，視同不續聘。
- ▲ **約聘教師**
 - 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)。
 - 評鑑通過，得予續聘。
 - 聘期屆滿未經續聘者，視同不續聘。



編制內 專任教師 研發處

1469



專案教學人員 (研究人員)

人事室

1290、1295

1299、5690

研發處

1469



約聘教師 人事室

1290、1295

1299、5690

5.3 升等

▲ 限期升等

- 新聘教師到任後 6 年內未能升等者，再續聘 1 年。
- 仍未能升等者，則不予續聘。
- 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：
 - 遭逢重大變故
 - 育嬰留職停薪
 - 女性教師懷孕生產

▲ 資格條件

- 升等助理教授
 - 曾任講師 4 年，並有專門著作者。
 - 講師獲得博士學位並有專門著作者。
- 升等副教授
 - 曾任助理教授 3 年，並有專門著作者。
- 升等教授
 - 曾任副教授 3 年，並有專門著作者。
- 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。
- 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

- 每學期辦理 1 次。
- 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。



人事室

1290

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▲ 升等限制

- 申請升等及升等生效當學期皆須實際在校任教授課。
- 借調其他機關服務者，不得申請升等。
- 升等未通過者，次 1 學期不得申請升等。
- 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。
- 最近 1 次評鑑不通過者，不得提出升等。
- 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

- 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。
- 教學項目：應達 80 分。
- 服務項目：應達 80 分。
- 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）

- 應與任教科目性質相關。
- 代表作應為送審人取得前一等級教師資格後，且為擬申請升等生效日前五年內所出版或發表者；參考作應為送審人取得前一等級教師資格後，且為擬申請升等生效日前七年內所出版或發表者。但送審人曾於前述期限內育嬰留職停薪、懷孕或生產者，得申請延長前述年限二年（自一百十三年八月一日起施行）；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。
- 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。

- 發表於 SCI、SCIE、SSCI、TSSCI、EI、A&HCI、民國 105 年新制 THCI (原 THCI Core)、EconLit、SCOPUS、ERIH 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。
 - 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。
 - 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。
 - 各學院有更嚴之規定者，從其規定。
 - 除 SCI、SCIE、SSCI、TSSCI、EI、A&HCI、民國 105 年新制 THCI (原 THCI Core)、EconLit、SCOPUS、ERIH 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：**
- 國內外大學設有審查制度之出版編輯委員會。
 - 國內外學術研究機構設有審查制度之出版編輯委員會。
 - 國科會公告之受理專書書稿審查之期刊編輯委員會。
 - 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。
 - 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

5.4 兼職

- 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。
- 教師到職前擔任公立各級學校專任教師兼職處理原則第三點第二項之職務或經營事業者，應於到職時提出書面辭職，並於 3 個月內完成解任登記；特殊情形得再延長 3 個月，惟期間不得參與經營及支領報酬。
- 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」、「國立各級學校兼任行政職務教師兼職處理辦法」及「本校教師兼職處理要點」等規定。



人事室

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5.5

教師差假

▲ 請假

- 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。
- 請假期間如有進行之課程，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：

- 事假：每學年准給 7 日，超過按日扣薪。
- 家庭照顧假：每學年准給 7 日，併入事假計算。
- 病假：每學年准給 28 日。
- 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。
- 產前假：8 日。
- 陪產檢及陪產假：7 日。
- 娩假：42 日。
- 流產假（42 日、21 日、14 日）。
- 婚假：14 日。
- 喪假（15 日、10 日、5 日）死亡之日起百日內請畢。
- 骨髓捐贈或器官捐贈假（視實際需要給假）。
- 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：
 - 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。
 - 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。



人事室

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1301

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- 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。
 - 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。
 - 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。
 - 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。
 - 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

- 校務行政資訊入口網
<http://iportal.ntnu.edu.tw/ntnu/>



全國法規資料庫



校務行政資訊入口網



5.6 出國

▲ 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

- 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。
- 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。



人事室

1291

1301

6995

5.7 教師申訴

- 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，以其他訴願訴訟、勞資爭議處理之法律關係是否成立為依據者，在其他訴願訴訟、勞資爭議處理程序終結前，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。



人事室

1308

相關內容詳見

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

- 評議會於決議後將作成評議書，於評議書作成後十五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。

5.8 各項福利資訊

- 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



人事室
1305

5.9 所得稅務資訊

- 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。
- 外籍人士若預計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稅率申請表（表單下載路徑：總務處出納組 / 表格下載 / 所得稅），經各單位承辦人及單位主管核章後，由承辦人至本校新所得稅系統提出申請及上傳申請表，經出納組審核通過後，即可依居住者稅率扣繳所得稅。
 - ※ 依財政部臺財稅字第 09704542390 號規定：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。
 - ※ 外僑於變更為居住者稅率後，如需提前離境，以致當年度未在臺居留滿 183 天者，最遲需於離境前 10 天通知出納組變更稅率並補繳稅款差額，以免逾期報繳衍生相關稅責。
- 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 / 應用系統 / 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詢。



出納組
5454
5458

圖書資源與資訊服務

6.1 圖書資源

圖書館提供實體及電子館藏服務，可透過圖書館網站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。

▲ 流通服務

新進教師讀者專區權限開啓、圖書及視聽資料借閱服務、My library 個人化服務

▲ 館際合作服務

館際合作借書證申請、一卡通用服務及文獻傳遞服務

▲ 學科服務

學科館員、教師指定閱讀與圖書館利用講習服務

圖書館 網站

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

圖書館 電子信箱

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

總館2F 參考諮詢服務台

5250、5251

公館分館 服務台

6889

林口分館 服務台

8452



圖書館



6.2

資訊網路

▲ 流通服務

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

▲ 雲端服務

雲端主機伺服器、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

資訊中心 網址

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



資訊中心

3737



資訊中心



6.3

出版服務

▲ 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：

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

▲ 期刊出版服務

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：

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

出版中心 網站

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



出版中心

5291

期刊機構
典藏與授權

5258



出版中心



聘雇人員與採購

7.1

聘雇人員之勞工保險事宜

▲ 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

1. 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。
2. 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。



總務處
事務組

1919

1938

1969

7.2

辦理逾新臺幣 15 萬元之採購

1. 辦理逾新臺幣 15 萬元政府採購，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，化整为零分成數個小額採購分批辦理。
2. 辦理逾新臺幣 15 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，未達新臺幣 100 萬元之科研小額採購，請於採購前完備請購程序，始得逕洽廠商辦理。
3. 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。



總務處
採購組

1967

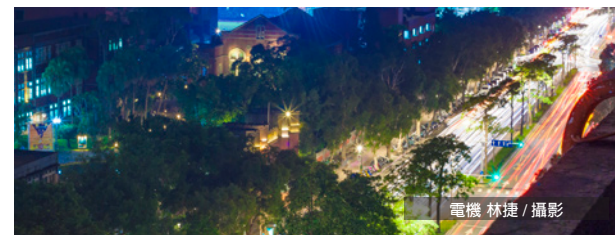
1962

學校生活與健康

8.1 師大生活便利通

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：

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



總務處資產
經營管理組

1971



師大生活
便利通



8.2 交通資訊

▲ 和平校區往返公館校區

和平校區搭乘地點為「和平校區 II 教育大樓」前；
公館校區搭乘地點為「綜合館」前。

▲ 林口校區公務車

和平校區往返林口校區上車地點上午為「和平校區 I
園環」前；中午為「和平校區 II 孔子銅像旁」
林口校區搭乘地點為「行政大樓」前。

▲ 臺灣大學系統接駁車

往返於臺師大和平校區、臺大、臺科大、臺師大公館
校區之間。

接駁車資訊請參閱

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



總務處
事務組

1942



接駁車資訊





國文 葉子軒 / 攝影

8.3 體育設施

▲ 體育室簡介

校本部

- 體育館 (包括重量訓練室、武術房、桌球房、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
- 體適能中心 (游泳館 4F)
- 智能健身房 (游泳館 3F)
- 運動傷害防護室 (游泳館 2F)

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

林口校區

- 體育館 (包括綜合球場、跆拳道訓練基地、桌球房、重量訓練室、大小韻律教室)
- 戶外田徑場 (中央草皮區可供足球使用)
- 籃球場 · 排球場 · 戶外游泳池



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

體適能中心

3229

▲ 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 5 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. 教職員工俱樂部：包含籃球、桌球、羽球、網球等運動項目。



校本部
活動組
3177

8.4

保健醫療服務

▲ 本校健康中心服務項目

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。

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。

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。

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、教職員工急救培訓課程。

本校健康中心 網頁

<https://health.sa.ntnu.edu.tw/>

國立臺灣師範大學特約醫療院所 詳見

<https://reurl.cc/7RNAQI>



校本部
健康中心
3110
公館校區
健康中心
6450



健康中心



本校特約
醫療院所



8.5

校內電話及緊急報案專線

▲ 總機

本部 [02]7749-1111

公館 [02]7749-6666

林口 [02]7749-8888

▲ 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>

▲ 駐衛警察隊聯絡資訊

校本部 [02]7749-3164

圖書館校區 [02]7749-5654

校園安全監控室 [02]7749-3148

公館校區 [02]7749-6914

林口校區 [02]7749-8532



網路電話
服務平台



教職員
通訊錄系統



8.6

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，將由中心直接轉至相關單位處理。

秘書室馬上辦 網頁

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



秘書室
馬上辦





公領 許紹桓 / 攝影

Contents

0. About NTNU	
0.1 Overview	76
0.2 University Motto	77
0.3 Campus	79
1. Instruction and Student Advising	
1.1 Upload Course Syllabus	81
1.2 NTNU Online Courses	81
1.3 Moodle Learning Management System	82
1.4 Course Evaluation Survey	83
1.5 Instruction Related Regulations	84
1.6 Grading	85
1.7 Ethics for Instructors	87
1.8 Academic Ethics and Education on Integrity	88
1.9 Student Academic Advising Information	89
2. Instructional Development Resources	
2.1 Teaching Awards	94
2.2 Teaching Innovation Fund	95
2.3 MOE Teaching Practice Research Program	95
2.4 English as a Medium of Instruction	96
2.5 Teaching Assistants	97
2.6 Hong Hu Camp (New Faculty Orientation)	98
2.7 Instructional Consultation	98
2.8 Formative Peer Review of Teaching (FPRT)	99
2.9 Course Subsidy	100
2.10 Online Professional Development Courses for Faculty	101
3. Research Project Funding and Awards	
3.1 Research Project Funding	103
3.2 Awards and Funding	104
3.3 Patent Application and Technology Transfer	107
3.4 Research Consultation	108
4. International Exchange Resources	
4.1 For Faculty	111
4.2 For Students	112
5. Personnel Services & Welfare	
5.1 Instructor Qualification Review (Holders of Teacher Certificate are exempted)	114
5.2 Teacher Evaluation	115
5.3 Promotion	116
5.4 Holding a Part-time Position	120
5.5 Instructor's Leave	121
5.6 Traveling Abroad	123
5.7 Faculty Appeals	124
5.8 Welfare and Benefits	125
5.9 Information for Income Tax	126
6. Library Resources and Information Services	
6.1 Library Resources	129
6.2 Information Network	130
6.3 Publishing Services	131
7. Hiring and Procurement	
7.1 Regulations for hiring	133
7.2 Procurements over NT\$150,000	134
8. Campus Life and Health	
8.1 Life at NTNU	136
8.2 Transportation among Campuses	136
8.3 Athletic Facilities	137
8.4 Health Services	140
8.5 Emergency Contacts	141
8.6 Office of the Secretariat Problem Hotline	141

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.



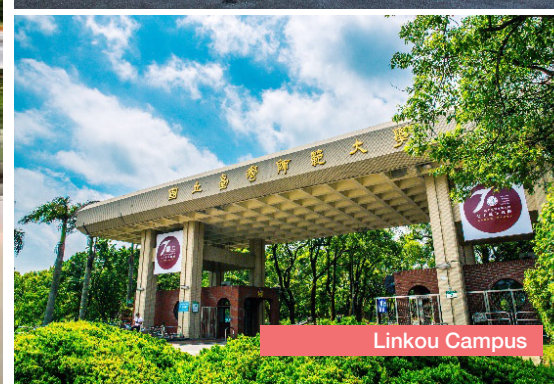
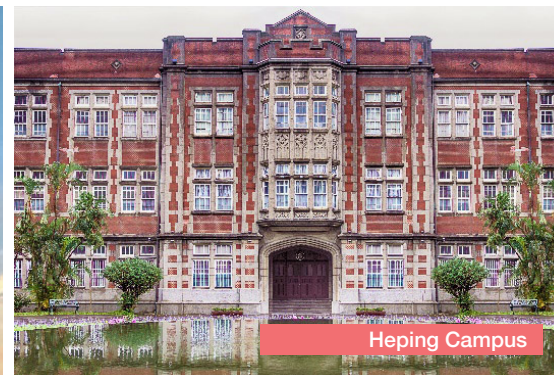
<http://en.ntnu.edu.tw/aboutus.php>



University Motto

Sincerity
Integrity
Diligence
Simplicity

心輔 林可凡 / 攝影



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

INSTRUCTION AND STUDENT ADVISING

1.1 Upload Course Syllabus

- Instructors should upload or update their syllabus before the announcement of course schedule each semester. A syllabus includes four sections: "Course Schedule and Topic," "Instructional Approach," "Evaluation Criteria," and "Course Material and References." In addition, the syllabus of English as a Medium of Instruction (EMI) courses should be edited in English.
- Please note that the school semesters have officially shifted to 16-week schedule since Fall semester 2022, instructors should design their course schedule and syllabus in a 16-week semester format.
- For syllabus upload instructions, please refer to the Curriculum Office website:
https://www.aa.ntnu.edu.tw/zh_tw/Curriculum/Curriculum01



**Curriculum
Division**
Ext. 1180



**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. 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. 5673



工教碩 楊宗暉 / 攝影

1.4 Course Evaluation Survey

▲ Mid-term Course Evaluation Survey

The survey will be open to students in the midterm exam week and will last for two weeks. The survey feedback is available to instructors via their NTNU iPortal accounts three days after the survey closes.

▲ End-of-semester Course Evaluation Survey

The survey will be open to students a week before the finals week and will last until a week after the finals. The survey feedback is available to instructors via their NTNU iPortal accounts three days after the survey closes.



Curriculum
Division
Ext. 1186



Course Evaluation Survey Website
<https://iportal.ntnu.edu.tw/ntnu/>

1.5

Guidelines for Teaching Hours

▲ Basic Teaching Hours

- o Basic teaching hours shall be: 8 hours for Professors, 9 hours for Associate and Assistant Professors, and 10 hours for Lecturers.
- o Basic teaching hours for full-time instructors at the School of Teacher Education shall be: 12 hours for Professors, 13 hours for Associate and Assistant Professors, and 14 hours for Lecturers.
- o Adjustments of teaching hours should comply with the following rules:

For instructors who have no reduced teaching hours may move up to 4 hours to the other semester of the same academic year.

For new instructors, instructors involved in research, or instructors acting as thesis advisors, they shall still teach at least 2 hours per semester, and a minimum of 9 hours every academic year. The remaining hours can be reduced, or used to make up for insufficient hours.

If instructors handle administrative work on a part-time basis and the number of teaching hours has been reduced by 2 hours, they shall still teach at least 6 hours per academic year. Those whose teaching hours have been reduced by 4 hours or more in a semester shall teach at least 3 hours per academic year. The remaining hours can be reduced, or used to make up for insufficient hours.

▲ Incentive Teaching Hours

- o Courses with more than 50 students
- o NTNU online courses
- o English as the Medium of Instruction (EMI) courses (only for those who meet teaching incentive guidelines)
- o National Language as the Medium of Instruction courses (only for those who meet teaching incentive guidelines)

▲ Reduction of Teaching Hours

- o Instructors who involve in Ministry of Science and Technology projects or cooperative education programs with government agencies
- o New full-time assistant professors



Curriculum
Division
Ext.1181

- o Instructors who act as thesis advisors
- o Instructors who also hold academic/administrative positions

▲ References

- o National Taiwan Normal University Guidelines for the Calculation of Instructor Teaching Hours
- o National Taiwan Normal University English Mediated Instruction (EMI) Incentives Enforcement Guidelines
- o National Taiwan Normal University Guidelines for the Implementation of Teaching Incentives in the Promotion of National Language Development

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.



Registry
Division
Graduate
Studies
Division
Ext. 1077

▲ 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.
 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 and after 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

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



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

NSTC 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

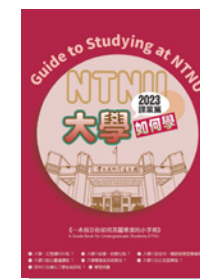
Download

Undergraduate Students Handbook

<https://reurl.cc/94Endv>

Graduate Student Handbook

<https://reurl.cc/GeLDkW>



Student Handbook
Center for Teaching and Learning Development
Ext. 1892



Graduate Studies Division
Ext. 1087



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

▲ 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 (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.

- 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 CTLTD for review.

▲ 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. The Reading Groups encourage students to conduct thematic learning or innovation implementation through all kinds of media, in all kinds of environments, so as to increase the possibilities of various media and materials 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. The English Reading Groups are in line with the Bilingual University Program, and the library recruits foreign students or students with excellent English performance as leaders. Through English Reading Groups, students will be able to meet students from all over the world. With a wide range of topics and flexible schedules, English Reading Groups will help students read and speak English with ease!

For more information, you may refer to the Library Reading Group website: <https://subjectguide.lib.ntnu.edu.tw/readinggroup>



Student Tutor Award Project

Center for Teaching and Learning Development
Ext. 1892



Reading Group

Library
Reference & Information Desk on the 2nd Floor, Main 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



公鏡 黃子瑛 / 攝影

INSTRUCTIONAL DEVELOPMENT RESOURCES

▲ 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/ntnuca/>



Booking Rules



Booking System



2.1 Teaching Awards

▲ Awards

1. Outstanding Teaching Award (OTA) and Excellence in Teaching Award (ETA).
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 a recommendation from the selection committee of their respective department and college (including centers and Academy of Preparatory Programs for Overseas Chinese Students), 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. OTA winner will be commended in a public ceremony.
4. In accordance with NTNU Regulation for Teacher Evaluation, 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.



Center for Teaching and Learning Development
Ext. 1891



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.



Center for Teaching and Learning 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", "Incentive Principle for Teaching Assistants of EMI Courses", "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/en/main/>



Office of Bilingual Education
Ext.7973



Office of 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

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.



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.



Center for
Teaching
and Learning
Development

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.



Center for
Teaching
and Learning
Development

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

Center for
Teaching
and Learning
Development
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, CLTD 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
Teaching
and Learning
Development
Ext. 1885

RESEARCH PROJECT FUNDING AND AWARDS

3.1

Research Project Funding

National Science and Technology Council (NSTC) Industry -Academia Collaboration Research Projects	
Application Time Frame	Office of Research and Development
Twice a year	Ext.1218
NSTC Research Projects	
Application Time Frame	Office of Research and Development
<ol style="list-style-type: none">1. Please apply before the end of December (please refer to NSTC's annual announcement for exact date and time)2. NSTC'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 NSTC PI..3. Unscheduled call for research proposals by various NSTC 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 NSTC 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 NSTC 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 NSTC's regulation, NTNU faculty who plan to apply for NSTC funding must complete said training, and attach the "NTNU NSTC 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

NSTC Travel Grant for Overseas Conferences	 Office of Research and Development Ext. 1323
Application Time Frame 7 weeks before the Meeting	
NSTC 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)	
NSTC 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)	
NSTC 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)	
NSTC Funding for Technology Personnel to Conduct Short-term Research Abroad	 Office of Research and Development Ext. 1323
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 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	 Office of Research and Development Ext. 1323
Application Time Frame 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	 Office of Research and Development Ext. 1323
Subsidy for the Holding of Premier International Conferences 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 Promotion of International Cooperative Research Projects	 Office of Research and Development Ext. 1319
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)	
Distinguished Talents Incentive	 Office of Research and Development Ext. 1330
Application Time Frame	
Apply online in May every year (NTNU iPortal)	
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. Patent and Technology Transfer Licensing data management.
6. Registration of data (R&D Results) into the STRIKE system developed by NSTC.



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



Forms

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



3.4

Research Consultation

▲ Research Consultation offered by Faculty Excelling in Scholarly Work

1. To assist new faculty or other research staff with writing NSTC 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 NSTC 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
<https://bds.oia.ntnu.edu.tw/bds/en/web>



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

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



Global
Academic
Collaborations
Ext. 7978



Global
Academic
Collaborations
Ext. 1270

- 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>



**Global Student
Recruitment**
Ext. 1272



**Global
Academic
Collaborations**
Ext. 1269, 1273
Ext. 7978



**Global
Academic
Collaborations**
Ext. 1263, 1281

**Global
Academic
Collaborations**
Ext. 1267

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. All full-time project-based faculty may apply for Teacher Certificate in accordance with Full-time Faculty Qualification Review Regulations



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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.

▲ 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.



**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 shall have been published or issued since the applicant was accredited at their current level. Representative work shall be published or issued within 5 years before the effective date of promotion, and reference materials shall be published or issued within 7 years before the effective date of promotion. However, if the applicant has taken maternity leave without pay, been pregnant or been given birth within the aforementioned period, the above-mentioned period may be extended by two years. (Effective from August 1, 2024). 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, SCIE, SSCI, TSSCI, 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, SCIE, TSSCI, 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 National Science and Technology Council 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. Employees, who have served in the position regulated in Article 3, Section 2 of the "Guideline on Public School Instructor Taking on Part-time Employment" or as business operators prior to their employment, must submit a written resignation upon their appointment and complete the removal registration within three months. In special circumstances, the period may be extended for another three months, but instructors are not allowed to engage in business activities or receive remuneration during this time.
11. 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", "Regulations Governing External Part-Time Employment of Teachers in National Educational Institutions at All Levels Concurrently Working as Adjunct Administrative Personnel" and "NTNU Instructor Part-time Work Guideline".



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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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- 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.moi.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.



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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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Ext.1308

- 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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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
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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, partner library easy-borrow services, and document delivery services.

▲ Faculty Services

Subject librarians, course reserves service and library instruction services.

NTNU Library website

<https://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

Reference & 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, 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. 5258



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\$150,000

1. With the exception of Inter-Entity Supply Contracts, all governmental procurements exceeding NT\$150,000 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\$150,000 should follow NTNU's "Procurement Guidelines for Science and Technology Research Development". For science and technology research procurements over NT\$150,000 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/>

8.2

Transportation among Campuses

▲ Shuttle Service between Heping Campus and Gongguan Campus

Point to ride and get off at Heping campus: In front of Education Building;

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 Heping Campus I;
Point to ride at noon: west side of the Confucius statue at Heping 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>



Construction and Maintenance Division, Office of General Affairs

Ext. 1971



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. Gymnastic Room
 - E. Small Dance Room
 - F. Large Dance Room
 - G. Multi-Sport Court
2. Athletics Field: Also includes Baseball, Softball, and Football Field
3. Outdoor Basketball Court, Volleyball Court, Tennis Court
4. Aquatic Center: Heated Swimming Pool, Hydrotherapy Spa, Sauna, and Steam Room
5. Athletic Training Room (Aquatic Center 2F)
6. Smart Fitness Room (Aquatic Center 3F)
7. Physical Fitness Center (Aquatic Center 4F)

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

Aquatic Center

Ext. 3180

Physical Fitness Center

Ext. 3229



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 (May)

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, first aid training course for faculty and staff.

NTNU Health Center Website
<https://health.sa.ntnu.edu.tw/>

NTNU contract health service providers
<https://reurl.cc/7RNAQI>



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

- Voice over Internet Protocol (VoIP)
<https://voip.ntnu.edu.tw/>
- 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 I'm on it Center Office of Administrative Affairs

The "I'm on it Center" is a contact service for NTNU faculty, staff, and students to lodge a formal complaint.

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

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

